



DESTINATION PANAMA CITY
REGULAR MEETING

Location: Destination Panama City Visitor's Center
101 West Beach Drive, Panama City, FL 32401
Regular Meeting – 9/30/2024

- 1) Roll Call
- 2) Approval of Minutes – August 1, 2024 Regular Meeting
- 3) Acceptance of TDT Revenue Reports – FY24, July 2024
- 4) Financial Status Report – Period Ending August 31, 2024
- 5) FY25 Revised Budget
- 6) Events
 - a) FLLUXE (page 47)
 - b) Redfish Film Festival (page 63)
 - c) GrooveFest (page 73)
- 7) CEO Annual Evaluation
- 8) Marketing RFQ Presentations
 - a) Aqua
 - b) MDR
 - c) Origin
- 9) CEO Updates
 - a) St Andrews School
 - b) Governor Stone Temporary Construction Lease
 - c) Living Shoreline
- 10) Public Participation
- 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:

9/30/2024

3. REQUESTED MOTION/ACTION:

Board accept the Board Meeting Minutes of 8/1/2024 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)

Board Meeting Minutes 8/1/2024 have been prepared for review and acceptance.



DESTINATION PANAMA CITY
REGULAR MEETING
Location: Destination Panama City Visitor's Center
101 West Beach Drive, Panama City, FL 32401
Meeting Minutes 8/1/2024

- 1) Roll Call
 - a) All Board Members were present. (Banker, Grainger, Street, Lucas, Rohan, Haligas, Capps)
- 2) Approval of Minutes
 - a) Vice Chairman Grainger motioned to approve the minutes of the June 13, 2024 meeting as presented. A second was made by Secretary Treasurer Street. The motion passed unanimously.
- 3) Acceptance of TDT Revenue Reports
 - a) Chairman Banker motioned to approve the May 2024 TDT Revenue Reports as presented. A second was made by Vice Chairman Grainger. The motion passed unanimously.
- 4) Financial Status Report
 - a) Board Member Jean Capps motioned to accept the financial status report for period ending June 30, 2024 as presented. A second was made by Vice Chairman Grainger. The motioned passed unanimously.
- 5) CEO Evaluation Committee
 - a) Board Member Haligas motioned to maintain the established precedent of having the executive board members (Chairman, Vice Chairman, and Secretary / Treasurer) serve as the CEO Evaluation Committee. Board Member Lucas seconded the motion. The motion passed unanimously. CEO Vigil requested that members of the executive board schedule their one-on-one meetings before September 20, 2024. Board Member Rohan inquired if he was allowed to participate in the review as well; to which CEO Vigil responded that a copy of the evaluation was included in the agenda provided to all board members and she encouraged feedback from all board

members, but also advised the contract requires there to be a three person evaluation committee.

6) Marketing RFQ – Short List

- a) CEO Vigil provided an overview of the RFQ process and acknowledged that each board member had received copies of all of the agency submissions that were received. She stated that the staff had reviewed all submissions and recommended invitations to in-person presentations be extended to Aqua, MDR, and Origin. Board Member Rohan motioned to authorize CEO Vigil to extend invitations as recommended by staff. Chairman Banker seconded the motion. The motion passed unanimously.
- b) CEO Vigil stated the board also need to select a date and time for the presentations. After some discussion, Board Member Lucas motioned to select Monday, September 30, 2024 at noon as it seemed most amenable to all board members and staff. Board Grainger seconded the motion. The motion carried unanimously.

7) Governor Stone Lease

- a) CEO Vigil explained that the Friends of Governor Stone organization had been on an undocumented month to month lease since June 2023. CEO Vigil and Board Attorney, Mike Burke, both recommend the board engage in a formal lease to ensure requirements and terms are fully communicated and understood by all parties.
- b) Frank Verciglio, 2912 Cedars Crossing, and member of the Friends of Governor Stone spoke on behalf of the non-profit organization. He stated due to FEMA timelines and the cost of moving the Governor Stone ship, the organization was seeking time and financial support.
- c) Board Member Haligas inquired as to the anticipated cost to move to the Chesnut Street lot which was offered by the City of Panama City. Mr. Verciglio stated he did not know. He also stated in addition to the lot, the organization was in need of a pavilion and two storage containers for securing equipment. He also stated the ground would have to be graveled and leveled.

- d) Board Member Haligas stated that a formal lease needed to be executed; Secretary Street stated that the lease should set clear expectations; and Board Member Lucas inquired how long it would take to complete the project.
 - e) Attorney Burke suggested the Board authorize CEO Vigil, Chairman Banker, and Attorney Burke to work out a lease with the Friends of the Governor Stone and Stone Loft Boat Group for a term commencing on September 1, 2024 for no longer than 180 days that addressed normal working hours, amplified noise, authorized footprint, sole project of the Governor Stone, and a roster of authorized staff and volunteers. Board Member Lucas motioned to support the recommended action, followed by a second from Secretary Street. The motion passed unanimously.
- 8) St Andrews School Roof
- a) CEO Vigil explained that following her presentation to the Bay County TDC it was suggested that immediate efforts be made to secure the building by fixing the roof. She further explained because the roof was a part of the historic preservation grant; work could not begin until the construction documents were approved by the FL Department of State. She recommended the DPC Board authorize her to move forward with securing a licensed roofing contractor to complete the roof as soon as the Department of State authorized work to commence. Secretary Street motioned to authorize CEO Vigil to utilize the procurement process required by the grant to secure a roofing contract to repair the roof in an amount not to exceed \$400,000, and if the bids exceed \$400,000 CEO Vigil should seek assistance from the Bay County TDC to help with the cost. Vice Chairman Grainger seconded the motion. The motion passed 6-1 with Board Member Rohan voting no.
- 9) FY25 Program of Work
- a) CEO Vigil presented the FY25 Program of Work. Board Member Lucas motioned to approve the FY25 Program of Work as presented; followed by a second from Board Member Capps. The motion passed unanimously.
- 10) FY25 Proposed Budget

- a) CEO Vigil presented the FY25 Proposed Budget. Vice Chairman Grainger motioned to approve the budget as presented; followed by a second from Board Member Capps. The motion passed unanimously.

11) CEO Updates

- a) Photography / Videography – Orange Video Contract
- b) LovePC Mini Masterpieces – Ribbon Cutting
- c) Certified Destination Management Executive & Panel Speaker
- d) July 4th Review

12) Public Participation

13) Adjournment

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

1. PRESENTER NAME:

Jennifer M. Vigil
President & CEO

2. MEETING DATE:

9/30/2024

3. REQUESTED MOTION/ACTION:

Board approve the Tourist Development Tax collections as reported by Bay County Clerk of Court.

4. AGENDA

- PRESENTATION
- PUBLIC HEARING
- CONSENT
- REGULAR

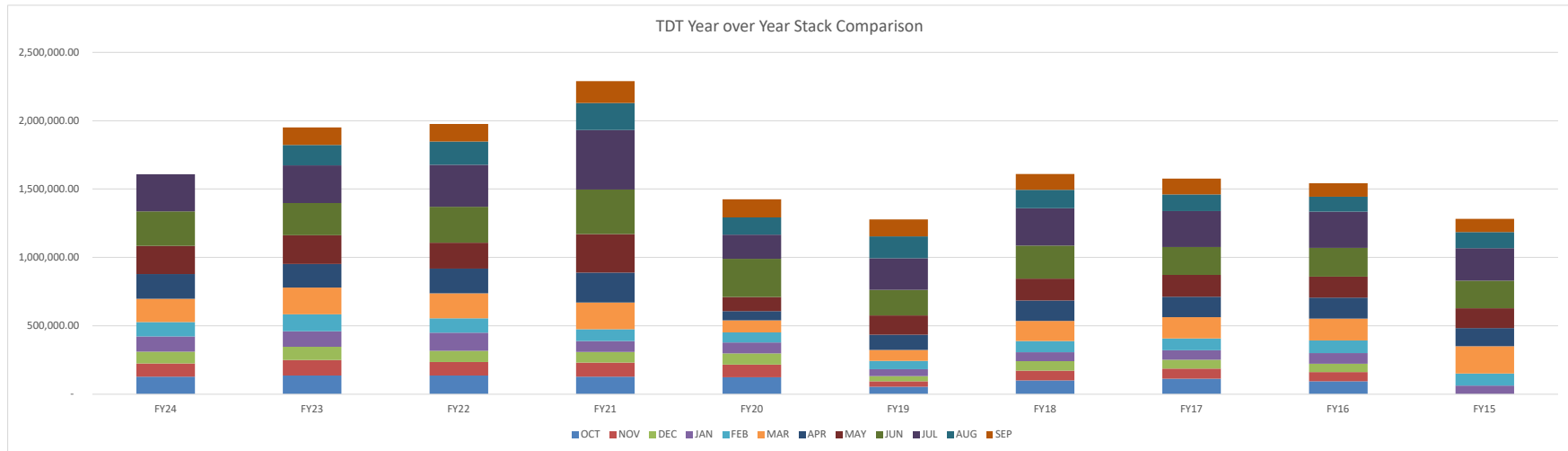
5. IS THIS ITEM BUDGETED (IF APPLICABLE)?: YES NO IF NO, STATE ACTION REQUIRED N/A

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)

Tourist Development Taxes are collected by Bay County Clerk of Court and reported to Destination Panama City.

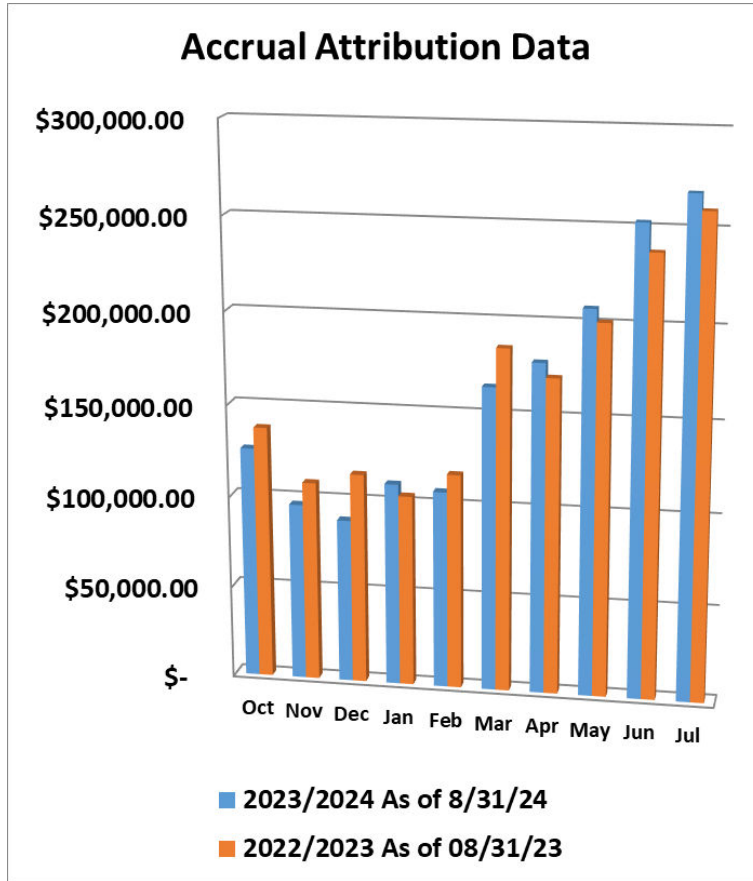


	FY24	FY23	FY22	FY21	FY20	FY19	FY18	FY17	FY16	FY15
OCT	128,772.76	136,847.79	135,808.08	128,768.79	123,861.73	53,465.19	101,281.73	112,754.00	94,571.27	-
NOV	95,487.49	112,426.73	100,118.98	101,630.73	91,643.79	40,942.54	69,765.50	73,327.00	66,059.88	-
DEC	87,289.14	96,525.57	81,802.37	78,649.26	82,443.03	37,691.14	69,355.65	65,657.00	62,079.90	-
JAN	111,642.43	115,133.81	132,165.89	78,908.76	79,980.05	50,642.49	66,053.88	70,339.00	78,155.39	63,069.50
FEB	104,794.42	124,075.17	104,387.19	87,288.10	73,996.73	59,891.56	82,266.95	85,637.00	92,804.00	87,845.52
MAR	168,682.86	193,796.73	182,793.74	195,307.74	88,811.23	80,393.83	147,842.53	155,229.00	159,731.00	200,483.24
APR	181,079.52	173,560.21	180,812.49	219,349.92	66,107.75	112,406.97	148,755.72	149,230.00	153,227.00	130,848.26
MAY	206,380.49	210,329.81	188,943.25	280,541.00	102,481.39	139,913.92	160,287.99	159,517.00	152,286.00	146,220.71
JUN	253,162.94	234,804.29	263,818.71	326,761.40	280,201.96	187,808.86	240,405.16	203,829.00	210,619.00	201,906.34
JUL	271,447.50	275,804.87	306,533.79	434,980.46	176,685.02	231,805.34	275,072.33	262,982.00	265,911.00	238,143.02
AUG		149,325.94	170,409.27	197,980.46	125,871.61	158,028.14	132,766.82	123,488.00	108,223.00	118,070.60
SEP		128,546.36	129,369.86	158,520.08	132,963.41	125,158.45	116,889.75	113,733.00	99,494.00	95,907.58
TOTAL	1,608,739.55	1,951,177.28	1,976,963.62	2,288,686.70	1,425,047.70	1,278,148.43	1,610,744.01	1,575,722.00	1,543,161.44	1,282,494.77
YTD Comparison		1,673,304.98	1,677,184.49	1,932,186.16	1,166,212.68	994,961.84	1,361,087.44	1,338,501.00	1,335,444.44	1,068,516.59
Variance		-3.86%	-4.08%	-16.74%	37.95%	61.69%	18.20%	20.19%	20.46%	50.56%



Tourist Development Tax, Bay County, Florida

Panama City



Accrual Attribution Data					
	2023/2024 As of 8/31/24	2022/2023 As of 08/31/23	Variance	Variance %	2022/2023 FINAL 8/31/24
Oct	\$ 125,972.87	\$ 137,580.62	\$ (11,607.75)	-8.44%	\$ 137,693.91
Nov	\$ 96,379.91	\$ 108,715.74	\$ (12,335.83)	-11.35%	\$ 108,715.74
Dec	\$ 89,073.66	\$ 114,590.73	\$ (25,517.07)	-22.27%	\$ 118,587.43
Jan	\$ 110,283.09	\$ 104,037.55	\$ 6,245.54	6.00%	\$ 104,150.35
Feb	\$ 107,365.36	\$ 117,067.99	\$ (9,702.63)	-8.29%	\$ 117,442.22
Mar	\$ 164,873.58	\$ 185,624.98	\$ (20,751.40)	-11.18%	\$ 186,150.11
Apr	\$ 178,737.17	\$ 170,985.97	\$ 7,751.20	4.53%	\$ 172,384.21
May	\$ 207,799.29	\$ 200,838.55	\$ 6,960.74	3.47%	\$ 202,955.46
Jun	\$ 252,620.82	\$ 237,683.88	\$ 14,936.94	6.28%	\$ 241,027.90
Jul	\$ 267,990.71	\$ 259,333.74	\$ 8,656.97	3.34%	\$ 264,447.93
Aug-Sep	\$ 455.00	\$ 414.04			
	\$ 1,601,551.46	\$ 1,636,873.79	\$ (35,363.29)	-2.16%	\$ 1,653,555.26

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

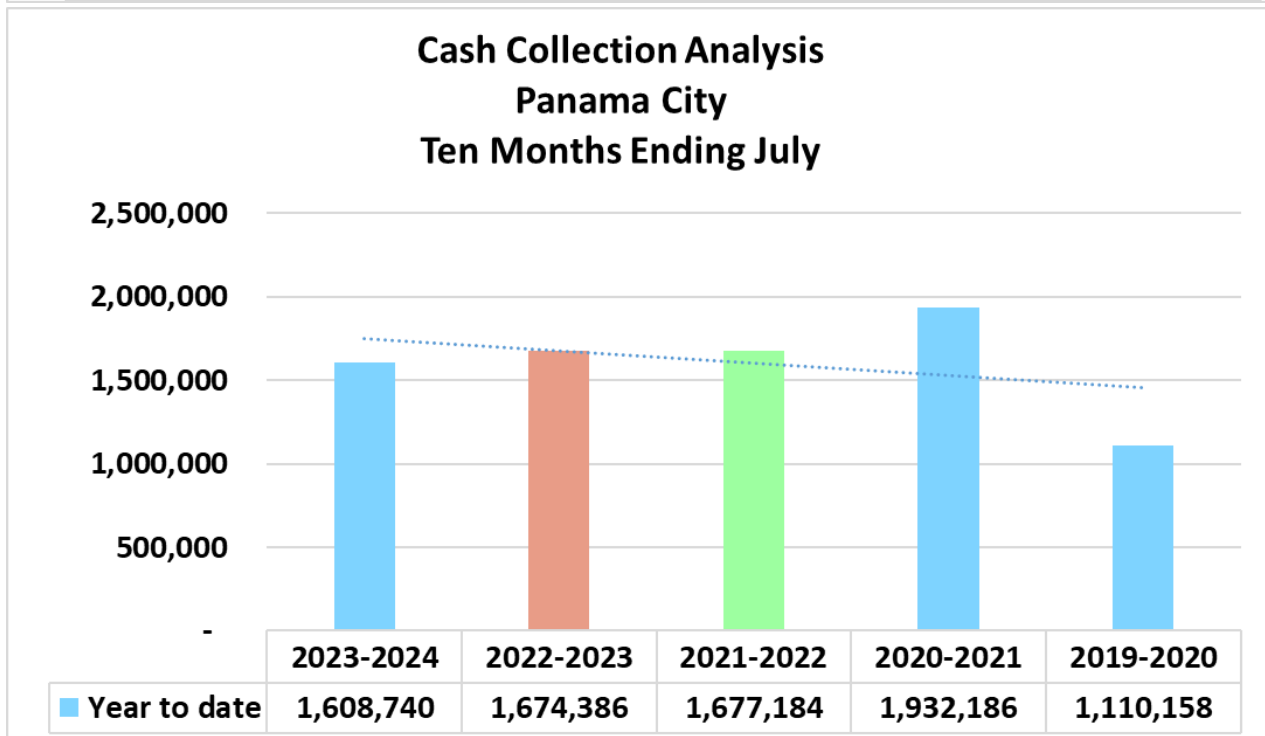
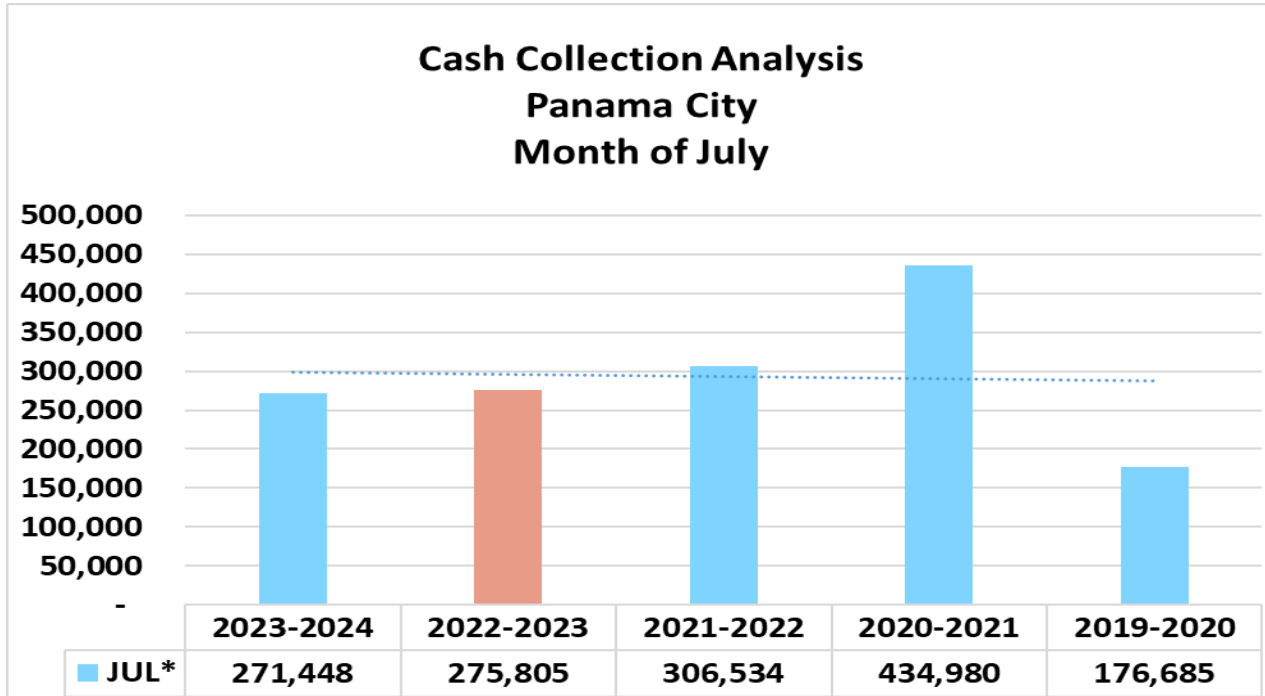
FY2024 Cash/Accrual Breakdown

Panama City											
Collected in											
Attributed period	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	
Pre	\$ 3,564.54	\$ 173.73	\$ 83.14	\$ 544.17	\$ 704.53	\$ 433.25	\$ 631.92			\$ 1,052.92	\$ 7,188.20
Oct	\$ 125,023.61	\$ 268.26	\$ 50.00	\$ 333.23	\$ 247.77					\$ 50.00	\$ 125,972.87
Nov	\$ 184.71	\$ 95,045.50	\$ 467.65	\$ 317.43	\$ 183.45			\$ 50.00		\$ 131.17	\$ 96,379.91
Dec			\$ 86,435.25	\$ 739.43	\$ 239.23	\$ 498.82	\$ 1,060.93	\$ 50.00		\$ 50.00	\$ 89,073.66
Jan			\$ 253.10	\$ 109,498.75	\$ 225.66	\$ 133.85	\$ 71.73	\$ 50.00		\$ 50.00	\$ 110,283.09
Feb				\$ 112.36	\$ 102,944.40	\$ 3,439.12	\$ 113.77	\$ 525.37		\$ 230.34	\$ 107,365.36
Mar				\$ 97.06	\$ 249.38	\$ 163,606.56	\$ 522.52	\$ 150.00		\$ 248.06	\$ 164,873.58
Apr						\$ 571.26	\$ 177,327.77	\$ 581.21	\$ 50.00	\$ 206.93	\$ 178,737.17
May							\$ 1,350.89	\$ 204,261.46	\$ 1,864.59	\$ 322.35	\$ 207,799.29
Jun								\$ 712.45	\$ 250,518.79	\$ 1,389.58	\$ 252,620.82
Jul									\$ 571.83	\$ 267,418.88	\$ 267,990.71
Aug									\$ 157.73	\$ 297.27	\$ 455.00
Sep											\$ -
Post											\$ -
	\$ 128,772.86	\$ 95,487.49	\$ 87,289.14	\$ 111,642.43	\$ 104,794.42	\$ 168,682.86	\$ 181,079.53	\$ 206,380.49	\$ 253,162.94	\$ 271,447.50	\$ 1,608,739.66

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Tourist Development Tax, Bay County, Florida



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

1. PRESENTER NAME:

Jennifer M. Vigil
President & CEO

2. MEETING DATE:

8/1/2024

3. REQUESTED MOTION/ACTION:

Board accept the financial status reports as presented for period ending April 30, 2024

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)

Attached is the June 2024 Financial Package for Board review and approval.

Management Report

Destination Panama City
For the period ended August 31, 2024



Prepared on
September 20, 2024

Statement of Net Position

As of August 31, 2024

	Total
ASSETS	
Current Assets	
Bank Accounts	
10001 Checking - Bankcorp South	785,774.30
10003 Checking - First Federal	10,400.81
Total Bank Accounts	796,175.11
Accounts Receivable	
11500 Accounts Receivable (A/R)	335,265.07
Total Accounts Receivable	335,265.07
Other Current Assets	
15510 Prepaid Insurance	14,422.71
15520 Deposits	700.47
15530 Prepaid Expenses	27,078.00
Total Other Current Assets	42,201.18
Total Current Assets	1,173,641.36
Fixed Assets	
16500 Allowance for Depreciation	-78,694.13
16600 Fixed Prop Machinery & Equipment	24,908.99
16610 Buildings & Land	1,360,555.00
16630 Furniture & Fittings	2,730.00
16700 Leased Equipment	2,280.00
16800 Accumulated amortization	-855.00
Total Fixed Assets	1,310,924.86
TOTAL ASSETS	\$2,484,566.22

LIABILITIES AND EQUITY

Liabilities

Current Liabilities

Accounts Payable

20200 Accounts Payable (A/P) 65,742.61

Total Accounts Payable 65,742.61

Other Current Liabilities

20400 Advance Deposits 100,000.00

21600 Compensated Absences 35,711.65

Payroll Liabilities

21801 Federal Taxes (941/943/944) 3,482.32

21803 FL Unemployment Tax 8.20

21821 Health Insurance 152.93

21822 Dental Insurance 0.72

21824 Life Insurance -56.65

	Total
21825 Vision Insurance	-19.85
Total Payroll Liabilities	3,567.67
Total Other Current Liabilities	139,279.32
Total Current Liabilities	205,021.93
Long-Term Liabilities	
22500 Lease Payable	1,425.00
Total Long-Term Liabilities	1,425.00
Total Liabilities	206,446.93
Equity	
27100 Fund Balance - Unrestricted	708,645.12
27200 Net Investment in Capital Assets	1,309,500.00
Retained Earnings	0.00
Net Revenue	259,974.17
Total Equity	2,278,119.29
TOTAL LIABILITIES AND EQUITY	\$2,484,566.22

Statement of Revenues, Expenses and Change in Net Position

August 2024

	Aug 2024	Oct 2023 - Aug 2024 (YTD)	Total
REVENUE			
31000 Bay County TDC Contract	176,108.93		1,927,570.85
34132 Co-Op Advertising Revenue	150.00		5,050.00
35000 Event Income			100,111.57
35915 Event Booth Rental	270.00		8,289.00
36200 Facility Rent Income	589.20		11,179.80
366140 Pvt Contribs & Donations			50.00
38000 Interest Income	591.59		5,053.53
39000 Misc Revenue			2,998.52
Contributed income			
Grants from other nonprofits			125,000.00
Total Contributed income			125,000.00
Total Revenue	177,709.72		2,185,303.27
GROSS PROFIT	177,709.72		2,185,303.27
EXPENDITURES			
51200 Regular Salaries	42,217.97		321,516.89
52100 FICA	3,207.81		24,452.84
52200 Retirement Contributions	2,308.26		18,161.15
52207 Health Insurance	3,508.80		33,108.28
52208 Dental Insurance	202.05		2,021.73
52300 Life Insurance	46.35		468.65
52400 Workers Comp			750.00
52500 Unemployment Insurance	7.36		55.59
53100 Professional Services	175.00		3,396.25
53200 Accounting & Auditing			23,656.00
53400 Other Contractual	1,287.99		22,497.63
53401 Marketing Contractual Services	3,647.50		131,750.92
54000 Travel per Diem Staff	3,371.32		27,077.49
54001 Travel Per Diem Non-Staff	1,131.95		4,476.46
54100 Communications	1,198.05		10,384.49
54200 Postage & Freight	989.32		8,785.25
54300 Utility	812.34		46,607.94
54400 Rentals & Leases	101.65		5,926.39
54500 Insurance	2,695.97		14,127.92
54600 Repair & Maintenance	994.00		31,396.16
54700 Printing & Binding			30,996.30
54800 Promotional Activities	70,850.67		906,677.28
54801 Creative Services			29,395.00

	Aug 2024	Oct 2023 - Aug 2024 (YTD)	Total
54802 Media Commissions			4,614.12
54803 Photography/Videography			20,238.00
54900 Other Current Charges	673.91		4,647.94
55100 Office Supplies	156.15		867.14
55200 Operating Supplies	405.66		13,537.16
55400 Books, Pubs, Memberships	3,518.13		55,739.10
55500 Training			3,487.55
56200 Buildings	31,100.92		122,654.86
56400 Machinery & Equipment			1,856.62
Total Expenditures	174,609.13		1,925,329.10
NET OPERATING REVENUE	3,100.59		259,974.17
NET REVENUE	\$3,100.59		\$259,974.17

Destination Panama City Budget vs. Actuals: FY24 October - August 2024

Explanation provided for line items greater than 105% of annual budget
Percentage of Year complete =91.67%

	Actual	Budget	Remaining	% of Budget	Explanation
Revenue					
31000 Bay County TDC Contract	1,927,570.85	3,110,434.00	1,182,863.15	61.97%	
34132 Co-Op Advertising Revenue	5,050.00	10,000.00	4,950.00	50.50%	
35000 Event Income	100,111.57	20,000.00	-80,111.57	500.56%	Includes \$55,000 for July 4th and \$30,000 for Oktoberfest per MOU with City of Panama City
35915 Event Booth Rental	8,289.00	5,000.00	-3,289.00	165.78%	
36200 Facility Rent Income	11,179.80	0.00	-11,179.80	100.00%	
366140 Pvt Contribs & Donations	50.00	0.00	-50.00	100.00%	
38000 Interest Income	5,053.53	3,500.00	-1,553.53	144.39%	
39000 Misc Revenue	2,998.52	0.00	-2,998.52	100.00%	
39600 Unrestricted Cash	0.00	350,000.00	350,000.00	0.00%	
Contributed income					
Donations directed by individuals	0.00	400,000.00	400,000.00	0.00%	
Grants from other nonprofits	125,000.00	500,000.00	375,000.00	25.00%	
Total Contributed income	\$ 125,000.00	\$ 900,000.00	\$ 775,000.00	13.89%	
Total Revenue	\$ 2,185,303.27	\$ 4,398,934.00	\$ 2,213,630.73	49.68%	
Gross Profit	\$ 2,185,303.27	\$ 4,398,934.00	\$ 2,213,630.73	49.68%	
Expenditures					
51200 Regular Salaries	321,516.89	351,942.62	30,425.73	91.35%	
51500 Special Pay	0.00	6,000.00	6,000.00	0.00%	
52100 FICA	24,452.84	26,666.72	2,213.88	91.70%	
52200 Retirement Contributions	18,161.15	35,194.26	17,033.11	51.60%	
52207 Health Insurance	33,108.28	44,762.64	11,654.36	73.96%	
52208 Dental Insurance	2,021.73	3,047.64	1,025.91	66.34%	
52300 Life Insurance	468.65	618.00	149.35	75.83%	
52400 Workers Comp	750.00	3,125.00	2,375.00	24.00%	
52500 Unemployment Insurance	55.59	2,000.00	1,944.41	2.78%	
53100 Professional Services	3,396.25	8,000.00	4,603.75	42.45%	
53200 Accounting & Auditing	23,656.00	25,000.00	1,344.00	94.62%	
53400 Other Contractual	22,497.63	15,000.00	-7,497.63	149.98%	BTW Services for grant administration of St Andrews School Grant . Otis Elevator Maintenance contract \$1725, monthly IT, Janitorial, Pest Control, Landscaping (VC & St A)
53401 Marketing Contractual Services	131,750.92	275,000.00	143,249.08	47.91%	
54000 Travel per Diem Staff	27,077.49	40,000.00	12,922.51	67.69%	
54001 Travel Per Diem Non-Staff	4,476.46	15,000.00	10,523.54	29.84%	
54100 Communications	10,384.49	12,000.00	1,615.51	86.54%	
54200 Postage & Freight	8,785.25	17,000.00	8,214.75	51.68%	
54300 Utility	46,607.94	25,000.00	-21,607.94	186.43%	FPL billed for 8 months of electric service at St Andrews School in Feb. 4 of those months were for prior year. Electric service for St A school is approx \$2,000 per month

Destination Panama City
Budget vs. Actuals: FY24
October - August 2024

Explanation provided for line items greater than 105% of annual budget
 Percentage of Year complete =91.67%

	Actual	Budget	Remaining	% of Budget	Explanation
54400 Rentals & Leases	5,926.39	13,000.00	7,073.61	45.59%	
54500 Insurance	15,526.08	30,000.00	14,473.92	51.75%	
54600 Repair & Maintenance	31,396.16	24,000.00	-7,396.16	130.82%	Pressure Washed & Painted Visitor Center \$8,350, Emergency Plumbing Repairs at St Andrews School \$6,378, Visitor Center Beach Renourishment \$4,138
54700 Printing & Binding	30,996.30	40,000.00	9,003.70	77.49%	
54800 Promotional Activities	906,677.28	1,000,000.00	93,322.72	90.67%	
54801 Creative Services	29,395.00	60,000.00	30,605.00	48.99%	
54802 Media Commissions	4,614.12	40,000.00	35,385.88	11.54%	
54803 Photography/Videography	20,238.00	20,000.00	-238.00	101.19%	
54900 Other Current Charges	4,647.94	20,000.00	15,352.06	23.24%	
55100 Office Supplies	867.14	1,700.00	832.86	51.01%	
55200 Operating Supplies	13,537.16	25,000.00	11,462.84	54.15%	
55400 Books, Pubs, Memberships	55,739.10	40,000.00	-15,739.10	139.35%	Annual Subscription/memberships for Placer Labs 16,000, Destinations FL 3,801, US Travel Association 6,350, Destinations International 3,804, American Great Loop Membership 2,900, Annual Visit FL membership \$3,000
55500 Training	3,487.55	15,000.00	11,512.45	23.25%	
55700 Operational Reserve for Contingency	0.00	66,377.12	66,377.12	0.00%	
56200 Buildings	122,654.86	2,088,500.00	1,965,845.14	5.87%	
56400 Machinery & Equipment	1,856.62	10,000.00	8,143.38	18.57%	
Total Expenditures	\$ 1,926,727.26	\$ 4,398,934.00	\$ 2,472,206.74	43.80%	
Net Operating Revenue	\$ 258,576.01	\$ 0.00	-\$ 258,576.01		
Net Revenue	\$ 258,576.01	\$ 0.00	-\$ 258,576.01		

A/R Aging Summary

As of August 31, 2024

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Tourism Contract						0.00
Bay County Contract 23-24	296,614.46		6.00			296,620.46
St Andrews School	38,644.61					38,644.61
Total Tourism Contract	335,259.07		6.00			335,265.07
TOTAL	\$335,259.07	\$0.00	\$6.00	\$0.00	\$0.00	\$335,265.07

TB

A/P Aging Summary

As of August 31, 2024

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Aaron Rich Marketing	466.00					466.00
Advanced Fire Protection Services, Inc.	125.50					125.50
Alabama Media Group	33,000.00					33,000.00
Beach TV Cable Company, Inc	1,148.33					1,148.33
Brock Lawn and Pest Control, Inc	53.50					53.50
Burke Blue	175.00					175.00
City of Panama City	612.44					612.44
Destinations Florida	3,953.00					3,953.00
Earthshine Cleaning	208.49					208.49
iDSS Global, LLC		1,900.00				1,900.00
Jenny Kelley		300.00				300.00
Lawnmasters of Panama City LLC	394.00					394.00
Lisa L. Sweet	3,200.00					3,200.00
Pacesetter Personnel Services	205.77					205.77
Panama Business Machines	138.01					138.01
Raymond James		769.42				769.42
Robin Malpass & Associates, Inc.	3,268.48					3,268.48
Second Chance of Northwest Florida, Inc.	4,089.00					4,089.00
THRIVE Media	6,500.00					6,500.00
Travelers	2,695.97					2,695.97
Verizon	516.02					516.02
Vertical Communications & Security, LLC	560.00					560.00
Wells Fargo Vendor Financial Services, LLC	101.65					101.65
WMBB	680.00					680.00
WOW	682.03					682.03

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
TOTAL	\$62,773.19	\$2,969.42	\$0.00	\$0.00	\$0.00	\$65,742.61

TB



Destination Panama City

10001 Checking - Bankcorp South, Period Ending 08/31/2024

RECONCILIATION REPORT

Reconciled on: 09/20/2024

Reconciled by: Suzanne Kennon

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance.....	481,419.71
Interest earned.....	591.50
Checks and payments cleared (58).....	-200,953.05
Deposits and other credits cleared (14).....	515,516.14
Statement ending balance.....	<u>796,574.30</u>
Uncleared transactions as of 08/31/2024.....	-10,800.00
Register balance as of 08/31/2024.....	785,774.30
Cleared transactions after 08/31/2024.....	0.00
Uncleared transactions after 08/31/2024.....	12,991.54
Register balance as of 09/20/2024.....	<u>798,765.84</u>

TB

Details

Checks and payments cleared (58)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/02/2024	Bill Payment	10811	Shelbie Scippio - VENDOR	-379.50
07/16/2024	Bill Payment	10825	EJHG	-1,573.00
07/30/2024	Bill Payment	10839	Center Action Committee	-600.00
07/30/2024	Bill Payment	10841	City of Panama City Quality of...	-1,000.00
07/30/2024	Bill Payment	10843	Girls Inc. of Bay County	-100.00
07/30/2024	Bill Payment	10840	City of Panama City	-588.58
07/30/2024	Bill Payment	10851	Bay County Chamber of Com...	-15.25
07/30/2024	Bill Payment	10836	Alabama Media Group	-34,500.00
07/30/2024	Bill Payment	10837	Anchorage Children's Home o...	-100.00
07/30/2024	Bill Payment	10838	Burke Blue	-325.00
07/30/2024	Bill Payment	10842	Down to Earth Outdoor Servic...	-600.00
07/30/2024	Bill Payment	10844	Gulf Coast Children's Advocac...	-100.00
07/30/2024	Bill Payment	10845	Heartland Rescue Ranch, Inc	-100.00
07/30/2024	Bill Payment	10846	Jamie Lee - Gulf Coast Warri...	-400.00
07/30/2024	Bill Payment	10847	Life Management Center of N...	-100.00
07/30/2024	Bill Payment	10848	Rooms with a Purpose	-100.00
07/30/2024	Bill Payment	10857	St Jude Children's Research ...	-100.00
07/30/2024	Bill Payment	10849	Salty Cats of St. Andrews Res...	-100.00
07/30/2024	Bill Payment	10850	The Arc of the Bay	-100.00
08/02/2024	Payroll Check	DD	Aubrey E. Haskell	-1,794.24
08/02/2024	Payroll Check	DD	Kiersten M Schmitt	-332.46
08/02/2024	Payroll Check	DD	Patricia K Blake	-2,084.10
08/02/2024	Payroll Check	DD	Jennifer Vigil	-4,254.27
08/02/2024	Payroll Check	DD	Jessica A. Bright	-1,432.61
08/02/2024	Payroll Check	DD	Shelbie L. Scippio	-2,032.22
08/02/2024	Bill Payment	10852	Carr Riggs & Ingram	-2,300.00
08/02/2024	Bill Payment	10856	Raymond James	-769.42
08/02/2024	Bill Payment	10858	WJHG	-927.00
08/02/2024	Bill Payment	10855	Panama Business Machines	-127.98
08/02/2024	Bill Payment	10854	FPL Northwest FL	-2,886.84
08/02/2024	Bill Payment	10853	Clear Channel Outdoor	-551.86
08/07/2024	Tax Payment		IRS	-3,733.92
08/13/2024	Bill Payment	10871	Raymond James	-769.42
08/13/2024	Bill Payment	10869	Orange Video, LLC	-9,744.00
08/13/2024	Bill Payment	10868	MWB	-8,965.00
08/13/2024	Bill Payment	10859	Beach TV Cable Company, Inc	-1,148.33
08/13/2024	Bill Payment	10870	Quina Grundhoefer Architects	-31,100.92
08/13/2024	Bill Payment	10861	Down to Earth Outdoor Servic...	-600.00
08/13/2024	Bill Payment	10860	Carvertise, Inc	-23,125.00

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/13/2024	Bill Payment	10867	Lawnmasters of Panama City ...	-1,182.00
08/13/2024	Bill Payment	10864	Identi-D, LLC	-1,000.00
08/13/2024	Bill Payment	10865	JBJ Productions, Inc.	-7,950.00
08/13/2024	Bill Payment	10862	Earthshine Cleaning	-208.49
08/13/2024	Bill Payment	10866	JSC Systems, Inc	-1,023.00
08/13/2024	Bill Payment	10872	Wells Fargo Vendor Financial ...	-136.65
08/13/2024	Bill Payment	10863	First Federal Bank	-23,528.36
08/16/2024	Payroll Check	DD	Patricia K Blake	-2,084.11
08/16/2024	Payroll Check	DD	Jessica A. Bright	-1,432.63
08/16/2024	Payroll Check	DD	Shelbie L. Scippio	-2,032.22
08/16/2024	Payroll Check	DD	Aubrey E. Haskell	-1,794.23
08/16/2024	Payroll Check	DD	Jennifer Vigil	-3,912.52
08/20/2024	Check	ACH	Florida Department of Revenue	-369.92
08/21/2024	Tax Payment		IRS	-3,482.30
08/30/2024	Payroll Check	DD	Aubrey E. Haskell	-1,794.23
08/30/2024	Payroll Check	DD	Shelbie L. Scippio	-2,032.22
08/30/2024	Payroll Check	DD	Jessica A. Bright	-1,432.61
08/30/2024	Payroll Check	DD	Patricia K Blake	-2,084.10
08/30/2024	Payroll Check	DD	Jennifer Vigil	-3,912.54

Total -200,953.05

Deposits and other credits cleared (14)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/01/2024	Deposit			292.12
08/01/2024	Receive Payment	A007494	Tourism Contract:Bay County ...	127,508.40
08/01/2024	Receive Payment	A007493	Tourism Contract:St Andrews ...	9,717.45
08/01/2024	Receive Payment	A007495	Tourism Contract:St Andrews ...	8,289.07
08/04/2024	Deposit			51.92
08/06/2024	Receive Payment	488055	City of Panama City - Special ...	85,000.00
08/07/2024	Deposit			72.22
08/08/2024	Deposit			51.92
08/08/2024	Receive Payment	A007502	Tourism Contract:Bay County ...	284,028.02
08/11/2024	Deposit			104.14
08/14/2024	Deposit			72.22
08/22/2024	Deposit			57.72
08/27/2024	Deposit			219.02
08/29/2024	Deposit			51.92

Total 515,516.14

Additional Information

Uncleared checks and payments as of 08/31/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/19/2023	Bill Payment	10574	Panama City Symphony Orch...	-800.00
07/02/2024	Bill Payment	10808	Papa Joe's Bayside	-10,000.00

Total -10,800.00

Uncleared checks and payments after 08/31/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/05/2024	Tax Payment		IRS	-3,482.32
09/06/2024	Bill Payment	10898	WOW	-682.03
09/06/2024	Bill Payment	10882	iDSS Global, LLC	-1,900.00
09/06/2024	Bill Payment	10889	Raymond James	-769.42
09/06/2024	Bill Payment	10894	Verizon	-516.02
09/06/2024	Bill Payment	10873	Aaron Rich Marketing	-466.00
09/06/2024	Bill Payment	10875	Alabama Media Group	-33,000.00
09/06/2024	Bill Payment	10877	Brock Lawn and Pest Control,...	-53.50

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/06/2024	Bill Payment	10878	Burke Blue	-175.00
09/06/2024	Bill Payment	10879	City of Panama City	-612.44
09/06/2024	Bill Payment	10880	Destinations Florida	-3,953.00
09/06/2024	Bill Payment	10885	Lisa L. Sweet	-3,200.00
09/06/2024	Bill Payment	10886	Pacesetter Personnel Services	-205.77
09/06/2024	Bill Payment	10888	Pineapple Public Relations	-1,150.00
09/06/2024	Bill Payment	10890	Robin Malpass & Associates, I...	-3,268.48
09/06/2024	Bill Payment	10891	Second Chance of Northwest ...	-4,089.00
09/06/2024	Bill Payment	10892	THRIVE Media	-6,500.00
09/06/2024	Bill Payment	10893	Travelers	-2,695.97
09/06/2024	Bill Payment	10897	WMBB	-680.00
09/06/2024	Bill Payment	10895	Vertical Communications & Se...	-560.00
09/06/2024	Bill Payment	10887	Panama Business Machines	-138.01
09/06/2024	Bill Payment	10874	Advanced Fire Protection Ser...	-125.50
09/06/2024	Bill Payment	10884	Lawnmasters of Panama City ...	-394.00
09/06/2024	Bill Payment	10896	Wells Fargo Vendor Financial ...	-101.65
09/06/2024	Bill Payment	10881	Earthshine Cleaning	-208.49
09/06/2024	Bill Payment	10876	Beach TV Cable Company, Inc	-1,148.33
09/11/2024	Bill Payment		Avoy Technologies Limited	-8,300.00
09/13/2024	Payroll Check	DD	Aubrey E. Haskell	-1,794.24
09/13/2024	Payroll Check	DD	Shelbie L. Scippio	-2,032.23
09/13/2024	Payroll Check	DD	Jessica A. Bright	-1,432.63
09/13/2024	Payroll Check	DD	Patricia K Blake	-2,084.11
09/13/2024	Payroll Check	DD	Jennifer Vigil	-4,254.27
09/16/2024	Bill Payment	10899	Aaron Rich Marketing	-466.00
09/16/2024	Bill Payment	10901	Brock Lawn and Pest Control,...	-53.50
09/16/2024	Bill Payment	10903	First Federal Bank	-15,451.67
09/16/2024	Bill Payment	10902	Down to Earth Outdoor Servic...	-600.00
09/16/2024	Bill Payment	10906	Jenny Kelley	-300.00
09/16/2024	Bill Payment	10904	Identi-D, LLC	-1,000.00
09/16/2024	Bill Payment	10900	Alabama Media Group	-33,000.00
09/16/2024	Bill Payment	10905	Jennifer Vigil - VENDOR	-316.84
09/16/2024	Bill Payment	10907	Raymond James	-769.42
09/16/2024	Bill Payment	10908	SendSites	-550.00
09/18/2024	Tax Payment		IRS	-3,678.76

Total -146,158.60

Uncleared deposits and other credits after 08/31/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/17/2024	Receive Payment	A007532	Tourism Contract:Bay County ...	159,150.14

Total 159,150.14



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PANAMA CITY COMMUNITY DEVELOPMENT COUNCI
 101 W BEACH DR
 PANAMA CITY FL 32401-2740

STATEMENT DATE
 08/31/24
 ACCOUNT NUMBER
 [REDACTED]

INFOLINE 1-888-797-7711

***** CHECKING ACCOUNT SUMMARY *****
 PREVIOUS BALANCE 481,419.71 AVERAGE BALANCE
 + 14 CREDITS 515,516.14 821,615
 - 58 DEBITS 200,953.05 YTD INTEREST PAID
 - SERVICE CHARGES .00 3,742.86
 + INTEREST PAID 591.50
 ENDING BALANCE 796,574.30

DAYS IN PERIOD 31

***** CHECKING ACCOUNT TRANSACTIONS *****
 DEPOSITS AND OTHER CREDITS

DATE	AMOUNT	TRANSACTION DESCRIPTION	CHK NO/ATM CD
08/01	8,289.07	BAY COUNTY MAST2 4596000512 5113 PC TDT TX CCD	
08/01	9,717.45	BAY COUNTY MAST2 4596000512 5113 PC TDT TX CCD	
08/01	127,508.40	BAY COUNTY MAST2 4596000512 5113 PC TDT TX CCD	
08/02	292.12	SQUARE INC 9424300002 L206889676895 240802P2 CCD	
08/05	51.92	SQUARE INC 9424300002 L206890019727 240805P2 CCD	
08/06	85,000.00	DEPOSIT	
08/08	72.22	SQUARE INC 9424300002 L206890814409 240808P2 CCD	
08/08	284,028.02	BAY COUNTY MAST2 4596000512 5113 PC TDT TX CCD	
08/09	51.92	SQUARE INC 9424300002 L206891117629 240809P2 CCD	
08/12	104.14	SQUARE INC 9424300002 L206891474237 240812P2 CCD	
08/15	72.22	SQUARE INC 9424300002 L206892240442 240815P2 CCD	
08/23	57.72	SQUARE INC 9424300002 L206894023854 240823P2 CCD	
08/28	219.02	SQUARE INC 9424300002 L206895139250 240828P2 CCD	

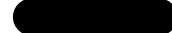


PANAMA CITY COMMUNITY DEVELOPMENT COUNCI
 101 W BEACH DR
 PANAMA CITY FL 32401-2740

STATEMENT DATE

08/31/24

ACCOUNT NUMBER



* * * * * CHECKING ACCOUNT TRANSACTIONS * * * * *

DEPOSITS AND OTHER CREDITS

DATE	AMOUNT	TRANSACTION DESCRIPTION	CHK NO/ATM CD
08/30	51.92	SQUARE INC 9424300002 L206895504972 240830P2 CCD	
08/30	591.50	IOD INTEREST PAID	

CHECKS

DATE	CHECK NO	AMOUNT	DATE	CHECK NO	AMOUNT
08/05	10811*	379.50	08/08	10854	2,886.84
08/06	10825*	1,573.00	08/06	10855	127.98
08/06	10836*	34,500.00	08/05	10856	769.42
08/12	10837	100.00	08/13	10857	100.00
08/06	10838	325.00	08/06	10858	927.00
08/13	10839	600.00	08/20	10859	1,148.33
08/02	10840	588.58	08/27	10860	23,125.00
08/07	10841	1,000.00	08/20	10861	600.00
08/06	10842	600.00	08/21	10862	208.49
08/12	10843	100.00	08/21	10863	23,528.36
08/13	10844	100.00	08/23	10864	1,000.00
08/15	10845	100.00	08/20	10865	7,950.00
08/05	10846	400.00	08/19	10866	1,023.00
08/15	10847	100.00	08/26	10867	1,182.00
08/09	10848	100.00	08/22	10868	8,965.00
08/12	10849	100.00	08/20	10869	9,744.00
08/06	10850	100.00	08/21	10870	31,100.92
08/09	10851	15.25	08/19	10871	769.42
08/13	10852	2,300.00	08/19	10872	136.65
08/07	10853	551.86			

OTHER DEBITS

DATE	AMOUNT	TRANSACTION DESCRIPTION	CHK NO/ATM CD
08/02	332.46	INTUIT 35563998 4462800242 17100606 PAYROLL CCD	
08/02	1,432.61	INTUIT 35563998 4462800242 17100606 PAYROLL CCD	
08/02	1,794.24	INTUIT 35563998 4462800242 17100606 PAYROLL CCD	
08/02	2,032.22	INTUIT 35563998 4462800242 17100606 PAYROLL CCD	
08/02	2,084.10	INTUIT 35563998 4462800242 17100606 PAYROLL CCD	
08/02	4,254.27	INTUIT 35563998 4462800242 17100606 PAYROLL CCD	



PANAMA CITY COMMUNITY DEVELOPMENT COUNCI
 101 W BEACH DR
 PANAMA CITY FL 32401-2740

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 PAGE 3

STATEMENT DATE
 08/31/24
 ACCOUNT NUMBER
 [REDACTED]

***** CHECKING ACCOUNT TRANSACTIONS *****

OTHER DEBITS

DATE.....	AMOUNT.	TRANSACTION DESCRIPTION	CHK NO/ATM CD
08/07	3,733.92	IRS 3387702000	
		227462066082912 USATAXPYMT	CCD
08/16	1,432.63	INTUIT 35742086 4462800242	
		17100606 PAYROLL	CCD
08/16	1,794.23	INTUIT 35742086 4462800242	
		17100606 PAYROLL	CCD
08/16	2,032.22	INTUIT 35742086 4462800242	
		17100606 PAYROLL	CCD
08/16	2,084.11	INTUIT 35742086 4462800242	
		17100606 PAYROLL	CCD
08/16	3,912.52	INTUIT 35742086 4462800242	
		17100606 PAYROLL	CCD
08/20	369.92	FLA DEPT REVENUE 7596001874	
		120178790 C01	CCD
08/21	3,482.30	IRS 3387702000	
		227463466094926 USATAXPYMT	CCD
08/30	1,432.61	INTUIT 36903917 4462800242	
		17100606 PAYROLL	CCD
08/30	1,794.23	INTUIT 36903917 4462800242	
		17100606 PAYROLL	CCD
08/30	2,032.22	INTUIT 36903917 4462800242	
		17100606 PAYROLL	CCD
08/30	2,084.10	INTUIT 36903917 4462800242	
		17100606 PAYROLL	CCD
08/30	3,912.54	INTUIT 36903917 4462800242	
		17100606 PAYROLL	CCD

***** DAILY BALANCE SUMMARY *****

DATE.....	BALANCE	DATE.....	BALANCE	DATE.....	BALANCE
07/31	481419.71	08/09	935922.58	08/21	841181.84
08/01	626934.63	08/12	935726.72	08/22	832216.84
08/02	614708.27	08/13	932626.72	08/23	831274.56
08/05	613211.27	08/15	932498.94	08/26	830092.56
08/06	660058.29	08/16	921243.23	08/27	806967.56
08/07	654772.51	08/19	919314.16	08/28	807186.58
08/08	935985.91	08/20	899501.91	08/30	796574.30



PANAMA CITY COMMUNITY DEVELOPMENT COUNCI
101 W BEACH DR
PANAMA CITY FL 32401-2740

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PAGE 4

STATEMENT DATE
08/31/24
ACCOUNT NUMBER
[REDACTED]

* * * * * INTEREST RATE SUMMARY * * * * *

EFF-DATE	RATE	
07-31-24	0.00350000	49,999
	0.00600000	99,999
	0.00850000	999,999
	0.01090000	

THANK YOU FOR BANKING WITH US

THIS SECTION IS PROVIDED TO HELP YOU BALANCE YOUR BANK STATEMENT.			
FROM _____		TO _____ 20____	
CHECKS OUTSTANDING — NOT CHARGED TO ACCOUNT			
NO.	\$		
		BALANCE SHOWN ON THIS STATEMENT	\$ _____
			CHECKBOOK BALANCE \$ _____
		ADD DEPOSITS NOT CREDITED	\$ _____
			DEDUCT SERVICE CHARGES \$ _____
			\$ _____
			\$ _____
		SUBTOTAL	\$ _____
			SUBTOTAL \$ _____
		DEDUCT OUTSTANDING CHECKS	\$ _____
			ADD INTEREST CREDITED \$ _____
		RECONCILED STATEMENT BALANCE	\$ _____
			UPDATED CHECKBOOK BALANCE \$ _____
TOTAL	\$		

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS:

Direct telephone inquiries to 1-888-797-7711 (TOLL FREE) or write us at Customer Service, 2910 West Jackson St., Tupelo, MS 38801 as soon as you can, if you think your statement or receipt is wrong or if you need more information about a transfer on the statement or receipt. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

- (1) Tell us your name and account number.
- (2) Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe there is an error or why you need more information.
- (3) Tell us the dollar amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days to do this, we may recredit your account for the amount you think is in error, so that you will have use of the money during the time it takes us to complete our investigation.

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR CREDIT LINE BILL:

If you think your bill is wrong, or if you need more information about a transaction on your bill, write us (on a separate sheet) at Customer Service, 2910 West Jackson St., Tupelo, MS 38801 as soon as possible. We must hear from you no later than 60 days after we sent you the first bill on which the error or problem appeared. You can telephone us TOLL FREE at 1-888-797-7711, but doing so will not preserve your rights.

In your letter, give us the following information.

- (1) Your name and account number.
- (2) The dollar amount of the suspected error.
- (3) Describe the error and explain, if you can, why you believe there is an error. If you need more information, describe the item you are unsure about.

You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your bill that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount you question.

Explanation of CREDIT LINE'S AVERAGE DAILY BALANCE

We figure the FINANCE CHARGE on your account by applying the periodic rate to the "AVERAGE DAILY BALANCE". Including current transactions. To get the "AVERAGE DAILY BALANCE" we take the beginning balance of your account each day and add any new advances and subtract any payments, credits and unpaid finance charges. This gives us the daily balance. Then, we add up all the daily balances of the billing cycle divide the total by the number of days in the billing cycle. This gives us "THE AVERAGE DAILY BALANCE".



Destination Panama City

10003 Checking - First Federal, Period Ending 08/30/2024

RECONCILIATION REPORT

Reconciled on: 09/17/2024

Reconciled by: Suzanne Kennon

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance.....	10,400.72
Interest earned.....	0.09
Checks and payments cleared (0).....	0.00
Deposits and other credits cleared (0).....	0.00
Statement ending balance.....	<u>10,400.81</u>

Register balance as of 08/30/2024.....	10,400.81
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TB



FIRST FEDERAL BANK

P.O. Box 2029
Lake City, FL 32056

Account Statement

Page 1 of 1
Statement Period:
08-01-24 thru 08-30-24

PC COMMUNITY DEVELOPMENT COUNCIL
JENNIFER M VIGIL 0
JOSHUA J STREET
101 WEST BEACH DRIVE
PANAMA CITY FL 32401

Account XXXXXX8627 INTEREST CHECKING PF

Beginning balance on 07-31-24		\$10,400.72
Credits and deposits	+	0.09
Debits and withdrawals	-	0.00
Ending balance on 08-30-2024		\$10,400.81

Interest Information

Interest Earned:	0.09	Days in Period:	30
Interest Paid This Period:	0.09	Annual Percentage Yield Earned:	0.0100%
Interest Paid 2024:	0.69		

Your Account Activity

Date	Description	Credits	Debits	Balance
08-30-24	Interest	0.09		10,400.81

Itemization of NSF Paid and Returned Item Fees

	Total for This Period	Total Year to Date
TOTAL OVERDRAFT FEES:	0.00	0.00
TOTAL RETURNED ITEM FEES:	\$0.00	\$0.00



Corporate Account Name: PANAMA CITY COMM DEVELOPME
Account Name: PANAMA CITY COMM DEVELOPME

Corporate Number: 205388
Account Ending In: 0506

Corporate Account Summary

Previous Account Balance	\$22,020.24	Statement Closing Date	08/03/2024
Payments and Credits	\$22,125.08	Days This Period	31
Purchases and Debits	\$23,633.20	Credit Limit	\$80,000.00
Cash Advances	\$0.00	Available Credit	\$56,009.00
Fees	\$0.00	Cash Limit	\$40,000.00
Finance Charges	\$0.00	Available Cash	\$40,000.00
New Ending Balance	\$23,528.36	Payment Due Date	08/28/2024
Total Amount of Disputes	\$0.00	Payment Amount Due	\$706.00

Questions? View your account information online at www.ffbf.com or call our Customer Service Center toll free at 1-855-609-3578 or 1-877-499-0572.

Send Billing Inquiries and Correspondence to:
P.O. Box 2087, Omaha, NE 68103-2087

Mail Payments to: P.O. Box 2711, Omaha, NE 68103-2711

Important Information

THANK YOU FOR CHOOSING FIRST FEDERAL BANK FOR YOUR CREDIT CARD NEEDS.

REWARDS SUMMARY REFLECTS POINTS ACTIVITY THROUGH THE END OF THE PREVIOUS MONTH.
ALWAYS REFER TO YOUR UCHOOSE REWARDS ONLINE ACCOUNT FOR YOUR CURRENT POINTS BALANCE.

First Federal Bank
4705 HWY 90 W
Lake City FL 32055-4884



Account Ending In 0506
Payment Due Date 08/28/2024
New Balance \$23,528.36
Minimum Payment Due \$706.00

Make Check Payable To: \$

PANAMA CITY COMM DEVELOPME
101 W BEACH DR
PANAMA CITY FL 32401-2740

First Federal Bank
P.O. Box 2711
Omaha NE 68103-2711



IMPORTANT INFORMATION

Interest Charge Calculation Methods and Computation of Average Daily Balance Subject to Interest Charge. The **Interest Charge** Calculation Method applicable to your account for Cash Advances and Credit Purchases of goods and services that you obtain through the use of your card is specified and explained below:

Explanation of Interest Charge for Cash Advance Plans and Retail/Purchase Plans

Cash Advance Plans - Average Daily Balance (including current transactions). The **Interest Charge** on cash advances begins from the date you obtained the cash advance, or the first day of the billing cycle in which it is posted to your account, whichever is later. There is no grace period provided for current cycle transactions.

The **Interest Charges** for a billing cycle are computed by dividing the Annual Percentage Rate (APR) by 12 and applying to the "average daily balance" of cash advances. To get the average daily balance, we take the beginning cash balance of your account each day, add any new cash advances, and subtract any payments, credits, non-accruing fees, and unpaid Interest Charges. This gives us the average daily cash advance balance. Then we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle.

Retail /Purchase Plans - Average Daily Balance (including current transactions). To avoid incurring an additional **Interest Charge** on the balance of purchases reflected on your monthly statement and on any new purchases appearing on your next monthly statement, you must pay the New Balance shown on your monthly statement on or before the Payment Due Date. The grace period for the New Balance of purchases extends to the Payment Due Date.

The **Interest Charges** for a billing cycle are computed by dividing the Annual Percentage Rate (APR) by 12 and applying to the "average daily balance" of retail /purchase balances. To get the average daily balance, we take the beginning retail/purchase balance of your account each day, add any new purchases, and subtract any payments, credits, non-accruing fees, and unpaid Interest Charges. This gives us the average daily retail/purchase balance. Then we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle.

Payment Crediting and Credit Balance: Payments received at the location specified on the front of the statement after the phrase "MAKE CHECK PAYABLE TO" will be credited as of the date of receipt to the account specified on the payment coupon. Payments received at locations other than the address specified or payments that do not conform to the requirements set forth on or with the periodic statement (e.g. missing payment stub, payment envelope other than as provided with your statement, multiple checks or multiple coupons in the same envelope) may be subject to delay in crediting, but shall be credited within five days of receipt. If there is a credit balance due on your account, you may request, in writing, a full refund. Submit your request to the address indicated on the front of this statement after the phrase "SEND INQUIRY TO".

By sending your check, you are authorizing the use of the information on your check to make a one-time electronic debit from the account on which the check is drawn. This electronic debit, which may be posted to your account as early as the date your check is received, will be only for the amount of your check. The original check will be destroyed and we will retain its image in our records. If you have questions please call the customer service number on the front of this billing statement.

Closing Date: The closing date is the last day of the billing cycle; all transactions received after the closing date will appear on your next statement.

Annual Fee: If your account has been assessed an annual fee, you may avoid paying this annual fee by sending written notification of termination within 30 days following the mailing date of this bill, to the address found at the top of the first page of this bill under your financial institution's name. You may use your card(s) during this 30 day period but immediately thereafter must send your card(s), which you have cut in half, to this same address.

Negative Credit Reports: We may report information about your account to credit bureaus. Late payments, missed payments, or other defaults on your account may be reflected in your credit report.

BILLING RIGHTS SUMMARY

In Case of Errors or Inquiries About Your Bill. If you think your bill is wrong, or if you need more information about a transaction on your bill, write us on a separate sheet of paper at the address indicated on the front of this statement after the phrase "Send Inquiries To" as soon as possible. We must hear from you no later than 60 days after we sent you the first bill on which the error or problem appeared. You can telephone us, but doing so will not preserve your rights.

In your letter, give us the following information:

- Your name and account number
- The dollar amount of the suspected error
- Describe the error and explain, if you can, why you believe there is an error. If you need more information, describe the item you are unsure about.

You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your bill that are not in question. While we investigate your question we cannot report you as delinquent or take any action to collect the amount you question.

Special Rule For Credit Card Purchases

If you have a problem with the quality of goods or services that you purchased with a credit card, and you have tried in good faith to correct the problem with the merchant, you may not have to pay the remaining amount due on the goods or services. You have this protection only when the purchase price was more than \$50.00 and the purchase was made in your home state or within 100 miles of your mailing address. (If we own or operate the merchant, or if we mailed you the advertisement for the goods or services, all purchases are covered regardless of amount or location of purchase).

Report a Lost or Stolen Card Immediately: Please notify First Federal Bank immediately if your Card is lost or stolen. You may telephone our Card Service Center at 1-855-609-3578 or 1-540-707-4026. You may also contact First Federal Bank at 1-877-499-0572 to report the loss, theft or possible unauthorized use of the Card. You may be liable for the unauthorized use of the Card, but you will not be liable for unauthorized use that occurs after you notify First Federal Bank, verbally or in writing, of the loss, theft or possible unauthorized use of your Card. In any case, your liability for unauthorized use of the Card will not exceed \$50. Do not use your account after you report a lost or stolen card.

01E1176 - 11/02/21



Account Name: PANAMA CITY COMM DEVELOPME

Account Number Ending In: 0506

Corporate Account Activity

PANAMA CITY COMM DEVELOPME				
Card Ending In 0506				
Post Date	Tran Date	Reference Number	Transaction Description	\$Amount
07/23	07/23	7424167JX00XSMMG4	PAYMENT THANK YOU LAKE CITY FL	22,020.24-
Total Activity				22,020.24-
Total Fees This Period				0.00
08/03	08/03		Interest Charge on Purchases	0.00
08/03	08/03		Interest Charge on Cash Advances	0.00
Total Interest This Period				0.00

Cardholder Account Activity

JENNIFER VIGIL				
Card Ending In 0522				
Post Date	Tran Date	Reference Number	Transaction Description	Total Amount
				\$8,141.77
Post Date	Tran Date	Reference Number	Transaction Description	\$Amount
07/07	07/07	2449215JDLR7BGFE4	ADOBE *ADOBE 408-536-6000 CA	299.96
07/08	07/08	2454045JF09VXM8HV	HUNT AND GATHER RAW BA 850-7081147 FL	225.97
07/13	07/13	2469216JK2XLQ4M60	INTUIT *QBooks Online CL.INTUIT.COM CA	165.00
07/15	07/15	2469216JN2ZWZFB0G	JW MARRIOTT TAMPA W ST TAMPA FL	435.52
07/15	07/15	2469216JN2ZWZFB08	JW MARRIOTT TAMPA W ST TAMPA FL	483.90
07/19	07/19	2469216JS33E7TSDQ	JW MARRIOTT TAMPA W ST TAMPA FL	1,286.38
07/19	07/19	2469216JS33E7TV0Y	JW MARRIOTT TAMPA W ST TAMPA FL	1,165.52
07/22	07/22	2469216JW3573ME4K	BLUECROSS+BLUESHIELD 904-791-6111 FL	2,494.86
07/25	07/25	2413746JZEJEMLQW8	TST* NOTHING BUNDT CAKES PANAMA CITY FL	34.59
07/26	07/26	2449216K0001224HH	OPENAI *CHATGPT SUBSCR HTTPSPENAI.C CA	20.00
07/29	07/29	2408866K35ZG7Z051	Norwegian Cruise Line 866-2347350 FL	199.90
08/01	08/01	2443099K71B8RK35V	DNH*GODADDY#3220523115 https://www.g AZ	45.17
08/01	08/01	2469216K7340XNZAP	IN *GORGEOUSRFP LLC 850-8888474 FL	1,285.00
SHELBY SCIPPPIO				Total Amount
Card Ending In 0530				\$9,995.43
Post Date	Tran Date	Reference Number	Transaction Description	\$Amount
07/24	07/24	7469216JY2XEZVH4B	AMAZON MKTPLACE PMTS Amzn.com/bil CREDIT	104.84-
07/04	07/03	2494300JA0BJ0804D	HOTEL INDIGO PANAMA 8502316521 FL	472.84
07/04	07/03	2494300JA0BJ0804M	HOTEL INDIGO PANAMA 8502316521 FL	472.84
07/04	07/03	2494300JA0BJ0804X	HOTEL INDIGO PANAMA 8502316521 FL	472.84
07/04	07/03	2494300JA0BJ0805E	HOTEL INDIGO PANAMA 8502316521 FL	472.84
07/04	07/03	2494300JA0BJ08066	HOTEL INDIGO PANAMA 8502316521 FL	472.84
07/08	07/08	2427539JES66JYSM9	PRINTIVITY 858-6796700 CA	390.68
07/08	07/08	2449215JELW4WQM25	VISTAPRINT 866-207-4955 MA	262.14
07/10	07/10	2400097JHVNTVDKP3	HARRISONS - F&B 850-2316521 FL	195.70
07/10	07/10	2403724JHS66JVH84	UNCLE ERNIES BAY FRONT GR PANAMA CITY FL	369.94
07/10	07/10	2469216JG2XMTQ116	AMAZON MKTPL*RY0TN1302 Amzn.com/bill WA	104.84
07/10	07/10	2469216JG2XZV4RP7	SQ *ATELIER & CO. LLC gosq.com FL	59.99



Account Name: PANAMA CITY COMM DEVELOPME

Account Number Ending In: 0506

Cardholder Account Activity (continued)

Post Date	Tran Date	Reference Number	Transaction Description	\$Amount
07/10	07/10	2469216JG2Y1QTE9Z	SQ *ATELIER & CO. LLC gosq.com FL	59.99
07/10	07/10	2469216JG2Y1QTG9X	SQ *ATELIER & CO. LLC gosq.com FL	59.99
07/10	07/10	2469216JG2Y15LGY1	SQ *ATELIER & CO. LLC gosq.com FL	59.99
07/10	07/10	2469216JH2YE1L030	SQ *ATELIER & CO. LLC Panama City FL	50.08
07/10	07/10	2494300JH0F87A03A	TARPON'S AND STEAM ON 5 PANAMA CITY FL	73.19
07/11	07/11	2470780JJ0VZJL6FF	BAYOU JOE`S MARINA & GRIL PANAMA CITY FL	261.38
07/11	07/11	2470780JJ0VZJL8FB	FERRUCCI RISTORANTE PANAMA CITY FL	386.43
07/11	07/11	2445388JH05A919PB	Big Mamas On The Bayou LL P C BEACH FL	57.98
07/11	07/11	2449215JHLRVTVWYZ	VISTAPRINT 866-207-4955 MA	78.81
07/11	07/11	2469216JH2YTJ5NP2	SQ *MLSHIRTS Panama City B FL	26.75
07/11	07/11	2469216JJ2Z5VY29G	SQ *THISTLE & THORNE PANAMA CITY FL	34.99
07/12	07/12	2401339JK02JP2ZXQ	FINNS ISLAND STYLE GRUB I PANAMA CITY FL	48.32
07/12	07/12	2413746JJEJ6LDLMH	TST* EL WEIRDO 2 PANAMA CITY FL	48.05
07/12	07/12	2469216JJ2ZJAEX8B	SQ *LUNA MUNA CAFEBAR Panama City FL	173.51
07/12	07/12	2494300JK0GD02HAJ	HOTEL INDIGO PANAMA 8502316521 FL	25.40
07/12	07/12	2494300JK0GD02H9S	HOTEL INDIGO PANAMA 8502316521 FL	24.33
07/15	07/15	2490641JM5YJSD20R	HOO*HOOTSUITE INC 778-5889767 TX	2,988.00
07/22	07/22	2413746JXEJQ8DTTP	OFFICE DEPOT #248 PANAMA CITY FL	100.56
07/22	07/22	2413746JX5SE2B41R	HOBBY LOBBY #339 PANAMA CITY FL	78.16
07/23	07/23	2413746JY0179NSSV	USPS PO 1172620051 PANAMA CITY FL	730.00
07/27	07/27	2427539K2S66LRS12	PRINTIVITY 858-6796700 CA	660.57
07/29	07/29	2469216K330XABEQB	AMAZON MKTPL*RV1SA9VH0 Amzn.com/bill WA	326.30

**AUBREY E HASKELL
Card Ending In 1694**

Total Amount \$3,699.25

Post Date	Tran Date	Reference Number	Transaction Description	\$Amount
07/04	07/02	2422638J900HZH3F7	SAMSCLUB.COM 888-746-7726 AR	498.27
07/08	07/08	2494300JE0DJX006M	HOTEL INDIGO PANAMA 8502316521 FL	2,102.87
07/16	07/16	2411641JNLXANTKR9	THE EVENT HELPER, INC. 530-477-6521 CA	900.00
08/01	08/01	7408342K6000B2DSY	SP LEDERHOSENS TORONTO CD	198.11

**JESSICA BRIGHT
Card Ending In 1892**

Total Amount \$1,691.91

Post Date	Tran Date	Reference Number	Transaction Description	\$Amount
07/04	07/03	2404955J9S66DJ3LD	CAHALL'S DELI 850-7697739 FL	49.07
07/04	07/03	2422638JA00JE9EJT	SAMSCLUB #8151 PANAMA CITY FL	47.91
07/04	07/03	2469216J9325HSZT0	LOWES #00448* PANAMA CITY FL	10.79
07/04	07/04	2422638JB00KQTBZ	WAL-MART #3075 PANAMA CITY FL	152.84
07/04	07/04	2444500JBHEY7VGOR	DOLLAR-GENERAL #3587 PANAMA CITY FL	47.79
07/09	07/09	2469216JF2XDRMP5T	LOWES #00448* PANAMA CITY FL	107.90
07/09	07/09	2469216JF2XEH84VB	UPS*BILLING CENTER 800-811-1648 GA	94.02
07/10	07/10	2444500JHHEWR7Y9Z	USPS STAMPS ENDICIA 888-434-0055 DC	165.50
07/15	07/15	2469216JM2ZBD2HWX	UPS*BILLING CENTER 800-811-1648 GA	626.80
07/19	07/19	2422638JV01269M4A	SAMSCLUB.COM 888-746-7726 AR	65.35
07/23	07/23	2444500JYHEXT3JLY	USPS STAMPS ENDICIA 888-434-0055 DC	103.00



Account Name: PANAMA CITY COMM DEVELOPME

Account Number Ending In: 0506

Cardholder Account Activity (continued)

Post Date	Tran Date	Reference Number	Transaction Description	\$Amount
07/26	07/26	2439900K08JT2R8QP	BEST BUY 00008573 PANAMA CITY FL	102.66
07/27	07/27	2413746K22XGRRWT6	PUBLIX #481 863-688-1188 FL	64.79
07/28	07/28	2413746K3EJEG2B2D	OFFICE DEPOT #248 PANAMA CITY FL	53.49

Finance Charges

Type of Balance	Annual Percentage Rate (APR)	Balance Subject To Interest Rate	Interest Charge
Purchases	14.90%	\$0.00	\$0.00
Cash Advance	14.90%	\$0.00	\$0.00
5.99% Purch (X)	5.99%	\$0.00	\$0.00
1.99% Business Purch (X)	1.99%	\$0.00	\$0.00
Balance Transfer	14.90%	\$0.00	\$0.00

2024 Total Year-to-Date

Total fees charged in 2024	\$0.00
Total interest charged in 2024	\$0.00

Date	Posted date	Status	Merchant	Account	Amount	Description	City	Last four	Name on card	MCC	Trans Type	Bank Ref	Original Cu	Merchant C	Merchant Country
8/1/2024	8/1/2024	Posted	IN *GORGEOUSRFP LLC	53401	\$1,285.00	Website retainer	850-88884	522	JENNIFER VIGIL	7333		2.47E+22		0	
				53401 Total	\$1,285.00										
7/19/2024	7/19/2024	Posted	JW MARRIOTT TAMPA W ST	54000	\$1,165.52	Staff Lodging DI Annual Conference	TAMPA	522	JENNIFER VIGIL	3509		2.47E+22		0	
7/19/2024	7/19/2024	Posted	JW MARRIOTT TAMPA W ST	54000	\$1,286.38	Staff Lodging DI Annual Conference	TAMPA	522	JENNIFER VIGIL	3509		2.47E+22		0	
7/15/2024	7/15/2024	Posted	JW MARRIOTT TAMPA W ST	54000	\$483.90	Staff Lodging DI Annual Conference	TAMPA	522	JENNIFER VIGIL	3509		2.47E+22		0	
7/15/2024	7/15/2024	Posted	JW MARRIOTT TAMPA W ST	54000	\$435.52	Staff Lodging DI Annual Conference	TAMPA	522	JENNIFER VIGIL	3509		2.47E+22		0	
				54000 Total	\$3,371.32										
7/8/2024	7/8/2024	Posted	HUNT AND GATHER RAW BA	54001	\$225.97	Meal consultant SIA School	850-70811	522	JENNIFER VIGIL	5812		2.45E+22		0	
				54001 Total	\$225.97										
7/23/2024	7/23/2024	Posted	USPS STAMPS ENDICIA	54200	\$103.00	Postage on Stamps.com account	888-434-00	1892	JESSICA BRIGHT	9402		2.44E+22		0	
7/15/2024	7/15/2024	Posted	UPS*BILLING CENTER	54200	\$626.80	Visitor Guide shipping	800-811-16	1892	JESSICA BRIGHT	4215		2.47E+22		0	
7/10/2024	7/10/2024	Posted	USPS STAMPS ENDICIA	54200	\$165.50	Postage on Stamps.com account	888-434-00	1892	JESSICA BRIGHT	9402		2.44E+22		0	
7/9/2024	7/9/2024	Posted	UPS*BILLING CENTER	54200	\$94.02	Visitor Guide shipping	800-811-16	1892	JESSICA BRIGHT	4215		2.47E+22		0	
				54200 Total	\$989.32										
7/29/2024	7/29/2024	Posted	Norwegian Cruise Line	54300	\$199.90	Wifi Communication while traveling	866-23473	522	JENNIFER VIGIL	4411		2.41E+22		0	
				54300 Total	\$199.90										
8/1/2024	8/1/2024	Posted	SP LEDERHOSENS	54800	\$198.11	Dirndl Dresses for Aubrey & Jessica for Oktoberfest	TORONTO	1694	AUBREY E HASKELL	5691		7.41E+22		0	
7/16/2024	7/16/2024	Posted	THE EVENT HELPER, INC.	54800	\$900.00	Special Event Liability Insurance for Oktoberfest	530-477-65	1694	AUBREY E HASKELL	5960		2.41E+22		0	
7/8/2024	7/8/2024	Posted	HOTEL INDIGO PANAMA	54800	\$2,102.87	Last Left Band Rooms for Salute to Freedom	8.5E+09	1694	AUBREY E HASKELL	3813		2.49E+22		0	
7/2/2024	7/4/2024	Posted	SAMSClub.COM	54800	\$498.27	N/A Beverages, Mixers, cups, limes, bar towels & wine for Salute to Freedom	888-746-77	1694	AUBREY E HASKELL	5300		2.42E+22		0	
7/4/2024	7/4/2024	Posted	DOLLAR-GENERAL #3587	54800	\$47.79	Batteries for umbrella lights for Salute to Freedom	PANAMA C	1892	JESSICA BRIGHT	5331		2.44E+22		0	
7/4/2024	7/4/2024	Posted	WAL-MART #3075	54800	\$152.84	Salute to Freedom supplies: Helium, ribbon, heavy duty staples, spray paint, water	PANAMA C	1892	JESSICA BRIGHT	5411		2.42E+22		0	
7/3/2024	7/4/2024	Posted	CAHALL'S DELI	54800	\$48.07	Staff lunch during Salute to Freedom setup	850-76977	1892	JESSICA BRIGHT	5812		2.4E+22		0	
7/29/2024	7/29/2024	Posted	AMAZON MKTPL RV1SA9VHO	54800	\$326.30	Adventure Letter Campagin	Amzn.com	530	SHELBBIE SCIPPPIO	5942		2.47E+22		0	
7/27/2024	7/27/2024	Posted	PRINTIVITY	54800	\$660.57	Adventure Letter Campagin	858-67967	530	SHELBBIE SCIPPPIO	2741		2.43E+22		0	
7/24/2024	7/24/2024	Posted	AMAZON MKTPLACE PMTS	54800	(\$104.84)	Adventure Letter Campagin	Amzn.com	530	SHELBBIE SCIPPPIO	5942		2.47E+22		0	
7/23/2024	7/23/2024	Posted	USPS PO 1172620051	54800	\$730.00	Adventure Letter Campagin	PANAMA C	530	SHELBBIE SCIPPPIO	9402		2.41E+22		0	
7/22/2024	7/22/2024	Posted	HOBBY LOBBY #339	54800	\$78.16	Golden Oyster Campagin	PANAMA C	530	SHELBBIE SCIPPPIO	5945		2.41E+22		0	
7/22/2024	7/22/2024	Posted	OFFICE DEPOT #248	54800	\$100.56	Adventure Letter Campagin	PANAMA C	530	SHELBBIE SCIPPPIO	5943		2.47E+22		0	
7/12/2024	7/12/2024	Posted	SQ *LUNA MUNIA CAFE/BAR	54800	\$173.51	Media Trip	Panama CI	530	SHELBBIE SCIPPPIO	5814		2.47E+22		0	
7/12/2024	7/12/2024	Posted	FINNS ISLAND STYLE GRUB I	54800	\$48.32	Media Trip	PANAMA C	530	SHELBBIE SCIPPPIO	5812		2.4E+22		0	
7/12/2024	7/12/2024	Posted	HOTEL INDIGO PANAMA	54800	\$24.33	Media Trip	8.5E+09	530	SHELBBIE SCIPPPIO	3813		2.49E+22		0	
7/12/2024	7/12/2024	Posted	HOTEL INDIGO PANAMA	54800	\$25.40	Media Trip	8.5E+09	530	SHELBBIE SCIPPPIO	3813		2.49E+22		0	
7/12/2024	7/12/2024	Posted	TST* EL WEIRDO 2	54800	\$48.05	Media Trip	PANAMA C	530	SHELBBIE SCIPPPIO	5813		2.41E+22		0	
7/11/2024	7/11/2024	Posted	Big Mamas On The Bayou LL	54800	\$57.98	Media Trip	P C BEACH	530	SHELBBIE SCIPPPIO	5812		2.45E+22		0	
7/11/2024	7/11/2024	Posted	SQ *THISTLE & THORNE	54800	\$34.99	Media Trip	PANAMA C	530	SHELBBIE SCIPPPIO	5813		2.47E+22		0	
7/11/2024	7/11/2024	Posted	BAYOU JOE'S MARINA & GRIL	54800	\$261.38	Media Trip	PANAMA C	530	SHELBBIE SCIPPPIO	5812		2.47E+22		0	
7/11/2024	7/11/2024	Posted	FERRUCCI RISTORANTE	54800	\$386.43	Media Trip	PANAMA C	530	SHELBBIE SCIPPPIO	5812		2.47E+22		0	
7/11/2024	7/11/2024	Posted	SQ *MLSHIRTS	54800	\$26.75	Media Trip	Panama CI	530	SHELBBIE SCIPPPIO	5499		2.47E+22		0	
7/10/2024	7/10/2024	Posted	HARRISONS - F&B	54800	\$195.70	Media Trip	850-23165	530	SHELBBIE SCIPPPIO	5812		2.4E+22		0	
7/10/2024	7/10/2024	Posted	SQ *ATELIER & CO. LLC	54800	\$59.99	Media Trip	gosq.com	530	SHELBBIE SCIPPPIO	5999		2.47E+22		0	
7/10/2024	7/10/2024	Posted	TARPON'S AND STEAM ON 5	54800	\$73.19	Media Trip	PANAMA C	530	SHELBBIE SCIPPPIO	5812		2.49E+22		0	
7/10/2024	7/10/2024	Posted	AMAZON MKTPL RYOTN1302	54800	\$104.84	Adventure Letter Campagin	Amzn.com	530	SHELBBIE SCIPPPIO	5942		2.47E+22		0	
7/10/2024	7/10/2024	Posted	SQ *ATELIER & CO. LLC	54800	\$59.99	Media Trip	gosq.com	530	SHELBBIE SCIPPPIO	5999		2.47E+22		0	
7/10/2024	7/10/2024	Posted	SQ *ATELIER & CO. LLC	54800	\$59.99	Media Trip	gosq.com	530	SHELBBIE SCIPPPIO	5999		2.47E+22		0	
7/10/2024	7/10/2024	Posted	SQ *ATELIER & CO. LLC	54800	\$50.08	Media Trip	Panama CI	530	SHELBBIE SCIPPPIO	5999		2.47E+22		0	
7/10/2024	7/10/2024	Posted	SQ *ATELIER & CO. LLC	54800	\$59.99	Media Trip	gosq.com	530	SHELBBIE SCIPPPIO	5999		2.47E+22		0	
7/10/2024	7/10/2024	Posted	UNCLE ERNIES BAY FRONT GR	54800	\$369.94	Media Trip	PANAMA C	530	SHELBBIE SCIPPPIO	5812		2.4E+22		0	
7/8/2024	7/8/2024	Posted	VISTAPRINT	54800	\$262.14	Adventure Letter Campagin	866-207-46	530	SHELBBIE SCIPPPIO	2741		2.45E+22		0	
7/8/2024	7/8/2024	Posted	PRINTIVITY	54800	\$390.68	Adventure Letter Campagin	858-67967	530	SHELBBIE SCIPPPIO	2741		2.43E+22		0	
7/3/2024	7/4/2024	Posted	HOTEL INDIGO PANAMA	54800	\$472.84	Media Trip	8.5E+09	530	SHELBBIE SCIPPPIO	3813		2.49E+22		0	
7/3/2024	7/4/2024	Posted	HOTEL INDIGO PANAMA	54800	\$472.84	Media Trip	8.5E+09	530	SHELBBIE SCIPPPIO	3813		2.49E+22		0	
7/3/2024	7/4/2024	Posted	HOTEL INDIGO PANAMA	54800	\$472.84	Media Trip	8.5E+09	530	SHELBBIE SCIPPPIO	3813		2.49E+22		0	
7/3/2024	7/4/2024	Posted	HOTEL INDIGO PANAMA	54800	\$472.84	Media Trip	8.5E+09	530	SHELBBIE SCIPPPIO	3813		2.49E+22		0	
7/3/2024	7/4/2024	Posted	HOTEL INDIGO PANAMA	54800	\$472.84	Media Trip	8.5E+09	530	SHELBBIE SCIPPPIO	3813		2.49E+22		0	
				54800 Total	\$10,877.57										
7/9/2024	7/9/2024	Posted	LOWES #00448*	54900	\$107.90	Fraudulent charge, see memo	PANAMA C	1892	JESSICA BRIGHT	5200		2.47E+22		0	
7/25/2024	7/25/2024	Posted	TST* NOTHING BUNDT CAKES	54900	\$34.59	Staff birthday	PANAMA C	522	JENNIFER VIGIL	5462		2.41E+22		0	
				54900 Total	\$142.49										
7/28/2024	7/28/2024	Posted	OFFICE DEPOT #248	55100	\$53.49	Case of copy paper	PANAMA C	1892	JESSICA BRIGHT	5943		2.41E+22		0	
7/26/2024	7/26/2024	Posted	BEST BUY 00008573	55100	\$102.66	New battery back up for the server	PANAMA C	1892	JESSICA BRIGHT	5732		2.44E+22		0	
				55100 Total	\$156.15										
7/27/2024	7/27/2024	Posted	PUBLIX #481	55200	\$64.79	Refreshments for Board Meeting on 8/1/2024	863-688-11	1892	JESSICA BRIGHT	5411		2.41E+22		0	
7/19/2024	7/19/2024	Posted	SAMSClub.COM	55200	\$65.35	Candy & chips for office	888-746-77	1892	JESSICA BRIGHT	5300		2.42E+22		0	
7/3/2024	7/4/2024	Posted	LOWES #00448*	55200	\$10.79	Screws to repair decorative sign post	PANAMA C	1892	JESSICA BRIGHT	5200		2.47E+22		0	
7/3/2024	7/4/2024	Posted	SAMSClub #8151	55200	\$47.91	Garbage bags & toilet paper	PANAMA C	1892	JESSICA BRIGHT	5300		2.42E+22		0	
7/11/2024	7/11/2024	Posted	VISTAPRINT	55200	\$78.81	Uniform	866-207-46	530	SHELBBIE SCIPPPIO	2741		2.45E+22		0	
				55200 Total	\$267.65										
7/22/2024	7/22/2024	Posted	BLUECROSS-BLUESHIELD	55207	\$2,494.86	Health Insurance	904-791-61	522	JENNIFER VIGIL	5960		2.47E+22		0	
				55207 Total	\$2,494.86										
8/1/2024	8/1/2024	Posted	DNH*GODADDY#32206523115	55400	\$45.17	Website domain	https://www	522	JENNIFER VIGIL	4516		2.44E+22		0	
7/26/2024	7/26/2024	Posted	OPENAI *CHATGPT SUBSCR	55400	\$20.00	Subscription	HTTPSPEI	522	JENNIFER VIGIL	5734		2.45E+22		0	
7/13/2024	7/13/2024	Posted	INTUIT *QBooks Online	55400	\$165.00	Accounting software	CL.INTUIT.I	522	JENNIFER VIGIL	5734		2.47E+22		0	
7/7/2024	7/7/2024	Posted	ADOBE *ADOBE	55400	\$299.96	Creative software	408-536-66	522	JENNIFER VIGIL	5734		2.45E+22		0	
7/15/2024	7/15/2024	Posted	HOOD*HOOTSUITE INC	55400	\$2,988.00	Social Media Subscription	778-58897	530	SHELBBIE SCIPPPIO	7399		2.49E+22		0	
				55400 Total	\$3,518.13										
Grand Total					23528.36										

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

1. PRESENTER NAME:

Jennifer M. Vigil
President & CEO

2. MEETING DATE:

9/30/2024

3. REQUESTED MOTION/ACTION:

Board approve the amended FY25 Proposed Budget 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))

Each year Destination Panama City prepares an annual budget for review and approval by the Board of Directors with a complete proposed media placement program. A proposed Program of Work has been prepared and the FY25 Proposed Budget supports the outlined initiatives.

On August 1, 2024, the Destination Panama City Board of Directors approved the Proposed FY25 Annual Budget. On August 30, 2024, CEO Vigil was informed by Bay County Budget Office staff that a mistake was made regarding the projected FY25 annual contract amount. The FY25 Proposed DPC Budget had to be amended before it moved forward to the Bay County Tourist Development Council and the Bay County Commission.

Annual Contract amount provided on May 3, 2024, was \$1,705,117. The correct annual contract amount provided on August 30, 2024, was \$1,984,429 which is a difference of \$279,312. To make the least number of changes to the budget approved by the DPC Board the full \$279,312 was added to the Reserve for Operational Contingency line item.

The amended FY25 DPC Proposed Budget has been approved by both the Bay County Tourist Development Council (September 10, 2024) and the Bay County Commission (September 17, 2024).

Budget Expenditures

ACCOUNT	Actual FY20	Actual FY21	Actual FY22	Actual FY23	Proposed FY24	FY24 - YTD (80%)	Proposed FY25	% Change	Reason
51200 - Regular Salaries	153,979.03	162,645.21	211,937.00	306,308.28	351,942.62	280,165.55	390,629.18	11%	
513000 - Other Salaries & Wages	1,925.23	173.08	20,187.00	0.00	0.00	0.00		#DIV/0!	
51400 - Overtime	0.00	0.00	0.00	0.00	0.00	0.00		#DIV/0!	
51500 - Special Pay	13,431.95	21,935.59	13,968.00	13,000.00	6,000.00	0.00	16,838.60	181%	US DOL potential increases
52100 - FICA	13,485.82	14,118.56	17,290.00	23,378.31	26,666.72	21,245.03	29,548.87	11%	
52200 - Retirement Contributions	17,569.03	17,570.54	17,759.00	19,723.52	35,194.26	15,852.59	39,062.92	11%	
52207 - Health Insurance	19,134.40	19,712.67	19,897.00	35,996.19	44,762.64	29,599.48	40,851.24	-9%	
52208 - Dental Insurance	544.36	560.48	481.00	2,469.26	3,047.64	1,819.68	2,650.08	-13%	
52300 - Life Insurance	403.15	419.42	222.00	515.00	618.00	422.30	618.00	0%	
52400 - Workers Comp	557.00	557.00	0.00		3,125.00	750.00	3,125.00	0%	
52500 - Unemployment Insurance	225.66	673.88	2,084.00	2,234.75	2,000.00	48.23	1,500.00	-25%	
53100 - Professional Services	3,579.80	122.50	1,816.00	3,919.00	8,000.00	2,896.25	7,500.00	-6%	
53200 - Accounting & Auditing	10,887.00	23,220.00	41,010.00	20,764.99	25,000.00	21,356.00	28,410.00	14%	
53400 - Other Contractual	0.50	3,306.32	9,677.00	18,505.43	15,000.00	21,001.15	22,610.00	51%	
53401 - Other Contractual Promotion	129,070.84	134,061.84	192,704.00	160,775.62	275,000.00	128,103.42	203,156.00	-26%	
54000 - Travel Per Diem Staff	1,694.06	3,232.11	20,474.00	19,828.52	40,000.00	23,706.17	41,300.00	3%	
54001 - Travel Per Diem Non-Staff	2,997.54	0.00	6,067.00	749.48	15,000.00	3,344.51	13,000.00	-13%	
54100 - Communications	8,135.16	5,960.54	12,279.00	12,484.30	12,000.00	9,186.44	12,000.00	0%	
54200 - Postage & Freight	397.87	280.33	3,758.00	6,271.51	17,000.00	7,795.93	17,000.00	0%	
54300 - Utility	2,571.79	7,846.87	8,109.00	12,993.99	25,000.00	42,320.18	49,200.00	97%	Includes StA School
54400 - Rentals & Leases	31,959.60	22,297.01	7,070.00	2,842.29	13,000.00	5,688.09	9,660.00	-26%	Moved to new storage units
54500 - Insurance	3,974.00	13,337.20	14,613.00	7,431.60	30,000.00	11,640.38	28,000.00	-7%	
54600 - Repair & Maintenance	0.00	3,661.72	9,217.00	14,762.74	24,000.00	27,597.16	28,100.00	17%	
54700 - Printing & Binding	5,001.27	7,492.95	42,328.00	8,916.65	40,000.00	30,996.30	38,500.00	-4%	
54800 - Promotional Activities	436,274.79	437,043.54	1,064,657.00	1,006,123.37	1,000,000.00	791,515.42	1,096,650.00	10%	
54801 - Creative Services	0.00			17,177.50	60,000.00	20,430.00	60,000.00	0%	
54802 - Media Commissions	0.00			39,877.50	40,000.00	4,614.12	49,000.00	23%	
54803 - Photography & Videography	0.00				20,000.00	10,494.00	50,000.00	150%	Increase Digital Assets for Marketing
54900 - Other Current Charges	13,969.47	28,327.90	10,875.00	20,854.88	20,000.00	3,782.15	30,000.00	50%	
55100 - Office Supplies	2,160.38	1,973.54	1,779.00	267.20	1,700.00	710.99	1,500.00	-12%	
55200 - Operating Supplies	6,463.82	18,796.04	18,296.00	7,275.48	25,000.00	13,003.52	20,000.00	-20%	
55400 - Books, Pubs, Memberships	19,660.29	21,713.42	30,605.00	37,757.36	40,000.00	52,205.72	27,475.00	-31%	Moved conference registrations 555000
55500 - Training	2,020.33	2,328.00	8,617.00	18,890.98	15,000.00	3,487.55	10,500.00	-30%	Moved conference registrations 555000
55900 - Depreciation	533.00	0.00	35,381.00	0.00	0.00			#DIV/0!	
56200 - Buildings & Land	68,927.00	1,302,368.44	1,942.00	0.00	2,088,500.00	91,553.94	500,000.00	-76%	StA School
56400 - Machinery & Equipment	0.00	0.00	14,689.00	2,180.03	10,000.00	1,856.62	5,000.00	-50%	
55700 - Operational Reserve for Continge	0.00	0.00	902.00		66,377.12		621,044.11	836%	
Total Expenses	971,534.14	2,275,736.70	1,860,690.00	1,844,275.73	4,398,934.00	1,679,188.87	3,494,429.00		

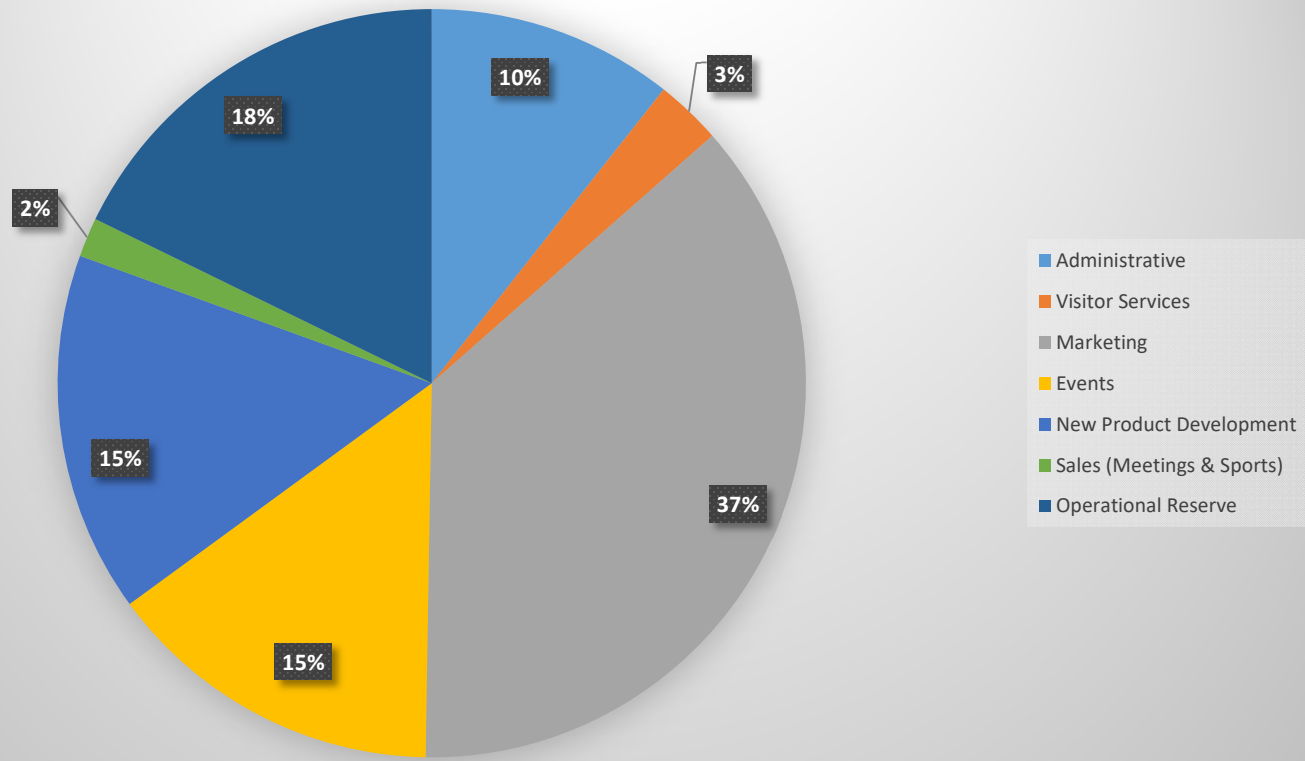
BUDGET REVENUE

Tourism Contract	FY25 1,984,429.00
Penalties	
Interest	
Historic Preservation Grant	375,000.00
DPC Facility Revenue	10,000.00
DPC Event Revenue	100,000.00
DPC Unrestricted Assets	325,000.00
Cash Carry Forward	700,000.00
Bond	
	3,494,429.00

Allocation by Department

Department	Budget Share	% Budget
Administrative	371,860.28	10.64%
Visitor Services	\$ 100,059.70	2.86%
Marketing	\$ 1,284,533.83	36.76%
Events	\$ 513,053.04	14.68%
New Product Development	544,400.00	15.58%
Sales (Meetings & Sports)	\$ 59,478.04	1.70%
Operational Reserve	621,044.11	17.77%
	3,494,429.00	

Allocation by Department Budget Share



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

1. PRESENTER NAME:

Jennifer M. Vigil
President & CEO

2. MEETING DATE:

9/30/2024

3. REQUESTED MOTION/ACTION:

Board review and consider the event assistance application submitted for FLLUXE.

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)

An event assistance application for Redfish Film Festival was received on August 6, 2024 requesting \$15,000 for various event related expenses. The event is scheduled to be held in Downtown Panama City March 7 – 8, 2025.

FLLUXE is an annual art festival that started in 2021 and is hosted by Bay Arts Alliance. The event has grown each year. The event has received DPC assistance each year as follows:

- 2021 -\$4,800
- 2022 - \$8,720
- 2023 - \$8,750
- 2024 - \$8,000

DPC staff recognized the year-over-year growth of the event and included an FY25 line-item appropriation of \$10,000. Because the grant application exceeds the board approved appropriation, the board must consider any additional event assistance. Staff recommendation is consistent with the line-item appropriation of \$10,000.



FLLUXE ARTS FESTIVAL



FLLUXE
ARTS FESTIVAL

MARCH 7 & 8 DOWNTOWN PANAMA CITY

**STREET PAINTING • ARTISAN VENDORS
LIVE PERFORMANCES & MORE!**

Learn more at
FLLUXEArtsFestival.com



HISTORY
CLASS
BREWING COMPANY



DESTINATION PANAMA CITY (PCCDC)

EVENT ASSISTANCE GRANT PROGRAM APPLICATION

Destination Panama City understands the economic and intrinsic importance of special events. In order to fully support events, it is imperative that event coordinators submit all necessary documents, interim reports, and final reports to be eligible for financial assistance.

I. EVENT INFORMATION

1. Event Name: FLLUXE (Florida Luxe Arts Festival)
2. Event Date(s): March 7 & 8, 2025
3. Event Location: Downtown Panama City
4. Event Description: Family Friendly Arts Festival that focuses on Streetpainting with Live Music, Art installations, and an Art Market.

5. Type of Event:

- Arts (Music, Performance, Visual Arts)
- Cultural/Holiday
- Culinary
- Sports

6. Event History:

- New Event
- Recurring Event: How many years? 5 Has event received prior DPC funding? Yes

7. Has the Location/Facility been secured? Yes. Permit filed.

8. Facility Name: Center for the Arts, Panama City, FL

9. Facility Contact: Name Jayson Kretzer Phone 850.532.3394

10. Attached Documents:

- Event Budget (Must have revenue and expenses)
- Detailed Media Budget
- Letters of Community Support
- Letters of Lodging Partnership Agreement
- List of Sponsors, Type & Amount of Sponsorship
- Event Schedule
- IRS Form W9

II. APPLICATION INFORMATION

1. **Organization Name:** Bay Arts Alliance
2. **Organization Contact:** Jayson Kretzer
3. **Contact Email:** jayson@bayarts.org
4. **Contact Phone:** 850.532.3394
5. **Address:** 19 E 4th Street Panama City FL 32401
6. **Organization Type:**
 Private
 Non-Profit (S01c3) or (S01c6)
 Other
7. **Tax ID:** 59-1850105

III. GRANT REQUEST

Financial assistance is reimbursement based and it must be indicated in your budget which items would be grant financed.

1. **Amount of Financial Assistance Requested:** \$15,000
2. **Type of In-Kind Assistance Requested (be specific):** Grab bags for 30 artists

IV. ECONOMIC IMPACT

Please use your best estimates for attendance and participation. These numbers influence the event impact calculation, your event insurance, and certain logistics related to sanitation and restroom facility requirements. Participants are defined as persons helping to execute the event, (volunteers, performers, paid staff, parade entries, etc.). Spectators are defined as individuals attending the event that are not involved in the execution of the event.

1. **Total Expected Participants:**
 - a. **Adult - Visitor** 15
 - b. **Adult - Local** 50
 - c. **Youth - Visitor** 0
 - d. **Youth - Local** 25
2. **Total Expected Spectators:**
 - a. **Adult - Visitor** 2500
 - b. **Adult - Local** 4000
 - c. **Youth - Visitor** 500
 - d. **Youth - Local** 3000
3. **Projected Length of Stay** 3
4. **Projected Number of Rooms** 40
5. **Projected Room Night Cost** \$150

V. SIGNATURES & ACKNOWLEDGEMENTS

APPLICANT SIGNATURE/DISCLAIMER

We the undersigned certify that we have read and understand the Destination Panama City (PCCDC), Event Grant Assistance Program Policy and have been appointed by our organization as an Authorized Agent.

	Executive Director	08-06-2024
Authorized Signature, Applicant	Title	Date
Authorized Signature, Applicant	Title	Date

ADDITIONAL DISCLOSURES

- Destination Panama City will contact the applicant organization with any questions and notify them of a final decision or board recommendation.
- All events occurring within the city limits of Panama City must have a Panama City Special Events Permit. This document can be found at: <https://panamacity.gov/693/apply-for-Special-Event>
- Each organization awarded a grant must sign a Memorandum of Understanding that includes reporting requirements, reimbursement processes, brand guidelines standards for marketing purposes, and a volunteer hour agreement.
- It should be understood that Tourist Development Taxes are statutorily purposed. In regards to events, the following excerpt from Florida Statute 125.0104 shall be applied in considering all grant applications:

"Promote and advertise tourism in the State of Florida and nationally and internationally; however, if tax revenues are expended for an activity, service, venue, or event, the activity, service, venue, or event shall have as one of its main purposes the attraction of tourists as evidenced by the promotion of the activity, service, venue, or event to tourists.

SEND APPLICATIONS TO:

Destination Panama City
Attn: Jennifer M. Vigil, President & CEO
101 W. Beach Drive
Panama City, FL 32401

Jennifer@DestinationPanamaCity.com

FLLUXE ARTS FESTIVAL

2025 FLLUXE BUDGET			
REVENUE	Cash	In-Kind	Total
Downtown Improvement Board	\$10,000.00		\$10,000.00
City of PC Quality of Life	\$10,000.00		\$10,000.00
Destination PC	\$15,000.00		\$15,000.00
Chevron	\$5,000.00		\$5,000.00
History Class	\$1,500.00	\$1,000.00	\$2,500.00
Additional Sponsors	\$2,000.00		\$2,000.00
Vendors	\$500.00		\$500.00
Total	\$44,000.00		\$44,000.00
EXPENSES			
Artists			
Artist Fees/Travel	\$12,600.00		\$12,600.00
Hotel Rooms	\$2,500.00		\$2,500.00
Local Artist Fees	\$4,500.00		\$4,500.00
Liability Insurance	\$600.00		\$600.00
T-shirt activity Tent	\$1,000.00		\$1,000.00
Chalk Supplies	\$1,000.00		\$1,000.00
Kids Art Zone	\$500.00		\$500.00
Green Room/Water/Food	\$500.00	\$1,000.00	\$1,500.00
Musicians	\$2,500.00		\$2,500.00
Marketing	\$9,000.00		\$9,000.00
Light Installations/Funky Art	\$4,000.00		\$4,000.00
Performance Art	\$2,000.00		\$2,000.00
Clean-up	\$800.00		\$800.00
Staffing & Misc	\$2,500.00		\$2,500.00
Total	\$44,000.00		\$44,000.00

FLLUXE ARTS FESTIVAL

FLLUXE 2024 Marketing Plan

Advertising Type	Target	Time	Budget
Billboards	Panama City	4 weeks	\$1,500.00
Facebook/Instagram Ads	200 mile radius	8 weeks	\$1,250.00
Flyer/Ad Graphics		12 weeks	\$600.00
Google Ads	search terms: Panama City, Panama City Beach, PCB, art, festival, things to do, mural, music, etc.	8 weeks	\$250.00
Flyers/Posters	in-market and mailed strategically out of market	2 months out	\$800.00
Map/Rackcard	Event Branding	6 weeks out	\$500.00
Banner(s)/Flags	Day of Event Branding	Day of	\$800.00
T-Shirts/Merc	with DPC logo	during event	\$1,800.00
Videographer/Photography	Video of the event to use in future marketing	during event	\$1,500.00
TOTAL			\$9,000.00

FLLUXE ARTS FESTIVAL

STREET CHALK ARTISTS • MUSIC • LOCAL FOOD • VENDORS
DOWNTOWN PANAMA CITY, FLORIDA

Main Event located at Panama City Center for the Arts (19 E 4th St.)
Chalk throughout downtown.

SCHEDULE

Thursday, March 6:

8am - Feature Artists to begin drawings

Friday, March 7:

8am - Feature Artists working

3pm - All artists to begin drawing

5pm-7pm - Live music

Saturday, March 8:

10am-5pm - Live music, vendors, artists working, Kid'sZone

Sponsors:

Destination Panama City - Marketing & Event Partner

City of Panama City = \$10,000

Downtown Improvement Board = \$10,000

Chevron Corporation = \$5,000

History Class Brewery = \$2,500 (Partially in-kind)

For more info:

FLLuxeArtsFestival.com

Artists, vendors, musicians, and volunteers, please **sign-up on website**.



FLLUXE ARTS FESTIVAL



FLLUXE
ARTS FESTIVAL

MARCH 7 & 8

DOWNTOWN PANAMA CITY

**STREET PAINTING • ARTISAN VENDORS
LIVE PERFORMANCES & MORE!**

Learn more at
FLLUXEArtsFestival.com



HISTORY
CLASS
BREWING COMPANY



DESTINATION PANAMA CITY (PCCDC)

EVENT ASSISTANCE GRANT PROGRAM APPLICATION

Destination Panama City understands the economic and intrinsic importance of special events. In order to fully support events, it is imperative that event coordinators submit all necessary documents, interim reports, and final reports to be eligible for financial assistance.

I. EVENT INFORMATION

1. Event Name: FLLUXE (Florida Luxe Arts Festival)
2. Event Date(s): March 7 & 8, 2025
3. Event Location: Downtown Panama City
4. Event Description: Family Friendly Arts Festival that focuses on Streetpainting with Live Music, Art installations, and an Art Market.

5. Type of Event:

- Arts (Music, Performance, Visual Arts)
- Cultural/Holiday
- Culinary
- Sports

6. Event History:

- New Event
- Recurring Event: How many years? 5 Has event received prior DPC funding? Yes

7. Has the Location/Facility been secured? Yes. Permit filed.

8. Facility Name: Center for the Arts, Panama City, FL

9. Facility Contact: Name Jayson Kretzer Phone 850.532.3394

10. Attached Documents:

- Event Budget (Must have revenue and expenses)
- Detailed Media Budget
- Letters of Community Support
- Letters of Lodging Partnership Agreement
- List of Sponsors, Type & Amount of Sponsorship
- Event Schedule
- IRS Form W9

II. APPLICATION INFORMATION

1. Organization Name: Bay Arts Alliance
2. Organization Contact: Jayson Kretzer
3. Contact Email: jayson@bayarts.org
4. Contact Phone: 850.532.3394
5. Address: 19 E 4th Street Panama City FL 32401
6. Organization Type:
 - Private
 - Non-Profit (S01c3) or (S01c6)
 - Other
7. Tax ID: 59-1850105

III. GRANT REQUEST

Financial assistance is reimbursement based and it must be indicated in your budget which items would be grant financed.

1. Amount of Financial Assistance Requested: \$15,000
2. Type of In-Kind Assistance Requested (be specific): Grab bags for 30 artists

IV. ECONOMIC IMPACT

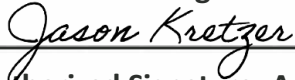
Please use your best estimates for attendance and participation. These numbers influence the event impact calculation, your event insurance, and certain logistics related to sanitation and restroom facility requirements. Participants are defined as persons helping to execute the event, (volunteers, performers, paid staff, parade entries, etc.). Spectators are defined as individuals attending the event that are not involved in the execution of the event.

1. Total Expected Participants:
 - a. Adult - Visitor 15
 - b. Adult - Local 50
 - c. Youth - Visitor 0
 - d. Youth - Local 25
2. Total Expected Spectators:
 - a. Adult - Visitor 2500
 - b. Adult - Local 4000
 - c. Youth - Visitor 500
 - d. Youth - Local 3000
3. Projected Length of Stay 3
4. Projected Number of Rooms 40
5. Projected Room Night Cost \$150

V. SIGNATURES & ACKNOWLEDGEMENTS

APPLICANT SIGNATURE/DISCLAIMER

We the undersigned certify that we have read and understand the Destination Panama City (PCCDC), Event Grant Assistance Program Policy and have been appointed by our organization as an Authorized Agent.

	Executive Director	08-06-2024
Authorized Signature, Applicant	Title	Date
Authorized Signature, Applicant	Title	Date

ADDITIONAL DISCLOSURES

- Destination Panama City will contact the applicant organization with any questions and notify them of a final decision or board recommendation.
- All events occurring within the city limits of Panama City must have a Panama City Special Events Permit. This document can be found at: <https://panamacity.gov/693/apply-for-Special-Event>
- Each organization awarded a grant must sign a Memorandum of Understanding that includes reporting requirements, reimbursement processes, brand guidelines standards for marketing purposes, and a volunteer hour agreement.
- It should be understood that Tourist Development Taxes are statutorily purposed. In regards to events, the following excerpt from Florida Statute 125.0104 shall be applied in considering all grant applications:

"Promote and advertise tourism in the State of Florida and nationally and internationally; however, if tax revenues are expended for an activity, service, venue, or event, the activity, service, venue, or event shall have as one of its main purposes the attraction of tourists as evidenced by the promotion of the activity, service, venue, or event to tourists.

SEND APPLICATIONS TO:

Destination Panama City
Attn: Jennifer M. Vigil, President & CEO
101 W. Beach Drive
Panama City, FL 32401

Jennifer@DestinationPanamaCity.com

FLLUXE ARTS FESTIVAL

STREET CHALK ARTISTS • MUSIC • LOCAL FOOD • VENDORS
DOWNTOWN PANAMA CITY, FLORIDA

Main Event located at Panama City Center for the Arts (19 E 4th St.)
Chalk throughout downtown.

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Sponsors:

Destination Panama City - Marketing & Event Partner

City of Panama City = \$10,000

Downtown Improvement Board = \$10,000

Chevron Corporation = \$5,000

History Class Brewery = \$2,500 (Partially in-kind)

For more info:

FLLuxArtsFestival.com

Artists, vendors, musicians, and volunteers, please **sign-up on website**.

FLLUXE ARTS FESTIVAL

2025 FLLUXE BUDGET			
REVENUE	Cash	In-Kind	Total
Downtown Improvement Board	\$10,000.00		\$10,000.00
City of PC Quality of Life	\$10,000.00		\$10,000.00
Destination PC	\$15,000.00		\$15,000.00
Chevron	\$5,000.00		\$5,000.00
History Class	\$1,500.00	\$1,000.00	\$2,500.00
Additional Sponsors	\$2,000.00		\$2,000.00
Vendors	\$500.00		\$500.00
Total	\$44,000.00		\$44,000.00
EXPENSES			
Artists			
Artist Fees/Travel	\$12,600.00		\$12,600.00
Hotel Rooms	\$2,500.00		\$2,500.00
Local Artist Fees	\$4,500.00		\$4,500.00
Liability Insurance	\$600.00		\$600.00
T-shirt activity Tent	\$1,000.00		\$1,000.00
Chalk Supplies	\$1,000.00		\$1,000.00
Kids Art Zone	\$500.00		\$500.00
Green Room/Water/Food	\$500.00	\$1,000.00	\$1,500.00
Musicians	\$2,500.00		\$2,500.00
Marketing	\$9,000.00		\$9,000.00
Light Installations/Funky Art	\$4,000.00		\$4,000.00
Performance Art	\$2,000.00		\$2,000.00
Clean-up	\$800.00		\$800.00
Staffing & Misc	\$2,500.00		\$2,500.00
Total	\$44,000.00		\$44,000.00

FLLUXE ARTS FESTIVAL

FLLUXE 2024 Marketing Plan

Advertising Type	Target	Time	Budget
Billboards	Panama City	4 weeks	\$1,500.00
Facebook/Instagram Ads	200 mile radius	8 weeks	\$1,250.00
Flyer/Ad Graphics		12 weeks	\$600.00
Google Ads	search terms: Panama City, Panama City Beach, PCB, art, festival, things to do, mural, music, etc.	8 weeks	\$250.00
Flyers/Posters	in-market and mailed strategically out of market	2 months out	\$800.00
Map/Rackcard	Event Branding	6 weeks out	\$500.00
Banner(s)/Flags	Day of Event Branding	Day of	\$800.00
T-Shirts/Merc	with DPC logo	during event	\$1,800.00
Videographer/Photography	Video of the event to use in future marketing	during event	\$1,500.00
TOTAL			\$9,000.00

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	<p>1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)</p> <p>Bay Arts Alliance INC</p>	
	<p>2 Business name/disregarded entity name, if different from above.</p>	
	<p>3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____</p> <p>Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.</p> <p><input checked="" type="checkbox"/> Other (see instructions) 501(c)(3) charitable arts organization</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____</p> <p><i>(Applies to accounts maintained outside the United States.)</i></p>
	<p>3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions _____ <input type="checkbox"/></p>	
	<p>5 Address (number, street, and apt. or suite no.). See instructions.</p> <p>19 E 4th Street</p>	<p>Requester's name and address (optional)</p>
	<p>6 City, state, and ZIP code</p> <p>Panama City, FL 32401</p>	
	<p>7 List account number(s) here (optional)</p>	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number										
or										
Employer identification number										
5	9		1	8	5	0	1	0	5	

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date <u>05/08/2024</u>
------------------	--------------------------	------------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

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

1. PRESENTER NAME:

Jennifer M. Vigil
President & CEO

2. MEETING DATE:

9/30/2024

3. REQUESTED MOTION/ACTION:

Board review and consider the event assistance application submitted for Redfish Film Festival.

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)

An event assistance application for Redfish Film Festival was received on August 31, 2024 requesting \$32,000 for various event related expenses. The event is scheduled to be held in Downtown Panama City from April 24 – 27, 2025. This would be the second year of the event.

In FY24, Destination Panama City supported the event for the full amount requested, \$32,000. The event generated a great deal of organic social media, earned media, and resulted in over 60 room nights booked into the host hotel (Hotel Indigo). Overall, the event was successful.

Due to budget constraints and an increase in the number of event assistance applicants received each year, the FY25 event assistance line-item allocations approved \$15,000 for Redfish Film Festival support. Because the event assistance application is greater than the approved line item, any amount over \$15,000 requires board approval. Staff recommendation is consistent with the line-item appropriation of \$15,000.

Fwd: New Event Assistance Grant Application

4 messages

Jennifer Vigil <jennifer@destinationpanamacity.com>
To: Aubrey Haskell <sales@destinationpanamacity.com>

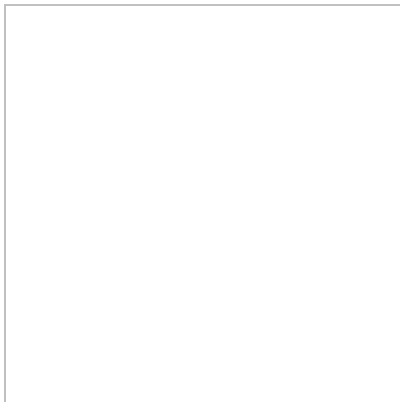
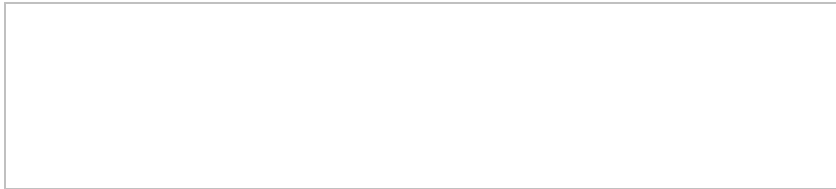
Sat, Aug 31, 2024 at 2:28 PM

The board only approved this at \$15k, so it needs to be an agenda item on the 9/30/24 agenda.

You need to let Kevin know we will not be recommending more than \$15k. Let's talk before you respond; but let him know it's received.

Jennifer M. Vigil

President & CEO
Destination: Panama City (PCCDC)
101 West Beach Drive
Panama City, FL 32401
Office: 850.215.1700
Cell: 850.832.5262



----- Forwarded message -----

From: **Destination Panama City** <donotreply@destinationpanamacity.com>
Date: Sat, Aug 31, 2024 at 2:06 PM
Subject: New Event Assistance Grant Application
To: <jennifer@destinationpanamacity.com>, <gorgeous@destinationpanamacity.com>

I. Event Information

Event Name

Redfish Film Fest

Event Date(s)

April 24-27, 2025

Event Location

Historic Downtown Panama City

Event Description

Redfish Film Fest is a documentary-only film festival in Historic Downtown Panama City, Florida. We are the first documentary film festival in the Florida Panhandle. Our mission is to celebrate the documentary form and to help build the arts culture of Northwest Florida. Our goal is to be the premier event of its kind in the Southeast U.S.

Type of Event

Arts (Music, Performance, Visual Arts)

Event History

Recurring Event

How Many Years?

2

Has Event Received Prior DPC Funding?

Yes

Has the Location/Facility Been Secured?

Yes

Facility Name

Panama City Center for the Arts, Downtown Boxing Club, Bay County Historical Museum, Mosey's Downtown, Gallery of Art on Beach Drive

Facility Contact

Jayson Kretzer

Please Select Which Supporting Documents You Are Attaching

- Event Budget (Must have revenue and expenses)
- Detailed Media Budget
- List of Sponsors, Type & Amount of Sponsorship
- IRS Form W9

Please Attach Your Documents Here

- [w9_Redfish_Signed_2024.pdf](#)
- [DPC-Budget-Breakdown-2025.pdf](#)
- [Redfish-Film-Fest-Budget_Sponsors-2025.pdf](#)

II. Application Information

Organization Name

Redfish Film Fest, LLC

Organization Contact

Kevin Elliott

Contact Email

kevin@redfishfilmfest.com

Contact Phone

(850) 819-4463

Address

1807 Highway 2297
Panama City, Florida 32404
United States
Map It

Organization Type

Private

Tax ID

93-3007206

III. Grant Request

Amount of Financial Assistance Requested

\$32,000.00

Type of In-Kind Assistance Requested (Be Specific)

Marketing, social media, media management / placement / articles, website content on DPC site

IV. Economic Impact

a. Adult - Visitor

250

b. Adult - Local

1,000

c. Youth - Visitor

100

d. Youth - Local

250

a. Adult - Visitor

250

b. Adult - Local

1,000

c. Youth - Visitor

100

d. Youth - Local

250

a. Projected Length of Stay

Four nights

b. Projected Number of Rooms

100 total room nights

c. Projected Room Night Cost

\$170

V. Signatures & Acknowledgements

Applicant Consent / Disclaimer Agreement

I certify that I have read and understand the Destination Panama City (PCCDC), Event Grant Assistance Program Policy and have been appointed by our organization as an Authorized Agent.

What is 5+3? (Anti-Spam)

8

Aubrey Haskell <sales@destinationpanamacity.com>
To: Jennifer Vigil <jennifer@destinationpanamacity.com>

Sat, Aug 31, 2024 at 2:39 PM

Got it.

Aubrey Haskell
Sports & Special Events Liaison
Destination Panama City (PCCDC)
101 W. Beach Drive
Panama City, FL 32401
Office: 850.215.1700
Cell: 850.867.9857
[Quoted text hidden]

Aubrey Haskell <sales@destinationpanamacity.com>
To: Redfish Film Fest <kevin@redfishfilmfest.com>, DPC-IDSS <panama@inbox-us.idss.com>, Jennifer Vigil <jennifer@destinationpanamacity.com>

Sat, Aug 31, 2024 at 2:44 PM

Kevin,

We have received your application for event assistance, and will begin processing the documentation on Tuesday following the Labor Day Holiday. We will send you an update at that time.

Thank you.

Aubrey Haskell
Sports & Special Events Liaison
Destination Panama City (PCCDC)
101 W. Beach Drive
Panama City, FL 32401
Office: 850.215.1700
Cell: 850.867.9857
[Quoted text hidden]

Kevin Elliott <kevin@redfishfilmfest.com>
To: Aubrey Haskell <sales@destinationpanamacity.com>
Cc: DPC-IDSS <panama@inbox-us.idss.com>, Jennifer Vigil <jennifer@destinationpanamacity.com>

Sat, Aug 31, 2024 at 3:20 PM

Thank you for the quick response Aubrey!
[Quoted text hidden]

Redfish Film Fest 2025		
REVENUE		Total Cash
Sponsors		
	Destination PC	\$32,000.00
	Coca-Cola	\$20,000.00
	Be Like Jancy	\$20,000.00
	St. Joe Community Foundation	\$25,000.00
	Downtown Improvement Board	\$15,000.00
	Cramer Chevrolet / Marine	\$12,500.00
	Reliant South	\$5,000.00
	Peoples First Insurance	\$5,000.00
	PC Toyota	\$5,000.00
	Corcoran Reverie	\$3,000.00
	Beachy Beach Real Estate	\$2,500.00
	Burg Law / Burg Title	\$1,500.00
	Subtotal	\$146,500.00
	Total minus reimbursables	\$114,500.00
EXPENSES		
VIP Guests		
	Guest Fees	\$7,500.00
	Hotel Rooms	\$5,000.00
	Airfare	\$7,500.00
	Subtotal	\$20,000.00
Projection/Tech/Venues/Rentals		
	Public Eye Soar (Projection art)	\$11,000.00
	Screens	\$1,500.00
	Celebration Place (Chairs, tables, etc)	\$2,500.00
	Audio (Will Thompson)	\$6,000.00
	Projection Techs	\$600.00
	Film Licenses	\$1,000.00
	Venue Rentals	\$750.00
	Subtotal	\$23,350.00
Insurance & Permitting		
	Liability Insurance	\$600.00
	Permitting through City	\$1,130.00
	Subtotal	\$1,730.00
Merchandise & Print		
	T-Shirts / lanyards, hats, signage	\$5,000.00
	Step and repeat / red carpet	\$0.00
	360 Camera	\$0.00

	Subtotal	\$5,000.00
Marketing		
	Digital Assets / Photo / Video	\$7,000.00
	Website	\$3,500.00
	Billboards	\$1,500.00
	Social Ad Spend	\$5,000.00
	Subtotal	\$17,000.00
Parties/Special Events		
	Opening Night	\$2,500.00
	Block Party	\$2,500.00
	Champagne Brunch	\$6,000.00
	Harrison's	\$27,000.00
	Anima	\$5,000.00
	Extra Alcohol	\$1,500.00
	Port-o-Potties	\$500.00
	Subtotal	\$45,000.00
Staffing		
	Drivers	\$2,000.00
	Subtotal	\$2,000.00
Misc Costs		
	Misc	\$1,500.00
	Subtotal	\$1,500.00
	Total Budget	\$115,580.00
	Total Cash (Including Reimbursable)	\$146,500.00
	Balance/Surplus Cash	\$30,920.00

Marketing Plan				
Advertising Type	Target	Timeline	Budget	Notes
Facebook/Instagram (Ads + Boosted Posts)	<i>Weekend Drive Market</i> - Birmingham + 25 miles Tallahassee + 35 miles (to Thomasville, GA)	Jan-Apr 2025	\$6,000.00	
Blip Billboards	Panama City +50 miles Dothan +50 miles Ft. Walton Beach +25 miles Pensacola +50 miles Mobile +25 miles Atlanta + 25 miles	Jan-Apr 2025	\$1,000.00	"Pay-per view" digital billboards
Traditional Billboards	In-market / weekend drive	Jan-Apr 2025	\$2,500.00	
Flyers/Posters	In-market / weekend drive	8 weeks out	\$1,500.00	
T-shirts/hats/stickers		Jan/Feb 2024	\$2,000.00	
Photographers	Photos throughout fest for marketing follow-on years	At event	\$4,000.00	
Videography	Video throughout fest for marketing follow-on years	At event	\$3,000.00	
Downtown Lighting Design / Projection Art	Red-themed art / light on event venues and throughout Redfish footprint (4th St. to Harrison's)	At event	\$12,000.00	By Public Eye Soar
		Total	\$32,000.00	

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <p>Redfish Film Fest, LLC</p>	
	<p>2 Business name/disregarded entity name, if different from above</p>	
	<p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate </p> <p><input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ P</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <p>1807 Hwy 2297</p>	<p>Requester's name and address (optional)</p>
	<p>6 City, state, and ZIP code</p> <p>Panama City, FL, 32404</p>	
	<p>7 List account number(s) here (optional)</p>	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
-				-					
or									
Employer identification number									
9	3	-	3	0	0	7	2	0	6

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	<p>Signature of U.S. person ▶</p>	<p>Date ▶</p>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

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

1. PRESENTER NAME:

Jennifer M. Vigil
President & CEO

2. MEETING DATE:

9/30/2024

3. REQUESTED MOTION/ACTION:

Board review and consider the event assistance application submitted for GrooveFest.

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)

An event assistance application for GrooveFest was received on August 17, 2024 requesting \$15,000 for various event related expenses. The event is scheduled to be held in Downtown Panama City June 21, 2025.

GrooveFest in Panama City began in 2024 and was held in Downtown Panama City at the Destination Panama City Visitor’s Center. The event is coordinated by a private organization and is a ticketed event. In 2024, the event was financially sponsored for \$4,700 and in-kind waiver of facility rentals (equivalent to \$1,870).

Recognizing the success of the 2024 event, DPC staff recommended an FY25 event assistance appropriation in the amount of \$6,000. Because the event assistance application exceeds the board approved appropriation, the board must consider any additional event assistance. Staff recommendation is consistent with the line-item appropriation of \$6,000.

Fwd: New Event Assistance Grant Application

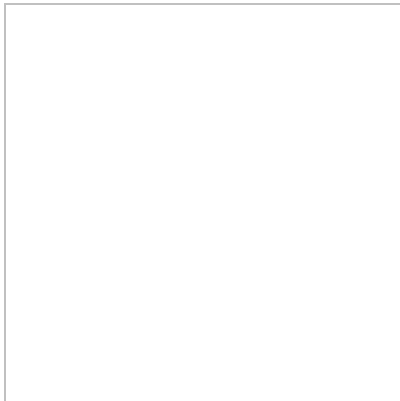
1 message

Jennifer Vigil <jennifer@destinationpanamacity.com>
To: Aubrey Haskell <sales@destinationpanamacity.com>

Sat, Aug 17, 2024 at 1:15 AM

Jennifer M. Vigil

President & CEO
Destination: Panama City (PCCDC)
101 West Beach Drive
Panama City, FL 32401
Office: 850.215.1700
Cell: 850.832.5262



----- Forwarded message -----

From: **Destination Panama City** <donotreply@destinationpanamacity.com>
Date: Fri, Aug 16, 2024 at 7:20 PM
Subject: New Event Assistance Grant Application
To: <jennifer@destinationpanamacity.com>, <gorgeous@destinationpanamacity.com>

I. Event Information

Event Name

GROOVE FEST 2025

Event Date(s)

SATURDAY JUNE 21ST,2025

Event Location

Destination PC BUILDING

Event Description

SCALED DOWN VERSION OF JAZZ FESTIVAL WITH LIVE BANDS , FOOD AND BOUTIQUE VENDORS MIXTURE OF JAZZ , BLUES AND DJ'S WITH CELEBRITY HOST

Type of Event

Arts (Music, Performance, Visual Arts)

Event History

Recurring Event

How Many Years?

1

Has Event Received Prior DPC Funding?

Yes

Has the Location/Facility Been Secured?

Yes

Facility Name

Destination Panama City

Facility Contact

JENNIFER VIGEL

Please Select Which Supporting Documents You Are Attaching

- Event Budget (Must have revenue and expenses)
- Detailed Media Budget
- Letters of Lodging Partnership Agreement
- Event Schedule
- IRS Form W9

Please Attach Your Documents Here

- [2025-Groove-Fest-Contract1.pdf](#)

II. Application Information

Organization Name

GROWN FOLKS ENT PROMOTIONS LLC

Organization Contact

JERMAINE HILL

Contact Email

clubdejavu441@gmail.com

Contact Phone

(850) 775-9184

Address

[712 East 13th Court](#)
[Panama City, Florida 32401](#)

Organization Type

Other

Tax ID

99-09112871

III. Grant Request

Amount of Financial Assistance Requested

\$15,000.00

Type of In-Kind Assistance Requested (Be Specific)

STAGE,SOUND,RADIO, FLYERS BANNERS, ARTIST VENUE

IV. Economic Impact

a. Adult - Visitor

200

b. Adult - Local

300

c. Youth - Visitor

0

d. Youth - Local

0

a. Adult - Visitor

200

b. Adult - Local

300

c. Youth - Visitor

0

d. Youth - Local

0

a. Projected Length of Stay

2

b. Projected Number of Rooms

15-20

c. Projected Room Night Cost

100-120

V. Signatures & Acknowledgements

Applicant Consent / Disclaimer Agreement

I certify that I have read and understand the Destination Panama City (PCCDC), Event Grant Assistance Program Policy and have been appointed by our organization as an Authorized Agent.

What is 5+3? (Anti-Spam)

GROOVE FEST 2025

ITEMIZED BUDGET

GROWN FOLKS ENT

Jermaine Hill 850.775.9184

clubdejavu441@gmail.com

DESCRIPTION	PRICE
TICKET PRINTING	\$192
PERMITS	\$375
STAGE BANNERS	\$459.90
ROYAL ENT	\$400
TABLES & CHAIRS	\$770.40
STAFF	\$600
SOUND STAGE	\$8500
LIABILITY INSURANCE	\$192.22
ARTIST	\$8000

MEDIA BUDGET:

I-HEART RADIO	\$1061
MAGIC RADIO DOTHAN, AL	\$500
QBT (RADIO /INTERNET RADIO LAKE CITY/ GAINESVILLE AREA)	\$1000
FLYERS	\$421
DIGITAL ADS & SOCIAL	\$500
MEDIA	\$850
BILLBOARDS	

AMOUNT DUE: \$23821.52

Projections for Event:

(All figures are estimated based on previous events)

Ticket Sales

700 tickets @ \$20 / \$14,000 VIP 100 @ \$40 / \$4000

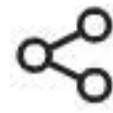
Vendor Spots

10 Vendors @ \$100 ea. / \$1000

Promotional Items

\$1500

REVENUE \$20,500



GROUP SALES AGREEMENT

Country Inn and Suites by Radisson

Country Inn and Suites
2203 Harrison Ave., Panama City, Fl. 32405
Phone: 850-691-4866 Fax: 850-481-4867

Group Name: 2025 Groove Fest

Group Code/Type: Leisure Group

Group Contact: Jermaine Hill
850-775-9184
clubdejavu441@gmail.com

Group Block Dates: 6/20/25 to 6/22/25

Prepared by: Jerry Jones
General Manager

Date Prepared: 8/16/24

GROUP ROOM COMMITMENT

Jermaine Hill with the 2025 Groove Fest, hereinafter referred to as "Group", and Country Inn and Suites Panama City, Fl., hereinafter referred to as "Hotel" or "we" agree to this Group Sales Contract (the "Contract") as follows:

ROOM BLOCK

ROOM TYPE	RATE	6/20/25	6/21/25
		Friday	Saturday
Standard Queens	\$100.00	15	15
King Standard	\$95.00	2	2
Queen Suite	\$110.00	3	3
King Suite	\$105.00	4	4

The Hotel and Jermaine Hill with the 2025 Groove Fest, agree that the above room block (as it may amended from time to time in accordance with the terms of this Contract, the "Room Block,") shall be reserved for the at the guest room rates agreed to by the parties in this Contract, subject to the terms and conditions of this Contract.

GUEST ROOM RATES

Based upon the Jermaine Hill with the 2025 Groove Fest's total program requirements outlined in this agreement, the Hotel confirms the following group rates (net of all taxes):

Standard Double: \$100.00, sleeps 2



Comment



Highlight



Draw



Text



Fill & Sign



More tools



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

1. PRESENTER NAME:

Jennifer Vigil
President & CEO

2. MEETING DATE:

9/30/2024

3. REQUESTED MOTION/ACTION:

Accept the CEO performance evaluation matrix and recommendations of the CEO Performance Evaluation Committee members of 4% bonus and 6% salary increase.

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))

Pursuant to CEO Vigil's employment contract signed October 27, 2015, each year the evaluation committee members individually "meet with Vigil to evaluate her performance, discuss her performance of this Contract and consider cost of living and merit increases in Vigil's salary".

Executive Board Members, Nirav Banker (Chairman), Brian Grainger (Vice Chairman), and Joshua Street (Secretary / Treasurer), individually completed CEO evaluations for CEO Vigil. A matrix of the form responses is attached for review along with a blank copy of the CEO evaluation form.

Also pursuant to the employment contract, "for each fiscal year Vigil is employed under this Contract she will be considered for a cost of living and merit increase not exceeding 10% of her then current salary based upon measurable performance criteria".

Attachment:

- CEO Performance Evaluation Committee Matrix
- Blank CEO Performance Evaluation Form

CEO Evaluation Matrix		
I. Organizational Management & Leadership		
4	4	4
Continued efforts are made by Jennifer to old DPC to the highest standards. The staff is loyal and hard working under Jennifer's leadership. She continues to find ways to be innovative and stay updated with the technology in order to be more efficient.	Train your replacement. I want you to serve as long as you want to, and eventually you will need have a replacement.	
II. Fiscal & Business Management		
4	4	4
Budget and financial documents provided at bi-monthly meetings are clear and concise. To help keep DPC facility to the highest of standards, continued maintenance efforts are made.	Absolutely superb!	
III. Communication & Relationships with DPC Board		
4	4	4
Provides clear communication at meetings, by email, and in person.	You do an amazing job with the challenges that come from a seven member board.	
IV. Community & Intergovernmental Relations		
4	3	4
Event after event, Jennifer is always making sure things are going smooth. Wonderful reputation in the community, connecting with the citizens.	Public facing communications are amazing. Intergovernmental can be a challenge. Sometimes you're critical and there should be more constructiveness. I know working with the city can be rough. I think your ideas for improvement are well thought out.	
V. Personal & Professional Traits		
4	4	4
Pleasant person to speak with and be around. Always shows a positive attitude regardless of how the day has gone or if any situations have popped up.	I love that you not only push yourself to achieve but that you also push staff to learn and achieve.	
VI. Overall Perfmance Rating		
4	4	4
Great leader and mentor.	You are a high performer, and it shows in your work, what your team has accomplished, and the overall success Destination Panama City has experienced.	
Recommendations:		
Retention. 10% (5% raise, 5% bonus)	Blank	10%

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

1. PRESENTER NAME:

Jennifer M. Vigil
President & CEO

2. MEETING DATE:

9/30/2024

3. REQUESTED MOTION/ACTION:

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))

Destination Panama City issued a public RFQ for Marketing Agency of Record qualifications. On August 1, 2024, the Destination Panama City Board shortlisted three firms—Aqua, MDR, and Origin—to visit Panama City and present their proposals to the Board.

On August 7, 2024, CEO Vigil provided these firms with detailed presentation guidelines via email. The guidelines covered key topics such as the onboarding process, existing insertion orders, media placements, non-media budget allocations (including account management fees, promotional items, creative services, and asset acquisition like photography and videography), the expected role of the new agency, and highlights of current placements. This was done to ensure the selected agency is fully prepared for the upcoming fiscal year’s initiatives.

Each firm will be limited to a fifteen-minute presentation and five minutes for Q&A.

Following the presentations, CEO Vigil will share a recommended motion.