

AGENDA
CITY OF PANAMA CITY
NONPROFIT COMMITTEE MEETING
JANUARY 11, 2022
8:00 a.m.

1. Roll Call and Approval of Minutes for the July 13, 2021 Nonprofit Committee Meeting

Documents:

[07.13.21 NONPROFIT MINUTES..PDF](#)

2. Approval of Financial Reports

Documents:

[CITY PREPARED FIN STMTS 2021.12.31.PDF](#)

3. Request for Use of Funds

- 3.a. Ratify expenditure of \$15,450.00 for New Years Eve stage, lights and sound.

Documents:

[PROTECH INVOICE.PDF](#)

- 3.b. Ratify \$3,981.76 expenditure for Holiday luncheon and door prizes.

Documents:

[LISTING HOLIDAY LUNCHEON GIFTS PURCHASED IN DEC2021
MEMO_04JAN2022.PDF](#)

4. Audience Participation

5. Adjournment.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this proceeding should contact the City's Human Resources Department prior to the proceeding at telephone (850) 872-3014 for assistance; if hearing impaired, telephone (850) 872-3028 (TDD) for assistance. If a person decides to appeal any decision by the City Commission with respect to any matter considered at this meeting, he or she will need a record of the proceeding and for such purpose, he or she may need to insure that a verbatim record of the proceeding is made, which record needs to include the testimony and evidence upon which the appeal is to be based. (286.015) The Agenda and supporting documentation is available on the City's website on Monday afternoon preceding the regularly scheduled Tuesday City Commission meeting.



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**MINUTES
CITY OF PANAMA CITY
NONPROFIT COMMITTEE MEETING
JULY 13, 2021
11:37 A.M.**

1. Roll Call and Approval of Minutes for the April 13, 2021 Nonprofit Committee Meeting

Secretary/Treasurer Brandy Waldron called the roll with the following members present: Directors Josh Street, Greg Brudnicki, Billy Rader, Jenna Haligas, and Kenneth E. Brown. Also present: President Mark McQueen and City Attorney Nevin Zimmerman.

Director Brudnicki moved to approve the minutes for the April 13, 2021 Nonprofit Committee Meeting. On a roll call vote, Directors Josh Street, Greg Brudnicki, Billy Rader, Jenna Haligas, and Kenneth E. Brown voted "YEA". "NAYS" - none. The Secretary/Treasurer certified the motion passed by a 5-0 vote.

2. Approval of Financial Report

Director Brown moved to approve the unaudited Statement of Net Position for the Panama City Hurricane Disaster Relief Inc as presented. On a roll call vote, Directors Josh Street, Greg Brudnicki, Billy Rader, Jenna Haligas, and Kenneth E. Brown voted "YEA". "NAYS" - none. The Secretary/Treasurer certified the motion passed by a 5-0 vote.

3. Request for Use of Funds

- 3.a. Consideration of request for support of the Friends of Governor Stone to assist in efforts to meet their FEMA matching requirement in the amount of \$5,000.00.

Director Brown moved to approve the request for support of the Friends of Governor Stone to assist in efforts to meet their FEMA matching requirement in the amount of \$5,000.00. On a roll call vote, Directors Josh Street, Greg Brudnicki, Billy Rader, Jenna Haligas, and Kenneth E. Brown voted "YEA". "NAYS" - none. The Secretary/Treasurer certified the motion passed by a 5-0 vote.

- 3.b. Consideration of additional support to Krewe of St. Andrews for Mardi Gras 2021 in the amount of \$12,703.50.

Director Rader moved to approve additional support to Krewe of St. Andrews for Mardi Gras 2021 in the amount of \$12,703.50. On a roll call vote, Directors Josh Street, Greg Brudnicki, Billy Rader, Jenna Haligas, and Kenneth E. Brown voted "YEA". "NAYS" - none. The Secretary/Treasurer certified the motion passed by a 5-0 vote.

4. Confirmation of Officers.

The Panama City Florida Hurricane Disaster Relief Fund Directors are Mayor Greg Brudnicki, Commissioner Jenna Haligas, Kenneth Brown, Billy Rader, and Josh Street; President is Mark McQueen; Secretary/Treasurer is Jan Smith.

5. Audience Participation.

There was no audience participation at this time.

6. Adjournment.

There being no further business, the meeting was adjourned at 11:44 a.m.

Panama City Florida Hurricane Disaster Relief Fund, Inc.

Balance Sheets, *UNAUDITED*

As of December 31, 2021, September 30, 2021, September 30, 2020 and September 30, 2019

Interim financial reporting; for internal management use only

	<u>12-31-2021</u>	<u>9-30-2021</u>	<u>9-30-2020</u>	<u>9-30-2019</u>
Assets				
Cash and Cash Equivalents				
Restricted Cash	\$ 190,790	\$ 211,690	\$ 233,096	\$ 101,613
Unrestricted Cash	38,208	38,170	130,982	124,062
Total Assets	<u>\$ 228,998</u>	<u>\$ 249,860</u>	<u>\$ 364,078</u>	<u>\$ 225,675</u>
Liabilities and Fund Balance				
Accounts Payable	\$ -	\$ -	\$ 20,880	\$ -
Due to General Fund	7,880	7,880	-	-
Total Liabilities	<u>7,880</u>	<u>7,880</u>	<u>20,880</u>	<u>-</u>
Fund Balance - Unrestricted	38,208	38,170	130,982	124,062
Fund Balance - Restricted	182,910	203,810	212,216	101,613
Total Fund Balance	<u>221,118</u>	<u>241,980</u>	<u>343,198</u>	<u>225,675</u>
Total Liabilities and Fund Balance	<u>\$ 228,998</u>	<u>\$ 249,860</u>	<u>\$ 364,078</u>	<u>\$ 225,675</u>

Final audited balances may vary from interim financial reports.

Panama City Florida Hurricane Disaster Relief Fund, Inc.
Statements of Revenues, Expenses, and Changes in Fund Balance *UNAUDITED*
For the Three Months Ended December 31, 2021 and Years Ended September 30, 2021, September 30, 2020 and September 30, 2019
Interim financial reporting; for internal management use only

	<u>12-31-2021</u>	<u>9-30-2021</u>	<u>Year Ended 9-30-2020</u>	<u>Year Ended 9-30-2019</u>	<u>Total</u>
Revenues:					
Contributions					
Unrestricted Contributions	\$ 21	\$ 10,693	\$ 6,701	\$ 124,062	\$ 141,478
Restricted Contributions:					
City Employees	-	-	-	76,750	76,750
Fire & Police Departments	-	-	-	15,760	15,760
Oaks by the Bay	-	-	-	1,500	1,500
Woodfield Lighting	-	-	50,000	-	50,000
Playground Equipment	-	-	50,000	-	50,000
Retree Program	-	14,830	58,722	18,274	91,826
Survivors Concert	-	-	53,000	-	53,000
Total Restricted Contributions	<u>-</u>	<u>14,830</u>	<u>211,722</u>	<u>112,284</u>	<u>338,836</u>
Total Contributions	21	25,523	218,423	236,346	480,314
Interest Income	<u>17</u>	<u>158</u>	<u>1,386</u>	<u>-</u>	<u>1,561</u>
Total Revenues	<u>38</u>	<u>25,682</u>	<u>219,809</u>	<u>236,346</u>	<u>481,875</u>
Expenses:					
Unrestricted					
Auditing and Accounting	-	1,589	1,160	-	2,749
Landscaping - Adams Park	-	4,900	-	-	4,900
Promotional	-	-	-	49	49
Supplies (Fire Dept)	-	-	7,880	-	7,880
Total Unrestricted	<u>-</u>	<u>6,489</u>	<u>9,040</u>	<u>49</u>	<u>15,578</u>
Retree Program (includes a prior year voided check)	5,450	13,525	49,950	10,622	79,547
Survivors Concert	-	54,192	43,289	-	97,481
New Year's Eve Event	15,450	14,997	-	-	30,447
Music on the Bayou	-	20,000	-	-	20,000
Friends of Governor Stone	-	5,000	-	-	5,000
Mardi Gras	-	12,703	-	-	12,703
Total Expenses	<u>20,900</u>	<u>126,906</u>	<u>102,279</u>	<u>10,671</u>	<u>260,756</u>
Excess of Expenses over Revenues	<u>(20,862)</u>	<u>(101,225)</u>	<u>117,530</u>	<u>225,675</u>	<u>\$ 221,119</u>
Fund Balance - Beginning of Period	<u>241,980</u>	<u>343,205</u>	<u>225,675</u>	<u>-</u>	
Fund Balance - End of Period	<u>\$ 221,118</u>	<u>\$ 241,980</u>	<u>\$ 343,205</u>	<u>\$ 225,675</u>	

Final audited balances may vary from interim financial reports.

Panama City Florida Hurricane Disaster Relief Fund, Inc.
Cash and Fund Balance Analysis
As of June 30, 2021
Interim financial reporting; for internal management use only

Restricted Cash														
	City Employees	Fire & Police	Oaks by the Bay	Woodfield Lighting	Playground Equipment	Survivor Concert	New Year's Eve Event	Music on the Bayou	Friends of Gov. Stone	Mardi Gras	Retree	Total	Unrestricted Cash	Total
Beginning cash 10-1-18	-	-	-	-	-	-	-	-	-	-	-	-	-	-
FY19 -	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributions	76,750.00	15,760.00	1,500.00	-	-	-	-	-	-	-	18,274.00	112,284.00	124,062.00	236,346.00
Expenses	-	-	-	-	-	-	-	-	-	-	10,671.00	10,671.00	-	10,671.00
Net increase (decrease) in cash	76,750.00	15,760.00	1,500.00	-	-	-	-	-	-	-	7,603.00	101,613.00	124,062.00	225,675.00
Ending cash 9-30-19	76,750.00	15,760.00	1,500.00	-	-	-	-	-	-	-	7,603.00	101,613.00	124,062.00	225,675.00
FY20 -	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributions	-	-	-	50,000.00	50,000.00	53,000.00	-	-	-	-	58,722.00	211,722.00	8,087.00	219,809.00
Expenses	-	7,880.00	-	-	-	43,289.00	-	-	-	-	49,950.00	101,119.00	1,167.00	102,286.00
Net increase (decrease)	-	(7,880.00)	-	50,000.00	50,000.00	9,711.00	-	-	-	-	8,772.00	110,603.00	6,920.00	117,523.00
Fund Balance	76,750.00	7,880.00	1,500.00	50,000.00	50,000.00	9,711.00	-	-	-	-	16,375.00	212,216.00	130,982.00	343,198.00
Add: AP @9-30-20	-	7,880.00	-	-	-	-	-	-	-	-	13,000.00	20,880.00	-	20,880.00
													7.45	7.45
Cash Bal 9-30-20	\$ 76,750.00	\$ 15,760.00	\$ 1,500.00	\$ 50,000.00	\$ 50,000.00	\$ 9,711.00	\$ -	\$ -	\$ -	\$ -	\$ 29,375.00	\$ 233,096.00	\$ 130,989.45	\$ 364,085.45
FY21														
FY 21 Contrib	-	-	-	-	-	-	-	-	-	-	14,830.00	14,830.00	10,693.00	25,523.00
Interest income	-	-	-	-	-	-	-	-	-	-	-	-	158.00	158.00
FY21 Exp	-	-	-	-	-	54,192.00	14,997.00	20,000.00	5,000.00	12,703.00	13,525.00	120,417.00	6,489.00	126,906.00
Net increase (decrease)	-	-	-	-	-	(54,192.00)	(14,997.00)	(20,000.00)	(5,000.00)	(12,703.00)	1,305.00	(105,587.00)	4,362.00	(101,225.00)
Fund Balance	76,750.00	15,760.00	1,500.00	50,000.00	50,000.00	(44,481.00)	(14,997.00)	(20,000.00)	(5,000.00)	(12,703.00)	30,680.00	127,509.00	135,351.45	262,860.45
Change in AP	-	-	-	-	-	-	-	-	-	-	(13,000.00)	(13,000.00)	-	(13,000.00)
Move unrestricted cash to cover expenses above contributions	-	-	-	-	-	44,481.00	14,997.00	20,000.00	5,000.00	12,703.00	-	97,181.00	(97,181.00)	-
Cash balance as of 9-30-2021	\$ 76,750.00	\$ 15,760.00	\$ 1,500.00	\$ 50,000.00	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,680.00	\$ 211,690.00	\$ 38,170.45	\$ 249,860.45
Remaining ap/due to other funds	-	(7,880.00)	-	-	-	-	-	-	-	-	-	(7,880.00)	-	(7,880.00)
Fund Balance	\$ 76,750.00	\$ 7,880.00	\$ 1,500.00	\$ 50,000.00	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,680.00	\$ 203,810.00	\$ 38,170.45	\$ 241,980.45
activity 10-1-21 to 12-31-21														
Contributions	-	-	-	-	-	-	-	-	-	-	-	-	21.00	21.00
Interest income	-	-	-	-	-	-	-	-	-	-	-	-	17.00	17.00
Expenses	-	-	-	-	-	-	15,450.00	-	-	-	5,450.00	20,900.00	-	20,900.00
Net increase (decrease)	-	-	-	-	-	-	(15,450.00)	-	-	-	(5,450.00)	(20,900.00)	38.00	(20,862.00)
Fund balance as of 12-31-21	76,750.00	7,880.00	1,500.00	50,000.00	50,000.00	-	(15,450.00)	-	-	-	12,230.00	182,910.00	38,208.45	221,118.45
Add: AP as of 12-31-21	-	7,880.00	-	-	-	-	-	-	-	-	-	7,880.00	-	7,880.00
Cash balances 12-31-21	76,750.00	15,760.00	1,500.00	50,000.00	50,000.00	-	(15,450.00)	-	-	-	12,230.00	190,790.00	38,208.45	228,998.45

ProTech Services of NW Florida
6320 Highway 77
Panama City, FL 32409
(850) 265-4334
www.ProTechServ.com



BILL TO
City of Panama City
Accounts Payable
P.O. Box 1880
Panama City, FL 32402

SHIP TO
City of Panama City
Beachfront Park
430 W 5th St
Panama City, FL 32401
Panama City, FL 32401

INVOICE 35547

DATE 12/28/2021 **TERMS** Due on receipt

DUE DATE 12/28/2021

TRACKING NO.
PO # 2022-00000610

DATE	QTY	DESCRIPTION	RATE	AMOUNT
	1	SL 100 Stage for 1 Night NYE 2021	4,500.00	4,500.00
	1	Light Show	2,000.00	2,000.00
	1	Audio	3,500.00	3,500.00
	1	Video	3,500.00	3,500.00
	1	DJ Services	1,200.00	1,200.00
	1	EDM Services	750.00	750.00

TOTAL DUE \$15,450.00

Rec'd by: Allison Martin
12/29/21

Thank you for doing business with Protech!

111.101.303



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TO: **Brandy L. Waldron**, Assistant City Manager

MEMORANDUM

CC: **Doreen Geldert**, Deputy City Clerk

FR: **Jonathan H. Hayes**, Logistics Director

JAH
Initials

RE: **Itemized Receipts Listing for Employee Door Prize Gifts**

DT: **January 4, 2022**

At your request, please find below a listing of all the items purchased on December 14th and 15th (2021), along with their amounts and place of purchase, for the December 17th Employee Christmas Lunch door prize gifts.

A copy of the receipts is also enclosed.

<u>Location</u>	<u>Description</u>	<u>Amount</u>
Sam's Club	55" TV	\$ 399.00
Sam's Club	55" TV	\$ 399.00
Sam's Club	Food/Gift Basket	\$ 39.98
Sam's Club	\$100 Gift Card	\$ 105.38
Sam's Club	\$100 Gift Card	\$ 105.38
Sam's Club	\$100 Gift Card	\$ 105.38
Sam's Club	\$100 Gift Card	\$ 105.38
Sam's Club	\$100 Gift Card	\$ 105.38
Sam's Club	\$50 Gift Card	\$ 53.88
Sam's Club	\$50 Gift Card	\$ 53.88
Sam's Club	\$50 Gift Card	\$ 53.88
Sam's Club	\$50 Gift Card	\$ 53.88
Sam's Club	\$50 Gift Card	\$ 53.88
Sam's Club	\$50 Gift Card	\$ 53.88
Sam's Club	\$50 Gift Card	\$ 53.88
Sam's Club	\$50 Gift Card	\$ 53.88
Sam's Club	\$50 Gift Card	\$ 53.88
Sam's Club	\$500 Gift Card	\$ 504.88
Sam's Club	\$250 Gift Card	\$ 254.88
Sam's Club	\$250 Gift Card	\$ 254.88
Sam's Club	Air Fryer Combo	\$ 99.98



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Brandy L. Waldron

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January 4, 2022

Continued...

<u>Location</u>	<u>Description</u>	<u>Amount</u>
Sam's Club	Air Fryer Combo	\$ 99.98
Sam's Club	Food/Gift Basket	\$ 39.98
Sam's Club	Chocolate Gift Basket	\$ 24.98
Sam's Club	Chocolate Gift Basket	\$ 24.98
Sam's Club	Chocolate Gift Basket	\$ 24.98
Sam's Club	Charcuterie Gift Basket	\$ 39.98
Sam's Club	Charcuterie Gift Basket	\$ 39.98
Sam's Club	\$25 Dining Gift Card	\$ 23.98
Sam's Club	\$25 Dining Gift Card	\$ 23.98
Sam's Club	\$25 Dining Gift Card	\$ 23.98
Sam's Club	\$25 Dining Gift Card	\$ 23.98
Sam's Club	\$50 Dining Gift Card	\$ 47.88
Sam's Club	\$50 Dining Gift Card	\$ 47.88
Sam's Club	\$50 Dining Gift Card	\$ 47.88
Sam's Club	\$50 Dining Gift Card	\$ 47.88
Sam's Club	\$50 Dining Gift Card	\$ 47.88
Target	Apple Air Pods	\$ 99.99
Target	Apple Watch	\$ 229.99

The total for all purchases was \$3,981.76 – coming in \$18.24 under the budget of \$4,000.

S A M ' S C L U B
CLUB MANAGER VIRGINIA TUZON
(850) 769 - 2222
PANAMA CITY, FL
12/15/21 15:59 7899 08151 005 3693

CITY

990001068	55IN UHD TV	399.00	T
990001068	55IN UHD TV	399.00	T
980040829	CONNOISSEUR	39.98	T
980311220	VV GCARD 10	105.38	N
980311220	VV GCARD 10	105.38	N
980311220	VV GCARD 10	105.38	N
980311220	VV GCARD 10	105.38	N
980339026	VISA 100 GC	105.38	N
980339004	VISA 50 GC	53.88	N
980339004	VISA 50 GC	53.88	N
980339004	VISA 50 GC	53.88	N
980339004	VISA 50 GC	53.88	N
980339004	VISA 50 GC	53.88	N
980339004	VISA 50 GC	53.88	N
980339004	VISA 50 GC	53.88	N
980339004	VISA 50 GC	53.88	N
980339004	VISA 50 GC	53.88	N
980339004	VISA 50 GC	53.88	N
980339004	VISA 50 GC	53.88	N
980311218	VV GCARD VL	4.88	N

273539	CARD	500.00	N
980132146	MSTRCRD GC	4.88	N

273539	CARD	250.00	N
980132146	MSTRCRD GC	4.88	N

273539	CARD	250.00	N
	TAX REMOVED	67.04	
	SUBTOTAL	2,918.32	

TOTAL 2,918.32

VISA TEND 2,918.32

P.O. # 1216
VISA CREDIT ***** 8622 I 1
APPROVAL # 051682
AID A000000031010
AAC 1A0D92760BC0370D
TERMINAL # SC011277
CHANGE DUE 0.00

EFT DEBIT PAY FROM PRIMARY
250.00 DEBIT LOAD
ACCOUNT # ***** 187
NETWORK ID. 0057 APPR CODE 768694
TERMINAL # 00000000

EFT DEBIT PAY FROM PRIMARY
250.00 DEBIT LOAD
ACCOUNT # ***** 706
NETWORK ID. 0057 APPR CODE 768909
TERMINAL # 00000000

EFT DEBIT PAY FROM PRIMARY
500.00 DEBIT LOAD
ACCOUNT # ***** 357
NETWORK ID. 0057 APPR CODE 769177
TERMINAL # 00000000

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ITEMS SOLD 24

Your Card has been activated. For customer service, please call the number on the back of your package or card. Prepaid cards are not be refundable. Please keep this receipt for your records.

TC# 2881 8426 1709 6442 3037 74



*** MEMBER COPY ***

CRD # 6374634516119915


S A M ' S C L U B
CLUB MANAGER VIRGINIA TUZON
(850) 769 - 2222

12/16/21 12:48 3223 08151 003 3214

PANAMA CITY, FL
CITY

990001215	PXL COMBO	99.98	E
990001215	PXL COMBO	99.98	E
980040829	CONNORISSEUR	39.98	E
980348087	GHRARRDELLIF	24.98	E
980348087	GHRARRDELLIF	24.98	E
980348087	GHRARRDELLIF	24.98	E
980348951	CHARCUTERIE	39.98	E
980348951	CHARCUTERIE	39.98	E
980363320	GOEAT\$25	23.98	N
980363320	GOEAT\$25	23.98	N
980363320	GOEAT\$25	23.98	N
980305893	DLIVARR\$50	47.88	N
980305893	DLIVARR\$50	47.88	N
980305893	DLIVARR\$50	47.88	N
980305893	DLIVARR\$50	47.88	N
980305893	DLIVARR\$50	47.88	N
980305893	DLIVARR\$50	47.88	N
980305893	DLIVARR\$50	47.88	N
980305893	DLIVARR\$50	47.88	N
	SUBTOTAL	730.16	N

P.O. #	TOTAL	730.16
VISA CREDIT	VISA TEND	730.16
APPROVAL # 024426	12162021	**** 8622 I 1
AID A0000000031010		
PAC B8BF6F026DA86DQC		
TERMINAL # SC010207		
DISTRIBUTOR NUMBER: WBE130011	CHANGE DUE	9.00
Top License: WBE130011		



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ITEMS SOLD 17

TC# 2736 7996 9773 5546 5703 6



*** MEMBER COPY ***

*Quimiles 1200
548*



PANAMA CITY - 850-785-8966
12/16/2021 09:55 AM



ENTERTAINMENT-ELECTRONICS

057100162	APPLE HEADPH	T	\$99.99	#
	#SH3MGG964LX2Y			
	RETURN BY 01/09/22			
057100486	Watch SE	T	\$229.99	#
	#SG99GPCXWQ07V			
	RETURN BY 01/09/22			

	SUBTOTAL	\$329.98
FLPAC	1% ON \$329.98	\$3.30
PNMA CTY BUS LI	TRANSACTION FEE	
	TAX EXEMPT SALE	\$0.00

	TOTAL	\$333.28
*3959 VISA CHARGE		\$333.28
AID:	A0000000031010	
	VISA CREDIT	

INDICATES SAVINGS

TOTAL SAVINGS THIS TRIP
\$80.00

REC#2-1350-0811-0123-6563-9 VCD#750-256-234

Help make your Target Run better.
Take a 2 minute survey about today's trip:

informtarget.com
User ID: 7864 9918 9987
Password: 634 361

CUÉNTENOS EN ESPAÑOL

Please take this survey within 7 days.

<----- CUT HERE ----->



gift receipt to: _____



from: _____

12/16/2021



Return gift for a Target GiftCard.
Some items have a return policy
that is less than 90 days.
Some items can't be returned if opened.
Go to target.com/returns for details.
Refund period may vary by item. Visit
target.com/returns for full policy
details

REC#5-1350-0811-0123-6563-9 VCD#750-256-234