



CITY OF PANAMA CITY
AGENDA
COMMUNITY REDEVELOPMENT AGENCY
IMMEDIATELY FOLLOWING CITY COMMISSION MEETING

1. 1. Roll Call And The Approval Of Meeting Minutes

Documents:

[CRA MEETING MINUTES 26JAN21.PDF](#)

2. Consent Agenda

2.a. Consideration To Approve Proposal For Use Of A.D. Harris Learning Village.

Documents:

[AGENDA ITEM A. D HARRIS LEARNING VILLAGE.PDF](#)
[A. HARRIS PLAN REBUILDBAY.PDF](#)

2.b. Consideration To Approve The Commercial Improvement Grant For Heath Kent/Gulf Coast Aquarium, Inc, 469 Harrison Ave.

- a. The reimbursement grant is not to exceed \$50,000. The lowest quote for the cost of the project is \$115,240.66. This project will provide for re- roofing and create a new façade for the front of the building.

Documents:

[AGENDA ITEM REQUEST - KENT 022321.PDF](#)
[KENT AWARD LETTER.PDF](#)

3. Public Comment

Meeting 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 one week prior to the proceeding at telephone (850) 872-3014 for assistance; if hearing impaired, telephone (850) 872-3028 (TDD) for assistance.



MINUTES

CITY OF PANAMA CITY, FLORIDA, CITY COMMUNITY REDEVELOPMENT AGENCY THE REGULAR MEETING

01/26/2021 – Minutes

1. Roll Call And The Approval Of Meeting Minutes

Chairman Brudnicki called the meeting to order.

Roll call was done by Interim City Clerk Brandy Waldron with the following members present: Mr. Brown, Mr. Rader, Mr. Nichols, Mrs. Haligas, and Chairman Brudnicki. Also present: CRA Director Michael Johnson and City Attorney Nevin Zimmerman.

Mr. Rader moved to approve the minutes for the December 8, 2020 CRA meeting. Mr. Brown, Mr. Rader, Mr. Nichols, Mrs. Haligas, and Chairman Brudnicki voted "YEA". "NAYS" " – none. The motion passed by a 5-0 vote.

2. Consent Agenda

- a. Consideration to Approve the Commercial Improvement Grant for Advanced Urology Institute/The Clinic, INC, 500 W 11th St.
- b. Consideration to Approve the Commercial Improvement Grant for Brent McLeod/McLeod's Glass & Supply, 1331 Harrison Ave.
- c. Consideration to establish grant/incentive opportunities with Faith-Based/Non-Profit organizations.
- d. Consideration to enter into contract with S&ME to provide deliverables for possible expansion of DTN District or creation of new CRA District.
- e. Consideration of Approval of Large-Scale Commercial Improvement Assistance Grant Program.

Mr. Brown moved to approve the Consent Agenda.

Mrs. Haligas asked to discuss item 2C. Discussion established the only funding for CRA is through TIF, therefore, organizations that do not pay property taxes are exempt from receiving CRA grants and must find funding through other grants. However, if a faith-based or non-profit organization rents the property/building, the property owner is eligible to apply for a CRA grant and the board would consider this application.

Discussion on item 2d. clarifying the need for expansion of DTN district and what constitutes that need. Mrs. Haligas would like to look at the possible need for expansion of the MLV district as well.

Mr. Brown, Mr. Rader, Mr. Nichols, Mrs. Haligas, and Chairman Brudnicki voted "YEA". "NAYS" " – none. The motion passed by a 5-0 vote.

3. CRA District Updates presented by Toni Shamplain for DTN and MLV, Michael Johnson for STA, and Lena Webb for DT.

4. Public Comment

Rev. Woods spoke to the reopening of Oscar Patterson Elementary and expressed his ongoing concern for the development of a stand-alone African American Cultural Center.

Adjournment: There being no further business, the meeting adjourned.

Meeting 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 one week prior to the proceeding at telephone (850) 872-3014 for assistance; if hearing impaired, telephone (850) 872-3028 (TDD) for assistance.



CRA AGENDA ITEM REQUEST

ITEM: Consideration to approve the Operational Plan for the A. D. Harris Learning Village, 819 East 11th Street, Panama City, Florida

BACKGROUND INFORMATION: The A. D. Harris Learning Village was purchased by the Downtown North CRA from the Bay County School District and conceptually engineered and implemented by staff for the provision of a one-stop human services site for the delivery of community based culturally sensitive, multi-generational services to unite the community. The A. D. Harris Learning Village is moving forward in its 3rd reiteration of service delivery.

- The 1st provided a set of services to include a partnership with the Bay County Health Department (Primary Health Clinic), Empower and Enlightenment Center (GED program), United Way (VITA free income tax service); African American Cultural Center; Gulf Coast State College (Computer classes and small business services) and Global Arts (performing arts), e.g.
- The 2nd was the provision of Municipal Government Services. Due to the impact of Hurricane Michael and the current City Hall not being complete, city governmental services were provided at this location. This was the first time in the history of Panama City that City Hall was in Glenwood.

The 3rd reiteration will move forward with your approval of the attached plan.

DEPARTMENT HEAD RECOMMENDATION: Staff recommends approval

BUDGET IMPACT:

Is this a budgeted item?

If Yes, How much Budgeted?

COST CENTER AFFECTED:

Requested By: Michael Johnson, Director CRA/ Community Development

Date: February 23, 2021



PROPOSAL
TO
CITY OF PANAMA CITY
FOR
NON-PROFIT ORGANIZATION USAGE OF A.D. HARRIS

EXECUTIVE SUMMARY

Rebuild Bay County, Inc. (RBCI), is submitting a proposal for joint-use agreement in partnership with the City of Panama City. The proposal seeks to request from the City of Panama City the shared use of A.D. Harris Learning Village at 819 E. 11th Street in Panama City for the purpose of serving as a community resilience center and learning complex. RBCI is proposing a phased project approach in 3 distinct phases that leads to a full-scale community resilience complex that will house centralized services, community resiliency resources, and learning tools to support residents and the most vulnerable populations in our area, to assist them in disaster preparation and recovery. The first phase of our proposed stand-up project will focus on food distribution, emergency housing processing, and basic living assistance. While these focus areas have proven to be constant needs of the Bay County community, the ongoing and increasing pandemic impacts highlight the need for a more robust, sustainable way to address these needs now.

Phase I

I. Centralized Feeding Distribution Center

Utilize appropriate rooms and equipment for dry goods/cold food storage, sorting, and boxing for robust food distribution program. There have always been food pantries in the county, however, the need to get food to the community has increased significantly since the start of the pandemic.

- Mobile food pantries throughout the area are inconsistent in their scheduling and most times overwhelmed with the number of households served. Having a permanent site for a more robust food distribution relieves pressure from the mobile food pantries and provides residents in need a steadier food source.
- Distribution site for local pantries to pick up food for distribution at their locations, or on-site.
- Host site for training faith-based organizations to scale-up small pantry operations

Other considerations that require further development include shared-use as a site for a periodic farmer’s market, a community garden and nutrition education that includes healthy cooking and eating classes, in partnership with UF/IFAS Extension and Department of Health.

II. Emergency Housing Processing

Receive clients seeking emergency housing. Process requests and provide clients with initial resources required to secure housing. The Community Resource Center (CRC) currently sees approximately 250 – 300 clients monthly 65% of whom require some assistance with obtaining housing. Since the start of the



pandemic, that has increased by over 50 %. In November and December 2020 alone, the County expended more than \$1,600,000 in housing assistance through the CRC alone (Doorways and Rebuild Bay County) due to COVID-related impacts. With the moratorium for evictions ending at some point and the ongoing housing needs from Hurricane Michael impacted clients, it is expected housing assistance will continue into the foreseeable future as a long-term recovery effort.

Other considerations that require further development include use as a warming shelter, primary/secondary shelter during disasters, and special needs shelter.

III. Basic Living Assistance

Provide centralized location to process residents' requests for basic living assistance. Doorways of Northwest Florida as the Continuum of Care Lead Agency in Bay County, champions this effort through operations at the Community Resource Center (CRC) by conducting a standardized assessment tool for prioritizing and referring clients to appropriate services in our System of Care. In addition to housing services, this includes mainstream benefits such as health care, food stamps, disability benefits, ID cards, budgeting, planning, employment, child care, goal setting and evaluation, and any needed supportive services such as ongoing case management or mental health services. These services are provided as needed with the goal of ensuring self-sufficiency.

IV. Proposed space for Phase I

- Building 4
- Building 6, Cafeteria and kitchen
- Building 10, Gym
- Building 11, Administrative Offices
- Appropriate parking

V. Other Considerations (not all-inclusive)

- Evaluate complex as a permanent site for COVID vaccinations and COVID testing, in partnership with Bay County Emergency Management, the Department of Health, and PanCare
- Will need historical usage data to estimate operating costs
- Security requirements
- Community perception and support
- Staffing requirements

FUTURE PHASES – following successful implementation of Phase I

- Proposed planning timeline Phase II, August 2021
- Proposed planning timeline Phase III, December 2021



PROPOSED AGENCIES/SERVICES

It is expected the complex will house multiple service agencies and organizations, both permanent party and as needed, to provide a variety of services and resources and address un-met needs of disaster impacted residents. While not all inclusive, some are:

- Rebuild Bay County, Inc
- Doorways of Northwest Florida
- Legal Services of North Florida
- Disability services
- Mental health counseling/support
- Other disaster recovery
- Domestic abuse support
- Community Health services
- Insurance guidance services
- Workforce development services

PROPOSED NEXT STEPS

- Full walk-through of the complex
- Determine initial infrastructure requirements
- Request and review data on operating costs
- Allocate spacing for initial stand-up services

Submitted by:

Donna L. Pilson
Executive Director, Rebuild Bay County, Inc.
director@rebuildbaycounty.org
(850) 215-8702



CRA AGENDA ITEM REQUEST

ITEM: Consideration to approve Commercial Improvement Grant awarded to applicants within the Downtown CRA.

BACKGROUND INFORMATION: The attached Commercial Improvement Grant is in need of your approval because the awarded amount exceeds the signature authority of the City Manager. Attached is the summary information for the applicant, Gulf Coast Aquarium, Inc, 469 Harrison Avenue, within Downtown CRA which includes the quote summary and award letter.

DEPARTMENT HEAD RECOMMENDATION: Staff recommends approval

BUDGET IMPACT:

Is this a budgeted item?

If Yes, How much Budgeted?

COST CENTER AFFECTED:

Requested By: Michael Johnson, Director CRA/ Community Development

Date: February 15, 2021



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People Serving People

*Panama City Community Redevelopment Agency • 501 Harrison Ave, Suite 206, Panama City, Fl 32401
Phone 850-872-7230; Fax 850-747-5939*

Downtown CRA

**Applicant: Heath Kent/Gulf Coast Aquarium, Inc.
Address: 469 Harrison Ave**

February 1, 2021

Description:

The applicant intends to re-roof and create new façade for the front of the building.

Summary of Quotes/Costs:

Envirocat	\$115,240.66
Vinyltech (roofing not included)	\$114,011.09
DEG LLC	\$121,470.31

- ❖ The lowest quote received for labor is **Envirocat** at a cost of \$115,240.66

Total cost for all scope of work is **\$115,240.66**.

The 50% reimbursement exceeds the maximum allowable grant amount of \$50,000.00.

Please note, the CRA reimbursement will not exceed \$50,000.00.



Panama City Community Redevelopment Agency

501 Harrison Ave, Suite 206, Panama City, Florida 32401

Phone: (850) 872-7230; Fax: (850) 747-5939

February 2, 2021

Heath Kent
Gulf Coast Aquarium, Inc
469 Harrison Avenue
Panama City, FL 32401

Re: Commercial Improvement – **469 Harrison Avenue – Downtown CRA**

Dear Mr. Kent,

Congratulations, your application is now complete. Based on the review of your application, the CRA has now approved your grant request. The estimated cost of this project based on the lowest quotes is \$115,240.66. The maximum allowable grant is \$50,000.00. The reimbursement grant to complete the commercial improvement to your business is not to exceed \$50,000.00.

We would like to remind you that you will need to turn in all receipts along with digital pictures both before and after the project is complete in order to receive your funds. It will take approximately 14 business days once you provide us with a final invoice to receive payment. Please plan accordingly.

Your signature is required to accept or reject this offer (see page two). Once you have accepted or rejected this offer, please return the signature page to the CRA Office at 501 Harrison Avenue, Suite 206, Panama City, FL 32401.

If you have any questions, please contact our office. It is important that you follow all the requirements to receive payment.

Once again, thank you for choosing to work with the CRA. We look forward to the completion of this project.

Sincerely,



Jared Jones
Mark McQueen
Acting City Manager

Cc: Michael Johnson, CRA Director
Lena Webb, Downtown CRA Program Manager
File

ACCEPT:

I, Heath Kent, hereby accept all grant terms and conditions as indicated in the CRA files to include terms outlined in this Award Letter.

(Signature) (Date)

REJECT:

I, Heath Kent, hereby reject all grant terms and conditions as indicated in the CRA files and to the terms outlined in this Award Letter.

(Signature) (Date)