MINUTES
CITY OF PANAMA CITY, FLORIDA, CITY COMMUNITY REDEVELOPMENT AGENCY
THE REGULAR MEETING
March 26, 2019

Chairman Brudnicki called the meeting to order.

**CRA Agenda Item No. 1** Roll call.

Roll call was done by Deputy City Clerk Tricia Hovis. Commissioners Brown, Haligas, Rader, Nichols, and Chairman Brudnicki were present. Also, present at the Board meeting was City Attorney Nevin Zimmerman and CRA Director Michael Johnson.

**CRA Agenda Item No. 2A** Consideration to Change the CRA Grant Applications to add Roof Replacement/Repair.

CRA Director Michael Johnson moved approval for Consideration to Change the CRA Grant Applications to add Roof Replacement/Repair. Commissioner Brown seconded the motion and on a roll call vote Commissioners Brown, Haligas, Rader, Nichols, and Chairman Brudnicki "YEA". NAYS none: approved by a 5-0 vote

**CRA Agenda Item No. 2B** Consideration and approval of design and maximum purchase price for new LED sign for A.D. Harris Learning Village.

Commissioner Nicholas moved to approve for monument sign however Commissioners Brown over rules. Chairman Brudnicki says they will review when CRA Director Michael Johnson gets price.
Commissioners Brown, Haligas, Rader, Nichols, and Chairman Brudnicki "YEA". NAYS none: approved by a 5-0 vote

**CRA Agenda Item No. 2C** CRA Project Updates Fiscal Year 2018-2019

The Commissioners, CRA Director, and Chairman discuss future plans for the different CRA’s.

**CRA Agenda Item No. 2D** CRA Annual Report – Fiscal Year

Commissioner Rader moves to approval for the CRA Annual Report – Fiscal Year. Commissioner Brown seconded the motion and on a roll call vote Commissioners Brown, Haligas, Rader, Nichols, and Chairman Brudnicki "YEA". NAYS none: approved by a 5-0 vote

**CRA Agenda Item No. 2E** Consideration of Approval 4th of July Marketing and Promotion services.

Commissioner Nichols moves for approval of the Consideration of Approval 4th of July Marketing and Promotion services. Commissioner Brown seconded the motion and on a roll call vote Commissioners Brown, Haligas, Rader, Nichols, and Chairman Brudnicki "YEA". NAYS none: approved by a 5-0 vote

**CRA Agenda Item No. 2F** Consideration of Approval of Grant Application for Aaron Rich.

Commissioner Nichols moves for approval of Consideration of Approval of Grant Application for Aaron Rich. Commissioners Brown, Haligas, Rader, Nichols, and Chairman Brudnicki "YEA". NAYS none: approved by a 5-0 vote

**Public Comment No. 3**

Walter P. Henry of 614 Maple Avenue, Panama City, FL wanted to discuss the status of the Recreational center on MLK.

**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.

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 ensure 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 are available on the City’s website on Monday afternoon preceding the regularly scheduled Tuesday City Commission meeting.
CITYOFPANAMACITY
COMMUNITY
REDEVELOPMENTAGENCY
BoardMeeting Agenda
ForMarch 26, 2019
IMMEDIATELY FOLLOWING
CITYCOMMISSION MEETING

1. RollCall

2. New Business

   2a. Consideration to Change the CRA Grant Applications.

   2b. Consideration and approval of design and maximum purchase price for new LED sign for A.D. Harris Learning Village.

   2c. CRA Project Updates Fiscal Year 2018-2019

   2d. CRA Annual Report – Fiscal Year 2018

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.
AGENDA ITEM REQUEST FORM

03/26/2019

ITEM: Consideration to Approve Change to CRA Grant Applications

BACKGROUND INFORMATION: In 2016 (see item 3a, dated 10/11/16), the Asst. City Manager, Jeff Tillman, requested that roofs and residential income properties be added to the ineligible expense list for CRA grant projects. Due to the amount of destruction and devastation caused by Hurricane Michael on October 10, 2019, staff would like the Board to reverse this decision so that property owners can repair their properties especially since many were either underinsured or had no insurance whatsoever. Reversal of this decision will assist homeowners restore their properties to pre-storm appearance, allow businesses to reopen thus generating revenue, or landlords to rent to hurricane survivors alleviating some of the housing shortage issues. This request is to include all 4 CRAs.

The City’s SHIP program is also making technical changes to allow availability of funds for the same purpose.

DEPARTMENT HEAD RECOMMENDATION: Staff Recommends Approval.

BUDGET IMPACT: No

Is this a budgeted item? No

If Yes, How much Budgeted?

COST CENTER AFFECTED:

Requested By: Michael Johnson, CRA and Community Development Director

Date: March 26, 2019
ITEM 3a: Consideration of Changes to CRA Grant Applications

BACKGROUND INFORMATION:

Community Redevelopment Agency staff currently administers five (5) separate grant programs. Staff has reviewed the grant applications and determined a need to create individual grant applications for each program as well as update criteria in the programs. The current programs include the Residential Paint Voucher, Residential Improvement Assistance Grant, Commercial Paint Voucher, Commercial Improvement Assistance Grant, and Job Creation Grant. By separating individual program applications staff would be able to give customers more program specific information on each application and make each application more user-friendly.

During review, staff identified areas within each application that needed to be revised based on current policies and procedures. Staff made revisions based on comments and concerns taken from applicants, staff and board members. No changes were made to the Job Creation Grant.

The following changes are substantial changes to the applications:

- Requiring applicants to begin making improvements within 90 days of grant approval and completing improvements within 1 year.
- Implementing approval limits consistent with City Commission approval limits.
- Roofs and residential income properties were added to the ineligible expense list.
- Sweat equity will no longer be accepted as a match towards the applicant’s contribution.
- Requirement of a signed lease of (1) year for Commercial Improvement Assistance Grants for improvements to vacant buildings.

DEPARTMENT HEAD RECOMMENDATION: Approval of CRA Grant Application revisions.

Requested By: Jeff Tillman, Assistant City Manager

Date: September 21, 2016
CITY OF PANAMA CITY
AGENDA
COMMUNITY REDEVELOPMENT AGENCY
IMMEDIATELY FOLLOWING CITY COMMISSION MEETING

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

Documents:

   20160913 MINUTES DRAFT.DOCX

2. Consent Agenda
   2.a. Service Agreement Between St. Andrews CRA And The Historic St. Andrews Waterfront Partnership For A Museum/Market Coordinator

Documents:

   ITEM 2A - ST ANDREWS MUSEUM_MARKET COORDINATOR.PDF

   2.b. Community Policing Memorandum Of Understanding

Documents:

   ITEM 2B - COMMUNITY POLICING MOU.PDF

   2.c. Community Development Department MOU

Documents:

   ITEM 2C THIRD AMENDMENT COMMUNITY DEVELOPMENTMOU-2016.PDF

   2.d. Public Works MOU

Documents:

   MOU DTN - PUBLIC WORKS.PDF

   2.e. Leisure Services MOU

Documents:

   MOU DTN - LEISURE SERVICES.PDF

   2.f. Goodwill/Big Bend MOU

Documents:

   MOU DTN - GOODWILL.PDF

3. New Business
   3.a. Consideration Of Revisions Of CRA Grant Programs

4. District Updates By Staff
   4.a. Downtown District Update

https://www.pcgov.org/AgendaCenter/GenerateAgendaFile/258?pdfPlus=false
Documents:

MONTHLYDOWNTOWNREPORTOCTOBER-2016-09-19.PDF

4.b. Downtown North District Update
Documents:

DOWNTOWN NORTH MONTHLY 2016-010.PDF

4.c. Millville District Update
Documents:

MILLVILLEMONTHLYUPDATEOCTOBER-2016-09-13.PDF

5. St. Andrews District Update
Documents:

MONTHLY_UPDATE_ST-ANDREWSMONTHLYREPORT-2016-10-11.PDF

6. 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.
AGENDA ITEM REQUEST FORM

03/26/2019

ITEM: Consideration and approval of design and maximum purchase price for new LED sign for A.D. Harris Learning Village.

BACKGROUND INFORMATION: As a result of Hurricane Michael, the sign at A.D. Harris Learning Village was severely damaged. Staff has obtained quotes and designs for a new sign. A pylon cabinet type sign is preferred as it can be seen from both directions, and LED is favored because it alleviates the need to climb ladders to periodically change the messages in response to various events.

DEPARTMENT HEAD RECOMMENDATION: Staff Recommends Approval of purchase and design.

BUDGET IMPACT: No

Is this a budgeted item? No

If Yes, How much Budgeted?

COST CENTER AFFECTED:

Requested By: Michael Johnson, CRA and Community Development Director

Date: March 26, 2019
AGENDA ITEM REQUEST FORM

03/26/2019

ITEM: Discussion regarding direction of CRA projects for 2018-2019.

BACKGROUND INFORMATION: Listed are projects slated for the various CRAs for the 2018-19 fiscal year. Please provide comments, revisions or any suggestions you might have on proceeding forward.

DEPARTMENT HEAD RECOMMENDATION: Staff Recommends Approval.

BUDGET IMPACT: No

Is this a budgeted item? No

If Yes, How much Budgeted?

COST CENTER AFFECTED:

Requested By: Michael Johnson, CRA and Community Development Director

Date: March 26, 2019
## FY 2018-2019 CRA PROJECTS

### DOWNTOWN

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harrison Avenue Streetscape (3rd Year Budget)</td>
<td>100% designed and sitting on shelf</td>
</tr>
</tbody>
</table>

### DOWNTOWN NORTH

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking Lot Across from MLK Rec Center</td>
<td>Panhandle Engineering did a preliminary layout/design but there were a number of problems with that product and it may now be overcome by events of hurricane.</td>
</tr>
<tr>
<td>Hwy 98 &amp; MLK - Affordable Housing</td>
<td>On hold due to leasing land to FEMA</td>
</tr>
<tr>
<td>Property Assemblage on MLK</td>
<td>On-going</td>
</tr>
</tbody>
</table>

### MILLVILLE

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Millville Waterfront Park</td>
<td>Debris site is shut down and Crowder Gulf will clean and re-sod. Eastern Shipbuilding has &quot;committed&quot; to providing labor to contract amenities but need to be define</td>
</tr>
</tbody>
</table>

### ST. ANDREWS

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>12th Street Streetscape</td>
<td>In-house design is 90% complete. It encompasses 12th Street in St. Andrews from Beck Avenue to Wilmont Avenue.</td>
</tr>
<tr>
<td>13th Street Streetscape</td>
<td>Completed</td>
</tr>
<tr>
<td>Publishing Museum Alarm and Cameras</td>
<td>In Progress</td>
</tr>
<tr>
<td>Publishing Museum</td>
<td>The roof was damaged due to Hurricane Michael and has been replaced.</td>
</tr>
<tr>
<td>Gateway &amp; Boardwalk</td>
<td>Damed due to Hurricane Michael. Reassess/Repair</td>
</tr>
<tr>
<td>Beck Avenue Lighting</td>
<td>In progress of being repaired</td>
</tr>
</tbody>
</table>
March 27, 2019

Dear Citizens,

We are very pleased to once again report on the activities and progress of the Panama City Community Redevelopment Agency (CRA) for FY 2018. The agency is required by Florida Statutes 163 Part III to issue this Annual Report updating the citizens of the community and the CRA funding partners on our progress.

The Mission of the CRA is to remove the damaging influences of slum and blight and begin to change the economics of distressed areas in the City. This is done by forming plans, in concert with the community, and strategically implementing those plans to improve the economic climate and conditions in various target areas. There are four (4) CRA Districts designated in Panama City. Those areas are Downtown, Downtown North, Millville and St. Andrews. A key aspect of the CRA's focus and mission is to rebuild an environment where new investment can grow and prosper. This will, of course, improve the social and environmental conditions found in the community that will gradually reverse the blighted conditions we see in some portions of our community.

We are truly excited this year to report significant progress in implementing several CRA projects. All of these efforts will improve the safety, aesthetics, investment climate, and quality of life for the citizens of our great City. I am pleased to provide you with this report so the citizens and funding partners can learn more about the outstanding progress being made by the CRA. If you are interested in learning more or volunteering your time, please feel free to contact me by calling our CRA offices at 850-691-4587. Thank you for the privilege of serving you.

Sincerely,

[Signature]

Greg Brudnicki, CRA
Chairman
Panama City Community Redevelopment Agency

Introduction
The Panama City Community Redevelopment Agency (CRA) consists of 4 Districts which include:

- Downtown – created in 1984
- St. Andrews – created in 1989
- Downtown North – created in 1993
- Millville – created in 2004

![Map showing CRA districts]

**CRA Financial Information FY 2018**

<table>
<thead>
<tr>
<th>CRA District</th>
<th>Assets</th>
<th>Liabilities</th>
<th>Revenues</th>
<th>Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Downtown</td>
<td>$376,828</td>
<td>$4,097</td>
<td>$259,953</td>
<td>$137,850</td>
</tr>
<tr>
<td>Downtown North</td>
<td>$925,570</td>
<td>$23,684</td>
<td>$1,202,535</td>
<td>$2,110,238</td>
</tr>
<tr>
<td>St. Andrews</td>
<td>$331,548</td>
<td>$24,071</td>
<td>$450,302</td>
<td>$618,279</td>
</tr>
<tr>
<td>Millville</td>
<td>$43,766</td>
<td>$914</td>
<td>$349,012</td>
<td>$363,347</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,677,712</strong></td>
<td><strong>$56,766</strong></td>
<td><strong>$2,261,802</strong></td>
<td><strong>$3,229,714</strong></td>
</tr>
</tbody>
</table>

*Note: All financial information was provided through a preliminary audit report from Tipton, Marler, Garner & Chastain CPA firm.*
Community Policing

“Community policing innovation” means a policing technique or strategy designed to reduce crime by reducing opportunities for and increasing the perceived risks of engaging in criminal activity. This is done through visible presence of police in the community including, but not limited to, community mobilization, neighborhood block watch, citizen patrol, citizen contact patrol, foot patrol, neighborhood storefront police stations, field interrogation, or intensified motorized patrol. Here is a six month snapshot of the community policing services for the 2018 fiscal year in the Panama City CRA districts to include Downtown, Downtown North, Millville, and St. Andrews.

The CRA office assigned to St. Andrews ensures that there is a positive working relationship between the St. Andrews CRA community and the police department. In addition to handling calls for services, our officer conduct foot patrols of the business district, vacant buildings and properties, the St Andrews Marina, public parks and daycare facilities. He addresses any questions or concerns the citizens or business owners may ask. A Cop & Coffee was held in St. Andrews during this quarter which aims to strengthen relationship between the police department and the businesses.

The CRA officer assigned to Downtown North handles calls for service and conducts meetings with the low income housing development managers to address any issues or concerns they may have and also meets with residents to address their concerns and build better relationships. A Cop and Coffee was held within the district with the aim of strengthening relationships with our businesses. Additionally, our officer patrols parks in the area to ensure a safe place for children to play.

- Calls for service: 2,474
- Total arrests: 110
- Officers attended all
- Panama City Commission / CRA Board meetings
- Code Enforcement hearings
- Downtown Improvement Board meetings
- Glenwood Neighborhood Watch events
- Cops & Coffee events
- National Night Out events
- St. Andrews Waterfront housing partnership meetings
- Millville Community Alliance
World Changers

For the second year, the Downtown North and Millville partnered with First Baptist Church of Panama City to provide sites for World Changers. The Mission of World Changers is to equip students to confidently share and work within communities by painting and doing minor repairs to homes where homeowners cannot afford the repair. Many applicants for these services are elderly and also live alone. These services were free to the selected applicants.

The Downtown North and Millville CRAs entered into a Memorandum of Understanding (MOU) with the First Baptist Church of Panama City to provide over 30 sites for World Changer students to provide volunteer work. The MOU is for the purpose of providing Residential Improvement Assistance to those individuals living within the boundaries of the Downtown North and the Millville CRA districts who cannot financially afford to participate in the current Residential Improvement Grant program offered by the CRA.

The Downtown North and Millville CRAs allocated a total of $80,000 for the program with each district contributing $70,000 and $10,000, respectively. Due to this effort, homes received renovations free of charge.

Downtown District

The Downtown CRA had a budget of $35,900 for the commercial grant program for fiscal year 2018.

In FY '18, there were two commercial improvement grants over $9,900. Below are some pictures of before and after looks of both the commercial properties.

450 Magnolia Ave. is home to Anchor Consulting Engineering and Inspection (CEI) property. Anchor CEI, Inc., is a full service engineering firm. This property had new walls installed two section off their offices and create a more cohesive atmosphere for the area.

500 & 504 Harrison Ave. is the historic Downtown Consignment Gallery. The gallery was provided new exterior paint and a new awning fixture. This helps increase the aesthetic of the downtown area to attract more residents.

450 Magnolia Before

450 Magnolia After
Panama City Community Redevelopment Agency

504 Harrison Before

504 Harrison After

Downtown Financials

<table>
<thead>
<tr>
<th>Downtown CRA Revenue</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>County TIF</td>
<td>$138,939</td>
</tr>
<tr>
<td>City TIF</td>
<td>$119,094</td>
</tr>
<tr>
<td>Carry Forward</td>
<td>$250,628</td>
</tr>
</tbody>
</table>

Community Improvement Assistance Grant
Commercial Assistance 50/50 Grants
- $9,900

Downtown CRA Expenses

<table>
<thead>
<tr>
<th>Personnel</th>
<th>Operating</th>
<th>Cap Improv.</th>
<th>Transfers</th>
</tr>
</thead>
<tbody>
<tr>
<td>$30,521</td>
<td>$101,733</td>
<td>$0</td>
<td>$5,596</td>
</tr>
</tbody>
</table>
Panama City Community Redevelopment Agency

Downtown North District

Moving the Community Forward

The Downtown North and Leisure Services have partnered to bring new life to the African American Cultural Center (AACC) as well as MLK Center. The AACC was relocated to the A. D. Harris Learning Village due to an extensive leaking roof and small space provided by the current facility. The current facility was demolished and will be crafted into parking for sporting events held at the Martin Luther King Jr. Recreational Center.

Downtown North Financials

<table>
<thead>
<tr>
<th>Downtown North CRA Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>County TIF</td>
</tr>
<tr>
<td>$617,916</td>
</tr>
</tbody>
</table>

Community Improvement Assistance Grant
Commercial Assistance 50/50 Grants
- $34,756.25

<table>
<thead>
<tr>
<th>Downtown North CRA Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
</tr>
<tr>
<td>$72,323</td>
</tr>
</tbody>
</table>
Panama City Community Redevelopment Agency

St. Andrews District
CRA Funded Grants

Lake Ware Apartments requested a commercial grant for facade improvements at a total cost of $62,760. Recommendation was taken of the Historic St. Andrews Waterfront Partnership and a grant of $10,900 was awarded.

Copper Tap Grille received approval for a facade grant to improve the windows and metal siding on the outside walls. The owners completely renovated the inside of the building, as well.

St. Andrews Financials

Community Improvement Assistance Grant
Commercial Assistance 50/50 Grants

- $35,900

<table>
<thead>
<tr>
<th>St. Andrews CRA Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>County TIF</strong></td>
</tr>
<tr>
<td>$241,164</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>St. Andrews CRA Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personnel</strong></td>
</tr>
<tr>
<td>$64,847</td>
</tr>
</tbody>
</table>

- 7 -
Millville District
Millville Waterfront Park

The CRA and the community have developed a plan for the Waterfront Park that will begin after the start of the new fiscal year. Staff has been working with Leisure Services to design a landscaping plan that will be ready April 2019. This project has received the Coastal Partnership Grant from Department of Environmental Protection (DEP).

This project includes a retaining wall, fixed dock, aluminum gangway, floating dock with canoe/kayak launch cradles and a sidewalk. The kidzu removal was bid as an alternate. The construction on the kayak launch was finished July 10, 2018.
### Millville Financials

#### Millville CRA Expenses

<table>
<thead>
<tr>
<th>Personnel</th>
<th>Operating</th>
<th>Cap Improv.</th>
<th>Transfers</th>
</tr>
</thead>
<tbody>
<tr>
<td>$18,992</td>
<td>$57,065</td>
<td>$126,707</td>
<td>$160,583</td>
</tr>
</tbody>
</table>

#### Community Improvement Assistance Grant

- Commercial Assistance 50/50 Grants
  - $9,217.58
- Residential Assistance 50/50 Grants
  - $2,353.75

#### Millville CRA Revenue

<table>
<thead>
<tr>
<th>County TIF</th>
<th>City TIF</th>
<th>Carry Forward</th>
</tr>
</thead>
<tbody>
<tr>
<td>$171,402</td>
<td>$147,122</td>
<td>$57,187</td>
</tr>
</tbody>
</table>
FY 2018 CRA Board Members

Greg Brudnicki – Chairman
Jenna Haligas
Kenneth Brown – Pro Tempore
Billy Rader
Mike Nichols

Contact information

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark McQueen</td>
<td>City Manager</td>
<td><a href="mailto:mmcqueen@pcgov.org">mmcqueen@pcgov.org</a></td>
</tr>
<tr>
<td>Jared Jones</td>
<td>Assistant City Manager</td>
<td><a href="mailto:jjones@pcgov.org">jjones@pcgov.org</a></td>
</tr>
<tr>
<td>Michael Johnson</td>
<td>CRA Director</td>
<td><a href="mailto:mjohnson@pcgov.org">mjohnson@pcgov.org</a></td>
</tr>
<tr>
<td>Toni Shamplain</td>
<td>CRA Manager</td>
<td><a href="mailto:tshamplain@pcgov.org">tshamplain@pcgov.org</a></td>
</tr>
</tbody>
</table>

501 Harrison Avenue
Panama City, Florida 32401

Email: mjohnson@pcgov.org

See Our Website at http://pcgov.org/163/Community-Redevelopment-Agency