



## Item 3

8 November 2022

FOR: Community Redevelopment Agency (CRA) Board Chair and Board Members

Since the last City Commission meeting on 25 October 2022, our staff has taken the following actions to evaluate the current operating environment and to ensure program compliance with regards to the continued operations of the CRA and its four districts.

- A task order scope of work has been sent to Emerald Coast Regional Council for the following scope of work:
  - Provide support for our Community Redevelopment Agency (CRA)
  - Provide 3rd party oversight of CRA programs and funds
  - Identify any policy irregularities and solutions to correct existing policies
  - Identify potential policy non-compliance issues and suggested corrective action
  - Identify and evaluate policies, processes, and procedures for grants evaluation, tracking, and management
  - Provide relevant training to staff members related to CRA administration

The length will be for an initial 6-month task order with two 3-month renewals.

- Legal review of all pending payments for CRA Grants to include Commercial and Residential Improvement Grants, Paint Grants, and Commercial Rental Reimbursement Grants.
  - Review of business and landlord corporation registration with Florida Division of Corporations
  - City of Panama City business license status
  - Review of lease
  - Verification of property tax payment

Applications for both commercial and residential assistance grants are still being accepted and evaluated in the same method as described. Our staff has temporarily paused acceptance of new applications for the commercial rental assistance program while the policy is evaluated, and current beneficiary reimbursement requests are vetted through our City Attorney's office.

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Please feel free to direct any questions or concerns to the City Attorney's office, Mr. Nevin Zimmerman. Mr. Zimmerman can be reached at (850) 691-4617 or by e-mail at [NZimmerman@burkeblue.com](mailto:NZimmerman@burkeblue.com).

Sincerely,

A handwritten signature in blue ink, appearing to read 'Mark T. McQueen', with a large, stylized flourish at the end.

Mark T. McQueen  
City Manager, City of Panama City