



City of Pensacola

Community Redevelopment Agency

Agenda

The City of Pensacola Community Redevelopment Agency was created by the City Council and is a dependent special district in accordance with the Florida State Statutes Chapter 189 (Resolution No. 55-80 adopted on September 25, 1980; and amended Resolution No. 22-10 adopted on August 19, 2010.)

Monday, May 7, 2018, 3:31 PM

Hagler-Mason Conference Room,
2nd Floor

(Immediately following Agenda Conference)

CALL MEETING TO ORDER

Members: P.C. Wu, Chairperson, Jewel Cannada-Wynn, Vice Chairperson, Larry B. Johnson, Sherri Myers, Brian Spencer, Andy Terhaar, Gerald Wingate

BOARD MEMBER DISCLOSURE

Board Members disclose ownership or control of interest directly or indirectly of property in the Community Redevelopment Area

CHAIRMAN'S REPORT

APPROVAL OF MINUTES

1. [18-00153](#) MINUTES OF CRA MEETING - 03/05/2018

Sponsors: P.C. Wu

Attachments: [CRA Minutes - 03/05/2018](#)

PRESENTATIONS

ACTION ITEMS

2. [18-00152](#) PROPOSED CRA WORK PLAN, PROJECT LIST AND BUDGETARY ALLOCATIONS FOR FISCAL YEAR 2019 AND THE BALANCE OF FISCAL YEAR 2018
- Recommendation:** That the Community Redevelopment Agency (CRA) approve the CRA Work Plan, project list and budgetary allocations for Fiscal Year 2019 and the balance of Fiscal Year 2018.
- Sponsors:** P.C. Wu
- Attachments:** [Proposed CRA Work Plan - FY 2018-19](#)
[Proposed Project List and Budgetary Allocations - FY 2018-19](#)
[DRAFT WRB Special Meeting Minutes - 032718](#)
[DRAFT ERB Special Meeting Minutes - March 28, 2018](#)
3. [18-00151](#) AUTHORIZATION OF NEW PART-TIME EPS ADMINISTRATIVE ACCOUNT CLERK POSITION
- Recommendation:** That the Community Redevelopment Agency (CRA) authorize staff to solicit for and fill a part-time EPS Administrative Account Clerk position, effective May 1, 2018.
- Sponsors:** P.C. Wu
- Attachments:** [Position Description - Administrative Account Clerk](#)
[DRAFT ERB Special Meeting Minutes - March 28, 2018](#)
[DRAFT WRB Special Meeting Minutes - 032718](#)
4. [18-00120](#) COMMUNITY REDEVELOPMENT AGENCY ADMINISTRATOR AND ASSISTANT CRA ADMINISTRATOR SALARY INCREASES
- Recommendation:** That the Community Redevelopment Agency (CRA) approve salary increases for the CRA Administrator and Assistant CRA Administrator positions, effective May 1, 2018.
- Attachments:** [CRA Accomplishments - 2016 to Present](#)
[DRAFT WRB Special Meeting Minutes - 032718](#)
[DRAFT ERB Special Meeting Minutes - March 28, 2018](#)
5. [18-00180](#) SUPPORT FOR JOINT FUNDING OF SHORT TERM SAFETY IMPROVEMENTS AND FEASIBILITY STUDY FOR LONG TERM IMPROVEMENTS TO THE WEST CERVANTES CORRIDOR
- Recommendation:** That the Community Redevelopment Agency (CRA) recommend that City Council approve the joint funding of short-term safety improvements and a feasibility study for long-term improvements identified in the West Cervantes Street Corridor Management Plan.

DISCUSSION ITEMS

INFORMATION ITEMS

6. [18-00162](#) COMMUNITY REDEVELOPMENT AGENCY ANNUAL TAX INCREMENT
FINANCING (TIF) PAYMENTS

Attachments: [CRA Annual TIF Payments](#)

OPEN FORUM

ADJOURNMENT

If any person decides to appeal any decision made with respect to any matter considered at such meeting, he will need a record of the proceedings, and that for such purpose he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

The City of Pensacola adheres to the Americans with Disabilities Act and will make reasonable accommodations for access to City services, programs and activities. Please call 435-1606 (or TDD 435-1666) for further information. Request must be made at least 48 hours in advance of the event in order to allow the City time to provide the requested services.



City of Pensacola

222 West Main Street
Pensacola, FL 32502

Memorandum

File #: 18-00153

Community Redevelopment Agency

5/7/2018

SUBJECT:

MINUTES OF CRA MEETING - 03/05/2018

Approval of CRA meeting minutes for March 5, 2018.



City of Pensacola

COMMUNITY REDEVELOPMENT AGENCY

Meeting Minutes

March 5, 2018

5:19 P.M.

Hagler/Mason Conference Room

Chairperson Wu called the meeting to order at 5:19 P.M.

CALL MEETING TO ORDER

CRA Members Present: P.C. Wu, Brian Spencer, Andy Terhaar, Gerald Wingate

CRA Members Absent: Jewel Cannada-Wynn, Larry Johnson, Sherri Myers

BOARD MEMBERS DISCLOSE OWNERSHIP OR CONTROL OF INTEREST DIRECTLY OR INDIRECTLY OF PROPERTY IN THE COMMUNITY REDEVELOPMENT AREA

CRA Members Terhaar and Spencer (individually) disclosed ownership or control of interest directly or indirectly of property in the Community Redevelopment Area.

CHAIRMAN'S REPORT

None.

APPROVAL OF MINUTES

1. [18-00118 MINUTES OF CRA MEETING - 02/05/2018](#)

A motion to approve was made by CRA Member Terhaar and seconded by CRA Member Wingate.

The motion carried by the following vote:

Yes: 4 Andy Terhaar, Brian Spencer, Gerald Wingate, P.C. Wu
No: 0 None

PRESENTATIONS

2. [18-00117](#) DIB PROPOSED MODIFICATIONS TO DOWNTOWN PENSACOLA PARKING MOBILITY MANAGEMENT SYSTEM

Recommendation: That the Community Redevelopment Agency (CRA) receive a presentation by DIB's consultant, Structured Parking Solutions, regarding proposed modifications to the downtown parking mobility management system.

Eric Kullander, with the consulting firm Premium Parking who was hired by the Downtown Improvement Board, provided an overhead presentation (on file with background materials) highlighting the new parking system and enforcement process. This program is designed to implement modern parking strategies and provide consistency to the downtown parking experience.

Following the presentation, Mr. Kullander responded accordingly to questions of CRA Board Members.

ACTION ITEMS

3. [18-00112](#) WAIVER OF PLAZA DELUNA DOCKING FEES FOR THE RV W.T. HOGARTH IN SUPPORT OF THE UNIVERSITY OF WEST FLORIDA SCIENCE FESTIVAL

Recommendation: That the Community Redevelopment Agency (CRA) approve a fee waiver for docking of the RV W.T. HOGARTH at Plaza de Luna from March 14, 2018 to March 26, 2018 in support of the University of West Florida Science Festival.

A motion to approve was made by CRA Member Terhaar and seconded by CRA Member Wingate.

Janice Gilley, Vice President of External Affairs for the University of West Florida addressed the CRA Board and provided a summary of this event benefitting the community.

There being no discussion the vote was called.

The motion carried by the following vote:

Yes: 4	Andy Terhaar, Brian Spencer, Gerald Wingate, P.C. Wu
No: 0	None

DISCUSSION ITEMS

None.

INFORMATION ITEMS

4. [18-00111](#) FISCAL YEAR 2017 COMMUNITY REDEVELOPMENT AGENCY ANNUAL REPORT

CRA Administrator Gibson presented hardcopies of the annual report and provided a summary overhead presentation (on file with background materials) highlighting various information.

Chief Financial Officer Barker indicated he has reviewed the report and advised he will be making adjustments to the financial statements which will be available on the City’s website.

CRA Member Spencer made follow-up remarks.

OPEN FORUM

None.

ADJOURNMENT

6:15 P.M.

Approved: _____

Prepared by City Clerk Staff/rmt



Memorandum

File #: 18-00152

Community Redevelopment Agency

5/7/2018

ACTION ITEM

SPONSOR: P.C. Wu, Chairperson

SUBJECT:

PROPOSED CRA WORK PLAN, PROJECT LIST AND BUDGETARY ALLOCATIONS FOR FISCAL YEAR 2019 AND THE BALANCE OF FISCAL YEAR 2018

RECOMMENDATION:

That the Community Redevelopment Agency (CRA) approve the CRA Work Plan, project list and budgetary allocations for Fiscal Year 2019 and the balance of Fiscal Year 2018.

SUMMARY:

The CRA Work Plan contains proposed Community Redevelopment Agency (CRA) activities, including projects and programs for implementation during Fiscal Year 2019 and the balance of Fiscal Year 2018.

On March 27, 2018, the Westside Redevelopment Board (WRB) held a special meeting to consider the proposed Fiscal Year 2018-19 CRA Work Plan, project list and budgetary allocations for the Westside Redevelopment Area. The Eastside Redevelopment Board (ERB) met on March 28, 2018 for consideration of the Eastside Redevelopment Area work plan, projects and allocations.

The full CRA Work Plan, project list and budgetary allocations for proposed activities of the CRA, including each individual redevelopment area, are attached for consideration.

PRIOR ACTION:

April 10, 2017 - The CRA approved the CRA Work Plan, project list and funding for Fiscal Year 2018 and for the balance of Fiscal Year 2017.

FUNDING:

N/A

FINANCIAL IMPACT:

Proposed and approved activities are to be funded from the Fiscal Year 2018 and Fiscal Year 2019 CRA

budgets.

CITY ATTORNEY REVIEW: Yes

4/2/2018

STAFF CONTACT:

M. Helen Gibson, AICP, CRA Administrator
Victoria D'Angelo, Assistant CRA Administrator

ATTACHMENTS:

- 1) Proposed CRA Work Plan - FY 2018-19
- 2) Proposed Project List and Budgetary Allocations - FY 2018-19
- 3) Draft WRB Special Meeting Minutes
- 4) Draft ERB Special Meeting Minutes

PRESENTATION: Yes



**Fiscal Years
2018-2019**

City of Pensacola Community Redevelopment Agency Annual Work Plan



Prepared By:

M. Helen Gibson, CRA Administrator

Victoria D'Angelo, Assistant CRA Administrator



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WORK PLAN: FY2018 - 2019

CRA ADMINISTRATION

- Annual Budget and Work Plan Preparation and Management
- Annual Report
- Annual Special District Reporting to the Florida Department of Economic Opportunity (DEO)
- CRA Website Maintenance
- Contributions to Annual Audit Report
- Contributions to Comprehensive Annual Financial Report (CAFR)
- Tracking CRA Progress
 - Statistical Review and Analysis, Documentation of Conditions, and Reporting
- Community Redevelopment Agency (CRA) Board Meeting Coordination and Staffing
 - Preparation of Agenda Items, Memoranda, Ordinances, Resolutions, Legal Agreements, Advertising and Public Notices
 - Community Redevelopment Agency (CRA)
 - Westside Redevelopment Board (WRB)
 - Eastside Redevelopment Board (ERB)
- Contract Development and Oversight
- Accounts Payable - Invoices, Purchase Orders, and Requisitions
- Payroll
- Liason to General “Chappie” James Museum Board
- Liason to Community Stakeholders
- Project Development and Administration

PROJECTS

STREETSCAPE REDEVELOPMENT PROJECTS.....

Description: Streetscape improvements along western-most Urban Core corridors including right of way enhancements and landscaping.

Location: Urban Core CRA

Funding Source(s): Project to be supported by Urban Core Redevelopment Revenue Bond revenues and additional outside funding opportunities, as available. Additional opportunities will be sought.

Next Steps:

- 1. Cost Estimate Development
- 2. Tracking and Application Submittals for Outside Funding Opportunities
- 3. Design
- 4. Construction

COMMUNITY POLICING.....

Description: Implementation of community policing strategies through the City of Pensacola Police Department (PPD).

Location: Urban Core CRA

Funding Source(s): Funding allocated from the Urban Core CRA TIF Fund.

Next Steps:

- 1. Preparation of Annual Interlocal Agreement with PPD
- 2. Oversight of Interlocal Agreement

RESIDENTIAL PROPERTY IMPROVEMENT PROGRAM.....

Description: The goal of this program is to encourage and support revitalization efforts by funding improvements which repair and enhance the visual appearance of residential properties within the redevelopment area.

Target Area(s): Belmont-De Villiers, Tanyard and Old East Hill Neighborhoods

Location: Urban Core CRA

Funding Source(s): Funding allocated from the Urban Core CRA TIF Fund.

Next Steps:

- 1. Development of Program Materials, Community Outreach and Program Oversight
- 2. Coordination with West Florida Regional Planning Council (WFRPC) for Administration – Eligibility Certification, Procurement, Program Funding Agreements, Inspections, Closing
- 3. Processing Lien Forgiveness Documentation following 3-5 Year Term

AFFORDABLE HOUSING INFILL PROGRAM

Description: The goal of this program is to encourage construction and purchase of affordable housing for low to moderate income homeownership. Includes funding of site acquisition, clearance and infrastructure preparation. Affordable home construction will be underwritten by the value of the land and site preparation.

Target Area(s): Tanyard and Belmont DeVilliers Neighborhoods

Location: Urban Core CRA

Funding Status: Project to be supported by Urban Core Redevelopment Revenue Bond revenues and all applicable funding sources.

Next Steps:

- 1. Acquisition
- 2. Clearance and preparation for redevelopment, as needed.
- 3. Marketing and outreach

COMMERCIAL FAÇADE IMPROVEMENT PROGRAM.....

Description: The goal of this program is to encourage and support revitalization efforts by funding improvements which enhance the public realm and visual appearance of non-residential property, including historic or culturally significant properties, within the redevelopment area.

Target Area(s): Belmont-DeVilliers Neighborhood Commercial District

Location: Urban Core CRA

Funding Source(s): Funding allocated from the Urban Core CRA TIF Fund.

Next Steps:

- 1. Program Marketing/Outreach
- 2. Administration – Processing Applications, Preparing Closing Documents, Tracking Project Development and Compliance

PROPERTY DISPOSITION

DISPOSITION OF CRA PROPERTIES

Description: Disposition of CRA-owned property for redevelopment and/or affordable housing.

Available Properties: As approved by CRA.

Location(s): Urban Core CRA

Est. Revenue: TBD

Funding Source(s): N/A

Next Steps:

1. Property Marketing
2. Sale Negotiations
3. Compliance Monitoring

PLANNING & DESIGN

CRA OVERLAY OF DESIGN STANDARDS – URBAN CORE

Description: Development and adoption of urban design standards for incorporation into the City of Pensacola’s Land Development Code (LDC) as an Overlay District, as identified in the 2010 Urban Core Plan. Adoption anticipated for July 2018.

Location: Urban Core areas not governed or protected by a special review district.

Funding Source(s): Funding allocated from Urban Core CRA TIF Fund. A \$40,000 Department of Economic Opportunity (DEO) Community Technical Assistance Grant was awarded and accepted in FY2017 to support the project.

Next Steps:

1. Development of Design Standards and Ordinances
2. Approval Recommendation by CRA and Planning Board (Public Hearing)
3. City Council Adoption Proceedings (Public Hearing)
4. Training and Implementation

LEASES & AGREEMENTS

PLAZA DE LUNA CONCESSION STAND – CONCESSIONS AGREEMENT.....

Description: The Plaza de Luna Concession building, constructed by the CRA, is operated by a concessionaire via a three-year concessions agreement. The CRA in coordination with the City’s Finance Department is responsible for management of

the concessions agreement including monthly payment verification and processing, annual close-outs and agreement renewals.

Location: 920 South Palafox Street

Est. Annual Revenue: \$9,000

Funding Source(s): Funds allocated from operating budget for repair and maintenance.

Next Steps:

1. Concession Agreement Compliance Monitoring
2. Monthly Payment Verification
3. End of the Year Review

PLAZA DE LUNA DOCKING – BERTH LEASES

Description: The CRA administers leases for berth numbers 13 through 16 in coordination with the Port of Pensacola. Administration requires customer service for application and price estimate support and processing, as well as, coordination with the Port of Pensacola and Parks and Recreation Department.

Location: Plaza De Luna

Est. Annual Revenue: \$2,500

Funding Source(s): N/A

Next Steps:

1. Administration of Berth Applications and Price Estimates
2. Coordination of Docking Access, Arrival and Departure

BELMONT DEVILLIERS AGREEMENT FOR INSTALLATION OF HOLIDAY LIGHTS....

Description: Administration of an agreement for the installation of holiday lights with the Belmont DeVilliers Neighborhood Association. An agreement was approved by the CRA at its August 2017 meeting for annual execution of the agreement by the CRA Chairperson for the 2017, 2018 and 2019 holiday seasons.

Location: Belmont- DeVilliers Neighborhood Commercial District

Funding Source(s): N/A

Next Steps:

1. Preparation and Execution of Annual Agreement
2. Compliance Monitoring

DEVELOPMENT AGREEMENTS

Description: Compliance monitoring of CRA-owned properties which were sold by the CRA with associated terms for redevelopment and/or affordable housing. Properties currently under or anticipated to be under development agreement during the work plan period include: 120 Government Street, 150 Baylen Street, the Hawkshaw Site at 9th Avenue and Romana Street and 216 “A” Street.

Location(s): Urban Core CRA

Funding Source(s): N/A

Next Steps:

1. Compliance Monitoring

ADDITIONAL LEASES & AGREEMENTS EST. COST: \$NA

Description: The CRA has responsibility for oversight and monitoring of various leases and legal agreements. These leases and agreements are as follows:

- Pensacola Sports Association (PSA) Main Street Lease Agreement
- Port Royal I & II Lease Agreements (2)
- South Palafox: Palafox Pier & Yacht Harbor Lease Agreement
- Downtown Improvement Board (DIB) Parking Management Agreement
- Downtown Improvement Board (DIB) Mutual Benefit Agreement
- Landscape Maintenance Interlocal Agreement
- Administrative Services Interlocal Agreement
- Community Policing Interlocal Agreement

Location: Urban Core CRA

Funding Source(s): N/A

Next Steps:

1. Preparation of Agreements
2. Compliance Monitoring

MAINTENANCE & REPAIRS

LANDSCAPE MAINTENANCE

Description: Upkeep and maintenance of CRA-constructed improvements which are implemented through an interlocal agreement with the City of Pensacola.

Location: Urban Core CRA

Funding Source(s): Funding approved from the Urban Core CRA TIF Fund.

Next Steps:

- 1. Active Oversight and Monitoring
- 2. Preparation of Agreement Amendments, as needed.

CRA-CONSTRUCTED IMPROVEMENT MAINTENANCE

Description: Ongoing inventory, and assessment of Urban Core hardscape including, but not limited to, street lights, sidewalks, trash receptacles, fencing, benches, tree grates, and water fountains for prioritization of repairs and replacement.

Location: Urban Core CRA

Funding Source(s): Funds allocated from property sale proceeds. All applicable funding sources will be considered for future maintenance needs.

Next Steps:

- 1. Obtain bid proposals for related project tasks
- 2. Award bids for related project tasks
- 3. Monitor repairs and process payment
- 4. Inventory and track CRA amenities & conditions – ongoing

RESEARCH & REVIEW

ONGOING REVIEW OF OUTSIDE GRANT OPPORTUNITIES

Description: Active review of grant opportunities.

Next Steps:

- 1. Research and development of applications for all appropriate funding opportunities.

ONGOING REVIEW OF REDEVELOPMENT BEST PRACTICES

Description: Active review of state and national models related to community redevelopment.

Next Steps:

- 1. Active review of best practices

COMMUNITY REDEVELOPMENT AREA DEVELOPMENT TRACKING.....

Description: Active review of new potential and permitted developments. Attendance at weekly Development Review meetings held Wednesdays at 9 a.m., monthly review

of permitted projects, Architectural Review Board, Gateway Review Board and Planning Board Project considerations.

Next Steps:

- 1. Weekly Development Review Meeting Attendance
- 2. Project tracking

ATTENDANCE AT OTHER MEETINGS

Description: Attendance at other meetings as needed. Examples include community or neighborhood meetings, TPO Technical Coordinating Committee (TCC) meetings, and/or other staff-related topics.

WESTSIDE

WESTSIDE REDEVELOPMENT BOARD

Description: The CRA provides staff support including preparation of agendas, action and information items, and public notices relative to each Westside Redevelopment Board (WRB) meeting. Regular meetings are held quarterly during the months of January, April, July and October, with special meetings scheduled based on need.

Location: Westside CRA

Funding Source(s): N/A

Next Steps:

- 1. Staffing of WRB meetings. Agenda coordination and supporting material development.
- 2. Presentation of Board Identified Project Priorities and Recommendations to CRA Board
- 3. Implementation of CRA Board Approved Priorities

PROJECTS

STREETSCAPE REDEVELOPMENT PROJECTS.....

Description: Streetscape improvements including right of way enhancements, and landscaping.

Location: Westside CRA

Funding Source(s): Project to be supported by Westside Redevelopment Revenue Bond revenues and additional outside funding sources, as available. Additional opportunities will be sought.

Next Steps:

1. Cost Estimate Development
2. Tracking and Application Submittals for Outside Funding Opportunities
3. Design
4. Construction

WEST MORENO DISTRICT NEIGHBORHOOD REVITALIZATION STRATEGY.....

Description: Administration of a neighborhood revitalization strategy which employs a targeted approach and leverages available housing, community, workforce and economic development resources to maximize neighborhood transformation. *This project is an implementation priority contained within the Live Work Learn Play West Moreno District Development Plan and Implementation Strategy, and is intended to be applied in conjunction with the West Moreno District Stormwater Park project.

Location(s): West Moreno District

Funding Source(s): Funding allocated to implement the residential property improvement program and affordable housing infill program. Additional opportunities to support community and workforce development will be sought.

Next Steps:

1. Establishment of Key Partnerships
2. Formalization of Neighborhood Revitalization Strategy
3. Implementation of Residential Property Improvement and Affordable Housing Infill Programs.
4. Ongoing Tracking and Application Submittals for Designations and Outside Funding Opportunities

WEST MORENO DISTRICT STORMWATER PARK

Description: Engineering, design and construction of a neighborhood-scaled stormwater park. Project includes site assembly, and stormwater and park improvements to address area stormwater and flooding issues and establish a centralized community asset. Implemented in coordination with the City’s Public Works Department, and Baptist Hospital. *This project is an implementation priority contained within the Live Work Learn Play West Moreno District Development Plan and Implementation Strategy.

Location(s): Three blocks from Lee Street to West Moreno Street between “E” and “F” Streets.

Funding Source(s): Project to be supported by Westside Redevelopment Revenue Bond and additional outside sources, as available. Partial funding provided through the Federal Emergency Management Administration (FEMA) Flood Mitigation Grant. Additional opportunities will be sought.

Next Steps:

1. Site Assembly
2. Cost Estimate Development
3. Tracking and Application Submittals for Outside Funding Opportunities
4. Design
5. Construction

COMMUNITY POLICING.....

Description: Implementation of community policing strategies through the City of Pensacola Police Department (PPD).

Location: Westside CRA

Funding Source(s): Funding allocated from Westside CRA TIF Fund.

Next Steps:

1. Oversight of Interlocal Agreement with PPD

RESIDENTIAL PROPERTY IMPROVEMENT PROGRAM

Description: The goal of this program is to encourage and support revitalization efforts by funding improvements which repair and enhance the visual appearance of residential properties within the redevelopment area. *This project is an implementation priority contained within the Live Work Learn Play West Moreno District Development Plan and Implementation Strategy.

Target Area(s): West Moreno District

Location: Westside CRA

Funding Source(s): Funding allocated from Inner City Housing Initiatives Fund. *Note: Inner City Housing Initiatives funds may be expended within the entirety of the Inner City CRA. Funds will be primarily targeted to the Westside CRA but may be used to address housing needs in other redevelopment areas.

Next Steps:

1. Development of Program Materials, Community Outreach and Program Oversight
2. Coordination with West Florida Regional Planning Council (WFRPC) for Administration – Eligibility Certification, Procurement, Program Funding Agreements, Inspections, Closing

3. Processing Lien Forgiveness Documentation following 3-5 Year Term

AFFORDABLE HOUSING INFILL PROGRAM

Description: The goal of this program is to encourage construction and purchase of affordable housing for low to moderate income homeownership. Includes funding of site acquisition, clearance and infrastructure preparation. Affordable home construction will be underwritten by the value of the land and site preparation. *This project is an implementation priority contained within the Live Work Learn Play West Moreno District Development Plan and Implementation Strategy.

Target Area(s): West Moreno District

Location: Westside CRA

Funding Source(s): Funding provided through Westside Redevelopment Revenue Bond.

Next Steps:

1. Acquisition
2. Clearance and preparation for redevelopment, as needed.
3. Marketing and outreach

COMMERCIAL COMMUNITY REDEVELOPMENT INFILL PROGRAM

Description: The goal of this program is to eliminate blight along key commercial corridors and support the redevelopment of commercial properties. Includes funding of site acquisition, clearance and infrastructure preparation.

Target Area(s): Westside CRA Commercial Corridors

Location: Westside CRA

Funding Source(s): Funding provided through Westside Redevelopment Revenue Bond.

Next Steps:

1. Acquisition
2. Clearance and preparation for redevelopment, as needed.
3. Request for Proposals
4. Selection of Preferred Developer
5. Preparation of Development Agreement
6. Property Closing
7. Compliance Monitoring

HAZARDOUS TREE PROGRAM

Description: The goal of this program is to remove trees and/or limbs which pose a hazard to residential properties within the redevelopment area.

Location: Westside CRA

Funding Status: Funding allocated from Westside CRA TIF Fund.

Next Steps:

- 1. Development of Program Guidelines and Application
- 2. Program Marketing, Outreach and Administration

WEST CERVANTES CORRIDOR MANAGEMENT IMPROVEMENTS

Description: Corridor improvements to enhance pedestrian safety following a “complete streets” design which may include enhanced crosswalks, on-street parking, pedestrian refuge medians, bus shelters, landscaping, stormwater improvements, decorative lighting, and sidewalks. Project to be supported through a partnership with the Florida Department of Transportation (FDOT), City of Pensacola, CRA and Escambia County based on the short term recommendations of the FDOT West Cervantes Street/Mobile Highway Corridor Management Plan”.

Location(s): West Cervantes Street from “A” to the City Limit Line

Funding Source(s): \$1.5M allocated from LOST and the Westside Redevelopment Revenue Bond. Outside funding sources will be sought.

Next Steps:

- 1. Cost Estimate Development for Short Term Improvements
- 2. Design of Short Term Improvements
- 3. Construction of Short Term Improvements
- 4. Coordination with partnership between TPO, Escambia County, City and County/City CRAs
- 5. Track and submit applications for available grant/funding opportunities
- 6. Regularly Attend TPO/TCC Meetings
- 7. Request funding from FDOT – Project Priority/5-Year Work Plan Process

COMMERCIAL FAÇADE IMPROVEMENT PROGRAM

Description: The goal of this program is to encourage and support revitalization efforts by funding improvements which enhance the public realm and visual appearance of non-residential property, including historic or culturally significant properties, within the redevelopment area.

Target Area(s): Identified Westside CRA Commercial Corridors

Location: Westside CRA

Funding Status: Funding allocated from Westside CRA TIF Fund.

Next Steps:

1. Program Marketing, and Outreach
2. Administration – Processing Applications, Preparing Closing Documents, Tracking Project Development and Compliance

PLANNING & DESIGN

CRA OVERLAY OF DESIGN STANDARDS – WESTSIDE

Description: Development and adoption of urban design standards for incorporation into the City of Pensacola’s Land Development Code (LDC) as an Overlay District, as identified in the Westside Redevelopment Plan. Adoption anticipated for July 2018.

Location: Westside CRA

Funding Source(s): Funding allocated from Westside CRA TIF Fund. A \$40,000 Department of Economic Opportunity (DEO) Community Technical Assistance Grant was awarded and accepted in FY2017 to support the project.

Next Steps:

1. Development of Design Standards and Ordinances
2. Approval Recommendation by Planning Board (Public Hearing) and CRA
3. City Council Adoption Proceedings (Public Hearing)
4. Training and Implementation

RESEARCH & REVIEW

ONGOING REVIEW OF OUTSIDE GRANT OPPORTUNITIES

Description: Active review of grant opportunities.

Next Steps:

1. Research and development of applications for all appropriate funding opportunities.

ONGOING REVIEW OF REDEVELOPMENT BEST PRACTICES

Description: Active review of state and national models related to community redevelopment.

Next Steps:

1. Active review of best practices

COMMUNITY REDEVELOPMENT AREA DEVELOPMENT TRACKING.....

Description: Active review of new potential and permitted developments. Attendance at weekly Development Review meetings held Wednesdays at 9 a.m., monthly review of permitted projects, Architectural Review Board, Gateway Review Board and Planning Board Project considerations.

Next Steps:

- 1. Weekly Development Review Meeting Attendance
- 2. Project tracking

ATTENDANCE AT OTHER MEETINGS

Description: Attendance at other meetings as needed. Examples include community or neighborhood meetings, TPO Technical Coordinating Committee (TCC) meetings and/or other staff-related topics.

EASTSIDE

EASTSIDE REDEVELOPMENT BOARD

Description: The CRA provides staff support including preparation of agendas, action and information items, and public notices relative to each Eastside Redevelopment Board (ERB) meeting. Regular meetings are held quarterly during the months of January, April, July and October, with special meetings scheduled based on need.

Location: Eastside CRA

Funding Source(s): N/A

Next Steps:

- 1. Staffing of ERB meetings. Agenda coordination and supporting material development.
- 2. Presentation of Board Identified Project Priorities and Recommendations to CRA Board
- 3. Implementation of CRA Board Approved Priorities

PROJECTS

“CHAPPIE” JAMES MUSEUM AND FLIGHT ACADEMY PARKING EXPANSION....

Description: Redevelopment of former Walker Gas Station site to provide an overflow parking facility to support the General “Chappie” James Museum and Flight Academy.

Location(s): 1700 Dr. Martin Luther King Jr. Dr.

Funding Source(s): Project to be supported by Eastside Redevelopment Revenue Bond revenues.

Next Steps:

- 1. Design
- 2. Construction

RESIDENTIAL PROPERTY IMPROVEMENT PROGRAM

Description: The goal of this program is to encourage and support revitalization efforts by funding improvements which repair and enhance the visual appearance of residential properties within the redevelopment area.

Target Area(s): Identified Eastside CRA Target Areas

Location: Eastside CRA

Funding Source(s): Funding allocated from Eastside CRA TIF Fund.

Next Steps:

- 1. Development of Program Plans and Materials, Community Outreach and Program Oversight
- 2. Coordination with West Florida Regional Planning Council (WFRPC) for Administration – Eligibility Certification, Procurement, Program Funding Agreements, Inspections, Closing
- 3. Processing Lien Forgiveness Documentation following 3-5 Year Term

HOLLICE T. WILLIAMS GREENWAY IMPROVEMENTS.....

Description: Greenway improvements to the 1.3 mile linear park located beneath the I-10 Interstate, as identified in the Hollice T. Williams Greenway Framework Plan. Improvements to feature recreational and landscape enhancements, stormwater improvements and park amenities.

Location: Eastside CRA

Funding Source(s): Design/Permitting funded through Escambia County RESTORE funds. Additional funding opportunities will be sought.

Next Steps:

1. Design and Permitting
2. Seek funding for Construction phase.
3. Construction

PLANNING & DESIGN

CRA OVERLAY OF DESIGN STANDARDS – EASTSIDE

Description: Development and adoption of urban design standards for incorporation into the City of Pensacola’s Land Development Code (LDC) as an Overlay District, as identified in the Eastside Urban Infill and Redevelopment Plan. Adoption anticipated for July 2018.

Location: Eastside CRA

Funding Source(s): Funding allocated from Eastside CRA TIF Fund. A \$40,000 Department of Economic Opportunity (DEO) Community Technical Assistance Grant was awarded and accepted in FY2017 to support the project.

Next Steps:

1. Development of Design Standards and Ordinances
2. Approval Recommendation by CRA and Planning Board (Public Hearing)
3. City Council Adoption Proceedings (Public Hearing)
4. Training and Implementation

MAINTENANCE AND REPAIRS

GENERAL “CHAPPIE” JAMES MUSEUM AND FLIGHT ACADEMY MAINTENANCE

Description: **Renovation of the historic** General “Chappie” James home to accommodate the General “Chappie” James Museum and Flight Academy completed in 2018. Eastside CRA TIF funds will pay debt service during current and future fiscal years. Lease agreements administered by the City of Pensacola with the Chappie James Museum of Pensacola, Inc. and General Daniel “Chappie” James Summer Flight Academy, Inc.. Grounds and building maintenance to be provided by the CRA under an interlocal agreement with the City of Pensacola.

Location(s): Chappie James Museum and Flight Academy (1608-1610 Dr. Martin Luther King Jr. Drive) and Overflow Parking Facility (1700 Dr. Martin Luther King Jr. Drive)

Funding Source(s): Funding allocated from Eastside CRA TIF Fund for maintenance, utilities and debt service.

Next Steps:

- 1. Active Oversight and Monitoring
- 2. Preparation of Agreement Amendments, as needed.

RESEARCH & REVIEW

ONGOING REVIEW OF OUTSIDE GRANT OPPORTUNITIES

Description: Active review of grant opportunities.

Next Steps:

- 1. Research and development of applications for all appropriate funding opportunities.

ONGOING REVIEW OF REDEVELOPMENT BEST PRACTICES

Description: Active review of state and national models related to community redevelopment.

Next Steps:

- 1. Active review of best practices

COMMUNITY REDEVELOPMENT AREA DEVELOPMENT TRACKING.....

Description: Active review of new potential and permitted developments. Attendance at weekly Development Review meetings held Wednesdays at 9 a.m., monthly review of permitted projects, Architectural Review Board, Gateway Review Board and Planning Board Project considerations.

Next Steps:

- 1. Weekly Development Review Meeting Attendance
- 2. Project tracking

ATTENDANCE AT OTHER MEETINGS

Description: Attendance at other meetings as needed. Examples include community or neighborhood meetings, TPO Technical Coordinating Committee (TCC) meetings, and/or other staff-related topics.

Community Redevelopment Agency FY2018-19 Project List and Budgetary Allocations

URBAN CORE CRA

	FY 2018 BEGINNING BUDGET AND APPROVED PROJECTS	FY 2019 PROPOSED
CRA FUND/TIF		
Personal Services	\$257,300	\$274,200
Operating Expenses	\$577,000	\$635,600
Capital Projects	\$0	\$0
Allocated Overhead	\$168,500	\$168,500
Urban Core Revenue Bond Debt Service		
Community Policing	\$100,000	\$100,00
Commercial Façade Improvement Program	\$150,000	\$50,000
CRA Overlay of Design Standards	\$65,000	-
Residential Property Improvement Program	\$70,000	\$70,000
UC REDEVELOPMENT BOND, 2017		
Streetscape Redevelopment Projects		
Affordable Housing Infill Program		

WESTSIDE CRA

	FY 2018 BEGINNING BUDGET AND APPROVED PROJECTS	FY 2019 PROPOSED
WS CRA FUND/TIF		
Personal Services	\$27,200	\$26,500
Operating Expenses	\$4,200	\$17,800
Capital Projects	\$0	\$0
Allocated Overhead	\$700	\$700
Westside Revenue Bond Debt Service	\$275,000	\$279,500
Community Policing	\$15,000	
Hazardous Tree Program	\$10,000	
Commercial Façade Improvement Program	\$40,000	

CRA Overlay of Design Standards	\$25,000	
INNER CITY HOUSING INITIATIVES FUND		
Residential Property Improvement Program	\$440,000	
WS REDEVELOPMENT BOND, 2017		
Streetscape Redevelopment Projects		
Affordable Housing Infill Program		
Commercial Redevelopment Infill Program		
LOST		
West Cervantes Corridor Improvements	\$1,500,000	

EASTSIDE CRA

	FY 2018 BEGINNING BUDGET AND APPROVED PROJECTS	FY 2019 PROPOSED
ES CRA FUND/TIF		
Personal Services	\$27,200	\$26,500
Operating Expenses	\$2,500	\$25,500
Capital Projects	\$0	\$0
Allocated Overhead	\$900	\$900
Westside Revenue Bond Debt Service	\$90,000	\$89,500
Residential Property Improvement Program	\$300,000	
CRA Overlay of Design Standards	\$25,000	
ES REDEVELOPMENT BOND, 2017		
Chappie James Parking Expansion	\$440,000	



Westside Redevelopment Board Special Meeting

Tuesday, March 27, 2018 – 3:30 P.M. Central
 222 W. Main Street, 1st Floor, Pensacola FL 32502
 Vince Whibbs, Sr. Conference Room

DRAFT RECORD OF MINUTES

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
James L. Gulley, Chair	Vacant Position
C. Marcel Davis, Vice Chair	
Jewel Cannada-Wynn	
Anny Shepard	
Doug Baldwin, Sr.	
Dianne Robinson	

STAFF PRESENT

Helen Gibson CRA Administrator
 Victoria D'Angelo Asst. CRA Administrator
 Dick Barker City Chief Financial Officer

1. Call to Order/Quorum

Meeting was called to order at 3:30 p.m. by Chairman, James Gulley.

2. Determination of Quorum

A quorum was present.

3. Financial Report Presentation

Dick Barker, Chief Financial Officer for the City of Pensacola presented the Westside Financial Report. The report included an overview of the Westside Tax Incremental Financing (TIF), and Revenue Bond financials, as well as, City of Pensacola funded and unfunded projects within the Westside Redevelopment Area. Mr. Barker responded accordingly to questions of the Westside Redevelopment Board (WRB) members.

Board Member, Doug Baldwin, Sr. made a motion to accept the Westside Financial Report, as presented. Motion was seconded by Board Member, Dianne Robinson and carried unanimously.

4. FY 2018-2019 Westside CRA Work Plan Recommendation

Helen Gibson, CRA Administrator presented the proposed FY 2018-2019 Westside CRA Work Plan. Throughout the presentation, Ms. Gibson responded accordingly to questions.

During the presentation, Ms. Gibson explained that additional staff support was needed to expedite the implementation of approved and proposed projects and programs. She informed the WRB members that an item to hire a part-time administrative account clerk would be presented to the Community Redevelopment Agency (CRA) at its April meeting for inclusion in the CRA budget.

Board Member Baldwin made a motion to support the inclusion of cost associated with hiring a part-time administrative account clerk in the CRA budget. Motion was seconded by Board Member Robinson and carried unanimously.

Chairman Gulley made a motion to recommend that the CRA adopt the FY 2018-2019 CRA Work Plan for the Westside Redevelopment Area, as presented. Motion was seconded by Board Member Baldwin and carried unanimously.

5. FY 2019 Westside CRA Budget Recommendation

Helen Gibson, CRA Administrator presented the proposed FY 2019 Westside CRA Budget.

Board Member Baldwin made a motion to recommend that the Community Redevelopment Agency adopt the proposed FY 2019 Westside CRA budget, as presented. Motion was seconded by Board Member Robinson and carried unanimously.

Ms. Gibson noted that an additional item for full-time CRA staff salary increases would be presented to the CRA at its April meeting for inclusion in the proposed budget. She further explained that these costs would be shared with the Urban Core and Westside Redevelopment Areas.

Board Member Jewel Cannada-Wynn made a motion to support the inclusion of salary increases for full-time CRA staff within the CRA budget. Motion was seconded by Board Member Anny Shepard and carried unanimously.

6. Adjournment

With no further discussion, the meeting adjourned at 4:43 p.m.



Eastside Redevelopment Board Special Meeting

Wednesday, March 28, 2018 – 4:00 P.M. Central
222 W. Main Street, 1st Floor, Pensacola FL 32502
Vince Whibbs, Sr. Conference Room

DRAFT RECORD OF MINUTES

BOARD MEMBERS PRESENT

Gerald Wingate	Council Member Representative
Jeannie Rhoden	Homeowner Representative
Aretta Anderson	Neighborhood Association

BOARD MEMBERS ABSENT

William Brown	Homeowner Representative
Vacant Position.....	Business Owner

STAFF PRESENT

Helen Gibson	CRA Administrator
Victoria D'Angelo	Asst. CRA Administrator
Dick Barker.....	City Chief Financial Officer

1. Call to Order

The meeting was called to order at 4:00 p.m. by Chairwoman, Aretta Anderson.

2. Determination of Quorum

A quorum was present.

3. Financial Report Presentation

Dick Barker, Chief Financial Officer for the City of Pensacola presented the Eastside Financial Report. The report included an overview of the Eastside Tax Incremental Financing (TIF), Revenue Bond, and Redevelopment Loan financials, as well as, City of Pensacola funded and unfunded projects within the Eastside Redevelopment Area. Mr. Barker responded accordingly to questions of the Eastside Redevelopment Board (ERB) members.

4. FY 2018-2019 Eastside CRA Work Plan Recommendation

Victoria D'Angelo, Assistant CRA Administrator presented the proposed FY 2018-2019 Eastside CRA Work Plan. Throughout the presentation, Ms. D'Angelo responded accordingly to questions.

Councilman Gerald Wingate made a motion to recommend that the Community Redevelopment Agency (CRA) adopt the FY 2018-2019 CRA Work Plan for the Eastside Redevelopment Area, as presented. Motion was seconded by Vice-Chairwoman Rhoden, and carried unanimously.

5. FY 2019 Eastside CRA Budget Recommendation

Helen Gibson, CRA Administrator presented the proposed FY 2019 Eastside CRA Budget. Ms. Gibson noted that provisions for hiring of a part-time administrative account clerk and salary increases for full-time CRA staff were included within the proposed budget. She further explained that these costs would be shared with the Urban Core and Westside Redevelopment Areas.

Councilman Gerald Wingate made a motion to recommend that the CRA adopt the proposed FY 2019 Budget for the Eastside Redevelopment Area, as presented, including costs associated with hiring a part-

time administrative account clerk and salary increases for full-time CRA staff. Motion was seconded by Vice-Chairwoman Rhoden, and carried unanimously.

6. Adjournment

With no further business, the meeting adjourned at 5:08 p.m.

DRAFT



Memorandum

File #: 18-00151

Community Redevelopment Agency

5/7/2018

ACTION ITEM

SPONSOR: P.C. Wu, Chairperson

SUBJECT:

AUTHORIZATION OF NEW PART-TIME EPS ADMINISTRATIVE ACCOUNT CLERK POSITION

RECOMMENDATION:

That the Community Redevelopment Agency (CRA) authorize staff to solicit for and fill a part-time EPS Administrative Account Clerk position, effective May 1, 2018.

SUMMARY:

With the previously slow economy and prior reductions in available Tax Increment Financing (TIF) Revenue, there was a corresponding reduction in staffing for the Community Redevelopment Agency (CRA). Historically, the Urban Core redevelopment area had been administered by a three-person staff. Simultaneously, the Eastside and Westside redevelopment areas were separately administered by Neighborhood Revitalization staff. Currently, all three redevelopment areas are administered by a two-person staff.

Presently, the CRA is moving into full swing. The total amount of operational and project implementation activity has significantly increased. To ensure that staff may adequately execute these responsibilities, the CRA is asked to authorize staff to solicit for and fill a part-time EPS Administrative Account Clerk position. This new position will assist with accounting and project implementation tasks. A position description for the proposed EPS Administrative Account Clerk is attached for consideration.

PRIOR ACTION:

None.

FUNDING:

Budget: \$ 18,100

Actual: \$ 18,100

FINANCIAL IMPACT:

Funding is available in Fiscal Year 2018 from property sales revenues. Funding for Fiscal Year 2019 will be included in the proposed Fiscal Year 2019 CRA budget.

CITY ATTORNEY REVIEW: Yes

4/2/2018

STAFF CONTACT:

M. Helen Gibson, AICP, CRA Administrator
Victoria D'Angelo, Assistant CRA Administrator

ATTACHMENTS:

- 1) Position Description - Proposed EPS Administrative Account Clerk
- 2) Draft ERB Special Meeting Minutes
- 3) Draft WRB Special Meeting Minutes

PRESENTATION: No

Position Description – EPS Administrative Account Clerk

Administrative Account Clerk responsibilities include running financial software programs (Eden & MaxxVault) to process business transactions like accounts payable and receivable, requisition and purchase order requests, disbursements, expense vouchers and receipts, as well as auditing/reconciling monthly lease payments received. The person in this position will be keeping financial records updated, preparing reports and reconciling department accounts. Other duties may include intaking and processing ship docking/berthing applications, filing official documents with the county clerk, preparing weekly payroll processes, as well as auditing and filing of reports, and other finance related procedures. Additional responsibilities involve placing and documenting publication of legal notices, typing agendas used for meetings, which they also have to attend so they can record and transcribe minutes of the proceedings. A successful account clerk should be familiar with some accounting procedures and have a flair for numbers.

The Administrative Account Clerk position is being added as a half-time position. The addition of this position will ensure that the department's daily accounting functions run accurately and effectively.



Eastside Redevelopment Board Special Meeting

Wednesday, March 28, 2018 – 4:00 P.M. Central
222 W. Main Street, 1st Floor, Pensacola FL 32502
Vince Whibbs, Sr. Conference Room

DRAFT RECORD OF MINUTES

BOARD MEMBERS PRESENT

Gerald Wingate	Council Member Representative
Jeannie Rhoden	Homeowner Representative
Aretta Anderson	Neighborhood Association

BOARD MEMBERS ABSENT

William Brown	Homeowner Representative
Vacant Position.....	Business Owner

STAFF PRESENT

Helen Gibson	CRA Administrator
Victoria D'Angelo	Asst. CRA Administrator
Dick Barker.....	City Chief Financial Officer

1. Call to Order

The meeting was called to order at 4:00 p.m. by Chairwoman, Aretta Anderson.

2. Determination of Quorum

A quorum was present.

3. Financial Report Presentation

Dick Barker, Chief Financial Officer for the City of Pensacola presented the Eastside Financial Report. The report included an overview of the Eastside Tax Incremental Financing (TIF), Revenue Bond, and Redevelopment Loan financials, as well as, City of Pensacola funded and unfunded projects within the Eastside Redevelopment Area. Mr. Barker responded accordingly to questions of the Eastside Redevelopment Board (ERB) members.

4. FY 2018-2019 Eastside CRA Work Plan Recommendation

Victoria D'Angelo, Assistant CRA Administrator presented the proposed FY 2018-2019 Eastside CRA Work Plan. Throughout the presentation, Ms. D'Angelo responded accordingly to questions.

Councilman Gerald Wingate made a motion to recommend that the Community Redevelopment Agency (CRA) adopt the FY 2018-2019 CRA Work Plan for the Eastside Redevelopment Area, as presented. Motion was seconded by Vice-Chairwoman Rhoden, and carried unanimously.

5. FY 2019 Eastside CRA Budget Recommendation

Helen Gibson, CRA Administrator presented the proposed FY 2019 Eastside CRA Budget. Ms. Gibson noted that provisions for hiring of a part-time administrative account clerk and salary increases for full-time CRA staff were included within the proposed budget. She further explained that these costs would be shared with the Urban Core and Westside Redevelopment Areas.

Councilman Gerald Wingate made a motion to recommend that the CRA adopt the proposed FY 2019 Budget for the Eastside Redevelopment Area, as presented, including costs associated with hiring a part-

time administrative account clerk and salary increases for full-time CRA staff. Motion was seconded by Vice-Chairwoman Rhoden, and carried unanimously.

6. Adjournment

With no further business, the meeting adjourned at 5:08 p.m.

DRAFT



Westside Redevelopment Board Special Meeting

Tuesday, March 27, 2018 – 3:30 P.M. Central
 222 W. Main Street, 1st Floor, Pensacola FL 32502
 Vince Whibbs, Sr. Conference Room

DRAFT RECORD OF MINUTES

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
James L. Gulley, Chair	Vacant Position
C. Marcel Davis, Vice Chair	
Jewel Cannada-Wynn	
Anny Shepard	
Doug Baldwin, Sr.	
Dianne Robinson	

STAFF PRESENT

Helen Gibson CRA Administrator
 Victoria D'Angelo Asst. CRA Administrator
 Dick Barker..... City Chief Financial Officer

1. Call to Order/Quorum

Meeting was called to order at 3:30 p.m. by Chairman, James Gulley.

2. Determination of Quorum

A quorum was present.

3. Financial Report Presentation

Dick Barker, Chief Financial Officer for the City of Pensacola presented the Westside Financial Report. The report included an overview of the Westside Tax Incremental Financing (TIF), and Revenue Bond financials, as well as, City of Pensacola funded and unfunded projects within the Westside Redevelopment Area. Mr. Barker responded accordingly to questions of the Westside Redevelopment Board (WRB) members.

Board Member, Doug Baldwin, Sr. made a motion to accept the Westside Financial Report, as presented. Motion was seconded by Board Member, Dianne Robinson and carried unanimously.

4. FY 2018-2019 Westside CRA Work Plan Recommendation

Helen Gibson, CRA Administrator presented the proposed FY 2018-2019 Westside CRA Work Plan. Throughout the presentation, Ms. Gibson responded accordingly to questions.

During the presentation, Ms. Gibson explained that additional staff support was needed to expedite the implementation of approved and proposed projects and programs. She informed the WRB members that an item to hire a part-time administrative account clerk would be presented to the Community Redevelopment Agency (CRA) at its April meeting for inclusion in the CRA budget.

Board Member Baldwin made a motion to support the inclusion of cost associated with hiring a part-time administrative account clerk in the CRA budget. Motion was seconded by Board Member Robinson and carried unanimously.

Chairman Gulley made a motion to recommend that the CRA adopt the FY 2018-2019 CRA Work Plan for the Westside Redevelopment Area, as presented. Motion was seconded by Board Member Baldwin and carried unanimously.

5. FY 2019 Westside CRA Budget Recommendation

Helen Gibson, CRA Administrator presented the proposed FY 2019 Westside CRA Budget.

Board Member Baldwin made a motion to recommend that the Community Redevelopment Agency adopt the proposed FY 2019 Westside CRA budget, as presented. Motion was seconded by Board Member Robinson and carried unanimously.

Ms. Gibson noted that an additional item for full-time CRA staff salary increases would be presented to the CRA at its April meeting for inclusion in the proposed budget. She further explained that these costs would be shared with the Urban Core and Westside Redevelopment Areas.

Board Member Jewel Cannada-Wynn made a motion to support the inclusion of salary increases for full-time CRA staff within the CRA budget. Motion was seconded by Board Member Anny Shepard and carried unanimously.

6. Adjournment

With no further discussion, the meeting adjourned at 4:43 p.m.



Memorandum

File #: 18-00120

Community Redevelopment Agency

5/7/2018

ACTION ITEM

SPONSOR: P.C. Wu, Chairperson

SUBJECT:

COMMUNITY REDEVELOPMENT AGENCY ADMINISTRATOR AND ASSISTANT CRA ADMINISTRATOR SALARY INCREASES

RECOMMENDATION:

That the Community Redevelopment Agency (CRA) approve salary increases for the CRA Administrator and Assistant CRA Administrator positions, effective May 1, 2018.

SUMMARY:

On July 11, 2016, the CRA approved establishing and filling the CRA Administrator and Assistant CRA Administrator positions on a full time basis. Former City staff person, Helen Gibson, was hired by the CRA to fill the CRA Administrator position and a solicitation was issued for an Assistant CRA Administrator. On February 13, 2017, Victoria D'Angelo was hired to fill the Assistant CRA Administrator position.

Since the employment of its two full-time staff, considerable strides have been made in the implementation of the CRA's key priorities. A list of CRA accomplishments from 2016 to present is attached.

Based on staff performance and current salaries for comparable City and CRA Administrator positions, salary increases for the CRA Administrator and for the Assistant CRA Administrator positions are requested, to become effective May 1, 2018.

PRIOR ACTION:

July 11, 2016 - CRA approved the direct employment of a CRA Administrator, and authorized the issuance of a solicitation to fill an Assistant CRA Administrator position.

FUNDING:

Budget: \$ 26,000

Actual: \$ 26,000

FINANCIAL IMPACT:

Funding is available in Fiscal Year 2018 from property sales revenues. Funding for Fiscal Year 2019 will be included in the proposed Fiscal Year 2019 CRA budget.

CITY ATTORNEY REVIEW: Yes

4/2/2018

STAFF CONTACT:

M. Helen Gibson, AICP, CRA Administrator
Victoria D'Angelo, Assistant CRA Administrator

ATTACHMENTS:

- 1) CRA Accomplishments - 2016 to present
- 2) Draft WRB Special Meeting Minutes
- 3) Draft ERB Special Meeting Minutes

PRESENTATION: No

CRA Accomplishments: 2016 - Present

Full Time Staffing

On July 11, 2016, the CRA created positions for a full-time administrator and assistant administrator. Prior to this date, the agency was staffed through an interlocal agreement for administrative services on a part time basis. Helen Gibson, the agency's part-time staff at the time, was hired to serve in the administrator position. Following Ms. Gibson's hire, a solicitation was issued to fill the assistant administrator position. The position was filled on February 13, 2017. Programming for the agency was approved for fiscal year 2017 and 2018 on April 11, 2017.

Redevelopment Revenue Bonds, Series 2017

Redevelopment revenue bonds have been secured to fund the acquisition of land, and other capital projects.

Urban Core Holiday Lights

Allocations have been made and necessary agreements executed to support holiday lights in the Urban Core, including Downtown Pensacola and Belmont DeVilliers.

Repair of CRA-Constructed Improvements

Allocations have been made to support necessary repairs to CRA-constructed improvements. Bid solicitations are underway and repairs are anticipated for completion during early- to mid- 2018.

Delphin Downs Apartments Technical Design Assistance

Technical design assistance has been provided to support the Delphin Downs Apartment development. This project has been submitted for permitting, and has received approval from City Council for a green re-use designation to address the perception of contamination on the development site.

Community Policing

Community policing has been reinstated in the Urban Core, and the Westside through an interlocal agreement with the City of Pensacola Police Department.

Amendments to Eastside-Urban Infill Redevelopment Area Plan and TIF Ordinance

Eastside Tax Incremental Financing (TIF) has been extended to the full term allowable under state statute. Amendments to the Eastside Urban Infill and Redevelopment Area Plan and Tax Incremental Financing Ordinance were completed during fiscal year 2017.

Amendment to the Urban Core Redevelopment Plan

An amendment to Urban Core Redevelopment Plan was adopted by City Council on February 8, 2018. This amendment establishes a time certain for the completion of redevelopment activities financed by tax increment revenues in the Urban Core and adds additional priority elements related to affordable housing.

Operation of Plaza de Luna Concession and Restroom Facilities

Active operation of the Plaza de Luna Concession and Restroom Facilities has been maintained through a renewed Concessions Agreement with the existing operator, DeLuna Chat and Chew. Payment processing and compliance monitoring continues to be performed by the CRA.

Plaza de Luna Docking

Applications for docking at Plaza de Luna have been processed for six key maritime events including America's Cup Tour Yacht America (2016), the Pensacola Sports Association Flyboarding Competition (2017), the visit and public tours of the USCGC Benjamin Dailey (2017), the 2018 Tall Ships Challenge, the Haunted Ship Tours (2016 and 2017), and the UWF Science Fair/Docking of the Florida Institute of Oceanography's R/V W.T. Hogarth. Processing and coordination of docking at Plaza de Luna continues to be performed by the CRA.

Interlocal Agreement Revisions

The CRA maintains interlocal agreements with the City of Pensacola for administrative services and landscape and asset maintenance. For many years these agreements were prepared and approved by the CRA and City Council on an annual basis. In 2017, the agreements were revised to reflect the lifespan of each of the tax incremental financing areas.

Additionally, the CRA and City Council maintains an interlocal agreement with the Pensacola Downtown Improvement Board for parking and mobility management. Due to the sale of two parking facilities under the agreement, amendments to the agreement were prepared for each individual property. Amendments were approved by the CRA and City Council during fiscal year 2017.

CRA staff are actively engaged in the development and implementation of a strategic and comprehensive work program. **From 2016 to present, the CRA has developed or made great strides in establishing approximately 12 (twelve) projects and programs.** These projects and programs include:

CRA Urban Design Standards Overlay

An award of contract was issued to DPZ CODESIGN for the development, adoption and codification of CRA Urban Design Standards Overlay for each of the Community Redevelopment Areas under Request for Qualifications (RFQ) No. 17-043. CRA staff applied for and was awarded a DEO Community Planning Technical Assistance Grant in the amount of \$40,000 to support the development of the Overlay. Implementation of this project begin in January 2018 and will continue well into the 2018 fiscal year. A four-day charrette was held February 12-15, 2018. Public workshops for feedback on the draft overlay was held March 19, 2018. Additional public input sessions have been scheduled for April with public hearings to follow.

Chappie James Memorial Home Site – Museum and Flight Academy

The CRA initiated construction of the Chappie James Memorial Home Site Facilities to support the operation of a youth flight academy and commemorative museum. Construction was completed in 2018.

Chappie James Memorial Home Site – Overflow Parking

The CRA acquired the former Walker Gas Station site located at 1700 Dr. MLK Jr. Drive to provide for overflow parking for the Chappie James Museum and Flight Academy. Design of the parking improvements is currently underway, and construction is slated to begin during mid- fiscal year 2018.

Commercial Façade Improvement Program

All program guidelines and documents have been completed and the program was approved by the CRA at its December 2017 meeting. The Commercial Façade Improvement Program will support improvements to commercial, historic and/or culturally significant properties by funding up to \$20,000 for eligible projects with a 50% match. The program is slated for implementation during the 2018 fiscal year.

Affordable Housing Infill Program

The Affordable Housing Infill Program has been established and implementation is underway. The program will fund property acquisition, clearance and preparation for residential infill development within targeted districts of the Community Redevelopment Areas. The program will be targeted to homebuyers within 120% Area Median Income (AMI) and offered with available down payment and closing cost assistance programs.

Commercial Infill Program

The Commercial Infill Program has been established and implementation is underway. The program will fund targeted property acquisition, clearance and preparation for commercial infill development.

Residential Property Improvement Program

Program guidelines and documents have been completed and the program was approved by the CRA at its January 2018 meeting. The Residential Property Improvement Program will support eligible improvements and repairs to residential properties within targeted districts of the Community Redevelopment Areas. Funding up to \$35,000 will be provided to eligible households within 120% AMI. Households exceeding 120% AMI will be eligible to receive \$17,500. Implementation is slated for fiscal year 2018.

Residential Improvement Strategy

Field surveys of existing conditions, and analyses of available programs, and potential partners have been completed and a preliminary plan of action has been identified. The Residential Improvement Strategy will layer available housing and financial programs and resources to support affordable housing within targeted districts of the Community Redevelopment Areas. The strategy is slated to be presented for approval during the 2018 fiscal year.

West Cervantes Street Corridor Improvements

The CRA, City of Pensacola, and Escambia County have formed a partnership to initiate the short term improvements identified within the West Cervantes Street Corridor Management Plan and kick start project development. Through the combined support of this partnership, the project was identified as a Florida-Alabama Transportation Planning Organization (FL-AL TPO) project priority list for the 2018-2023 funding cycle. Although funding was not allocated this year, steps were taken to incorporate the project into the FL-AL TPO Long Range Transportation Needs Plan. Public input meetings to support the amendment were held in November 2017, and the amendment was approved at the December 2017 TPO meeting. Additionally, City Council authorized an allocation of \$1.5 million in LOST funds to support the West Cervantes Street Corridor Improvements. The project will be re-submitted for funding through the TPO's prioritization process during fiscal year 2018, and the partnership will continue to seek avenues to implement the plan's short term improvements and propel the project forward.

West Moreno Stormwater Park and Streetscape

Acquisition to support stormwater park development is currently underway. A service authorization to provide cost estimates and design are currently being prepared by Atkins Global through the City's continuing services agreement. Additionally, outside grant opportunities are actively being sought, and applications submitted as they are identified.

"A", Reus and DeVilliers Streetscape

A service authorization to provide cost estimates and design are currently being prepared by Atkins Global through the City's continuing services agreement. Additionally, outside grant opportunities are actively being sought, and applications submitted as they are identified.

Hollice T. Williams Urban Greenway

Funding has been allocated from Escambia County RESTORE Direct Component funds to support design, and permitting. Additionally, outside grant opportunities to support construction are actively being sought, and applications submitted as they are identified.

Property Marketing and Disposition

From 2016 to present, the CRA has marketed, and sold or is in the process of closing on five properties including:

- 16 South Palafox
- 150 South Baylen Street
- 180 West Government Street
- 216 North "A" Street
- Hawkshaw – 9th and Romana

The sale and/or redevelopment of these underutilized sites will place the properties onto the tax roll and into productive use.



Westside Redevelopment Board Special Meeting

Tuesday, March 27, 2018 – 3:30 P.M. Central
 222 W. Main Street, 1st Floor, Pensacola FL 32502
 Vince Whibbs, Sr. Conference Room

DRAFT RECORD OF MINUTES

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
James L. Gulley, Chair	Vacant Position
C. Marcel Davis, Vice Chair	
Jewel Cannada-Wynn	
Anny Shepard	
Doug Baldwin, Sr.	
Dianne Robinson	

STAFF PRESENT

Helen Gibson CRA Administrator
 Victoria D'Angelo Asst. CRA Administrator
 Dick Barker City Chief Financial Officer

1. Call to Order/Quorum

Meeting was called to order at 3:30 p.m. by Chairman, James Gulley.

2. Determination of Quorum

A quorum was present.

3. Financial Report Presentation

Dick Barker, Chief Financial Officer for the City of Pensacola presented the Westside Financial Report. The report included an overview of the Westside Tax Incremental Financing (TIF), and Revenue Bond financials, as well as, City of Pensacola funded and unfunded projects within the Westside Redevelopment Area. Mr. Barker responded accordingly to questions of the Westside Redevelopment Board (WRB) members.

Board Member, Doug Baldwin, Sr. made a motion to accept the Westside Financial Report, as presented. Motion was seconded by Board Member, Dianne Robinson and carried unanimously.

4. FY 2018-2019 Westside CRA Work Plan Recommendation

Helen Gibson, CRA Administrator presented the proposed FY 2018-2019 Westside CRA Work Plan. Throughout the presentation, Ms. Gibson responded accordingly to questions.

During the presentation, Ms. Gibson explained that additional staff support was needed to expedite the implementation of approved and proposed projects and programs. She informed the WRB members that an item to hire a part-time administrative account clerk would be presented to the Community Redevelopment Agency (CRA) at its April meeting for inclusion in the CRA budget.

Board Member Baldwin made a motion to support the inclusion of cost associated with hiring a part-time administrative account clerk in the CRA budget. Motion was seconded by Board Member Robinson and carried unanimously.

Chairman Gulley made a motion to recommend that the CRA adopt the FY 2018-2019 CRA Work Plan for the Westside Redevelopment Area, as presented. Motion was seconded by Board Member Baldwin and carried unanimously.

5. FY 2019 Westside CRA Budget Recommendation

Helen Gibson, CRA Administrator presented the proposed FY 2019 Westside CRA Budget.

Board Member Baldwin made a motion to recommend that the Community Redevelopment Agency adopt the proposed FY 2019 Westside CRA budget, as presented. Motion was seconded by Board Member Robinson and carried unanimously.

Ms. Gibson noted that an additional item for full-time CRA staff salary increases would be presented to the CRA at its April meeting for inclusion in the proposed budget. She further explained that these costs would be shared with the Urban Core and Westside Redevelopment Areas.

Board Member Jewel Cannada-Wynn made a motion to support the inclusion of salary increases for full-time CRA staff within the CRA budget. Motion was seconded by Board Member Anny Shepard and carried unanimously.

6. Adjournment

With no further discussion, the meeting adjourned at 4:43 p.m.



Eastside Redevelopment Board Special Meeting

Wednesday, March 28, 2018 – 4:00 P.M. Central
222 W. Main Street, 1st Floor, Pensacola FL 32502
Vince Whibbs, Sr. Conference Room

DRAFT RECORD OF MINUTES

BOARD MEMBERS PRESENT

Gerald Wingate	Council Member Representative
Jeannie Rhoden	Homeowner Representative
Aretta Anderson	Neighborhood Association

BOARD MEMBERS ABSENT

William Brown	Homeowner Representative
Vacant Position.....	Business Owner

STAFF PRESENT

Helen Gibson	CRA Administrator
Victoria D'Angelo	Asst. CRA Administrator
Dick Barker.....	City Chief Financial Officer

1. Call to Order

The meeting was called to order at 4:00 p.m. by Chairwoman, Aretta Anderson.

2. Determination of Quorum

A quorum was present.

3. Financial Report Presentation

Dick Barker, Chief Financial Officer for the City of Pensacola presented the Eastside Financial Report. The report included an overview of the Eastside Tax Incremental Financing (TIF), Revenue Bond, and Redevelopment Loan financials, as well as, City of Pensacola funded and unfunded projects within the Eastside Redevelopment Area. Mr. Barker responded accordingly to questions of the Eastside Redevelopment Board (ERB) members.

4. FY 2018-2019 Eastside CRA Work Plan Recommendation

Victoria D'Angelo, Assistant CRA Administrator presented the proposed FY 2018-2019 Eastside CRA Work Plan. Throughout the presentation, Ms. D'Angelo responded accordingly to questions.

Councilman Gerald Wingate made a motion to recommend that the Community Redevelopment Agency (CRA) adopt the FY 2018-2019 CRA Work Plan for the Eastside Redevelopment Area, as presented. Motion was seconded by Vice-Chairwoman Rhoden, and carried unanimously.

5. FY 2019 Eastside CRA Budget Recommendation

Helen Gibson, CRA Administrator presented the proposed FY 2019 Eastside CRA Budget. Ms. Gibson noted that provisions for hiring of a part-time administrative account clerk and salary increases for full-time CRA staff were included within the proposed budget. She further explained that these costs would be shared with the Urban Core and Westside Redevelopment Areas.

Councilman Gerald Wingate made a motion to recommend that the CRA adopt the proposed FY 2019 Budget for the Eastside Redevelopment Area, as presented, including costs associated with hiring a part-

time administrative account clerk and salary increases for full-time CRA staff. Motion was seconded by Vice-Chairwoman Rhoden, and carried unanimously.

6. Adjournment

With no further business, the meeting adjourned at 5:08 p.m.

DRAFT



Memorandum

File #: 18-00180

Community Redevelopment Agency

5/7/2018

ACTION ITEM

SPONSOR: P.C. Wu, Chairperson

SUBJECT:

SUPPORT FOR JOINT FUNDING OF SHORT TERM SAFETY IMPROVEMENTS AND FEASIBILITY STUDY FOR LONG TERM IMPROVEMENTS TO THE WEST CERVANTES CORRIDOR

RECOMMENDATION:

That the Community Redevelopment Agency (CRA) recommend that City Council approve the joint funding of short-term safety improvements and a feasibility study for long-term improvements identified in the West Cervantes Street Corridor Management Plan.

SUMMARY:

In 2016, the Florida Department of Transportation (FDOT) prepared a Corridor Management Plan (CMP) for State Road 10A (US 90/West Cervantes St), from North A Street to Dominguez Street which included analysis of existing and future safety and travel capacity needs, local stakeholder review and recommendations, and identified options for short-term and long-term strategies and projects to improve safety and traffic flow for all modes of travel along the corridor (Complete Streets), including a road rebalancing/road diet option.

The West Cervantes Street CMP documented that more than 457 accidents occurred along the corridor between 2010 and 2015, including 147, which resulted in injury, 306 which resulted in property damage and 4 which resulted in pedestrian fatalities. Since the CMP data collection period, numerous other crashes have occurred, including a pedestrian fatality as recently as January 5, 2018. The short-term and long-term strategies and projects identified in the West Cervantes Street CMP are vital to the safety of community residents and to the regeneration of the Westside Community Redevelopment Area in accordance with the City of Pensacola's (City) adopted Westside Community Redevelopment Area Plan.

On October 7, 2017, the CRA adopted Resolution No. 2017-4 CRA supporting the short-term and long-term recommendations of the West Cervantes Street CMP, including Complete Streets, and the progression of the project through all phases by FDOT for roadway design improvements to enhance the community with an attractive streetscape, multi-modal transportation and safe pedestrian access. City Council has appropriated \$1.5 million of Local Option Sales Tax Series IV funding in Fiscal Year 2018 to support the design and construction West Cervantes Street Corridor improvements.

The urgency of the documented safety concerns along the corridor, as well as anticipated redevelopment, make the West Cervantes Street safety improvements a high priority for the local community. FDOT has identified

the West Cervantes Street corridor for prioritization for funding certain of the safety improvements recommended in the CMP in the coming fiscal year.

City participation with FDOT through a Locally Funded Agreement (LFA) will accelerate and expand the scope of immediate safety improvements facilitating their construction to the fullest extent and as quickly as possible. These may include roadway and pedestrian level street lighting, mid-block crossings with safe haven refuges, upgraded traffic signalization, crosswalk enhancements, new pavement markings, new/additional traffic controls, ADA upgrades, etc. enhancements that will not require removal to construct the long-term improvements. City participation in funding the Traffic Feasibility Study (TFS) required for evaluation of the long-term roadway design improvements including Complete Streets improvements. It is proposed that the City of Pensacola enter into an Interlocal Agreement (ILA) with Escambia County to split the cost of funding the TFS in proportion to the length of the corridor that falls within each jurisdiction (36% or County/64% City).

PRIOR ACTION:

September 20, 2017 - City Council appropriated \$1.5 million of Local Option Sales Tax Series IV funding in Fiscal Year 2018 for West Cervantes Street Corridor Improvements.

October 7, 2017 - The CRA adopted Resolution No. 2017-4 CRA supporting the short-term and long-term recommendations of the West Cervantes Street CMP, including Complete Streets, and the progression of the project through all phases by FDOT for roadway design improvements to enhance the community with an attractive streetscape, multi-modal transportation and safe pedestrian access.

FUNDING:

Budget: \$ 1,500,000
Actual: \$ 1,500,000

FINANCIAL IMPACT:

City Council appropriated \$1,500,000 in FY 2018 Local Option Sales Tax Series IV funding for West Cervantes Street Corridor Improvements

CITY ATTORNEY REVIEW: Yes

4/24/2018

STAFF CONTACT:

M. Helen Gibson, AICP, CRA Administrator
Victoria D'Angelo, Assistant CRA Administrator

ATTACHMENTS:

None

PRESENTATION: No



Memorandum

File #: 18-00162

Community Redevelopment Agency

5/7/2018

INFORMATION ITEM

FROM: P.C. Wu, Chairperson

SUBJECT:

COMMUNITY REDEVELOPMENT AGENCY ANNUAL TAX INCREMENT FINANCING (TIF)
PAYMENTS

SUMMARY:

The attached information regarding Community Redevelopment Agency (CRA) annual Tax Increment Financing (TIF) revenue was requested at the March 5, 2018 meeting of the CRA. Annual TIF revenue generated within each TIF district is attached.

PRIOR ACTION:

None

STAFF CONTACT:

M. Helen Gibson, AICP, CRA Administrator
Victoria D'Angelo, Assistant CRA Administrator

ATTACHMENTS:

1) CRA Annual TIF Payments

PRESENTATION: No

COMMUNITY REDEVELOPMENT AGENCY
ANNUAL TIF PAYMENTS

CALENDAR YEAR	FISCAL YEAR	URBAN CORE	EASTSIDE	WESTSIDE
1984	1985	\$ 60,410.80	\$ -	\$ -
1985	1986	329,604.82	-	-
1986	1987	454,180.06	-	-
1987	1988	576,743.93	-	-
1988	1989	917,997.19	-	-
1989	1990	873,316.70	-	-
1990	1991	1,040,731.60	-	-
1991	1992	1,043,199.69	-	-
1992	1993	988,416.21	-	-
1993	1994	1,113,975.04	-	-
1994	1995	1,156,665.42	-	-
1995	1996	1,157,268.75	-	-
1996	1997	1,060,598.74	-	-
1997	1998	1,213,626.21	-	-
1998	1999	1,323,471.07	-	-
1999	2000	1,350,755.22	-	-
2000	2001	1,967,249.56	-	-
2001	2002	2,410,608.43	-	-
2002	2003	2,417,071.56	-	-
2003	2004	2,824,635.81	-	-
2004	2005	3,387,391.85	-	-
2005	2006	3,442,877.46	-	-
2006	2007	5,399,420.58	109,845.71	-
2007	2008	5,125,579.04	134,096.05	-
2008	2009	4,653,020.31	115,154.66	-
2009	2010	4,322,802.77	107,209.78	-
2010	2011	4,063,002.63	102,367.12	-
2011	2012	3,953,996.64	92,913.59	-
2012	2013	3,788,221.33	67,945.72	-
2013	2014	3,787,966.47	67,008.83	-
2014	2015	4,075,806.24	79,721.27	67,468.84
2015	2016	4,427,770.79	90,192.02	92,274.47
2016	2017	4,794,186.67	104,409.72	194,901.85
2017	2018	5,260,081.18	120,496.38	307,042.12
		\$ 84,762,650.76	\$ 1,191,360.85	\$ 661,687.28