



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, September 10, 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. [18-00350](#) MINUTES OF CRA MEETING- 08/06/18

Sponsors: P.C. Wu

Attachments: [080618CRAmin](#)

PRESENTATIONS

ACTION ITEMS

2. [2018 -02
CRA](#) SUPPLEMENTAL BUDGET RESOLUTION NO. 2018-02 CRA -
AMENDING THE FISCAL YEAR 2018 BUDGET

Recommendation: That the Community Redevelopment Agency adopt Supplemental Budget Resolution No. 2018-02 CRA.

A RESOLUTION AUTHORIZING AND MAKING REVISIONS AND APPROPRIATIONS FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2018; PROVIDING FOR AN EFFECTIVE DATE.

Sponsors: Ashton J. Hayward, III

Attachments: [Supplemental Budget Resolution No. 2018-02 CRA](#)
 [Supplemental Budget Explanation No. 2018-02 CRA](#)

3. [18-00324](#) UTILIZATION OF FUNDS FROM THE SALE OF SURPLUS CRA
PROPERTIES AT 120 W. GOVERNMENT ST., 9TH AVE AND ROMANA
ST (HAWKSHAW) AND 216 N. "A" ST.

Recommendation: That the Community Redevelopment Agency (CRA) approve the utilization of funds from the sale of surplus CRA properties at 120 West Government Street, North 9th Avenue and Romana Street (Hawkshaw) and 216 North "A" Street.

Sponsors: P.C. Wu

Attachments: [Photos of Aging Improvements](#)

4. [18-00325](#) APPROVAL OF REVISIONS TO RESIDENTIAL PROPERTY
IMPROVEMENT PROGRAM GUIDELINES AND PRIORITIZATION
CRITERIA

Recommendation: That the Community Redevelopment Agency (CRA) approve guideline revisions and criteria for prioritization of properties to be funded under the approved CRA Residential Property Improvement Program.

Attachments: [Revised Residential Property Improvement Program Guidelines](#)
 [Belmont Devilliers Map](#)
 [Eastside Map](#)
 [Tanyard Map](#)

5. [2018 -03
CRA](#) RESOLUTION NO. 2018-03 CRA - AUTHORIZING THE CRA TO APPLY
FOR AND ACCEPT A FDOT BEAUTIFICATION GRANT FOR GARDEN
STREET LANDSCAPE IMPROVEMENTS

Recommendation: That the Community Redevelopment Agency (CRA) adopt Resolution No. 2018-03
CRA.

A RESOLUTION OF THE CITY OF PENSACOLA COMMUNITY
REDEVELOPMENT AGENCY AUTHORIZING THE COMMUNITY
REDEVELOPMENT AGENCY TO APPLY FOR AND ACCEPT A FDOT
BEAUTIFICATION GRANT AND ENTER INTO A BEAUTIFICATION
GRANT AGREEMENT AND A LANDSCAPE CONSTRUCTION AND
MAINTENANCE MEMORANDUM OF AGREEMENT WITH THE FLORIDA
DEPARTMENT OF TRANSPORTATION

Sponsors: P.C. Wu

Attachments: [Resolution No. 2018-03 CRA](#)

DISCUSSION ITEMS

INFORMATION ITEMS

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 #: 18-00350

Community Redevelopment Agency

9/10/2018

SUBJECT:

MINUTES OF CRA MEETING- 08/06/18

Approval of CRA meeting for August 6, 2018.



City of Pensacola

COMMUNITY REDEVELOPMENT AGENCY

Meeting Minutes

August 6, 2018

4:40 P.M.

Hagler-Mason Conference Room

Chairperson Wu called the meeting to order at 4:37 P.M.

CALL MEETING TO ORDER

CRA Members Present: P.C. Wu, Jewel Cannada-Wynn, Sherri Myers, Brian Spencer, Andy Terhaar, Gerald Wingate

CRA Members Absent: Larry Johnson

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. [18-00315 MINUTES OF CRA MEETINGS - 07/16/18](#)

A motion to approve was made by CRA Member Terhaar and seconded by CRA Member Cannada-Wynn.

The motion carried by the following vote:

Yes: 6	Andy Terhaar, Brian Spencer, Gerald Wingate, Jewel Cannada-Wynn, P.C. Wu, Sherri Myers
No: 0	None

PRESENTATIONS

None.

ACTION ITEMS

*****THE FOLLOWING ITEM WAS WITHDRAWN BY THE SPONSOR*****

2. 18-00289 PROPOSED CRA URBAN DESIGN OVERLAY DISTRICT

***Recommendation:** That the Community Redevelopment Agency (CRA) recommend that City Council adopt the proposed Land Development Code (LDC) amendment creating the CRA Urban Design Standards Overlay District.*

Withdrawn.

3. 2018 -01 CRA BUDGET RESOLUTION NO. 2018-01 CRA - ADOPTING A BUDGET FOR THE TAX INCREMENT FINANCING DISTRICTS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2018

Recommendation: That the Community Redevelopment Agency adopt Budget Resolution No. 2018-01 CRA adopting a budget for Fiscal Year 2019 for the Urban Core Tax Increment Financing District, the Eastside Tax Increment Financing District and the Westside Tax Increment Financing District. Further, that the Community Redevelopment Agency formally recommend to City Council to take action to approve the budgets for the tax increment financing districts.

A RESOLUTION OF THE PENSACOLA COMMUNITY REDEVELOPMENT AGENCY ADOPTING A BUDGET FOR THE URBAN CORE TAX INCREMENT FINANCING DISTRICT, THE EASTSIDE TAX INCREMENT FINANCING DISTRICT AND THE WESTSIDE TAX INCREMENT FINANCING DISTRICT FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2018; PROVIDING AN EFFECTIVE DATE.

A motion to approve was made by CRA Member Cannada-Wynn and seconded by CRA Member Terhaar.

Chief Financial Officer Barker briefly addressed the CRA Board regarding the proposed budget and referred to the presentation provided at the last meeting (on 7/16/18). He responded accordingly to questions.

The motion carried by the following vote:

Yes: 6	Andy Terhaar, Brian Spencer, Gerald Wingate, Jewel Cannada-Wynn, P.C. Wu, Sherri Myers
No: 0	None

DISCUSSION ITEMS

None.

INFORMATION ITEMS

None.

OPEN FORUM

Dorothy Dubuisson: Encouraged each board member to pay attention to all committees of the City as they may relate to impacts within the CRA.

ADJOURNMENT

4:46 P.M.

Approved:_____

Prepared by City Clerk Staff/rmt



Memorandum

File #: 2018 -02 CRA

Community Redevelopment Agency

9/10/2018

ACTION ITEM

SPONSOR: P.C. Wu, Chairperson

SUBJECT:

SUPPLEMENTAL BUDGET RESOLUTION NO. 2018-02 CRA - AMENDING THE FISCAL YEAR 2018 BUDGET

RECOMMENDATION:

That the Community Redevelopment Agency adopt Supplemental Budget Resolution No. 2018-02 CRA.

A RESOLUTION AUTHORIZING AND MAKING REVISIONS AND APPROPRIATIONS FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2018; PROVIDING FOR AN EFFECTIVE DATE.

SUMMARY:

There are three Tax Increment Financing (TIF) Districts contained within the City of Pensacola's Fiscal Year 2018 Annual Budget; the Urban Core TIF, the Eastside TIF and the Westside TIF. The Community Redevelopment Agency (CRA) is responsible for using the Tax Increment Financing (TIF) funds to promote growth, redevelopment and subsequent property value increases in the Redevelopment Area. TIF funds can only be used to undertake planning and construction of improvements and/or specific projects within the Redevelopment Area or neighborhood included within the respective plans.

In order to be compliant with Florida Statutes, the CRA is required to approve all budget resolutions involving any TIF District.

The attached supplemental budget resolution adjusts the Allocated Overhead/(Cost Recovery) based on the most recent Full Cost Allocation Study.

Within the Community Redevelopment Agency Fund adjustments include increases or decreases in estimated revenues from various sources which results in a net increase in estimated revenues. Included in the adjustments are the proceeds from the sale of CRA owned property (215 N. "A" Street, Hawkshaw Land and 120 Government Street).

Within the Eastside Tax Increment Financing District Fund the \$90,000 appropriation for the transfer to the CRA Debt Service Fund has been reduced as there were sufficient funds within the CRA Debt Service Fund to

pay the debt for FY 2018.

PRIOR ACTION:

August 7, 2017 - Approval of the Fiscal Year 2018 Budget

November 6, 2017 - Approval of an Encumbrance Carryover Budget Resolution

November 6, 2017 - Approval of a Non-Encumbered Carryover Budget Resolution

December 11, 2017 - Approval of a Non-Encumbered Carryover Budget Resolution

FUNDING:

N/A

FINANCIAL IMPACT:

Adoption of the budget resolution maintains compliance as required by Florida Statutes pertaining to tax increment financing districts.

CITY ATTORNEY REVIEW: Yes

8/17/2018

STAFF CONTACT:

M. Helen Gibson, AICP, CRA Administrator

Richard Barker, Jr., Chief Financial officer

ATTACHMENTS:

- 1) Supplemental Budget Resolution No. 2018-02 CRA
- 2) Supplemental Budget Explanation No. 2018-02 CRA

PRESENTATION: No

CRA RESOLUTION NO. 2018-02 CRA

A RESOLUTION OF THE PENSACOLA COMMUNITY REDEVELOPMENT AGENCY
APPROVING AND CONFIRMING REVISIONS AND APPROPRIATIONS FOR THE FISCAL YEAR
ENDING SEPTEMBER 30, 2018; PROVIDING FOR AN EFFECTIVE DATE.

BE IT RESOLVED BY THE GOVERNING BOARD OF THE COMMUNITY REDEVELOPMENT
AGENCY AS FOLLOWS:

SECTION 1. The following appropriations from funds on hand in the fund accounts stated below, not heretofore appropriated, and transfer from funds on hand in the various accounts and funds stated below, heretofore appropriated, be, and the same are hereby made, directed and approved to-wit:

A. COMMUNITY REDEVELOPMENT AGENCY FUND

To:	Sale of Assets	2,222,897
As Reads:	Interest Income	5,000
Amended		
To Read	Interest Income	8,500
As Reads:	Miscellaneous Revenue	5,100
Amended		
To Read	Miscellaneous Revenue	0
As Reads:	Plaza DeLuna Concession	4,000
Amended		
To Read	Plaza DeLuna Concession	6,200
As Reads:	Operating Expense	3,318,395
Amended		
To Read	Operating Expense	3,295,495
As Reads:	Allocated Overhead/(Cost Recovery)	168,500
Amended		
To Read	Allocated Overhead/(Cost Recovery)	191,400

B. EASTSIDE TIF FUND

To:	Interest Income	937
As Reads:	Operating Expenses	256,163
Amended		
To Read	Operating Expenses	241,000
As Reads:	Transfer to CRA Debt Service Fund	90,000
Amended		
To Read	Transfer to CRA Debt Service Fund	0
As Reads:	Allocated Overhead/(Cost Recovery)	900
Amended		
To Read	Allocated Overhead/(Cost Recovery)	17,000

C. WESTSIDE TIF FUND

To:	Interest Income	289
As Reads:	Operating Expenses	66,292
Amended		
To Read	Operating Expenses	58,681
As Reads:	Allocated Overhead/(Cost Recovery)	700
Amended		
To Read	Allocated Overhead/(Cost Recovery)	8,600

D. CRA DEBT SERVICE FUND

	Fund Balance	82,584
To:	Interest Income	4,508
As Reads:	Federal Direct Payment Subsidy	909,300
Amended		
To Read	Federal Direct Payment Subsidy	912,208
As Reads:	Transfer In From Eastside TIF Fund	90,000
Amended		
To Read	Transfer In From Eastside TIF Fund	0

SECTION 2. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 3. This resolution shall become effective immediately upon adoption.

Adopted: _____

Approved: _____
Chairman, CRA

Attest:

City Clerk

**THE CITY OF PENSACOLA
COMMUNITY REDEVELOPMENT AGENCY
SEPTEMBER 2018 SUPPLEMENTAL BUDGET RESOLUTION NO. 2018-02 CRA**

FUND	AMOUNT	DESCRIPTION
A. COMMUNITY REDEVELOPMENT AGENCY FUND		
Estimated Revenues:		
Interest Income	3,500	Increase estimated revenue from Interest Income
Miscellaneous Revenue	(5,100)	Decrease estimated revenue from Miscellaneous Revenues
Plaza DeLuna Concession	2,200	Increase estimated revenue from Plaza DeLuna Concession
Sale of Assets	2,916	Appropriate estimated revenue from Sale of Assets - 216 N. A Street
Sale of Assets	1,535,981	Appropriate estimated revenue from Sale of Assets - Hawkshaw Land Sale
Sale of Assets	684,000	Appropriate estimated revenue from Sale of Assets - 120 Government Street
Total Estimated Revenues	2,223,497	
Fund Balance	(2,223,497)	Decrease appropriated Fund Balance
Total Estimated Revenues and Fund Balance	0	
Appropriations:		
Operating Expenses	(22,900)	Decrease appropriation for Operating Expenses
Allocated Overhead/(Cost Recovery)	22,900	Adjust appropriation for Allocated Overhead/(Cost Recovery)
Total Appropriations	0	
B. EASTSIDE TIF FUND		
Estimated Revenues		
Interest Income	937	Appropriate estimated revenue from Interest Income
Total Estimated Revenues	937	
Fund Balance	(90,000)	Decrease appropriated Fund Balance.
Total Estimated Revenues and Fund Balance	(89,063)	
Appropriations		
Operating Expenses	(15,163)	Decrease appropriation for Operating Expenses
Transfer To CRA Debt Service Fund	(90,000)	Decrease appropriation for Transfer to CRA Debt Service Fund
Allocated Overhead/(Cost Recovery)	16,100	Adjust appropriation for Allocated Overhead/(Cost Recovery)
Total Appropriations	(89,063)	
C. WESTSIDE TIF FUND		
Estimated Revenues		
Interest Income	289	Appropriate estimated revenue from Interest Income
Total Estimated Revenues	289	
Appropriations		
Operating Expenses	(7,611)	Decrease appropriation for Operating Expenses
Allocated Overhead/(Cost Recovery)	7,900	Adjust appropriation for Allocated Overhead/(Cost Recovery)
Total Appropriations	289	
D. CRA DEBT SERVICE FUND		
Estimated Revenues		
Federal Direct Payment Subsidy	2,908	Increase estimated revenue from Federal Direct Payment Subsidy
Interest Income	4,508	Appropriate estimated revenue from Interest Income
Transfer in from Eastside TIF Fund	(90,000)	Decrease estimated revenue from Transfer In From Eastside TIF Fund
Total Estimated Revenues	(82,584)	
Fund Balance	82,584	Increase appropriated Fund Balance.

THE CITY OF PENSACOLA
COMMUNITY REDEVELOPMENT AGENCY
SEPTEMBER 2018 SUPPLEMENTAL BUDGET RESOLUTION NO. 2018-02 CRA

FUND	AMOUNT	DESCRIPTION
Total Estimated Revenues and Fund Balance	0	



City of Pensacola

222 West Main Street
Pensacola, FL 32502

Memorandum

File #: 18-00324

Community Redevelopment Agency

9/10/2018

ACTION ITEM

SPONSOR: P.C. Wu, Chairperson

SUBJECT:

UTILIZATION OF FUNDS FROM THE SALE OF SURPLUS CRA PROPERTIES AT 120 W. GOVERNMENT ST., 9TH AVE AND ROMANA ST (HAWKSHAW) AND 216 N. "A" ST.

RECOMMENDATION:

That the Community Redevelopment Agency (CRA) approve the utilization of funds from the sale of surplus CRA properties at 120 West Government Street, North 9th Avenue and Romana Street (Hawkshaw) and 216 North "A" Street.

SUMMARY:

During Fiscal Year 2018, the Community Redevelopment Agency (CRA) closed on three (3) surplus properties - 120 West Government Street, the Hawkshaw property located at North 9th Avenue and Romana Street, and 216 North "A" Street. The proceeds from the sale of the subject properties has been received and is recommended for allocation to capital improvements, maintenance and affordable housing within the Urban Core community redevelopment as follows:

Capital Improvements/Maintenance Items

	Allocation	Description
Palafox Place Improvements	\$200,000	Paver Repairs
MLK Plaza Improvements	100,000	Paver Repairs, General Maintenance
Baylen Promenade	100,000	Promenade Repairs
Seville Square Improvements	100,000	Landscaping, General Maintenance
Alcaniz/Romana Improvements	50,000	Paver Repairs, Bench Maintenance
Spring Street Improvements	50,000	Landscaping
Coyle Parking Lot	50,000	Resurfacing/General Maintenance
Sub-Total	\$650,000	

Additionally, it is recommended that \$300,000 from the subject property sale proceeds be utilized for the construction of a proposed multi-purpose skate park and amphitheater, to be located within the southernmost segment of the Hollice T. Williams Park. This enhancement is anticipated to support economic vibrancy in the

Urban Core and Eastside Community Redevelopment Areas.

It is further recommended that the remaining balance of proceeds be used for affordable housing projects within the Urban Core.

All projects have been reviewed for consistency with and are contained in the Urban Core Community Redevelopment Plan (2010). Approved funding allocations will be included for appropriation in the Fiscal Year 2018 Carryforward which will be brought forward in November.

PRIOR ACTION:

August 7, 2017 - The Community Redevelopment Agency adopted Resolution No. 2017-8 CRA adopting a budget for the fiscal year beginning October 1, 2017.

September 11, 2017 - The CRA approved the sale of 120 West Government Street, and recommended approval to City Council.

September 14, 2017 - City Council approved the sale of 120 West Government Street.

September 20, 2017 - City Council adopted Resolution No. 17-63 adopting a final budget for the fiscal year beginning October 1, 2017.

November 6, 2017 - The CRA approved the sale of the Hawkshaw property, and recommended approval to City Council.

November 9, 2017 - City Council approved the sale of the Hawkshaw property.

December 11, 2017 - The CRA approved the sale of 216 N "A" Street, and recommended approval to City Council.

January 11, 2018 - City Council approved the sale of 216 N "A" Street.

August 6, 2018 - The Community Redevelopment Agency adopted Resolution No. 2018-01 CRA adopting a budget for the fiscal year beginning October 1, 2018.

FUNDING:

Budget:	\$ 684,000	Sale Proceeds from 120 W. Government St.
	1,535,981	Sale Proceeds from Hawkshaw property (9 th Ave/Romana)
	2,916	Sale Proceeds from 216 N. "A" St.
	<u>\$ 2,222,897</u>	

Actual:	\$ 650,000	Capital Improvements/Maintenance Items
	300,000	Proposed Skate Park at Hollice T. Williams Park
	1,272,897	Affordable Housing
	<u>\$ 2,222,897</u>	

FINANCIAL IMPACT:

Approval will authorize the utilization of funds necessary for unfunded capital improvements and maintenance, the proposed skate park at Hollice T. Williams Park and affordable housing. Approved funding allocations will be included for appropriation within the Unencumbered Carryover Resolution.

CITY ATTORNEY REVIEW: Yes

8/24/2018

STAFF CONTACT:

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

ATTACHMENTS:

- 1) Photos of Aging Improvements

PRESENTATION: Yes

Fiscal Year 2019 Maintenance Items





Palafox Place

Paver Repairs:

Garden to Romana St





Conditions: Major pavement buckling and lifting along segment length.







MLK Plaza

Paver Repairs &
General Maintenance

Garden to Wright St





Conditions: Paver lifting, trees/landscape in poor condition





Baylen Promenade

Promenade Repairs
At Southern Terminus
of Baylen Street





Conditions: Promenade sinking, corrosion, pavers lifting, landscape in poor condition





Seville Square

Landscaping &
General Maintenance





Conditions: Landscape in poor condition, paver lifting, electrical box repairs, gazebo maintenance needed (power washing/paint)







Alcaniz & Romana

Paver Repairs &
Bench Maintenance





Conditions: Paver lifting, benches require power washing/paint.







Spring Street

Landscaping and
General Maintenance





Conditions: Landscape in poor condition, irrigation lines exposed, power washing needed.





Coyle St. Parking Lot

Parking Lot
Resurfacing and
Landscape
Improvements

Belmont DeVilliers
Commercial Core





Conditions: Aging pavement (approx. 20 years), landscape in poor condition.





Memorandum

File #: 18-00325

Community Redevelopment Agency

9/10/2018

ACTION ITEM

SPONSOR: P.C. Wu, Chairperson

SUBJECT:

APPROVAL OF REVISIONS TO RESIDENTIAL PROPERTY IMPROVEMENT PROGRAM GUIDELINES AND PRIORITIZATION CRITERIA

RECOMMENDATION:

That the Community Redevelopment Agency (CRA) approve guideline revisions and criteria for prioritization of properties to be funded under the approved CRA Residential Property Improvement Program.

SUMMARY:

On January 8, 2018, the Community Redevelopment Agency (CRA) approved the CRA Residential Property Improvement Program to be administered within targeted districts of the designated redevelopment areas. Implementation of residential property improvement programs have been identified as a key redevelopment strategy within each of the City of Pensacola's adopted community redevelopment plans. Principle program goals include blight removal and resident retention through preservation of existing affordable housing stock.

The CRA further approved an agreement with the West Florida Regional Planning Council (WFRPC) for administration of the property improvement program. Since approval, CRA staff has been working closely with the WFRPC to establish procedures for program implementation.

Boots-on-the-ground assessments of property conditions within the Eastside, Tanyard, and Belmont DeVilliers target areas were performed. Through the assessments, large numbers of properties were identified as having some visible level of deterioration. It is estimated that available program funds will reach approximately half of the identified target area residential properties.

To maximize the opportunity for transformative impact and visible blight reduction, and to leverage the program's resources to the greatest extent, staff recommends that the CRA approve the revision of the program guidelines, in substantially the form attached, to allow prioritization of properties for program funding, on a case by case basis, based on the property's physical conditions requiring rehabilitation and its geographic location within the designated targeted districts of the community redevelopment areas. Additionally, staff requests the CRA approve the following criteria for prioritization: key eyesores, properties located near other neighborhood reinvestment sites, and properties located in proximity to other properties funded under this program.

Priority properties may include both single and multi-family dwellings which are deteriorating and in need of exterior and other improvements, but are not so severely deteriorated as to require action beyond the program's scope as determined by the WFRPC program inspector's evaluation. These units may either be owner-occupied or rental properties.

The actual number of properties addressed will be subject to owner willingness to participate and property conditions. As additional funds become available, additional properties can be identified for the program.

PRIOR ACTION:

April 10, 2017 - The CRA approved the FY17/18 CRA Work Plan which included development of a residential rehabilitation program.

January 8, 2018 - The CRA approved the Residential Property Improvement Program Guidelines and the Agreement with WFRPC for program administration.

May 7, 2018 - The CRA approved the FY18/19 CRA Work Plan which included implementation of the Residential Property Improvement Program.

FUNDING:

NA

FINANCIAL IMPACT:

None

CITY ATTORNEY REVIEW: Yes

8/24/2018

STAFF CONTACT:

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

ATTACHMENTS:

- 1) Revised Residential Property Improvement Program Guidelines
- 2) Belmont DeVilliers Map
- 3) Eastside Map
- 4) Tanyard Map

PRESENTATION: Yes

RESIDENTIAL PROPERTY IMPROVEMENT PROGRAM GUIDELINES

1. **PROGRAM PURPOSE:** The Residential Property Improvement Program (the “Program” or “RPIP”) is designed to support blight removal by encouraging reinvestment in deteriorating housing infrastructure, to revitalize neighborhoods, to preserve affordability for residents and to preserve the tax base within the designated Community Redevelopment Areas of the City of Pensacola by funding the rehabilitation and physical improvement of priority residential properties. The public purposes addressed by the Program are consistent with those authorized by the Community Redevelopment Act Chapter 163 of the Florida Statutes, including the elimination of blight, revitalization of neighborhoods, the elimination or improvement of the shortage of affordable housing for low or moderate income residents and the preservation or enhancement of the tax base.
2. **PROGRAM ADMINISTRATION:** The program is administered on behalf of the City of Pensacola Community Redevelopment Agency (CRA) by the West Florida Regional Planning Council (WFRPC) in accordance with these guidelines.

PROGRAM FUNDING: The funding for priority property improvements and repairs made under this program is provided by CRA Tax Increment Financing (TIF). Funding for this program is limited to the funding approved in the CRA annual budget.

3. **PROJECT FUNDING:** Improvements to priority properties are subject to funding availability and conformance with the terms of these program guidelines. To leverage limited resources, properties will be evaluated on a case by case basis for identification as a priority property for funding under this program. When all available funding has been committed to eligible households, any remaining list of interested homeowners will not be retained. Unserved applicants can reapply to the RPIP when additional funding becomes available.
4. **PROJECT SELECTION CRITERIA:** Priority properties will be funded for repairs or improvements under this program based on the physical condition requiring rehabilitation and the geographic location within targeted districts of the City’s designated community redevelopment areas. Priority consideration will be given to key eyesores, properties located near other neighborhood reinvestment sites and properties located in proximity to other properties funded under this program. Priority properties may include both single and multi-family dwellings which are deteriorating and in need of exterior and other improvements, but are not so severely deteriorated as to require action beyond the program’s scope as determined by the WFRPC program inspector’s evaluation. These units may either be owner-occupied or rental properties.
5. **TYPE OF ASSISTANCE:** The program will provide zero percent (0%) interest, deferred payment loans, secured by a lien, to eligible owners of priority owner-

occupied or rental properties. Liens are for a term of three (3) years for owner-occupied properties and five (5) years for rental properties. Liens are reduced/forgiven on a daily basis over the course of the full indenture period for the ownership type upon compliance with the terms and conditions of all documents related to the program. A violation of the terms of the lien shall be a default, and in that event all unforgiven sums shall be immediately due and payable.

6. FUNDING LIMITS:

Owner Occupants: Eligible owner-occupants of priority properties may be awarded funds up to the following amounts based on their household income:

- a. Owner-occupants whose household income is equal to or less than 120 percent of the Area Median Income (AMI), as defined by the most recent HUD Median Income Limits for Escambia County, Florida, may receive funding up to \$35,000 for eligible improvement costs.
- b. Owner-occupants whose household income exceeds 120% AMI, as defined by the most recent HUD Median Income Limits for Escambia County, Florida, may receive funding up to \$17,500 for eligible improvement costs.

Owners of Rental Property: Owners of priority properties rented (or to be rented within 60 days of project close out) to low and moderate income households, with certified rents not exceeding 30% of monthly income for a household earning 80% of the Area's Median Income (AMI) may be awarded funding, up to \$17,500 for eligible improvement costs.

7. ELIGIBLE APPLICANTS: This program will invite applications from owners of priority properties in the targeted areas who are interested in rehabilitating and making exterior and other physical improvements to their residential properties. Applicants must own the property to be rehabilitated. Types of ownership may include fee simple, and heir or multiple ownership properties (with the notarized written consent of all heirs or owners). Ownership must be verified by official documentation including the following: legal opinion and title letter, copy of property tax bill, or deed. To qualify as an owner-occupied property, applicants must provide proof of homestead exemption or application for homestead exemption.
8. RENTAL PROPERTIES: A certified copy of any existing lease agreement must be submitted by the property owner for occupied rental properties and must be certified to the program annually during the term of the loan. Owners of rental property may neither pass through the cost of the funded improvements to tenants nor displace tenants. Should the property owner increase rent(s) by more than five percent (5%) in a given year, the remaining balance of the loan will become immediately due and payable. Owners of rental properties must execute an assignment of leases, rents and profits agreement with the CRA for the duration of the lien agreement.

9. **EXISTING MORTGAGE:** Applicants must be current on any existing mortgage on the property. A certified letter from the mortgage holder will be requested as documentation. The right is reserved to request additional documentation confirming mortgage status.
10. **TAXES, LIENS AND OTHER CHARGES:** All property tax assessments, levies, license fees, permit fees and other charges levied, assessed, confirmed, or imposed on, or in respect of, or which may be a lien upon the property or upon the rents, issues or income or profits must be paid completely up to date at the time of application. Applicants shall submit evidence of payment as requested.
11. Taxes may be verified by: 1) property tax payment receipt from the City/County, or 2) affidavit certifying payment or mortgage statement from lender saying taxes are completely paid.
12. **PROPERTY INSURANCE:** Program participant must have, maintain and provide proof of homeowner's insurance in accordance with the requirements of the funding agreement. Program participant shall name the CRA as a certificate holder on all required insurance policies and shall renew the required policies on an annual basis until the lien is satisfied or released.
13. **COMPLIANCE WITH CITY REGULATIONS:** Prior to project completion the property must be clear of any care of grounds violations. Compliance with any applicable exterior design guidelines is required.
14. **MARKETING & OUTREACH:** The West Florida Regional Planning Council will lead an outreach campaign, to attract interest in the program from owners of priority properties in the program target areas. WFRPC will develop appropriate marketing materials, contact property owners, and identify a communication strategy to solicit owner participation in the program. When all available funding has been committed to eligible households, any remaining list of interested homeowners will not be retained.

ELIGIBLE REPAIR AND IMPROVEMENTS: Eligible rehabilitation activities include, but are not limited to, the following: Structure cleaning; exterior painting; re-siding or refinishing; Doors (including kick plates, hardware upgrades, and storm doors); Windows; Roofing (including eaves and overhangs); Landscaping and irrigation; Exterior lighting; Fencing; Porch repair/replacement; Drain fields; Eaves and Overhangs; Shutters; Paving areas facing the street (such as driveways); Foundation work. Low maintenance improvement options should be selected. Colors must be selected from an approved palette. Two-color paint projects are encouraged. Design and technical assistance may be provided.

Additional structural and interior repairs and improvements such as HVAC repairs/replacement or plumbing may be approved for eligibility, subject to inspection and fund availability. Permit fees may be included in the total project cost.

15. **FUNDING LIMITATIONS:** The maximum amount available for each home is \$35,000 (for HH Income of 120% AMI or less) or \$17,500 (for HH Income greater than 120% AMI or Rental Properties).
16. **FORM OF ASSISTANCE:** Grantees will receive a Deferred Payment Loan secured by a lien agreement on the property. The loan is forgiven in full at the expiration of the lien period and no payment is required on the loan unless: any or all of the funded improvements are modified, altered, removed, or demolished, the property is sold, transferred, demolished or assigned, converted to 100% non-residential use, directly or indirectly encumbered, pledged, or conveyed, the owner fails to maintain the property, unresolved code violations occur, or rents are increased by more than 5% per year during the lien period.
17. **TERM:** Liens are for a term of three (3) years for owner-occupied properties and five (5) years for rental properties, and are forgiven on a daily basis over the course of the full indenture period for such property type. A violation of the terms of the lien shall be a default, and in that event all unforgiven sums shall be immediately due and payable.
18. **ASSUMABILITY:** In the event of the death of the original grantee or sale of the property prior to the expiration of the date determined in the lien agreement, the amount of the loan or any remaining prorated balance shall be repaid.
19. **HOW TO APPLY:** Interested property owners should contact the West Florida Planning Council for determination of eligibility. An inspection of the property will be scheduled to determine the scope of work needed. Applications will be considered on a first come first served basis.
20. **PROGRAM PROCEDURES**

a) Application

To apply for funding under the Residential Property Improvement Program, prospective applicants shall submit a Program Application and supporting documentation to the office of the West Florida Regional Planning Council (WFRPC). Upon preliminary review, WFRPC staff will provide notice of eligibility determination. Eligible applications will be scheduled for an initial inspection to determine the scope of work needed.

Required Documentation	
Owner-Occupied Properties	Rental Properties
Property Deed, Property Tax Bill or Legal Opinion and Title Letter Establishing Legal Ownership*	Property Deed, Property Tax Bill or Legal Opinion and Title Letter Establishing Legal Ownership*
Copy of Homestead Exemption or Homestead Exemption Application	Lease Agreement (Certified Copy)
Income Verification Documentation (See below)	Income Verification Documentation (See below)
Proof of Paid Taxes: Property Tax Payment Receipt or Affidavit Certifying Payment or Mortgage Statement from Lender saying Taxes are Paid	Proof of Paid Taxes: Property Tax Payment Receipt or Affidavit Certifying Payment or Mortgage Statement from Lender saying Taxes are Paid
Any other documentation as requested.	Any other documentation as requested.

*Properties owned by multiple parties must provide a notarized affidavit from all legal owners consenting to program participation.

Applicant(s) must submit income/employment verification for all household members 18 years or older or signed statement indicating unemployment, and describing source of financial support. All financial and asset income will be verified by a third party within 120 days.

Acceptable forms of documentation include:

Pay stub issued within the past three (3) months containing pay period, and/or pay frequency, and rate of pay and/or;
 Federal Income Tax Return from the previous tax year and/or;
 Social Security Administration Letter/Statement issued within the past twelve (12) months containing current benefit amount and/or;
 SSI Letter/Statement issued within the past twelve (12) months containing current benefit amount and/or;
 Retirement, Pension and/or VA Payment Letter/Statement and/or;
 Proof of all other sources of income including workers compensation, alimony, child support, interests, and/or dividends, overtime, bonuses, etc.

No member, officer or employee of the City of Pensacola, CRA or its designees or agents, no member of the City Council of the City of Pensacola, and no other public official of such locality who exercises any functions or responsibilities with respect to the Program during his tenure or

for one (1) year thereafter shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with this Program.

b) Initial Inspection

A Rehabilitation Inspector will schedule and conduct an initial inspection of the home with the property owner present to develop an initial scope of work and itemized cost-estimate. Design and color selection options for cosmetic project improvements may be recommended for the property owner's selection. If a recommendation is provided, colors must be selected from the recommended palette. Two-color paint projects are encouraged.

The Rehabilitation Inspector will document the inspection with detailed photographs.

A bid proposal form will be attached to the approved work write-up, which constitutes an official bid packet.

c) Funding Approval

Once the required Program Application, supporting documentation, cost estimates, and contractor documentation have been sufficiently submitted, the CRA's Assigned Program Administrator will review the completed application package for funding approval.

Upon approval, the applicant shall provide proof of the required insurance and execute a Program Funding Agreement which establishes the terms, conditions and requirements of program participation, Lien Agreement, and all other applicable contractual forms as may be required.

Following execution of the required documents, WFRPC shall issue a Notice to Proceed.

d) Insurance Requirements

The participant shall be required to keep all buildings and improvements on the property insured against loss or damage by fire or other such risks and matters as defined within the Funding Agreement and shall furnish proof of adequate hazard insurance on the property prior to project commencement.

During the lien period, the participant must have, maintain and provide proof of the required insurance. The participant shall name the CRA as certificate holder on all insurance policies required under the agreement, and shall renew the required policies on an annual basis until the lien is satisfied or released.

Required Documentation
Proof of Insurance (See Funding Agreement for Full Details)
Submit Insurance Renewals to CRA During Lien Period

e) Lien Agreement/Closing

Funding provided by the CRA pursuant to this program shall be secured by a zero interest deferred loan, forgivable over a three (3) or five (5) year period, as determined by applicant income and the property type, and measured from the date of execution of the Lien Agreement.

If at any time during the loan term, the participant fails to comply with the terms of this program then the remaining prorated share of the loan shall become due and payable to the CRA within thirty (30) calendar days.

f) Contractor Selection

Once the bid packet is compiled, bids will be solicited from a list of pre-approved licensed and insured contractors. An award will be made to the lowest, most responsive bidder.

Prior to the deadline for submission of bids, the Rehabilitation Inspector will coordinate a pre-bid meeting and site visit with interested contractor(s) to review initial rehabilitation specifications.

Following a bid-opening, WFRPC shall select the lowest, most responsive bidder and shall provide notification of the selected contractor, along with all bids, proof of licensing or registration and insurance coverage to the CRA's assigned Program Administrator.

A conference including the property owner, the Rehabilitation Inspector, and the selected contractor shall be conducted at the home prior to issuance of a Notice to Proceed and execution of the required Program Funding Agreement. Each party shall receive a copy of the contract and scope of work listing all the repairs or improvements to be done. A walk-around of the home will be conducted to ensure that all parties are in agreement with the repairs and improvements to be done.

All proposed improvements and rehabilitation work must comply with the City zoning and building code regulations and other local and state laws and ordinances. The contractor shall be responsible to obtain all applicable permits. The property owner shall not conduct any work or apply for a permit for any project component. Notice to Proceed shall not be issued and work shall not commence prior to execution of the required Program Funding Agreement and Lien Agreement by the property owner.

21. Project Commencement

The project shall commence upon Notice to Proceed, and full project completion shall be achieved no more than 60 calendar days following such issuance. If the work is delayed at any time while in progress then the deadline may be extended by written authorization for such reasonable time as the WFRPC/CRA may jointly determine. The participant shall notify the WFRPC in writing of such delay within ten (10) calendar days of its occurrence.

22. Inspections

WFRPC will monitor all work in progress.

Change orders submitted by the contractor, shall be approved by WFRPC and executed by the property owner. Change orders shall be limited by the maximum funding amount of \$35,000 (120% AMI/-), or \$17,500 (120% AMI+). Change orders in excess of the allowable funding amounts shall be the responsibility of the property owner.

The contractor may request a draw for 50% of the project cost after 60% of the work has been completed. Disbursement shall be subject to approval by WFRPC.

WFRPC shall conduct a final inspection of all contracted repairs to ensure work was done in accordance with the program terms and applicable rehabilitation standards.

Photographs of the completed project will be taken.

23. Project Completion/Final Payment

After the final inspection is completed and all work is approved by WFRPC and the property owner, has submitted an Owner's Statement of Completion, the Contractor may submit the necessary documentation and request final payment.

Required Documentation
Completed Owner's Statement of Completion Form
Completed Contractor's Affidavit Form for Each Authorized Contractor
Certificate of Insurance Policies (See Program Funding Agreement)
Completed W-9 Form

Upon the receipt of all required documentation and verification of program compliance, a payment request will be submitted to City of Pensacola CRA staff by

WFRPC. The CRA will process payment as outlined in the Funding Agreement. Payment of the approved program funds, will be disbursed.

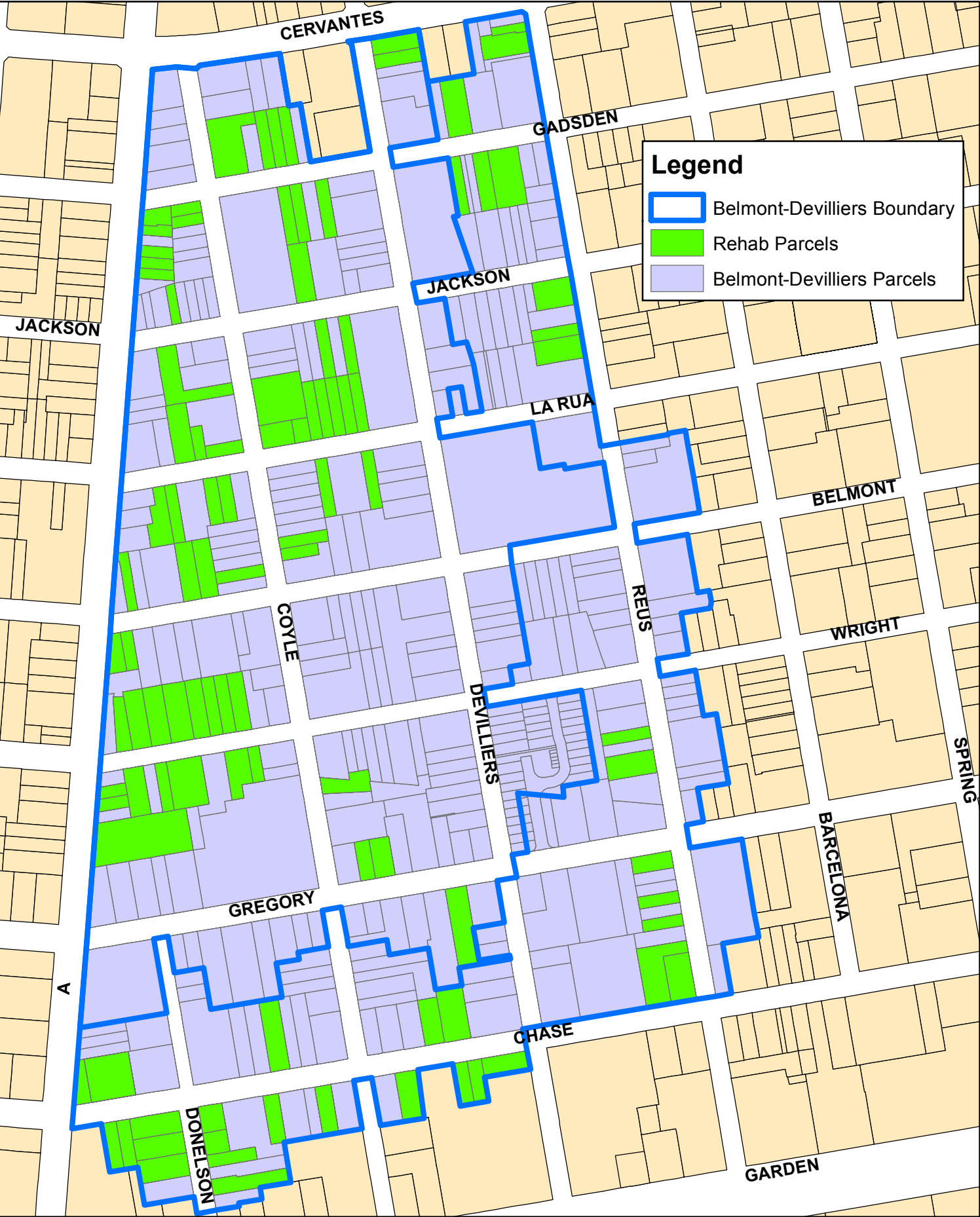
24. Code Violations

During the term of the lien period, the property shall not incur any code violations.

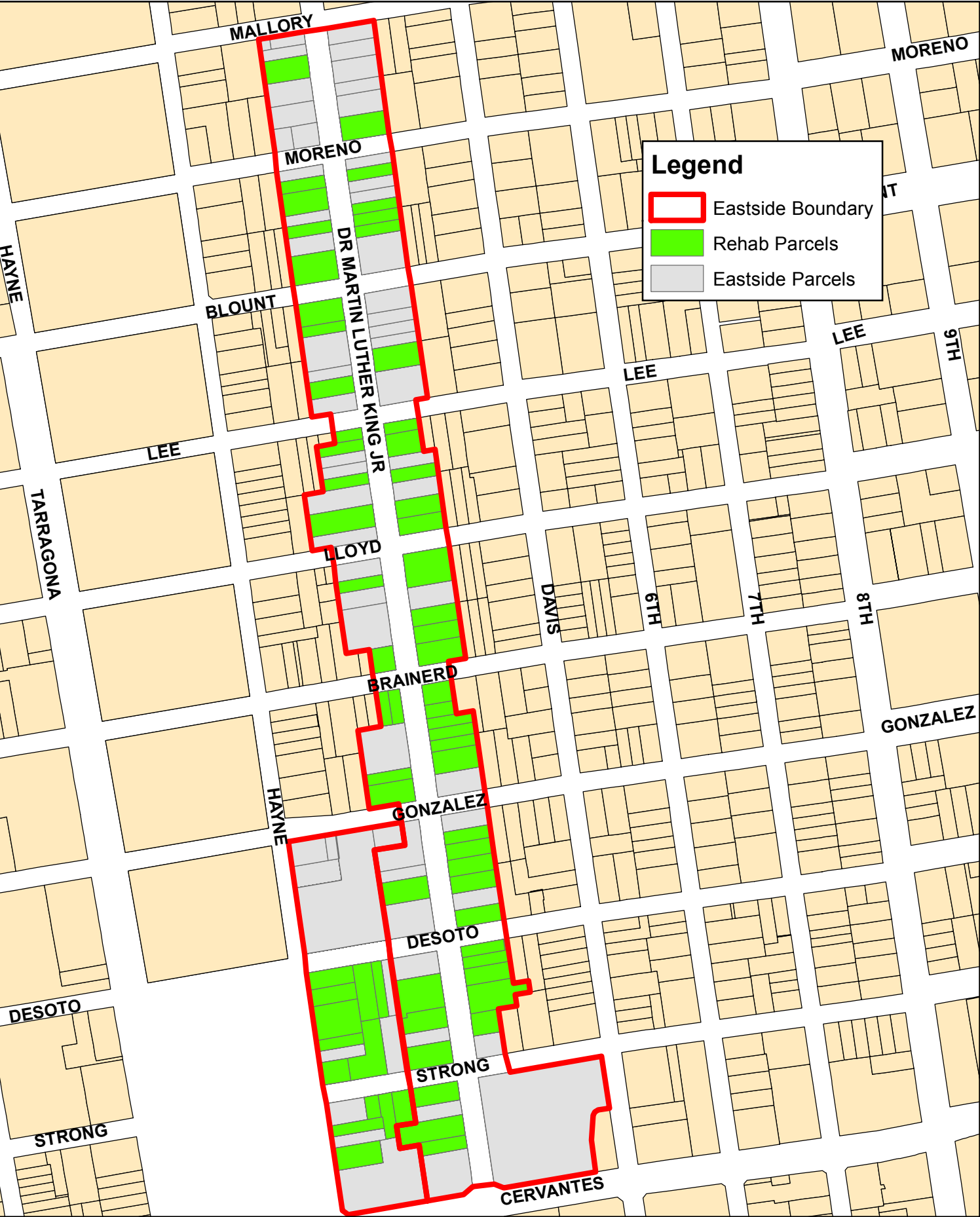
25. Lien Satisfaction

Upon a finding of satisfactory program compliance, the Lien Agreement will be released. CRA staff will file a Release of Lien in the official records of the Escambia County Clerk of Court, and the loan will be forgiven.

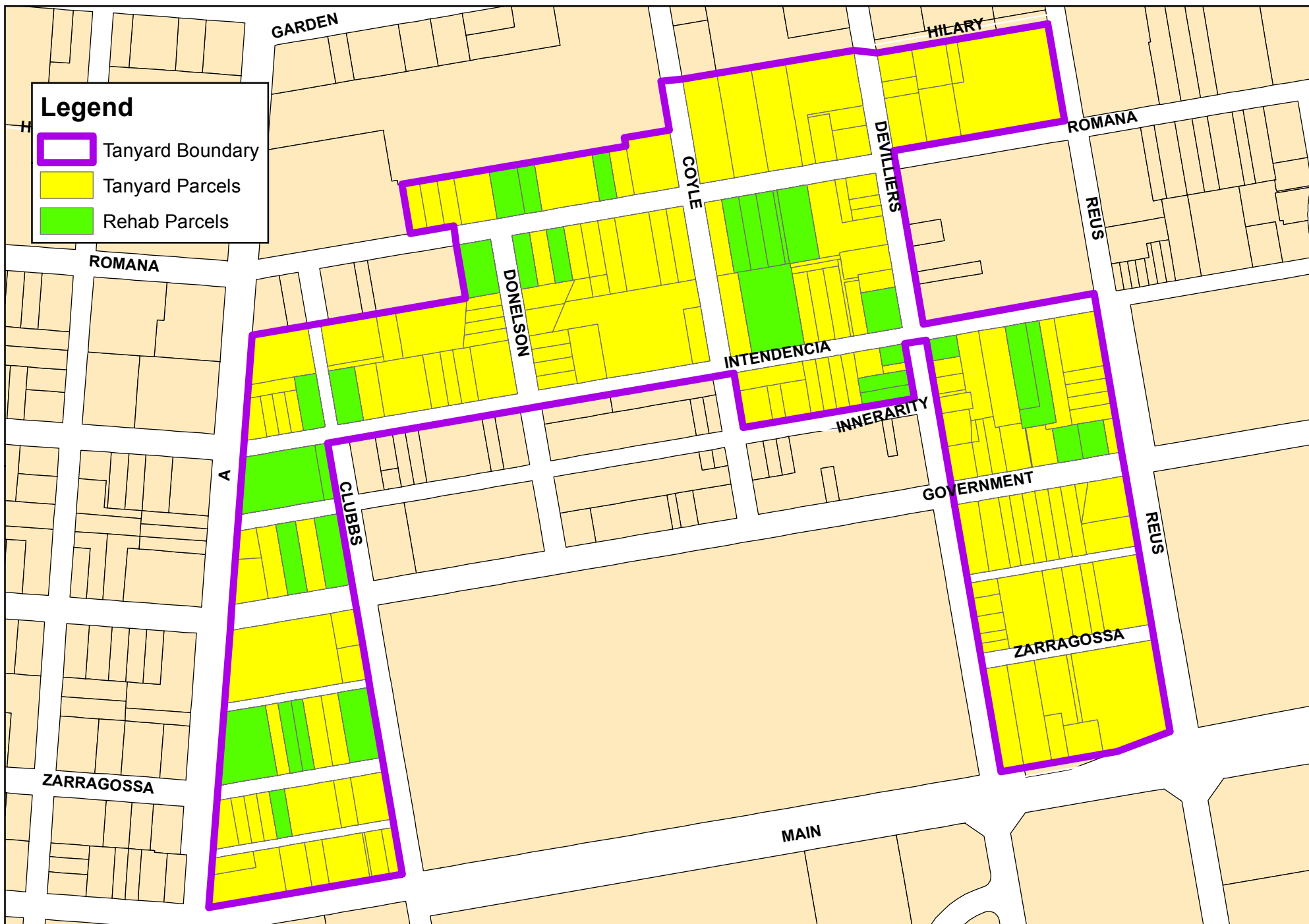
Belmont-Devilliers Target Area



Eastside Target Area



Tanyard Target Area





Memorandum

File #: 2018 -03 CRA

Community Redevelopment Agency

9/10/2018

ACTION ITEM

SPONSOR: P.C. Wu, Chairperson

SUBJECT:

RESOLUTION NO. 2018-03 CRA - AUTHORIZING THE CRA TO APPLY FOR AND ACCEPT A FDOT BEAUTIFICATION GRANT FOR GARDEN STREET LANDSCAPE IMPROVEMENTS

RECOMMENDATION:

That the Community Redevelopment Agency (CRA) adopt Resolution No. 2018-03 CRA.

A RESOLUTION OF THE CITY OF PENSACOLA COMMUNITY REDEVELOPMENT AGENCY AUTHORIZING THE COMMUNITY REDEVELOPMENT AGENCY TO APPLY FOR AND ACCEPT A FDOT BEAUTIFICATION GRANT AND ENTER INTO A BEAUTIFICATION GRANT AGREEMENT AND A LANDSCAPE CONSTRUCTION AND MAINTENANCE MEMORANDUM OF AGREEMENT WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION

SUMMARY:

On August 6, 2018, the Community Redevelopment Agency (CRA) approved the CRA Fiscal Year 2019 Budget which allocated \$70,000 for Garden Street improvements. To provide for construction of the improvements to the maximum extent, CRA staff has identified a supplemental grant opportunity available through the Florida Department of Transportation (FDOT) Beautification Grant Program. CRA staff is currently working with Atkins North America, Inc., an engineering and design firm, under the City of Pensacola's continuing services agreement to develop a conceptual landscape plan and provide cost estimates for the grant submission. Improvements will be targeted from Alcaniz Street to North "A" Street, with actual project boundaries determined based on cost.

The FDOT Beautification Grant offers funding in the amount of up to \$100,000 for landscape improvements to state transportation facilities, such as Garden Street, with a suggested fifty-percent (50%) local match. To apply for the opportunity, the CRA and City Council must adopt resolutions authorizing the CRA to apply for and accept the grant and to maintain the improvements. If awarded, the improvements would be maintained under the CRA's existing interlocal agreement for landscape, park, public space and accessibility improvement maintenance services with the City of Pensacola. Due to the time sensitive nature of the application process, the resolutions must be adopted during the September 2018 CRA and City Council meetings to successfully submit

a grant application.

PRIOR ACTION:

August 6, 2018 - The CRA adopted Resolution No. 2018-01 CRA adopting a budget for the fiscal year beginning October 1, 2018.

FUNDING:

Budget:	\$ 70,000	CRA Fund - Proposed Fiscal Year 2019
	<u>70,000</u>	FDOT Beautification Grant (Pending Award)
	\$ 140,000	

Actual: \$ 140,000

FINANCIAL IMPACT:

Funding has been included in the Fiscal Year 2019 Proposed Budget and will be available in the CRA Fund upon adoption by City Council in September 2018.

CITY ATTORNEY REVIEW: Yes

8/24/2018

STAFF CONTACT:

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

ATTACHMENTS:

- 1) Resolution No. 2018-03 CRA

PRESENTATION: No

RESOLUTION NO. 2018-03 CRA

A RESOLUTION OF THE CITY OF PENSACOLA COMMUNITY REDEVELOPMENT AGENCY AUTHORIZING THE COMMUNITY REDEVELOPMENT AGENCY TO APPLY FOR AND ACCEPT A FDOT BEAUTIFICATION GRANT AND ENTER INTO A BEAUTIFICATION GRANT AGREEMENT AND A LANDSCAPE CONSTRUCTION AND MAINTENANCE MEMORANDUM OF AGREEMENT WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION

WHEREAS, the Florida Department of Transportation offers a competitive grant program, known as the “FDOT Beautification Grant Program,” for the beautification of state transportation facilities through landscape improvements; and

WHEREAS, the City of Pensacola Community Redevelopment Agency has an interest in constructing landscape improvements within the Garden Street corridor to support revitalization in accordance with the City’s adopted Urban Core Community Redevelopment Area Plan; and

WHEREAS, in order that these improvements may be constructed to the fullest extent, the City of Pensacola Community Redevelopment Agency authorizes the City of Pensacola Community Redevelopment Agency to apply for and accept a Beautification Grant and enter into a Beautification Grant Agreement and a Landscape Construction and Maintenance Memorandum of Agreement between the City of Pensacola, the City of Pensacola Community Redevelopment Agency and the Florida Department of Transportation;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF PENSACOLA, FLORIDA THAT:

Section 1. The City of Pensacola Community Redevelopment Agency hereby authorizes the City of Pensacola Community Redevelopment Agency to apply for a Beautification Grant from the Florida Department of Transportation and if awarded, to accept the grant, and enter into a Beautification Grant Agreement and a Landscape Construction and Maintenance Memorandum of Agreement between the City of Pensacola, the City of Pensacola Community Redevelopment Agency and the Florida Department of Transportation.

Section 2. The City of Pensacola Community Redevelopment Agency hereby authorizes the Community Redevelopment Agency Chairperson to take all actions necessary to effectuate the provisions of this Resolution.

Section 3. The City Clerk of the City of Pensacola is hereby directed to send copies of this Resolution to the City of Pensacola Community Redevelopment Agency to attach to its application package for submission to the Florida Department of Transportation and all other persons as directed by the City of Pensacola Community Redevelopment Agency.

Section 4. This Resolution shall take effect immediately upon its adoption by the Community Redevelopment Agency of the City of Pensacola, Florida.

Adopted:

(Date)

Approved:

CRA Chairperson

ATTEST:

City Clerk