



City of Pensacola

222 West Main Street
Pensacola, FL 32502

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