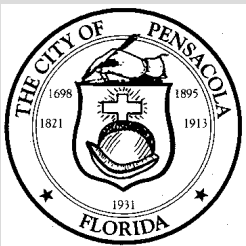




**Fiscal Year  
2020**

# City of Pensacola Community Redevelopment Agency Eastside CRA Annual Work Plan



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## TABLE OF CONTENTS

CRA ADMINISTRATION .....	1
EASTSIDE.....	2
<b>EASTSIDE REDEVELOPMENT BOARD</b> .....	2
<b>PROJECTS</b> .....	2
<b>PLANNING &amp; DESIGN</b> .....	3
<b>MAINTENANCE AND REPAIRS</b> .....	4
<b>RESEARCH &amp; REVIEW</b> .....	4

# CRA WORK PLAN: FY2020

## 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
- Liaison to General “Chappie” James Museum Board
- Liaison to Community Stakeholders
- Project Development and Administration



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### 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

**Key Tasks:**

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

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### PROJECTS

#### COMPLETE STREETS/STREETSCAPE REDEVELOPMENT PROJECTS

**Description:** Streetscape improvements along Eastside corridors including right of way enhancements and landscaping to provide for complete streets.

**Location:** Eastside CRA

**Key Tasks:**

- Concept Development and Cost Estimates
- Tracking and Application Submittals for Outside Funding Opportunities
- Design
- Construction

#### HOLLICE T. WILLIAMS GREENWAY IMPROVEMENTS

**Description:** Greenway improvements to the linear park located beneath the I-10 Interstate, as identified in the Hollice T. Williams Greenway Framework Plan. Improvements to segment north of Cervantes Stret to feature recreational and landscape enhancements, and park amenities.

**Location:** Eastside CRA

**Key Tasks:**

- Design and Permitting
- Tracking and Application Submittals for Outside Funding Opportunities
- Construction

**RESIDENTIAL PROPERTY IMPROVEMENT PROGRAM**

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

**Priority Area(s):** Portions of Martin Luther King Jr. Blvd. or as approved by CRA.

**Location:** Eastside CRA

**Key Tasks:**

- Program Marketing and Outreach
- Coordination with West Florida Regional Planning Council (WFRPC) for Administration – Eligibility Certification, Procurement, Program Funding Agreements, Inspections, Closing
- 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 residents. Includes funding of site acquisition, clearance and infrastructure preparation.

**Location:** Eastside CRA

**Key Tasks:**

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

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**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.

**Location:** Eastside CRA

**Key Tasks:**

- City Council Adoption Proceedings
- Implementation

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## MAINTENANCE AND REPAIRS

### REGULAR CRA MAINTENANCE

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

**Maintenance Areas:** General “Chappie” James Museum and Flight Academy (1608-1610 Dr. Martin Luther King Jr. Drive), and 1700 Dr. Martin Luther King Jr. Drive.

**Location:** Eastside CRA

**Key Tasks:**

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

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## RESEARCH & REVIEW

### ONGOING REVIEW OF OUTSIDE GRANT OPPORTUNITIES

**Description:** Active review of grant opportunities.

**Key Tasks:**

- 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.

**Key Tasks:**

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

**Key Tasks:**

- Development Review Meeting Attendance
- Project tracking
- Redevelopment data analysis

**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 meetings.

**INVENTORY & ASSESMENT OF CRA ASSETS**

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

**Location:** Eastside CRA

**Key Tasks:**

- Inventory and track CRA amenities & conditions – ongoing