

winter park



community  
redevelopment  
agency

# agenda

June 8, 2015 at 3:00 p.m.

City Hall Commission Chambers  
401 Park Avenue South · Winter Park, Florida

## CRA board

### 1 administrative items

- a. Approval of Minutes from May 11, 2015

### 2 action items

- a. Request for New FTE CRA Staff for maintenance work

### 3 informational items

### 4 new business items

### 5 adjournment

## appeals & assistance

"If a person decides to appeal any decision made by the Commission with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings, and that, for such purpose, he/she 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." (F. S. 286.0105).

"Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office (407-599-3277) at least 48 hours in advance of the meeting."

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# agenda item

meeting date June 8, 2015

item type  Administrative  
 Action  
 Information

approved by  City Manager  
 City Attorney  
 N|A  
 Advisory Board

final vote

## CRA board

### Subject

Approve minutes dating May 11, 2015

### motion | recommendation

Motion to approve minutes from May 11, 2015

### background

### alternatives | other considerations

### fiscal impact

**COMMUNITY REDEVELOPMENT AGENCY**  
**May 11, 2015**

The meeting of the Community Redevelopment Agency was called to order by Mayor Steve Leary at 2:00 p.m. in the Commission Chambers, 401 Park Avenue South, Winter Park, Florida.

Members present:

Mayor Steve Leary  
Commissioner Greg Seidel  
Commissioner Sarah Sprinkel  
Commissioner Carolyn Cooper  
Commissioner Tom McMacken  
Orange County Representative Frank DeToma

Also present:

City Manager Randy Knight  
City Clerk Cynthia Bonham  
CRA Director Dori Stone  
CRA Attorney Larry Brown

**1. Administrative Items**

**Motion made by Commissioner McMacken to approve the minutes of February 23, 2015; seconded by Commissioner Sprinkel and approved by acclamation with a 6-0 vote.**

**2. Action Items**

a. Approval of FY 14/15 CIP request for Park Avenue improvements

CRA Director Dori Stone explained the request for funding of \$70,000 for Park Avenue upgrades and maintenance to landscaping, streetscape and street furniture. No public comments were made. Commission questions were answered by Ms. Stone.

**Motion made by Mayor Leary to approve the expenditure of \$70,000 for upgrades to Central Park and Park Avenue in the FY 2014/2015 budget; seconded by Commissioner Sprinkel. Upon a roll call vote, Mayor Leary and Commissioners Seidel, Sprinkel, McMacken, Cooper and Representative DeToma voted yes. The motion carried unanimously with a 6-0 vote.**

b. Approval of FY 14/15 CIP request for Morse Boulevard/Orlando Avenue improvements

CRA Director Dori Stone explained the request to approve funding in the FY 2014/15 budget to match the developer (Lakeside Crossings project) contribution funding of mast arms and a gateway feature along the four required corners of the Morse Boulevard/Orlando Avenue intersection.

No public comments were made concerning this item. Commissioner McMacken stated he is in favor of this but suggested waiting to see the Lakeside Crossings hardscape program before moving forward. He stated he does not consider Morse Boulevard a gateway into Winter Park and was hesitant to put Welcome to Winter

Park signage at that location. Ms. Stone stated they need to order the light poles and to install the signals as soon as possible. She expressed her preference to ask the Lakeside developer to provide their share of \$50,000 to get the signal heads started and then bring back a landscape plan. Questions were posed by Commissioners whereby Ms. Stone and Public Works Directory Attaway responded.

**Motion made by Commissioner McMacken to approve the \$350,000, and to bring back the final landscape plan or any signage for approval; seconded by Commissioner Cooper. Upon a roll call vote, Mayor Leary and Commissioners Seidel, Sprinkel, McMacken, Cooper and Representative DeToma voted yes. The motion carried unanimously with a 6-0 vote.**

c. Approval of FY 14/15 CIP request for an adaptive signal pilot project on Orlando Avenue

CRA Director Dori Stone explained the request for approval of up to \$200,000 in the FY 2014/15 CIP for a pilot project using adaptive signal technology along the Orlando Avenue corridor to help with traffic flow. She stated the FDOT is excited about partnering with the City and that we will be seeking FDOT funding. She also would also like to ask Maitland to consider participating as well in order to get the entire corridor that is most impactful north of Winter Park all the way down to the Orange Avenue/17-92 light into the pilot program. Comments and questions were raised whereby Ms. Stone responded. No public comments were made. It was clarified that the funding being requested is the total amount for the program but that the City is asking FDOT to match funds and that the \$200,000 would cover four intersections.

**Motion made by Commissioner Sprinkel to approve up to \$200,000 for the pilot project using adaptive signal technology along the Orlando Avenue corridor; seconded by Commissioner McMacken. Upon a roll call vote, Mayor Leary and Commissioners Seidel, Sprinkel, McMacken, Cooper and Representative DeToma voted yes. The motion carried unanimously with a 6-0 vote.**

d. Approval of FY 14/15 Program funding request for the Business Façade Program in the CRA

CRA Director Dori Stone explained the request to approve the allocation of \$40,000 of CRA monies for the Business Façade Program for the remainder of the budget year to be put back into the budget. Ms. Stone stated they have had some inquiries about the program and that they would be approaching businesses to see if they would be interested in participating in the program. Discussion included what the funds can be used for. No public comments were made concerning this item.

**Motion made by Commissioner Sprinkel to approve the \$40,000; seconded by Mayor Leary. Upon a roll call vote, Mayor Leary and Commissioners**

**Seidel, Sprinkel, McMacken, Cooper and Representative DeToma voted yes. The motion carried unanimously with a 6-0 vote.**

e. Request for new FTE CRA Staff for maintenance work

CRA Director Dori Stone explained the request for a new staff position classified as a Maintenance Lead Worker funded through the CRA for work within the CRA boundaries to increase the level of service for services and upkeep in the CRA boundaries. This would include city rights-of-way, parks, streets and sidewalks.

Commissioner McMacken expressed concerns with the large area this covers and the amount of work required for just one person. Ms. Stone commented that if they were allowed to hire this person now that it would be a great opportunity to try out the position and make sure of what the work allocation would look like. Commissioner Sprinkel agreed that we need higher maintenance in this area but wanted to see what it looks like in reality after the employee has been in place for a while and to see data provided to them after six months.

Commissioner Cooper agreed we need more maintenance in this area but expressed a concern with the general fund staffing level from five years ago compared to now and the number of Planning Department employees that have gone away. She believed we need a City architect for the CRA and an Architectural Review Board. Public Works Director addressed the staffing. Mayor Leary clarified that we need to know if we are adding the person to the correct fund (CRA or General Fund) and if we are lacking personnel we need for maintenance. Assistant City Manager Michelle Neuner explained the maintenance personnel currently employed by the City. Public Works Director Attaway addressed the need to keep the dumpsters clean and empty and the surrounding area around the dumpsters.

No public comments were made concerning this item.

**Motion made by Commissioner Sprinkel to approve the new staff position (Maintenance Lead Worker) funded by the CRA Agency for work within the CRA boundaries to increase the level of service for services and upkeep in the CRA boundaries; seconded by Commissioner McMacken.**

Ms. Stone spoke about the activity on the weekends whereby they need personnel to empty trash cans along Park Avenue. Commissioner Seidel addressed the importance of reporting what has been accomplished each day. Ms. Stone stated that staff will make sure this is clear and that the reporting will come back to the CRA.

**Motion made by Mayor Leary to table this item until we receive additional information regarding responsibilities and to see what the staffing level has been before committing to this; seconded by Commissioner Cooper.** Mayor Leary explained that we need to clean up Park Avenue and other areas but does not know at this time why the current staff level is not addressing some of the

needs we have in these areas. He was not in the position at this time to push this off onto the CRA. **The motion to table carried with a 5-1 vote with Commissioner McMacken voting no.**

Commissioner Sprinkel addressed the importance of addressing this soon. After discussion, there was a consensus to schedule this item for June 8 at 3:00 before the Commission meeting.

**3. Informational Items - None.**

**4. New Business**

a. Request to schedule a CRA workshop to review CIP options through 2027

CRA Director Dori Stone commented that they would like to share some budget projections that they have done through 2027 for the CRA. This would include discussions regarding using CRA funds for larger capital projects and to do some things that the community has asked for. She would also like to share what the CRA Advisory Board has recommended for improvements and future capital improvements as well.

She asked that this be scheduled before the budget and would need about 2 hours. Commissioner McMacken addressed the Commission budget needing a work session and asked if these could be done separately but on the same day. Upon discussion, it was agreed to schedule this for July 20 at 12:00 noon if everyone agrees. Assistant City Manager Neuner will verify this date with everyone.

The CRA Agency meeting adjourned at 3:05 p.m.

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Chairman Steve Leary

ATTEST:

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City Clerk Cynthia S. Bonham



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meeting date	June 8, 2015	approved by	<input type="checkbox"/> City Manager
item type	<input type="checkbox"/> Administrative		<input type="checkbox"/> City Attorney
	<input checked="" type="checkbox"/> Action		<input type="checkbox"/> N A
	<input type="checkbox"/> Information		<input checked="" type="checkbox"/> Advisory Board
		final vote	7-0

## CRA board

### Subject

Request for new staff position classified as a Maintenance Lead Worker funded through the CRA

### **motion | recommendation**

Recommend approval of a new staff position (Maintenance Lead Worker) funded by the CRA Agency for work within the CRA boundaries to increase level of service for services and upkeep in the CRA boundaries.

### **background**

At the CRA Agency meeting on May 11, 2015, the Agency requested additional information about the existing maintenance on city owned property within the CRA and how this proposed position would add additional service to the area. Since 2008, the Parks and Recreation Department has eliminated three maintenance and service worker positions with three more either frozen or vacant. At this time there are two full time Parks and Recreation employees that work in the downtown area. Their existing responsibilities include the following:

- City Hall and Library
  - Removing litter, leaves and debris
- Knowles parking lot, Parking Lot A at Morse and New York, the Train Station, Central Park West and east of the railroad tracks
  - Mowing
  - Litter and trash removal
  - Landscape maintenance
  - Fountain maintenance

Since 2008, the City has also added maintenance responsibilities including the Community Center area, additional landscaping in Central Park and the E. Morse streetscape. Overtime for maintenance workers providing additional service along Park Avenue since December 2014 is \$4,600 to date. In addition, there are two people from the landscape crew assigned to spend 40 hours per week each to maintain the Park Avenue planters, pots and landscape islands. An additional two person crew spends about 20 hours per week each maintaining the landscaping along Orange Avenue, New England, and Pennsylvania.

While the Parks and Recreation Department address many issues within the downtown, the

maintenance staff in the Facilities Division of the Public Works Department takes care of the street furniture such as trash can maintenance, bench maintenance, sidewalk cleaning and recently has been part of the monitoring and enforcement of the trash compactors along Center Street. There is no dedicated facilities staff to provide daily maintenance to these items. This proposed position would incorporate these responsibilities into the day to day routine creating a higher level of appearance and cleanliness to the downtown area throughout the year. The proposed duties for this position would include:

- Collect and remove litter and recyclable materials from trash receptacles
- Inspect and work with appropriate city staff and business owners along Center Street to ensure the appropriate use of the trash compactors
- Maintain trash receptacles and newspaper boxes within the CRA
- Collect and remove garbage from rights-of-way
- Inspect landscape beds and maintain as needed
- Inspect and maintain light poles and signals

A complete job description is provided for CRA Agency review. The one funding caveat is that the position responsibilities must be within the CRA district boundaries. Based on the traffic within the district, this position would be full time with a recommended 40 hour work week of Thursday through Monday.

#### **alternatives | other considerations**

Do not fund the position or allow staff to explore additional contracted service to provide a better level of service

#### **fiscal impact**

\$40,000 to include salary and benefits



# **CITY OF WINTER PARK**

## **CRA Maintenance Lead Worker**

**Dept:** Community Redevelopment -2306

### **POSITION SUMMARY**

Under the direction of the City of Winter Park Facilities Management Manager this position is responsible for the beautification, maintenance and cleanliness of areas inside the City of Winter Park Community Redevelopment Area. This includes the city rights-of-way, parks, streets, and sidewalks in the designated geographic area. Work is reviewed through observation and written reports for adherence to established policies and procedures.

### **ESSENTIAL FUNCTIONS**

- Collects and removes litter and recyclable materials from trash receptacles.
- Inspects, cleans, and removes miscellaneous items from trash receptacles, newspaper boxes, light poles, benches, sidewalks, kiosks, and any other areas as deemed necessary by the Facilities Management Manager.
- Collects and removes cigarette butts from rights-of-way.
- Light landscaping, including but not limited to, inspection of landscape beds and potted plants, removal of dead branches, trimming shrubs and pulling of weeds.
- Paints trash receptacles, newspaper boxes, light poles, benches, curb markings, kiosks, and any other areas as deemed necessary by the Facilities Management Manager.
- Pressure cleans sidewalks.
- Schedule and perform monthly, quarterly, and annual maintenance task as scheduled.
- Assist in event and program set up, execution, and clean up in the CRA area.
- Provides excellent customer service to all customers, both internal and external, in all situations (face to face, telephone, email, etc)

**NOTE:** The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment of the position.

### **PHYSICAL REQUIAREMENTS**

- Ability to perform general custodial tasks in a timely manner.

### *CRA Maintenance Lead Worker*

- Ability to follow oral and written instructions.
- Ability to work effectively with other employees and the general public.
- Knowledge of cleaning materials.
- Skill in the operation of machinery and equipment used in general custodial work.

### **PHYSICAL REQUIREMENTS**

Tasks require walking, standing, bending, stooping, pushing, pulling, reaching over head, kneeling, climbing and occasional lifting of over 50 pounds.

### **ENVIRONMENTAL REQUIREMENTS**

Tasks are performed with minimal exposure to adverse environmental conditions.

### **SENSORY REQUIREMENTS**

Tasks require sound and visual perception and discrimination and oral communication ability.

### **MINIMUM REQUIREMENTS**

High school diploma/GED preferred; one (1) year experience as a custodian in a commercial or residential field. Must have a valid Florida Driver's License.

Employees in this position are required to pass the National Incident Management System (NIMS) IS-700 within 30 days of employment and the ICS-100 within 60 days of employment.