Community Redevelopment Advisory Board
Regular Meeting

February 27, 2020 at 12:00 noon

City Hall | Chapman Room
401 S. Park Ave. | Winter Park, Florida

Agenda Items

1. Opening comments
   A. CRA Annual Report Photo

2. Approval
   A. Minutes for January 9, 2020

3. New business
   A. Review of CRA Agency meeting on January 27, 2020
      B. Capital Improvement Update

4. Public Comment

5. Adjourn
   A. Next Meeting: March 26

appeals & assistance

“If a person decides to appeal any decision made by the Board 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.”
Subject
Approval of Minutes

Motion/Recommendation
Motion to approve the January 9, 2020 meeting minutes.

Background
N/A

Alternatives/other considerations
N/A

Fiscal impact
N/A
Present
Board Members: Javier Omana, Teri Gagliano, Mike Emerson, Lambrine Macejewski, Woody Woodall
Staff Members: Peter Moore, Kyle Dudgeon, Laura Halsey, Lindsey Hayes, Jennifer Kissel-Gußtard
Orange County Representative, Hal George

Absent
John Caron, Randall Slocum

Meeting called to order
Chairman, Javier Omana, called the meeting to order at 12:00 pm.

Approval of Minutes
Motion made by Teri Gagliano, seconded by Lambrine Macejewski, to approve the December 12, 2019 minutes. Motion passes 4-0.

New Business Items

1. CRA Capital Improvements Document
CRA Assistant Director, Kyle Dudgeon, began the conversation with a brief overview and a power-point presentation covering the individual project items within the context of a capital improvement document. The goal is to assure information is presented clearly and accurately, and to gain additional input and or suggestions pertaining to the outlined projects and document information. The document also discussed funding, expenses, a list of existing and future projects, capital project timeframes, and unallocated funds. Office of Management and Budget Director, Peter Moore, provided additional insight on the MLK Park improvements item and the involvement of the Parks and Recreation Department. Improvements include a small splash park, enlarge fields to regulation size, and install public restrooms. Discussion continued as items arose in the document. Board asked what is needed in order for Staff to proceed with the items discussed. Staff would like the Board to provide feedback on the accuracy of the list and guidance on prioritization of the listed projects. Board would like to move forward with parking solutions, and would like to see them broken out into more detail. Board requested consideration of a parking structure on the City Hall property to include liner buildings and quality design. Board does not feel the post office property acquisition is a top priority at this time.

2. Upcoming Meetings
January 9, 2020
Page 2

Next meeting scheduled for January 23, 2020 at 12:00 pm. Board and Staff are in agreement to forego the January 23, 2020 meeting and instead strive for Board members to attend the Community Redevelopment Agency Work Session on January 27, 2020 at 2:00 pm.

Economic Development Program Manager, Lindsey Hayes, announced her retirement.

Office of Management and Budget Director, Peter Moore, introduced Jennifer Kissel-Guittard to the Board and informed the Board of the upcoming changes with reports and performance measures.

**Public Comment**

No public comment was made

**Adjournment**

There being no further business to discuss, the meeting adjourned at 1:22 pm.

______________________________  ___________________________
Chairperson, Javier Omana         Board Liaison, Kyle Dudgeon
Community Redevelopment Advisory Board
Regular Meeting
February 27, 2020 at 12:00pm
City Hall, Chapman Room
401 S. Park Ave. | Winter Park, Florida

Subject
Review of CRA Agency meeting on January 27, 2020

Motion/Recommendation
N/A

Background
At the January 9, 2020 CRA Advisory Board meeting, staff presented a capital improvement document to review funding projects over the remaining timeline of the CRA. The board reviewed and commented on each item in the document, both small and large in capital expenditure. Direction was provided to staff. The assessment and board comments were brought to the CRA Agency on January 27, 2020. The Agency provided insight to projects within the document, ultimately requesting additional information on four smaller capital items and three larger ones. Smaller capital items (less than $1M per year) included affordable housing, Hannibal Square design guidelines, Shady Park area improvements, and Central Park stage improvements. Larger capital items included the continued pursuit of research on MLK Park improvements, two parking garages (adjacent to MLK park and downtown), and the post office acquisition. Direction to staff was to complete a schedule of values to accommodate all projects over the course of the next seven years with a financial reserve of 20%. Additional direction was to provide $200,000 for affordable housing annually.

The resulting pro forma schedules articulate Agency direction to the greatest extent possible. General findings suggest it is unlikely the Agency can reach a 20% reserve without the support of additional funding sources. These are reviewed in Pro Forma 2. In both pro forma scenarios, increment revenue is moved from the U.S. 17-92 project account to free up immediate cash flow and reallocated beginning FY2024. Given the time for additional design approved by the Agency and timing of implementation with FDOT, staff sees limited risk that the project will begin before the line item can be refunded.

Pro Forma 1: The first schedule shows a strict cash flow position for the CRA based on increment revenue. In this scenario, an aggregate of almost 8% of capital spending is held in reserve for other project priorities. Still, funding for all small and large scale projects is accounted for with $4 million allocated to the post office purchase, $3 million to MLK Park improvements, and $12 million to parking structures.

Pro Forma 2: The second schedule provides additional flexibility through the use of the Parks Impact & Acquisition Funds and the Affordable Housing Trust Fund as potential supplements. This provides additional flexibility to the CRA raising the reserve in aggregate to almost 17%. The largest benefit of this scenario is its provision of improving capital reserve dollars. For example; in Pro Forma 1, halfway through the schedule cumulative reserve totals $362,645. By enabling additional funding sources, the reserve jumps to $2.9 million.

Staff is requesting a review of each pro forma for review by the CRA Agency at their next meeting.
Alternatives/other considerations
N/A

Fiscal impact
N/A
### Current Adopted CIP

<table>
<thead>
<tr>
<th>Department</th>
<th>Description</th>
<th>Funding Source</th>
<th>Estimated Total Exp.</th>
<th>FY 2021</th>
<th>FY 2022</th>
<th>FY 2023</th>
<th>FY 2024</th>
<th>FY 2025</th>
<th>FY 2026</th>
<th>FY 2027</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRA</td>
<td>1192 Streetscape</td>
<td>TIF</td>
<td>5,185,228</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,000,000</td>
<td>2,000,000</td>
<td>2,185,228</td>
<td>-</td>
</tr>
<tr>
<td>CRA</td>
<td>Affordable Housing Annual Support</td>
<td>TIF</td>
<td>1,400,000</td>
<td>-</td>
<td>200,000</td>
<td>200,000</td>
<td>200,000</td>
<td>200,000</td>
<td>200,000</td>
<td>200,000</td>
</tr>
<tr>
<td>CRA</td>
<td>MLK Park Improvements</td>
<td>TIF</td>
<td>3,000,000</td>
<td>-</td>
<td>-</td>
<td>1,500,000</td>
<td>1,500,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CRA</td>
<td>Post Office Purchase</td>
<td>TIF</td>
<td>7,500,000</td>
<td>4,500,000</td>
<td>3,000,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CRA</td>
<td>Parking Structures</td>
<td>TIF</td>
<td>12,000,000</td>
<td>-</td>
<td>700,000</td>
<td>1,500,000</td>
<td>1,800,000</td>
<td>-</td>
<td>4,000,000</td>
<td>4,000,000</td>
</tr>
<tr>
<td>CRA</td>
<td>Hannibal Sq. Design Guideline Implementation</td>
<td>TIF</td>
<td>200,000</td>
<td>-</td>
<td>-</td>
<td>200,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CRA</td>
<td>Shady Park Area Improvements</td>
<td>TBD</td>
<td>300,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CRA</td>
<td>Central Park Stage Area Improvements</td>
<td>TIF</td>
<td>500,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>500,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td></td>
<td></td>
<td></td>
<td>30,085,228</td>
<td>5,000,000</td>
<td>3,900,000</td>
<td>3,400,000</td>
<td>5,000,000</td>
<td>2,200,000</td>
<td>6,385,228</td>
</tr>
</tbody>
</table>

#### General Findings

Funds all proposed projects at today's dollar pricing based on the estimate of future surplus funding, but does not provide much financial flexibility. Provides limited funding flexibility in the aggregate of almost 8% of available capital spending held in reserve for other project priorities. Provides minimal reserve flexibility on an annual basis with a lowest cumulative reserves percentage of 2.5%.

Over half of all unencumbered cumulative reserves are not realized until the final year of the CRA.

Allocates no more than $3 million to MLK Park Improvements, timed to begin work at completion of Library & Events Center. Allocates $7.5 million to Post Office acquisition in the next two years. Allocates $4 million over the next four years to support a parking structure with the balance available for additional parking toward the end of the CRA.
# Current Adopted CIP

<table>
<thead>
<tr>
<th>Department</th>
<th>Description</th>
<th>Funding Source</th>
<th>Estimated Total Exp.</th>
<th>FY 2021</th>
<th>FY 2022</th>
<th>FY 2023</th>
<th>FY 2024</th>
<th>FY 2025</th>
<th>FY 2026</th>
<th>FY 2027</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRA</td>
<td>17/92 Streetscape</td>
<td>TIF</td>
<td>5,185,228</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,000,000</td>
<td>2,000,000</td>
<td>2,185,228</td>
<td>-</td>
</tr>
<tr>
<td>CRA</td>
<td>Affordable Housing Annual Support</td>
<td>Affordable Housing Trust Fund</td>
<td>400,000</td>
<td>200,000</td>
<td>200,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CRA</td>
<td>MLK Park Improvements</td>
<td>TIF</td>
<td>3,000,000</td>
<td>-</td>
<td>-</td>
<td>1,500,000</td>
<td>1,500,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CRA</td>
<td>Post Office Purchase</td>
<td>Parks Impact &amp; Acquisition Funds</td>
<td>2,200,000</td>
<td>-</td>
<td>2,200,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CRA</td>
<td>Parking Structures</td>
<td>TIF</td>
<td>12,000,000</td>
<td>-</td>
<td>2,000,000</td>
<td>2,000,000</td>
<td>-</td>
<td>-</td>
<td>4,000,000</td>
<td>4,000,000</td>
</tr>
<tr>
<td>CRA</td>
<td>Hannibal Sq. Design Guideline Implementation</td>
<td>TIF</td>
<td>200,000</td>
<td>-</td>
<td>-</td>
<td>200,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CRA</td>
<td>Shady Park Area Improvements</td>
<td>TBD</td>
<td>300,000</td>
<td>300,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CRA</td>
<td>Central Park Stage Area Improvements</td>
<td>TIF</td>
<td>500,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>500,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td></td>
<td>30,085,228</td>
<td>5,000,000</td>
<td>5,200,000</td>
<td>3,900,000</td>
<td>3,200,000</td>
<td>2,200,000</td>
<td>6,385,228</td>
<td>4,200,000</td>
</tr>
</tbody>
</table>

## General Findings

Funds all proposed projects at today’s dollar pricing based on the estimate of future surplus funding while providing financial flexibility. Provides funding flexibility in the aggregate of almost 17% of available capital spending held in reserve for other project priorities. Provides reasonable reserve flexibility on an annual basis with a lowest cumulative reserves percentage of 14.2%. Requires removal of all but $300k from the 17/92 project and allocates future funding to free up immediate cash flow. Uses remaining $400k of Affordable Housing Trust Fund dollars to replace annual contribution of $200k from CRA for two years. Allocates $7.5 million to Post Office acquisition in the next two years, by using $2.2 million of restricted Park’s Acquisition/Impact assets. Allocates $4 million in the next three years to support a parking structure with the balance available for additional parking toward the end of the CRA.
Subject
Projects Update

Motion/Recommendation
N/A

Background
Staff is providing updates on small and large scale capital improvement projects. In general, these items do not necessitate action by the board, but are included to provide the board and public the most up to date information regarding the status of various tasks. The board may use this time to address discussion or viewpoints on these topics:

<table>
<thead>
<tr>
<th>Project</th>
<th>Update</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>New York Avenue</td>
<td>CRA staff is coordinating with Public Works to provide temporary paint work prior to the art festival to account for additional on-street parking on New York. Additional improvements will be addressed after the event.</td>
<td>February/March 2020.</td>
</tr>
<tr>
<td>Downtown Enhancements</td>
<td>Street light painting has begun. Acorn lights are expected to be completed by the end of the month. Intersection lights are expected to be painted the first week of March.</td>
<td>February/March 2020.</td>
</tr>
<tr>
<td>CRA Stormwater Master Plan</td>
<td>Scope of work generated and contract signed. Contractor work underway.</td>
<td>Draft document is currently expected Summer/Fall 2020.</td>
</tr>
<tr>
<td>Central Park sidewalk improvements</td>
<td>CRA staff has been asked to participate in sidewalk improvements to</td>
<td>Project is awaiting funding, permitting, and coordination with FDOT</td>
</tr>
<tr>
<td>----------------------------</td>
<td>-----------------------------------------------------</td>
<td>--------------------------------------------------</td>
</tr>
</tbody>
</table>

**Alternatives/other considerations**
N/A

**Fiscal impact**
N/A