

winter park



agenda

May 11, 2015 at 2:00 p.m.

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

CRA board

1 administrative items

- a. Approval of Minutes from February 23, 2015

2 action items

- a. Approval of FY 14/15 CIP request for Park Avenue Improvements
- b. Approval of FY 14/15 CIP request for Morse Boulevard/Orlando Avenue Improvements
- c. Approval of FY 14/15 CIP request for adaptive signal pilot project on Orlando Avenue
- d. Approval of FY 14/15 Program funding request for Business Façade program in CRA
- e. Request for New FTE CRA Staff for maintenance work

3 informational items

4 new business items

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

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."

winter park



community
redevelopment
agency

agenda item

meeting date	May 11, 2015	approved by	<input type="checkbox"/> City Manager
			<input type="checkbox"/> City Attorney
item type	<input type="checkbox"/> Administrative		<input type="checkbox"/> N/A
	<input checked="" type="checkbox"/> Action		<input checked="" type="checkbox"/> Advisory Board
	<input type="checkbox"/> Information	final vote	7-0

CRA board

Subject

Approve minutes dating February 23, 2015

motion | recommendation

Motion to approve minutes from February 23, 2015

background

alternatives | other considerations

fiscal impact

COMMUNITY REDEVELOPMENT AGENCY
February 23, 2015

The meeting of the Community Redevelopment Agency was called to order by Mayor Kenneth Bradley at 3:08 p.m. in the Commission Chambers, 401 Park Avenue South, Winter Park, Florida.

Members present:

Mayor Kenneth Bradley
Commissioner Steven Leary
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 Manager David Buchheit
CRA Attorney Bill Reischmann

1. Administrative Items

Motion made by Commissioner Leary to approve the minutes of September 22, 2014; seconded by Commissioner Sprinkel and approved by acclamation with a 6-0 vote.

2. Action Items

- a. Approval of CRA contribution of \$6,000 for the operation of the SunRail train during the 56th Winter Park Sidewalk Art Festival, March 21-22

CRA Director Dori Stone explained that SunRail has agreed to provide train service on Saturday and Sunday during this year's Spring Art Festival for a total cost of \$32,000 versus \$38,000 as originally indicated. The CRA has received sponsorships from Winter Park Memorial Hospital for \$16,000, the Winter Park Sidewalk Art Festival for \$5,000, and the Winter Park Chamber of Commerce for \$5,000.

CRA staff is requesting approval of a \$6,000 contribution to cover the remaining costs needed. The train service would provide the art festival patrons an alternative mode of transportation and could help alleviate some of the parking issues that arise with an event of this magnitude.

Discussion ensued concerning tracking of ridership. Mrs. Stone explained that there will be ambassadors at each station and two on the train to count riders. Tickets will not be issued. The members of the Agency stressed the importance of tracking ridership and encouraged staff and the representative from Evolve Design Group to come up with creative ways to encourage riders. Ms. Stone and Chief White responded to questions and concerns.

Mark Calvert, Evolve Design Group, addressed the concerns for tracking ridership. He detailed the process that will be used to track riders.

Steven McElveen, President, Park Avenue Merchant's Association, spoke in support of the request. He said that PAMA will be meeting to discuss incentives for riders.

Patrick Chapin, President, Winter Park Chamber of Commerce, spoke in support of the request. He said that the Chamber is contributing \$5,000 toward the effort. He added that the Chamber is excited to be a part of this effort and sees this as an opportunity to be a leader and visionary to show what SunRail can be in the future.

No one else wished to speak concerning the item. Public Hearing closed.

Motion made by Commissioner Sprinkel to approve the \$6,000 contribution; seconded by Commissioner McMacken. Upon a roll call vote, Mayor Bradley and Commissioners Leary, Sprinkel, McMacken, Cooper and Representative DeToma voted yes. The motion carried unanimously with a 6-0 vote.

In response to the question raised concerning the kiosk, CRA Director Dori Stone explained that \$75,000 was budgeted for way-finding. She stated that the proposal has been taken back to the vendor who is willing to upgrade both kiosk boxes for \$75,000. This item will come back for discussion and approval at the April CRA Agency meeting. Director Stone noted that staff would be willing to expedite and bring the issues back to the Agency prior to the Art Festival if directed to do so.

3. **Informational Items** - None.

4. **New Business** - None.

The CRA Agency meeting adjourned at 3:21 p.m.

ATTEST:

Chairman Kenneth W. Bradley

City Clerk Cynthia S. Bonham

Winter Park CRA Proposed FY 14/15 Budget Amendments

Capital Projects	FY 2015
Park Avenue Update Project	\$70,000
Adaptive Signalization Pilot Program/Orlando Avenue	\$200,000
Intersection - US 17-92 & Morse Blvd	\$350,000
Total	\$620,000

Events	FY 2015
Winter in the Park	\$225,000
Popcorn Flicks	\$6,000
St. Patricks Day Parade	\$2,000
Total	\$233,000

Programs & Maintenance	FY 2015
Summer Youth Employment	\$15,000
Community Center Programs	\$40,000
Welbourne Day	\$7,000
Heritage Center Operation	\$30,000
Microloan Program (funded)	\$0
Capital Maintenance of Parking Garages	\$90,000
Total	\$182,000

Grants	FY 2015
Business Façade Grant	\$40,000
Total	\$40,000

Operational Expenses	FY 2015
Staff (includes new FTE)	\$298,246
General Operating	\$77,004
Contractual Services	\$80,000
Indirect Costs	\$45,905
Debt Service	\$1,502,371
Total	\$2,003,526

Revenue	FY 2015
TIF Revenue - City	\$1,160,162
TIF Revenue - County	\$1,257,232
Investments	\$20,000
Misc Revenue	\$255,000
Carry Forward	\$1,875,386
FY Total Revenue	\$4,567,780
Total Expenses	(\$3,078,526)
Remaining Revenue	\$1,489,254



agenda item

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item type	<input type="checkbox"/> Administrative		<input type="checkbox"/> N/A
	<input checked="" type="checkbox"/> Action		<input checked="" type="checkbox"/> Advisory Board
	<input type="checkbox"/> Information	final vote	7-0

CRA board

Subject

Approve funding of \$70,000 for Park Avenue upgrades and maintenance to landscaping, streetscape and street furniture

motion | recommendation

Approve the expenditure of up to \$70,000 for upgrades to Central Park and Park Avenue in FY 14/15 budget.

background

Park Avenue and Central Park are two of the primary draws to the City's downtown. It has been fifteen years since the last significant improvements were made to the entire street façade. Time has begun to take its toll on several features of the streetscape including the brick planters, trash cans and sidewalks. The CRA staff is recommending that the CRA fund immediate improvements to the Park Avenue area including rebuilding the brick planters, replacing any landscaping as needed, updating and increasing trash cans and replacing dumpsters with trash compactors along both Garfield and Welbourne Avenues. This façade improvement will also include any necessary sidewalk work, curbing and an additional sidewalk cleaning. The KWPB/Sustainability Committee is working on providing compatible recycling containers that work with the trash cans. The affected departments including Parks & Recreation as well as Public Works provided estimates of the overall work.

After review, the CRA Advisory Board recommended approval of this effort and noted that it may be the last opportunity for the CRA revenue to be used for this update.

alternatives | other considerations

Consider using general fund to address rehabilitation along this corridor.

fiscal impact

\$70,000



Example of sidewalk condition and broken planter box



Dumpster and Recycling at
Welbourne and Park W.



Dumpster and Recycling at
Garfield Avenue

winter park



community
redevelopment
agency

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CRA board

Subject

CRA funding of capital improvements for the Morse Boulevard/Orlando Avenue Intersection

motion | recommendation

Approve \$350,000 in FY 14/15 budget to match developer contribution funding mast arms and gateway feature along Morse Boulevard/Orlando Avenue intersection.

background

As part of the Lakeside Crossings project, the developer committed \$50,000 towards four new mast arms at the intersection of Morse Boulevard and Orlando Avenue. He also committed to paying for and installing new signal heads which include a dedicated left turn movement in each direction as well as enhanced pedestrian crossings between the Lakeside project and the Lakeside Crossings project. A copy of the final Conditional Use staff report is attached as reference.

Recognizing that the Morse Boulevard intersection at Orlando Avenue is a major gateway into the downtown, staff is recommending that the CRA contribute the remaining funding needed to install the city's decorative mast arms at the four required corners along Morse Boulevard and Orlando Avenue. The CRA would also like to put some additional welcoming gateway signage at the median on Morse Boulevard facing Orlando Avenue.

The City has developed a standard for decorative mast arms along Orlando Avenue and Gay Avenue as well as along Fairbanks Avenue and Pennsylvania that is both functional and attractive. The estimated cost of these mast arms for four directions is about \$250,000. The signage and additional landscaping is estimated at an additional \$150,000. The CRA staff hired GAI to prepare a sketch showing the location of the mast arms and enhanced pedestrian crossings at the intersection. While this sketch does show

changes to the roadway, these changes may not be appropriate use of CRA funds. This drawing does show the enhanced landscaping features that create the gateway feel.

alternatives | other considerations

N/A

fiscal impact

Total investment from CRA is \$350,000.



city commission public hearing

item type	Public Hearing	meeting date	April 27, 2015
prepared by department division	Jeff Briggs Planning Department	approved by	<input checked="" type="checkbox"/> City Manager <input checked="" type="checkbox"/> City Attorney <input type="checkbox"/> N/A
board approval	Planning and Zoning Board	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> N/A	5-0 final vote

Subject: Final Conditional Use for the Lakeside Crossing project.

Unicorp National Developments, Inc. is requesting "final" conditional use approval for their Lakeside Crossing project pursuant to the "preliminary" conditional use approved by the Planning Board on January 6, 2015 and by the City Commission on February 9, 2015, for the property at 110 N. Orlando Avenue, zoned C-3.

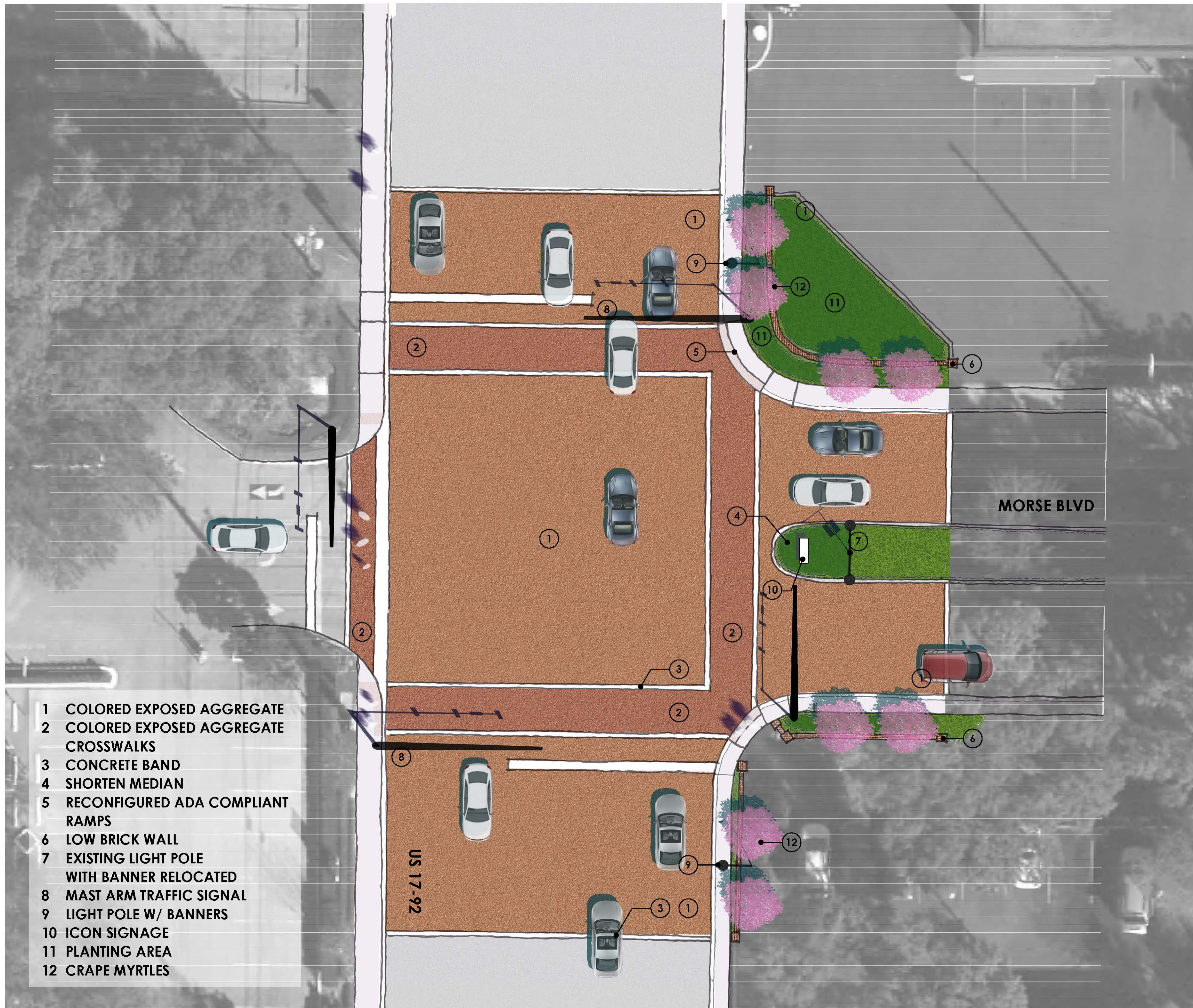
Summary:

The City Commission approved the "preliminary" conditional use with same 11 conditions as recommended by P&Z; that are listed below:

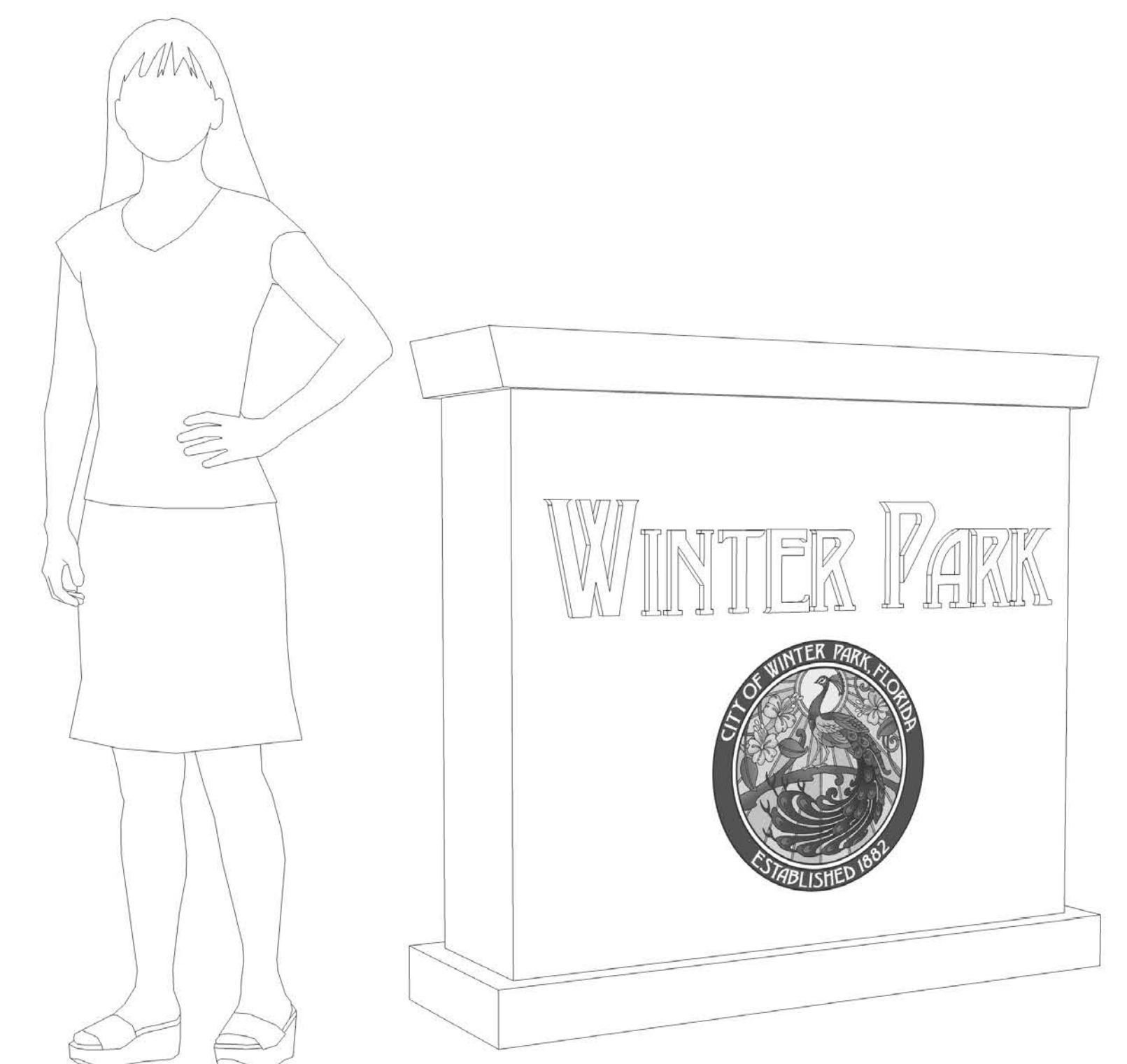
1. The Lakeside Crossing Development entitlements comprise 37,473 square feet of commercial development which includes restaurants and retail space.
2. The project is required to have a minimum of 300 parking spaces to meet the anticipated needs of the development plan, which includes a parking garage and surface parking lot. Restaurant seating and floor plans will only be permitted that meet the parking code and no parking variances are to be granted.
3. The entrance to the project along Orlando Avenue will be restricted to right in/right out only.
4. The developer will coordinate and install intersection traffic signal improvements for the full Morse Boulevard/Orlando Avenue intersection to include restricted left turn signals in all directions subject to FDOT and city approval.
5. The developer will contribute \$50,000 to the cost of new mast arms as part of the improvements to Orlando Avenue and West Morse Boulevard.
6. The developer will pay and install adaptive traffic signal control technology improvements at the Morse Boulevard/Orlando Avenue intersection.
7. The developer will install and maintain decorative paving within the entire Morse Boulevard/Orlando Avenue intersection for safer pedestrian crossing.

Mast arms at Orange/Penn/Fairbanks Intersection





- 1 COLORED EXPOSED AGGREGATE
- 2 COLORED EXPOSED AGGREGATE CROSSWALKS
- 3 CONCRETE BAND
- 4 SHORTEN MEDIAN
- 5 RECONFIGURED ADA COMPLIANT RAMPS
- 6 LOW BRICK WALL
- 7 EXISTING LIGHT POLE WITH BANNER RELOCATED
- 8 MAST ARM TRAFFIC SIGNAL
- 9 LIGHT POLE W/ BANNERS
- 10 ICON SIGNAGE
- 11 PLANTING AREA
- 12 CRAPE MYRTLES





agenda item

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	<input type="checkbox"/> Information	final vote	

CRA board

Subject

Adaptive signalization pilot project with FDOT along Orlando Avenue corridor

motion | recommendation

Approve up to \$200,000 in the FY 14/15 CIP to work with FDOT for a pilot project using adaptive signal technology along the Orlando Avenue corridor

background

City staff has been working with both developers along the Orlando Avenue corridor and the FDOT regarding the installation of an adaptive signalization program. Details of this program are provided in the attachment to this agenda item. Staff will work with FDOT to create a demonstration project that is monitored by the city staff as well as the Department. Staff will also look for additional funding from FDOT if available to integrate the demonstration project.

alternatives | other considerations

The Agency could not fund the demonstration project and wait until FDOT decides if funding is available for a pilot program.

fiscal impact

Maximum of \$200,000 but will seek FDOT funding. Reimbursement of up to \$35,000 available through developer contributions along corridor from Lee Road to Morse Boulevard.

Adaptive Signal Control

Poor traffic signal timing contributes to traffic congestion and delay. Conventional signal systems use pre-programmed, daily signal timing schedules. Adaptive signal control technology adjusts the timing of red, yellow and green lights to accommodate changing traffic patterns and ease traffic congestion. The main benefits of adaptive signal control technology over conventional signal systems are that it can:

- Continuously distribute green light time equitably for all traffic movements.
- Improve travel time reliability by progressively moving vehicles through green lights.
- Reduce congestion by creating smoother flow.
- Prolong the effectiveness of traffic signal timing.

FHWA Gives the Green Light to Adaptive Signal Control Technologies

Outdated signal timing contributes to traffic congestion; this doesn't need to be commonplace. Adaptive signal control technologies can use real-time traffic information to reduce congestion by determining which lights should be red and which should be green.



Improving Traffic Flow

Wait, go, stop, wait, wait some more; most drivers have spent time fuming at red lights. Maybe the intersection was empty, yet the light stayed red for a maddening amount of time. Or perhaps the road is so congested that you have to wait three or more full light cycles before you can make a left turn. Why don't traffic lights adjust to actual conditions?

Adaptive Signal Control Technologies (ASCT), in conjunction with well engineered signal timing, can do just that. By receiving and processing data from strategically placed sensors, ASCT can determine which lights should be red and which should be green. ASCT helps improve the quality of service that travelers experience on our local roads and highways. Less unnecessary delays and traffic moves quickly and smoothly.

The process is simple. First, traffic sensors collect data. Next, traffic data is evaluated and signal timing improvements are developed. Finally, ASCT implements signal timing updates. The process is repeated every few minutes to keep traffic flowing smoothly. On average ASCT improves travel time by more than 10 percent. In areas with particularly outdated signal timing, improvements can be 50 percent or more.

Faster Responses

The traditional signal timing process is time consuming and requires substantial amounts of manually collected traffic data. Traditional Time-of-Day signal timing plans do not accommodate variable and unpredictable traffic demands. This produces customer complaints, frustrated drivers, and degraded safety. In the absence of complaints, months or years might pass before inefficient traffic signal timing settings are updated. With ASCT, information is collected and signal timing is updated continually.

Special events, construction, or traffic incidents typically wreak havoc on traffic conditions. While large-scale construction projects and regular events can be anticipated, determining their impact on traffic conditions can be extremely difficult. Other disruptions, such as crashes, are impossible for time-of-day signal timing to accommodate.

Cutting Costs

Outdated traffic signal timing incurs substantial costs to businesses and consumers. They account for more than 10 percent of all traffic delay and congestion on major routes alone. For consumers, this causes excess delays and fuel consumption. For businesses, it decreases productivity and increases labor costs.

According to the Texas Transportation Institute, the cost of traffic congestion is \$87.2 billion in wasted fuel and lost productivity. That translates to \$750 per traveler.

Outdated signals also affect State DOT costs. Personnel must respond to citizen complaints when traffic signals do not meet traveler needs. Personnel compile the data for transportation specialists who then analyze the data and develop updated signal timing using the traditional

signal timing process before generating their recommendations. Because these specialists must balance the needs of one intersection against system requirements, this is time consuming as well as expensive.

With ASCT, the data collection and analysis are done automatically. More important for travelers, signal timing updates are made as situations occur—stopping many complaints from ever happening.

Types

Implementing ASCT will maximize the capacity of existing systems, ultimately reducing costs for both system users and operating agencies.

Many choices are available from many vendors, with more in development. Available adaptive signal control technologies include the Split Cycle Offset Optimization Technique (SCOOT), Sydney Coordinated Adaptive Traffic System (SCATS), Real Time Hierarchical Optimized Distributed Effective System (RHODES), and Optimized Policies for Adaptive Control (OPAC) "Virtual Fixed Cycle" and ACS Lite.

InSync developed by [Rhythm Engineering](#) (Lenexa, Kansas) combines a strategy of global and local intersection optimization methodology to improve arterial progression while reducing side street and left turn delay. There are many others in existence and in development.

Customer Satisfaction

With ASCT, the FHWA addresses a legitimate problem. The 2007 Traffic Signal Report Card, released by the National Transportation Operations Coalition (NTOC), assigned an overall grade of "D" to traffic signal operations practices in the United States, indicating that "agency programs that support efficient maintenance and operations of traffic signals are not as effective as they could be."

On average, travelers spend 36 hours per year in traffic tieups. For urbanites, the number is much higher. Collectively, Americans spend nearly 4.2 billion hours sitting in backups. Implementing ASCT can help improve customer satisfaction scores.

Other Benefits

Adaptive signal control technologies are also kinder to the environment. Using ASCT can reduce emissions of hydrocarbons and carbon monoxide due to improved traffic flow.

Real-time management of traffic systems is proven to work, yet these systems have been deployed on less than 1 percent of existing traffic signals. FHWA is now working to bring these technologies to the rest of the country. For frustrated travelers, the optimal balance of red light/green light is on the way.



agenda item

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	<input checked="" type="checkbox"/> Action		<input checked="" type="checkbox"/> Advisory Board
	<input type="checkbox"/> Information	final vote	7-0

CRA board

Subject

Approval of FY 14/15 Funding for the Business Façade Program within the Winter Park CRA boundaries.

motion | recommendation

Approve the allocation of \$40,000 of CRA monies for the Business Façade program for the remainder of this budget year.

Background

This program is a competitive matching grant that is designed to encourage reinvestment in building facades. Applicants must commit to expending a cash match equal to the grant fund sought in the application. Applicants may request up to \$20,000 and must invest a minimum of \$2,500 to be eligible for the program.

Staff will accept applications every quarter during the fiscal year and review with priority placed on new applicants, leverage of CRA funding and safety.

This type of program has been very effective since its inception with 48 success stories since 2008. The program has leveraged \$3.3 million in private investment with a private to public ratio of 13:1.

alternatives | other considerations

Do not fund the program

fiscal impact

TBD

strategic objective

N/A



Business Façade Grant Program Guidelines

The Community Redevelopment Agency (CRA) of the City Of Winter Park established the Business Façade Grant Program to provide a financial incentive to property and business owners to renovate and reinvest in the exterior of their business or commercial property. The program specifically encourages redevelopment and reinvestment for commercial properties located in the Winter Park CRA district of the City.

ELIGIBLE APPLICANTS

- The grant applicant must be a property owner or a business owner leasing a storefront;
- The business must be located within the boundaries of the Winter Park CRA (see map);
- If applying as the tenant, an affidavit must be signed by the property owner consenting to the improvements (see application);
- Proposed project must be a small business as defined by the U.S. Small Business Administration (For more information visit www.sba.gov/size;
- Business may be an individually owned franchise as long as it meets all other criteria;
- Tenant must have at least two years remaining in lease at location of proposed project;
- Exterior Improvement Program Grant can only be used once per building; regardless of ownership;
- Buildings with multiple occupants may be eligible on a case by case basis;
- The project applicant must owe no outstanding property taxes, fees, judgment, or liens to the City of Winter Park or Orange County and have no outstanding code violations.

Ineligible Applicants: National corporate franchises, government offices and agencies (non-governmental, for-profit, tenants are eligible), businesses that exclude service to minors, properties primarily in residential use, properties exempt from property taxes.

ELIGIBLE PROJECTS

The Exterior Improvement Grant program is funded through Community Redevelopment Agency funds. The CRA will match the Owner/Lessee up to fifty percent (50%) of the total cost of eligible improvements up to \$20,000. Project cost must exceed \$2,500 of eligible improvements to be considered for façade grant. All work must be done on the exterior of a street facing side of the building.

Eligible work: Rehabilitation of building facades visible to the street or public right-of-way, including:

- storefronts;
- ledges;
- gutters and downspouts;

- signs and graphics;
- exterior lighting;
- canopies and awnings;
- painting and masonry work.

Following repairs are allowed as long as they are part of work which is directly visible from public right-of-ways and specifically approved by the CRA:

- landscaping and irrigation;
- fences;
- seal coating, re-stripping of parking lots and bike racks;
- New construction may be considered on a case-by-case basis if the applicant is upgrading the current façade of a property.

Ineligible Activities:

- roofs;
- structural foundations;
- billboards;
- security systems;
- non-permanent fixtures;
- interior window coverings;
- personal property and equipment;
- security bars; razor/barbed wire fencing;
- sidewalks and paving;
- all necessary government approvals, building permits, and taxes;
- services performed by a non-licensed contractor
- work performed prior to grant award

AWARD TIMELINE

Applications will be collected quarterly beginning October 1st. Businesses may apply during any quarter of the fiscal year, but are encouraged to submit their applications as soon as possible to ensure funds are available for commitment.

First time applicants are encouraged to participate as they will be given priority over businesses who have previously participated in the CRA Business Façade Program. Staff will also review safety repairs and total leverage of CRA funding to determine award.

AWARD REIMBURSEMENT

Reimbursement shall be limited to no more than 50% of the total cost of eligible improvements, not to exceed \$20,000 per storefront. Larger buildings with more than one storefront and/or more than one side visible (on a corner) may be considered for a larger grant on a case by case basis by the CRA Director. Any projects totaling less than \$2,500 in qualified improvements are not eligible.

Approved applicants may request on up to 50% of the estimated awarded grant funds, with proof of paid invoice. The remaining grant funds will be paid once the project is complete. Grants are awarded on a first come, first served basis, as long as funding remains available in the program.

The CRA reserves the right to refuse reimbursements in whole or in part for work that is not completed within 9 months. The CRA cannot reserve funds indefinitely, grants may be subject to cancellation if not completed or significant progress has not been made by the completion date. Request for extensions will be considered only if made in writing and progress towards completion has been demonstrated.

In the event all programs funds have been committed, owner/lessee may still submit an application, complete approved façade work and be reimbursed for that work if funding is approved. Due to the uncertain nature of budget availability in any given year, the CRA cannot guarantee that funding will be available or if any applicant will be reimbursed. Applicants who submit a completed application and are on the waiting list may be eligible to be reimbursed if funding becomes available up to one year past the date of their application submittal. Work completed in advance of funding availability must be maintained in like-new condition and match with the scope of work submitted with the application in order to receive reimbursement. Only applicants that have previously applied, and been placed on the waiting list prior to beginning any exterior improvement under this program, may be eligible for funding.

Multi-Tenant Building: Business tenants in a multi-tenant property may apply to the program as long as the tenant has a clearly definable independent entrance into the storefront that is clearly visible from public rights-of-way (ex. strip-mall tenants). Business tenants in multi-tenant buildings that do not have independent storefronts are not eligible to apply, however the property owner may still apply if they meet the eligibility requirements. Multi-tenant property owner may still apply if they meet all other eligibility requirements. Property owners will not be able to apply if other tenants in the same property have previously used the program. If no other tenant in the property has utilized the program then the property owner may apply as the applicant and receive up to \$20,000 for the entire property.

COMPETITIVE BIDDING Applicants are required to get two (2) competitive bids for every type of proposed work. The CRA will match up to 50% of the cost up to \$20,000. All contractors must be insured and licensed by the State of Florida. All construction contracts will be between the applicant and contractor.

APPROVALS

The CRA has the sole authority to determine eligibility of proposed work and confirmation of completed work. Certain work may be required or precluded as a condition of funding. Participants will be responsible for obtaining necessary regulatory approvals, including any

needed by City departments or boards and including, but not limited to, building permits and any other necessary permits. All work must comply with city, state and federal regulations.

CONTRACTUAL AGREEMENT

Accepted applicants must enter into a contractual agreement with the CRA prior to disbursement of grant funds.

SUBMISSION REQUIREMENTS

Application packages must include documentation that illustrates the visual impact of the project and its cost.

Failure to provide required information will delay the review and/or approval process.

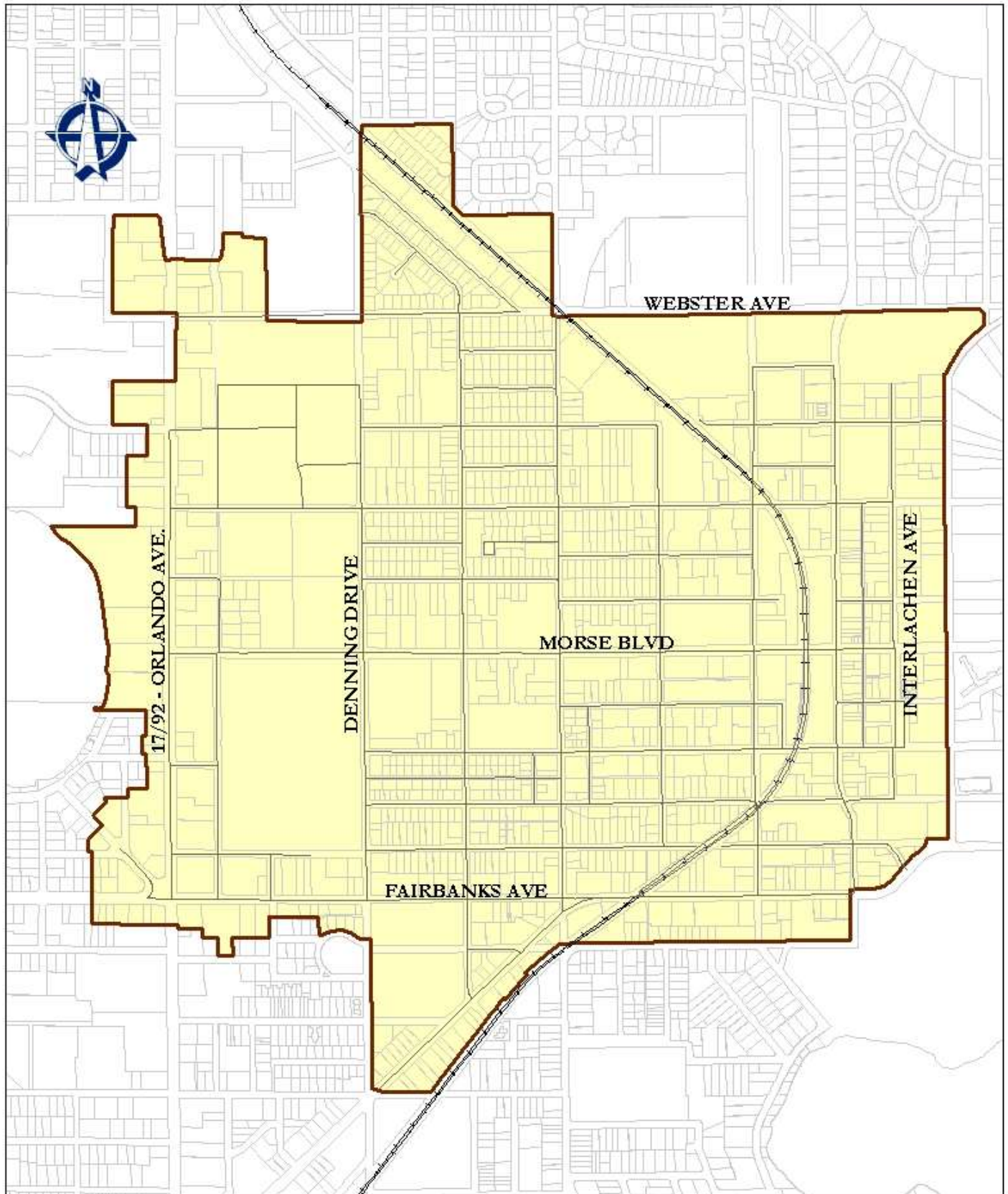
The applications must include the following attachments:

1. Complete application form
2. Copy of current business license
3. Copy of current property insurance
4. Written consent from property owner giving permission to conduct exterior improvements (*if necessary*)
5. Digital photographs of existing conditions of project
6. Written description of project improvements including material list and color selections
7. Simple sketch of improvement project
8. Two competitive bids for each type of work proposed

Submit complete applications to:
Community Redevelopment Agency
Attn: Exterior Improvement Grant Program
401 Park Avenue South
Winter Park, FL 32789

For more information about the CRA's Business Façade Program, please contact our office at 407-599-3217.

Winter Park Community Redevelopment Agency Boundary Map





**City Of Winter Park
Community Redevelopment Agency
(CRA) Business Façade Program**

1. APPLICANT

Name: _____

Address: _____

_____ Zip _____

Contact Name: _____ Phone Number: _____

Email: _____ Fax Number: _____

Legal Form: Sole Proprietorship ☐ Partnership ☐

Corporation: Profit ☐ Non-Profit ☐

In which State are the incorporation and/or organization documents filed?

Tax Identification Number: _____

2. BUILDING/BUSINESS TO BE IMPROVED

Name: _____

Address: _____

_____ Zip _____

Legal Description: _____

Property Tax Parcel Number: _____

3. OWNER OF PROPERTY (if not applicant)

Name: _____

Contact Name: _____

Address: _____

_____ Zip _____

Phone Number(s): _____

Staff Use Only: Application Approved (Y / N) Date: _____ By: _____
--

4. AUTHORIZATION TO UNDERTAKE WORK

If the applicant is not the owner of the property, provide written evidence in the form below that the owner authorizes this work to be undertaken.

5. BRIEF DESCRIPTION OF PROPOSED EXTERIOR IMPROVEMENTS

6. ESTIMATED COST OF WORK FROM BIDS RECEIVED *(Applicant may make multiple copies of this page if the applicant is acting as their own General Contractor and more than one type of work is being performed. List each type of work separately under item 5 and enter the required bids below.)*

Bid #1:

Company Name: _____

Contact Name: _____

Contact Phone Number: _____

Bid Amount for Total Work: \$_____._____

Bid #2:

Company Name: _____

Contact Name: _____

Contact Phone Number: _____

Bid Amount for Total Work: \$_____._____

7. SOURCE(S) OF ADDITIONAL FUNDING

8. INVESTMENT VALUE OF WORK BEING PERFORMED BY APPLICANT

Include the total cost estimate of all work being performed at the business, both exterior and any interior improvements being made. \$_____._____

8. ACKNOWLEDGEMENTS

- ☐ I have read and understand the program guidelines and criteria
- ☐ I have attached a copy of my current business license to this document
- ☐ I have attached a copy of my current property insurance
- ☐ To the best of my knowledge the business and the property are current on all local, state and federal taxes
- ☐ I have attached a copy of the scope of work and available drawings or sketches
- ☐ I understand that final approval must come from all City departments concerned with any improvement and that award of the grant by the CRA does not guarantee approval of the project. The applicant must meet all City requirements and codes.

CERTIFICATION BY APPLICANT

The applicant certifies that all information in this application, and all information furnished in support of this application, is given for the purpose of obtaining a 50/50 grant and is true and complete to the best of the applicant's knowledge and belief.

If the applicant is not the owner of the property to be rehabilitated, or if the applicant is not the sole owner of the property, the applicant certifies that he/she has the authority to sign and enter into an agreement to perform the rehabilitation work on the property. Evidence of this authority must be attached.

The CRA is dedicated to promoting and encouraging diversity in the programs that it supports or funds. Successful applicants in the CRA Commercial Exterior Improvement Grant Program are encouraged to contact contractors that are certified minority owned or small businesses.

Verification of any information contained in this application may be obtained by the CRA from any available source.

Applicant Signature

Date

Please return a copy of this completed application along with any supporting documentation to the CRA.

Community Redevelopment Agency
401 S. Park Ave
Winter Park, FL 32789

For additional information please contact:

Kyle Dudgeon
Economic Development/CRA Program Manager
Phone: 407-599-3217
Email: kdudgeon@cityofwinterpark.org

Exterior Improvement Grant Program Property Owner Authorization

I, _____, understand that

_____, a leaseholder of my property located at

_____ is considering improvements under the City of Winter Park Community Redevelopment Agency Commercial Exterior Improvement Grant Program, hereinafter referred to as "Program." For the purposes of this authorization, hereinafter the Community Redevelopment Agency shall be referred to as "CRA" and the City of Winter Park as "City".

I have received and reviewed the Program guidelines and reviewed the application submitted by my tenant. I agree to permit the proposed improvements to my building. I understand that I am not financially responsible to complete these improvements under the Program.

I understand and agree that neither the CRA nor the City assume responsibility or liability to me or any other part for any action or failure of any contractor or other third party and in no way guarantee any work to be done or material to be supplied.

I further agree to hold the CRA and the City harmless from and indemnify them for and against any and all claims which may be brought or raised against the CRA, the City, or any of its officers, representatives, agents or agencies regarding any matters relevant to the participant obligations under the Program.

I assure the CRA and the City that the tenant holds a valid lease with no expiration pending within the next twenty-four months following the date of application for Program funding.

I have read the above statements and acknowledge that they are true and complete to the best of my knowledge. I have no objection to the applicant pursuing the proposed improvements project, and I authorize the leaseholder to make the proposed improvements under the provisions of the Program.

Property Owner Signature

Date

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20__

by _____, who is personally

known to me or who has produced _____ as identification.

Notary Public



agenda item

meeting date	May 11, 2015	approved by	<input type="checkbox"/> City Manager
			<input type="checkbox"/> City Attorney
item type	<input type="checkbox"/> Administrative		<input type="checkbox"/> N/A
	<input checked="" type="checkbox"/> Action		<input checked="" type="checkbox"/> Advisory Board
	<input type="checkbox"/> Information	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

Over the years, both the city and the CRA have committed significant resources in both money and staff to ensure that the downtown and the gateways into the city meet or exceed our residents and business expectations on appearance and service. Our current city facilities do a good job of keeping up with Park Avenue and the CRA corridors including Morse Avenue and the Hannibal Square area. These areas do compete for the limited staff resources with regard to cleaning, maintenance and trash collection as well as planter upkeep and painting.

The proposed new staff position would report directly to the Facilities Division of the City, but funded through the CRA Division with direct responsibility for the upkeep of public areas within the CRA. These duties may include:

- Collects and removes 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.