



Agenda

April 8, 2020 at 3:00 PM

Virtual CRA Agency Meeting

CRA Agency

Virtual CRA Agency public comment procedures:

- The Public Comment Form located at cityofwinterpark.org/public-comment will be available during live meetings for members of the public to submit comments. These comments will be read into the official record during the CRA Agency Meeting.
- If you would like to provide comments prior to the meeting, please send them to MayorandCommissioners@cityofwinterpark.org. These comments will be received by the City Commissioners and staff, however, will not be read publicly into the record during the meeting. This is consistent with our normal procedures for emails received prior to a CRA Agency meeting.
- If you do not have the ability to submit comments online, the city will activate the public comment line 407-599-3410. This phone line will only be available during the live meeting. These calls will be answered by city staff and your verbal comments will be entered into the online system on your behalf. Phoned-in comments will be read during the meeting as part of the official record.
- All comments will be screened and not be read into the record if they violate our normal CRA Agency decorum procedures.

*times are projected and
subject to change

agenda

- 1. Meeting Called to Order**
- 2. Consent Agenda**
 - a. Approve the Minutes of January 27, 2020**
- 3. Discussion Items**
 - a. CRA Consideration of Community Assistance Program**

4. Adjournment

Appeals and 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."



Agenda Item Summary

Approve the Minutes of January 27, 2020 -

Summary:

Background:

ATTACHMENTS:

Description

Minutes of January 27, 2020

Upload Date

4/6/2020

Type

Backup Material



CRA Agency Meeting Minutes

January 27, 2020 at 2:00 p.m.

City Hall, Commission Chambers
401 S. Park Avenue | Winter Park, Florida

Present

Mayor Steve Leary
Commissioner Greg Seidel
Commissioner Sarah Sprinkel
Commissioner Carolyn Cooper
Commissioner Todd Weaver
Hal George

City Manager Randy Knight
City Attorney Kurt Ardaman
City Clerk Rene Cranis

Meeting called to order

Mayor Steve Leary called the meeting of the CRA Agency to order at 2:08 p.m.

1. Minutes Approval

- a. Minutes of July 22, 2019

Motion made by Commissioner Sprinkel to approve the minutes of July 22, 2019; seconded by Mr. George. Motion carried unanimously.

2. Consent Agenda

- a. Florida Department of Transportation: Local Funding Agreement for increased design of lighting and landscaping as part of the Orlando Avenue (U.S. 17-92) project; \$179,934.
- b. City of Winter Park CRA: Allocation of funding to Winter Park for enhancements to the Library/Event Center project; \$750,000 (Pulled by Commissioner Cooper)

Motion made by Commissioner Sprinkel to approve Consent Agenda Item 2a; seconded by Mayor Leary. There were no public comments. Motion carried unanimously.

In response to questions by Commissioner Cooper, Assistant Division Director CRA/Economic Development Kyle Dudgeon, stated that the CRA Plan Addendum from 1999 identified several improvements to MLK Park in terms of stormwater, parking, trees, signage, plantings, lake and lake edge improvements, which can be addressed as part of the GMP for the Library and Events Center.

Mr. George asked for confirmation that these funds will go only toward MLK Park improvements which could stand on their own with or without the Library. Mr. Knight stated yes; however, additional parking would not be needed if it were not for the Library and Events Center. Mayor Leary stated this is justified given the parameters of the CRA.

Motion made by Commissioner Sprinkel to approve Consent Agenda Item 2b; seconded by Mayor Leary. There were no public comments. Upon a roll call vote, Mayor Leary and Commissioners Seidel, Sprinkel, Cooper and Weaver and Mr. George voted yes. Motion carried unanimously with a 6-0 vote.

3. Discussion Items

a. CRA Capital Improvement Discussion

Mr. Dudgeon reviewed the 10-year proforma and gave an update on proposed projects that have been identified with estimated costs but have not been allocated to a future year. He listed the projects that the CRA Advisory Board felt could be completed in a single year including downtown enhancements (Central Park stage/public restrooms), Community Center/Shady Park/Splash Pad area, Hannibal Square design guidelines, and transportation studies which would be dependent on the proposed Orange County additional one cent sales tax.

Commissioner Cooper suggested that staff work jointly on Hannibal Square design guidelines using data and public input received as part of the Orange Avenue Overlay on street design.

Upon questioning, Mr. Dudgeon stated there are many ways to implement design guidelines including incentive projects, rebates, or a partial or complete streetscape project but the first step is to identify the gaps. Mayor Leary stated he would like to encourage rather than mandate it. Commissioner Cooper opposed providing incentives that would increase intensity beyond what the community is comfortable with.

Commissioner Weaver asked whether the CRA Advisory Board had discussed transportation projects and defined small-scale capital projects. Division Director of Office of Management and Budget Peter Moore stated the Board wanted to look at a roundabout on Orange Avenue and a potential shuttle route on Morse Boulevard. Discussion ensued on current transportation projects, target dates and identifying future projects.

Mr. Dudgeon identified the top three multi-year projects with future funding needs which includes the Post Office property acquisition, MLK Park improvements, and parking improvements. He explained that staff is working with a consultant to prioritize the MLK Park improvements which will be brought back to the CRA Agency for review. Mayor Leary asked that parking capacity improvements not be site specific to City Hall and be removed.

Commissioner Cooper stated that with the CRA in its last seven years, the Agency has a fiduciary responsibility to develop a plan for allocation through the life of the CRA. She suggested that each Agency member create and prioritize a project list.

Commissioner Weaver asked for clarification on the projected cost for purchase of the Post Office. Mr. Knight advised that there is more than \$2 million in the Parks Acquisition Fund to apply toward the anticipated cost of \$8.5 million.

Commissioner Cooper identified the parking garage at MLK Park, the Memorandum of Understanding (MOU) with FDOT, and the purchase of the Post Office as immediate commitments that need to be addressed. She expressed her concern with having unallocated CRA funds.

Commissioner Sprinkel spoke in favor of allocating funds but reserving a portion of each year's projected revenue.

Commissioner Weaver pointed out that the CRA is a specific area and because the Library services the entire city, he has reservations on funding the Library project with CRA funds.

Mr. George agreed with Commissioner Sprinkel regarding a reserve balance and with Commissioner Cooper that funds need to be allocated. He said he is not comfortable allocating funding when firm costs are unknown, specifically the cost to purchase the post office property. He feels the property would be ideal for the city to purchase at some number, but it may not be ideal at another number.

Commissioner Cooper suggested identifying projects of interest and then asking staff to prepare allocations and provide additional details as they become concrete. She stated her project list includes the purchase of the post office within 3 years with the \$100,000 allocated in FY 2020 to initiate the purchase; allocate funds to purchase the land in FY 2021, and allocate funds for the construction of retail facilities in FY 2022.

In response to questions by Commissioner Seidel, Mr. Moore stated the CRA ends in 2027 and as a result bonding over a short-term is not useful. Mr. Knight stated the city could advance the money from another fund and get reimbursed from CRA funds.

Mayor Leary suggested identifying projects and then have staff prepare allocation and funding years.

Commissioner Cooper identified the following projects.

- Library enhancements, \$750,000
- Orlando Avenue (U.S. 17-92) lighting and tree design, \$180,000 (approved as part of consent agenda); Installing and buying lights and trees, \$1 million in future years
- MLK Park improvements - \$3 million
- Parking garage in the Central Business District, with square footage for retail liner (possible location of retail component of the post office) - \$8 million
- Central Park stage without a public restroom
- Parallel streets
- Minority business program
- Center Street design

Mr. George identified affordable housing at a minimum of \$100,000 and MLK Park improvements.

Commissioner Seidel addressed the Library/Event Center parking options presented by Mr. Knight in a prior meeting, specifically Option #3 which eliminates the southern-most parking area (Area C). He said he feels further study is needed on the parking issues around MLK Park and opportunities to provide parking in the area whether it is on city property or off site. The results of the study could then be presented to the CRA to consider for funding in the next few months.

Mr. Knight provided an update on communication with area property owners for shared or leased parking in addition to the current lease of almost 400 parking spaces in the evening

and on weekends. Discussion followed on parking needs and opportunities around MLK Park, businesses and the library and events center, and costs associated with providing parking.

Commissioner Seidel suggested highest priority is parking around MLK Park.

Commissioner Sprinkel identified her preferred projects as beautification, New York Avenue lights and playing fields although there may not be property within the CRA.

After discussion, the following project list was approved by consensus with funds to be allocated in future fiscal years:

- Affordable housing, \$200,000 annually
- Parking around MLK Park, \$4 million
- Purchase of Post Office property, \$7.5 million, (including \$1 million for retail component)
- Downtown parking garage, \$8 million
- Reserve miscellaneous of 20% to be allocated each year.
- Central Park stage, \$500k
- MLK Park improvements, \$3 million

Nancy Shutts, 200 Brandywine Avenue, commended the Agency on the decisions made as it will enhance community.

Marty Sullivan, 901 Georgia Avenue, suggested installation of bus stop amenities such as seating and covers. He spoke in opposition to using additional taxpayer funds beyond the bond referendum toward the library and events center.

Ron Ellman, 1707 Demetree Drive, spoke in support of the purchase of post office property and expansion of Central Park.

Peter Gottfried, 1841 Carollee Lane, urged caution in spending CRA funds which should be used to improve the economic livelihood of the area. He spoke in support of funding for affordable housing.

Cathy Richey, 1048 S. Kentucky Avenue, expressed her support of the purchase of post office property and use of CRA funds to expand Central Park.

Kim Allen, 1800 W. Fawsett, provided a history of establishment of Central Park. She spoke on the total cost of library and events center which she recalls was supposed to be covered by the bonds. She expressed her displeasure with the increased cost over the original project budget.

Susan Finnegan, 75 Palmer Avenue spoke in favor of purchase of post office to expand Central Park and in favor of library and events center which she feels will be world-class.

In response to comments by Commissioner Seidel, Mr. Knight stated the total CRA funding for the library and events center is \$2.1 million, with \$1.3 previously approved and an additional \$750,000 approved in this meeting.

Consensus was to schedule a CRA Agency meeting to address future year funding allocations. Commissioner Cooper stated the terms from the Post Office expire today and a decision is needed today in order to move forward with negotiations.

Motion made by Commissioner Cooper to allocate funding for the purchase of the post office property before negotiations are initiated; seconded by Commissioner Weaver.

Mayor Leary stated that this was not on the agenda and a large allocation should be on the agenda as advance notice to the public. Attorney Ardaman advised that it is not a legal requirement to post matters on the agenda and then consider items not on agenda.

Mr. Knight advised that the Letter of Intent (LOI) which includes approval of \$25k deposit and \$50k cost deposit to the Post Office is on the Commission agenda. He stated it would strengthen the city's position to state that money has been allocated.

Mr. Moore stated that money has been allocated but not the funding year.

Upon a roll call vote, Mayor Leary and Commissioners Seidel, Sprinkel, Cooper and Weaver, and Mr. George voted yes. Motion carried unanimously with a 6-0 vote.

The meeting adjourned at 3:42 p.m.

Mayor Steve Leary

ATTEST:

City Clerk Rene Cranis, CMC



Agenda Item Summary

CRA Consideration of Community Assistance Program -

Summary:

Approve the proposed community assistance program.

Background:

The unprecedented COVID-19 global pandemic is creating extreme financial hardship on both residents and businesses in our city. The City Commission asked staff to propose a financial relief package to help residents and businesses through this time of need.

While the total impact will not be known for some time attached is a proposed community assistance program that addresses several needs that we know will exist.

The CRA portion of the support program is \$525,000 and covers four areas: A micro-loan program for businesses within the CRA, a utility assistance program for businesses within the CRA, a utility assistance program for residents within the CRA and a food assistance program for residents within the CRA.

See attachments for details of the proposals along with new CRA Financial Projection Scenarios.

ATTACHMENTS:

Description	Upload Date	Type
Community Assistance Program Narrative	4/6/2020	Cover Memo
Community Assistance Program Amounts	4/6/2020	Cover Memo
CRA Financial Projection Scenarios	4/6/2020	Cover Memo



Winter Park COVID-19 Crisis Response Proposal

As we continue to monitor the status of coronavirus (COVID-19) and its impact on Winter Park, we are working diligently to protect our community's health, both physical and financial. To that end, I am proposing a multi-pronged approach to address community needs:

RESIDENTIAL SUPPORT

- Utility bill payment assistance: Heart of Florida United Way 211 Program: The city will provide up to \$50,000 in direct and matching grants to this free and confidential support line connecting Winter Park residents in need with utility bill payment assistance.
 - The city will make a direct contribution of \$25,000 to the program and put up another \$25,000 in dollar for dollar matching funds to match community contributions over the next 90 days.
 - City support will go towards assisting eligible Winter Park residents with up to \$650 of utility bill costs.
 - More information on the program can be reached through www.hfuw.org/gethelp/.
- Suspension of late fees, interest rates and disconnects: No late fees or interest rate payments will be charged and no utility service disconnects will be made for non-payment through May 31, 2020. Customers can contact Utility Billing customer service for flexible repayment options.
- Electric fuel rate reduction: Supporting both the city's residential and commercial customers, a temporary one-month suspension of electric fuel costs on all customers' bills will be enacted. This is on top of the recently approved 27% reduction in fuel costs already in place. Fuel cost make up approximately 18% of a residential customer's bill and 22% of commercial customer bills. Note, this comes from the fuel cost rate stabilization fund and is a return of over-recovery of fuel costs. Normally the city would "refund" it over a 12 month period, but this proposal is to do it all in one month to grant an immediate relief.

BUSINESS SUPPORT

- Micro-Loans: In partnership with the Winter Park Chamber of Commerce and members of the Winter Park community, the city will contribute up to \$500,000 in matching support for locally raised funds to support \$5,000 micro-loans to struggling small businesses. An executive board of community leaders would be formed to formalize and oversee the program and a local bank will most likely be used to administer the funds. Some general provisions to qualify will include, it must be a small business (not yet fully defined), it will apply city-wide not just in the CRA, businesses do not have to be a Chamber member, and applicants will have to have already applied for the CARES Act program. The City would make its community improvement fund (501(c)(3)) available to receive the matching funds if deemed appropriate.
- Utility Assistance Program: The city will create a \$1 million small business utility payment assistance program, providing up to the average of one month's electric & water/sewer utility bill as a credit, not to exceed \$5,000 per business. Any business that was closed or

is a restaurant that had to limit operations due to government order, and has less than 100 employees and is defined as a small business by the Small Business Administration, will be eligible for support. The City would administer this program.

- Utility Support: No late fees or interest rate payments will be charged and no utility service disconnects will be made for non-payment through May 31, 2020. Eligible customers can apply for this program through Utility Billing customer service. The customer will be placed on a repayment plan for the deferred amount less any grant from the above assistance program.
- Electric fuel rate reduction: As stated above, supporting both the city's residential and commercial customers, a temporary one-month suspension of electric fuel costs on all customers' bills will be enacted. This is on top of the recently approved 27% reduction in fuel costs already in place. Fuel cost make up approximately 18% of a residential customer's bill and 22% of commercial customer bills. Note, this comes from the fuel cost rate stabilization fund and is a return of over-recovery of fuel costs. Normally the city would "refund" it over a 12 month period, but this proposal is to do it all in one month to grant an immediate relief.

COMMUNITY SUPPORT

- Food & Hunger: To address food insecurity, the city will make a \$50,000 contribution and work with the 4Rivers Feed the Need initiative and Second Harvest Food Bank to create a Winter Park specific food assistance program.
- Free Wi-Fi Connectivity: To promote digital inclusion and in partnership with Frog Telecommunications, the city is providing for an early launch of free and fast public Wi-Fi available in Central Park and Shady Park, to be completed within four weeks. This item was already budgeted. This is just an acceleration of that project.

RECOVERY SUPPORT

- Public Support: The city stands ready to support the community as we recover from this crisis, through maintaining all public health, safety, and community areas in top condition with regular police presence, superb emergency response, quality maintenance of parks and landscaped areas, and pressure washing of the downtown core.
- Business Façade Matching Grants: The city's CRA will continue to support its successful Business Façade Program for physical improvements to business locations. Information on the program can be found here: www.cityofwinterpark.org/cra
- Energy Efficiency: The city, under its Sustainability Division, is offering \$30,000 in \$500 payments for businesses willing to apply to Green Business Program. The program promotes energy audits and offers suggestions with no requirement to make changes.

COVID-19 Community Assistance Program

	<u>General Fund</u>	<u>CRA Fund</u>	<u>Electric Fund</u>	<u>W&S Fund</u>	<u>Match from Community</u>	<u>Total Support</u>
Micro-loan program in conjunction with WP Chamber	\$ 250,000	\$ 250,000			\$ 500,000	\$ 1,000,000
211 Residential Utility Bill Assistance Program						
Direct Contribution			\$ 12,500	\$ 12,500		\$ 25,000
Community Match "up to number"			\$ 12,500	\$ 12,500	\$ 25,000	\$ 50,000
Electric Fuel Cost Holiday (month of May)			\$ 750,000	*		\$ 750,000
Small Business Utility Assistance Program	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000		\$ 1,000,000
Residential Food Support:						
Work with 4 Rivers Feed the Need Initiative and 2nd Harvest Food Bank on WP specific food program	<u>\$ 25,000</u>	<u>\$ 25,000</u>				<u>\$ 50,000</u>
Total current relief effort	\$ 525,000	\$ 525,000	\$ 1,025,000	\$ 275,000	\$ 525,000	\$ 2,875,000
Recovery support:						
Business Façade program		TBD				TBD
Energy Efficiency grants (\$\$ comes from Waste Pro					\$ 30,000	\$ 30,000

* Would come from Fuel Cost Rate Stabilization Funds

CRA Tax Increment Financing Revenue Growth - Sensitivity Scenarios

(Based on FY2020 Proforma)

Scenario	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Annual Revenue at Yr 2027 as % of Current Year	Total Surplus Cash Flow	Discounted Surplus Cash Flow (@3%)
Original Forecast	12%	3%	0%	2%	3%	4%	5%	131%	32,176,644	28,683,571
Flat-lined Growth	12%	0%	0%	0%	0%	2%	5%	119%	29,616,252	26,492,764
Minor Dip with Recovery	12%	3%	-10%	-5%	0%	2%	5%	105%	26,288,813	23,652,951
Significant Dip with Recovery	12%	-3%	-25%	-10%	-5%	0%	2%	71%	17,964,832	16,479,517
Abject Horror	12%	-5%	-35%	-15%	-8%	-3%	0%	53%	13,463,590	12,605,116

Original Capital Plan Cost

30,085,228