



# agenda

August 21, 2014

Chapman Room  
401 S. Park Ave. 2<sup>nd</sup> Floor

## CRA advisory board

### 1 administrative items

- A. Approval of the Work Session Minutes from 07/24/14

### 2 action items

- A. Approval of CRA Budget for FY 14-15
- B. Fairbanks Corridor Study

### 3 informational items

- A. Grant Chapel "Hannibal Square District" signage funding request

### 4 new business items

### 5 adjournment items

## 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."

**CITY OF WINTER PARK  
COMMUNITY REDEVELOPMENT ADVISORY BOARD**

**Work Session  
12:00 pm**

**July 24, 2014  
Chapman Room**

**MINUTES**

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Chairman, Hal George, called the meeting to order at 12:03 pm.

**BOARD MEMBERS PRESENT:** Hal George, John Dowd, Joe Terranova

**BOARD MEMBERS ABSENT:** Alan Thompson, Daniel Butts, Lance Decuir

**STAFF MEMBERS PRESENT:** Dori Stone, David Buchheit, Laura Neudorffer, Kyle Dudgeon, Craig O'Neil

**INFORMATIONAL ITEMS:**

**Item A: Budget Update:**

David Buchheit, CRA Manager, gave the Board members a brief update on the proposed budget. Dori Stone, Planning and Community Development Director, asked the board to be in attendance if possible at the August 25, 2014 Community Redevelopment Agency Meeting to show support of the proposed budget. Mrs. Stone also informed the Board of the Winter Park Playhouse's plans to purchase a larger building and their request for financial support from the City. Randy Knight, City Manager, has placed the request in the City's budget therefore it is not in the CRA's budget. Joe Terranova stated he is a strong supporter of the Winter Park Playhouse but questions how the City and/or CRA's assistance in the purchase of the larger facility would enhance the CRA.

**Item B: Winter in the Park Update:**

Kyle Dudgeon, Economic Development Program Manager, gave a brief update of the projection mapping and uplighting projects that are currently in progress. The Board was also provided with hard copies of the layout and images of the proposed uplighting. The Board was pleased with the proposed layout and progress of both items. Mr. Terranova stated he would like to see the West Meadow bricked instead of grass. He referenced the area next to Dexter's in Hannibal Square where the area can be used for events or for additional parking when not in use. One benefit of bricking the West Meadow is the elimination of the need to level and re-sod the area every year after the Park Ave Fashion Week, Cows n' Cabs, and Ice Rink events have ended. All present recognize the sensitivity that comes into play when discussing changing the West Meadow to anything other than a green space.

**Item C: Strategic Plan Proposal:**

Mr. Buchheit, presented the Board with a proposal from Bellomo & Herbert, a GAI company, to create a CRA Strategic Plan. The proposal outlines tasks involved with completing such a project along with a schedule of completion. Mrs. Stone brought to the attention of the Board that the City Commission is now in discussion about a City Visioning Plan. With this being put into action, it would be best for the CRA Advisory Board to place the proposal on hold until further discussion by the Commission and City Staff has taken place to be sure we are not overlapping resources and time on the same topics. At this time, the Visioning Plan probably won't have a set "path" until Fall 2014. The Board agreed that the best course of

action would be to compile a project list that fits within the 2007 Strategic Plan and to possibly extend that plan another 2 years until the Visioning Plan is underway. CRA staff will compile the list of projects and present it to the Board at a future meeting at which point the board will have a chance to prioritize the projects list. Some of the items discussed were Streetscapes, Bricking and undergrounding of Morse Blvd. and New York Ave. intersection, etc. Mrs. Stone informed the Board that Mayor Bradley has stated every City Board will have a role in the visioning process.

There being no further business to discuss, meeting adjourned at 1:01 p.m.

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Chairperson, Hal George

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CRA Coordinator/Board Liaison, Laura Neudorffer

winter park



community  
redevelopment  
agency

# agenda item

meeting date August 21, 2014

item type ☐ Administrative  
☒ Action  
☐ Information

approved by ☐ City Manager  
☐ City Attorney  
☒ N/A

## CRA advisory board

### Subject: Item 2A

CRA Budget Update and Proposed Budget FY 2015

### **motion | recommendation**

Approve the proposed FY 2015 budget as presented.

### **background**

#### **FY 2014 Budget Update:**

Over the last couple of years the CRA has increased the Tax Increment Finance (TIF) revenue by over \$400,000 due to rebounding of the real estate market. As such the CRA has resumed many programs and projects. As of June 2014, actual expenditures and revenues of the CRA are expected to be in-line with budgeted estimates by fiscal year-end. Revenues saw a slight increase due to the performance of Winter in the Park and investment returns. Expenditures and Debt Service show no significant change.

#### **Tax Base Declines:**

Over the last couple of years the real estate market has started to rebound which is increasing the taxable valuations for CRA property. The forward estimates from Orange County show that TIF revenue will increase from about \$2.1 million to \$2.4 million, or about 8.75%. This is an improvement over last year's increase of 6.5% and shows that the market is continuing to improve.

#### **FY 2015 Proposed Budget:**

As a result of the increase in revenue staff has proposed a budget that maintains all debt service payments, supports operations, fulfills all contracts, and continues operation of existing programs. Staff anticipates future stability to the TIF as the economy and real estate market improves, however it highlights the importance of promoting projects that build the tax base within the CRA that in turn fund additional programs and projects.

### *Budget Highlights:*

- Programs and Events Funding:
  - o Summer Youth Employment Program
  - o Business Façade Improvements Program
  - o Popcorn Flicks
  - o Heritage Center Operations
  - o Community Center Programs
  - o Welbourne Nursery Program
  - o St. Patrick's Day Parade
- Projects:
  - o Winter in the Park
  - o Parking Garage Maintenance
  - o Signs and Wayfinding – Kiosks
  - o Morse Blvd Bricking (from train tracks to New York Avenue)

### *Projects:*

Currently nearly \$1 million in project balances will roll forward to this upcoming fiscal year to complete projects that are already funded or underway.

#### Housing Rehab:

Staff worked to complete the outstanding waiting list from 2012. The wait list has been completed and currently there is \$27K that will roll forward to continue the Housing Rehab program for next year.

#### Business Façade:

The Business Façade program has been reinstated to assist businesses. The program has assisted approximately 50 businesses in the past 6 years.

#### Winter in the Park: \$225,000

This ice skating event was approved at the last advisory board meeting to be brought before the CRA Board at a future meeting. The proposed budget built in a break even on the event.

(For a complete line item budget and summary of the CRA's revenues and expenses since 2011, see the attached line item budget.)

### **alternatives | other considerations**

N/A

### **fiscal impact**

See background commentary above.

### **strategic objective**

N/A

City of Winter Park Community Redevelopment Fund  
Multi-Year Actual and Budget Summary  
FY 12 - FY 15

## Revenues

<b>TIF Revenue</b>	<b>2012 ACTUAL</b>	<b>2013 ACTUAL</b>	<b>2014 BUDGET</b>	<b>2015 BUDGET</b>
Ad Valorem Taxes	1,003,087	961,467	1,022,445	1,160,162
From County for CRA	1,087,015	1,041,912	1,107,992	1,257,232
<b>Total</b>	<b>2,090,102</b>	<b>2,003,379</b>	<b>2,130,437</b>	<b>2,417,394</b>

<b>Investment Revenue</b>	<b>2012 ACTUAL</b>	<b>2013 ACTUAL</b>	<b>2014 BUDGET</b>	<b>2015 BUDGET</b>
CHECKING AND SAVINGS	-1,156	-1,964	0	0
INVESTMENT PORTFOLIO	63,605	-75,923	40,000	20,000
BANKFIRST SRB ACCOUNT	311	190	0	0
STATE INVESTMENT BOARD	5	2	0	0
<b>Total</b>	<b>62,765</b>	<b>-77,695</b>	<b>40,000</b>	<b>20,000</b>

<b>Misc. Revenue</b>	<b>2012 ACTUAL</b>	<b>2013 ACTUAL</b>	<b>2014 BUDGET</b>	<b>2015 BUDGET</b>
Winter in the Park	170,586	205,358	195,000	225,000
Other Misc. Revenue		15,304	30,000	30,000
<b>Total</b>	<b>170,586</b>	<b>220,662</b>	<b>225,000</b>	<b>255,000</b>

<b><u>Total Revenue</u></b>	<b>2,323,453</b>	<b>2,146,346</b>	<b>2,395,437</b>	<b>2,692,394</b>
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## Operational Expenses

Personnel	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
REGULAR WAGES	233,107	194,130	186,278	228,859
PART TIME/TEMPORARY WAGES	-	15,012	29,256	-
OVERTIME WAGES	-	41	-	-
FICA TAXES	16,609	15,232	15,964	16,518
PENSION	16,756	5,513	13,499	16,282
ICMA CITY CONTRIBUTION	3,883	2,871	2,300	3,772
GROUP HEALTH/DENTAL	24,570	28,945	18,828	31,260
LIFE INSURANCE	505	418	405	499
AD&D INSURANCE	56	46	45	55
DISABILITY INSURANCE	562	464	450	554
WORKER'S COMPENSATION	427	384	402	411
UNEMPLOYMENT COMPENSATION	30	27	30	36
<b>Total</b>	296,505	263,083	267,457	298,246



## Operational Expenses

General Operating	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
TRAVEL & TRAINING	3,826	2,076	6,000	8,000
TELEPHONE - EQUIP CHGS	1,846	1,581	2,016	1,047
CELL PHONES/BEEPERS	2,430	2,074	1,800	2,400
POSTAGE & FREIGHT	340	195	1,000	1,000
GENERAL LIABILITY	8,291	8,166	8,639	9,377
RISK MGMT OPERATIONS	1,055	1,096	1,189	1,149
OTHER INSURANCE	-	-	7,700	8,231
CITY ATTORNEY	29,997	20,006	20,000	20,000
PRINTING & BINDING	2,510	1,406	4,000	4,000
COPIER	2,650	3,281	3,599	3,600
PROMOTIONAL ACTIVITIES	4,616	1,941	5,000	5,000
GENERAL OPERATING SUPPLY	5,897	11,053	7,000	7,000
EQUIPMENT UNDER \$1,000	489	3,056	2,500	2,500
BOOKS & PERIODICALS	133	-	200	200
MEMBERSHIPS	2,257	1,245	3,500	3,500
FURNITURE	-	3,325	-	-
<b>Total</b>	<b>66,337</b>	<b>60,501</b>	<b>74,143</b>	<b>77,004</b>

## Operational Expenses

Contractual Services	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
CONTRACTUAL SERVICE	8,970	49,798	20,000	80,000
Indirect Costs	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
REIMB ADMIN TO GEN FUND	31,600		25,000	45,905
Transfer to other Funds	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
Transfer to Capital Projects	-	203,561	22,934	3,993
<b>Total</b>	403,412	576,943	409,534	505,148

## Community Initiatives

Community Programs	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
SUMMER YOUTH EMPLOYMENT	17,507	-	15,000	15,000
HERITAGE CENTER OPERATION	35,000	30,000	30,000	40,000
COMMUNITY CENTER PROGRAMS	40,413	27,078	40,000	40,000
UNITY HERITAGE FESTIVAL	7,761	4,884	-	-
<b>Total</b>	100,681	61,962	85,000	95,000

Organizational Support	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
WELBOURNE NURSERY	4,500	5,000	5,000	7,000
ENZIAN THEATRE	12,000	12,000	6,000	6,000
ST. PATRICK'S DAY PARADE	1,168	1,630	2,000	2,000
<b>Total</b>	17,668	18,630	13,000	15,000

## Capital Maintenance

	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
PARKING GARAGE MAINT.	70,141	85,178	90,000	90,000

## CRA Projects

Project Name	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
HOUSING REHAB. ASSISTANCE	47,724	20,000	-	20,000
ORANGE AVENUE IMPROVEMENT	2,840	-	-	
DENNING DR INT. IMPROVE	3,533	-	-	
FAIRBANKS ENHANCEMENT	1,442	-	-	
COMMUNITY CENTER	226,327	3,919	-	
BUSINESS FACADE MATCH PRG	11,175	10,000	50,000	25,000
COMMUTER RAIL MATCH	4,078	-		
CENTRAL PARK LOT B	4,497	-		
WEST MEADOW ICE RINK	181,334	198,001	195,000	225,000
E. MORSE BLVD STREETScape	15,101	-		
W. MORSE BLVD STREETScape	2,402	-		100,000
PARK AVE. STRATEGIC PLAN	31,286	-		
NEW ENG-SHADY PK TO CAPEN	14,592	-		
QUALIFIED TARGET IND PROG	19,800	19,800		
SIGNS AND WAYFINDING PJT	33,164	-		90,000
<b>Total</b>	<b>599,295</b>	<b>251,720</b>	<b>245,000</b>	<b>460,000</b>

## **Total Expenditures**

	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
Personnel	296,505	263,083	267,457	298,246
General Operating	66,337	60,501	74,143	77,004
Contractual Services	8,970	49,798	20,000	80,000
Indirect Costs	31,600	0	25,000	45,905
Transfer to other funds	0	203,561	22,934	3,993
Community Programs	100,681	61,962	85,000	95,000
Organizational Support	17,668	18,630	13,000	15,000
Parking Garage Maintenance	70,141	85,178	90,000	90,000
CRA Projects	599,295	251,720	245,000	460,000
<b>Total</b>	1,191,197	994,433	842,534	1,165,148

## Debt Service

Principal	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
CRA LOAN #67	150,000	-	-	
CRA LOAN #83	140,000	-	-	
2005-1 LOAN	35,516	-	-	
2005-2 LOAN	71,718	-	-	
2006 LOAN	100,000	100,000	105,000	110,000
COMMUNITY CENTER LOAN	375,000	390,000	410,000	430,000
CRA NOTE, SERIES 2012		-	495,000	515,000
<b>Total</b>	<b>872,234</b>	<b>490,000</b>	<b>1,010,000</b>	<b>1,055,000</b>

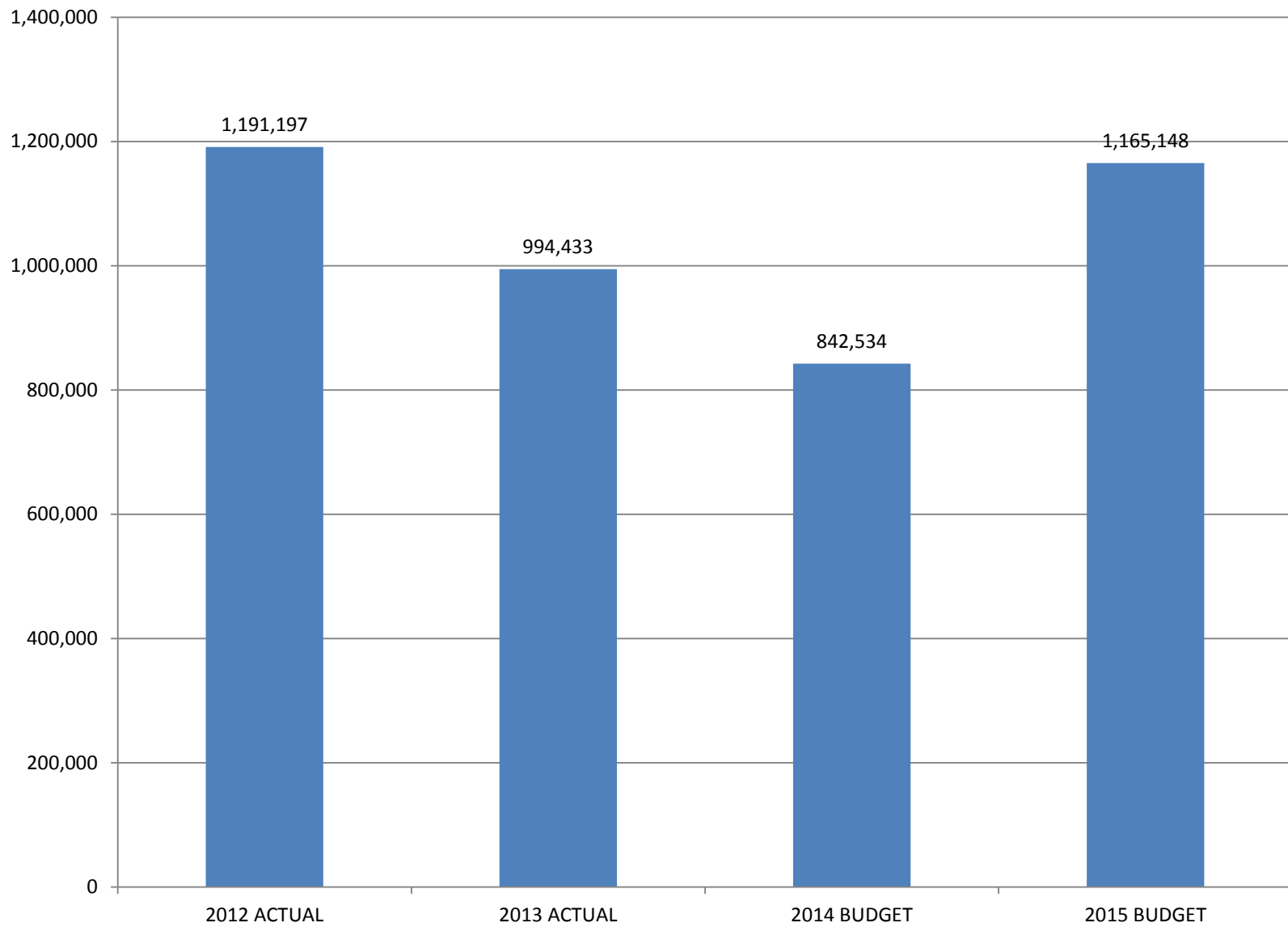
Interest	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
CRA LOAN #67	84,342	-	-	-
CRA LOAN #83	77,694	-	-	-
2005-1 LOAN	25,660	-	-	-
2005-2 LOAN	87,845	-	-	-
2006 LOAN	67,103	50,008	59,225	55,044
COMMUNITY CENTER LOAN	340,368	323,232	305,312	286,496
CRA NOTE, SERIES 2012		62,625	111,888	101,838
<b>Total</b>	<b>683,012</b>	<b>435,865</b>	<b>476,425</b>	<b>443,378</b>

<b><u>Total Debt Service</u></b>	<b>1,555,246</b>	<b>925,865</b>	<b>1,486,425</b>	<b>1,498,378</b>
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## Net Operating Gain/Loss

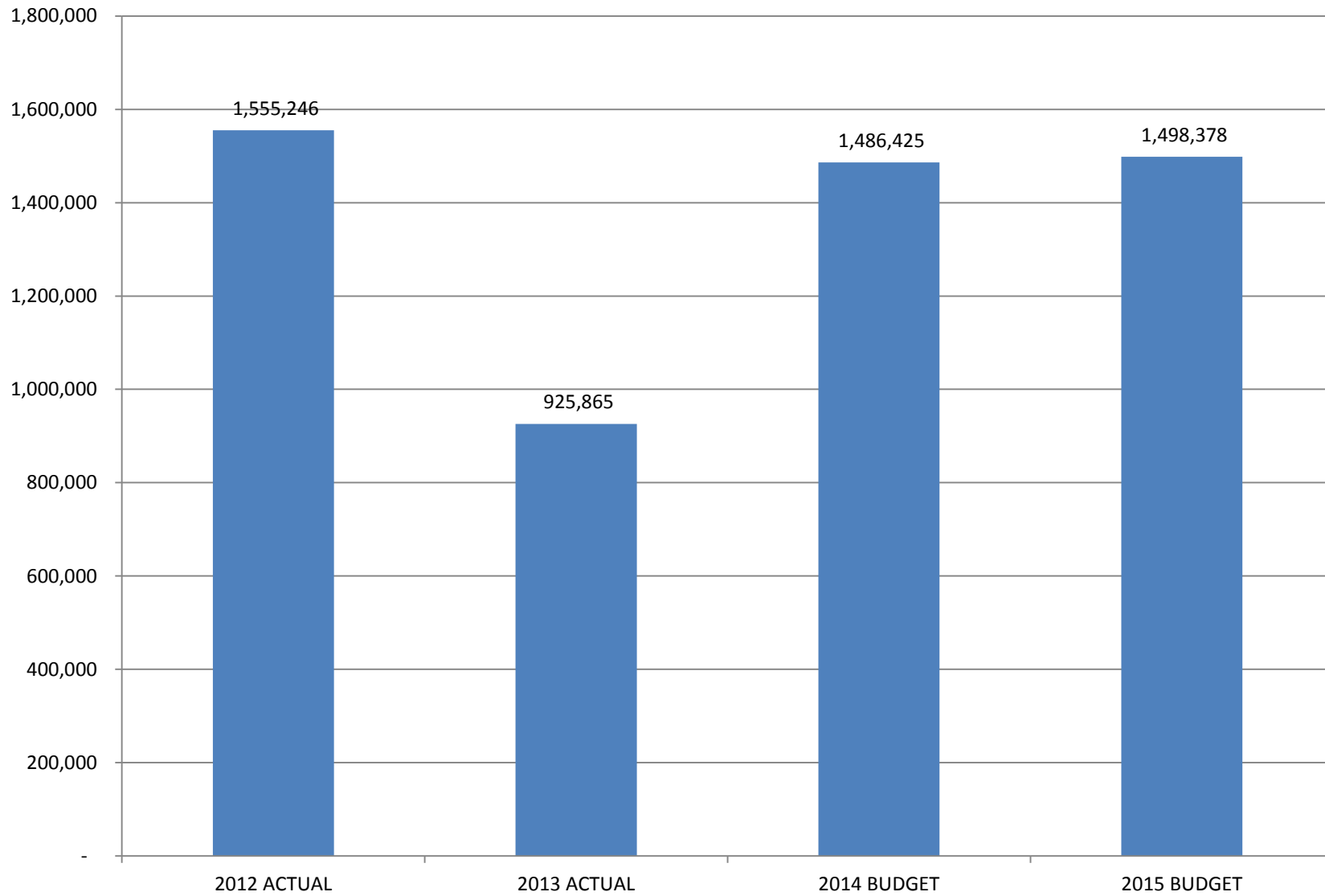
	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
Total Revenue	2,323,453	2,146,346	2,395,437	2,692,394
Total Expenses	1,191,197	994,433	842,534	1,165,148
Total Debt Service	1,555,246	925,865	1,486,425	1,498,378
<b>Total</b>	-422,990	226,048	66,478	28,868

## Expenses

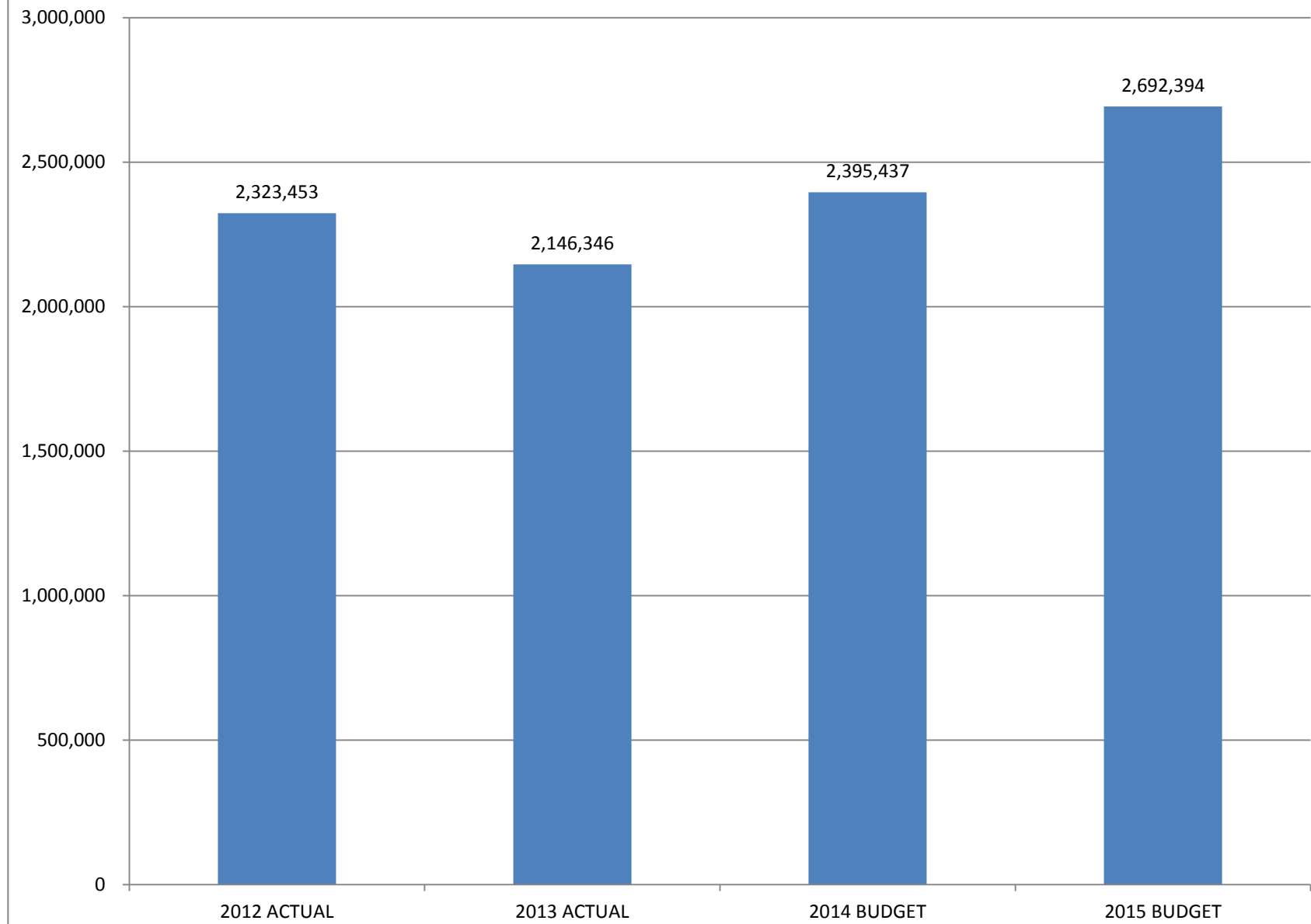




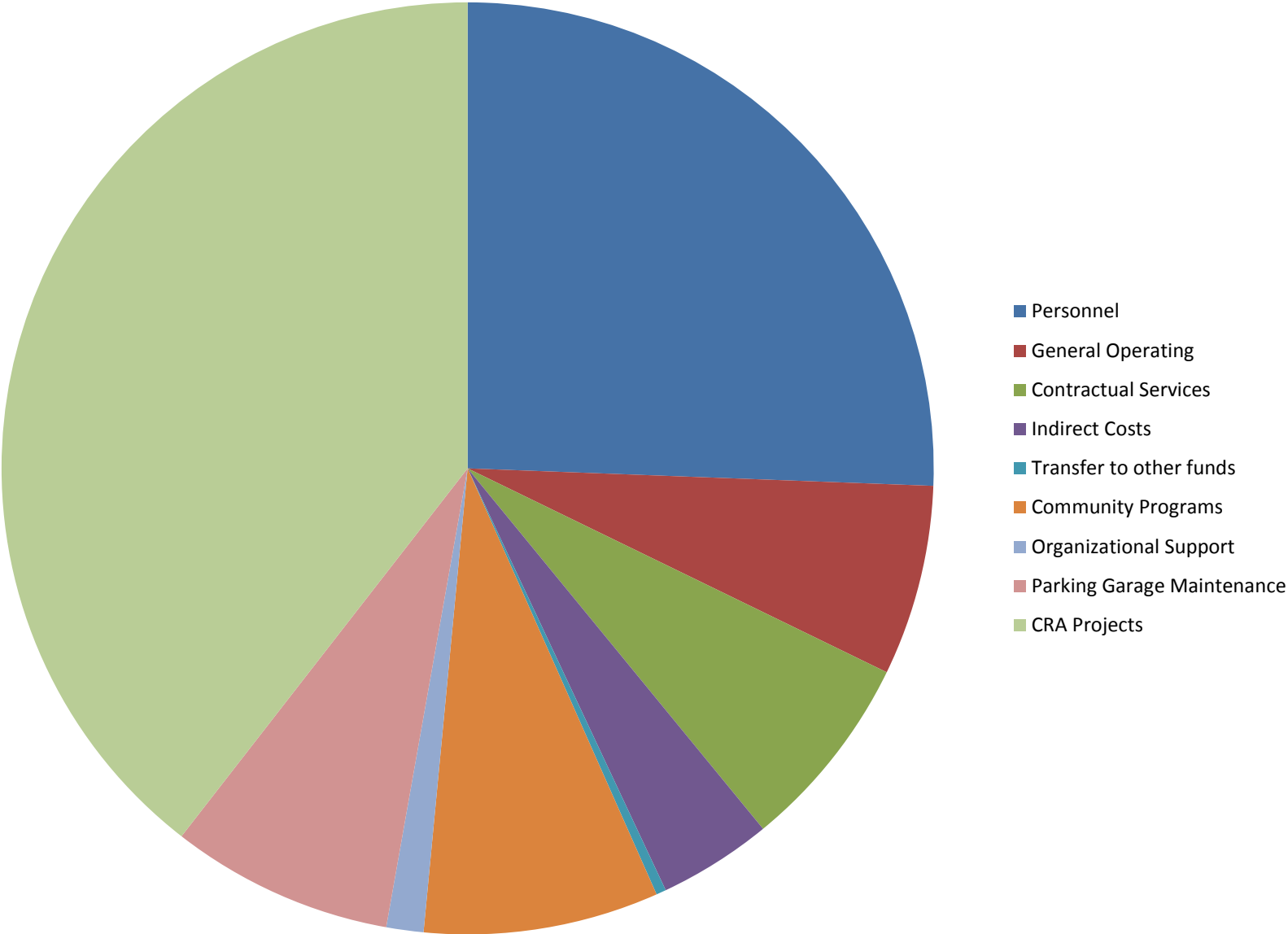
## Debt Service



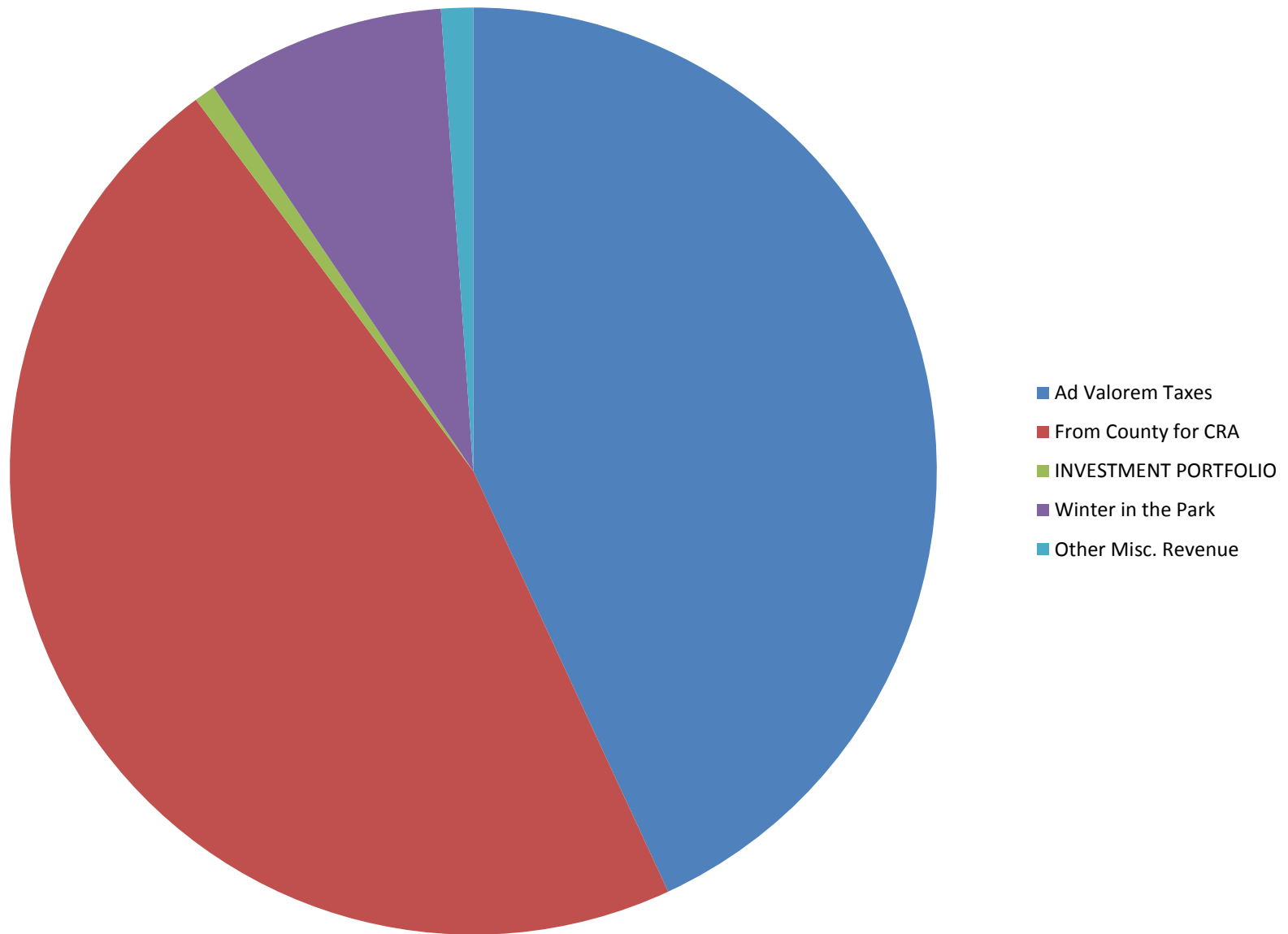
## Revenue



2015 Expenses



## 2015 Revenue



winter park



# agenda item

meeting date August 21, 2014

item type ☐ Administrative  
☒ Action  
☐ Information

approved by ☐ City Manager  
☐ City Attorney  
☒ N/A

## CRA advisory board

### Subject: Item 2A

Fairbanks Corridor Operations and Safety Study

### **motion** | **recommendation**

Approve the corridor operations and safety study for Fairbanks Avenue.

### **background**

The purpose of this study is to conduct a review of Fairbanks Avenue from US 17-92 to Pennsylvania Avenue and to provide recommendations related to operational and safety improvements.

The recommendations provided shall be derived from a review of crashes along the corridor, collection and review of turning movement counts at signalized intersections, optimization of the corridor and a review of the existing access management design (including signing and pavement markings). Any and all improvements recommended shall be based upon the current Florida Department of Transportation (FDOT) standards.

Tasks included in this study:

- Field review and inventory of the existing traffic control devices
- Turning movement counts with pedestrian movements.
- Corridor crash analysis
- Qualitative Assessment of peak periods
- Traffic signal optimization
- Develop cross-section and plan view exhibits
- Preparation and submission of final report

## **alternatives | other considerations**

N/A

## **fiscal impact**

The Lump Sum Fee for this study is \$48,500.00.

## **strategic objective**

N/A

August 12, 2014

Mr. Troy Attaway, P.E.  
Public Works Director  
City of Winter Park  
401 Park Avenue South  
Winter Park, Florida 32789

**Subject: Corridor Operations and Safety Study  
SR 426 (Fairbanks Ave.) from US 17/92 to Pennsylvania Ave.  
Continuing Services for Transportation Planning & Engineering  
Authorization 4**

Dear Mr. Attaway:

Comprehensive Engineering Services, Inc. (CES) is pleased to present the following Scope and Engineering Fee proposal for the above referenced project. The purpose of this Scope of Services is to prepare a Traffic Operations and Safety Study for SR 426 (Fairbanks Ave.) from US 17/92 to Pennsylvania Ave.

## **SCOPE OF SERVICES**

The purpose of this study is to conduct a review of the subject corridor and to provide recommendations related to operational and safety improvements. The recommendations provided shall be derived from a review of crashes along the corridor, collection and review of turning movement counts at signalized intersections, optimization of the corridor and a review of the existing access management design (including signing and pavement markings). Any and all improvements recommended shall be based upon the current Florida Department of Transportation (FDOT) standards.

Tasks included in this study:

1. Field review and inventory of The existing traffic control devices along the corridor which includes, but not limited to, signal pole locations, controller cabinet locations, all regulatory and warning signs, along the corridor and side street approaches, the general geometric layout of each intersection and any existing geometric elements that may be contributing to the crash patterns discovered (such as sight distance obstructions, etc.). The results of this effort shall be plotted in plan view. Photographs of the corridor will also be collected and presented illustrating existing conditions. The FHWA corridor review checklist will be completed.
2. Weekday eight hour turning movement counts with pedestrians will be collected for the intersections of Fairbanks Ave. at Denning Drive and Fairbanks Ave. at Pennsylvania Ave. The information obtained from local count station data will

be used to establish the eight hour weekday periods for the collection of turning movement counts. The intent of the traffic data collection effort is to document the amount of traffic flow occurring at the intersections (and by movement). The traffic data collected will be included as an attachment along with any associated tables or charts in the formal study to document the results. The traffic data will also be required for completion of task 5, traffic signal optimization.

3. Corridor crash analysis of historic reported crash data for the project limits. The long form reports for these crashes will be obtained and reviewed to assist in developing a summary of all intersection and localized crashes. An aerial-based crash diagram will be prepared and presented in the study to supplement the presentation of data.
4. Qualitative Assessment by a professional engineer during peak periods. Based on the results of the data collected and analyzed qualitative assessments will be conducted to evaluate general overall operational conditions along the subject corridor and any safety issues or conflicts observed. Items noted during the qualitative assessment will be documented in the study and this information will be used to develop recommended geometric and operational improvements to mitigate crashes and operational deficiencies.
5. Traffic signal optimization. A currently FDOT approved computer based software application will be used to model the intersections of Fairbanks Ave. at Denning Drive and Fairbanks Ave. at Pennsylvania Ave. Different alternatives including phasing modifications and the addition of turn lanes will be analyzed. The optimal strategy as expressed by the measures of effectiveness produced by the program shall be determined. This analysis will be used to compare average stopped delay per stopped vehicle existing at an intersection, to the average stopped delay per stopped vehicle if a traffic signal were optimized with improved geometrics and signal phasing.
6. Develop Alternatives and recommendations including cross-section and plan view exhibits utilizing the condition diagram developed under task 1. A conceptual recommendations diagram will be prepared graphically depicting all recommended operational and safety-based improvements. Due to limited available information, the influence of any local subsurface utilities to the constructability of the project will not be reflected in the concept diagram.
7. Preparation and submission of report: The results and recommendations from the study will be documented in an 8" x 11" report. The report shall include photos (and/or graphics), summaries of inventory data, results of signal operation studies, conceptual drawings of recommended improvements with supporting documentation. The report will discuss in general terms the right-of-way required to achieve the recommended improvements. In order to determine actual right-of-way impacts further study will be required. The purpose of this study is to show conceptually geometric and operational improvements needed.





8. Meetings as required with City staff

9. Presentation of recommendations to City staff

The Lump Sum Fee for this Task is \$48,500.00.

## **SCHEDULE**

Professional services are to commence on the date of the signed authorization. It is estimated that all work for this contract will be completed as required to meet the Client's needs exclusive of any review time by the Client and/or other agencies.

## **GENERAL CONDITIONS**

1. This proposal shall be valid for the Client's acceptance for a period of forty-five (45) calendar days from the date of execution by the Consultant.
2. The contract shall be revocable at any time by the Owner/Owner's agent or CES upon seven days notice. Fees and expenses due at that time for the services rendered shall be payable in full.
3. All original documents including field notes, calculations, CAD files, etc., will be retained by CES. The Client will have unrestricted use of the documents prepared by CES.
4. All work prepared by CES shall meet or exceed the Client or governing agency's technical requirements.
5. CES shall be entitled to rely upon the purported accuracy of any information provided by the Owner/Owner's agent.
6. CES cannot guarantee the specific actions, approvals, etc. of any entity.
7. The Owner/Owner's agent shall pay all permitting fees, impact fees, and development review fees.



## PROFESSIONAL FEES

The total lump sum fee for the services described within this letter (not including optional services or reimbursable costs) is \$48,500. Payment terms are as follows:

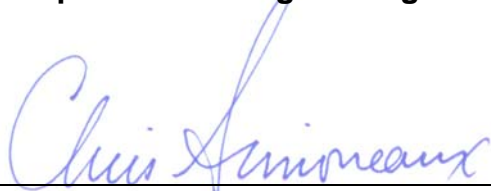
1. Payment shall be due within 30 days of receipt of invoice from CES. If full payment of invoice is not received within ninety (90) days commencing on the date of the invoice, CES will reserve the right to stop all work on the project until payment is received.
2. Billings shall be made monthly based on the percent complete.
3. Additional services (if required) will be billed based on an hourly rate schedule or by separate agreement. Prior to any additional work CES will obtain written authorization from the Client before any work is performed.

We appreciate the opportunity to provide professional engineering services for this project. We have provided two originals of this letter agreement and, if you concur, please authorize below via signature. This execution constitutes The City of Winter Park's agreement to the items set forth within this authorization and provides Notice-to-Proceed for the project. Please return one (1) executed original to our office for our files.

It is a pleasure working with you on this project. If you have any questions regarding this proposal or need any additional information, please do not hesitate to call me at 423-1600 extension 201.

This Scope of Services, Professional Engineering Fee and Contract is hereby submitted by:

**Comprehensive Engineering Services, Inc.**

  
\_\_\_\_\_  
Christopher A. Simoneaux, P.E.                      8/12/14  
President    Date

This Scope of Services, Professional Engineering Fee and Authorization, as described herein (pages 1 through 4), is hereby accepted by:

**City of Winter Park**

\_\_\_\_\_  
Date



winter park



community  
redevelopment  
agency

# agenda item

meeting date August 21, 2014

item type ☐ Administrative  
☐ Action  
☒ Information

approved by ☐ City Manager  
☐ City Attorney  
☒ N/A

## CRA advisory board

### Subject: Item 3A

Grant Chapel Hannibal Square District Signage

### background

Staff received a request from Margaret O'Rourke, Director of Traditional Neighborhoods, Inc., requesting funding for "Hannibal Square District signage" to be located in front of the "Grant Chapel Hannibal Square District gateway plaza".

Staff does not have any grant or way to provide this funding.



A Non Profit Service Organization Building a Legacy of Lasting Values in Hannibal Square



RECEIVED  
AUG - 6 2014  
CITY OF WINTER PARK  
PLANNING DEPARTMENT

July 28, 2014

Dori Stone  
Director of CRA, City of Winter Park  
401 South Park Avenue  
Winter Park, FL 32789

Dear Dori,

I am writing you and the Community Development Agency, to request funding for the Hannibal Square District signage to be located in front of the Grant Chapel Hannibal Square District gateway plaza. With this letter you will find an estimate of the proposed signs.

Sincerely,

Margaret H. O'Rourke  
Director

P.O. Box 350, Winter Park, FL 32790-0350 ph 407-644-3151 fax 407-644-2854

Mission Statement:

Traditional Neighborhoods, Inc. is a non profit organization committed to enriching Hannibal Square in the heart of Winter Park by replacing substandard housing with affordable well planned housing that encourages age, race and economic diversity.



CLIENT: Traditional Neighborhoods, Inc  
ADDRESS: 216 W. Lyman Ave. Winter Park FL ZIP: 32789  
NAME: TEL:  
PROJECT: **HANNIBAL SQUARE DISTRICT** DATE: 7-28-14

We hereby submit specifications and estimates for:

the fabrication and installation of (2) sets of cut-out letters for Hannibal Square District as per Designage full size pattern provided for approval

SPECIFICATIONS:

Description: CUT-OUT ½" THICK PAINTED ALUMIMNUM LETTERS  
Size: 5" CAPS  
Finish/Colors: DARK BRONZE  
Typeface: NOVARESE MED.  
Install method: STUD MOUNTED FLUSH TO WALL  
Copy: HANNIBAL SQUARE DISTRICT

\$2,310.00 EA. X (2)	\$4,620.00
Tax	<u>300.30</u>
Total	\$4,920.30

TERMS: 50% DEPOSIT / BALANCE UPON COMPLETION

NOTES:

- ESTIMATED PRODUCTION 4 WEEKS FROM RECEIPT OF DEPOSIT.
- SIGN PERMITTING OR ENGINEERING NOT INCLUDED.
- LIGHTING NOT INCLUDED.

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alterations or deviation from the above specifications involving extra costs will be executed only on written orders, and will become an extra charge, over and above the estimate. All agreements are contingent upon strikes, accidents, or delays beyond our control. In the event client suspends, delays or disrupts the work of Designage or of it's subcontractors at the shop or at the job-site, client will pay for all costs incurred by Designage due to such action or inaction, plus overhead and profit. Price is F.O.B. our shop unless specified otherwise above. In the event a project cannot be installed 7 days after completion of fabrication, client agrees to pay entire balance due less 10% retainage for installation. Client agrees that the above mentioned products remain the property of Designage until paid in full. If client has issued a purchase order or contract to Designage, any terms or conditions contained in said purchase order or contract shall be of no force and effect and solely the terms and conditions set forth herein shall apply. This proposal subject to acceptance within 30 days and is void thereafter and the option of Designage. All designs © Designage, Inc. 2014.

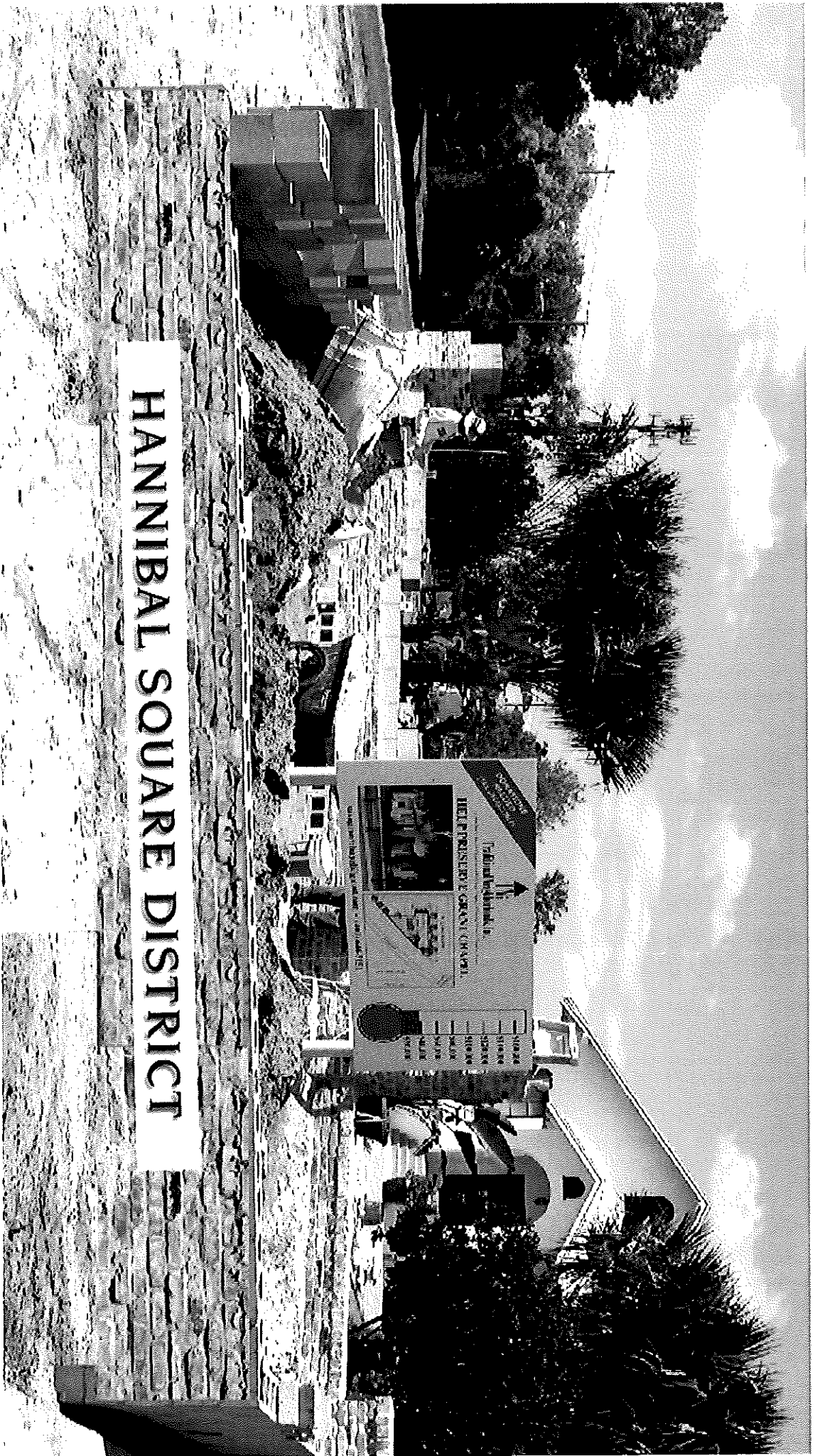
AUTHORIZED SIGNATURE: 

John Kaiser, President / Designage, Inc.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_



# HANNIBAL SQUARE DISTRICT

## HANNIBAL SQUARE DISTRICT SIGNAGE / 5" HIGH CUT-OUT METAL LETTERS

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7/28/14

Designage.net



**Estimate No.**  
Estimate Printed On

**1136**  
7/29/2014

TRADITIONAL NEIGHBORHOODS, INC  
Attn:  
216 W LYMAN AVE  
WINTER PARK, FL 32789

Acct #: 107  
Terms: 2/10 Net 30  
Phone: 407 /  
Fax: 407  
E-Mail:

*Prepared For ,*

Thank you for taking time with me, and for your interest in NewSigns!  
Listed below is the quotation on the items we discussed.  
If you have any questions please call. Thank you.

**Estimate Description**

**LETTERING**

Product Code	Sides	Color	Quantity	Vertical	Horizontal	Price @	Total:
ALUM .040	1	WHITE	1.00	1.00	1.00	\$ 5,331.38	\$5,331.38
Description	5" CAPS READING HANNIBAL SQUARE DISTRICT 1/2 ALUMINUM PAINTED LETTERS  PERMITS /ENGINEER DRAWINGS ADDITIONAL						

Notes:

Sub-Total \$5,331.38  
Sales Tax \$319.88  
Shipping \$0.00  
Total: \$5,651.26

Yours Sincerely,

*dean*



278 Park Avenue  
Longwood, FL 32750

407-331-3386

# Estimate

Date	Estimate #
7/25/2014	14-3201

**TRADITIONAL NEIGHBORHOODS, INC.**  
216 W. LYMAN AVE,  
WINTER PARK, FL 32789

Terms	FOB
50% Dep., Bal. on Co	Letra-Tek

Item	Description	Qty	Price	Total
FWGS	HANNIBAL SQUARE DISTRICT HANNIBAL SQUARE DISTRICT - 5" TALL 1/2" FCO ALUM PAINTED SATIN BLACK INCLUDES INSTALLATION  SIGN PERMITTING (IF REQUIRED) NOT INCLUDED	2	2,555.00	5,110.00T
<i>We look forward to serving you!</i>			<b>Subtotal</b>	\$5,110.00
<b>Signature: _____ Date: _____</b>			<b>Sales Tax (6.0%)</b>	\$306.60
<b>To process order, please sign and date above and fax to 407-331-3342.</b>			<b>Total</b>	\$5,416.60