winter park CRA community redevelopment agency

agenda

August 23, 2018 @ 12 p.m.

City Hall Chapman Room
401 Park Avenue South · Winter Park, Florida

advisory board

1 administrative items

A. Approval of the meeting minutes from 7-12-18

2 action items

A. Downtown Bollard Pilot Program

3 informational items

A. CRA Program Evaluation
B. Review of CRA Agency meeting – July 23, 2018

4 new business items

A. CIP Strategic Planning

5 adjournment items

A. Next CRAAB meeting – September 27

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 CRA community redevelopment agency

agenda item

meeting date	August 23, 2018	approved by	☐ City Manager ☐ City Attorney ☑ N|A
item type	☑ Administrative ☐ Action ☐ Information		

advisory board

Subject

Approval of Minutes

motion | recommendation

Motion to approve the July 12, 2018 meeting minutes is requested.

background

N/A

alternatives | other considerations

N/A

fiscal impact

N/A

CITY OF WINTER PARK
COMMUNITY REDEVELOPMENT ADVISORY BOARD

Regular Meeting **July 12, 2018**
6:00 pm **Winter Park Community Center, Oak Room**

MINUTES

Chairman Javier Omana called the meeting to order at 6:00 pm

BOARD MEMBERS PRESENT: Javier Omana, Woody Woodall, Teri Gagliano, Lambrine Macejewski and Mike Emerson

BOARD MEMBERS ABSENT: Alex Trauger and Jeff Stephens

STAFF MEMBERS PRESENT: Kyle Dudgeon and Kim Breland

ADMINISTRATIVE ITEMS:

Item B: Approval of the 06-28-18 Meeting minutes
Motion made by Mike Emerson, seconded by Lambrine Macejewski, to approve the June 28, 2018 minutes. Motion passes 5-0.

ACTION ITEMS:

A. CRA Budget for FY17-18

Staff provided an overview of the proposed FY2018-2019 budget.

Project Funding

Lawrence Center Garage
Staff gave an overview of the Lawrence Center Garage project, explaining that this public private partnership provides the opportunity for the CRA to entertain new parking supply in the downtown. Any potential partnership would be for parking spaces only, and would not include land cost or acquisition. Staff explained that that the original private sector proposal for this project was a three level garage at 184 spaces totaling $5.5 million, but the city could partner for additional space. At the July 9th CRA Agency meeting, the Agency motioned to move forward evaluating up to a six level garage yielding up to 180 additional public spaces. Staff explained that adding two levels would provide for an additional $2.5 million with three levels costing more. The Advisory Board and Agency both agreed to move the $1 million rebate of the 1111 W. Fairbanks property and $1.1 million reallocation from New York Avenue. Staff reviewed maintenance and operations for the project and summarized by stating that the anticipated timeframe for construction of this facility is 18-24 months. The CRA Agency will have the opportunity to determine final commitment before construction to determine final costs and use. Discussion ensued.

17-92 PD&E Update
Staff explained that the $750,000 for improvements to U.S. 17-92, or Orlando Avenue, is the first of a three year allocation consistent with the local match required by the Florida Department of Transportation (FDOT). In total, this $3.6 million dollar improvement will account for the intersection improvements of Orlando Avenue and Fairbanks, Morse, and Webster Avenue such as mast arms, landscaping, pedestrian curbing, and utility improvements including stormwater. In addition, the CRA's local contribution will provide for sidewalk improvements in excess of six feet where applicable. At this time, the total local match is expected to be provided by FY2022 which is consistent with the current Capital Improvement Plan. The Board asked questions related to design standards, discussion ensued.

Decorative Street lighting project:
Staff reviewed phase 2 of the decorative street lighting project. Staff explained that the funding allocation follows the electric undergrounding program, therefor CRA is only paying for the hard costs. Soft costs and labor costs are being absorbed by the electric utility project.

CRA Enhancements Funds:
Staff reviewed the budget for small-scale projects.

Qualified Target Industry Programming:

Staff provided the update, stating that from time to time, the CRA has partnered with the county and state to provide relocation and retention incentives in pursuit of economic vitality for the district. The latest project is a relocation of a corporate headquarters to the CRA. Starting in FY2019, the firm is expected to grow an additional 80 jobs over the next six years at an average wage higher than 200% Orange County's average median income. Staff recommended an allocation of $56,000 to the budget as its local match to the state's Qualified Target Industry program.

Program Funding

Staff provided budget updates for the housing renovation, summer youth employment program, driveway and residential paint program.

Social and Event Funding

Staff provided the budget update, stating that there were no significant changes to the social and event funding budget other than the following 3 items:

Depugh Nursing Home:
Staff reminded the Board of the request of Depugh Nursing Home for support at the May 2018 CRAB meeting. Per the CRAB's recommendation, $20,000 will be allocated to the Depugh Nursing Home.

Popcorn Flicks:
Budget for Popcorn Flicks has increased from six to seven thousand dollars.

Winter in the Park Alternative:
Staff reviewed the scope for an alternative to "Winter on the Avenue" that will take place in December. Staff explained that total cost of the two events, as a pilot, is valued at $30,000. This includes operations, maintenance, and vendor costs. This value would supplement the $225,000 ice rink line item leaving $195,000 unallocated for future projects starting in FY19. Should the advisory board recommend continued funding of the ice rink, Staff recommended funding at $245,000 to account for additional labor costs. Lastly, staff noted that this alternative was recommended by the advisory board at its June 28th meeting.

Motion made by Terri Gagliano, seconded by Lambrine Macejewski, to approve the FY18-19 budget as presented. Motion passes 5-0.

ADJOURNMENT:
Next meeting scheduled for August 23, 2018 at 12:00 p.m.

There being no further business to discuss, the meeting adjourned at 6:54 p.m.

_____ _____
Chairman, Javier Omana Board Liaison, Laura Neudorffer

winter park CRA community redevelopment agency

agenda item

meeting date	August 23, 2018	approved by	☐ City Manager ☐ City Attorney ☑ N|A
item type	☐ Administrative ☑ Action ☐ Information		

advisory board

subject

Downtown Bollard Pilot Program

motion | recommendation

Recommendation to implement the pilot program is requested.

background

Staff has been evaluating an opportunity to enhance the streetscape of downtown by providing bollard installation at select intersections. During special events, the downtown is controlled by barricades, police cars, barrels, etc. to assist in the control of vehicular and pedestrian traffic. To assist in the efficiency of these events, staff has researched the potential of bollards to replace some of these control devices to improve the safety and aesthetics of the area.

The CRA plan speaks to streetscape improvements for several downtown streets. Successful urban design facilitates a feeling of comfort while still ensuring safety. The bollards further provide an opportunity for enhanced safety features as each proposed location is able to stop vehicular traffic from entering the area during street closures for events such as the art festivals, Dinner on the Avenue, and Winter on the Avenue among others. The CRA also has a history of providing functional yet aesthetic enhancements to the area.

Attached is an aerial image of the bollard placement as well as a visual perspective on New York Avenue facing east. These locations were chosen based on the weekly street closure provided by the Farmer's Market. The pilot is the beginning of a phased plan to install seventeen different intersections with bollards.

Bollard type, aesthetics, and safety metrics meet the review of several city department staff. Total cost of the project is estimated at $20,000. This would encumber the remaining dollars allocated to the CRA Enhancements Fund. The new budget year begins on October 1.

alternatives | other considerations

Do not consider the enhancement
Consider alternative locations for the pilot

fiscal impact

$20,000

New York Ave

W New England Ave
W Park Ave

agenda item

meeting date	August 23, 2018	approved by	☐ City Manager ☐ City Attorney ☑ N|A
item type	☐ Administrative ☐ Action ☑ Information		

advisory board

subject

CRA Program Evaluation

motion | recommendation

N/A

background

Annually, staff reviews CRA programs for effectiveness, interest, cost, and overall viability against current conditions and the CRA plan. The following is an update on each program prior to the introduction of FY2018-2019. This includes the following programs:

Business Façade Program
Housing Rehabilitation Program
Driveway Improvement Program
Paint Only Program
Organizational Support Grant
Business Sign Program

From a communication perspective, staff has collected aggregate data from several programs and drafted them into a comprehensive information sheet. While still in draft format, the intention is to provide a comprehensive, but concise view of CRA impact on the district.

alternatives | other considerations

N/A

fiscal impact

$0

CRA community redevelopment agency HIGHLIGHTS

HOUSING

185 rehabilitated homes + new homes & apartments

SOCIAL

111k Hannibal Square Heritage Center guests

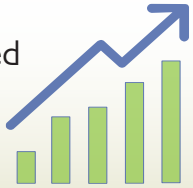
40k Adult|Senior & **12k** Children|Youth Community Center interactions

158 Summer Youth Employment Program participants

BUSINESS

52 business façade improvements

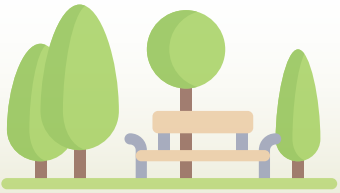
& **$1.5** million invested



CAPITAL IMPROVEMENTS

$9 million community center

& **$10** million streetscape improvements



DRAFT

HOME RENOVATION PROGRAM GUIDELINES

The Community Redevelopment Agency (CRA) of the City of Winter Park has developed a forgivable zero-interest loan program to qualified homeowners to help improve neighborhoods, bring dwellings into compliance with applicable adopted housing standards, reduce future maintenance costs, preserve decent affordable owner-occupied housing, and to eliminate threatening health and safety-related property conditions of dwellings located in the CRA District.

This program is designed to provide a zero-interest ten (10) year forgivable loan to income-qualified homeowners of owner-occupied single-family homes whose property is in need of improvements. The homeowner will be required to maintain the property in a condition acceptable to the City. This program is intended to be for capital improvements and is not to be responsible for minor maintenance.

Program applications will become available on November 1 of each year as funds are available. Applicants must submit a complete application by March 31 of the following year. Applications will be prioritized in the following categories:

- Health and Safety
- Code Violations
- New Applicants

ELIGIBILITY REQUIREMENTS

- ✓ The home must be located in the CRA district (see map)
- ✓ Must meet Orange County's Income guidelines for very-low and low income
- ✓ Property must be owner occupied
- ✓ Property must be homesteaded
- ✓ Property must be current on all taxes and liens
- ✓ Property must have homeowners insurance
- ✓ Property must not have had prior assistance under City of Winter Park rehabilitation/renovation programs within the last ten (10) years

INCOME LIMITS (adjusted by household size) Household must meet the Orange County Income Limit Guidelines for low income (80% AMI) or below. The income limits are as follows:

Orange County, Florida Income Limits 2018

Median Family Income $62,900

HOUSEHOLD SIZE	INCOME CATEGORY		
	VERY LOW (50% OF MEDIAN)	LOW (80% OF MEDIAN)	MODERATE (120% OF MEDIAN)
1	$22,400	$35,800	$53,760
2	$25,600	$40,900	$61,440
3	$28,800	$46,000	$69,120
4	$31,950	$51,100	$76,680
5	$34,550	$55,200	$82,920
6	$37,100	$59,300	$89,040
7	$39,650	$63,400	$95,160
8	$42,200	$67,500	$101,280

Orange County Housing and Community Development Division

Effective: April 1, 2018

ELIGIBLE IMPROVEMENTS

The housing rehabilitation program assists homeowners in correcting health and safety hazards, code violations, and making other repairs to the interior of the home. Eligible improvements may include:

- Exterior Painting
- Replace Exterior Doors (if needed)
- Foundation Repairs
- Roof System Repairs
- Replace Exterior Windows and/or Screens (if needed)
- Termite Treatments (initial only, if needed)
- Sewer & Septic (connection fees only)
- Tree Trimming and/or Removal (only if deemed an immediate safety issue by the City)
- Handicap Accessibility improvements
- Any other health, safety, and code violation improvements deemed necessary by the City

All repairs provided under this program will be completed by a contractor and will be covered by a one-year guarantee period, with the exception of a roof repair which has a three year guarantee period. Applicants will be referred to Orange County if more work is needed other than what the Housing Rehabilitation Program can offer.

The city has the discretion to prioritize the improvements based on severity of health and safety property conditions as well as severity of Code Enforcement violations. The city reserves final right to approve or disapprove of qualifying repairs and replacements. Final inspections on all work will be performed and approved by city building inspectors.

PROCESS AND TIMEFRAME – An inspection of the dwelling unit will be performed by city staff in order to determine minimum rehabilitation requirements and prepare an itemized scope of the needed improvements.

Once scope is determined, a contract will be signed between homeowner, contractor, and CRA. Upon contract signing, the contractor will have seven (7) days to acquire permits and thirty-five (35) days to complete the contracted repairs and improvements. An extension will be given to the contractor only if the contractor experiences a manufacturer's delay of materials ordered for the job. Regular inspections will be made by staff and a city inspector to coordinate and direct the work of the contractor. Homeowners are to make all reasonable effort to allow access to the property so work can be completed in a timely manner. It is the responsibility of the homeowner to move/relocate all furniture. The homeowner is also responsible for the cleaning and additional maintenance supplies once the project has been completed. The contractor will not move any furniture or provide maintenance supplies.

The loan agreement entered into by the homeowner in the contract will be forgiven after ten (10) years of continuous residence. If the homeowner chooses to sell the property within this period, the homeowner will incur a 10% prorated repayment penalty of the value of loan for each year remaining in the loan term. If the home ownership passes to another relative, that person must also meet the income limit guidelines or be subject to repayment.

HOME MAINTENANCE TRAINING AND REPAIR PROGRAM – Awarded homeowners must attend a home maintenance class. The Home Maintenance and Repair Program will provide hands-on training designed to teach homeowners how to maintain and repair their homes. City Staff will notify applicants of available times. This program is in collaboration with the Winter Park Sustainability Division.

COMMUNITY SERVICE - Community service of two (2) hours for every $500.00 of grant money awarded will be required. **Homeowner, or representative, must complete ten (10) hours of community service prior to the start of home rehabilitation. The CRA will not commence any rehabilitation work if homeowner or representative has not completed the initial service hours.** Community service work must benefit the CRA district and may be served through churches, nonprofit organizations and the City of Winter Park Public Library. Initial service hours will be deducted from required total service hour amount.

PROGRAM REUSE - A property that has participated in a Winter Park housing rehabilitation program may not reapply for future assistance for a period of ten (10) years. Homeowners will be able to submit new applications after the ten (10) year term limitation. Exceptions will be made for emergencies where households with homeowner's insurance are unable to pay the deductable (ex. Hurricane causes severe roof damage).

PROGRAM FUNDS AVAILABILITY - Due to the uncertain nature of budget availability in any given year and the uncertainty of future grant awards, the CRA cannot guarantee that funding will be available in future years for home rehabilitation. In no way will the CRA be required to offer funding for any home rehabilitation work outside of officially established funds budgeted specifically for the program.

SUBMITTAL OF APPLICATION DOES NOT GUARANTEE ACCEPTANCE

Home Renovation Program
Loan Application

401 S. Park Avenue, Winter Park, FL 32789 (P) 407-643-1657 (F) 407-643-1659

Date _____

Applicant Name _____ **SS#** _____

Co-Applicant Name _____ **SS#** _____

Address _____ Winter Park, FL 32789

Home Phone # _____ **Work Phone #** _____ **Cell Phone #** _____

E-mail _____

Is your property located within the CRA district of Winter Park? *(see map)* ◯ Yes ◯ No

Please check one of the race categories that best describes your household *(optional)*

- ☐ American Indian / Alaska Native
- ☐ Asian
- ☐ Black / African American
- ☐ Hispanic / Latino
- ☐ White / Caucasian
- ☐ Other _____

Additional Household Information *(optional, check all that apply)*

- ☐ Single Parent
- ☐ Two-Parent
- ☐ Female Head of Household
- ☐ Single / Non-Elderly
- ☐ Elderly (62+ years)
- ☐ Person(s) with a Disability

Household Size - Complete the following information for all persons living in the home. Use separate sheet if necessary.

Name	M / F	Age	Relationship	Social Security #

Household Income Information - List all income earners and the source of income for all persons residing in your home. All incomes must be listed for persons over 18 years of age or proof if full-time student.

Name	Age	Gross Monthly Income	Income Source

Size of Home: My house has _____ bedrooms and _____ bathrooms

Proposed Improvements - Check the item boxes that need improvement. The CRA reserves final right to approve or disapprove qualifying repairs and replacements.

- ☐ Correct Exterior Cited Code Violations
- ☐ Handicap Accessibility Improvements
- ☐ Roof Repair
- ☐ Exterior Wall/Foundation Repairs
- ☐ Exterior Doors
- ☐ Exterior Paint/Stucco/Siding
- ☐ Exterior Windows
- ☐ Other: _____

Previous Participation - Please note, homeowners who have previously participated in the program within the last ten (10) years are not eligible to apply unless an emergency exists that creates a health or safety problem *(see guidelines for details)*.

Have you ever participated in the CRA's Home Renovation Grant Program? ◯ Yes ◯ No Date: _____

Have you ever participated in Orange County's Housing Rehabilitation Program? ◯ Yes ◯ No Date: _____

NOTE: *Applicant(s) may not apply or participate in the Home Renovation Grant Program and the Driveway Grant Program or Paint Only Grant Program within the same fiscal year.*

Photograph Release Statement- The CRA has my permission to use photographs of me and/or my home in presentations and publications in conjunction with the City's Housing Rehabilitation Program. **Initials:** _____

Applicant's Declaration: I/We declare under penalty of perjury, that the above statements are true and correct. I/We consent to the physical inspection(s) of the premises to process this application. I/We understand that the enrollment and qualification process may impose additional conditions and limitations on my property. The CRA reserves the right to change programmatic priorities without notification. I/We agree to provide additional descriptive, financial, and/or other information upon request by the City. I/We understand that the grants are available in limited quantities and selection is based on the criteria listed on the Housing Rehabilitation Program guidelines. I/We have received, reviewed and understand the program rules, limitations, and the homeowner obligations listed in the program guidelines.

Applicant's Signature **Date** **Co-Applicant's Signature** **Date**

FOR OFFICE USE ONLY: Date Application Received _____ Application Reviewed By_____ Income Level: VL___L___

Number of persons in HH_____HH Monthly Income$_____HH Annual Income $_____Is income within HRP guidelines? Yes____No____

Eligible_____ Date Notified: _____ Volunteer hours completed? Yes___No____ Wait Listed_____date: _____

Ineligible_____(reason: _____)

Home Renovation Program Application Checklist

Before submitting the application, please ensure that you have completed and provided the following:

- ☐ Completed loan application
- ☐ Copy of photo identification for both the applicant and co-applicant *(drivers' license, state ID, or passport)*
- ☐ Copy of the last two (2) year's tax returns for every working member of the household over the age of 18. *(last three (3) years' returns required if self-employed)*
- ☐ Provide the last three (3) paystubs for each working member of the household over the age of 18.
- ☐ Copy of verification of any other sources of earned and/or unearned income for all members of the household *(social security award letter, unemployment form, pensions, etc.)*
- ☐ Copy of the last three (3) complete bank statements for all members of the household *(checking, savings, 401K, CDs, money market accounts, etc.)*
- ☐ Copy of current mortgage statement
- ☐ Proof of home ownership *(warranty deed, quit-claim deed, etc.)*
- ☐ Proof of homeowner's insurance *(declaration page)*
- ☐ Signed employment verification form or unemployment affidavit *(if applicable)*
- ☐ Signed current income statement form
- ☐ Signed and notarized Home Renovation Affidavit

Please submit completed applications to:

City of Winter Park
Community Redevelopment Dept.
401 S. Park Ave.
Winter Park, Florida 32789

ONCE APPROVED, THE HOMEOWNER, OR REPRESENTATIVE, MUST COMPLETE TEN (10) HOURS COMMUNITY SERVICE PRIOR TO THE START OF THE HOME RENOVATION. THE CRA WILL NOT AWARD ANY RENOVATION FUNDS IF HOME OWNER HAS NOT FULFILLED THIS REQUIREMENT.

Home Renovation Program
Employment Verification

Homeowner: _____

Address: _____ Winter Park, FL 32789

Dear Sir/Madam,

The above mentioned homeowner has applied for funds for the purpose of rehabilitating their property. In order to be eligible for the program, the Community Redevelopment Agency needs to confirm the applicant's income. Please complete the following information:

A. Company's name: _____

B. Position held: _____

C. Dates of employment: _____

D. Rate if pay: Annual $_____ Hourly $_____

E. Hours worked per week: _____

F. Additional compensation, overtime: _____

G. Probability of continued employment: _____

H. Other remarks: _____

_____

Please complete and return to
Community Redevelopment Dept.
401 S. Park Ave.
Winter Park, Florida 32789

_____ _____
Signature of Employer **Date**

I, _____, hereby authorize release of the above requested information:

_____ _____
Signature of Applicant **Date**

winter park
CRA
community redevelopment agency

Home Renovation Program
AFFIDAVIT

Applicant & Co-Applicant Name:_____

Address:_____Winter Park, FL 32789

I/We do hereby request the Community Redevelopment Agency Housing Rehabilitation Program to process the application for housing rehabilitation improvements to above property.

I/We further authorize the Community Redevelopment Agency Housing Rehabilitation Program to make inquiries and verification of all assets, income, employment, mortgage, credit reports, title search and any other information necessary to determine the eligibility of the applicant.

I/We will hold harmless the Community Redevelopment Agency Housing Rehabilitation Program with respect to all claims and damages caused by inquiries necessary to determine the eligibility of the applicant(s).

It is further understood that the applicant(s) shall not incur or be obligated for any cost of this introductory application.

I/We certify that I am/we are the owner(s) of the above property and have disclosed all assets and income as a requisite to determine ability to finance repairs and improvements.

I/We further certify that I/we are unable to secure necessary funds from other sources upon comparable terms and conditions.

I/We understand that I/we must complete ten (10) hours of community service prior to the start of home rehabilitation.

I/We understand that I/we need to make all reasonable efforts to allow access to the property so work can be completed in a timely manner. In the event we cannot provide access, the Community Redevelopment Agency has the ability to cancel the application and revoke allocated funds.

I/We understand that it is my/our responsibility to move/rearrange furniture in order to provide complete access and it is my/our responsibility to clean up after the rehabilitation has been completed.

It is further understood that submittal of my application does not guarantee acceptance into the program.

_____ _____ _____
Signature of Applicant Signature of Co-Applicant Date

_____ _____
Witness Date

UNEMPLOYMENT AFFIDAVIT

Before me this _____ day of _____, 20_____, personally appeared _____ who, being duly sworn, deposes and says:

1. I have made application for Housing Rehabilitation Program from the Community Redevelopment Agency of the City of Winter Park.

2. Check (a) or (b) as applicable:

   _____ (a) I am not presently employed but anticipate becoming employed within the next twelve (12) months.

   _____ (b) I am not presently employed and do not anticipate becoming employed within the next twelve (12) months.

3. Based on my past work experience, skills, and income history as reflected in my income tax return for the most recent tax year (copy attached) and with adjustments to reflect circumstances anticipated within the next twelve (12) months, I expect to earn $_____ per year when I become employed.

_____|_____
Signature

_____
Print Name

STATE OF FLORIDA
COUNTY OF ORANGE

Before me personally appeared _____ who acknowledged to me that he/she/they executed the foregoing instrument this ____ day of _____, 20___.

(NOTARIAL SEAL)

_____
Notary Signature
State of Florida at Large
Print Name:

My Commission Expires:

winter park CRA community redevelopment agency

Home Renovation Program
CURRENT HOUSEHOLD INCOME STATEMENT

Name: _____

Address:_____ Winter Park, FL 32789

Social Security Number: _____

Following is my statement of income for the current calendar year, 20____:

	Actual YTD	**Additional**
Wages, salaries, tips, etc.	_____	_____
Interest Income	_____	_____
Dividends	_____	_____
Alimony Received	_____	_____
Business Income	_____	_____
Capital Gain	_____	_____
Pensions and Annuities	_____	_____
Rental real estate, royalties, partnerships, trusts, etc	_____	_____
Unemployment Compensation	_____	_____
Social Security benefits	_____	_____
Child Support	_____	_____
Other Income	_____	_____
TOTAL ESTIMATED INCOME	_____	

I declare that to the best of my knowledge and belief, the information is true, correct, and complete. Incomplete or misinformation may lead to exclusion from the rehabilitation program and repayment to the CRA of any and all money expended. I agree to submit a copy of this year's completed tax return as a verification of the above information.

_____ _____ _____

Applicant Signature **Date** **Applicant Name Printed**

*Each adult resident of the household must submit a separate income statement. An adult resident is defined as any individual 18 years or older living at the applicant's address.

Home Renovation Program
Mortgage Verification

Homeowner: _____

Address: _____ Winter Park, Fl. 32789

Dear Sir/Madam,

The above mentioned homeowner has applied for public funds for the purpose of rehabilitating their property. In order to be eligible for the program, the Community Redevelopment Agency needs to confirm the applicant's mortgage. Please complete the following information:

It is important that this form be returned to us as soon as possible in order to provide services to this homeowner.

A. Name of Mortgage Company: _____

C. Type of mortgage: □ Conv. □ FHA. □ VA.

D. Dates of mortgage: _____ Present balance: $_____

E. Are payments current: □ Yes □ No

F. Satisfactory account: □ Yes □ No

G. Monthly payments: $_____

Principal payments: $_____

Real estate taxes: $_____

Fire insurance: $_____

Please complete and return to our office at
Community Redevelopment Dept.
401 S. Park Ave.
Winter Park, Florida 32789

Thank you for completing and returning this letter. This information will be treated confidentially.

_____ _____

Signature of Employer Date

I, _____, hereby authorize release of the above requested information.

_____ _____

Signature of Applicant Date

COMMUNITY REDEVELOPMENT AGENCY
COMMUNITY SERVICE LIST

1. Winter Park Library
    - Taking children, youth and seniors to the Library
    - Community Relations Office - 407- 623-3486

2. Winter Park Community Center
    - Contact Parks & Recreation 407-599-3397

3. DePugh Nursing Home
    - Contact: (407) 644-6634

4. Center for Independent Living
    - Contact: (407) 623-1070

5. Seniors First
    - Located at the Community Center
    - Contact: (407) 645-0301

6. Welbourne Day Nursery
    - Will charge for background check
    - Contact: (407) 644-5885

7. Habitat For Humanity
    - Contact: (407) 645-4408

8. Hannibal Square Heritage Center
    - Contact: (407) 539-2680

The Home Renovation Program allows recipients to perform the required community service hours in any non-profit organization within the City of Winter Park. For further information about any of the above locations, please contact the CRA Coordinator at 407-643-1657.

VOLUNTEER TIMESHEET
Community Redevelopment Agency Home Renovation Program

winter park
CRA
community redevelopment agency

Volunteer Name:_____

Volunteer Address:_____

Service Organization:_____

Address:_____

Phone No.:_____

Supervisor Name:_____

Date	Type of Service	Hours Worked	Signature of Supervisor

Volunteer Community Service work must benefit the district and must be approved by Staff of the City of Winter Park. The volunteer and the service organization understand and agree that the City of Winter Park has no liability for any personal injury or property damage in any way arising out of or relating to the volunteer community service work and further hereby agree to indemnify and hold harmless the CRA and the City from the same. The undersigned attest the above reported hours are correct.

_____
Volunteer Signature

_____
Service Organization Supervisor Signature

winter park CRA community redevelopment agency

agenda item

meeting date	August 23, 2018	approved by	☐ City Manager ☐ City Attorney ☑ N|A
item type	☐ Administrative ☐ Action ☑ Information		

advisory board

subject

Review of CRA Agency meeting – July 23, 2018

motion | recommendation

N/A

background

Staff will review information relative to the CRA Agency meeting on July 23, 2018.

alternatives | other considerations

fiscal impact

Winter Park CRA 5-Year Capital Improvement Plan

Capital Projects	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Total Est. Cost
17-92 PD&E	$412,575	$750,000	$1,735,678	$717,113		$3,615,366
New York Avenue Streetscape	$500,504					$500,504
Residential Decorative Lighting Plan	$261,000	$271,000				$532,000
Denning Drive	$1,847,143					$1,847,143
Lawrence Center Garage		$2,600,000				$2,600,000
Total	**$3,021,222**	**$3,621,000**	**$1,735,678**	**$717,113**	**$0**	**$6,495,013**

Events	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Total Est. Cost
Winter in the Park	$225,000	$30,000	$30,000	$30,000	$30,000	$562,084
Popcorn Flicks	$6,000	$7,000	$7,000	$7,000	$7,000	$40,000
Promotional Activities	$10,000	$10,000	$10,000	$10,000	$10,000	$30,000
Total	**$241,000**	**$47,000**	**$47,000**	**$47,000**	**$47,000**	**$632,084**

Programs & Maintenance	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Total Est. Cost
Summer Youth Employment	$20,000	$20,000	$20,000	$20,000	$20,000	$120,000
Community Center Programs	$48,000	$48,000	$48,000	$48,000	$48,000	$280,000
Welbourne Day	$35,000	$35,000	$35,000	$35,000	$35,000	$200,000
Heritage Center Operation	$40,000	$40,000	$40,000	$40,000	$40,000	$240,000
WP Playhouse	$40,000	$40,000	$40,000	$40,000	$40,000	$225,000
Small Scale CRA Improvements	$40,000	$40,000	$40,000	$40,000	$40,000	$160,000
CRA Enhancements Fund	$100,000	$100,000	$100,000	$100,000	$10,000	$410,000
Depugh Nursing Home	$0	$20,000	$20,000	$20,000	$20,000	$80,000
Capital Maintenance of Parking	$90,000	$90,000	$90,000	$90,000	$90,000	$540,000
Qualified Target Industry/TIE	$109,900	$56,000	$0	$0	$0	$165,900
Implement Parking Strategies	$108,500	$0	$0	$0	$0	$108,500
Park Ave Improvements	$41,692	$0	$0	$0	$0	$41,692
Total	**$673,092**	**$489,000**	**$433,000**	**$433,000**	**$343,000**	**$2,420,900**

Grants	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Total Est. Cost
Business Façade Grant	$119,375	$0	$40,000	$40,000	$40,000	$216,852
Business Sign Replacement Grant	$10,000	$0	$10,000	$10,000	$10,000	$10,000
Driveway Renovation Grant	$24,000	$12,000	$12,000	$12,000	$12,000	$48,000
Housing Rehabilitation Grant	$47,830	$40,000	$40,000	$40,000	$40,000	$150,489
Organizational Support Grant	$15,000	$15,000	$15,000	$15,000	$15,000	$45,000
Paint Only Grant	$10,000	$10,000	$10,000	$10,000	$10,000	$25,000
Total	**$226,205**	**$77,000**	**$127,000**	**$127,000**	**$127,000**	**$495,341**

Operational Expenses	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Total Est. Cost
Staff & Indirect Costs	$319,830	$374,271	$388,869	$404,098	$419,989	$2,210,495
General Operating	$79,565	$87,588	$98,148	$103,872	$105,486	$587,598
Contractual Services	$141,500	$150,000	$150,000	$150,000	$150,000	$854,439
Transfer to General Fund	$57,550	$67,955	$73,663	$77,346	$81,213	$400,338
Debt Service	$1,496,649	$1,483,491	$1,489,029	$1,489,029	$1,490,654	$8,942,404
Total	**$2,095,094**	**$2,163,305**	**$2,199,709**	**$2,224,345**	**$2,247,342**	**$6,323,878**

Revenue	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
TIF Revenue - City	$2,125,167	$2,349,656	$2,460,635	$2,558,667	$2,644,000
TIF Revenue - County	$2,196,932	$2,316,432	$2,455,418	$2,578,189	$2,727,099
Investments	$35,000	$31,500	$30,000	$30,000	$30,000
Misc Revenue	$181,495	$1,030,000	$30,000	$30,000	$30,000
Carry Forward	$3,045,897	$1,327,878	$658,161	$1,091,827	$2,740,225
FY Total Revenue	$7,584,491	$7,055,466	$5,634,214	$6,288,683	$8,171,324
Total Expenses	($6,256,613)	($6,397,305)	($4,542,387)	($3,548,458)	($2,764,342)
Remaining Revenue	$1,327,878	$658,161	$1,091,827	$2,740,225	$5,406,982

Assumption: TIF year revenues to increase based on FY 2018-19 Budget Template
CIP Plan is not intended to replace budget for total revenue/expenditure values

CRA Strategic Prioritization List

The following is a list of projects discussed by staff, the advisory board, the Agency, or a combination of the three.

Based on the information provided, please rank the six projects (with 1 being highest and five being lowest). Costs are *very* preliminary and only for the purpose of understanding investment. Scopes and costs will be refined as collective priority levels are determined.

Project	Cost	Notes	Priority
Library Area Enhancements	$2,000,000	For consideration of improvements outside bond referendum including landscaping, stormwater, park improvements, parking, or physical infrastructure.	
Pursue Public/Private Parking Capacity Additions	$2,500,000–$4,000,000	Where possible, seek out opportunities to negotiate public parking spaces during private development applications.	
MLK Park Improvements	$4,000,000–$11,000,000	Two phased improvements plan focused on northern aesthetic area enhancements and southern recreational facilities.	
Downtown Bollard Program	$500,000	Staff will provide a pilot program for this item at a future meeting for consideration at the Farmer's Market. Staff has uncovered an additional 17 crosswalks to provide	

		assistance for special events from a safety, but aesthetics perspective.	
Post Office Purchase	$10,000,000	Purchase of this property at this time demands a relocation of the Post Office and payment of moving costs.	
17-92 PD&E add ons	$1,000,000	Staff has an opportunity to explore landscaping enhancements over and above what is provided in the currently proposed PD&E. Currently scheduled for implementation are the intersections of Orlando Ave and Webster, Morse, and Fairbanks as well as sidewalks wider than six feet.	

**Each item is currently not included in the CRA Capital Improvements Plan.*