



City Commission Regular Meeting

Agenda

September 8, 2021 @ 3:30 pm

City Hall - Commission Chambers
401 S. Park Avenue

welcome

Agendas and all backup material supporting each agenda item are accessible via the city's website at cityofwinterpark.org/bpm and include virtual meeting instructions.

assistance & appeals

Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office ([407-599-3277](tel:407-599-3277)) at least 48 hours in advance of the meeting.

"If a person decides to appeal any decision made by the Board with respect to any matter considered at this hearing, a record of the proceedings is needed 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).

city commission regular meeting

Virtual Participation Procedures: Link for instructions on providing public comment: <https://cityofwinterpark.org/cclive>. 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 City Commission meeting.

please note

Times are projected and subject to change.

-
1. **Meeting Called to Order**
 2. **Invocation**
 - a. [Wes Hamil, Director of Finance, City of Winter Park](#) 1 minute

Pledge of Allegiance
 3. **Approval of Agenda**
 4. **Citizen Budget Comments**
 5. **Mayor's Report**
 6. **City Manager's Report**
 - a. [Holiday Decorations](#) 20 minutes
 - b. [Workshop scheduling](#) 15 minutes
 - c. [City Manager's Report](#) 5 minutes
 - d. [CIP Report](#) 1 minute
 7. **City Attorney's Report**
 8. **Non-Action Items**
 9. **Public Comments | 5 p.m. or soon thereafter**

(if the meeting ends earlier than 5:00 p.m., the citizen comments will be at the end of the meeting)

(Three minutes are allowed for each speaker)
 10. **Consent Agenda**
 - a. [Approval of minutes of work session, August 12, 2021](#) 1 minute
 - b. [Approval of minutes of regular meeting, August 25, 2021](#) 1 minute
 - c. [Approve the following piggyback contract](#) 1 minute
 1. Odyssey Manufacturing Co. - Bay County Contract #20-55 - Liquid Sodium Hypochlorite; Amount: \$175,000.00 for services on an as-needed basis during the term of the Agreement.
 - d. [Approve the following contract](#) 1 minute
 1. DRMP, Inc. - RFQ20-18 - Professional Survey Consulting Services; Amount: \$100,000.00 for services on an as needed

basis during the term of the Agreement.

11. Action Items Requiring Discussion

- | | |
|--|------------|
| a. Allocation of ARPA Funds to Non-Profits in Winter Park | 30 minutes |
| b. Consider allowing Rollins College the use of the old library parking lot for a staging and laydown yard for the Alford Inn expansion project. | 10 minutes |
| c. Employee Testing Policy for COVID-19 | 20 minutes |
| d. Appointments to Smart City Ad-Hoc Committee | 1 minute |

12. Millage and Budget Public Hearings (held after 5:00 p.m.)

- | | |
|---|------------|
| a. Ordinance adopting millage rates for the FY 2022 budget. | 5 minutes |
| b. Ordinance adopting the fiscal year 2022 budget | 20 minutes |

13. Public Hearings

- | | |
|---|------------|
| a. Request of the City of Winter Park for: <ul style="list-style-type: none">• An Ordinance to establish a Commercial Future Land Use on the annexed parcels at 647/653 Harold Avenue, and• An Ordinance to establish Commercial (C-3) Zoning on the annexed parcels at 647/653 Harold Avenue. (2nd Reading) | 5 minutes |
| b. Participation in the Certified Local Government Program for Historic Preservation requiring (Tabled August 25, 2021): <ul style="list-style-type: none">• An Ordinance amending the Historic Preservation Code to revise the procedures regarding demolition and providing for clarifications on the terms, vacancies and procedures for the Historic Preservation Board, (1st Reading) and• A Resolution of the Historic Preservation Board officially endorsing and recommending approval of the application for participation within the Local Certified Government program for historic preservation. | 20 minutes |
| c. Ordinance proposing Charter Amendments for March 2022 ballot (1st reading - Tabled August 25, 2021) | 30 minutes |
| d. Ordinance: Amending Subsidiary City Boards and Lake Killarney Advisory Board (1st Reading) | 10 minutes |
| e. Fee Schedule Effective October 1, 2021 | 15 minutes |

14. City Commission Reports

15. Summary of Meeting Actions

16. Adjournment



City Commission **agenda item**

item type Invocation	meeting date September 8, 2021
prepared by Kim Breland	approved by
board approval	
strategic objective	

subject

Wes Hamil, Director of Finance, City of Winter Park

motion / recommendation

background

alternatives / other considerations

fiscal impact



City Commission **agenda item**

item type City Manager's Report	meeting date September 8, 2021
prepared by Michelle del Valle	approved by Michelle del Valle, Randy Knight
board approval Completed	
strategic objective	

subject

Holiday Decorations

motion / recommendation

Get excited about new holiday decorations!

background

It's the most wonderful time of the year... And, the City of Winter Park is excited to bring new decorations to many areas within the City. In an effort to support our local business communities and to bring holiday cheer to community gathering places, the City has worked with a local design firm, AOA, to develop the proposed design. The design allows for local businesses to join the city's efforts through adding lighting and sharing our theme within their windows. Decorations will be located in Central Park, along Park Ave., in Hannibal Square, along Orange Ave. and along Morse Blvd.

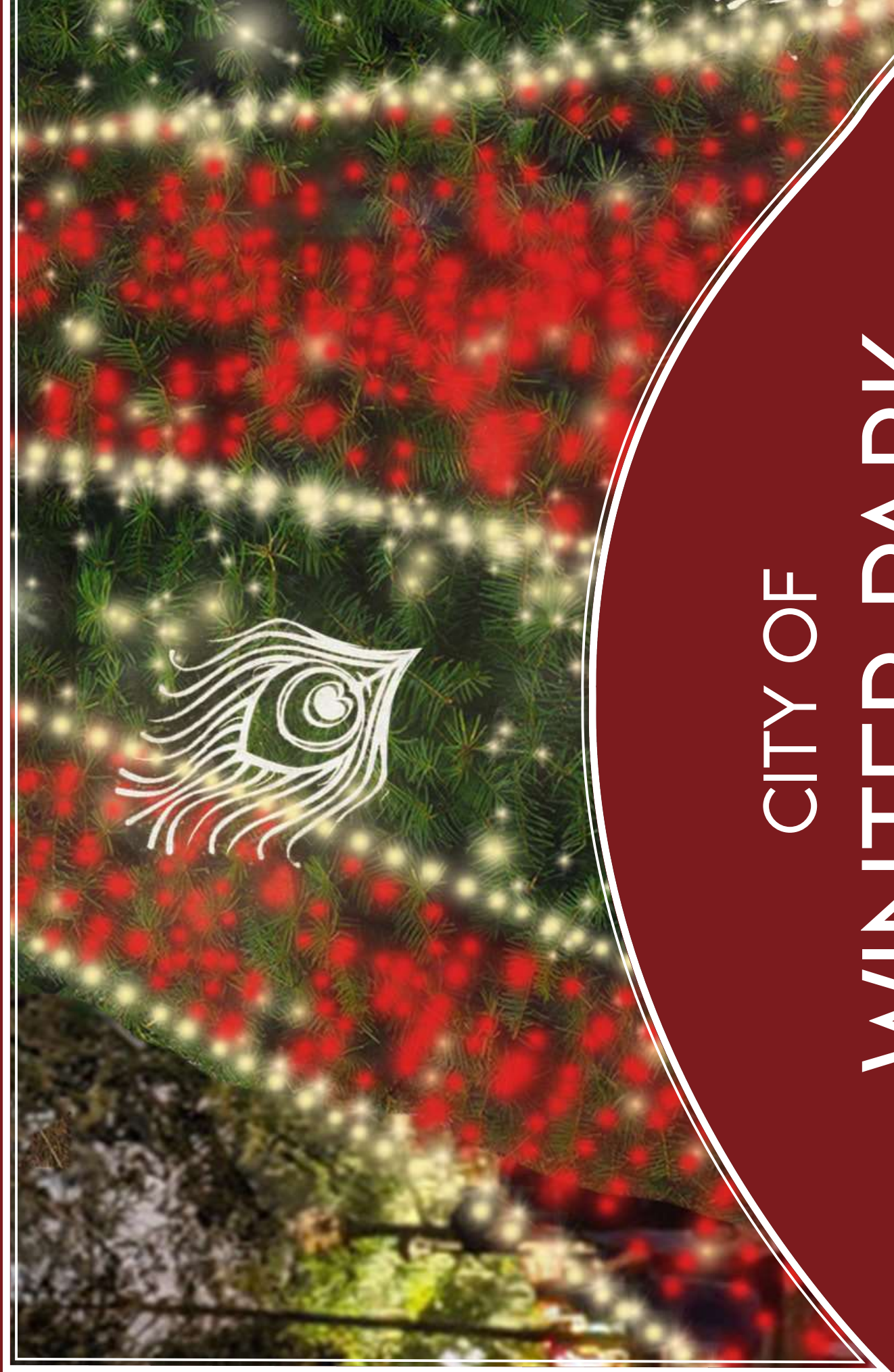
alternatives / other considerations

fiscal impact

Funding provided from Business Support Program which is a subset of ARPA funding.

ATTACHMENTS:

[AOA_WP_HolidayOverlay_090121.pdf](#)



CITY OF

WINTER PARK

NOVEMBER 10



*It's the most wonderful time
of the year!*

This magical and merry season...

Downtown Winter Park will be decking the halls with greenery, poinsettias, special holiday lighting, lifesize cards, and so much more. This holiday season is filled with festive décor and an engaging family-friendly atmosphere.

Along Winter Park streets, holiday Globes of Light glow from the boughs of streetside trees, gleaming in crimson and gold between the leaves. Poinsettias dangle from streetlight posts and resting alongside the curbs. Together, these elements invite every sidewalk citizen to pause, take in the sights, and enjoy the season alongside their loved ones & friends.



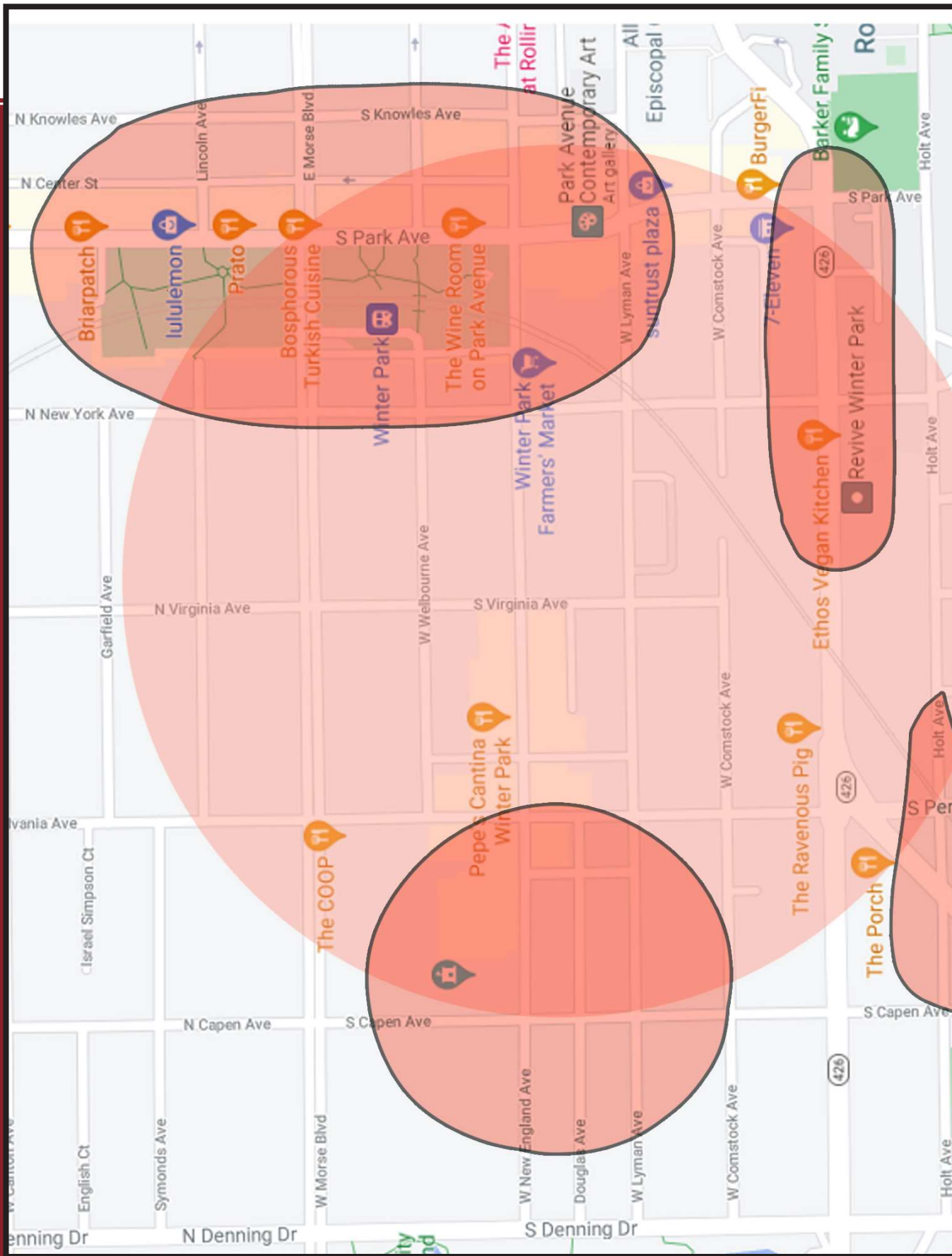
Objective

To provide a fun and engaging experience for the City of Vancouver residents to decorate their homes for the holiday season.

Event Calendar

- Ready, Set, Go!
- Winter Wonderland
- The Most Wonderful Time of the Year
- Season's Greetings

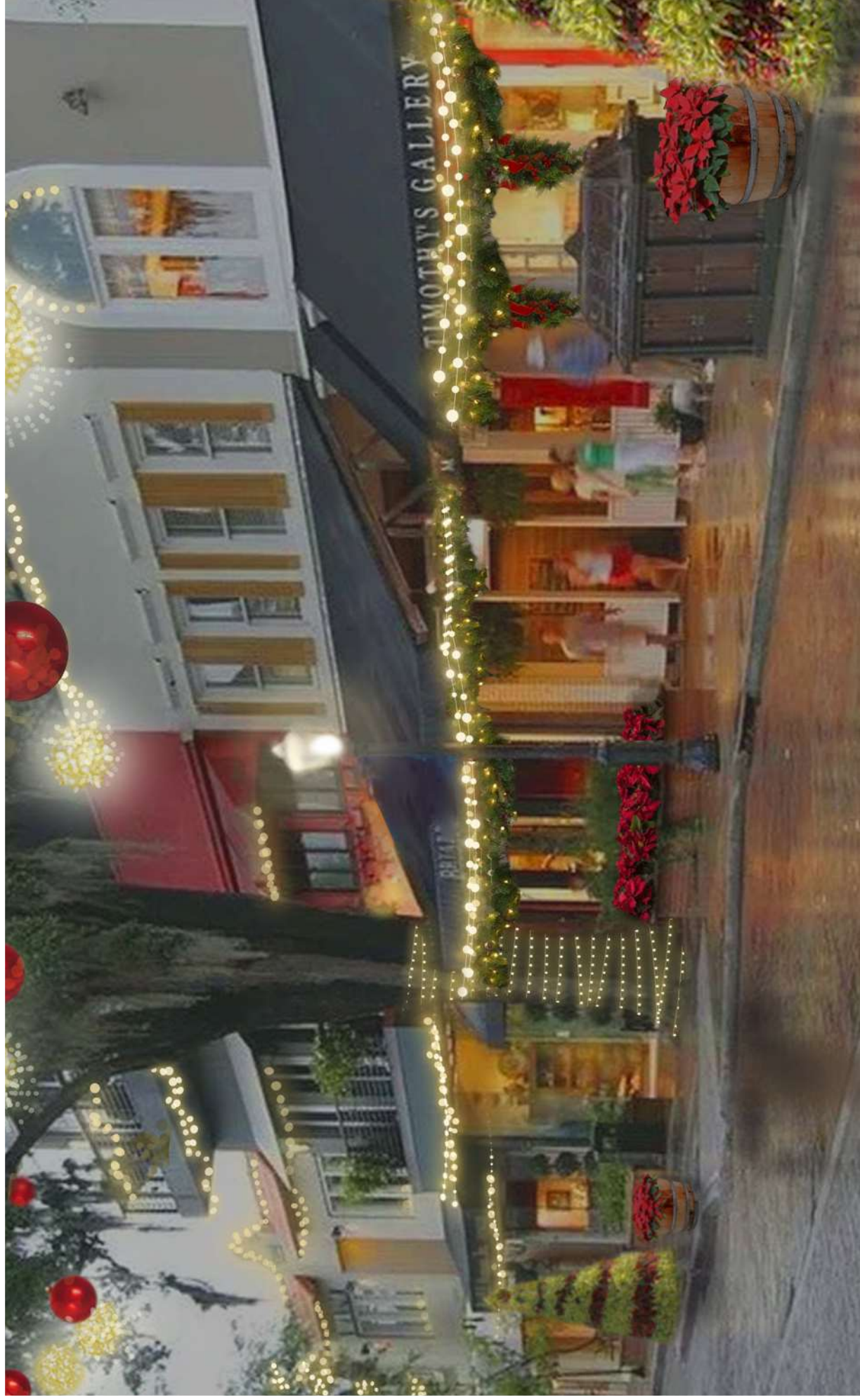
Areas of Interest



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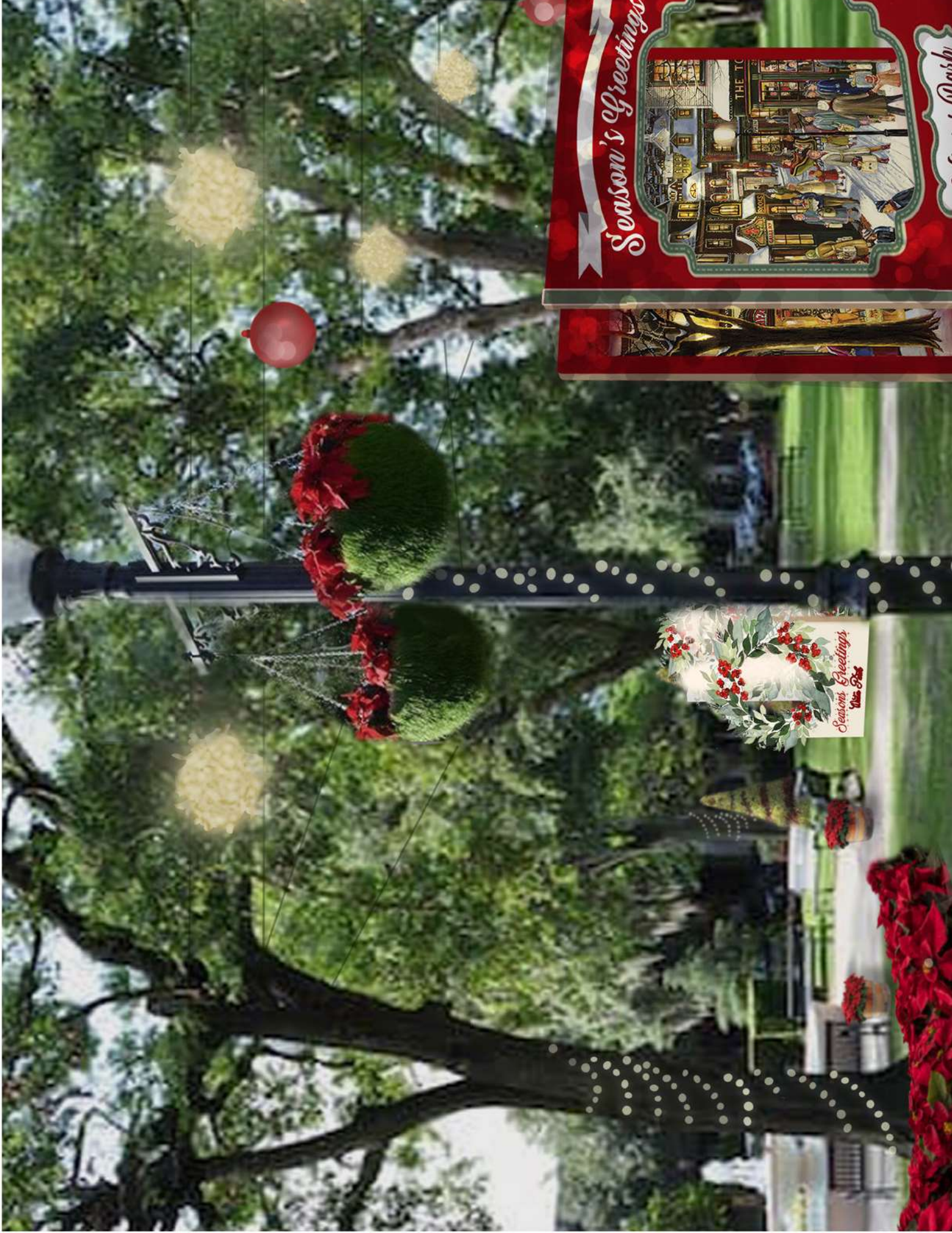
View 1



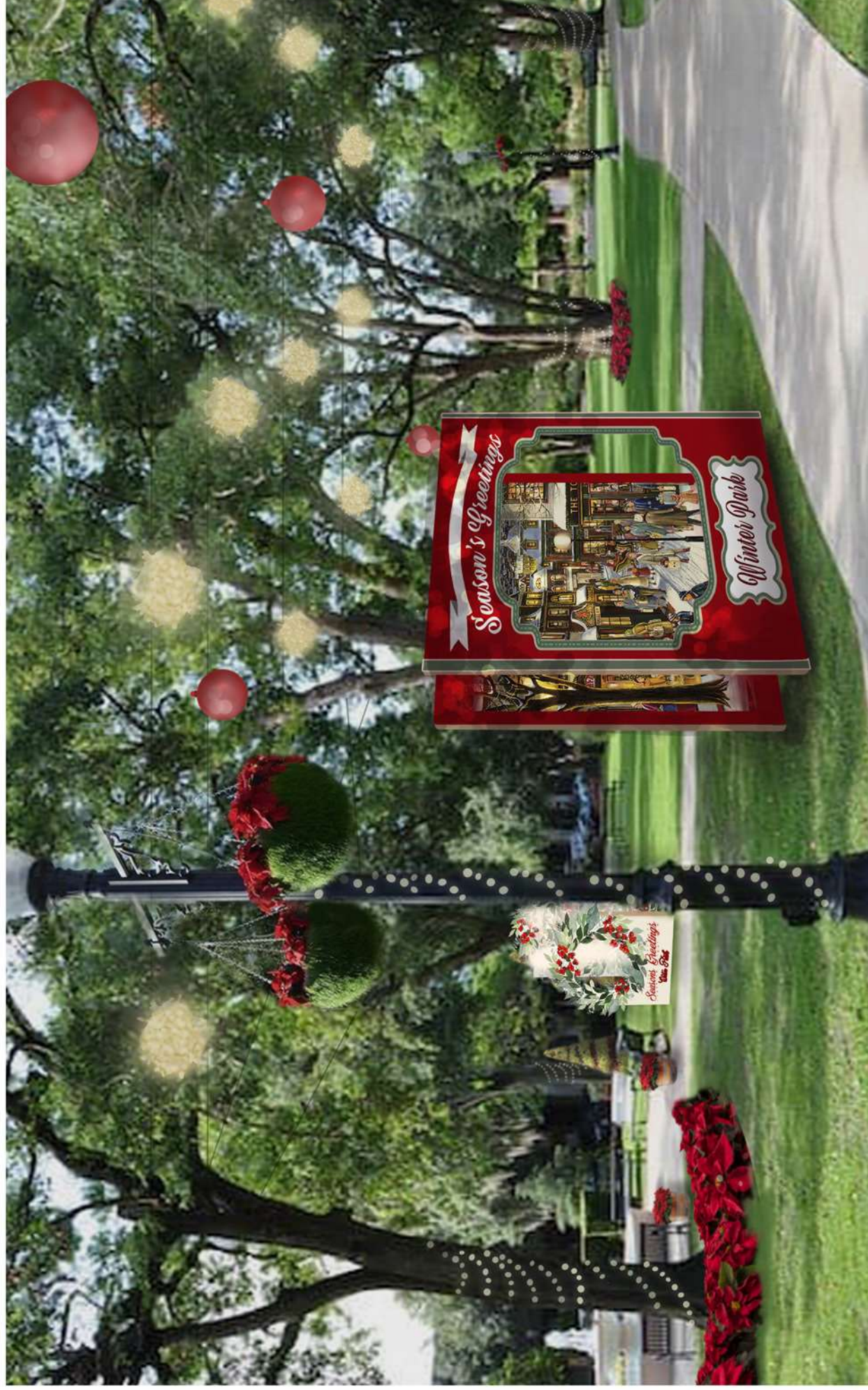


View 2





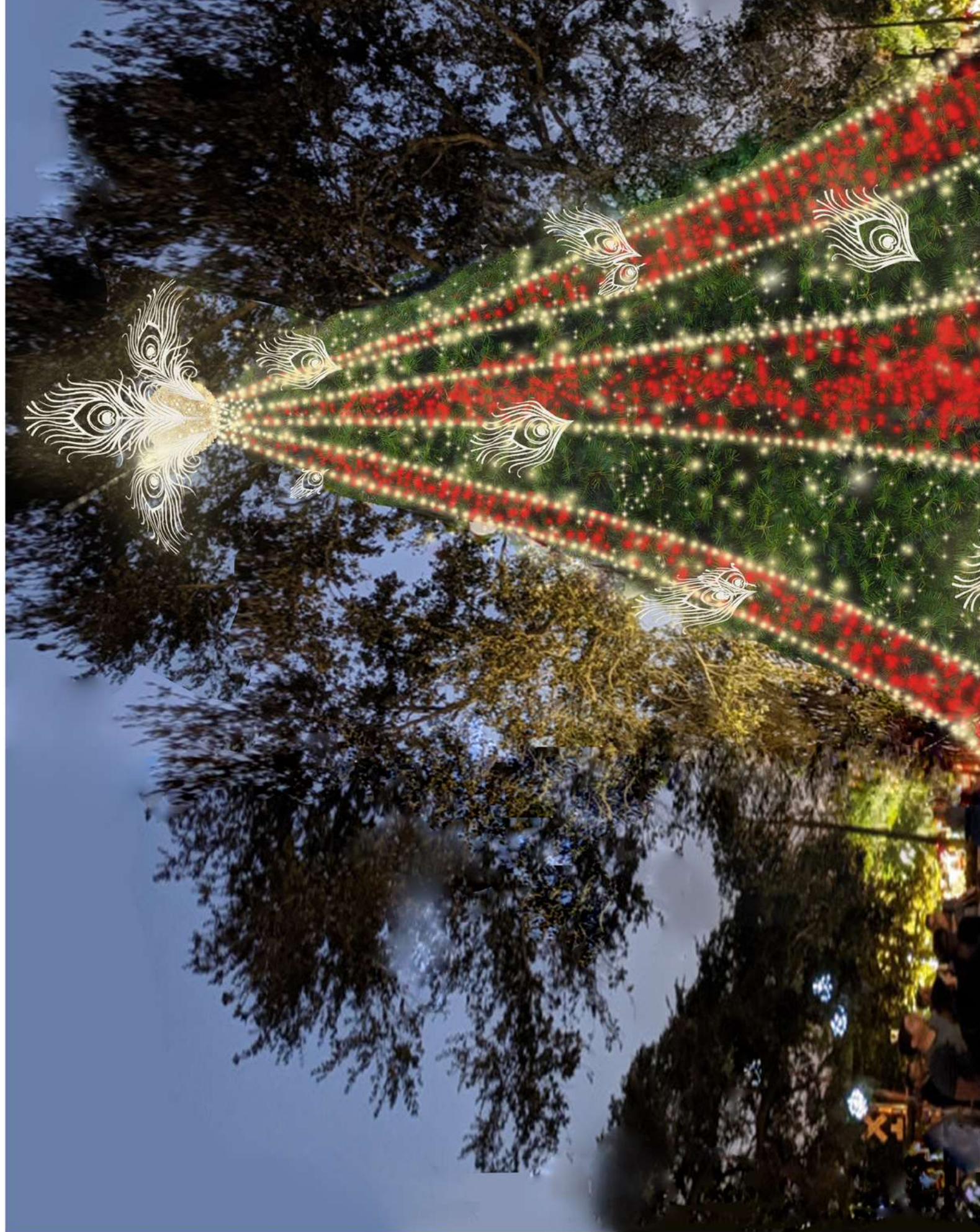
View 3





Flow 4





Winter

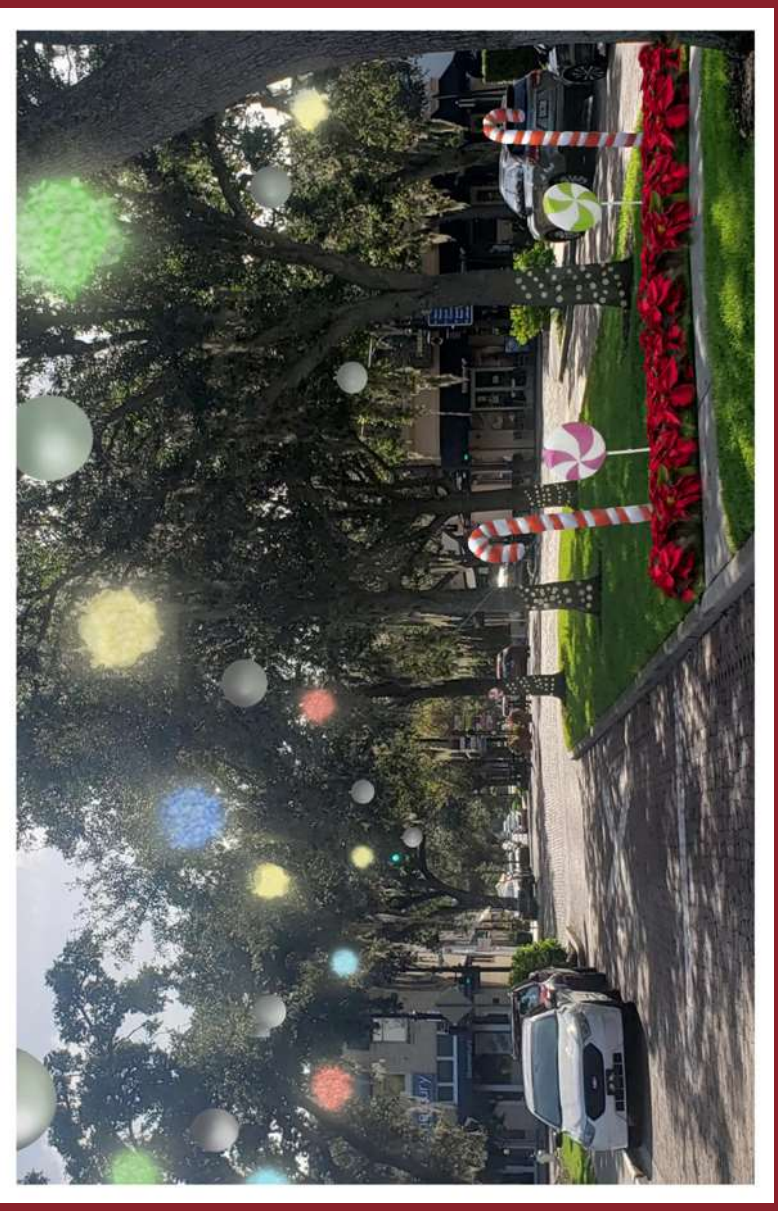
HIGHLIGHTS:

- All over warm
- Light globe an
- Light “banners
- top-to-bottom
- Hidden inner s
- any ornament
- Surrounding f
- and poinsettia





View 6



Additional Elements







City Commission agenda item

item type City Manager's Report	meeting date September 8, 2021
prepared by Michelle del Valle	approved by Michelle del Valle, Randy Knight
board approval Completed	
strategic objective	

subject

Workshop scheduling

motion / recommendation

Create FY 2022 first QTR work sessions.

background

The City Commission has established the Thursday after Commission Meeting as a time to be available for work session topics. Below is a schedule for the first QTR of FY 2022 and potential topics to be discussed.

Date	Meeting/Activity
Wednesday, October 13, 2021; 3:30 p.m.	Regular Commission Meeting
Thursday, October 14, 2021; 1 p.m. - 3 p.m.	Available Work Session
Wednesday, October 27, 2021; 3:30 p.m.	Regular Commission Meeting
Thursday, October 28, 2021; 1p.m. - 3 p.m.	Available Work Session
Wednesday, November 10, 2021; 3:30 p.m.	Regular Commission Meeting
Thursday, November 11, 2021; 1 p.m. - 3 p.m.	Available Work Session
Wednesday, December 8, 2021; 3:30 p.m.	Regular Commission Meeting
Thursday, December 9, 2021; 1 p.m. - 3 p.m.	Available Work Session

Potential Topics to be workshopped:

- Strategic Planning
- Advisory Board Missions
- Funding mechanisms and options for public art. (with Public Art Advisory Board)
- Sustainability Action Plan (October)
- Any other Commission requested items

alternatives / other considerations

fiscal impact



City Commission **agenda item**

item type City Manager's Report	meeting date September 8, 2021
prepared by Jennifer Guittard	approved by Peter Moore, Michelle del Valle, Randy Knight
board approval Completed	
strategic objective	

subject

City Manager's Report

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

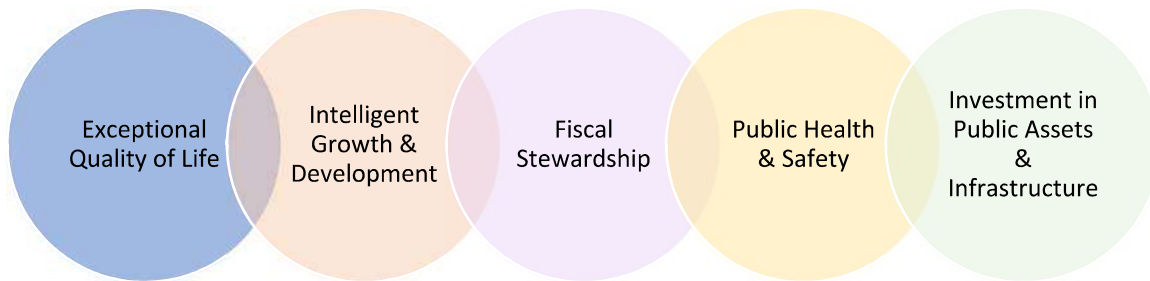
[90Day Report 9.8.21.pdf](#)



90-Day Report

This outline provides a timetable for issues and items that are planned to come before the commission over the next three months as well as the status of initiatives that do not have any determined completion date. These are estimates and will be updated on a monthly basis.

City of Winter Park Strategic Objectives



Upcoming Commission Items

Title 1: Fiscal Stewardship

Item	Description	Item Department	Item Date
Budget and Millage Ordinance Adoption	At both City Commission meetings in September, the first and second readings of the ordinance adopting the budget and millage rate, will be approved in accordance with statute.	Administration	Sept

Title 2: Intelligent Growth & Development

Item	Description	Item Department	Item Date
Orange Avenue Overlay	P&Z and City Commission Public Hearings	Planning & Transportation	Sept
Pineywood Columbarium	Commission approval of Pineywood Columbarium project	Parks & Recreation	Sept

Item	Description	Item Department	Item Date
Meet your Department Presentation	The Fire-Rescue Department will present their video to increase awareness of the various city services their department provides.	Fire-Rescue	Oct
Meet your Department Presentation	The Planning & Transportation Department will present their video to increase awareness of the various city services their department provides.	Planning & Transportation	Nov

Additional Items of City Interest

Title 3: Exceptional Quality of Life

Item	Description	Item Department
Library & Events Center	Construction at the Library and Events Center is on schedule for the October 26th Certificate of Occupancy. The project is substantially complete. Punch walks have taken place and the contractor is seeing to the punch list. Underside of the Porte Cochere has yet to be completed but is scheduled in the next two weeks. Furniture and bookcases have been ordered and deliveries will trickle in over the next 8 weeks. Work is being done by staff to stock the buildings for occupancy in early November.	Public Works
Public Art for I-4	This \$150,000 public art project, paid for by FDOT, is being installed at the NE corner of W. Fairbanks and I-4. The project has been delayed due to a land use agreement that I-4 Ultimate asked for, and construction product delays. Design selection company, RLF, is moving forward as quickly as possible with the installation process. The city will landscape the area around the art, as per the land use agreement, and a ribbon cutting event will be announced as soon as the project nears completion in September.	Administration

Title 4: Intelligent Growth & Development

Item	Description	Item Department
Sustainability Plan	Beginning in November 2020, the Keep Winter Park Beautiful & Sustainable Board (KWPB&S) held joint work sessions with several city advisory boards to review the elements of the current Sustainability Action Plan (SAP). These boards included the Transportation, Tree Preservation, Parks & Recreation, Lakes & Waterways, Planning & Zoning, and Utility advisory boards. Since then, the Sustainability team and KWPB&S members have consolidated the feedback provided by the boards into a new draft SAP document. Between July through September, city staff will work with each board to review their respective edits prior to creating a newly updated SAP for City Commission review. This Commission review of the revised SAP is expected to be held at a work session in October 2021.	Sustainability & Planning

Title 5: Investment in Public Assets & Infrastructure

Item	Description	Item Department
Electric Undergrounding	Miles of Undergrounding performed Project G: 4.1 miles 97% complete Project I: 6.9 miles 99% complete Project J: 1.9 miles 1% complete Reliability project Q: 1.85 miles 55% complete Project R: 4.31 miles (21% complete) Commission approved advancement TOTAL so far for FY 2021: 7.4 miles	Electric

Upcoming Advisory Board Meetings

This report provides a summary of upcoming board meetings currently scheduled on the calendar for the next month.

Additional information relating to all of the City's boards such as meeting schedules, agendas, minutes, and board membership can be located on the City website at: <https://cityofwinterpark.org/government/boards/>

September Board Meetings

Advisory Board	Meeting Date	Meeting Time
Civil Service Board	9/7/21	4 p.m.
Planning & Zoning Board	9/7/21	6 p.m.
Historic Preservation Board	9/8/21	9 a.m.
Economic Development Advisory Board	9/14/21	8:15 a.m.
Lakes & Waterways Advisory Board	9/14/21	Noon
Public Art Advisory Board	9/20/21	Noon
Transportation Advisory Board	9/20/21	4 p.m.
Keep Winter Park Beautiful & Sustainable	9/21/21	11:45 a.m.
Board of Adjustments	9/21/21	5 p.m.
Community Redevelopment Advisory Board	9/23/21	5:30 p.m.
Utilities Advisory Board	9/28/21	Noon
Tree Preservation Board	9/28/21	5 p.m.

Upcoming Work Sessions

This report provides a summary of upcoming work sessions currently scheduled on the calendar for the next three months.

Work Sessions	Meeting Date	Meeting Time
Public Art Advisory Work Session	9/2/21	8:30 a.m.
City Commission Work Session (Commissioners Sullivan & Weaver)	9/9/21	1 p.m.
Keep Winter Park Beautiful & Sustainable Advisory Board Work Session	9/10/21	9:00 a.m.
Public Art Advisory Work Session	9/16/21	8:30 a.m.
Planning & Zoning Board Work Session	9/28/21	Noon



City Commission **agenda item**

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board approval Completed	
strategic objective	

subject

CIP Report

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[CIP Report 9.8.21.pdf](#)



This report is updated monthly to monitor capital projects occurring throughout the city and to provide information about recently completed projects. The project status options have been adjusted to (Planning, Active, Pending). To define; all projects in design, research, or review are in the Planning status. All projects with purchases, construction, and implementation are in the Active status. The remaining projects have a Pending status that have stopped the planning or active work of a project such as pending review and approval, additional funding, and scheduling.

Count by Status

Project Status	Planning Status	Active Status	Pending Status
Count Total 51	15	24	12

Title 1: Planning Status

Project	Project Update	Strategic Objective	Division
1792 Streetscape Imp.	MOU amendment approved at CRA meeting 1/27/20. Design review underway by FDOT and staff including lighting and landscaping. The latest FDOT public meeting was held on April 29th. Final plans are anticipated end of 2021.	Intelligent Growth & Development	CRA
Cemetery Improvements	Monument Warehouse was awarded the contract for fabrication/installation of Pineywood Columbarium in late March. Design approved by PRAB approval at June PRAB meeting and be brought to Commission for purchase approval second Commission meeting in September. Fabrication and Installation take upwards of 6 months so expected completion is March 2022.	Investment in Public Assets & Infrastructure	Parks
Downtown Enhancements	Design for new Central Park stage approved by CRA Agency. Architect contract approved and design underway for review upon completion. A design schematic has been delivered to staff for review and comment. Based on coordination with potential ARPA funding, the CRA Advisory Board suggested this project potentially move sooner. This item was discussed at the August 25th Agency	Exceptional Quality of Life	CRA

Project	Project Update	Strategic Objective	Division
	meeting with consideration for budget approval set for September 8th.		
Fire Safety Equipment	Finalizing interfaces with IT with expectations of going to bid to upgrade the alerting system.	Public Health & Safety	Fire
Golf Course Enhancements	First Tee and Hardscape design have been completed by KCR and Dix Hite as approved by Golf Advisory Board. New patio furniture, tv's, and other such items are in the process of being purchased. Due to timing and supply chain issues major hardscape work and tee work will hold until Spring at recommendation of KCR.	Exceptional Quality of Life	Parks
Kennedy Rd Wide Force Mn	Received roadway documents from County and reviewing for existing force main conflicts. Construction estimated for May 2023.	Investment in Public Assets & Infrastructure	Water & Sewer
Lift Station R&R	Designing upgrades for Lift Station #47 (Ranger). Reviewing lift station conditions for future rehabilitations next fiscal year.	Intelligent Growth & Development	Water & Sewer
Progress Pointe Redevelopment	City Commission formed a subcommittee for the project. City Commission approved to start the process of acquiring construction plans for the park and roadway alignment. Design is being updated per City Commission's request, which is anticipated to be completed in October. This project is tentatively planned to start working on the park and road alignment by December.	Investment in Public Assets & Infrastructure	Transportation
Ravadauge Lift Station	Location with developer has been accepted. Coordinating with developer to update design flows for Ravadauge development and lift station. Design work anticipated to be completed by end of 2021.	Investment in Public Assets & Infrastructure	Water & Sewer
Richard Crotty Pkw	Roadway project pushed back by Orange County to begin construction Spring 2025. Water and wastewater utilities design 95% complete.	Investment in Public Assets & Infrastructure	Water & Sewer
Shady Park Area Improvements	Plan concept reviewed by CRA Agency to move forward with splash pad removal and public engagement. Splash pad area demolition underway. Public feedback underway including online/physical surveys and notices through Parks Department digital media platforms and	Exceptional Quality of Life	CRA

Project	Project Update	Strategic Objective	Division
	Next Door. An initial public meeting was held on July 15th at the Community Center. Staff is aiming for a follow- up meeting in September with additional conversations by the Parks and CRA Advisory Board tentatively scheduled for October.		
Solar Awning Construction	Commission consent in June of selection of RFP.	Intelligent Growth & Development	Electric
Stormwater Improvements	Final report received by staff. Coordination with existing projects underway to maximize timing and resources. This includes review of Lake Mendon and MLK Park.	Investment in Public Assets & Infrastructure	CRA
SunRail Safety Mitigation	City staff resubmitted the project to FDOT, and the Department has approved the project. City staff is re-evaluating the project costs and coordinating with contractors to develop a schedule.	Investment in Public Assets & Infrastructure	Transportation
UT Lines 434 Road Widening	Design is 90% complete. FDOT has delayed roadway project bid until December 2022.	Investment in Public Assets & Infrastructure	Water & Sewer

Title 2: Active Status

Project	Project Update	Strategic Objective	Division
Bicycle & Pedestrian Improvement	Construction of sidewalk on Dundee is 90% completed. Garden Drive sidewalk project, is complete. Camellia Avenue sidewalk project will commence in FY22.	Exceptional Quality of Life	Transportation
CRA Small Projects	Canton & Garfield pedestrian connection. Project provides access and pedestrian safety as an enhanced route adjacent to the railroad tracks. It also includes a cooperative effort to mitigate the exposed dumpster location at the end of Garfield Avenue. Comments from FDOT received. Additional geotechnical analysis was submitted to assist with comments. Permit approval with coordination on timeline and construction underway. Estimated timeline is before the end of the calendar year. Other projects include finalization of parking sensor install at the Park Place Garage (southwest corner of Park and Canton) and funding installation of rapid	Intelligent Growth & Development	CRA

Project	Project Update	Strategic Objective	Division
	rectangular flashing beacons on Denning Drive.		
Denning/ Fairbanks Traffic & SW	Purchase of 901 W. Fairbanks approved by CRA Agency. Property closed on July 2. 919 W. Fairbanks Avenue was approved for purchase on July 14 by the Agency. Due diligence period underway. Property purchases are consistent with CRA plan to address park acquisition and transportation needs.	Investment in Public Assets & Infrastructure	CRA
Electric Undergrounding Project	Miles of Undergrounding performed Project G: 4.1 miles 97% complete Project I: 6.9 miles 99% complete Project J: 1.9 miles 1% complete Reliability project Q: 1.85 miles 55% complete Project R: 4.31 miles (21% complete) Commission approved advancement TOTAL so far for FY 2021: 7.4 miles	Investment in Public Assets & Infrastructure	Electric
ERP Software Project	Utility Billing Go Live is now tentatively scheduled for February 2022. Next step is to ensure we can run a full bill cycle in the new software. After that, there will be staff training and parallel testing. Code Enforcement has been pushed to December 2021.	Fiscal Stewardship	IT
Facility Capital Improvements	Tennis Center women's restroom are complete. Product availability caused a delay. Scheduling HVAC replacements for the other water plants with installs to be completed over the next couple of months. Lake Island Hall, and MLK maintenance are scheduled to be painted when construction of Air Quality Building is complete. Reroof of Kraft Azalea restroom has been permitted and shall commence in the next week.	Investment in Public Assets & Infrastructure	Public Works
Improve Howell Branch Preserve Property	The FDEP approved the restrictive covenant and our commencement request. The Commission approved the contract for exotic vine control by Aquatic Weed Control, Inc. Work began in May. City has engaged Dix Hite to begin public input and master plan process for park trail system.	Investment in Public Assets & Infrastructure	Parks

Project	Project Update	Strategic Objective	Division
Improve Mead Garden	City and Mead are coordinating major CIP projects related to ADA restrooms, parking lot improvements, and ADA pathways. Parking lot renovations have begun with overflow lot completed. ADA restrooms will begin construction mid August. ADA trail work will begin later this fall (after wet season).	Exceptional Quality of Life	Parks
IT Infrastructure Upgrade	Funding being utilized for modernization of access controls and video management systems throughout the City.	Fiscal Stewardship	IT
Killarney Estates Parklet	Contractual work for construction of a parklet at the intersection of Broadview Avenue, Grove Avenue, and Dallas Avenue began June 29th, 2021 and was completed August 25th. The remaining items for this project are electric lights and landscaping scheduled for the next two months for project completion.	Exceptional Quality of Life	Transportation
Library	Construction at the Library and Events Center is on schedule for the October 26th Certificate of Occupancy. The project is substantially complete. Punch walks have taken place and the contractor is seeing to the punch list. Underside of the Porte Cochere has yet to be completed but is scheduled in the next two weeks. Furniture and bookcases have been ordered and deliveries will trickle in over the next 8 weeks. Work is being done by staff to stock the buildings for occupancy in early November.	Exceptional Quality of Life	Public Works
MLK Weather Monitoring Station	Construction of the building is underway with footers, slab excavation, and forming. The Lease with Orange County EPD has been approved by the City. Construction anticipated to be complete by early November with demolition of the existing building to follow within 2 weeks of the new building completion.	Intelligent Growth & Development	Public Works
N Lakemont Seminole Ditch	Final draft of the Agreement is being reviewed by Seminole County. Preapplication meeting and a field investigation have been completed with the SJRWMD. Agreement will go to the Commission for approval in September 2021.	Investment in Public Assets & Infrastructure	Stormwater

Project	Project Update	Strategic Objective	Division
New York Streetscape	Signed plans and permits received. Coordination with Procurement and solicitation for bids complete. Improvement highlights include pedestrian crosswalks, ADA compliant intersection improvements, and mast arms at Fairbanks and New York. Vendor contracted for developing mast arm design and construction. Delivery is expected near Labor Day. Due to increased material costs, staff is proposing additional funds for consideration in order to execute the full scope of the project. Additional funds have been approved by the CRA Advisory Board and applied for consideration by the Agency at their September 8th meeting.	Intelligent Growth & Development	CRA
Post Office Acquisition	Mayor working with City Manager to explore options for the USPS.	Investment in Public Assets & Infrastructure	CRA
Sewer Capacity	Purchase of additional wastewater treatment capacity with City of Altamonte Springs in contract negotiations. Scheduling follow up negotiations for September 2021.	Investment in Public Assets & Infrastructure	Water & Sewer
Showalter Improvements	Structure and site amenities ordered and waiting on delivery. Installation projected for early September. Pad has been installed, new commercial grill received, waiting on delivery and installation of structure.	Exceptional Quality of Life	Parks
Signalization Upgrade	New Traffic controllers have been purchased with updated technology to collect wireless data. City staff is working with Temple Inc. to download the software for the wireless signal effort. This software will last for the four months trial period to start the wireless effort with FROG and determine if the software and hardware are feasible for the City and City staff.	Investment in Public Assets & Infrastructure	Transportation
Stormwater Rehab	Construction of the Morse Blvd drainage improvements is underway. Other projects being scheduled for construction are: fleet maintenance wash down area, ponds construction at Ward Park, Greentree Drive, Lakefront Blvd drainage improvements, and Via Almalfi drainage improvements.	Investment in Public Assets & Infrastructure	Stormwater

Project	Project Update	Strategic Objective	Division
Upgrade Water Mains	Upgrading water mains in Lake Knowles Terrace, Flora Park, Winter Park Heights and Conwell Estates subdivisions.	Investment in Public Assets & Infrastructure	Water & Sewer
Winter Park Rd SW Pond	The pond excavation is complete. A permit exemption determination is being made for the stormwater conveyance system and pond outfall anticipated mid September.	Investment in Public Assets & Infrastructure	Stormwater
Winter Park Sports Complex	Grass Field renovations of A1/A2 have been completed. Department is working with Field Turf for design and OCPS to resolve parking concerns for WPHS athletics. Laser grading and renovation of baseball fields 1,4,and 5 have completed. Parking lot improvements and completion of new batting cage set for September.	Investment in Public Assets & Infrastructure	Parks
Water Treatment Plants R&R	Replacing sodium hypochlorite tanks at Magnolia, Aloma and Swoope WTPs.	Investment in Public Assets & Infrastructure	Water & Sewer
WP Estates WW Plant	Replacement generator under fabrication. Estimated delivery in January 2022.	Investment in Public Assets & Infrastructure	Water & Sewer

Title 3: Pending Status

Project	Project Update	Strategic Objective	Division
Decorative Lights and Trees in CRA	140 total decorative lights have been installed. Coordination with Electric Utility on assessment of light replacements/additions as needed.	Intelligent Growth & Development	CRA
Denning Dr. Intersection	Approved project complete. Extension to railroad north under consideration. Early extension estimated at \$400k, but requires further review. Staff anticipates bringing forward for discussion in the next fiscal year.	Investment in Public Assets & Infrastructure	CRA
Dinky Dock Renovations	Beach rehab/dredge and parking improvements on hold for Rollins construction to complete. Swimming pier and boardwalk repair and renovation began summer 2020 out of necessity. Pending project to potentially be funded through ARPA	Exceptional Quality of Life	Parks

Project	Project Update	Strategic Objective	Division
East OC Service Improvement	Pending in house availability to planning redirection of flow to East plant. Anticipated priority for fall 2021.	Investment in Public Assets & Infrastructure	Water & Sewer
Field & Tennis Lighting	Replacement lights pending future funding. FY21 replacements were pushed out in the budget.	Exceptional Quality of Life	Parks
Lake Bell Weir Improvements	Pending monitoring assessment.	Investment in Public Assets & Infrastructure	Stormwater
Meter Data Management Upgrade	Implementation of new cloud based software and integration with Tyler. This is dependent upon Tyler's schedule for the Utility Billing module. There is some coordination involved between Harris SmartWorks MDM software and Tyler Munis. Harris is waiting for information from Tyler and are on hold until Tyler provides it.	Investment in Public Assets & Infrastructure	Water & Sewer
Sewer Main Extensions	Extension of sewer mains to support new development or redevelopment. Harold Avenue sewer main extension pending finalizing negotiations with City of Altamonte Springs. Anticipated work to begin after contract finalization in Fall 2021.	Investment in Public Assets & Infrastructure	Water & Sewer
St. Andrews Trail	Design completed for which the City has been reimbursed by the FDOT. Construction is on hold until FDOT funding is released in 2023.	Investment in Public Assets & Infrastructure	Transportation
Stirling Bridge Replace	Pending permits determination and labor availability.	Investment in Public Assets & Infrastructure	Stormwater
Storage Building Cemetery/Golf Substation Transformers	Pending property determination.	Exceptional Quality of Life	Parks
	Pending monitoring assessment of transformer.	Fiscal Stewardship	Electric

Recently Completed Projects

Parks

The Parks Department completed field work at Ward Park as part of the City's Investment in Public Assets and Infrastructure strategic objective.

Major Non-City ROW Work

TECO Gas

The utility will be working in Winter Park to locate, repair, and replace gas mains along Palmer Ave. and side streets in a multi phased improvement project. They are currently on phase 4 of 4. We receive planned updates as they submit permitting. Estimated completion October 2021.



City Commission **agenda item**

item type Consent Agenda	meeting date September 8, 2021
prepared by Rene Cranis	approved by Michelle del Valle, Randy Knight
board approval Completed	
strategic objective	

subject

Approval of minutes of work session, August 12, 2021

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[081221ws.pdf](#)



City Commission Work Session Minutes

August 12, 2021 at 5:30 p.m.
Virtual

Present:

Mayor Phil Anderson
Commissioner Marty Sullivan
Commissioner Sheila DeCiccio
Commissioner Todd Weaver
Commissioner Carolyn Cooper

City Manager Randy Knight
Asst. City Manager Michelle Neuner
City Clerk Rene Cranis

1) Call to Order

Mayor Anderson called meeting to order at 5:30 p.m.

2) Discussion Item(s)

a. Post Office Property Discussion

Mayor Anderson stated that he and with Mr. Knight have met to discuss possible locations for a new Post Office facility. In addition, he stated that the city has reached out to USPS through congressional delegates and lobbyist. He explained that USPS representatives have indicated that they are not interested in speaking with the city at this time and will talk when the city can provide their list of requirements, which are a consolidated facility, 2 - 2/12 acres of owned land, combined retail and surface parking.

Mayor Anderson stated that none of the properties he and Mr. Knight have looked at thus far, are feasible and explained that the city is now working to find a path to open consideration for a split facility. He outlined a split facility concept that would be on land the city already controls, either at city hall or other land the city is acquiring. He noted that there is no open consideration from USPS for a split facility at this time and stated that he and Mr. Knight have spoken with an organization that may open up another channel toward finding a path for a split facility. He stated that Critical path is lining up or eliminating all possibilities of a site that matches the USPS requirements.

Mayor Anderson stated that given the boundaries of where the city is looking for a location in the CBD, the pricing is in the \$12-\$15M range and discussed availability of funds for the long term. He stated that \$8.5M has been allocated for the property.

Discussion followed on options for reserving future funds for the post office purchase. Mr. Knight stated that he spoke with the Orange County administrator about holding funds on a dedicated project that is already in the CRA plan for a period of time after CRA ends. He stated that the timeline for the spending of unused funds has changed by Statute and while the county is ok with the concept, they will do some research to confirm the concept is legal. Mr. Knight stated that designated trust fund could be

another option to store the funds, similar to a Parks acquisition fund, that could be set up fund to start reserving funds for future purchase. In response to questions. Mr. Knight stated that the tree farm or old library could be sold for the purchase and mentioned that the city could also could acquire property that is for sale and hold it, but noted that the current investment policy may not allow the city to invest in real estate.

Mayor Anderson stated that an option for land-banking might be to make a reasonable guess on the kind of land that may work for a split facility or adjacent to a city services area. The city would have to make an educated guess of the kind of property that a carrier site would look like.

In-depth discussion followed on different locations for a combined facility including a land-swap with Rollins College, the property on New England Avenue, the property on Pennsylvania Avenue, the Lawrence Center and the OCPS Vo-Tech facility on Denning.

Commissioner Cooper gave a presentation and stated that the city has leadership support, access to funding, policy and community support and noted that USPS is willing to consider and offer. She reviewed USPS key points including property value, construction costs, USPS requirements and noted potential threat from development. She expressed concern that the city waiting for the USPS to be ready to sell, disposing of property that could be used to a resolution, and tagging the USPS acquisition as future debt were not the answer to finding path forward. She reviewed components to find a path forward including finding ways to influence the seller, finding a motivated developer and a skilled lobbyist to assist. She summarized by stating that the city needs a plan and provided suggestions including development action plan, identifying UPSPS needs and Winter Park land opportunities and putting together a committee of local influencers.

Mayor Anderson stated that his takeaway from the presentation is to build a broad base of support that could lead to long-term commitment. He stated that Commissioner Cooper provided good points and feels the commission should think about the points raised and the best way to build a broad, public coalition to get into the market.

Mr. Knight asked if there was consensus from the commission to trade the old library site as part of the assemblage, under the right conditions, to gain land for the post office. Commissioner Sullivan stated that consensus would depend on the exchange. Commissioner Cooper is opposed. Mayor Anderson stated he would rather have a clean transaction where acquiring the property is currency for currency.

Commissioner Weaver stated that there are opportunities for contributions and stated that he has heard from residents that they do not want retail site moving away from central core and feels the site would need to remain downtown to have community

support. Mayor Anderson suggested having another short public meeting to discuss how to go out to the market and then use that to compare options.

Commissioner Sullivan asked what the federal lobbyist is working on for the city in terms of purchasing the post office. Mr. Knight stated that lobbyist was able to confirm what USPS feels is an acceptable deal from the city and that would consider a proposal. Discussion followed on potential use of the Pennsylvania property for the USPS facility.

b. Old Library Discussion

Mr. Knight stated that staff had discussed using the property as a swing site for remodeling city hall. He reviewed the improvements needed at city hall and explained that staff has concluded that a swing-space is not required for the renovations and there was no need to hold on to the old library property for that use. Mayor Anderson noted that the site was large enough for a museum use.

Commissioner Sullivan stated that the old library is a net financial asset and feels that Commission needs to decide what they want to do with the property. He gave positive suggestions such as selling the land, developing the land, a mixed-use concept or land lease that would put the city in the black with the property. Alternatively, he stated the Commission would need to determine if they are ok being in the negative with using the property for an art, culture, non-profit or education use that would put the city in the red. Mayor Anderson added that a neutral option would be to use the site as a park and noted that there would be an operating expense incurred by the city. Mr. Knight stated that staff has discussed the cost to moth-ball the building until a decision is made and reviewed the analysis staff has done on the current state of the building.

Mayor Anderson opined that the property is not a highest and best use or form of liquidity and does not feel compelled to make the property a positive item. He added that he would rather see it as a neutral impact to the city financials. Commissioner Cooper stated that the property is the entry feature into the city when coming from the airport and would like the residents to own the entry feature into the CBD. She does not see a need for it to be a big money generator, but is not opposed to the possibility. She stated that her first choice would be to renovate property and use it for a civic service such as retail, small arts, arts & culture, etc.

Commissioner Weaver agreed that the property is an entry feature into Winter Park and suggested moving the Morse Museum to the site. He stated that since the Cornell Museum is moving to the Lawrence center and the Polasek Museum is in the area, it would allow for a museum row. He stated an even swap would resolve some of the north park avenue parking issues, beautify the corner and the Morse Museum would have a larger space. Mayor Anderson stated that the Commission might consider

offering the shell to one of the more notable users in Winter Park to see if there is interest in using the property in some form. He stated that the consensus was to use the property for an arts-oriented use as opposed to a commercial use.

Commissioner Sullivan suggested trading property for property with Rollins to give an advantage to the city and noted the boathouse area by Dinky Dock as a possible location for a trade. Commissioner DeCiccio agreed and suggested having a discussion with Rollins and see what sites they may have for an equitable trade.

Commissioner Cooper reiterated that she feels the city and residents should own the property, not Rollins. Commissioner Weaver stated he would not support disposing of the property unless there was a significant trade. Mayor Anderson summarized that using the building is still an option geared toward arts, there are budget constraints that may require a sponsor, there is consideration of using the property as part of a trade and consideration of using the property of a park. Discussion continued on possible uses for the property and reaching out to the 5-6 institutions in the city to see if there is any interest in using the shell. Mayor Anderson stated that a Winter Park Center for the Arts would be an interesting option with a collaborative rotation of all the museums in Winter Park. He suggested bringing the topic back at a Commission meeting for further discussion before giving staff direction.

3) Adjournment

The meeting adjourned at 7:35 p.m.

Mayor Phillip M. Anderson

ATTEST:

City Clerk Rene Cranis



City Commission **agenda item**

item type Consent Agenda	meeting date September 8, 2021
prepared by Rene Cranis	approved by Michelle del Valle, Randy Knight
board approval Completed	
strategic objective	

subject

Approval of minutes of regular meeting, August 25, 2021

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[CCmin2021.08.25.pdf](#)



City Commission Regular Meeting Minutes

August 25, 2021 at 3:30 p.m.

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

Present

Mayor Phil Anderson
Commissioner Marty Sullivan
Commissioner Sheila DeCiccio
Commissioner Carolyn Cooper
Commissioner Todd Weaver

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

1) Meeting Called to Order

Mayor Anderson called the meeting to order at 4:20 p.m. (due to extended CRA meeting.)

2) Invocation

Mayor Anderson expressed condolences to long-term employee Juanita Grant Ford on the death of her husband and asked for a moment of silence. City Manager Randy Knight provided the invocation followed by the Pledge of Allegiance.

3) Approval of Agenda

Mayor Anderson noted that Item 12b will be heard at 5:00 and Item 11g will be addressed prior to Item 11e.

4) Citizen Budget Comments

Jackie Moore, owner of Austin's Coffee, 929 W. Fairbanks, said she does not see the need for funds for anything to do with businesses in front of MLK Park and questioned the need to budget for activation of the park as she feels it is active and will be activated further with the new Library and Event Center.

5) Mayor's Report

Mayor Anderson advised of the shortage of liquid oxygen due to COVID which is also used to treat water. He appealed to water customers to conserve water which will help to save on the use of liquid oxygen.

6) City Manager's Report

- A reverse 9-1-1 message is being sent today to all water customers to conserve water.

- Commissioner Sullivan has agreed to serve as delegate at the upcoming Orange County Legislative Delegation and suggested that the Commission submit their priorities to him to forward to Commissioner Sullivan. Commissioner Sullivan said his priority will be to advocate for transportation funding and revenue.
- Director of Planning and Transportation Bronce Stephenson gave an update on the implementation of transportation fee with a target completion date of March 2022.

7) City Attorney's Report

Commissioner Cooper asked for an update on mandatory employee vaccines. Mr. Knight said he has been working with the city's labor attorney and will be presenting a policy in an upcoming meeting.

8) Non-Action Items

10) Consent Agenda

- a. Approve the minutes of the work session July 29, 2021.
- b. Approve the minutes of the special meeting, August 3, 2021
- c. Approve the minutes of the work session, August 4, 2021.
- d. Approve the minutes of the work session, August 10, 2021 (Removed by Commissioner Weaver)
- e. Approve the minutes of the regular meeting, August 11, 2021. (Removed by Commissioner DeCiccio)
- f. Approve the following piggyback contracts
 1. Danus Utilities, Inc. - City of Clermont Contract #RFP2017-40 Lift Station Rehabilitation Services; Amount: \$500,000.00 for services on an as-needed basis during the term of the agreement.
 2. HP, Inc. - State of Minnesota/NASPO Contract #MNNVP-133 - Computer Equipment, Peripherals & Services; Amount: \$300,000.00 for services on an as-needed basis during the term of the agreement.
- g. Approve the following contract
 1. Howard Industries, Inc. - IFB-8-2020 - Single-Phase Transformers; Amount: \$200,000.00 for goods on an as needed basis during the term of the Agreement.

Motion made by Commissioner Weaver to approve the Consent Agenda except Items d and e; seconded by Commissioner Sullivan. Motion carried unanimously with a 5 – 0 vote.

Item d: Motion made by Commissioner Weaver to amend the minutes deleting "and Roundabout (\$4M)" from the heading of 4th item on Page 4; seconded by Commissioner Cooper. Motion carried unanimously with a 5 - 0 vote.

Motion made by Mayor Anderson to approve Consent Agenda Item d as amended; seconded by Commissioner Sullivan. Motion carried unanimously with a 5 – 0 vote.

Item e: Commissioner DeCiccio addressed the second item under her report on Page 10 and clarified that items could also be brought up under Commission reports. Commissioner Cooper said she is not opposed to deleting her comment.

Motion made by Commissioner Weaver to amend the minutes striking Commissioner Cooper's comments; seconded by Commissioner Cooper.

Motion made by Commissioner Sullivan to amend Mayor Anderson's motion on Page 6 by changing the word "policy" to "mandatory vaccinations"; seconded by Commissioner Weaver.

Mayor Anderson said he does not believe those were his words and understood that to be part of the policy consideration but could accept adding "(which may include mandatory vaccinations)" after "policy."

Commissioners Sullivan and Weaver accepted Mayor Anderson's modification to the amendment adding "(which may include mandatory vaccinations) after "policy." There were no comments. Motion carried unanimously with a 5-0 vote.

Upon a voice vote on the amendment deleting Commissioner Cooper's comment, motion carried unanimously with a 5 – 0 vote.

Minutes were approved unanimously with a 5 - 0 vote.

12) Public Hearings

b. Request of Wooten Built, Inc for:

Subdivision approval to split the property at 280 E. Lake Sue Avenue, zoned R-1AA. Variances are requested from the R-1AA lot dimension standards.

Principal Planner Jeff Briggs reviewed this request with a recommendation for approval contingent upon recording of deed restriction establishing a 38% FAR on each lot.

Motion made by Commissioner Cooper to approve the lot split conditioned upon recording of a deed restriction establishing a 38% FAR on each lot; seconded by Commissioner Sullivan. There were no public comments. Upon a roll call vote, Mayor Anderson and Commissioners Sullivan, DeCiccio, Cooper and Weaver voted yes. Motion carried unanimously with a 5 - 0 vote.

11) Action Items Requiring Discussion

a. Commission appointment to the Winter Park Police Officers' Pension Board

Commissioner Weaver nominated Russell Allen to this Board; seconded by Commissioner Cooper. Approved unanimously with a 5 - 0 vote.

b. Appointment to Civil Service Board

Motion made by Mayor Anderson to approve the appointment of Stockton Reeves to the Civil Service Board; seconded by Commissioner Weaver. Motion carried unanimously with a 5 - 0 vote.

9) Public Comments | 5 p.m. or soon thereafter

There were no public comments.

11) Action Items Requiring Discussion (continued)

c. Review of Reallocated Strategic Capital Plan

Division Director of Office of Management and Budget Peter Moore distributed copies of the strategic capital plan. Mayor Anderson noted that \$64M in projects in the 5-year plan have been identified, but results in a funding gap of \$6.6M which may require moving projects to a long-term plan (6-25 years) or reallocating funds from other projects. The following items were discussed and amended as follows:

- Central Park/Post Office expansion - Allocate additional \$6.475M from the CRA balance through 2027 (total CRA funding: \$14M).
- Winter Park 9 Lightening Shelter – Remove and fund \$25k in Parks budget.
- Margaret Square park improvements – Allocate \$50 from ARPA funds.
- Bike and Mobility Implementation (\$1M) – Move to long-term plan and pursue grant or other funding.
- Pedestrian/bike bridge along SunRail at 17-92 or Morse Blvd at 17-92 (\$1M) – Move to long-term plan and pursue grant and other funding.
- Infrastructure Bill Prep – Allocate \$750k of ARPA funds and include in FY22 budget.
- Traffic Enhancements – Move to long-term plan. Move \$750k in ARPA funds to Infrastructure Bill Prep.
- Large-scale Rebricking Projects – Allocate \$500k in ARPA funds. Do not include in FY22 budget.
- Aloma at Lakemont Intersection – Leave in long-term plan and pursue grant and other funding.
- Orange Avenue Traffic Improvements - Move to long-term plan.
- Library and Event Center Signature Artwork – Reduce to \$100k and pursue grants and other funding. Remove \$500k allocated from ARPA funds.
- Tourism, Travel, and Hospitality – Other – Remove \$200k from 5-year plan.

Mayor Anderson called for a recess at 6:14 and reconvened at 6:24 p.m.

- Rename RFP Interim Plan to Contingency – Leave allocation of \$400k included in the total cost of \$3.9M and an additional \$1M for additional park infrastructure. (Discussion was held on components of the park.)

d. Budget Discussion and Review Commissioner and Staff Budget Suggestions

Mayor Anderson provided highlights of the proposed balanced budget. Mr. Moore noted the improved revenue projections and staff's recommended expenditures. Consensus was to amend the budget based on staff's recommendation presented by Mr. Moore and fund \$1.3M from ARPA funds.

Commissioner budget suggestions were discussed with agreement reached on the following:

- Lakes division director - Mr. Moore noted that staff is proposing a 5% increase in stormwater rates to maintain capital spending, which would fund the position. Consensus was to add this position using ARPA funds for capital projects in FY22 and stormwater funds for operating and re-evaluate funding for FY 23. (Staff to prepare position description for Commission approval.)
- Additional parks maintenance employees – Parks and Recreation Director Jason Seeley explained the department's facilities and needs. Consensus was to add two positions.
- Winter Park Institute (ARPA funding this year and then put on organizational support list for FY 23). Commissioner Cooper recalled that funding would have to be reallocated from the other organizations currently supported by the city. After discussion, consensus to approve one-time funding of \$25k.
- Energy Audit all buildings – Allocate \$110k by consensus.
- Accelerated purchase of electric-powered equipment – Allocate \$100k by consensus.
- Reserve Policy - Mayor Anderson suggested a reserve policy that includes a trigger to double reserves in the good year to potentially draw on reserves in lean years.
- Planning and Budgeting grant pursuit – Mayor Anderson suggested consideration of reserving some portion of the \$750k for contract personnel to secure grants.
- Fire Dept staff electric vehicle - Chief Hagedorn outlined concerns regarding towing and battery life due to idling at scenes. Consensus was for staff to research more sustainable vehicles and present alternatives.
- Charging stations for staff – Consensus was to add \$20k for staff vehicles.
- Leaf Blowers incentive fund – Consensus was to establish a pilot program to get parks contractors to use electric equipment to be discussed on an upcoming work session.

Commissioner Cooper recommended identifying additional revenue sources such as commercial parks usage fee and transportation fee.

Mr. Moore noted that items approved by consensus will be added to proposed budget for approval.

Commissioner Weaver expressed his concern with the number of vacant positions and after speaking with staff, he suggested a recruitment incentive. He added he feels that utility worker pay needs to be increased. Mr. Knight stated that staff is discussing options including acceleration of minimum wage to \$15/hour, hiring bonus and employee incentives for referrals. Discussion followed on hiring challenges.

Mayor Anderson declared a recess at 8:01 p.m. and reconvened the meeting at 8:10 p.m.

g. Public solicitation for land to construct U.S. Postal Service facilities

Mr. Knight outlined the proposed plan to solicit for property to consider as a possible location for the Post Office. After discussion, consensus was to authorize staff to prepare the Notice that includes the post office requirements and a 90-day response deadline. (Motion made in Item e established a 60-day response deadline.)

e. Reconsideration of Notice to Dispose of the Swoope Property (631 N. New York Ave.)

Commissioner Cooper stated that she made this request because when this was voted on in the July 28th meeting, she was not aware of the availability of property/parking lot on New York owned by Embarq which could be part of the post office relocation. She gave a presentation showing area properties and availability and reviewed options to relocate the retail portion of the post office. She said she doesn't see sense of urgency of disposing of this property until resolution of Post Office acquisition. Discussion followed on possible options.

Mayor Anderson suggested tracking the Notice of Disposition in the same time frame as the proposals for the post office and have similar closing periods.

Discussion was held on the Post Office requirements and alternatives.

Motion made by Commissioner Cooper to reconsider the vote. Motion failed for lack of second.

Motion made by Commissioner Weaver to establish a response deadline of 60 days for both the NOD and the solicitation for the Post Office; seconded by Commissioner Cooper. There were no public comments. Motion carried unanimously with a 4 – 1 vote. Commissioner Cooper voted no.

f. Consideration of establishing a Lake Killarney Advisory Board

Mr. Knight advised that he met with Orange County staff and was assured they would work with the city's board and learned that the Orange County board has not met frequently. If the LKAB is approved, the board would meet monthly as do other city advisory boards.

Motion made by Commissioner Weaver to approve the Lake Killarney Advisory Board; seconded by Commissioner Cooper.

Mr. Knight advised that the code will need be amended to include in the list of advisory boards and to outline the duties of the board and that the new board will be added to the online board application to begin accepting applications.

David Hunter, 2142 Lake Drive, thanked the Commission for their decision.

Bill Voecks, 2096 Lake Drive, thanked the Commission and offered to serve on the board.

Jeanne Wall, 2110 Lake Drive, thanked the commission for honoring the 2003 commitment. She suggested re-evaluation in five years as is done with all city advisory boards and expressed her willingness to serve on the board.

Motion carried unanimously with a 5 – 0 vote.

12) Public Hearings

- a. ORDINANCE 3212-21 - AN ORDINANCE OF THE CITY OF WINTER PARK AMENDING THE COMPREHENSIVE PLAN FUTURE LAND USE MAP DESIGNATION FROM AN OFFICE FUTURE LAND USE DESIGNATION TO A SINGLE-FAMILY RESIDENTIAL DESIGNATION ON THE PROPERTIES AT 2141/2151/2211/2221/2223/2225/2227 LOCH LOMOND DRIVE IN ORDER TO MATCH THE EXISTING SINGLE FAMILY (R-1A) ZONING.
ORDINANCE 3211-21 - AN ORDINANCE OF THE CITY OF WINTER PARK AMENDING THE COMPREHENSIVE PLAN FUTURE LAND USE MAP DESIGNATION FROM AN OFFICE FUTURE LAND USE DESIGNATION TO A SINGLE-FAMILY RESIDENTIAL DESIGNATION ON THE PROPERTIES AT 2229/2255/2311/2313 LOCH LOMOND DRIVE AND 2272 NAIRN DRIVE IN ORDER TO MATCH THE EXISTING SINGLE FAMILY (R-1A) ZONING. (2nd Reading)

A simultaneous public hearing was held on these ordinances. Attorney Ardaman read the ordinances by title.

Motion made by Commissioner Sullivan to adopt the ordinances on second reading; seconded by Commissioner Cooper. There were no public comments. **Upon a roll call vote, Mayor Anderson and Commissioners Sullivan, DeCiccio, Cooper and Weaver voted yes. Motion carried unanimously with a 5 - 0 vote.**

- c. Request of the City of Winter Park for:
 - An Ordinance to establish a Commercial Future Land Use on the annexed parcels at 647/653 Harold Avenue, and

- An Ordinance to establish Commercial (C-3) Zoning on the annexed parcels at 647/653 Harold Avenue. (1st Reading)

A simultaneous public hearing was held on these ordinances. Attorney Ardaman read the ordinances by title.

Principal Planner Jeff Briggs stated this establishes land use and zoning on the recently annexed property. He responded to questions stating that this does not include any approvals of site plan and that parking requirements will be met with the proposed office/ showroom/warehouse use.

There were no public comments.

Motion made by Commissioner Sullivan to approve ordinances on first reading; seconded by Commissioner Weaver. Upon a roll call vote, Mayor Anderson and Commissioners Sullivan, DeCiccio, Cooper and Weaver voted yes. Motion carried unanimously with a 5 - 0 vote.

- d. Participation in the Certified Local Government Program for Historic Preservation requiring:
 - An Ordinance amending the Historic Preservation Code to revise the procedures regarding demolition and providing for clarifications on the terms, vacancies and procedures for the Historic Preservation Board, (1st Reading) and
 - A Resolution of the Historic Preservation Board officially endorsing and recommending approval of the application for participation within the Local Certified Government program for historic preservation.
- f. Ordinance proposing Charter Amendments for March 2022 ballot (1st reading - Tabled August 11, 2021)

Motion made by Mayor Anderson to table Items D AND F to September 8, 2021 meeting at 3:30 p.m.; seconded by Commissioner Sullivan. Upon a roll call vote, Mayor Anderson and Commissioner Sullivan, DeCiccio, Cooper and Weaver voted yes Motion carried unanimously with a 5-0 vote.

- e. Request of the City of Winter Park for:
An Ordinance to amend the Comprehensive Plan to adopt a new Private Property Rights Element in accordance with State Statutes. (1st Reading)

Attorney Ardaman read the ordinance by title.

Director of Planning and Transportation Bronce Stephenson presented the ordinance which has been recommended for approval by P&Z and staff.

Mr. Ardaman responded to questions regarding the policies in the ordinance and explained that this ordinance is required by legislature and the state will not consider comp plan amendments without this policy.

Motion made by Commissioner Cooper to approve the ordinance with amendments to Policy 10.2 changing the last sentence to read "The City will implement and maintain processes to better inform the public..." and Section 5 adding "Once this ordinance is adopted" at the beginning of the first sentence and adding the first and second reading dates before adoption date; seconded by Commissioner Weaver. (motion was separated below.)

Commissioner Sullivan said he feels changing Policy 10.2 as moved opens the city to potential lawsuits and imposes a requirement on the city to implement processes.

Motion made by Commissioner Cooper to approve the ordinance on first reading; seconded by Weaver.

Motion made by Commissioner Cooper to amend Policy 10.2 changing the last sentence to read "The City will implement and maintain processes to better inform the public..." (original motion was separated but amendment to Section 5 was not restated here); seconded by Commissioner Weaver.

Commissioner Cooper explained her reason for the amendment is that the city already has processes in place. Mr. Stephenson suggested changing the language to read "The city will continue to ..."

Mayor Anderson asked whether the notion that the city "will do something to better inform the public" gives the public the right to stop something more than it gives an applicant the right to stop something. Mr. Ardaman opined that it gives a challenger of a decision an argument and increases the argument by a complainant. He suggested amending it to read "will continue to implement and maintain processes to inform..."

Motion made by Commissioner Sullivan to revise Policy 10.2 to "The city will continue to implement and maintain processes to inform the public...." Seconded by Commissioner Cooper.

Commissioner Cooper withdrew her motion to amend the ordinance.

There were no public comments.

Upon a roll call vote on the amendment, Commissioners Sullivan and Weaver voted yes. Mayor Anderson and Commissioners DeCiccio and Cooper voted no. Motion failed with a 2 – 3 vote.

Mayor Anderson clarified the main motion includes the changes to Section 5, but not the amendment to Policy 10.2. Commissioner Cooper confirmed.

Upon a roll call vote on the main motion, Mayor Anderson and Commissioners Sullivan, DeCiccio, Cooper and Weaver voted yes. Motion carried unanimously with a 5 – 0 vote.

13) City Commission Reports

Commissioner Sullivan

- Commended Planning and Zoning Board on their work and input on the OAO.

Commissioner DeCiccio - No report.

Commissioner Cooper

- Noted that a leader at Bank of the Ozarks team was named by Commercial Observer to their Power Finance Role for their real estate development positions. Suggested contacting him again (regarding project near Progress Point).
- Congratulated Four Rivers on being named Best Fast Food in Florida by Mashed.
- Extended condolences to the family of Joan Clayton, who passed away.

Commissioner Weaver

- Spoke on the trash accumulated near I-4 Ramp from Lee Road and asked that a trash be placed in the area.
- Addressed the OAO S-3 renewable enhancement menu concerning solar energy and asked to add to next work session agenda.

Mayor Anderson

- Thanked everyone for working through the budget items and 5-year plan.

14) Summary of Meeting Actions

- Approved the Consent Agenda
- Appointed members to the Civil Service Board and Police Officers Pension Board
- Agreed to strategic capital list with amendments.
- Approved several budget worksheet items
- Approved establishing of Lake Killarney Advisory Board (staff to present ordinance)
- Approved solicitation of properties for Post Office
- Approved Notice of Disposal on Swoope Avenue property (60-day deadline).
- Approved lot split at 282 E. Lake Sue.
- Approved comp plan and rezoning on Loch Lomond properties on second reading.
- Approved comp plan and rezoning on Harold Avenue on first reading.
- Approved ordinance on property rights with amendments.
- Tabled Public Hearings d and f.

Mr. Knight noted that a work session on strategic planning and leaf blowers was tentatively scheduled for September 7th and advised that the Keep Winter Park Beautiful

has not completed their review of leaf blower regulations. Consensus was to postpone this work session. Mayor Anderson requested that the revised strategic planning spreadsheet be distributed to the Commission.

15) Adjournment

The meeting adjourned at 9:37 p.m.

Mayor Phillip M. Anderson

ATTEST:

City Clerk Rene Cranis



City Commission **agenda item**

item type Consent Agenda	meeting date September 8, 2021
prepared by Michael Hall	approved by Jennifer Maier, Michelle del Valle, Randy Knight
board approval Completed	
strategic objective Fiscal Stewardship	

subject

Approve the following piggyback contract

item list

1. Odyssey Manufacturing Co. - Bay County Contract #20-55 - Liquid Sodium Hypochlorite; Amount: \$175,000.00 for services on an as-needed basis during the term of the Agreement.

motion / recommendation

Commission approve item as presented and authorize the Mayor to execute the Agreement.

background

1: A formal solicitation process was conducted by the originating agency to award this contract.

alternatives / other considerations

N/A

fiscal impact

Total expenditures included in approved budgets.



City Commission **agenda item**

item type Consent Agenda	meeting date September 8, 2021
prepared by Michael Hall	approved by Jennifer Maier, Michelle del Valle, Randy Knight
board approval Completed	
strategic objective Fiscal Stewardship	

subject

Approve the following contract

item list

1. DRMP, Inc. - RFQ20-18 - Professional Survey Consulting Services; Amount: \$100,000.00 for services on an as needed basis during the term of the Agreement.

motion / recommendation

Commission approve item as presented and authorize the Mayor to execute the Agreement.

background

1: A formal solicitation process was conducted by the Procurement Division to award this contract.

alternatives / other considerations

N/A

fiscal impact

Total expenditures included in approved budget.



City Commission agenda item

item type Action Items Requiring Discussion	meeting date September 8, 2021
prepared by Peter Moore	approved by Michelle del Valle, Randy Knight
board approval Completed	
strategic objective Fiscal Stewardship	

subject

Allocation of ARPA Funds to Non-Profits in Winter Park

motion / recommendation

Approve the suggested allocations for the non-profit partners and allow the City Manager to execute grant agreements with each organization.

background

The American Recovery and Protection Act (ARPA) provides federal support funds for local governments to recover lost revenues and rebuild from the pandemic. Section 1.8 of the July Treasury Department guidance for use of funds allows for non-profit organizations to receive direct transfers of funds to support operations.

1.8. Can non-profit or private organizations receive funds? If so, how? [7/14]

Yes. Under section 602(c)(3) of the Social Security Act, a State, territory, or Tribal government may transfer funds to a "private nonprofit organization . . .

The City Commission has discussed supporting numerous non-profit partners that have been impacted by the pandemic through the direct distribution of funds. All organizations receiving funds will be required to complete a grant agreement with the city and to follow all reporting guidelines.

The City has divided support for organizations into two categories, existing partners & selected non-profits, as well as creating a grant application round for small non-profits not already on that list. The program came with a dollar limit of \$200k. A total of 17 applications were received, totaling grant requests of \$397k. If all 17 applications were deemed to be funded, then prorating to the \$200k limit would provide the majority of applicants about \$13,200 each.

Staff would like to express appreciation to the Florida Non-Profit Alliance as well as to the

Edyth Bush Institute for Philanthropy & Nonprofit Leadership at Rollins College, for advertising the city's program to all non-profit organizations in the area. The city's program has been picked up as a model by the Florida League of Cities and staff has sent the application and guidelines to cities across the nation.

A matrix is attached that provides information on each applicant as well as some notes regarding individual applications. In most cases all documentation was provided, however there were two applications that did not meet the strict interpretation of the guidelines.

- Park Avenue District Inc. Has been in operation for just over two years, not for three years as required by the program.

- The Center for Independent Living in Central Florida has a maximum expenses from their 2019 IRS-990 of just over \$2.1 million. However it is noted that about \$300k of their costs are due to specific grants in Polk County to serve specific program needs there. Annual expense limits to the program are \$2 million.

All others meet the requirements of the grant.

Staff does not have the flexibility to make exceptions to the program requirements, therefore Park Avenue District and Center for Independent Living would not be eligible, however the Commission is able to make exceptions based upon the noted exceptions provided.

Due to the low number of applications received, staff is recommending that award be given to all eligible applicants based on a prorata share of the \$200k pool of funds. Alternatively, the Commission could establish a working group to go through all applicants and rank them based on their applications and perceived need and find just 8 organizations to fund at the maximum allowable amount of \$25k. As this would be a lengthy process and all applicants are worthy community partners, staff recommends using the prorata method.

Staff has provided an attachment showing Recommended Award Amounts highlighted in yellow which shows each organization and the ARPA funds to be awarded. If approved, staff is asking for approval to execute grant agreements with each organization to be signed by the City Manager.

alternatives / other considerations

The Commission may choose to add back the two organizations excluded from eligibility, if so this will reduce the average award from about \$15k to about \$13k for organizations under the ARPA grant application process. This will have no effect on the Library or the

other organizations already receiving \$25k.

The Commission could also make the determination to raise the funding pool for the ARPA grant to cover all submitting organizations at their maximum eligibility. This would cost approximately \$200k more.

fiscal impact

The city has set aside \$925k in direct support and \$200k in grant support for non-profit organizations, totaling \$1.125 million or just over 7% of all ARPA funding received by the City to recover from the pandemic.

ATTACHMENTS:

[ARPA Recomendated Awards to Non-Profits.pdf](#)

ATTACHMENTS:

[ARPA Grant Applications Matrix & Notes.pdf](#)

ATTACHMENTS:

[ALL APPLICATIONS - American-Rescue-Plan-Act-Funding-Application-ARPA.pdf](#)

Award of ARPA Funds to Winter Park Non-Profit Organizations

Granted Organizations	2021 Allocation	Recommended Award Amount
Library	1,657,004	600,000
Historical Association	76,000	25,000
United Arts	17,000	25,000
Polasek	21,850	25,000
Mead Garden	80,750	25,000
Winter Park Day Nursery	33,250	25,000
Blue Bamboo	9,500	25,000
Women's Club	40,000	25,000
Welbourne Nursery	33,250	25,000
Enzian Theater	7,000	25,000
Winter Park Playhouse	40,000	25,000
Depugh Nursing Home	20,000	25,000
Heritage Center (Crealde)	40,000	25,000
Winter Park Institute	-	25,000
Total Support	\$ 2,075,604	\$ 925,000

ARPA Non-Profit Grant Program	Eligible Award Max	Prorated Award Amount	Recommended Award Amount
Park Avenue District Inc.	6,000	3,175	-
Habitat for Humanity of Winter Park/Maitland, Inc.	25,000	13,228	15,244
The Equity Council Corporation	15,000	7,937	9,146
Friends of Casa Feliz, Inc	25,000	13,228	15,244
Adult Literacy League	25,000	13,228	15,244
GladdeningLight, Inc	25,000	13,228	15,244
YOUth CAN, INC.	7,000	3,704	4,268
Hannibal Square Community Land Trust, Inc.	25,000	13,228	15,244
Central Florida Vocal Arts	25,000	13,228	15,244
Jewish Family Services of Greater Orlando, Inc.	25,000	13,228	15,244
Ten Thousand Villages of Orlando Inc	25,000	13,228	15,244
S O S SUPPORT OUR SCHOLARS INC	25,000	13,228	15,244
Winter Park Presbyterian Preschool	25,000	13,228	15,244
Center for Independent Living in Central Florida	25,000	13,228	-
Foundation for Foster Children	25,000	13,228	15,244
Bach Festival Society of Winter Park, Inc.	25,000	13,228	15,244
Winter Park High School Foundation Inc	25,000	13,228	15,244
Total ARPA Grant Program Funding	\$ 378,000	\$ 200,000	\$ 200,000

Combined Total	\$	1,303,000	\$	1,125,000	\$	1,125,000
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Legal Name of Organization	Determination letter	Bylaws & Articles of Inc.	IRS Form 990	Org Chart & Staffing	Proof of Three Year Operational History	Max Allocation	% of Exp
Park Avenue District Inc.	✓	✓	✓	✓	⊘	\$6,000	50%
Habitat for Humanity of Winter Park/Maitland, Inc.	✓	✓	✓	✓	✓	\$25,000	11%
The Equity Council Corporation	✓	✓	✓	✓	✓	\$15,000	50%
Friends of Casa Feliz, Inc	✓	✓	✓	✓	✓	\$25,000	10%
Adult Literacy League	✓	✓	✓	✓	✓	\$25,000	6%
GladdeningLight, Inc	✓	✓	✓	✓	✓	\$25,000	20%
YOUTH CAN, INC.	✓	✓	✓	✓	✓	\$7,000	50%
Hannibal Square Community Land Trust, Inc.	✓	✓	✓	✓	✓	\$25,000	8.40%
Central Florida Vocal Arts	✓	✓	✓	✓	✓	\$25,000	25%
Jewish Family Services of Greater Orlando, Inc.	✓	✓	✓	✓	✓	\$25,000	1.4%
Ten Thousand Villages of Orlando Inc	✓	✓	✓	✓	✓	\$25,000	17%
S O S SUPPORT OUR SCHOLARS INC	✓	✓	✓	✓	✓	\$25,000	5%
Winter Park Presbyterian Preschool	✓	✓	✓	✓	✓	\$25,000	3%
Center for Independent Living in Central Florida	✓	✓	✓	✓	✓	\$25,000	1%

American Rescue Plan Act Funding Application (ARPA) : Entry # 3829

Acknowledgement (Consent)

Checked

Acknowledgement (Text)

I meet all the general requirements above.

Legal Name of Organization

Park Avenue District Inc.

DBA

Park Avenue District

IRS NTEE Code

A82

Contact Person

Sarah Grafton

Title

President

Phone

(407) 920-2043

Email

parkavenuedistrict@gmail.com

Website

<http://www.parkavenuedistrict.com>

1. 501 (C)(3) Determination Letter from the IRS

- [NONProfit-Park-Ave-District.jpg](#)
- [2020-Annual-Report-Park-Avenue-District-Inc.pdf](#)

2. Current By-Laws & Articles of Incorporation

- [2020-Annual-Report-Park-Avenue-District-Inc1.pdf](#)

3. IRS Form 990 for the most recent two years

- [27C5063C-4A33-42FA-8042-48A423F81E38.png](#)
- [4BE4B6C0-481C-4DD2-93DA-3D4A2EB304F6.png](#)

4. Organization Chart or Staffing Description

- [2020-Annual-Report-Park-Avenue-District-Inc2.pdf](#)

American Rescue Plan Act Funding Application (ARPA) : Entry # 3829

5. Proof of operational history of at least three years in the City of Winter Park

- [2020-Annual-Report-Park-Avenue-District-Inc3.pdf](#)

Provide a detailed explanation for any requested documents not attached.

We have no received adverse letters from the IRS.

We do not receive more than one million in funding a year.

Our organizational chart is included in our annual report. Happy to send over anything you need.

Is your organization (local chapter) involved in any pending litigation?

No

1. Organization's History and Mission Statement: Provide a brief organization history and mission statement that includes organization's goals and objectives, service area, and location.

The mission is to enhance the Avenue through historical preservation, small business support, joint marketing efforts and special events.

MISSION & HISTORY.

Located in the heart of downtown Winter Park the Park Avenue district is home to world class dining, art, experiences, shopping, hotels and unrivaled culture.

?

The Park Avenue District exists to serve the businesses within the Park Avenue Business District.

?

2. Organization Affiliation: Is your organization a part of a larger organization?

No

3. Major Organization Activities and Accomplishments during the Past Year: Provide information on major activities such as special events and organization/program achievements.

Our Organization served as a hub for small businesses during the national pandemic, providing resources and opportunities to help their small businesses survive. We are very proud to say that we did not lose one business to business closure. We worked hard to educate our members on additional resources, we hosted events to increase foot traffic or sales, we provided opportunities to work together as neighbors for the betterment of the small business district, residence of Winter Park, and our community as a whole.

4. Major Changes during the Past Year: Provide information regarding any major changes that your organization has experienced during the past year.

We have not had any major changes to our organization over the last year. We have asked many of our member businesses to step up and volunteer to help feel the need during the last two years of national pandemic.

5. Details of Direct Services: Only applicants that provide direct services within the municipal boundaries of Winter Park will be considered. Please detail the type of service provided by your organization.

We service all the downtown business district businesses. We provide them with opportunities for economic impact to not only their small business but also the city of Winter Park. We started this organization three years ago on Park Avenue for the benefit of our merchants, shops and restaurants. Businesses on Park Avenue provide a large amount of tax impact To the city of Winter Park, they have higher rents, and they have different obstacles than business is located outside the downtown business district. There was a need for an organization to serve the small businesses.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3829

6. Service Recipients: Please provide any demographic or detailed information regarding the recipients of your services. Please note any underserved populations, those that may have been impacted by the pandemic, at-risk groups, or low-income individuals.

Arabella
BeBe Baby Boutique
Bosphorous
Charyli
Current
Dear Jane
Eyes and Optics
Fannie Hillman
Frank
Gary Lambert
Grafton Wealth
John Craig
Kilwins
Lilly Pulitzer
One Aesthetics
Orchid Thai
Peterbrooke
Pottery Barn
Prato
Reynolds and Co
Shop at Frank
Siegels Winter Park
Simmons Jewelers
Spice and Tea Exchange
The Ancient Olive
The New General
Through the Looking Glass
Tuni
Woof Gang Bakery
& All Small Businesses located in the downtown historic district.

7. Other Non-Profit Partnerships: Please detail any other partnerships, support, or shared activities that your organization has or has had with other non-profit organizations in Winter Park?

We worked together with the city and the downtown Arts and Culture Alliance to help them during the Pandemic. Since many of them have become supporting members of our organization. Committing to working together to make Winter Park a better place to live, work and visit. Some of those members are Morse Museum of American Art
The Finley Project
Central Florida Vocal Arts & Opera Del Sol
Blue Bamboo Center for the Arts
BASE Camp Children's Cancer Foundation
Winter Park Library
Albin Polasek Museum & Sculpture Gardens
The Winter Park Playhouse

1. Use of Grant Funding: Outline what will be accomplished with this grant funding and how it benefits the Winter Park community.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3829

Music in the Park- This event was put on by the city during Covid. It proved to be a very successful event and the small business district would like to continue it.

Holiday Events: We would like to work together with the arts and culture alliance to host additional holiday events that would make us competitive with places like Mount Dora and Winter Garden.

Marketing campaign: The PARK AVENUE DISTRICT would like to do a marketing campaign to market are beautiful historic district.

a. Have you cancelled any events or gatherings as a result of COVID-19?

Yes

What was the financial loss to your organization caused by cancelling events or gatherings?

We waived all member fees in 2020 to help our small businesses survive. Over the last two years we probably had an total impact loss of \$45,000.

b. Have you cancelled any services to your clients, members or customers as a result of COVID-19?

Yes

c. What percentage of your current revenue comes from the following sources: Fundraising Events, Earned Income, Corporate Sponsorship, Individual Donors or Foundations?

100%

d. Number of equivalent full-time employees on January 2020.

0

e. Number of equivalent full-time employees on January 2021.

0

f. Have you had to reduce your staffing level due to detrimental impacts of COVID-19?

No

g. What services does your organization offer people who are disproportionately impacted by COVID-19?

The drop in active business owners was the largest on record, and losses to business activity were felt across nearly all industries. African American businesses were hit especially hard experiencing a 41% drop in business activity. Latinx business owner activity fell by 32%, and Asian business owner activity dropped by 26%. Simulations indicate that industry compositions partly placed these groups at a higher risk of business activity losses.

h. What services does your organization offer our more vulnerable populations, seniors, children, handicapped?

Our organization serves all the residents of Winter Park. We offer them opportunities to live work and play in a city that is built around its downtown historic district and culture. Our small businesses are owned by families who have invested in the city of Winter Park.

i. What services does your organization provide to those who have lost jobs?

Many of our small businesses are dealing with a national impact of Covid on jobs. A majority of them are having a difficult time filling positions and are currently hiring.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3829

j. What services does your organization offer those who have suffered with the illness related to COVID-19?

Many of our small businesses are dealing with a national impact of Covid on jobs. A majority of them are having a difficult time filling positions and are currently hiring.

k. What services does your organization offer those who have suffered loss of family members due to COVID-19?

We do not serve as a organization for family members who have lost Family to COVID-19

l. Have you received specific support services from the City of Winter Park in the last 2 years?

No

3. Amount of Funding: What is the total amount being requested and what percent of the total organization's budget does it represent? (Please note that grant support will not exceed \$25,000 or more than half of the organization's annual operating budget. Operating budget should be defined as the total expenses line on the most recent IRS Form 990.

\$25,000

4. Other Governmental Funding: Please detail any other governmental grants or operating support applied for or received by your organization in the last two years with special care to mention PPP, CARES ACT, or ARPA funding already received.

None

5. Evaluating Success: What measurements or outcomes will the organization use to evaluate its own success with the use of public funds? Please provide goals for every type of program/project listed in question 1 above.

We will provide a post Grant impact report to the city of Winter Park. It will include all events, marketing and collaboration that were able to take place because of the funding.

Signature



Entry Id

3829

Entry Date

2021-07-01 14:35:52

American Rescue Plan Act Funding Application (ARPA) : Entry # 3830

Acknowledgement (Consent)

Checked

Acknowledgement (Text)

I meet all the general requirements above.

Legal Name of Organization

Habitat for Humanity of Winter Park/Maitland, Inc.

IRS NTEE Code

59-3213310

Contact Person

Hal George

Title

President

Phone

(407) 832-8751

Email

hal@parklandhomeswp.com

Website

<https://www.habitatwpm.org/>

1. 501 (C)(3) Determination Letter from the IRS

- [Habitat-501C3_Letter.pdf](#)
- [IRS-determination-letter.pdf](#)

2. Current By-Laws & Articles of Incorporation

- [Articles-of-Incorporation.pdf](#)

3. IRS Form 990 for the most recent two years

- [Habitat-2018_IRS-990-tax-return.pdf](#)
- [Habitat-2019_IRS-990-tax-return.pdf](#)

4. Organization Chart or Staffing Description

- [Habitat-WPM-Board-Members.pdf](#)

5. Proof of operational history of at least three years in the City of Winter Park

- [Proof-of-Operational-History.docx](#)

American Rescue Plan Act Funding Application (ARPA) : Entry # 3830

Provide a detailed explanation for any requested documents not attached.

Habitat for Humanity of Winter Park/Maitland Inc. is a registered Florida not-for-profit corporation that operates under the umbrella per IRS of the blanket tax exempt status of Habitat International. Habitat of Winter Park files our own individual Form 990 IRS return each year. The fiscal year is July 1 to June 30th so the most recent 2019 return (attached) is for the end of the June 30th 2020 period. With revenues of \$250,000 or less, Habitat is not required by International to have an annual independent audit. Homes built (one per year) over the past three years are at 721 N. Capen Avenue, 717 N. Capen and 664 W. Lyman Avenues. Can supply pictures of the completed homes if needed. No adverse correspondence from the IRS ever.

Is your organization (local chapter) involved in any pending litigation?

No

1. Organization's History and Mission Statement: Provide a brief organization history and mission statement that includes organization's goals and objectives, service area, and location.

Habitat for Humanity of Winter Park/Maitland, Inc. has a mission to provide safe, affordable single family home ownership to lower income families to allow them to achieve the American Dream of home ownership that otherwise would not be possible given their economic status. Habitat works with financial sponsors, volunteer labor and a partner family to construct one home per year in the City of Winter Park. Habitat of Winter Park stresses the involvement of students from Trinity Prep., Winter Park High School, Rollins College, etc. to provide those student volunteers an opportunity to be engaged in charitable work to benefit their community and to foster in those students a commitment to charitable work as they mature to adults. Habitat partner families purchase their homes after contributing 500 hours of sweat equity as the down payment. A zero interest mortgage allows the families to pay off their mortgage at an affordable rate. Families are the priority in order to benefit more than one generation.

2. Organization Affiliation: Is your organization a part of a larger organization?

Yes

Please explain your affiliation:

Habitat of Winter Park/Maitland operates as an affiliate of Habitat International thus providing oversight to the operational aspects of the local program as well as linking the local affiliates thru a tithe to benefit the building of Habitat homes across the World, which in this instance benefits homes in the Ivory Coast.

3. Major Organization Activities and Accomplishments during the Past Year: Provide information on major activities such as special events and organization/program achievements.

The past two years have been unique in successfully building two homes during the pandemic which due to the 'work at home' period and social distancing has limited the amount of volunteer building opportunities. Just keeping on track and getting homes built during the pandemic has been a major accomplishment for a 100% volunteer organization.

4. Major Changes during the Past Year: Provide information regarding any major changes that your organization has experienced during the past year.

The major change these past two years has been having to rely more on subcontractors versus volunteers given the restrictions imposed by the pandemic in order to complete the construction of the last two homes. The pandemic has also forced the cancellation of the fund raisers (Golf Tournament, Fiddlers 5K)

5. Details of Direct Services: Only applicants that provide direct services within the municipal boundaries of Winter Park will be considered. Please detail the type of service provided by your organization.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3830

While the title it is Habitat of Winter Park/Maitland, it has been over 15 years since the affiliate has built in Maitland. All of the home building activity has been and is now concentrated within the city limits of Winter Park.

6. Service Recipients: Please provide any demographic or detailed information regarding the recipients of your services. Please note any underserved populations, those that may have been impacted by the pandemic, at-risk groups, or low-income individuals.

The partner families chosen by Habitat must qualify under the "low income" category based upon the income limits established annually for such programs by Orange County. The application process includes receipt of tax returns and pay stubs to insure compliance and qualification as an underserved population with respect to home ownership.

7. Other Non-Profit Partnerships: Please detail any other partnerships, support, or shared activities that your organization has or has had with other non-profit organizations in Winter Park?

The City of Winter Park has had a continuing partnership with Habitat in helping purchase building lots for the program. This grant would only support the other major financial need of Habitat which is funding the construction costs of the homes. Again the pandemic shut down volunteer building efforts briefly and then significantly reduced the numbers of volunteers allowed on the job site due to social distancing. With volunteers unable to accomplish the same degree of construction completion as in years past, the affiliate had to rely more on subcontractors and the expenses involved in hiring labor versus volunteers.

1. Use of Grant Funding: Outline what will be accomplished with this grant funding and how it benefits the Winter Park community.

Habitat of Winter Park/Maitland has \$100,000 of credit line debt that was necessary to continue building for the past two years. This funding will assist in recouping those extraordinary expenses from the pandemic and allow continuation of our activities.

a. Have you cancelled any events or gatherings as a result of COVID-19?

Yes

What was the financial loss to your organization caused by cancelling events or gatherings?

The two biggest fund raising events each year for Habitat is the Annual Night Golf Tournament and the Fiddlers 5K. Both were cancelled in 2021. This resulted in the loss of about \$25,000 in revenue.

b. Have you cancelled any services to your clients, members or customers as a result of COVID-19?

No

c. What percentage of your current revenue comes from the following sources: Fundraising Events, Earned Income, Corporate Sponsorship, Individual Donors or Foundations?

Fund Raising (25%), Earned Income (35%), Donors (40%)

d. Number of equivalent full-time employees on January 2020.

0

e. Number of equivalent full-time employees on January 2021.

0

f. Have you had to reduce your staffing level due to detrimental impacts of COVID-19?

American Rescue Plan Act Funding Application (ARPA) : Entry # 3830

No

g. What services does your organization offer people who are disproportionately impacted by COVID-19?

Lower income hourly persons were typically more affected by the pandemic than higher income salaried persons. Habitat only benefits lower income families.

h. What services does your organization offer our more vulnerable populations, seniors, children, handicapped?

When a family has an individual with a handicap then the interior design is modified to fit those needs. The program only benefits families, not individuals so as to benefit more than one generation.

i. What services does your organization provide to those who have lost jobs?

None

j. What services does your organization offer those who have suffered with the illness related to COVID-19?

None

k. What services does your organization offer those who have suffered loss of family members due to COVID-19?

Nothing directly.

l. Have you received specific support services from the City of Winter Park in the last 2 years?

Yes

How were the support services from the City of Winter Park used, and what was the total funding/value?

Lot acquisition assistance. This grant would be for construction cost assistance due to the pandemic.

3. Amount of Funding: What is the total amount being requested and what percent of the total organization's budget does it represent? (Please note that grant support will not exceed \$25,000 or more than half of the organization's annual operating budget. Operating budget should be defined as the total expenses line on the most recent IRS Form 990.

\$25,000. That is approximately 10%-11% of annual revenues.

4. Other Governmental Funding: Please detail any other governmental grants or operating support applied for or received by your organization in the last two years with special care to mention PPP, CARES ACT, or ARPA funding already received.

None

5. Evaluating Success: What measurements or outcomes will the organization use to evaluate its own success with the use of public funds? Please provide goals for every type of program/project listed in question 1 above.

The measurement will be the continuation of the program and the construction of the next Habitat home starting in August 2021.

Signature

H0 George

Entry Id

American Rescue Plan Act Funding Application (ARPA) : Entry # 3830	
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3830	
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Entry Date	
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2021-07-01 18:18:30	
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American Rescue Plan Act Funding Application (ARPA) : Entry # 3831

Acknowledgement (Consent)

Checked

Acknowledgement (Text)

I meet all the general requirements above.

Legal Name of Organization

The Woman's Club of Winter Park, Inc.

DBA

same as above

IRS NTEE Code

59-0951590

Contact Person

Nancy Miles

Title

Past President/Finance Chair

Phone

(407) 701-8370

Email

info@womansclubofwinterpark.com

Website

<https://www.womansclubofwinterpark.com/>

1. 501 (C)(3) Determination Letter from the IRS

- [IRS-501C3.pdf](#)

2. Current By-Laws & Articles of Incorporation

- [by-laws-adopted-12-2-15.pdf](#)

3. IRS Form 990 for the most recent two years

- [Womans-Club-of-Winter-Park.pdf](#)
- [990-for-2019-Womans-Club-of-Winter-Park.pdf](#)

4. Organization Chart or Staffing Description

- [Organizational-Chart-for-Woman.pdf](#)

5. Proof of operational history of at least three years in the City of Winter Park

American Rescue Plan Act Funding Application (ARPA) : Entry # 3831

- [990-2016-Womans-Club-of-Winter-Park-Client-Copy-2016-17-FINAL.pdf](#)
- [990-2017-Womans-Club-of-Winter-Park-Client-Copy-2017-18-CLIENT-FINAL-COPY.pdf](#)

Provide a detailed explanation for any requested documents not attached.

The Woman's Club was formed in Winter Park in 1915. Our building was completed in 1921. We have operated continually since 1915. We are up to date with IRS and State of Florida requirements. Our Scholarship portion of the club received 990 status in 1964 and the general club in 2013. Two years ago we merged them into one organization with the Scholarship Funds kept separate from any operating funds. Preservation Funds are also kept separate from operating funds.

Is your organization (local chapter) involved in any pending litigation?

No

1. Organization's History and Mission Statement: Provide a brief organization history and mission statement that includes organization's goals and objectives, service area, and location.

The Woman's Club was founded as a civic organization in 1915. Scholarships were first given out in the 1920's with the Scholarship investment program started in 1938. Scholarship uses the interest generated by those investments and those funds cannot be used for any other purposes. This summer, we awarded \$48,000 to students from Orange and Seminole counties attending college. Many of our recipients are low income and some are very low income.

Our mission includes Charitable Giving to local charities and the Preservation of our historic clubhouse. Our speaker programs which run from October through April are educational, open to the public, and advertised on social media to the public.

We provide no-cost meeting and rehearsal space to local non-profit groups such as Central Florida Vocal Arts and the Winter Park Day Nursery, Women in the Arts, Eti-keys and several others. We are currently providing meeting space to Winter Park Rotary at a very discounted rate.

2. Organization Affiliation: Is your organization a part of a larger organization?

No

3. Major Organization Activities and Accomplishments during the Past Year: Provide information on major activities such as special events and organization/program achievements.

As schools shut down in March of 2020, our Charitable Giving committee was meeting and had already awarded close to \$10,000 in funds to a variety of local charities. Recognizing that families at The Meadows housing project would find themselves with children at home for some months, we sent an extra \$1,000 to the administrator there for the food pantry. We have long supported their school supply drive and sponsored several families at Christmas. In May of 2020, our Scholarship committee assessed applications to our Scholarship Program and interviewed students by video. We awarded \$34,000 last year to deserving students including one who was homeless.

We lost almost all event rentals from March 2020 through March 2021 when they began slowly coming back as smaller events. Although we lost at least \$60,000 in rental income, we used that time to finish projects on the building that are difficult to plan when events are scheduled.

We sewed fabric face masks and made them available to the public and in return received close to \$11,000 in donations.

I am very proud of our speaker programs which started backing October, 2020 first via Zoom and then as a hybrid version. We have a number of older (and some elderly) members who we helped to teach to use the Zoom platform until they were vaccinated and able to attend in person again. Seeing an 85 year old member on the Zoom screen for the first time was wonderful and she attended every week by Zoom.

4. Major Changes during the Past Year: Provide information regarding any major changes that your organization has experienced during the past year.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3831

Our biggest challenges were:

1. The very sudden loss of rental income. Our membership dues cover our basic costs, but rentals pay the big bills including insurance, landscaping, utilities and payroll. We quickly did everything possible to be frugal, but the insurance bill did not change. Our payroll was lower with no events needing to be covered by our staff, but we also were very concerned about our staff's ability to pay their bills. We continued to give them as many hours as we could for repairs and cleaning work. Utilities bills were slightly less with no events but still substantial. The first round of PPP allowed us \$3k for our 3 part-time employees but the other programs did not pertain to us.
2. Figuring out how to keep our members engaged was our next concern and we became Zoom experts and taught many of our members how to use this great tool. We were able to have our weekly programs with a minimal investment for Zoom, a cam and mics. We actually grew our membership as we have become an organization that women moving to the area are joining as a place to get involved in civic endeavors. We did two projects where small baskets of goodies were dropped off to members who were not able to leave their homes during COVID.
3. Finally, keeping our members and staff safe from COVID required us to change a number of our procedures. Some will change back and some changes will be permanent. We also had to navigate the changing guidelines from the county and state as renters began coming back this spring.

5. Details of Direct Services: Only applicants that provide direct services within the municipal boundaries of Winter Park will be considered. Please detail the type of service provided by your organization.

Our educational speaker programs are open to the public and include programs teaching about a variety of subjects including internet security, healthy living and other needed subjects.

Our Scholarship committee uses a rubric that assigns points based on a number of factors including financial need and family income. Our recipients come from Orange and Seminole counties and almost always include some students from Winter Park.

We have long supported the families in the Winter Park Housing Authority programs and plan on continuing that support. We donate both funds and supplies to the Welburne Nursery, Family Promise and programs to help women in abusive situations.

Our outreach to elderly members was increased this year with baskets of tea and cookies taken to homes of elderly members by committee members. A phone tree also called our home bound ladies on a regular basis.

As mentioned above, we are providing free meeting space for boards of local non-profits and very discounted space to other local groups.

6. Service Recipients: Please provide any demographic or detailed information regarding the recipients of your services. Please note any underserved populations, those that may have been impacted by the pandemic, at-risk groups, or low-income individuals.

The Welburne Nursery has been a long time recipient of our help. Recently the Winter Park Day Nursery board began using our clubhouse for their meetings.

Our outreach to elderly members increased this year as many were home bound due to COVID. We did two deliveries of gifts of cookies and tea as well as special mailings of greeting cards and outreach calls. While some of those reached out to are outside the city limits, many are city residents who, because of their age or health concerns were essentially house bound for many months.

7. Other Non-Profit Partnerships: Please detail any other partnerships, support, or shared activities that your organization has or has had with other non-profit organizations in Winter Park?

We partner with Central Florida Vocal Arts to provide them with rehearsal space and in return they provide musical programs for our members and the public several times a year. As mentioned above, we provide board meeting space to several local non-profits.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3831

1. Use of Grant Funding: Outline what will be accomplished with this grant funding and how it benefits the Winter Park community.

The grant will allow us to continue operating and holding our publicly accessible speaker and educational programs as well as to count operating our charitable giving projects and our scholarship program. Our loss of rental revenue due to COVID had a severe impact on our finances.

a. Have you cancelled any events or gatherings as a result of COVID-19?

Yes

What was the financial loss to your organization caused by cancelling events or gatherings?

Our loss in revenue due to canceled rentals was approximately \$60,000.
Our canceled Rummage Sale in August, 2020 meant a loss of approximately \$7,500 that we usually take in and that is then funneled to local charity groups. We are planning on having a Rummage Sale this September and those funds will be given out next spring.

b. Have you cancelled any services to your clients, members or customers as a result of COVID-19?

Yes

c. What percentage of your current revenue comes from the following sources: Fundraising Events, Earned Income, Corporate Sponsorship, Individual Donors or Foundations?

In a normal year, at least half of our income comes from event rental with the balance coming from individual donors and dues

d. Number of equivalent full-time employees on January 2020.

0

e. Number of equivalent full-time employees on January 2021.

0

f. Have you had to reduce your staffing level due to detrimental impacts of COVID-19?

No

g. What services does your organization offer people who are disproportionately impacted by COVID-19?

Extra donations were sent to the Winter Park Housing Authority. As small events started to come back this spring and local families were looking for safe places to hold small gatherings, we gave those groups very discounted rates which helped them as well as the local caterers who needed the business.

h. What services does your organization offer our more vulnerable populations, seniors, children, handicapped?

Seniors are reached out to by our Outreach committee which worked overtime this past year. Our support to the Welburne Nursery helps some low income families.

i. What services does your organization provide to those who have lost jobs?

We are not a job placement organization although we are finding new residents are looking to us as a networking opportunity, especially as women are changing careers.

j. What services does your organization offer those who have suffered with the illness related to COVID-19?

American Rescue Plan Act Funding Application (ARPA) : Entry # 3831

We are very fortunate to have had only a few members contract COVID and they all recovered. We did assist some of our older members to get appointments for vaccinations.

k. What services does your organization offer those who have suffered loss of family members due to COVID-19?

We are fortunate that none of our members have lost family to COVID.

l. Have you received specific support services from the City of Winter Park in the last 2 years?

Yes

How were the support services from the City of Winter Park used, and what was the total funding/value?

We received funding from the City and CRA to assist with needed building repairs. This last year we received \$40,000 and the previous year we received \$20,000. Those funds were put to use in building repairs and maintenance and more was just used to address chimney issues that arose and were causing leaks.

3. Amount of Funding: What is the total amount being requested and what percent of the total organization's budget does it represent? (Please note that grant support will not exceed \$25,000 or more than half of the organization's annual operating budget. Operating budget should be defined as the total expenses line on the most recent IRS Form 990.

We are requesting \$25,000. We understand the great need within the city and are appreciative of your time and need to balance requests.

4. Other Governmental Funding: Please detail any other governmental grants or operating support applied for or received by your organization in the last two years with special care to mention PPP, CARES ACT, or ARPA funding already received.

Other than the \$3,000 from the first round of PPP that was the only one we were eligible for, we only have had the support from the City funds and CRA funds mentioned above. We receive no other grants or funding from governmental agencies.

5. Evaluating Success: What measurements or outcomes will the organization use to evaluate its own success with the use of public funds? Please provide goals for every type of program/project listed in question 1 above.

The ability to expand our speaker programs and to continue to invite the public to these valuable programs.

Signature



Entry Id

3831

Entry Date

2021-07-01 18:36:44

American Rescue Plan Act Funding Application (ARPA) : Entry # 3838

Acknowledgement (Consent)

Checked

Acknowledgement (Text)

I meet all the general requirements above.

Legal Name of Organization

The Equity Council Corporation

IRS NTEE Code

RO1

Contact Person

LaWanda Thompson

Title

President

Phone

(407) 490-2902

Email

equitycouncilcorp@gmail.com

1. 501 (C)(3) Determination Letter from the IRS

- [FinalLetter_83-1910319_THEEQUITYCOUNCILCORP_03202019_01-5.tif](#)

2. Current By-Laws & Articles of Incorporation

- [The-Equity-Council-Corp-Articles-of-Incorporation.pdf](#)
- [BYLAWS-FOR-UNITS-THE-EQUITY-COUNCIL.pdf](#)

3. IRS Form 990 for the most recent two years

- [Equity-Council-Taxes-01_01_2019-12_31_2019.png](#)
- [Equity-Council-Taxes-2020-01-01-2020-12-31-2020.png](#)

4. Organization Chart or Staffing Description

- [Equity-Council-Corp_2021.pdf](#)

5. Proof of operational history of at least three years in the City of Winter Park

- [Equity-Council-Corp_20211.pdf](#)
- [Equity-Council-Corp_2020.pdf](#)
- [Equity-Council-Corp_2019.pdf](#)

Is your organization (local chapter) involved in any pending litigation?

American Rescue Plan Act Funding Application (ARPA) : Entry # 3838

No

1. Organization's History and Mission Statement: Provide a brief organization history and mission statement that includes organization's goals and objectives, service area, and location.

The Equity Council Corp. is located in Winter Park, Florida, in the historic African-American neighborhood of Hannibal Square. They have been a steadfast community partner of the Winter Park Community Center for the past 3 years and an effective community organizer for 4 years. The Equity Council Corp. is in an ongoing contract with the Winter Park Community Center to help provide ongoing community support and connections to local program providers, resources, and educational support to benefit and bolster the success of the Community Center's afterschool programming as well as provide cultural programming for the historic African American community of Hannibal Square and the greater community of West Winter Park. In addition, the Equity Council Corp. plays a vital role in ensuring that no child is left behind educationally, socially, or professionally, working together with local schools and community partners to ensure families are informed of their educational rights.

2. Organization Affiliation: Is your organization a part of a larger organization?

No

3. Major Organization Activities and Accomplishments during the Past Year: Provide information on major activities such as special events and organization/program achievements.

The SOKO Marketplace (2020-Ongoing)
1619Fest Orlando in Historic Hannibal Square (2020-Ongoing)
Kwanzaa Celebration (2020-Ongoing)
Rebel Run 5K(2021- Ongoing)
Community Organization and Negotiations with OCPs for a Community School in West Winter Park (2019-Ongoing)
Senior Food Program in collaboration with Hebini Nutrition and Infinite Zion Farms to provide affordable produce during height COVID-19 Pandemic (2020 - 2021)
The Celebrating My Friend Malcolm Book Festival at M.L.K. Jr. Park (2021-Ongoing)

4. Major Changes during the Past Year: Provide information regarding any major changes that your organization has experienced during the past year.

The Equity Council Corp. had to discontinue our Senior Food Program because we could not pay wholesale prices to give food away for free as requested by the Winter Park Community Center. Before our program was discontinued, Seniors had to pay 5 dollars for a bag of food of any amount with as much produce as needed.

We had to cut back on advertising for the SOKO Marketplace, which resulted in low participation in our marketplace due to a lack of funding. To revitalize interest in our marketplace, we are changing our operation day and creating a summer fundraiser for area restaurants struggling during COVID-19. To date, we have played a part in over 5 businesses opening brick and mortar locations, as our market mission stipulates, and helped over 40 small businesses maintain operations during the pandemic.

For 2021 the 400 years of African American History Commission could not receive more grant funding due to governmental priorities due to the pandemic. We were a recipient of the Writing a New History Educational Grant for our 1619Fest Orlando in Historic Winter Park, FL. We are currently looking to replace our festival funding to continue our community festival supported and encouraged by the federal government to celebrate 1619 and the arrival of the first Africans to America.

5. Details of Direct Services: Only applicants that provide direct services within the municipal boundaries of Winter Park will be considered. Please detail the type of service provided by your organization.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3838

The Equity Council Corp. (2018-Ongoing) - Plays a vital role in ensuring that no child is left behind educationally, socially, or professionally, working together with local schools and community partners within Winter Park, specifically the historic African American Community of Hannibal Square, to ensure families are informed of their educational rights. In addition, the Equity Council Corp. provides ongoing educational support, resources, and cultural programming for the historic African American community of Hannibal Square and the greater community of West Winter Park.

The SOKO Marketplace (2020-Ongoing) - The SOKO Marketplace was created to provide a venue of commerce and exchange for entrepreneurs of color negatively impacted by gentrification, depletion of brick and mortar business space, and a lack of access to small business start-up funds. The SOKO Marketplace operates the heart of the historic African-American Community of Hannibal Square weekly.

1619Fest Orlando in Historic Hannibal Square (2020-Ongoing) - 1619Fest Orlando is an educational two-day festival created to introduce our local community to the nationally recognized history of African Americans first arrival in America in conjunction with the National Park Services, 400 Years of African American History Commission, the Parks, and Recs division of the City of Winter Park. The Hannibal Square Heritage Center's 1619Fest intended goal is to educate festival-goers about our civil liberties within the structures of our government and the symbolism attached to being Black in America. In addition, in 2021, we added the Rebel Run 5K and the 1619Fest Day of Health and Wellness to discuss the health disparities within the Black Community from our 400 years in America.

6. Service Recipients: Please provide any demographic or detailed information regarding the recipients of your services. Please note any underserved populations, those that may have been impacted by the pandemic, at-risk groups, or low-income individuals.

City of Winter Park - Black or African American Residents: 6.00%

Winter Park Community Center African American Student Population After School Enrollment - 75%

Number of Students in the Hannibal Square Community 25 in the West Winter Park Community Total - 90

1,149 Black or African-American students complete high school in Winter Park, but only 310 go on to complete their Bachelor's Degree.

15.11 % of Black or African American families live in poverty in Winter Park, FL

30% of Black or African American families in Winter Park, FL, are married.

7. Other Non-Profit Partnerships: Please detail any other partnerships, support, or shared activities that your organization has or has had with other non-profit organizations in Winter Park?

American Rescue Plan Act Funding Application (ARPA) : Entry # 3838

The Equity Council Corp has been in partnership with the Hannibal Square Heritage Center since 2018. Our partnership includes collaboration on the 1619Fest Orlando; starting in September 2021, the SOKO Marketplace will be moving to Saturday to encourage local citizens and tourists to visit the Hannibal Square Heritage Center and bolster attendance.

The Equity Council Corp. has been in partnership with the Parks and Recreation Department with the City of Winter Park since 2018. In addition, the Equity Council Corp. partners with the Winter Park Community Center to provide ongoing community support and connections to local program providers, resources, and educational support to benefit and bolster the success of the Community Center's afterschool programming as well as provide cultural programming for the historic African American community of Hannibal Square and the greater community of West Winter Park.

The Equity Council Corp has partnered with The Orlando Ballet since 2019 to bring Steps Program 10 week residence program at the Winter Park Community Center.

The Equity Council Corp has partnered with the Orlando Science Center since 2019 to allow teens enrolled in the Winter Park Community Center Teen Program to visit the Science Center monthly for in-depth exposure to STEAM in Orlando Science Center Science for all Educational Program.

The Equity Council Corp has partnered with the Winter Park Library to encourage library membership and the Winter Park Library Summer Reading Program for West Winter Park Residence and reciprocal members at the Celebrating My Friend Malcolm Book Festival at M.L.K Jr. Park.

1. Use of Grant Funding: Outline what will be accomplished with this grant funding and how it benefits the Winter Park community.

Budget: \$25,000

The SOKO Marketplace - \$2000.00

Kwanzaa Community Event - \$1000.00

Rebel Run - \$5000.00

1619Fest Orlando - \$ 3000.00

Celebrating My Friend Malcolm Book Festival \$2000.00

Senior Citizen Fresh Vegetable Program \$1000.00

Administrative \$11,000.00

Funding for the Equity Council Corporation community programs will help ensure the annual cultural programming the citizens of Hannibal Square have become accustomed to and benefits the community of West Winter Park.

a. Have you cancelled any events or gatherings as a result of COVID-19?

Yes

What was the financial loss to your organization caused by cancelling events or gatherings?

The SOKO Marketplace was scheduled to open in March of 2020 but was delayed due to the pandemic. The delayed opening of the SOKO Marketplace caused the Equity Council Corp not to receive operational funding for March, April, May, and June of 2020. When permitted, The Equity Council Corporation had to apply for the EIDL Grant from the Small Business Administration to cover program start-up costs to start the SOKO Marketplace. The \$1,000.00 we received from EDIL allowed us to open up the SOKO Marketplace in July 2020. Unfortunately, the Equity Council Corp. also had to cancel the Celebrating My Friend Malcolm Book Festival and had to end our food program for area senior citizens during the pandemic. In total, The Equity Council Corporation lost \$6,000.00 in revenue over a four-month period.

b. Have you cancelled any services to your clients, members or customers as a result of COVID-19?

American Rescue Plan Act Funding Application (ARPA) : Entry # 3838

Yes

c. What percentage of your current revenue comes from the following sources: Fundraising Events, Earned Income, Corporate Sponsorship, Individual Donors or Foundations?

75% Fundraising Events 25%Grants

d. Number of equivalent full-time employees on January 2020.

1

e. Number of equivalent full-time employees on January 2021.

1

f. Have you had to reduce your staffing level due to detrimental impacts of COVID-19?

No

g. What services does your organization offer people who are disproportionately impacted by COVID-19?

The Equity Council Corporation offered a Senior Food Program in partnership with Hebini Nutrition and Infinite Zion Farms from 2020 to 2021. We offered this program during the height of COVID-19 to ensure the elderly and families in need who were food insecure were able to purchase fresh produce for 5 dollars a bag. Unfortunately, our food program that took place every Monday had to be discontinued because the Winter Park Community Center wanted us to give away all of the fresh produce for free to Senior Citizens. In addition, as the Winter Park Community Center was making its recommendation on how they wanted the program to run, both Hebini Nutrition and Infinite Zion Farms want to change to a wholesale purchase model to distribute their product. Since none of these changes were in our original agreement, all 3 requests from all three program partners made the program unaffordable because we did not have enough capital to run the program the way all the partner agencies requested.

h. What services does your organization offer our more vulnerable populations, seniors, children, handicapped?

The Equity Council Corporation is a Community Liaison for the Winter Park Community Center after-school program. The Equity Council Corp. helps to provide ongoing community support and connections to local program providers, resources, and educational support to benefit and bolster the success of the Community Center's afterschool programming. In addition, the Equity Council Corp. plays a vital role in ensuring that no child is left behind educationally, socially, or professionally, working together with local schools and community partners to ensure families are informed of their educational rights.

i. What services does your organization provide to those who have lost jobs?

At this time, the Equity Council Corp does not provide employment assistance to the community.

j. What services does your organization offer those who have suffered with the illness related to COVID-19?

The Equity Council Corp. had to discontinue our weekly food program that helped households affected by covid-19 and any other debilitating illness. However, we hope to restart our food program if we receive funding to help run the program as suggested by our program partners.

k. What services does your organization offer those who have suffered loss of family members due to COVID-19?

At this time, the Equity Council Corp does not provide counseling services for community members who have suffered a family member loss due to COVID-19.

l. Have you received specific support services from the City of Winter Park in the last 2 years?

American Rescue Plan Act Funding Application (ARPA) : Entry # 3838

Yes

How were the support services from the City of Winter Park used, and what was the total funding/value?

Yes. January 2020, I requested that the City of Winter Park ensure equitable community programming and cover the \$3,082.00 cost for Police and EMT coverage at the Rebel Run 5K race. All costs were covered by the City of Winter Park and handled internally through the city's accounting department.

3. Amount of Funding: What is the total amount being requested and what percent of the total organization's budget does it represent? (Please note that grant support will not exceed \$25,000 or more than half of the organization's annual operating budget. Operating budget should be defined as the total expenses line on the most recent IRS Form 990.

The Equity Council Corporation is asking for the full \$25,000.00, covering 40% of our operating budget. Fundraising efforts are ongoing.

4. Other Governmental Funding: Please detail any other governmental grants or operating support applied for or received by your organization in the last two years with special care to mention PPP, CARES ACT, or ARPA funding already received.

COVID-19 EIDL GRANT
400 YEARS OF AFRICAN AMERICAN HISTORY GRANT
PROGRAM SUPPORT FROM THE CITY OF WINTER PARK FOR REBEL-RUN 5K

5. Evaluating Success: What measurements or outcomes will the organization use to evaluate its own success with the use of public funds? Please provide goals for every type of program/project listed in question 1 above.

The Equity Council Corp uses and continues to use tracking and analysis of demographic data for program participants in The SOKO Marketplace and the Senior Fresh Vegetable Program.

The Equity Council Corp uses and continues to use referral management for all agencies referred to the Winter Park Community Center after-school program.

The Equity Council Corp. is using and continues to use attendance monitoring for the following community events: Kwanzaa Community Event, Rebel Run, 1619Fest Orlando, and the Celebrating My Friend Malcolm Book Festival.

Signature



Entry Id

3838

Entry Date

2021-07-04 10:40:17

American Rescue Plan Act Funding Application (ARPA) : Entry # 3844

Acknowledgement (Consent)

Checked

Acknowledgement (Text)

I meet all the general requirements above.

Legal Name of Organization

Friends of Casa Feliz, Inc

IRS NTEE Code

59-3737446

Contact Person

Susan Omoto

Title

Executive Director

Phone

(407) 628-8196

Email

susan@casafeliz.us

Website

<https://casafeliz.us>

1. 501 (C)(3) Determination Letter from the IRS

- [Casa-IRS-determination-letter.pdf](#)

2. Current By-Laws & Articles of Incorporation

- [Friends_of_Casa_Bylaws_2017_Final.doc](#)

3. IRS Form 990 for the most recent two years

- [Casa_990s_2019-and-2020.pdf](#)

4. Organization Chart or Staffing Description

- [Casa_Org_Chart_Pre-and-Past-COVID.pptx](#)

5. Proof of operational history of at least three years in the City of Winter Park

- [CasaLeaseScan.pdf](#)

Provide a detailed explanation for any requested documents not attached.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3844

#6 = N/A

#7 = N/A

Is your organization (local chapter) involved in any pending litigation?

No

1. Organization's History and Mission Statement: Provide a brief organization history and mission statement that includes organization's goals and objectives, service area, and location.

The mission of the Friends of Casa Feliz is to protect, operate and maintain the integrity of the Casa Feliz Historic Home Museum and its collections; to educate the public on the life and legacy of noted architect James Gamble Rogers II; and to engage the public through education and advocacy for the purpose of preserving and promoting the community's rich architectural, historic, and cultural heritage.

We celebrate the legacy of architect Gamble Rogers (1901-1990), the designer of Casa Feliz and many of Winter Park's architecturally significant and renowned buildings. Casa Feliz itself is listed on the National Register of Historic Places. "Music at the Casa," a live concert series, highlights the artistry of musicians from in and around Winter Park. Thousands of people from the area visit Casa Feliz, not only to appreciate great art and beautiful music, but also to explore the heritage and history of this uniquely local community asset.

As Winter Park's historic home museum, Casa Feliz stands as a beacon for historic preservation in Central Florida. Every person who steps through our doors leaves with an appreciation for the value of preserving the Winter Park community's architectural treasures. In our post-pandemic world, this mission is timelier and more valuable than ever.

2. Organization Affiliation: Is your organization a part of a larger organization?

No

3. Major Organization Activities and Accomplishments during the Past Year: Provide information on major activities such as special events and organization/program achievements.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3844

The past year has been difficult for Casa Feliz. Public programming was canceled due to COVID-19 safety concerns, mostly because it was nearly impossible to maintain a safe distance between visitors in our historic home layout. During the past few months, we have resumed hosting paid private events which bring an average of 11,000 people to Casa Feliz in a normal year. We are also creating a permanent exhibit honoring James Gamble Rogers II, anticipated to open in November 2021.

Previous Year's Accomplishments:

Music at the Casa

- 2218 total guests
- 28 performances
- 92 average guests per Sunday
- Tuesday and Thursday open houses
- average of 14 people per week

Venue Rentals

- 159 weddings
- 29 meetings
- 9 ceremony only

Public Programming

- Parlor Series: Paul Butler on Theodore Mead
- Winter Park Historic Preservation
- Barbour research for living history program
- Historic homeowner gathering in May
- Christmas at Casa Feliz (kids)
- Christmas at Casa Feliz (adults)
- UCF student film: The Whispering
- Parlor Series: Gibson Girl
- Parlor Series: Joy Dickinson and Rick Kilby
- Parlor Series: Tim Totten at Winter Park City Hall
- Pascua Flora event
- Donor Breakfast
- Digitizing architectural drawings by James Gamble Rogers II
- James Gamble Rogers II Scholarship and Convocation ceremony
- Orlando Ballet photo shoot
- Winter Park Magazine photo shoot
- Winter Park Blooms event/lunch
- Friends of Casa Feliz Field Trip to historic Palatka

4. Major Changes during the Past Year: Provide information regarding any major changes that your organization has experienced during the past year.

During the past year, public programming was canceled. This included: "Music at the Casa" concerts on Sundays, open houses on Tuesdays and Thursdays, and the in-person version of the Parlor Series of monthly public lectures (the Parlor Series continued in virtual format). The executive director served as the only employee of Casa Feliz for the past 18 months, shouldering duties that previously had been handled by an assistant director, programming officer and docents. The most demanding tasks – repairing and maintaining the aging physical facility – have been shared only with an extremely part-time custodial person. These include overseeing major maintenance jobs such as repairing the roof, re-landscaping, interior floor repair and refinishing, installation of brick ADA-compliant ramps, interior painting, electrical upgrades, and more. The time and labor required has severely impeded the director's ability to advance the mission and accelerated employee fatigue. Nonetheless, Casa Feliz plans to resume our normal public schedule starting in September. To accomplish this, we will need financial assistance. The funding will be used to re-hire our small staff and renew our commitment to dynamic, community-based programming for the Winter Park area.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3844

5. Details of Direct Services: Only applicants that provide direct services within the municipal boundaries of Winter Park will be considered. Please detail the type of service provided by your organization.

Casa Feliz is an historic home museum and venue rental on North Park Avenue. We are an essential part of the arts and culture fabric in Winter Park and a favorite stop for visitors to the Winter Park city center. Our impact on tourism is significant, since many venue clients travel to Winter Park from out of town. Casa Feliz also provides historic preservation education and advocacy for residents of Winter Park and supports conservation of the city's unique architectural resources.

6. Service Recipients: Please provide any demographic or detailed information regarding the recipients of your services. Please note any underserved populations, those that may have been impacted by the pandemic, at-risk groups, or low-income individuals.

Detailed demographic data on specific public events is not available. All public programming at Casa Feliz is free to community attendees, including low-income individuals. Befitting the Spanish design of the building, annual events at Casa Feliz include special programming for National Hispanic American Heritage month. Prior to the pandemic, we celebrated Pascua Florida, in observance of Juan Ponce de León's first sighting of the land that became Florida. Casa Feliz also provides free rentals to local nonprofit organizations to hold fundraisers on a case-by-case basis. Casa Feliz established an annual \$3,000 scholarship for architectural students at CityLab-Orlando, an off-campus program of the Graduate School of Architecture at the University of Florida.

7. Other Non-Profit Partnerships: Please detail any other partnerships, support, or shared activities that your organization has or has had with other non-profit organizations in Winter Park?

Casa Feliz is a proud partner with the Winter Park Public Library in virtual historic and educational programming. We also partner with the Florida Trust for Historic Preservation in a livestreamed lecture series. We are members of the Arts and Culture subcommittee of the city of Winter Park.

1. Use of Grant Funding: Outline what will be accomplished with this grant funding and how it benefits the Winter Park community.

Casa Feliz will re-employ its staff, which included 2 PT docents, 1 PT programming officer, and 1 PT assistant director, to free up the executive director to create new programming compatible with a post-pandemic world.

Goals include: introducing "Super Sundays," which will be family-friendly music and craft days highlighting Hispanic themes; continuing to work with the Winter Park Public Library on shared programming; and assisting Jeff Briggs and the Historic Preservation Board with preservation marketing projects.

The Friends of Casa Feliz plans to create CasaLiveArts which will commission and present new works of performance: music, words, movement, sound, and related hybrids. This artistically rigorous body of work furthers Casa's commitment to cultural preservation and begins to bridge connections between audiences and works of art. The program generates new scholarship and brings renewed relevance to historical art by putting it in conversation with contemporary performance. In addition to in-person presentation, CasaLiveArts offers its programs to all audiences through digital platforms.

a. Have you cancelled any events or gatherings as a result of COVID-19?

Yes

What was the financial loss to your organization caused by cancelling events or gatherings?

During the pandemic, cancelled events and gatherings resulted in the loss of our largest source of revenue - rental income. We also refunded rental fees to people who were first responders or had lost their jobs. In addition, since so many people were in need of basics, Casa Feliz chose to cancel the annual fund appeal. Soliciting funding seemed to be "tone deaf" during such tough times.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3844

b. Have you cancelled any services to your clients, members or customers as a result of COVID-19?

Yes

c. What percentage of your current revenue comes from the following sources: Fundraising Events, Earned Income, Corporate Sponsorship, Individual Donors or Foundations?

Earned income: 90%. Individual donors: 10%. No foundation funding or corporate sponsorships.

d. Number of equivalent full-time employees on January 2020.

3

e. Number of equivalent full-time employees on January 2021.

1.5

f. Have you had to reduce your staffing level due to detrimental impacts of COVID-19?

Yes

How many employees were impacted by COVID-19?

5

Will you be rehiring those employees impacted by COVID-19?

Yes

g. What services does your organization offer people who are disproportionately impacted by COVID-19?

N/A

h. What services does your organization offer our more vulnerable populations, seniors, children, handicapped?

N/A

i. What services does your organization provide to those who have lost jobs?

N/A

j. What services does your organization offer those who have suffered with the illness related to COVID-19?

N/A

k. What services does your organization offer those who have suffered loss of family members due to COVID-19?

N/A

l. Have you received specific support services from the City of Winter Park in the last 2 years?

No

3. Amount of Funding: What is the total amount being requested and what percent of the total organization's budget does it represent? (Please note that grant support will not exceed \$25,000 or more than half of the organization's annual operating budget. Operating budget should be defined as the total expenses line on the most recent IRS Form 990.

\$25,000 or roughly 10% of our operating budget.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3844

4. Other Governmental Funding: Please detail any other governmental grants or operating support applied for or received by your organization in the last two years with special care to mention PPP, CARES ACT, or ARPA funding already received.

\$24,000 - PPP first round

This loan has been forgiven.

\$30,000 - Small Business Administration loan

Funds were used to defray cost of utilities, house repair and grounds maintenance. This loan must be repaid.

5. Evaluating Success: What measurements or outcomes will the organization use to evaluate its own success with the use of public funds? Please provide goals for every type of program/project listed in question 1 above.

For us, it's simple. We need to hire back our small part-time staff. Once the funding is received the following outcomes will be achieved:

- Introduce 3 "Super Sundays," which will be family-friendly music and craft days
- Continuing to work with the Winter Park Public Library on shared programming
- Assist Jeff Briggs and the Historic Preservation Board with preservation marketing projects
- Create the new, CasaLiveArts program and find sponsorships for sustainability

Signature



Entry Id

3844

Entry Date

2021-07-06 14:39:11

American Rescue Plan Act Funding Application (ARPA) : Entry # 3861

Acknowledgement (Consent)

Checked

Acknowledgement (Text)

I meet all the general requirements above.

Legal Name of Organization

Adult Literacy League

IRS NTEE Code

B60

Contact Person

Gina Solomon

Title

Executive Director

Phone

(407) 422-1540

Email

gsolomon@adulthoodliteracyleague.org

Website

<https://adulthoodliteracyleague.org/>

1. 501 (C)(3) Determination Letter from the IRS

- [501c3-address-change-2020.pdf](#)

2. Current By-Laws & Articles of Incorporation

- [ALL-Bylaws-2007.pdf](#)

- [original-articles-of-incorporation.pdf](#)

3. IRS Form 990 for the most recent two years

- [2020-IRS-990-signed.pdf](#)

- [2019-IRS-990-signed.pdf](#)

4. Organization Chart or Staffing Description

- [one-page-JDs.pdf](#)

5. Proof of operational history of at least three years in the City of Winter Park

- [2221-Lee-Road-Suite-18-lease-10.2020.pdf](#)

American Rescue Plan Act Funding Application (ARPA) : Entry # 3861

Provide a detailed explanation for any requested documents not attached.

The Adult Literacy League has been serving the residents of Orange, Osceola and Seminole counties since 1968. For many of these years our office was located in Orlando, however we served many adult learners in Winter Park. Additionally, many of our volunteers are Winter Park residents. In October 2020, we moved our offices to Winter Park, and we have a 5-year lease for this space. We are finding our new Winter Park home to be convenient and accessible to community members from all over the 3-county area we serve, so our plan is to stay here for the foreseeable future!

Is your organization (local chapter) involved in any pending litigation?

No

1. Organization's History and Mission Statement: Provide a brief organization history and mission statement that includes organization's goals and objectives, service area, and location.

The Adult Literacy League's Mission: We empower Central Floridians to be thriving members of our community through literacy and education.

After 20+ years in the same Orlando location, we are now your Winter Park neighbors!

Of the thousands of adult students we serve each year, approximately 80% are English Language Learning students, who need to learn to read and write, and to speak English in order to do things like communicate with their children's teachers, and get a job earning a family-sustaining wage. The remaining 20% of our students are what we call ABE students – or, Adult Basic Education students who are learning to read and write, or who are seeking to improve their reading and writing. Literacy can be defined as: "the ability to read, write, speak and listen, and use numeracy and technology at a level that enables people to express and understand ideas and opinions, to make decisions and solve problems, to achieve their goals, and to participate fully in their community and in wider society". Approximately 1 in 5 of our friends and neighbors in Central Florida struggles with literacy. 24% of our friends and neighbors are reading and writing (in English) at or below a 5th grade level. "20% of those 16 and older lack even the most basic reading skills", according to estimates released by the National Center for Education Statistics. "Florida, with its large immigrant population, has the third lowest adult literacy level of all the states, behind California and New York." For the last 53 years (since 1968!), we have been serving those adults functioning at the lowest levels of literacy. Every year our volunteers report TENS OF THOUSANDS of hours of time spent tutoring their students, and the outcomes their students are achieving are amazing. These outcomes can be anything from getting a library card and reading a bedtime story to their children at night, to obtaining their US Citizenship or earning their GED!

We serve the Central Florida counties of Orange, Osceola and Seminole, partnering with our friends at all county and city libraries/library systems to provide classes and tutoring space.

2. Organization Affiliation: Is your organization a part of a larger organization?

No

3. Major Organization Activities and Accomplishments during the Past Year: Provide information on major activities such as special events and organization/program achievements.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3861

The adults we serve are functioning at the lowest levels of literacy. In response to the COVID-19 pandemic, the Adult Literacy League was forced to stop, listen, adjust, and continue moving forward in order to serve Central Florida's adults who need our literacy services. In March of 2020 we were not offering any online learning opportunities for our students. We typically serve those adults with the lowest levels of literacy and we made assumptions for these learners about their capacity for technology and the virtual classroom. After a brief furlough of ALL staff, we returned and spent weeks calling and checking in with each and every one of our students AND volunteers, in order to learn about what kind of access to technology they have, and to find out if they would like to continue learning online while we are unable to provide face-to-face instruction. Over the course of a year, we built, staffed and offered fifteen (15) online classes, serving hundreds of adult students every week.

In addition to class opportunities, we are currently managing/supporting the work of nearly 250 tutor/student pairs. Some of these pairs are meeting virtually, and many have resumed in-person activities. Just this month, we've begun the transition back to in-person classes with our community partners at the Orange, Osceola, and Seminole County library systems.

We are extremely proud of our students, volunteers, and our team for making the successful pivot to online learning, when we had not previously offered this. A typical year for the Adult Literacy League means serving between 3,000-4,000 adults. We're also extremely proud to report that, despite the pandemic and a 2-month office closure, the Adult Literacy League served 1,000 adults in 2020.

4. Major Changes during the Past Year: Provide information regarding any major changes that your organization has experienced during the past year.

After 20+ years at our office on Michigan Street in the SoDo Orlando neighborhood, the Adult Literacy League was facing a nearly rent-doubling increase. We were offered space at the Orlando Sentinel's downtown facility, and just 6 months after moving in, the pandemic struck and forced the closure of that space. In October 2020, we moved (for the second time in a year) to our current office on Lee Road in Winter Park, a place we plan on staying in for a long time! We love that we're located near partner organizations like Jobs Partnership, and Jewish Family Services - both across the street from us!

2020 also forced the Adult Literacy League to make the pivot to providing online learning opportunities for our students. This was a herculean effort pulled off by our team, involving reaching out to each and every student, as well as each and every volunteer to determine who was interested in trying online tutoring/class instruction, putting the infrastructure (using apps like Zoom, for example) in place, and then teaching our students AND volunteers to use it. It's has proven to be a success, and we plan on continuing to offer some online learning opportunities into the future.

5. Details of Direct Services: Only applicants that provide direct services within the municipal boundaries of Winter Park will be considered. Please detail the type of service provided by your organization.

We recruit, orient, train, and support volunteers from Orange, Osceola and Seminole counties to serve as one-to-one tutors and/or volunteer instructors. We provide continuing education opportunities for our volunteers on a quarterly basis.

We teach Central Florida's adults to read, write, and speak English. We match students with one-to-one volunteer tutors, AND we offer them online and in-person class opportunities to supplement their tutoring. Our volunteers are not only tutors, they serve as mentors and coaches, helping our students to set and realize their goals - anything from becoming a US Citizen, to earning a GED, to being able to follow along with the hymnal at church on Sunday.

6. Service Recipients: Please provide any demographic or detailed information regarding the recipients of your services. Please note any underserved populations, those that may have been impacted by the pandemic, at-risk groups, or low-income individuals.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3861

Adult Literacy League student demographics:
(taken from our 2019 annual report)

Gender -

Male - 34%

Female - 66%

Employment -

Employed - 27%

Unemployed - 64%

Not in Labor Force - 8%

Unavailable - 1%

Age -

18 & under - less than 1%

19-24 years - 5%

25-44 years - 39%

45-49 years - 30%

60 + - 26%

Ethnicity/Race -

Asian - 6%

Black / African American - 14%

Hispanic / Latino(a) - 62%

White - 11%

Other / NA - 7%

7. Other Non-Profit Partnerships: Please detail any other partnerships, support, or shared activities that your organization has or has had with other non-profit organizations in Winter Park?

The following is not an exhaustive list of our partnerships, rather a sample.

We partner with the Winter Park Public Library, as well as the library systems in Orange, Osceola and Seminole counties. The libraries provide space for classes and tutoring to take place, and we provide the tutors, students, materials and training required to make the class/tutoring happen.

We partner with Jobs Partnership, providing English Language Literacy support to their program participants who need to improve English communications in order to have success in their program. We also work with their program participants who need to earn a GED before they are able to participate in their programs.

We partner with UCF JumpStart located at the Downtown UCF campus. JumpStart provides free GED classes and a connection to career and technical programs available to adults with a high school diploma. The Adult Literacy League refers students to this program once they are able to be admitted into a GED program (reading at an 8th grade level, for example). JumpStart refers students to the Adult Literacy League when they require remediation before being able to enter GED classes. We match these students with tutors who will work with them in all of the subject areas of the GED until the students' skill levels increase enough to allow them admittance in the program.

We partner with ALCO (Adult Learning Center of Osceola) to provide tutors and support to students who are struggling in their adult education and English Language Literacy programs.

1. Use of Grant Funding: Outline what will be accomplished with this grant funding and how it benefits the Winter Park community.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3861

These funds will enable the Adult Literacy League to expand services by recruiting, assessing, and serving a MINIMUM of 20 new Winter Park area Adult Learners (ABE – Adult Basic Education, and ESOL – English for Speakers of Other Languages) who are functioning often at the lowest levels of literacy, as well as a MINIMUM of 20 new Winter Park area volunteers. Additionally, it will support the Adult Literacy League's efforts to return to in-person programming and instruction after being completely virtual as a result of the COVID-19 pandemic.

The Adult Literacy League serves our students in a couple of different ways. We offer open-enrollment (meaning a student can join at any time during the year) classes in a multitude of subject areas – English conversation, job skills/job readiness, citizenship preparation, GED prep, remedial math – which are free of charge for our students to attend. Students may and often do attend more than one class offering on a weekly basis. We train volunteers to serve as one-to-one tutors, which is another service available to our adult learners. If a student speaks English well enough to be able to communicate with a volunteer by phone (necessary to be able to schedule their first meeting, for example) they're eligible to be matched with a tutor. We recruit, train and support volunteer tutors and at any given time we are operating with around 300-350 active volunteers.

This funding will enable us to provide wraparound services: tutoring and class instruction.

Currently online, our classes will resume being offered in a variety of locations throughout the tri-county area at various times, to be convenient to students and volunteers. Our community partners provide us with over 40 safe, neutral, public and free tutoring locations including our literacy center, located on Lee Road, just off I4, in Winter Park. Volunteer tutors are recruited and trained twice every month. Tutors are matched with students immediately upon training. Existing tutors are repurposed whenever possible. All students are evaluated prior to instruction and in an ongoing way after the requisite number of hours of instruction. The goal is a minimum of 2 hours per week of instruction, with a target of 4 hours on average. All curricula are selected to meet the needs of both volunteer tutors and our students.

Our students active for a year or longer enjoy high levels of personal and educational success. Our goal for this project is that 80% of our adult students who receive a minimum of 40 hours of instruction, will achieve at least one positive outcome, including: advancing in curricula, improving their scores on standardized tests/assessments, entering the workforce, for example.

We capture this data in a few different ways: English Language Learning students are pre-tested and post-tested using a nationally approved tool called the BEST (Basic English Skills Test) assessment, tutors and instructors document their students' achievements via monthly tutoring reports which the volunteers complete online (via the Adult Literacy League website) and students complete quarterly self-assessments to track their skills improvement.

A literate Winter Park community means that its residents are proficient enough in English to be able to apply for, interview for, and to be hired for a job. It means a parent is able to read, understand, and respond to correspondence from his/her child's teacher, AND assist with their child's homework. It means being able to read, understand and follow medical directions on prescription bottles. A literate community is a safe, inclusive, healthy, and THRIVING community.

a. Have you cancelled any events or gatherings as a result of COVID-19?

Yes

What was the financial loss to your organization caused by cancelling events or gatherings?

For the last 13 years we have put on an annual fundraising event called Reading Between the Wines, which features a NY Times Bestselling author, a silent auction, lots of food and wine samplings, and unrestricted revenue in the amount of \$80,000 for Adult Literacy League programs and services. We were forced to cancel our 2020 event as a result of the pandemic.

b. Have you cancelled any services to your clients, members or customers as a result of COVID-19?

American Rescue Plan Act Funding Application (ARPA) : Entry # 3861

Yes

c. What percentage of your current revenue comes from the following sources: Fundraising Events, Earned Income, Corporate Sponsorship, Individual Donors or Foundations?

Fundraising - 11.1%, Earned Income (Fee for Service) - 12%, Corporate - 1.6%, Individuals - 24.1%, Foundations - 19.6%, Government - 29%, Other - 2.6%

d. Number of equivalent full-time employees on January 2020.

4

e. Number of equivalent full-time employees on January 2021.

4

f. Have you had to reduce your staffing level due to detrimental impacts of COVID-19?

No

g. What services does your organization offer people who are disproportionately impacted by COVID-19?

According to the CDC, Latino(a)s are 2.0 times more likely to be infected by COVID-19. They are 2.8 times more likely to be hospitalized, and they are 2.3 times more likely to die from the virus. Blacks/African Americans are 1.1 times more likely to be infected; 2.9 times more likely to be hospitalized, and 2.0 times more likely to die from the virus.

14% of our students in 2019 self-identify as Black/African American. 62% of our students in 2019 self-identify as Hispanic/Latino(a).

h. What services does your organization offer our more vulnerable populations, seniors, children, handicapped?

56% of the nearly 3,000 adults we served in 2019 were over the age of 45, and more specifically, 26% were over the age of 60. According to the CDC: "Older adults are more likely to get very sick from COVID-19. Getting very sick means that older adults with COVID-19 might need hospitalization, intensive care, or a ventilator to help them breathe, or they might even die. The risk increases for people in their 50s and increases in 60s, 70s, and 80s. People 85 and older are the most likely to get very sick."

Many of our adult learners remain at a high risk of getting very sick, according to the CDC.

i. What services does your organization provide to those who have lost jobs?

We offer two weekly, virtual job skills classes that focus on interviewing for a job, applying for jobs online, mock-interviews, vocabulary for the workplace, however each and every one of our other classes focus on English Language for practical use, which includes health literacy topics, financial literacy topics, as well as job skills topics.

The number one goal reported by our adult learners is to "get a job", or "get a better job". The curriculum our tutors use comes from New Readers Press, an adult literacy focused publishing house. Built in to all materials are these same life skills topics.

j. What services does your organization offer those who have suffered with the illness related to COVID-19?

NA

k. What services does your organization offer those who have suffered loss of family members due to COVID-19?

NA

American Rescue Plan Act Funding Application (ARPA) : Entry # 3861

I. Have you received specific support services from the City of Winter Park in the last 2 years?

No

3. Amount of Funding: What is the total amount being requested and what percent of the total organization's budget does it represent? (Please note that grant support will not exceed \$25,000 or more than half of the organization's annual operating budget. Operating budget should be defined as the total expenses line on the most recent IRS Form 990.

We respectfully request \$25,000 in funding through this City of Winter Park & American Rescue Act program. This represents approximately 6% of the Adult Literacy League's budget.

4. Other Governmental Funding: Please detail any other governmental grants or operating support applied for or received by your organization in the last two years with special care to mention PPP, CARES ACT, or ARPA funding already received.

We received funding through the PPP process in both rounds 1 and 2. In round 1 we were granted \$71,000 and in round 2 we were granted \$52,000. We met all conditions and had round 1 forgiven, and just last week we submitted our application for forgiveness for round 2, meeting all conditions as well.

5. Evaluating Success: What measurements or outcomes will the organization use to evaluate its own success with the use of public funds? Please provide goals for every type of program/project listed in question 1 above.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3861

Though the process of evaluation, Adult Literacy League (ALL) has a framework in which to analyze where students' abilities are at program entry and how many are able to meet their goals within targets on a timeline. This process also helps ALL identify some of the barriers to students' success and what the agency can do to overcome these barriers. This process has enabled ALL to be nimble and adjust to unique circumstances. For example, our partnership with UCF JumpStart allows for continuing GED prep classes even when the pandemic has prevented volunteers and students from meeting together in ALL's on-site GED Lab.

ALL utilizes well-established systems for training volunteer tutors and professional development opportunities to paid instructors and support staff. The organization continually reviews its program effectiveness by measuring success both qualitatively and quantitatively.

ALL's goal is to continue documenting and sharing more student successes in the short- and long-term to demonstrate community impact and promote greater program sustainability.

The evaluation/survey tool used by ALL's tutors/instructors and self-report evaluations from students provide the data needed to measure success.

Indicators quantify the numbers of students who increase test scores, advance to a higher level of curriculum or complete a level of curriculum to demonstrate higher grade level proficiency. This enables ALL to not only document how many youth/young adults achieve educational/skills advances, but also the links these advances have to students' achievement of personal goals.

Students are administered quarterly self-assessments which measure achievements in the students' own words.

Numbers alone, however, don't tell the story of the impact the Adult Literacy League's services have on individuals' lives as they become better workers, citizens and/or parents. Take the story of Brittani (below) as an example:

Every student comes to the Adult Literacy League with a story, but Brittani's hit like a punch to the gut. She said she just wanted to be one of those girls who could sit in a doctor's office, cross her legs, smooth her skirt, and read a book or magazine to pass the time.

Brittani has far exceeded that original goal, but her path to success wasn't easy. Just seven years ago, she couldn't read or write. She grew up right here in Orlando in the 90s, but never went to school. At 22 she came to the Adult Literacy League, hoping to make up for the lifetime of learning she'd missed.

The Adult Literacy League exists to serve people just like Brittani. Every year we teach thousands of Central Floridians to read, write, and speak English. Our volunteer tutors are dedicated to giving students a safe place to learn without shame or judgement.

When Brittani first came to us, she'd never been employed. But now she has a great job at a local hospital that earns her a truly livable wage with benefits. Brittani wouldn't have this job if she didn't know how to read and write. Today, she has her own apartment, a car, and a dream of becoming a mental health counselor. She registered to vote and voted for the first time. She volunteers as a mentor to young women, testifying to the power of education.

Brittani's goal for 2021 is to earn her GED – and I have no doubt she'll do it with the help of her tutor!

But, you know what matters most to her? The fact that learning to read and write has empowered her to hold her head high, confident in her ability to make her own dreams come true.

Signature



American Rescue Plan Act Funding Application (ARPA) : Entry # 3861	
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Entry Id

3861

Entry Date

2021-07-12 20:59:54

American Rescue Plan Act Funding Application (ARPA) : Entry # 3868

Acknowledgement (Consent)

Checked

Acknowledgement (Text)

I meet all the general requirements above.

Legal Name of Organization

GladdeningLight, Inc

DBA

GladdeningLight

IRS NTEE Code

A-70, X-90

Contact Person

Randall B Robertson

Title

President

Phone

(407) 647-3963

Email

randy@gladdeninglight.org

Website

<https://gladdeninglight.org>

4. Organization Chart or Staffing Description

- [GladdeningLightOrganization.docx](#)

5. Proof of operational history of at least three years in the City of Winter Park

- [GladdeningLightSalesTaxExemption.jpeg](#)

Is your organization (local chapter) involved in any pending litigation?

No

1. Organization's History and Mission Statement: Provide a brief organization history and mission statement that includes organization's goals and objectives, service area, and location.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3868

Incorporated in 2009 and granted nonprofit status in 2010, GladdeningLight is a 501(c)(3) spiritual initiative whose mission is to explore transcendent elements of art through hosted conferences, exhibits & public performance, cloistered retreat, and pilgrimage. GladdeningLight is open to all and representative of thoughtful spiritual seekers both inside and outside traditional religious practice.

GladdeningLight remains constant in its commitment to the cultural firmament of Winter Park. Efforts have been made over many years to slide our programming in the calendar to complement the Bach Festival, Winter with the Writers at Rollins and the Winter Park Sidewalk Arts Festival.

Headquarters are at 1350 College Point, Winter Park 32789.

2. Organization Affiliation: Is your organization a part of a larger organization?

No

3. Major Organization Activities and Accomplishments during the Past Year: Provide information on major activities such as special events and organization/program achievements.

GladdeningLight was able to successfully stage its 2020 annual symposium at Rollins College in early February just prior to the pandemic lockdown. Since then, all activities excepting e-mail updates have ceased. There has been no income other than individual contributions since January of 2020, while overhead expenses have remained constant.

Plans are currently underway for a return to in-person events early next year, beginning with Symposium 2022 at Rollins. Advance ticket sales are brisk for this relaunched event.

4. Major Changes during the Past Year: Provide information regarding any major changes that your organization has experienced during the past year.

GladdeningLight had to cease advertising and much of its social media presence, due to lack of cash flow, from March of 2020 until May of 2021. There has been no appreciable income for over a year during the pandemic.

5. Details of Direct Services: Only applicants that provide direct services within the municipal boundaries of Winter Park will be considered. Please detail the type of service provided by your organization.

Since 2010, GladdeningLight has served the broader citizenry of our City while also reaching constituents throughout the Americas in the form of cultural tourism. Past GladdeningLight symposia have drawn visitors from 33 states, Canada, South America and Western Europe.

Each February, the president's office of Rollins College hosts the GladdeningLight Symposium at Rollins College where artists and theologians gather to discuss transcendent elements of art & spirituality. Past successful partnerships have included the Polasek Museum, the Cornell Fine Arts Museum and the Bach Festival. In 2022, the Symposium will return with sponsorship of Bach's Spiritual Spaces contemplative concert on February 5th during our weekend at Rollins.

6. Service Recipients: Please provide any demographic or detailed information regarding the recipients of your services. Please note any underserved populations, those that may have been impacted by the pandemic, at-risk groups, or low-income individuals.

While our Symposium is a fee-based event, GladdeningLight takes pride in offering two free events within the conference each year -- a devotional convocation to begin at All Saints Episcopal Church and a concluding worship service in Knowles Memorial Chapel at Rollins. These require no advance registration and are heavily promoted throughout our community as free & open-to-the-public.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3868

7. Other Non-Profit Partnerships: Please detail any other partnerships, support, or shared activities that your organization has or has had with other non-profit organizations in Winter Park?

Many! In 2014, GladdeningLight sponsored the sculptor Tobi Kahn's exhibition at the Cornell Fine Arts Museum. In 2016, a similar sponsorship was undertaken of the Frantz Zephirin exhibition at the Polasek Museum. In 2017, 2019 and 2021, GladdeningLight partnered with the Bach Festival to produce Voices of Light: The Passion of Joan of Arc and the aforementioned Spiritual Spaces.

Partnership and collaboration are inherent in our mission for the betterment of Winter Park.

1. Use of Grant Funding: Outline what will be accomplished with this grant funding and how it benefits the Winter Park community.

The deficit created from lack of revenue during the pandemic will be shored up in order to fully fund the 2022 symposium's expenses (advertising, staging and speaker fees), as well as restoration of GladdeningLight's social media presence which has been more or less absent during the previous year.

a. Have you cancelled any events or gatherings as a result of COVID-19?

Yes

What was the financial loss to your organization caused by cancelling events or gatherings?

The 2021 GladdeningLight Symposium was cancelled. Thankfully, no hard costs were incurred due to the cancellation because of advance notice. However, residual overhead continued throughout the pandemic. For example, GladdeningLight has a YouTube channel with programming fed from past symposia. Much of the pandemic was spent loading content from the 2020 Symposium, at considerable expense. The cost of maintaining contact with our public, 6,700 and climbing on the mailing list, continued with e-blasts and graphic production costs during the pandemic. GladdeningLight considers it essential to stay in constant contact with its constituents.

b. Have you cancelled any services to your clients, members or customers as a result of COVID-19?

Yes

c. What percentage of your current revenue comes from the following sources: Fundraising Events, Earned Income, Corporate Sponsorship, Individual Donors or Foundations?

Fundraising: 12%, Earned Income: 60%, Individual Donors: 28%

d. Number of equivalent full-time employees on January 2020.

1

e. Number of equivalent full-time employees on January 2021.

1

f. Have you had to reduce your staffing level due to detrimental impacts of COVID-19?

No

g. What services does your organization offer people who are disproportionately impacted by COVID-19?

GladdeningLight purposefully chose to stay dark during the pandemic, rather than Zoom content to our public. Therefore, our population was underserved as a result of Covid-19.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3868

h. What services does your organization offer our more vulnerable populations, seniors, children, handicapped?

Seniors represent a predominant demographic attending GladdeningLight events. Every effort is made to accommodate handicapped individuals and those hard-of-hearing with t-coil loop devices in Rollins Bush Auditorium.

i. What services does your organization provide to those who have lost jobs?

Our free events are heavily promoted on OrlandoatPlay.com, for example.

j. What services does your organization offer those who have suffered with the illness related to COVID-19?

None.

k. What services does your organization offer those who have suffered loss of family members due to COVID-19?

None.

l. Have you received specific support services from the City of Winter Park in the last 2 years?

No

3. Amount of Funding: What is the total amount being requested and what percent of the total organization's budget does it represent? (Please note that grant support will not exceed \$25,000 or more than half of the organization's annual operating budget. Operating budget should be defined as the total expenses line on the most recent IRS Form 990.

\$25,000, representing 20% of the annual budget which historically runs at a deficit.

4. Other Governmental Funding: Please detail any other governmental grants or operating support applied for or received by your organization in the last two years with special care to mention PPP, CARES ACT, or ARPA funding already received.

None.

5. Evaluating Success: What measurements or outcomes will the organization use to evaluate its own success with the use of public funds? Please provide goals for every type of program/project listed in question 1 above.

Frankly, the one-time ARPA funding will move to fill a considerable hole left in the budget due to the unanticipated costs of Covid-19.

Signature



Entry Id

3868

Entry Date

2021-07-14 20:18:57

American Rescue Plan Act Funding Application (ARPA) : Entry # 3874

Acknowledgement (Consent)

Checked

Acknowledgement (Text)

I meet all the general requirements above.

Legal Name of Organization

YOUth CAN, INC.

IRS NTEE Code

050

Contact Person

Linda Walker

Title

Director

Phone

(407) 625-1533

Email

can.youth5456@gmail.com

Provide a detailed explanation for any requested documents not attached.

6--YOUth CAN Inc, did not receive any adverse correspondences from the IRS

#7 YOUth CAN, Inc. did not do over or receive over 1 million dollars in contributions

Is your organization (local chapter) involved in any pending litigation?

No

1. Organization's History and Mission Statement: Provide a brief organization history and mission statement that includes organization's goals and objectives, service area, and location.

YOUth CAN Inc is a non-profit organization that has passionately served under-privileged youth in the Hannibal Square, West Winter Park, community for over 20 years by offering O.P.P.O.R.T.U.N.I.T.Y (Opening Pathways & Partnerships w/ Overwhelming Respect, Trustworthiness, Understanding and Nourishment In Today's Youth). Through POST, or Positive Out of School Time, YOUth CAN gears programming to teens and emerging teens with an emphasis on education, technology, and service learning. Our goal is to cultivate skills that empower limited-resource youth to lead enriching lives and be contributing members in their communities.

2. Organization Affiliation: Is your organization a part of a larger organization?

No

American Rescue Plan Act Funding Application (ARPA) : Entry # 3874

3. Major Organization Activities and Accomplishments during the Past Year: Provide information on major activities such as special events and organization/program achievements.

Activities and Accomplishments in the past year included:

Feed the Need - An inaugural project where teens safely delivered meals to the senior citizens in the local West Winter Park Community during the height of the COVID-19 Pandemic serving an average of 42 meals per delivery.

AADAPS - Assistance w/ Adult Diapers & Absorbent Products for Sage Citizens is a resource for people with hardships to purchase needed incontinence products due to financial difficulties.

Community distributions is provided to Sage citizens; 65 years and older, and persons with dis-abilities, who are vulnerable and are low income. We provide servlces on a bi-weekly base or until products are diminished. YOUth CAN, Inc. currently partners with the Christian Service Center of Winter Park, Fl., and local churches to provide needed supplemental staples such as; Adult Diapers and Absorbent essentials, Incontinence Products to seniors. We are proud to consistently serve over 30 local seniors and counting.

HEPPA - YOUth CAN partnered with the City of Winter Park to continue the Hurricane Evacuation Preparedness Program Assistance for Seniors and Individuals with Special Needs. Our organization prepared 50 kits to deliver to our sage community.

Due to COVID - 19, our funding and projects were reduced. While funding was scarce, YOUth CAN pivoted in order to continue beneficial efforts throughout the community. Instead of ceasing all programming, YOUth CAN partnered with other organizations: City of Winter Park, Christian Services Center of Winter Park, and others to provide needed services. Many of our efforts within the past year focused on assisting the most vulnerable community, senior citizens.

4. Major Changes during the Past Year: Provide information regarding any major changes that your organization has experienced during the past year.

Major Changes in the past year included:

Due to the COVID-19 Pandemic, our organization has had to restructure in various ways:

- Organization meetings are virtual
- Limited intake of teens and emerging teens. Those who did not reside with family members of the elderly community were considered
- All Interactions were subjected to CDC guidelines and recommendations
- Focused services to support senior citizens
- Organization spends conservatively prioritizing 'must haves'

5. Details of Direct Services: Only applicants that provide direct services within the municipal boundaries of Winter Park will be considered. Please detail the type of service provided by your organization.

YOUth CAN Inc is a non-profit organization that has passionately served under-privileged youth in the Hannibal Square, West Winter Park, community for over 20 years. Through POST, or Positive Out of School Time, YOUth CAN gears programming to teens and emerging teens with an emphasis on education, technology, and service learning. Our goal is to cultivate skills that empower limited-resource youth to lead enriching lives and be contributing members in their communities.

Direct Services include:

- Youth Enrichment through STRAEM (Science, Technology, Reading, Arts, Engineering, and Mathematics) and Service Learning projects
- Community Engagement Initiatives
- Senior/Sage Care

American Rescue Plan Act Funding Application (ARPA) : Entry # 3874

6. Service Recipients: Please provide any demographic or detailed information regarding the recipients of your services. Please note any underserved populations, those that may have been impacted by the pandemic, at-risk groups, or low-income individuals.

Service Recipients Include:

- Underprivileged Youth (83% or more of youth served receives free or reduced price school lunch or attend title 1 schools)
- Fixed Income Senior Citizens
- Families who suffered from food insecurity before, during, and after the height of the COVID-19 pandemic
- Community members with challenging access to basic care products (AADAPS)

7. Other Non-Profit Partnerships: Please detail any other partnerships, support, or shared activities that your organization has or has had with other non-profit organizations in Winter Park?

YOUth Can has partnered with the City of Winter Park, Christian Service Center of Winter Park, FL., Habitat for Humanity, The Ideal Women's Club, and Girl Scout Troop 1092.

1. Use of Grant Funding: Outline what will be accomplished with this grant funding and how it benefits the Winter Park community.

This grant will be used to restore programming to its pre-COVID19 capacity in order to meet the needs of those we serve. Grant funding will be used to continue programs such as:

- Summer Reading Camp
- After School STREAM Projects
- Spring Break Camp
- Teen P.O.S.T projects

The above programs cultivate key skills needed for youth to be contributing citizens in their communities and to also help curb learning loss that youth might have experienced due to the pandemic.

a. Have you cancelled any events or gatherings as a result of COVID-19?

Yes

What was the financial loss to your organization caused by cancelling events or gatherings?

As a result of cancelling events, YOUth Can has been impacted by financial reduction of \$7,000.

b. Have you cancelled any services to your clients, members or customers as a result of COVID-19?

Yes

c. What percentage of your current revenue comes from the following sources: Fundraising Events, Earned Income, Corporate Sponsorship, Individual Donors or Foundations?

Fundraising Events: 0% Earned Income: 97% Corporate Sponsorship: 2% Individual Donors or Foundations: 1%

d. Number of equivalent full-time employees on January 2020.

0

e. Number of equivalent full-time employees on January 2021.

**American Rescue Plan Act Funding Application (ARPA) : Entry
3874**

0

f. Have you had to reduce your staffing level due to detrimental impacts of COVID-19?

No

g. What services does your organization offer people who are disproportionately impacted by COVID-19?

Our organization responds to the needs of the community. Those who are being impacted by the COVID-19 pandemic in the form of food insecurity are able take part in our partnership with "Feed-the-Need" initiative.

h. What services does your organization offer our more vulnerable populations, seniors, children, handicapped?

In the height of the pandemic, YOUth CAN Inc., provided transportation and assistance to the senior and youth community. Our organization transported senior citizens to medical appointments and grocery visits. Additionally, through our partnership with Christian Service Center of Winter Park, seniors and adults were able to receive incontinence supplies and resources. Transportation was also provided to local youth who opted for the in-person schooling option.

Incontinence resources

i. What services does your organization provide to those who have lost jobs?

During the height of the pandemic, YOUth CAN acquired technology in order to pivot with the virtual interface that had to take place to keep everyone healthy. With this technology, those in the community who launched job searches had access to our organization's resources to apply to various employment positions.

j. What services does your organization offer those who have suffered with the illness related to COVID-19?

In the height of the pandemic, YOUth CAN Inc., provided transportation and assistance to the senior and youth community. Our organization transported senior citizens to medical appointments and testing sites.

k. What services does your organization offer those who have suffered loss of family members due to COVID-19?

YOUth CAN offered words of inspiration to local families who have suffered loss due to the COVID-19 virus.

l. Have you received specific support services from the City of Winter Park in the last 2 years?

Yes

How were the support services from the City of Winter Park used, and what was the total funding/value?

The support services received from the City of Winter Park were used to sponsor the HEPPA program. This program assists our Sage Citizens and Persons with disabilities in the CRA area to "PREPARE EARLY" for the up and coming hurricane season. The funding amount for these support services from the City of Winter Park were \$1,000.

3. Amount of Funding: What is the total amount being requested and what percent of the total organization's budget does it represent? (Please note that grant support will not exceed \$25,000 or more than half of the organization's annual operating budget. Operating budget should be defined as the total expenses line on the most recent IRS Form 990.

The total amount being requested is \$12,500. This represents 50% of our organizations total operating budget.

4. Other Governmental Funding: Please detail any other governmental grants or operating support applied for or received by your organization in the last two years with special care to mention PPP, CARES ACT, or ARPA funding already received.

YOUth CAN did not apply nor receive funding from other governmental organizations.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3874

5. Evaluating Success: What measurements or outcomes will the organization use to evaluate its own success with the use of public funds? Please provide goals for every type of program/project listed in question 1 above.

The measurements that will take place to track success and use of public funds will include the following for each project:

- Summer Reading Camp
- Sign in sheets to reflect 80% or better intended participation
- Reading logs to track individual reading goals of participants. As an organization, we aim to read 20,000 minutes
- Pre & Post assessments to measure academic/enrichment growth. Organization goal is that each participant achieves a 20% or more learning gain as demonstrated on the pre & post assessment
- After School STREAM Projects
- Sign in sheets to reflect 80% or better intended participation
- Project logs to track individual goals of participants
- Pre & Post assessments to measure academic/enrichment growth. Organization goal is that each participant achieves a 20% or more learning gain as demonstrated on the pre & post assessment
- Spring Break Camp
- Sign in sheets to reflect 80% or better of intended participation
- Project logs to track individual goals of participants
- Pre & Post assessments to measure academic/enrichment growth. Organization goal is that each participant achieves a 20% or more learning gain as demonstrated on the pre & post assessment
- Teen P.O.S.T projects
- Sign in sheets to reflect 80% or better of intended participation
- Service Learning logs to track hours served

Entry Id

3874

Entry Date

2021-07-15 19:19:49

American Rescue Plan Act Funding Application (ARPA) : Entry # 3879

Acknowledgement (Consent)

Checked

Acknowledgement (Text)

I meet all the general requirements above.

Legal Name of Organization

Hannibal Square Community Land Trust, Inc.

IRS NTEE Code

13-4291501

Contact Person

Camille Reynolds Lewis

Title

Executive Director

Phone

(407) 643-9111

Email

Camille@hannibalsquareclt.org

Website

<https://hannibalsquareclt.org>

Is your organization (local chapter) involved in any pending litigation?

No

1. Organization's History and Mission Statement: Provide a brief organization history and mission statement that includes organization's goals and objectives, service area, and location.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3879

The Hannibal Square Community Land Trust (HSCLT) was established as a 501(c) 3 not-for-profit, community-based corporation in Winter Park, Florida in November 2004. Dedicated to creating and preserving the quality and affordability of housing within Winter Park and other Central Florida communities, we provide opportunities for very low, low and moderate-income families to secure housing that is controlled by the residents on a long-term basis.

Our physical address is 2265 Lee Road, Suite 117, in incorporated Winter Park.

The mission of Hannibal Square Community Land Trust is to develop, rehab and preserve permanently affordable housing for low- to moderate-income families, and to promote financial education, economic inclusion and neighborhood stability. HSCLT began with seed money in the form of a \$1Million grant from the City of Winter Park.

Hannibal Square Community Land Trust was formed after residents of the west side of Winter Park, FL organized to voice their concerns to members of the City Council about the often-predatory land grab that had been taking place in Hannibal Square since the late 1990's. The area had long been targeted by land speculators who bought homes from low-income residents, at below-market prices, to build high-priced homes or businesses that in turn, squeezed out the existing residents.

The City Council agreed that there was a problem and, with the residents, formed the Westside Housing Task Force to determine the best way to address the issue. The task force agreed that a community land trust would best protect the availability and affordability of land on the west side from the threat of gentrification. Work began on establishing a land trust in Hannibal Square. In June of 2004, the City's CRA partnered with the Westside Housing Task Force, the newly formed Hannibal Square Community Land Trust, and Art in Architecture to begin construction on 10 undeveloped residential parcels at Pennsylvania and Canton avenues. The parcels were provided by the CRA along with \$1.26M in seed money to build the homes. A street was carved through the parcels and named "Israel Simpson Court" after Frank R. Israel and Walter B. Simpson—Winter Park's only elected African-American councilmen who served between 1887 and 1893.

Hannibal Square Community Land Trust was incorporated in November 2004 with a nine-member, tri-partite board of directors. The Winter Park CRA donated additional parcels of land to HSCLT in a 2006 MOU. With those parcels, HSCLT was able to build nine more homes:

CANTON PARK DEVELOPMENT— (2004-2005) Ten (10) homes developed by HSCLT and built in the craftsman architectural style and include the following amenities includes:

Three bedrooms & two bathrooms | Tile and carpet floor coverings | Major appliances (refrigerator, oven, dishwasher, and microwave) | Landscaping with sprinkler system | Front or side covered porch | Garage or carport. Served families with incomes at 50%-80% AMI

COMSTOCK— (2007-2008) Four (4) homes built to Florida Green Building standards that are energy efficient & cost effective for its homeowners to maintain. Each home consists of: Approximately 1200 square feet; Three (3) bedrooms & two (2) bathrooms | Tiled & carpeted floors | Ceiling fans | Energy efficient appliances (oven, microwave, refrigerator, and dishwasher) | Detached storage units | Landscaping with sprinkler system. Serves families with incomes at 80% AMI

WEST NEW ENGLAND AVENUE— (2013-2014) Five (5) homes: 1100+-1300+ square feet | 3 BR/2 Bath | Laminate and carpet flooring | Energy STAR stainless steel appliances | brick pathways and car parks | Florida Friendly Landscaping. Served families with incomes at 80%-120% AMI

COMBAT-DISABLED VETERAN HOME— (2015) Built in partnership with US Dept. of Veteran Affairs and City of Winter Park—fully-funded construction (no mortgage) through VA grant and fundraising partnerships with Fairways for Warriors, Winter Park Alumni Chapter of Kappa Alpha Psi. 1,640 living square feet | 4BR/2BA | Full front porch with handicap ramp | Lower kitchen cabinets; wheel up counters; appliances with easy access | 36-inch-wide door openings | Raised electrical outlets | Retrofitted with handicap sinks, tub/shower with hand rails | Fully ADA compliant.

RENTAL PROPERTY, VIRGINIA AVE— HSCLT Purchased and rehabbed in 2009. Renovated and updated in 2017. This 1,300 square ft | 3BR/2BA home has a family room and office | separate outdoor storage area | laminate flooring throughout | ceramic tile in baths. Rented to family at 80% AMI.

In March of 2016, in response to escalating real estate prices in Hannibal Square, HSCLT's membership voted to amend its by-laws to extend the land trust's reach beyond Hannibal Square to service other areas of Winter Park and Central Florida.

For the past 17 years, our mission has been to develop, rehab and preserve permanently affordable housing for low- to moderate-income families, and to promote financial education, economic inclusion and neighborhood stability. While we are expanding to serve economically disadvantaged areas of Orange, Lake, Seminole and Osceola counties, we remain committed to assisting the residents of Winter Park and Hannibal Square and expect to continue to provide housing to this area when construction prices stabilize to allow development of workforce housing for homeownership.

In 2019, Hannibal Square Community Land Trust became a FannieMae Certified CLT. The certification confirms that HSCLT meets Fannie Mae's uniform guidelines and eligibility requirements for community land trust loans/mortgages. This opens our buyers to a wider variety of banks and mortgage companies, and gives mortgage lenders more assurance that CLT loans can be sold on the secondary market. HSCLT has passed the review and certification process and will be recognized as a Freddie Mac certified CLT in August 2021 at the Florida Affordable Housing Conference.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3879

2. Organization Affiliation: Is your organization a part of a larger organization?

No

3. Major Organization Activities and Accomplishments during the Past Year: Provide information on major activities such as special events and organization/program achievements.

COVID-19 ECONOMIC ASSISTANCE FOR HOMEOWNERS:

In 2020, Hannibal Square Community Land Trust applied for and received a \$23,400 grant from Winter Park Community Grants, a signature initiative of the Winter Park Community Foundation at Central Florida Foundation. The grant is to help further HSCLT's mission to preserve permanent affordable housing for low-to-moderate income families by supporting our current Winter Park homeowners to refinance their mortgage while interest rates are low during these unprecedented times. Refinancing to a lower interest rate can be a crucial affordable housing-related relief effort to help the most vulnerable homeowners reduce their mortgage payments, and it provides more funds for other household needs. The grant funds is being used to cover refinance costs such as appraisals, financial planning, and other fees.

JUNETEENTH 2020:

Because of the pandemic, HSCLT moved its 2nd annual Juneteenth event from in-person to a virtual venue. We seamlessly moved the event to stream live on Facebook Live and YouTube and had over 250 viewers log in. The program discussed generational wealth, preservation of community, and citizenship with an emphasis on the Hannibal Square community.

JUNETEENTH 2021:

Our 2021 Juneteenth event was also virtual and while our speakers discussed African American communities and gentrification on a broader scale, we still tied the impact on heritage and affordability back to communities like Hannibal Square.

FREDDIE MAC CLT CERTIFICATION:

HSCLT was one of a small group of community land trusts nationwide who participated in the pilot certification program with Freddie Mac. The program included review of our board, senior management, staff, financials, policies, ground lease agreements and other legal documents, home-buying training and processes, and an inspection of our physical site. We are pleased to have been informed that we passed the certification process and will be recognized at the Florida Affordable Housing Conference on August 31st.

4. Major Changes during the Past Year: Provide information regarding any major changes that your organization has experienced during the past year.

The majority of our income, outside of donations, comes from the developer's fees for our projects. The pandemic has stalled our ability to build due to lender's aversion to risk and high construction costs. Our two workforce housing developments (total of 54 units for homeownership) have been delayed more than a year. Our original lender pulled out in June 2020 as the pandemic created a drawback by financial institutions. A second potential lender required a 25% equity stake—which is usually not required for non-profit housing developers—especially since our projects have partial funding from the State. We now have an equity partner; however, we are dealing with astronomical prices for construction materials which will impact the affordability of the homes. As these projects languish, we have been depleting our reserves.

In addition, while our homeowners did not have any employment impact from COVID-19 (we did periodic wellness checks on each homeowner), our renter lost her job. We waived her rent and all late fees until she was able to obtain assistance from the County. She eventually got two part-time jobs and we allowed her to make partial payments, without penalty until she got back on track in April of this year.

We have moved to entirely virtual board meetings and closed our office to in-person business during the shut-down. Our staff worked remotely and had to use personal cell phones and computers to

communicate for business while we were away from the office. We are now open but stagger the staffing in the office as a means of reducing risk. We continue to use our personal devices to communicate on behalf of HSCLT.

Several of our planned community events, including an MLK Park clean-up day and our 2020 annual meeting were cancelled or postponed. We are planning to host a virtual or hybrid annual meeting in Fall of 2021.

As things begin to stabilize, we expect to close on one of our development projects in August, with construction beginning soon thereafter. We expect the impact on our operational capacity will continue for some time.

5. Details of Direct Services: Only applicants that provide direct services within the municipal boundaries of Winter Park will be considered. Please detail the type of service provided by your organization.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3879

- a. As part of our commitment to financial education, Hannibal Square Community Land Trust works with our credit counseling partners to provide credit training to help our current Winter Park homeowners create feasible budgets to stay in their homes. We also help renters and potential homebuyers become financially prepared to purchase a home.
- b. HSCLT serves as a liaison between our Winter Park homeowners and their mortgage lenders. In 2014, we negotiated a refinance for a homeowner who fell behind on her mortgage due to medical issues and was able to negotiate the prevention of foreclosure and no late notices on her credit.
- c. HSCLT has plans to provide semi-annual home maintenance education programs to help homeowners preserve the value of their properties and keep their property functioning in good order (i.e. A/C, etc). This program was postponed due to the pandemic, but we hope to bring it back in Fall 2021.
- d. HSCLT also serves the residents of Winter Park by providing affordable homeownership opportunities— carving out space for workforce housing in a neighborhood where home prices are well beyond the area median income, to allow space for teachers, grocery store employees, and fire fighters to enjoy the same benefits as more affluent members of the community.

6. Service Recipients: Please provide any demographic or detailed information regarding the recipients of your services. Please note any underserved populations, those that may have been impacted by the pandemic, at-risk groups, or low-income individuals.

Our homeowners are 57% African American, 29% white, 5% Hispanic/Latin, and 9% mixed-race/multicultural. They include teachers, employees in the social service, retail and government sectors, retirees, and veterans (the VA closed its first CLT mortgage in Florida with one of our homebuyers). Roughly 50% of our African American homeowners have family history or grew up in Hannibal Square. Our homeowners have an average income of approximately \$47,000 per year. The family income range is between \$35,000 and 68,000. Forty-eight percent of our homeowners have been in their homes for between 13 and 15 years. Our default rate is 0%.

7. Other Non-Profit Partnerships: Please detail any other partnerships, support, or shared activities that your organization has or has had with other non-profit organizations in Winter Park?

HSCLT has partnered with Consumer Debt Counselors of Winter Park to help individuals understand credit and financing to prepare to purchase a home and to assist our existing homeowners who may have encountered budget or debt issues. We have also in the past built homes in partnership with Habitat for Humanity Winter Park-Maitland—those homes are not in the CLT. We have also worked with the Hannibal Square Heritage Center and Welbourne to host joint fund-raising events and partnered with Kappa Alpha Psi Fraternity—Winter Park Alumni Chapter to host golf tournaments that raised funds to build a mortgage-free home for a 100% combat-disabled veteran of the Afghan War.

1. Use of Grant Funding: Outline what will be accomplished with this grant funding and how it benefits the Winter Park community.

We plan to use a portion of the grant funds to expand our Dream Keeper Refinance Program to help more HSCLT homeowners build financial security. The grant from the Winter Park Community Foundation was specifically for our original 10 homeowners. When HSCLT began, we only had one lender, who consequently charged an interest rate of prime + 5% for our homebuyers with a credit score of 640 or better. The bank reasoned that there were no other lenders in the area that provided CLT mortgages and so they were taking on greater risk. The end result was that these homeowners have interest rates of between 6.5% and 6.9%. Of course, they will see significant monthly savings with the current interest rates; but we also have homeowners with interest rates at 5% and higher who can also benefit. Again, the funds would be used for financial planning, appraisal fees and other costs associated with closing.

We also hope to use a portion of the grant funds for operational costs. Hannibal Square Community Land Trust will expand its impact to the local community over the next two years by increasing its portfolio of affordable housing units. This increase necessitates a restructuring and enhancement of our staff to ensure our ability to meet and service these new clients with the same level of excellence we have always been able to provide. Prior to 2019, HSCLT had always operated with a staff of one (1)— the executive director— and a very dedicated volunteer board. As we began to expand with our development projects, we determined that more staff was crucial. We hired a full-time staff person (two months before COVID-19) in the role of administrative assistant/housing manger. Our intent was to use development funds to cover her salary; however, COVID-19 has delayed our construction plans. These grant funds will serve as a bridge to maintain our staffing level until development funds become available.

We intend to grow this person into a full-time housing manager role. The housing manager fills a critical role in identifying, educating, qualifying, and guiding clients through the rental, home-buying, and homeownership process. Working towards that goal, she has passed the Department of Housing and Urban Development Affordable Housing Counselor exam.

As our portfolio expands, the housing manager will serve as the primary advocate and steward for our CLT residents, referring them to resources in the community, managing all records and communications, and providing ongoing educational support.

a. Have you cancelled any events or gatherings as a result of COVID-19?

Yes

What was the financial loss to your organization caused by cancelling events or gatherings?

American Rescue Plan Act Funding Application (ARPA) : Entry # 3879

There was no financial loss; however, we loss comradery among our homeowners. The events canceled were community activities that usually allowed them to socialize and find out how they could be helpful to one another. These events are important because they help keep the HSCLT community together.

b. Have you cancelled any services to your clients, members or customers as a result of COVID-19?

Yes

c. What percentage of your current revenue comes from the following sources: Fundraising Events, Earned Income, Corporate Sponsorship, Individual Donors or Foundations?

Fundraising Events 1.18%; Earned Income 51.80%; Corporate Sponsorship 1.44%; Grant 21.20; Foundation 21.23%; Donations 3.15%

d. Number of equivalent full-time employees on January 2020.

2

e. Number of equivalent full-time employees on January 2021.

2

f. Have you had to reduce your staffing level due to detrimental impacts of COVID-19?

No

g. What services does your organization offer people who are disproportionately impacted by COVID-19?

HSCLT waived rent payments and late fees for renter who lost her job during the pandemic.

h. What services does your organization offer our more vulnerable populations, seniors, children, handicapped?

N/A

i. What services does your organization provide to those who have lost jobs?

N/A

j. What services does your organization offer those who have suffered with the illness related to COVID-19?

N/A

k. What services does your organization offer those who have suffered loss of family members due to COVID-19?

N/A

l. Have you received specific support services from the City of Winter Park in the last 2 years?

No

3. Amount of Funding: What is the total amount being requested and what percent of the total organization's budget does it represent? (Please note that grant support will not exceed \$25,000 or more than half of the organization's annual operating budget. Operating budget should be defined as the total expenses line on the most recent IRS Form 990.

The total amount being requested is \$25,000 and it represent 8.4% of the total organization's budget.

4. Other Governmental Funding: Please detail any other governmental grants or operating support applied for or received by your organization in the last two years with special care to mention PPP, CARES ACT, or ARPA funding already received.

Hannibal Square Community Land Trust applied for PPP loan in 2020 and 2021. In 2020, we received \$24,375 and 2021, we received \$25,625 which are forgivable loans.

5. Evaluating Success: What measurements or outcomes will the organization use to evaluate its own success with the use of public funds? Please provide goals for every type of program/project listed in question 1 above.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3879

MEASURABLE OUTCOMES

The goals for the Housing Manager in the next 12 months will include:

- Development of database of potential buyers/ renters for current and future development projects.
- Designing and distributing marketing materials to the targeted market and partners.
- Coordinate community land trust orientations for prospective buyers.
- Oversee homebuyer application process and provide support for prospective buyers from intake to closing including certifying applicant's incomes are below program requirements yet high enough to obtain needed mortgage financing, as well as coordinating with all involved parties i.e. the lender, municipality, and title company.
- Assist Executive Director in monitoring homeowners' compliance with CLT Ground Lease and the requirements of various funding sources.
- Coordinate training for existing homeowners in financial planning and home maintenance.
- Manage HSCLT Rental Properties:
 - o Advertise and manage rental waitlist.
 - o Process rental applications, perform income certifications per HUD 24 CFR Part 5, prepare rental leases and manage lease renewals.
 - o Maintain property by investigating and resolving tenant complaints; enforcing rules of occupancy while maintaining a positive, productive relationship with tenants; inspecting vacant units and ensuring any needed repairs are complete; arranging maintenance of the property; and contracting with 3rd party vendors.

Progress will be measured by the number of housing units pre-sold by construction completion and rental units pre-leased. Metrics include developing a pipeline of potential buyers in the application process, having no delays in the closing process as a result of buyer disqualification, and ensuring all HUD, State and CLT compliance requirements are maintained.

The goal of adding funds to our current Dream Keeper Refinance Program will increase the number of HSCLT homeowners we are able to assist with refinancing their mortgage and lowering their interest rate—which is a critical affordable housing-related relief effort.

Signature



Entry Id

3879

Entry Date

2021-07-17 00:09:47

American Rescue Plan Act Funding Application (ARPA) : Entry # 3888

Acknowledgement (Consent)

Checked

Acknowledgement (Text)

I meet all the general requirements above.

Legal Name of Organization

Central Florida Vocal Arts

DBA

Opera del Sol

IRS NTEE Code

A25

Contact Person

Theresa Smith-Levin

Title

Executive Director

Phone

(407) 927-0058

Email

Theresa@CentralFloridaVocalArts.org

Website

<https://www.CentralFloridaVocalArts.org>

1. 501 (C)(3) Determination Letter from the IRS

- [CFVA-Non-Profit-Letter.pdf](#)

2. Current By-Laws & Articles of Incorporation

- [CFLVocalArts-BY-LAWS-2018-revision-A-of-I.docx](#)

3. IRS Form 990 for the most recent two years

- [BalanceSheet-16.pdf](#)
- [CFVA-2018-990-FINAL.pdf](#)
- [CFVA-2018-990-FINAL1.pdf](#)

4. Organization Chart or Staffing Description

- [CFLVocalArts-Organization-Flow-Chart.docx](#)

5. Proof of operational history of at least three years in the City of Winter Park

- [CFVA-WP-History.docx](#)

Provide a detailed explanation for any requested documents not attached.

We received an extension for our 2020, 990 filing. I have provided an unofficial Balance Sheet for 2020. I am happy to provide unofficial 2021 statements, to date if it would be helpful to the panel's decision making.

I am further happy to provide video, photos and marketing materials for any of the events that took place in Winter Park.

Is your organization (local chapter) involved in any pending litigation?

American Rescue Plan Act Funding Application (ARPA) : Entry # 3888

No

1. Organization's History and Mission Statement: Provide a brief organization history and mission statement that includes organization's goals and objectives, service area, and location.

Central Florida Vocal Arts and Opera del Sol exist to create a better Central Florida community through arts education, performance and appreciation.

We are re-imagining the future of vocal arts and dedicated to providing the highest quality training to young artists, while also providing performance opportunities to currently emerging artists of all ages. We are creating a continuing life cycle for the vocal arts in Central Florida through a three step model: Education, Mainstage Performance and Opera del Sol. We are based in Winter Park, Florida but serve residents throughout Orange, Osceola, Seminole and Brevard counties.

Central Florida Vocal Arts, as a music advocacy organization, has a broad scope of goals it addresses through our programs. Our current programs, as well as our proposed future programs all further a larger goal of creating a sustainable life cycle for Classical vocal arts in our community that allows us to re-imagine the future of vocal arts. We believe we can build a better Central Florida community through arts performance, education and appreciation.

EDUCATIONAL PROGRAMS - Inspire and Train Artists of All Ages

Through our Institutes, Bel Canto scholarship and outreach, we are shaping young artists and future arts advocates. These students leave our programs with increased self esteem and efficacy that impacts their lives in innumerable ways outside of the arts. These students, we believe will go on to lead and shape our community. In the next 1 to 2 years, we aim to:

1. Inspire youth through arts education to become contributing community members. - Increase evaluation strategies and engage relevant research to substantiate our Theory of Change.
2. Expand Arts 1:1 Virtual Program to Pace Center for Girls and also at schools outside of the Title I distinction.
3. Increase enrollment to all educational programs and reach those students who are most vulnerable and most in need of services

MAINSTAGE PRODUCTIONS - Educate and entertain a community, while exploring the individuals humanity

In these professional productions, we aim to provide a platform for emerging artists with Classical vocal training. Both our original and existing works present compelling and relevant narratives and stretch these artists to explore a variety of vocal styles. We will continue this work by:

1. Presenting productions with community partners to further social good. (Example: We presented The Mikado in conjunction with Orange County Regional History Center, presenting oral histories on Japanese Americans in our community and the entire production was presented with Kanji supertitles for non-English speaking audiences).
2. Program and premiere works with relevant educational mission (Example A Tale of Two Cities) that create opportunities for youth actors to perform professionally.
3. Increase satellite performances of a variety of styles (dance, solo voice and piano, violin soloists etc.) to under-resourced and isolated populations (example senior living communities).

OPERA DEL SOL PRODUCTIONS - Advocate for social issues affecting our community while innovating the operatic genre

In these professional productions, we aim to re-imagine who the operatic performer and audience member is and use our platform in performing arts to create tangible social good through original performances.

1. Create curated performances that address social issues facing our community with strategic partners to begin meaningful dialogues (example - REQUIEM addressing the Opioid epidemic).
2. Launch a young artists program in collaboration with local collegiate programs.
3. Plan several performances and events annually that reach non traditional opera audiences in unexpected places that are free or nearly free.

2. Organization Affiliation: Is your organization a part of a larger organization?

No

3. Major Organization Activities and Accomplishments during the Past Year: Provide information on major activities such as special events and organization/program achievements.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3888

ONGOING - Digital and in person performances offered to the Mayflower Winter Park, Westminster Towers and the Woman's Club of Winter Park throughout the pandemic.

JUNE 2020 Virtual Summer Institute I and II - Two weeks of completely virtual Summer Institute that provided holistic arts training in voice, dance, acting, professional preparation and so much more. Each week culminated with two full performances and served students aged 6 to 18.

AUG 2020 Gender Bender, A Musical Revue - Starring (the Ladies) Desiree Montes, Morgan Davis Peckels and Sarah Stead, (the Gentlemen) Bryan Hayes, David Bracamonte, Jacob Pence. Central Florida Vocal Arts and Space Coast Symphony Orchestra present this fully digital revue. The two organizations who have been collaborating since 2016 will present a digital concert experience featuring the finest local talent performing beloved musical theater and opera pieces, but with a twist: all of the classic tunes will be performed by singers of the opposite gender! For just a \$10 digital ticket, audiences can attend our digital broadcast (via private YouTube Live link) and ticketholders will also have access to the performance via YouTube after the premiere. These performances will be filmed by the talented Tyla Harrington of ViewHouse Productions, a Black-female owned production company as we continue our commitment to supporting our BIPOC community.

SEPT 2020 Launch of OCPS Program, Arts 1:1 Virtual (previously Bridging the Music Education Gap) is a program that strives to create equity for all children to participate in upper level music education opportunities by providing private music lessons to students who would otherwise be unable to participate due to their family's financial means. This program was presented to nearly 40 students individually, once a week for the whole school year.

OCT 2020 - Healing broken hearts with art, a presentation with Advanced Recovery Systems - Opera del Sol filmed excerpts of REQUIEM and hosted weekly seminars where we used the music from REQUIEM to start a conversation around opioid use and addiction to help those in recovery and their families.

DEC 2020 Holiday Performances - An array of in person and virtual holiday performances by our professional vocal ensemble, Belles & Bows, including performances for the Woman's Club of Winter Park and the University Club of Winter Park.

DEC 2020 TO PRESENT City Lights Series - A virtual concert series, streamed monthly from the Opera del Sol Facebook page and filmed live from the City Arts gallery in downtown Orlando. This series features unemployed or underemployed performing artists who are paid for their performance and viewers are encouraged to tip the artists directly.

MARCH 2021 Spring Institute - A hybrid training program hosted at St John's Lutheran Church and via Zoom. This program included a focus on dance, acting and singing and culminated with an original production, scripted by students and featuring music from Frozen, Cinderella, Shrek and more.

MAY 2021 REQUIEM at Orlando Fringe Festival - This production was presented in a Tier I venue (the largest venue) in partnership with Project Opioid and Aspire Health. This original script and music presented the fictional narrative of a young woman's fall from grace into addiction in a moving and relevant performance. We began a dialogue around the opioid crisis and worked to destigmatize addiction. NARCAN, a life saving drug in case of Opioid overdose was offered at the festival on every day we had a performance.

JUNE 2021 Summer Institute I and II - Two weeks of in person Summer programs wherein students created their own original shows, while refining skills in voice, dance, acting, script writing, art and more. Each week culminated with two public performances. Hosted at Audubon Park Covenant Church.

4. Major Changes during the Past Year: Provide information regarding any major changes that your organization has experienced during the past year.

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Since March 2020 and the beginning of the COVID-19 Pandemic, we re-evaluated our values and pushed ourselves to examine the way our community accesses and experiences art. Almost immediately we pivoted all operations digitally but were still forced to cancel our 2020 Spring Institute and our production of Nine, the musical. Though we continued to offer digital performances and educational offerings, attendance and enrollment were significantly reduced.

The pandemic did reveal opportunity however: it allowed us the time to refine operations, including creating advocacy videos, re-evaluating fundraising and donor relations and creating a new procedures and operations manual. We also added to our board members during this time including Lawrence Lyman, Annemarie Ciccone and Ryan Scordato. We also added a part time Artistic Administrator, Meghan Hone and regular contractors, Andy Stetzing as a videographer and marketing consultant and Ashley Hallenbeck as a graphic designer.

Challenges of the past year:

Our business model has always relied heavily on service driven revenue, traditionally comprising 70% or more of our revenues. The pandemic made it impossible for us to deliver in person services and those revenues dropped by over 50%.

Accessibility:

The COVID-19 pandemic revealed that many people struggle with accessing arts experiences even outside of the restrictions caused by the pandemic. We are committed to increasing accessibility for all audiences and students by continuing to offer virtual and streaming options to engage with art.

Equity, Diversity and Inclusion.

The murder of George Floyd and the racial reckoning of the Summer of 2020 revealed a need to increase diversity and equity on our stages and in our audiences.

Diversity, Equity and Inclusion Statement (since 2015)

Notwithstanding any provision of the Central Florida Vocal Arts' By Laws, the Corporation shall not discriminate against any director, officer, employee, applicant, or participant on the basis of sex, gender identity, race, color, ethnicity, sexual orientation, religion or national origin. Casting decisions will coincide with character description and vocal needs set forth by composer, performance history and creative direction set forth by the production team.

Changes made since the murder of George Floyd -

- * Added a Black female team member to our Officers team, the group responsible for programming and artistic decisions.
- * Added a Black member and a biracial member to our Board of Directors. Both the Vice President and Secretary of our Board of Directors are Black men.
- * Added two Black female voice teachers to our Year Round Institute and Arts 1:1 teaching team.
- * Produced our Gender Bender, a digital music revue with an entirely Black cinematic team from Black female owned company, Viewhouse Productions.
- * Produced an online digital production, Black Voices Matter which raised money (\$3090) Black Theatre Girl Magic, an organization focused on EDI.
- * Plans to expand our Arts 1:1 program to Pace Center for girls, which primarily serves young women of color in crisis.
- * We are color conscious in casting and hiring practices to ensure our teams represent the stories we tell and the children we serve.

5. Details of Direct Services: Only applicants that provide direct services within the municipal boundaries of Winter Park will be considered. Please detail the type of service provided by your organization.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3888

Programs with an asterisk indicate they have been or are currently produced in Winter Park.

EDUCATIONAL PROGRAMS

*** Year Round Studio - Private studio lessons in voice, piano, guitar, acting and more with the finest teaching artists in a nurturing environment.

*** Institutes & Intensives - Holistic performing arts training during school breaks with a focus on voice, dance, acting, production and more with a greater goal of cultivating self-efficacy, empathy, connection, leadership and more.

Summer Institute - Holistic performing arts training during school breaks with a focus on voice, dance, acting, production and more with a greater goal of cultivating self-efficacy, empathy, connection, leadership and more. Concludes with a voice recital and original show.

*** Bel Canto Scholarship Program - Scholarship opportunities for our institutes and for private voice study through our studio or with an outside teacher for students who can establish financial need.

*** Senior Living Community Group Voice Classes - Classes for seniors to develop creativity at any age with additional social-wellness outcomes.

*** OCPS Collaborative Programs (Bridging the Music Education Gap / Arts 1:1 Virtual) - In school programs offering weekly voice lessons to students in Title I schools, diversifying the talent pipeline at advanced levels.

MAINSTAGE PROGRAMS

*** Production with Orchestra and Mid Size Productions - Productions of existing works presented in venues around Central Florida and Brevard County (through a partnership with Space Coast Symphony). Programmed repertoire reflect organizational mission and also aim to incorporate youth talent or school partnerships whenever possible.

*** Senior Living Community recitals and outreach - Condensed performances and recitals given by studio artists.

OPERA DEL SOL PROGRAMS

Community engagement performances with aims at social change - Often original and sometimes existing works that address issues facing our community.

Fully staged productions - Performances of existing operatic works that challenge stereotypes and re-imagine the future of opera.

Collaborations with Creative City Project Immerse and Orlando International Fringe Festival - Original pieces and excerpts in collaboration with existing, high profile festivals.

*** Collaborations - Curated pieces to bring operatic singing to unexpected locations (including Lynx Transportation, Sunrail, Polasek Museum, Hispanic Chamber of Commerce).

6. Service Recipients: Please provide any demographic or detailed information regarding the recipients of your services. Please note any underserved populations, those that may have been impacted by the pandemic, at-risk groups, or low-income individuals.

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Program audiences noted below are only for programs that have or will take place in Winter Park and do not include all of our program offerings.

EDUCATIONAL PROGRAMS

*** Year Round Studio - Artists of all ages receive one-on-one vocal instruction, some in their homes in Winter Park and others in our studio locations, one of which is in Winter Park. Audiences served include diverse students of all ages.

*** Institutes & Intensives - Young artists and those seeking ongoing professional development benefit from these extracurricular offerings, which take place outside of school hours. Our upcoming August Intensive - Vocal Health Intensive in partnership with Central Florida Community Arts - will be hosted at The Woman's Club of Winter Park. Audiences served includes at-risk, neuro and ethnically diverse and low-income students.

*** Bel Canto Scholarship Program - These scholarships are awarded to students who establish financial need through Title I qualifications to allow them to receive private voice lessons. Recipients have included young artists from Winter Park. Audiences served includes at-risk, neuro and ethnically diverse and low-income students.

*** Senior Living Community Group Voice Classes - Hosted at the Mayflower Winter Park, residents gain performing arts understanding while also benefitting from social activity, breath work and mindfulness practices. Though many organizations offer performances to this demographic, few challenge them to discover their own creativity and artistic gifts. Audiences served includes under served, senior individuals.

*** OCPS Collaborative Programs (Bridging the Music Education Gap / Arts 1:1 Virtual) - In school programs offering weekly voice lessons to students in Title I schools, diversifying the talent pipeline at advanced levels with a goal of expanding to Pace Center for Girls in Winter Park for the 2021/22 school year. Audiences served includes at-risk, neuro and ethnically diverse and low-income students.

MAINSTAGE PROGRAMS

*** Production with Orchestra and Mid Size Productions - Our audiences are intentionally, far more diverse traditional opera audiences. We ensure our ticket prices are approachable and offer discounts to potentially under resourced groups. We also include super and sub titles in English or other languages appropriate to the piece to increase accessibility and inclusivity. Audiences served include diverse and low-income individuals.

*** Senior Living Community recitals and outreach - Condensed performances and recitals given by studio artists. Audiences served includes under served, senior individuals. Audiences served includes under served, senior individuals.

OPERA DEL SOL PROGRAMS

*** Collaborations - Curated pieces to bring operatic singing to unexpected locations (including Lynx Transportation, Sunrail, Polasek Museum, Hispanic Chamber of Commerce). Audiences served include non traditional audiences.

7. Other Non-Profit Partnerships: Please detail any other partnerships, support, or shared activities that your organization has or has had with other non-profit organizations in Winter Park?

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ORANGE COUNTY PUBLIC SCHOOLS - We collaborate with Orange County Public Schools, including those in Winter Park, to offer in school programs to students, regardless of ability to pay for extracurricular performing arts education opportunities.

FLORIDA SYMPHONY YOUTH ORCHESTRA - From 2016 to 2019, we collaborated with FSYO to present a Lessons & Carols Concert at Mead Gardens as a community benefit each Christmas season.

PACE CENTER FOR GIRLS - We will be expanding our Arts 1:1 Virtual program to Pace Center for Girls starting Fall 2021. This program builds self efficacy, problem solving, creativity in more in these young women. Like Pace we know that by investing in the young people we are investing in the future of our community.

THE MAYFLOWER WINTER PARK - Performances offered to under served seniors on a monthly basis with group voice classes allowing residents to explore their own creativity and experience the social emotional wellness benefits of group arts education.

WESTMINSTER TOWERS WINTER PARK - Performances offered to under served seniors on a monthly basis. We hope to offer group classes in the future to residents here as we do at Mayflower Winter Park.

THE WOMAN'S CLUB OF WINTER PARK - Ongoing partnership with the Woman's Club to offer year round programming to their membership while they support our efforts by providing a home venue for our rehearsals and some of our events.

ST MARGARET MARY CHURCH - One of our first performance venues.

WINTER PARK PRESBYTERIAN CHURCH - One of our first performance venues.

A more complete list of partners is included below with asterisks indicating Winter Park-based.

EDUCATIONAL PROGRAMS

(Venue Partners)

Church on the Drive, College Park Presbyterian Church, *** Redeemer Lutheran Church, Audubon Park Covenant Church

(Program Presenting Partners)

*** Orange County Public Schools, Osceola County Public Schools, Seminole County Sheriffs Office, *** Mayflower Retirement Community

MAINSTAGE AND OPERA DEL SOL PROGRAMS

(Venue Partners)

The Orlando Repertory Theatre, *** The Woman's Club of Winter Park, *** Luma on Park.

(Presenting Partners)

Orlando International Fringe Festival, Creative City Project / Immerse, Space Coast Symphony Orchestra, Westminster Towers Winter Park, Montverde Academy, *** Florida Symphony Youth Orchestra, *** The Woman's Club of Winter Park.

PAST PARTNERSHIPS -

(Community Partners)

Orange County Regional History Center, Asia Trend, Osceola County Public Schools, Opera Orlando, Orlando Light Opera, Center for American Military Music Organization, Central Florida Community Arts.

(Fund Raised on Behalf of)

Second Harvest Food Bank, *** Project Pruitt, New Hope for Kids, The Zebra Coalition, Rebuild Globally, Black Theatre Girl Magic.

(Former Partner Venues)

Orlando Shakes, Wayne Densch Performing Arts Center, Moonlight Players Theatre, Blue Bamboo Center for the Arts, CFCArts Black Box Theatre, *** St Margaret Mary Church, *** Winter Park Presbyterian Church.

(Past Clients)

Dinner Party Project, Beaujolais Nouveau, The Hispanic Chamber of Commerce, Lynx Transportation, Sunrail, Advanced Recovery Systems, *** The University Club of Winter Park.

PLANNED FUTURE COLLABORATIONS -

Opioid Project, *** PACE Center for Girls, OCPS Foundation, Central Florida Community Arts.

MEMBERSHIPS -

*** Winter Park Chamber of Commerce, *** Edyth Bush Institute, Opera America.

ONGOING GRANTORS -

The State of Florida Department of Arts and Cultural Affairs, United Arts of Central Florida, Central Florida Foundation, City of Orlando.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3888

1. Use of Grant Funding: Outline what will be accomplished with this grant funding and how it benefits the Winter Park community.

This grant funding would allow us to make several program and capacity building investments.

Firstly, we would launch our successful Arts 1:1 Virtual program at Pace Center for Girls at no cost to Pace. This highly praised program, pioneered in partnership with Orange County Public Schools, builds self efficacy, problem solving and creativity in students and would be a resource to the students receiving an education at Pace.

Grant funds would also be used to add to our education staffing by the addition of an Adult Education Director position, who would assist in the creation of curriculum for seniors in our community. We would like to scale this program to include group voice classes at both the Mayflower and Westminster Towers Winter Park. If the opportunity presents itself, we would like to offer the class to the broader community of Winter Park seniors.

We would also be able to immediately remount our cancelled production of Nine the musical and more fairly compensate our artists for their time and talent.

Please don't hesitate to request a formal budget for these investments if this would assist in decision making.

a. Have you cancelled any events or gatherings as a result of COVID-19?

Yes

What was the financial loss to your organization caused by cancelling events or gatherings?

Based on the Shuttered Operators Grant application, as administered by the Small Business Administration, we suffered a loss of service driven revenue of approximately \$46,000. Prior to 2020, over 75% of our revenues were service driven but due to the pandemic, we were unable to offer in person performances, lessons or seminars as we normally would. Though, we were able to recuperate some of this funding through fundraising efforts, it dramatically slowed our projected rate of growth.

b. Have you cancelled any services to your clients, members or customers as a result of COVID-19?

Yes

c. What percentage of your current revenue comes from the following sources: Fundraising Events, Earned Income, Corporate Sponsorship, Individual Donors or Foundations?

Before 2020, service driven revenue accounted for approximately 75% of our revenues. In 2020, that percentage accounts for only 45% of our revenues.

d. Number of equivalent full-time employees on January 2020.

0

e. Number of equivalent full-time employees on January 2021.

0

f. Have you had to reduce your staffing level due to detrimental impacts of COVID-19?

No

g. What services does your organization offer people who are disproportionately impacted by COVID-19?

American Rescue Plan Act Funding Application (ARPA) : Entry # 3888

One of the first initiatives we offered as a result was the pandemic was the COVID-19 Relief, Bel Canto Scholarship to support voice students who found themselves financially unable to continue lessons because of the pandemic. This was important because many students who may not historically qualify as Title I students, still found themselves struggling to continue lessons as their family's financial position changed.

We also awarded more scholarships as part of our Bel Canto scholarship program than ever before in Fall 2020 and Spring 2021 as the need increased. At the same time, we have expanded our Arts 1:1 Virtual programming that benefits students at Title I schools from 10 students in the 2019/2020 school year, to 40 students in the 2020/2021 school year. We plan to further expand this program for the 2021/2022 school year and also add services at Pace Center for Girls.

We have also added an array of free arts performances, including our City Lights series, to reach arts lovers in the comfort of their own homes.

Throughout the pandemic, we have felt an obligation to continue to offer and create paid opportunities for our community's performing artists. Many of these artists have lost their positions at the theme parks and at the very least, have lost paid in person performance opportunities. For that reason we produced three fully digital productions, a monthly digital series and continued to offer online Institutes, lessons and more.

Our arts community was one of the most severely impacted by the pandemic and these performers are our family and our lifeblood. We feel charged to care for them so that when we are all ready to return to live performances, they are here, with us, to do so.

h. What services does your organization offer our more vulnerable populations, seniors, children, handicapped?

SENIORS - We offer both performances and classes to seniors living at The Mayflower and at Westminster Towers Winter Park. Their residents were especially isolated due to the COVID-19 pandemic and we were proud to be able to continue to connect with them through ongoing digital performances. We also believe that creativity has no age limit. One of our unique program offerings is classes where seniors don't just enjoy performances, but have the opportunity to explore their own artistry.

CHILDREN - About half of our services are related to youth arts education, with a focus on providing services to children who otherwise would not have access to extracurricular music education opportunities. We have a 100% scholarship award rate for our Institutes, meaning that every student who has ever requested a scholarship with established financial need has received full or partial support. Moreover, we produce in school programs with an aim of building equity and diversity.

HANDICAPPED / NEURO DIVERSE - The performing arts provides a stage for all young people to be celebrated as they are. Our educational programs mainstream differently-abled and neuro-diverse students alongside their typical peers. We believe that our physical and neuro typical students learn as much from these young people's unique artistry as our diverse students do from their mainstreamed peers.

i. What services does your organization provide to those who have lost jobs?

UNEMPLOYED OR UNDEREMPLOYED ARTISTS - The COVID-19 pandemic disproportionately affected arts industry professionals. We felt responsible for continuing to create paid opportunities for work for these artists both for their livelihood, but also for their emotional wellbeing. Artists have an emotional imperative to create and perform and we know how important it was and is to continue to cultivate performance opportunity. We did this through three fully digital productions and filmed recitals that were procured by our senior living partner organizations. We provided several performers for Chamber events and will continue to offer paid opportunities to artists through our ongoing City Lights streaming series, presented monthly through the end of 2021.

UNEMPLOYED GENERAL PUBLIC - In a time when so many people were isolated and there were so few opportunities to enjoy live art, we created three full streaming productions. These ticketed performances were offered at a \$10 approachable price point. Additionally, we offered weekly performances from artists in our network and engaged with our online audiences through our Friday Night Live series, which lasted throughout the Shelter In Place order. These weekly performances were offered to the general public, freely via our Facebook page. We also used our online platform to raise funds for Black Theatre Girl Magic in the wake of the racial reckoning of Summer 2020 through an online performance called, Black Voices Matter. Through these digital mediums, we ensured that anyone could be touched by positive effects of art in a time when it was much needed. We continue to do this through our City Lights series, which streams monthly on Facebook.

j. What services does your organization offer those who have suffered with the illness related to COVID-19?

SERVICES FOR THOSE PHYSICALLY IMPACTED BY COVID-19 - We do not have specific programs offered for those who have suffered loss or illness but our programs do support artists, seniors and the general public who have been negatively impacted by the pandemic.

k. What services does your organization offer those who have suffered loss of family members due to COVID-19?

SERVICES FOR THOSE WHO HAVE SUFFERED LOSS DUE TO COVID-19 - We do not have specific programs offered for those who have suffered loss or illness but our programs do support artists, seniors and the general public who have been negatively impacted by the pandemic.

l. Have you received specific support services from the City of Winter Park in the last 2 years?

No

American Rescue Plan Act Funding Application (ARPA) : Entry # 3888

3. Amount of Funding: What is the total amount being requested and what percent of the total organization's budget does it represent? (Please note that grant support will not exceed \$25,000 or more than half of the organization's annual operating budget. Operating budget should be defined as the total expenses line on the most recent IRS Form 990.

\$25,000, which represents about a quarter of our revenues for 2019 and 2020. Sadly, we anticipated major growth in 2020, but we plateaued as a result of the pandemic. Our 2021 fiscal health is gradually returning to projected 2020 levels and we can begin to add programs that we had hoped to launch in 2020.

We will be appreciative of any support we receive and will be able to make meaningful impact with the community investment.

4. Other Governmental Funding: Please detail any other governmental grants or operating support applied for or received by your organization in the last two years with special care to mention PPP, CARES ACT, or ARPA funding already received.

We have been unable to apply for PPP or CARES ACT funding because we do not currently have any full time employees. All of our staff are 1099 contract employees (teaching artists, performers and administration). Our Administrative Leadership Team receives monthly stipends rather than a salary. We have applied for the Shuttered Venue Operators Grant and believe we will be found eligible for this grant award opportunity.

5. Evaluating Success: What measurements or outcomes will the organization use to evaluate its own success with the use of public funds? Please provide goals for every type of program/project listed in question 1 above.

EDUCATIONAL PROGRAMS

EVALUATION METRICS

(Collected by Director of Education, Exec. Director & Officers)

1. Digital surveys are sent out to students at the conclusion of Institutes with a goal of receiving 70% above average feedback with a focus on change in self confidence.
2. Summer Institute goal of 20% increased enrollment year to year, with alumni re-enrollment of 50% or higher of eligible students.
3. Successful Summer Institute public performances with positive audience and participant verbal feedback.
4. Increase scholarship awards by an additional 2 to 3 recipients annually.

MAINSTAGE & OPERA DEL SOL PROGRAM METRICS

(Collected by Executive Director & Officers)

1. Tickets sales for events are tracked and minimum 20% growth goals are set for each event annually.
2. Digital surveys are sent out to cast members at the conclusion of production with a goal of receiving 70% above average feedback and focusing on diversity of audience, as well as perceptions on messaging.
3. Most emerging professional artists engage in other opportunities beyond their first production with Central Florida Vocal Arts.

GENERAL PROGRAM METRICS / THEORY OF CHANGE

(anecdotal data)

1. Our community is more civically engaged, empathic and diverse as a result of our work.
2. We provide a clear path from performing arts student to professional vocal artist through our three step life cycle model.
3. Central Florida Vocal Arts has a positive reputation among artists for producing quality original shows and recruits new talent regularly
4. Central Florida Vocal Arts has a positive reputation among arts supporters for producing high quality, original and innovative performances, respecting the operatic genre while making it friendly to modern audiences
5. The Central Florida community at large is aware of the diverse offerings of Central Florida Vocal Arts both as an arts organization and a non-profit that does good in a variety of spheres.

Signature

Entry Id

3888

Entry Date

2021-07-19 22:38:02

American Rescue Plan Act Funding Application (ARPA) : Entry # 3896

Acknowledgement (Consent)

Checked

Acknowledgement (Text)

I meet all the general requirements above.

Legal Name of Organization

Jewish Family Services of Greater Orlando, Inc.

DBA

JFS Orlando

IRS NTEE Code

P20

Contact Person

Heather Petrusky

Title

Assistant Director

Phone

(407) 644-7593

Email

heather.petrusky@jfsorlando.org

Website

<https://www.jfsorlando.org>

Provide a detailed explanation for any requested documents not attached.

JFS Orlando has not received any adverse correspondence from the IRS in the last 12 months regarding tax exempt status and therefore, we have no documentation related to such matter to include with this application.

Is your organization (local chapter) involved in any pending litigation?

No

1. Organization's History and Mission Statement: Provide a brief organization history and mission statement that includes organization's goals and objectives, service area, and location.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3896

Founded in 1978, JFS Orlando is a multi-service nonprofit organization with the mission to provide services to stabilize individuals and families in crisis and enhance the quality of life across generations to all members of the Central Florida community. Annually, JFS Orlando serves more than 10,000 people regardless of religion, race/ethnicity, gender, age, or any other factor. JFS Orlando is located in Winter Park and serves the Greater Orlando community, primarily impacting Orange, Osceola and Seminole County residents.

Services provided by JFS Orlando include:

- Food assistance through our Pearlman Emergency Food Pantry
- Family Stabilization Program—a six-month educational case management program designed to help low-income families achieve stability and self-sufficiency
- Mental health counseling for children, individuals, couples, families and groups through our Counseling, Growth and Development Program
- RIDE Program—a transportation assistance program to medical appointments and other essential services for seniors and disabled adults
- Chaplaincy services including burial/memorial services and end-of-life, hospital, hospice or home visits for unaffiliated members of the Jewish community

It should also be noted that JFS Orlando has an Emergency Services Program that is operated during times of crisis or special need. Services offered by this program vary based on the circumstances of the emergency. The Emergency Services Program was most recently reinstated in the summer of 2020 in response to the ongoing COVID pandemic and over the past year, has provided emergency rental assistance for those who have been impacted by COVID. This rental assistance program just concluded in June 2021 but the Emergency Services Program will be hiring a Community Case Manager in August 2021 to continue offering other forms of COVID-relief support over the next year.

JFS Orlando's primary goal is to meet the mission stated above. Additional agency objectives are to address increased poverty and hunger in our community, to stabilize and strengthen at-risk families, to improve the health and well-being of those in need, and to provide support services that are responsive to community needs.

JFS Orlando is currently staffed by 16 full-time employees and 4 part-time employees, and our agency is governed by a 12-person voluntary Board of Directors.

2. Organization Affiliation: Is your organization a part of a larger organization?

No

3. Major Organization Activities and Accomplishments during the Past Year: Provide information on major activities such as special events and organization/program achievements.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3896

Over the past year, more people have turned to JFS Orlando for assistance than ever before. In 2020, JFS Orlando provided the following services:

- The Pearlman Emergency Food Pantry provided food assistance to more than 3,150 households, totaling nearly 189,000 meals distributed to hungry individuals and families in our community—representing an approximate 24% increase in food distributed compared to the prior year.
- 144 families participated in the intensive six-month Family Stabilization Program to achieve long-term stability and self-sufficiency.
- The Counseling, Growth and Development Program offered more than 4,800 mental health counseling sessions, helping 402 individuals to improve their mental health—equaling a 34% increase in service provision compared to 2019.
- The RIDE Program provided 624 roundtrip rides to medical appointments or other essential services, helping a total of 119 seniors and disabled adults to maintain their health and independence.
- Our Community Rabbi provided nearly 300 chaplaincy services to unaffiliated members of the Jewish community, including burial/memorial services and hospital, hospice, home or end-of-life visits, impacting a total of 725 individuals.
- Before we suspended our volunteer services program in mid-March as a safety precaution due to COVID, 62 volunteers contributed 871 hours of community service to JFS Orlando.

JFS Orlando also launched a short-term COVID-relief program in 2020 that provided up to three months of rental assistance for qualified households who had been impacted by COVID. From October 2020 (when the program first began providing assistance) to June 2021 (when the project concluded), JFS Orlando provided nearly \$885,000 in rental assistance, helping 339 Orange County families to remain housed and impacting a total of 860 individuals.

4. Major Changes during the Past Year: Provide information regarding any major changes that your organization has experienced during the past year.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3896

Primarily due to the COVID pandemic, JFS Orlando has experienced many changes over the past year including the following examples:

- In March 2020, we closed our building to the public—meaning that we are temporarily not allowing clients or guests to physically enter the building—but our staff has continued to work from within and all of our services have remained fully operational. At that time, nearly all of our programs switched to virtual service delivery models in an effort to protect the health and safety of our clients and staff and as such, we are now using various means of technology (such as phone, email, video conferencing platforms, etc.) to deliver the majority of our services virtually. Since there is no virtual option for providing food assistance, the Pearlman Emergency Food Pantry is the only program that has continued to provide services in person at our facility since the onset of the pandemic. In March 2020, we revised the service delivery model for our Pantry in accordance with CDC guidelines to enable us to continue providing this much-needed service in person in a safe, socially-distant manner.
- The community demand for our services has skyrocketed over the past year due to COVID. In response, many of JFS Orlando's programs have provided a significantly increased level of service provision since early 2020. In fact, in 2020, two of our programs (the Pearlman Emergency Food Pantry and the Counseling, Growth and Development Program) provided the highest level of service provision ever offered by each of these respective programs in the agency's 43-year history.
- JFS Orlando has also adapted our programs as needed to meet the increased demand for services. For example, we increased the number of hours our Pantry is open each day from four hours a day to seven hours a day and are now allowing clients to come for food assistance as often as needed instead of once every three months as they were able to prior to the pandemic. We have also begun offering evening and weekend appointments for mental health counseling services, as needed, and our RIDE Program has provided an increased number of rides for essential services, like grocery shopping, to help recipients obtain the vital food and supplies they need during the pandemic.
- In the summer of 2020, JFS Orlando received a substantial COVID-relief grant from Orange County Government to develop and implement a short-term rental assistance program for Orange County households who had been impacted by COVID. At that time, JFS Orlando reinstated our Emergency Services Program and began developing this new rental assistance project, which we called "JFS Orlando CARES." The program began distributing rental assistance in October 2020 and concluded offering this service in June 2021, at the end of the grant term. This project provided nearly \$885,000 in rental assistance during this timeframe.
- In 2020, we also cancelled all planned in person events/activities due to the pandemic and transitioned to only conducting fundraising efforts virtually (i.e.: through email, phone, mail, internet, etc.). We plan to continue with this virtual fundraising model until it is safe to resume in person fundraising activities.
- Historically, JFS Orlando has used contract employees to deliver our counseling services. In the spring of 2021, we changed the staffing model for our Counseling, Growth and Development Program to now employ part-time and full-time staff—as opposed to contract employees. Not only will this new model minimize expenses, maximize program income, and help streamline programmatic operations, but it will also provide our full-time Counseling employees with benefits (like health insurance and paid time off) that they did not receive as contract employees.
- JFS Orlando has also added three staff positions over the past year including a full-time Emergency Services Case Manager (which was a short-term contract position that concluded in June 2021), a full-time Director of Development, and a part-time Pantry Assistant, to help us meet the increased need for services and adapt to the current times. It should be noted that JFS Orlando will also be hiring a new full-time contract Community Case Manager in August 2021.
- We had one new member join our Board of Directors and one existing member leave the Board of Directors in early 2021.

5. Details of Direct Services: Only applicants that provide direct services within the municipal boundaries of Winter Park will be considered. Please detail the type of service provided by your organization.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3896

As noted earlier in this application, JFS Orlando provides the following services:

- Pearlman Emergency Food Pantry: Hungry individuals and families can receive food assistance in the form of free groceries to prepare meals at home for themselves and their household members. Clients may receive food assistance as often as needed.
- Family Stabilization Program: This is a six-month educational case management program that helps low-income families to overcome obstacles (i.e.: prevent eviction or alleviate hunger), address pertinent life matters (such as housing, employment, legal matters, etc.), and learn vital skills and tools (i.e.: financial management, employability, and life skills) to achieve long-term stability and self-sufficiency.
- Counseling, Growth and Development Program: This program provides mental health counseling services for individuals, couples, families and groups, for both children and adults, to address day-to-day stress, anxiety or depression, other mental health diagnoses (i.e.: Bipolar Disorder, Schizophrenia, etc.), trauma (including PTSD), substance abuse, and many more topics. JFS Orlando accepts most major insurances (including Medicaid and Medicare) and is one of the few agencies in Central Florida to offer a sliding scale fee for counseling services.
- RIDE Program: This program provides free roundtrip rides to medical appointments or other essential services (such as grocery shopping or food pantry assistance) for low-income seniors and disabled adults.
- Chaplaincy Program: Our Community Rabbi provides chaplaincy services (such as burials/memorials and home, hospital, hospice, or other community visits) to offer spiritual support and guidance for unaffiliated members of the Jewish community.
- Emergency Services Program: This program is operated as needed during times of crisis and provides various emergency services based on community need. From October 2020 to June 2021, this program distributed rental assistance for qualified Orange County households who had been impacted by COVID. Beginning in August 2021, this program will employ a Community Case Manager who will provide short-term case management, referrals for community resources and other supportive services for those who have been impacted by COVID.

6. Service Recipients: Please provide any demographic or detailed information regarding the recipients of your services. Please note any underserved populations, those that may have been impacted by the pandemic, at-risk groups, or low-income individuals.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3896

JFS Orlando primarily serves underserved and disadvantaged populations, including those who are impoverished, homeless or at risk of homelessness, unemployed or underemployed, etc. JFS Orlando also serves many at-risk groups (such as seniors, disabled adults, and those with mental health issues, for example) and is currently serving a high number of individuals and families who have been negatively impacted by the ongoing COVID pandemic.

Clients served by JFS Orlando are reflective of the diversity of our community. Generally speaking, the vast majority of clients served by JFS Orlando live below the poverty level and a large percentage of clients represent minority racial/ethnic groups. JFS Orlando also serves a high number of female-headed households and families with children.

Demographics for those served by JFS Orlando in 2020 were as follows:

Gender:

Female: 70%

Male: 30%

Race/Ethnicity:

Asian: 1%

Black/African-American: 37%

Caucasian: 34%

Hispanic: 25%

Other/Multi-Racial: 3%

County of Residence:

Orange County: 86%

Osceola County: 2%

Seminole County: 11%

Other Central Florida Counties (i.e.: Brevard, Lake, Polk, Volusia, etc.): 1%

7. Other Non-Profit Partnerships: Please detail any other partnerships, support, or shared activities that your organization has or has had with other non-profit organizations in Winter Park?

Each of JFS Orlando's programs has their own unique partnerships and collaborations to ensure that we are most efficiently and effectively providing services for those in need in our community. For example:

- The Pearlman Emergency Food Pantry partners with Second Harvest Food Bank of Central Florida, as well as many local grocery partners (such as Aldi, Fresh Market, Publix and Sprouts), to keep our Pantry fully stocked and provide food assistance for hungry individuals and families.
- Our Family Stabilization Program has formalized partnerships with Consumer Debt Counselors, Unlimited Potential Group and Legal Aid Society of the Orange County Bar Association who help provide specialized services (such as individual financial counseling, financial education and employability skills training workshops, and legal guidance) at no cost for FSP clients.
- Our Counseling, Growth and Development Program partners with nearly all of the major insurance providers (including Medicaid and Medicare) to accept insurance coverage for mental health services, as well as collaborates with other groups (i.e.: the Jewish Academy, Central Florida Hillel, etc.) to facilitate additional counseling services in the community, as needed.
- The RIDE Program partners with Mears Transportation—who uses wheelchair and handicap accessible vehicles—to provide transportation assistance for seniors and disabled adults.
- Our Chaplaincy Program partners with local synagogues, hospitals, hospice organizations and other community groups to identify and serve individuals in need of pastoral care or spiritual guidance.

JFS Orlando also has a countless number of collaborative partners, including community resource directories (such as 2-1-1), other social service organizations, homeless and domestic violence shelters, schools, housing complexes, religious organizations, etc., with whom we give and receive referrals for services, as appropriate, to best meet our client's needs.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3896

1. Use of Grant Funding: Outline what will be accomplished with this grant funding and how it benefits the Winter Park community.

With this application, JFS Orlando respectfully requests a \$25,000 grant from the City of Winter Park in support of general operating expenses for our organization. If awarded, this grant would enable JFS Orlando to continue providing our vast array of social services, continue meeting the increased community demand for assistance in the wake of the COVID pandemic, and achieve our mission to provide services to stabilize individuals and families in crisis and enhance the quality of life across generations to all members of the Central Florida community.

Through our broad array of programs, JFS Orlando strategically addresses our community's most prominent issues—such as hunger, poverty, housing, family instability and mental health—as these factors often negatively affect an individual's stability, physical and mental health, and overall well-being. By doing so, JFS Orlando helps individuals and families to mitigate crises, overcome obstacles, improve their health, well-being and/or quality of life, break the cycle of poverty, build a solid foundation for the future, and/or achieve long-term stability and self-sufficiency.

Since the onset of the pandemic, more people have turned to JFS Orlando for assistance than ever before. We anticipate that the demand for our services will continue to be heightened for the foreseeable future as countless individuals and families face unprecedented levels of hardship particularly due to the ongoing pandemic and its subsequent impact on our economy. For example, COVID has caused extraordinary rates of unemployment and underemployment and has had a profound impact on people's financial security, housing stability and overall well-being. Coupled with the fact the Metro Orlando ranks worst in the nation for affordable housing (National Low Income Housing Coalition), those in need in our community are struggling more than ever before to afford their basic needs. The longer the pandemic draws on, the further behind families are falling, compounding the hardships these households are experiencing and making it more and more difficult for them to recover. The pandemic has also caused unparalleled levels of stress, fear, anxiety and isolation, resulting in a substantial negative impact on people's mental health.

Unfortunately, the government assistance offered in response to COVID (i.e.: enhancements to SNAP benefits, unemployment benefits offered, and stimulus checks distributed) have not been sufficient enough to sustain families for an extended period of time and help them get back on their feet—creating widespread demand for other forms of assistance to help households survive. JFS Orlando will help fill this gap by providing a wide range of crisis intervention and family stabilization services to help those in need in the Winter Park community and throughout Greater Orlando. Receiving ARPA funds from the City of Winter Park would be essential to our ability to do so in the year to come.

It should also be noted that most grants we receive are restricted to a particular program, sometimes even further restricted to a specific line item, which not only limits the services we can provide, but also leaves gaps in funding for the vital operational costs that are required to provide our services. If the City of Winter Park were to award JFS Orlando with a grant in support of general operating expenses, this would afford JFS Orlando with the flexibility to use these funds where they are most needed—filling the gaps left by other funders and allowing JFS Orlando to leverage our funds and maximize our impact on the Central Florida community.

Use of Grant Funding Supporting Documentation (as necessary)

- [Client-Testimonials.pdf](#)

a. Have you cancelled any events or gatherings as a result of COVID-19?

Yes

What was the financial loss to your organization caused by cancelling events or gatherings?

American Rescue Plan Act Funding Application (ARPA) : Entry # 3896

Since April 2020, JFS Orlando has transitioned to exclusively conducting fundraising efforts virtually. As a result, in person events were cancelled in 2020 (resulting in a shortfall of special event income that had been anticipated for the year) and we are not planning on hosting any in person fundraising activities in 2021 due to COVID. All of our fundraising efforts are currently being conducted virtually by phone, video conferencing platforms, email, website/internet, mailings, etc.

When COVID first arrived in our community, we made the difficult decision to cease accepting food donations to minimize the amount of traffic at our facility and reduce the potential risk of exposure to the virus for our staff and clients. This resulted in a significantly decreased level of in-kind support (food donations) over the past year. Since we did not accept food donations in 2020, we shifted the focus of our two annual food drives to solicit funds instead of food and we plan to do the same in 2021.

JFS Orlando also experienced a reduction in rental income in 2020 as one of our tenants was unable to pay their rent for several months at the beginning of the pandemic and the other tenant decided to vacate the building last summer due to financial hardship resulting from COVID. Furthermore, we incurred a significant amount of unexpected expenses related to the pandemic, such as technology expenses required to transition our agency's operations and programs to virtual models, supplies and equipment costs to transition our food pantry to a new socially-distant service delivery model, PPE expenses, costs for additional cleaning services, etc.

Since the pandemic began, we have experienced an increased demand for mental health counseling services which has resulted in an increased amount of fee-for-service revenue over the past year. JFS Orlando was fortunate to receive a Paycheck Protection Program (PPP) loan last year which was fully forgivable and helped us cover payroll expenses for a portion of 2020. We also received a Small Business Administration (SBA) loan to help cover agency expenses, as well as received a handful of COVID-relief grants, resulting in an increase in grant funding in 2020, particularly from government sources. JFS Orlando has utilized these alternate revenue streams to help compensate for the decreased level of revenue noted above.

Despite the challenges we have faced due to COVID, JFS Orlando has not furloughed any staff and all of our programs have remained fully operational (under new virtual or socially-distant service delivery models). In fact, our staff and services have both grown in size since the onset of the pandemic.

JFS Orlando plans to continue with a virtual fundraising model until it is safe to resume in-person activities. We also plan to continue seeking funding from diverse funding streams, such as corporate and foundation grants, government grants/contracts, etc. to help support our programs and agency operations. We anticipate that our major revenue streams for 2021 will be contributions, grants and fee-for-service revenue generated from our Counseling program

b. Have you cancelled any services to your clients, members or customers as a result of COVID-19?

No

c. What percentage of your current revenue comes from the following sources: Fundraising Events, Earned Income, Corporate Sponsorship, Individual Donors or Foundations?

In 2020, JFS Orlando's funding sources were as follows: Fundraising Events: 0%, Earned Income: 11%, Corporate Sponsorship: 1%, Individual Donors/Foundations: 22%, and Government: 66%. It should be noted that the percentage of government funding received in 2020 was significantly higher than usual as JFS Orlando received several large COVID-relief grants from government sources to assist those who have been impacted by COVID—in addition to the standard government funding we typically receive on an annual basis.

d. Number of equivalent full-time employees on January 2020.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3896

e. Number of equivalent full-time employees on January 2021.

10

f. Have you had to reduce your staffing level due to detrimental impacts of COVID-19?

No

g. What services does your organization offer people who are disproportionately impacted by COVID-19?

- As noted throughout this application, JFS Orlando just concluded a short-term COVID-relief program that provided nearly \$885,000 in rental assistance for 339 Orange County households that had been impacted by COVID.
- In August 2021, JFS Orlando will be creating a new Community Case Manager position under our Emergency Services Program—through grant funding from Orange County Government—who will provide ongoing support (i.e.: case management, referrals to community resources, etc.) over the next year for those who have been impacted by COVID.
- Our Pearlman Emergency Food Pantry also continues to serve a high number of individuals and families who have been impacted by COVID as the pandemic has caused a significant increase in hunger and food insecurity in our community.
- Over the past year, the Family Stabilization Program has also worked with many families who have been impacted by the pandemic in various ways, such as being furloughed from work, being unable to afford their basic needs, having significant changes to their daily life (i.e.: having to work from home or having their children attend school virtually), etc.
- Our Counseling, Growth and Development Program has also seen a significant increase in the demand for services due to COVID as the pandemic has caused substantial levels of fear, anxiety, depression, isolation, substance use, suicidal ideation, and other mental health issues.
- Other agency programs (such as the RIDE Program and Chaplaincy Program) are available to assist those who have been impacted by COVID as well.

h. What services does your organization offer our more vulnerable populations, seniors, children, handicapped?

The RIDE Program provides free transportation assistance to medical appointments and other essential services for seniors and disabled adults, increasing their access to medical care and helping to improve their health, well-being and independence.

Our Chaplaincy Program also serves vulnerable populations—namely seniors and those who are experiencing health crises—by providing pastoral care during life's most difficult moments, including at end-of-life, during hospital stays or while in hospice care.

The Pearlman Emergency Food Pantry provides food assistance for many seniors and children.

Our Counseling, Growth and Development Program also provides mental health counseling services for children five years of age and older.

i. What services does your organization provide to those who have lost jobs?

American Rescue Plan Act Funding Application (ARPA) : Entry # 3896

The Family Stabilization Program works intensively with those who are unemployed or underemployed. This program provides a wide range of services to help low-income families to identify barriers, address these obstacles, learn critical tools and skills and ultimately, achieve long-term stability and self-sufficiency. Services offered by FSP include case management, financial education, individual financial counseling, financial assistance for basic needs, employability skills training, life skills training, mental health counseling, food assistance and legal guidance. Each participant receives a unique combination of these services tailored to meet their individual needs. For those who have lost their job or are otherwise experiencing employment-related issues, the Family Stabilization Program addresses employability through various means, including case management, employability skills workshops, and individual employability assistance (such as mock interviewing or resume writing assistance) to help these clients improve their employability and secure a new or better job.

Furthermore, we anticipate that a significant number of clients who will work with our new Community Case Manager (once this position has been established under our Emergency Services Program next month) will be unemployed or underemployed as a result of COVID.

The Pearlman Emergency Food Pantry also serves many clients who are unemployed or underemployed.

j. What services does your organization offer those who have suffered with the illness related to COVID-19?

All of JFS Orlando's programs are available for those who have been impacted by COVID. However, our Pearlman Emergency Food Pantry, Counseling, Growth and Development Program and Chaplaincy Program are most likely to serve those who have actually had the COVID-19 virus.

It should be noted that our recently concluded rental assistance program also served several households who had suffered from the COVID illness and we anticipate that our soon-to-be-established Community Case Manager position will also work with many families who contracted the virus as this program is specifically designed to work with those who had been impacted (either financially or physically) by COVID.

k. What services does your organization offer those who have suffered loss of family members due to COVID-19?

The services provided by our Counseling, Growth and Development Program and Chaplaincy Program are most relevant for those who have suffered the loss of a family member due to COVID.

Once we have onboarded the new Community Case Manager under our Emergency Services Program, we anticipate that this program will be a good resource for those who have been impacted by COVID, including those who have lost a loved one during the pandemic.

l. Have you received specific support services from the City of Winter Park in the last 2 years?

No

3. Amount of Funding: What is the total amount being requested and what percent of the total organization's budget does it represent? (Please note that grant support will not exceed \$25,000 or more than half of the organization's annual operating budget. Operating budget should be defined as the total expenses line on the most recent IRS Form 990.

With this grant application, JFS Orlando is respectfully requesting \$25,000 in ARPA funds from the City of Winter Park. The total expenses noted in our most recent IRS Form 990 were \$1,811,955. This \$25,000 grant would represent approximately 1.4% of our operating budget.

4. Other Governmental Funding: Please detail any other governmental grants or operating support applied for or received by your organization in the last two years with special care to mention PPP, CARES ACT, or ARPA funding already received.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3896

In the last two years, JFS Orlando has received the following government funding:

- City of Orlando Community Development Block Grant (CDBG):

- *\$29,000 awarded for the Family Stabilization Program for the upcoming 2021-2022 program year (October 1, 2021 to September 30, 2022).

- *\$29,000 awarded for the Family Stabilization Program for the current 2020-2021 program year (October 1, 2020 to September 30, 2021).

- City of Orlando Community Investment:

- *\$29,000 received for the Pearlman Emergency Food Pantry in 2021.

- *\$29,000 received for the Pearlman Emergency Food Pantry in 2020.

- *\$27,000 received for the Pearlman Emergency Food Pantry in 2019.

- Emergency Food and Shelter Program (EFSP):

- *Received a total of \$15,700 in EFSP Phase 38 funds for Orange and Seminole Counties to purchase food for the Pearlman Emergency Food Pantry in 2021.

- *Received a total of \$28,848 in EFSP Phase 37 for Orange and Seminole Counties to purchase food for the Pearlman Emergency Food Pantry in 2020.

- *Received a total of \$34,343 in EFSP Phase 36 funds for Orange and Seminole Counties to purchase food for the Pearlman Emergency Food Pantry in 2019.

- Orange County Community Development Block Grant (CDBG):

- *\$55,000 awarded for the Family Stabilization Program for the upcoming 2021-2022 program year (October 1, 2021 to September 30, 2022).

- *\$52,000 received for the Family Stabilization Program for the current 2020-2021 program year (October 1, 2021 to September 30, 2022).

- *\$52,000 received for the Family Stabilization Program for the 2019-2020 program year (October 1, 2019 to September 30, 2020).

Since the pandemic began, JFS Orlando has also received the following COVID-relief funding from government sources:

- City of Orlando: Received \$12,000 in COVID-relief funding from the City of Orlando to purchase food for the Pearlman Emergency Food Pantry in 2020.

- Emergency Food and Shelter Program (through CARES Act funding): Received a total of \$32,000 in EFSP Phase CARES funds for Orange and Seminole Counties to purchase food for the Pearlman Emergency Food Pantry in 2020.

- Orange County CDBG-CV (through CARES Act funding):

- *Rental Assistance: JFS Orlando received a \$1,015,850 grant to develop and implement a short-term rental assistance program to assist those who had been financially impacted by COVID. The grant term for this project was July 2020 to June 2021.

- *Pearlman Emergency Food Pantry: Received \$35,000 in 2020 and \$46,915 in 2021 for the Pearlman Emergency Food Pantry.

- *Community Case Manager: Awarded \$50,000 in 2021 to establish a new Community Case Manager position to provide ongoing support (i.e.: case management, referrals to community resources, etc.) for those who have been impacted by COVID. This grant term will begin August 1, 2021 and conclude on July 31, 2022.

- *Capital Renovations for Pantry: Received \$35,000 to complete a capital renovations project in late 2021 or early 2022 to expand the physical space of the Pearlman Emergency Food Pantry to better accommodate the increased level of service provision currently being provided due to COVID.

- Orange County PPE Reimbursement Grant Program: Received \$5,000 toward technology expenses incurred as a result of COVID in 2020.

- Paycheck Protection Program (PPP): Received a \$165,000 PPP loan in 2020 which was fully forgivable.

5. Evaluating Success: What measurements or outcomes will the organization use to evaluate its own success with the use of public funds? Please provide goals for every type of program/project listed in question 1 above.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3896

First and foremost, JFS Orlando's primary goal is to meet our mission to provide services to stabilize individuals and families in crisis and enhance the quality of life across generations to all members of the Central Florida community.

Our secondary objective is to meet each of our programs' individual goals, which are as follows:

- Pearlman Emergency Food Pantry: To help alleviate hunger, prevent food insecurity, and increase the availability and accessibility to food for those in need.
- Family Stabilization Program: To prevent or alleviate homelessness, stabilize at-risk households, and strengthen low-income families.
- Counseling, Growth and Development Program: To help address mental illness, promote mental health, encourage personal growth, and facilitate positive self-development.
- RIDE Program: To help seniors and disabled adults to maintain their health, well-being, and independence, and have increased access to medical care or other essential services.
- Chaplaincy Program: To provide spiritual support and guidance during life's most difficult moments.
- Emergency Services Program: To provide services that are responsive to community needs in times of crisis.

Additionally, other current organizational goals for JFS Orlando are to:

1. Continue offering our core programs for those in need in Central Florida.
2. Help meet the increased community demand for services.
3. Continue to be flexible and adaptable during these unprecedented times.

JFS Orlando will evaluate success and measure progress toward the aforementioned goals by tracking:

- Programmatic and organizational outputs (such as number of individuals/households served, type of assistance provided, amount of assistance provided, etc.): Not only does this information allow us to track and report our agency's current activities/services, but it also allows us to evaluate the level of service provision offered in comparison to prior periods, track community trends, assess demand for services and tailor our operations accordingly.
- Program outcomes: JFS Orlando collects outcome data for each of our programs to evaluate their effectiveness, ensure that they are responsive to community needs and make program adaptations as needed.
- Other organizational matters: JFS Orlando also monitors and evaluates other pertinent organizational matters (such as program service delivery, agency operations, fundraising efforts, etc.) to assess progress, evaluate our efficiency and effectiveness, analyze our response to the ongoing pandemic or other unique circumstances, etc.

JFS Orlando collects programmatic and outcome data for each of our programs. The data and documentation collected varies from program to program based on program needs, funder requirements, outcomes measured, and other key factors. All of our programs collect basic client information, like demographics, household address, etc. We also collect and report output data for each program, such as amount of assistance provided, number of people served, and so on.

The data we collect to measure program outcomes also varies for each program. For example:

- The Counseling, Growth and Development Program utilizes standardized mental health evaluation tools, such as ALERT and the Functional Assessment Rating Scale (FARS), to evaluate overall mental health/wellness (i.e.: anxiety and depression symptoms, functional impairment, substance abuse risk, etc.) and measure changes in mental health functioning. Counseling clients also complete self-report evaluation surveys upon completion of services to evaluate the program.
- The Family Stabilization Program conducts self-report outcome evaluation surveys at intake, half-way through the program and at program completion to measure progress, as well as six- and twelve-months after program completion to measure long-term change.
- The RIDE Program conducts informal follow-up calls with clients after receipt of services.

Collectively, the data collected allows JFS Orlando to learn more about the people we serve, identify trends, track and report outputs and outcomes, and evaluate our programs. This information is then used to report key information to funders, stakeholders and the community, assess agency operations, and make programmatic or operational changes, as needed.

**American Rescue Plan Act Funding Application (ARPA) : Entry #
3896**

Signature



Entry Id

3896

Entry Date

2021-07-22 21:17:05

American Rescue Plan Act Funding Application (ARPA) : Entry # 3901

Acknowledgement (Consent)

Checked

Acknowledgement (Text)

I meet all the general requirements above.

Legal Name of Organization

Ten Thousand Villages of Orlando Inc

IRS NTEE Code

Q32, J03, Q20

Contact Person

Pamela Kindschuh

Title

Store Manager

Phone

(407) 644-8464

Email

manager.winterpark@tenthousandvillages.com

Is your organization (local chapter) involved in any pending litigation?

No

1. Organization's History and Mission Statement: Provide a brief organization history and mission statement that includes organization's goals and objectives, service area, and location.

Ten Thousand Villages in Winter Park, which opened in 2006, is one of more than 150 stores across the U.S. and Canada, supporting artisan groups in three dozen countries.

The mission of Ten Thousand Villages of Orlando is to create opportunities for artisans in developing countries to earn income by bringing their products and stories to our markets through long term trade relationships.

2. Organization Affiliation: Is your organization a part of a larger organization?

Yes

Please explain your affiliation:

Ten Thousand Villages in Winter Park, which opened in 2006, is one of more than 150 stores across the U.S. and Canada, supporting artisan groups in three dozen countries.

3. Major Organization Activities and Accomplishments during the Past Year: Provide information on major activities such as special events and organization/program achievements.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3901

During the past year, the store had to survive the COVID-19 shutdown and the loss of sales of \$113,000. We were able to recruit 8 new board member volunteers and hire a high performing and motivated store manager. Since February, we have steadily increased sales and traffic to the store. We have been successful in offsite event in Rollins College, special sales events for Valentine's day, The Winter Park Sidewalk Art Festival, Mother's Day, and Father's Day.

4. Major Changes during the Past Year: Provide information regarding any major changes that your organization has experienced during the past year.

Store had to close its doors for a period of time due to COVID-19. Board also applied and received PPP loans and EIDL loans to bridge the gap in budget and negotiated a reduction in rent.

5. Details of Direct Services: Only applicants that provide direct services within the municipal boundaries of Winter Park will be considered. Please detail the type of service provided by your organization.

Ten Thousand Villages of Orlando provides vital, fair income to Third World people by marketing their handicrafts and telling their stories at the Winter Park store.

6. Service Recipients: Please provide any demographic or detailed information regarding the recipients of your services. Please note any underserved populations, those that may have been impacted by the pandemic, at-risk groups, or low-income individuals.

Direct service recipients include Third World people. Indirect service recipients include the shoppers who interact with the store.

7. Other Non-Profit Partnerships: Please detail any other partnerships, support, or shared activities that your organization has or has had with other non-profit organizations in Winter Park?

We do not have any ongoing partnerships but Elizabeth Morse Genius Foundation has been helpful to us in renting the store location and Edyth Bush Foundation from Rollins college in offering free education and networking opportunities.

1. Use of Grant Funding: Outline what will be accomplished with this grant funding and how it benefits the Winter Park community.

Grant funding will be used to reduce the debts incurred to keep the store alive due to COVID-19, grow inventory of the store benefiting the makers and the shoppers, and get back to standing up on its own feet to run the non-profit successfully.

a. Have you cancelled any events or gatherings as a result of COVID-19?

Yes

What was the financial loss to your organization caused by cancelling events or gatherings?

We had to close the store for nearly 4 months due to government orders during Covid-19 that resulted in zero revenue and losses.

b. Have you cancelled any services to your clients, members or customers as a result of COVID-19?

Yes

c. What percentage of your current revenue comes from the following sources: Fundraising Events, Earned Income, Corporate Sponsorship, Individual Donors or Foundations?

4%

American Rescue Plan Act Funding Application (ARPA) : Entry # 3901

d. Number of equivalent full-time employees on January 2020.

1

e. Number of equivalent full-time employees on January 2021.

1

f. Have you had to reduce your staffing level due to detrimental impacts of COVID-19?

Yes

How many employees were impacted by COVID-19?

1

Will you be rehiring those employees impacted by COVID-19?

Yes

g. What services does your organization offer people who are disproportionately impacted by COVID-19?

N/A

h. What services does your organization offer our more vulnerable populations, seniors, children, handicapped?

N/A

i. What services does your organization provide to those who have lost jobs?

N/A

j. What services does your organization offer those who have suffered with the illness related to COVID-19?

N/A

k. What services does your organization offer those who have suffered loss of family members due to COVID-19?

N/A

l. Have you received specific support services from the City of Winter Park in the last 2 years?

No

3. Amount of Funding: What is the total amount being requested and what percent of the total organization's budget does it represent? (Please note that grant support will not exceed \$25,000 or more than half of the organization's annual operating budget. Operating budget should be defined as the total expenses line on the most recent IRS Form 990.

\$20,000

4. Other Governmental Funding: Please detail any other governmental grants or operating support applied for or received by your organization in the last two years with special care to mention PPP, CARES ACT, or ARPA funding already received.

PPP loans have not been forgiven and are not grants yet.

5. Evaluating Success: What measurements or outcomes will the organization use to evaluate its own success with the use of public funds? Please provide goals for every type of program/project listed in question 1 above.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3901

Our success is measured monthly to keep operating costs within budget and meeting/exceeding sales numbers monthly. This grant will immensely help TTV (the only fair trade non profit retail store on Park Ave) to reduce debt obligations, and come out strong from this pandemic.

Signature



Entry Id

3901

Entry Date

2021-07-26 12:29:39

American Rescue Plan Act Funding Application (ARPA) : Entry # 3906

Acknowledgement (Consent)

Checked

Acknowledgement (Text)

I meet all the general requirements above.

Legal Name of Organization

S O S SUPPORT OUR SCHOLARS INC

IRS NTEE Code

26-0711355

Contact Person

Susan Johnson

Title

Executive Director

Phone

(407) 622-4422

Email

susanjohnson1956@me.com

Website

<https://www.supportourscholars.org>

1. 501 (C)(3) Determination Letter from the IRS

- [SOS_IRS-Letter_pdf.pdf](#)

2. Current By-Laws & Articles of Incorporation

- [SOS-Bylaws-FINAL_Google-Docs.pdf](#)

3. IRS Form 990 for the most recent two years

- [SOS_2018-990-forms.pdf](#)- [SOS-2019-Form-990-Tax-Return.pdf](#)

4. Organization Chart or Staffing Description

- [SOS-SUPPORT-OUR-SCHOLARS_07_12_21.docx](#)

5. Proof of operational history of at least three years in the City of Winter Park

- [2018_SOS_State-of-Florida-Annual-Report.pdf](#)

Provide a detailed explanation for any requested documents not attached.

Support Our Scholars has had no adverse correspondence from the IRS in the last 12 months regarding tax exemption status. In addition, we have not received more than \$1 million in annual contributions and therefore have no auditor's report to attach.

Is your organization (local chapter) involved in any pending litigation?

No

American Rescue Plan Act Funding Application (ARPA) : Entry # 3906

1. Organization's History and Mission Statement: Provide a brief organization history and mission statement that includes organization's goals and objectives, service area, and location.

Located in Winter Park, Florida, the mission of Support Our Scholars is to support disadvantaged young women, with extraordinary potential, graduating from high school, to overcome numerous barriers to attend college. Support Our Scholars selects young woman at the top of their high school graduating class, provides limited financial support and mentors them throughout their four years of college and beyond. Our scholars are very often the first in their family to attend college and thus have limited access to guidance, mentorship and advice regarding college academics, college life, careers, finances, and more. Our mentors serve as role models for these young women, providing them with tools and resources to be successful women of today.

Scholars in our care often have often not received any advice or guidance in how to manage college life. They have very little experience in how to coordinate and handle a budget and new expenses. These young women may also have limited experience with friendships and how to handle crises among her peers. In addition, scholars may not have had much experience in advocating for themselves in high school and do not necessarily have the skills to ask for, and/or seek out, help when needed.

Support Our Scholars was born out of a belief and recognition that one can benefit tremendously from mentorship and guidance as they navigate through life and academics. Our executive director, Susan Johnson, finds her role extremely fulfilling today but an unstable childhood and led her to walk away from high school before she could graduate. Marriage and children came along quickly but still no education and nowhere to turn to for guidance. When she met an older lady, who took the time to walk alongside her, mentor and encourage her to complete high school and college, her life turned around.

As she found success in business, owning a retail store in Winter Park for 14 years, she realized there were many young women in the community who wished to attend college or were already attending but on the verge of not completing due to lack of funds and mentorship. In 2004, Susan asked seven women to come together with her to assist one disadvantaged female student through all four years of college. Two years later, they were able to assist two more students. The care, support, and mentoring continued to grow to where Support Our Scholars is today.

As our board was formed and has grown, each of our member resided in Winter Park, Florida (and even with changes over the years, our board members all reside in Winter Park). Those members, and customers of Susan's retail store in Winter Park, were the impetus and financial boost that helped create Support Our Scholars.

The primary goal for Support Our Scholars is simple: to give every disadvantaged young woman wishing to attend college the opportunity to do so, regardless of their race, ethnicity, financial or social background. It has been our goal from inception to ensure that any young woman, but especially minority young women, have every opportunity to receive an education. We know that women of color represent a population that needs much more support. With our provision, every scholar wishing to attend college can make the transition from poverty and hardship to the academic world and eventually into a positive career choice.

The most important outcome is to continuing adding additional female scholars, helping them to attend college, with financial and mentoring assistance. We currently have 66 scholars in our program and would like to coordinate several new tasks to increase the number of young women we can help including:

- Weekend symposiums with experts brought in to talk and share with scholars about important issues including budgeting, changes in relationships, balancing school and social activities and concerns around living alone and away from family for the first time.
- Community service projects to help our young scholars realize the importance of service to others. Support Our Scholars has effectively coordinated service projects every other year, with the last project taking place in 2018 with several of our scholars volunteering their time on the Navajo reservation. Understandably, we were looking to coordinate a service project in 2020 but we could not organize our project in 2020.

Additional long-term goals over the next 12 to 18 months include the design and creation of infomercials that could be utilized by all scholars, who might be looking for helpful information about financial budgeting, time management, cooking and nutrition, relationship concerns, family expectations and homesickness, anxiety and loneliness.

2. Organization Affiliation: Is your organization a part of a larger organization?

No

3. Major Organization Activities and Accomplishments during the Past Year: Provide information on major activities such as special events and organization/program achievements.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3906

Accomplishments for the 2020-2021 academic year include:

- Utilizing Zoom to continue regular contact with mentors and scholars – we formed a task force of executive level businesswomen who met every other week over Zoom (or safely in a public park) to discuss and look ahead to potential concerns our scholars might face through the COVID-19 pandemic. From these discussions, The Launch pad was developed.
- Design, development and debut of the Launch Pad/Study Library assisting students who needed extra support and private and safe study space with wi-fi during the COVID-19 pandemic.
- Provided payment for Uber rides for scholars who were forced home during the pandemic and had no means of transportation to The Launch Pad.
- Provided food for scholars and their families. Scholars worked together and created a calendar system to share donated food and coordinate delivery.
- Coordinated online and in-person tutoring for students, especially those studying STEM subjects (54.5% of our scholars are studying science, technology, engineering or mathematics). We coordinated access for scholars to Study Edge, an online tutoring website and we hired a former SOS graduate, who is currently in medical school, to assist with high-level chemistry and science classes.
- Created an "Earthquake Plan" over a three-day planning session to coordinate strategies to keep Support Our Scholars viable during the pandemic.
- Strengthened relationship with Orange County Public Schools and Seminole County Public Schools.
- Conducted 40 info sessions about Support Our Scholars with potential applicants.
- Revamped Mentor Boot Camp to focus more on building community and creating foundation of the mentor scholar relationship.
- Provided counseling for our scholars. Many of them were and still are dealing with high levels of anxiety, family members facing illness and the financial impact of family members not being employed during the COVID-19 pandemic through to today.
- Coordinated tele-health counseling for our scholars.
- Designed and implemented a drive-in graduation ceremony for our 2020 graduates.

4. Major Changes during the Past Year: Provide information regarding any major changes that your organization has experienced during the past year.

n/a

5. Details of Direct Services: Only applicants that provide direct services within the municipal boundaries of Winter Park will be considered. Please detail the type of service provided by your organization.

Support Our Scholars provides financial and emotional support (mentorship with businesses women) to disadvantaged young women with extraordinary potential during their college journey. Each scholar receives a stipend and dorm essentials, financial and leadership guidance, business contacts and professional opportunities, and a trained mentor who remains with her through her college career.

6. Service Recipients: Please provide any demographic or detailed information regarding the recipients of your services. Please note any underserved populations, those that may have been impacted by the pandemic, at-risk groups, or low-income individuals.

Our scholar recipients come from three connecting counties (Orange, Lake and Seminole), with most living in Winter Park, Florida (38% live in Winter Park). These young women live with a lack of financial and emotional issues that prohibit them from their reaching their fullest potential with a college education. On average, we usually serve and assist approximately 39% African American, 29% Hispanic, 4% Asian and 24% Caucasian.

A college education is incredibly important in today's social and economic realms. More Americans are seeing the significance of a college education and its role in providing better job opportunities and a comfortable lifestyle. Approximately 84 percent of Americans claim that a higher education is very important to succeed in life. Among these Americans, 66 percent of those who didn't graduate from college say they wished they had, and 62 percent feel that going to college would have improved their present standard of living significantly.

7. Other Non-Profit Partnerships: Please detail any other partnerships, support, or shared activities that your organization has or has had with other non-profit organizations in Winter Park?

American Rescue Plan Act Funding Application (ARPA) : Entry # 3906

Support Our Scholars has several non-profit partners, including:

- Christian HELP – helping to obtain food security for our scholars
- Elevate Orlando – helping to build long-term relationships with our scholars, equipping them for service to their communities
- Horizons Scholars – helping us in increase post-secondary education for high school students
- Orange County Schools – networking and building relationships with administrators and students to encourage them in applying to Support Our Scholars
- Central Florida Women's League – providing opportunities for our scholars with charity, service, scholarship and culture

We also partner with AdventHealth University and AdventHealth for Women Hospital. The University hosts our students for events and promotes education programs with us. The Hospital is a sponsor of our Launch Pad Study Center project and several of their executives serve on our selection committee and mentor our students. They also partner with us in providing computers and clothing for our graduating seniors as they attend job interviews. We also partner with Siemens as they mentor students who have an interest and desire to study engineering.

1. Use of Grant Funding: Outline what will be accomplished with this grant funding and how it benefits the Winter Park community.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3906

COVID-19 brought new challenges last year (2020) into this year (2021). After speaking with our scholars, who had to return home to Winter Park in early 2020 for their studies, we coordinated The Launch Pad. This new component was designed for our scholars who are now living at home because their university is coordinating classes online and/or in more limited ways. The scholars who returned home to Winter Park (we have 12 scholars living in Winter Park) shared with us that their greatest challenges in having to leave their college campus was no longer having a quiet and safe place to study and reliable Wi-Fi. Students were having to take their online classes and exams parked outside Publix markets to access Wi-Fi. Once The Launch Pad was established, scholars still faced a lack of transportation to get to the center. SOS provided Uber rides for students needing transportation.

In addition, our Winter Park scholars came home to a changed environment. For some, their families did not have space for them to live at home any longer. They had rented their rooms out to other individuals for money and/or having to provide for other family members. These families were also struggling to provide food for their families. SOS purchased inflatable beds and had food delivered to their families.

The pandemic also brought significant mental health concerns to the forefront – for our scholars, it was very challenging to leave midway through their academic year at college, move home to Winter Park, and face numerous stresses, including lack of food, no safe and reliable place to study and take exams, lack of transportation and in some instances, no bed to call their own. SOS stepped in to help coordinate and pay for flights home for Winter Park students and provided hours of counseling for students who were stressed about not only school but the many new concerns they were facing having to come home.

Our scholars were also lacking much-needed tutoring and mentoring for their classes. Almost half of our scholars are studying STEM subjects (science, technology, engineering and mathematics) and are taking high-level classes with no labs and no study groups available. The Launch Pad provided a peer group of scholars, all living in Winter Park, to study together, interact and help one another through similar issues and concerns.

Support Our Scholars also coordinated surveys on a regular basis to ensure our scholars felt safe – safe in their place of residence, safe from abuse, receiving enough food and mental health care.

Support Our Scholars faced significant budget challenges with the creation of the Launch Pad; however, it was vitally necessary for the success of our scholars during the critical months of the COVID-19 pandemic. Financial costs for the Launch Pad in 2020 include:

- Food: \$3,166.25 (we provided a small breakfast and lunch daily to students. Scholars lost their food plans when universities closed.)
- Proctors: \$7000.00 (SOS paid for supervised contract labor during open hours of the Launch Pad)
- Tutoring: \$782.00
- Transportation: \$755.59 (SOS coordinated Uber rides for students who do not have access to transportation)
- Mental Health Counseling: \$2,075.00
- Furniture/Copier/Printers/Headsets and miscellaneous office supplies: \$3,277.75

Total additional expenses due to the pandemic that were expensed in 2020 for the Study/Launch Pad: \$14,984.34.

In 2020, Support Our Scholars had to reduce our Director of Mentor and Scholar Relations from full-time to part-time. We were fortunate to bring her back to full-time in September. The "Earthquake Plan" (mentioned above) was established to seriously look at our finances during a critical year and pull back where we could and put all that we could into the Launch Pad, providing scholars with a safe place to study, tutoring, food, and mental health counseling.

Support Our Scholars has not necessarily had to cancel services, but rather added more for our scholars in Winter Park. We designed and implemented the Launch Pad, which provided a safe place for study, and to receive peer support, counseling and even food security.

Unfortunately, Support Our Scholars did have to reduce our staffing level with one position being taken from full-time to part-time. With support from donations and cutting our expenses, we were able to reinstate that position to full-time in September.

We are fortunate to not have experienced any loss of family members for any of our scholars or staff. Support Our Scholars has never received any support from the City of Winter Park.

Support Our Scholars faced significantly higher expenses bringing The Launch Pad online (in very quick manner) to support the scholars who had to return to their Winter Park, Florida homes. The Launch Pad provided SOS the opportunity to keep our Winter Park scholars engaged and mentors in contact with them. We were very fortunate keeping all of our Winter Park scholars engaged and active with only one stepping away from school due to a chronic illness unrelated to COVID-19.

At the same time, COVID-19 weakened the work that Support Our Scholars does every year. Our organization only accepted 11 scholars when we were prepared for and budgeted for up to 20 students. This was a significant loss for our community as 170 applied and only 11 were accepted due to the financial and social constraints placed on us during the COVID-19 pandemic.

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a. Have you cancelled any events or gatherings as a result of COVID-19?

Yes

What was the financial loss to your organization caused by cancelling events or gatherings?

In 2020, our corporate sponsorship was only 1% due to the cancellation of most fundraising events. We lost significant funding and sponsorships including:

1. CAVU: often held in spring of each year, this corporate event usually brings in between \$18,000 and \$20,000
2. Dorm Shower: held in spring of each year, this event often raised between \$20,000 and \$25,000 in corporate sponsorships and donations for our scholars
3. Fall Fundraising Event: often held in November of each year, this corporate event brings in approximately \$35,000.

In total, we lost approximately \$80,000 in corporate sponsorships and donations. Support Our Scholars was fortunate to receive a grant from a local family foundation to support some outside coaching and fundraising mentorship so that we could manage through a very atypical year. The support, coaching and mentorship we received allowed us to remain financially stable.

b. Have you cancelled any services to your clients, members or customers as a result of COVID-19?

No

c. What percentage of your current revenue comes from the following sources: Fundraising Events, Earned Income, Corporate Sponsorship, Individual Donors or Foundations?

Appeal, social media and board donations (43%), foundation grants and matching gifts (8%), in-kind donations (2%), donor gifts (46%) and corporate sponsors (1%)

d. Number of equivalent full-time employees on January 2020.

2

e. Number of equivalent full-time employees on January 2021.

4

f. Have you had to reduce your staffing level due to detrimental impacts of COVID-19?

Yes

How many employees were impacted by COVID-19?

1

Will you be rehiring those employees impacted by COVID-19?

Yes

g. What services does your organization offer people who are disproportionately impacted by COVID-19?

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During the critical months of the COVID-19 pandemic, with many of our scholars returning to Winter Park, Florida, we provided food and snacks, not only for the scholar but their entire family. The Launch Pad provided a safe place to study for our scholars away from the distractions of home and family members. We also provided support to some scholars with an inflatable bed as their family no longer had room for them in their own home.

Even as we added these additional support systems, we continued to ensure that our scholars and mentors were connecting, and those relationships continued to grow strong. We worked directly with our mentors, all executive level-based women living in Winter Park, about any concerns or issues that may arise as they continued to mentor their scholar.

While Winter Park is an affluent area, there is a subsection of our community that deals with extreme poverty. This is where our scholars come from. The vulnerable population we serve are young scholars, graduating from local Winter Park high schools. They live in extreme poverty with their families living below the poverty line (\$24,000 per year). Support Our Scholars provides financial and emotional support for scholars who have very limited resources to assist them in attending college.

Support Our Scholars faced significantly higher expenses bringing The Launch Pad online (in very quick manner) to support the scholars who had to return to their Winter Park, Florida homes. The Launch Pad provided SOS the opportunity to keep our Winter Park scholars engaged and mentors in contact with them. We were very fortunate keeping all of our Winter Park scholars engaged and active with only one stepping away from school due to a chronic illness unrelated to COVID-19.

h. What services does your organization offer our more vulnerable populations, seniors, children, handicapped?

In addition to the academic and scholarship support we already provide to our scholars, the mentoring component remained intact as well. Our scholars were in vulnerable positions when they returned to Winter Park - having no safe and secure place to study, a lack of food and sometimes, no safe place to sleep.

We ADDED the Launch Pad/Study Library as an additional service for our scholars. Staff designed and implemented the Launch Pad, which provided a safe place for study, and to receive peer support, counseling and even food security.

As mentioned above, we helped to coordinate and facilitate food donations and scholars determined how that food was distributed amongst them. We also purchased airbeds for those who had no bed to return to in their homes.

i. What services does your organization provide to those who have lost jobs?

We have witnessed many of our returning scholars lose out on their internships and summer employment. Support Our Scholars has stepped in with continued counseling as well as food resources to keep our scholars, and their families, safe. Many parents of our scholars, who work in the tourism industry, also lost their employment during the COVID-19 pandemic. We have stepped up to feed entire families through this pandemic.

j. What services does your organization offer those who have suffered with the illness related to COVID-19?

When needed, Support Our Scholars helps scholars in our care to find medical care and assistance. Whether scholars are attending university in normal time, or back in Winter Park because of the pandemic, we have funds set aside to help with unforeseeable circumstances – medical, travel, food, housing or extra tutoring.

Contracting COVID-19 was a tremendous concern for our scholars as they returned home, often to no safe place to sleep or having to share a bed with a family member who might have been exposed. SOS partnered with Advent Health to work with our scholars, through Zoom and tele-health, to ensure they were safe, receiving any medications they needed and were receiving mental health support.

k. What services does your organization offer those who have suffered loss of family members due to COVID-19?

We are fortunate to not have experienced any loss of family members for any of our scholars or staff. If we had experienced a loss, Support Our Scholars would step in with grief counseling and mental health support along with additional needs - food, place to stay.

l. Have you received specific support services from the City of Winter Park in the last 2 years?

No

3. Amount of Funding: What is the total amount being requested and what percent of the total organization's budget does it represent? (Please note that grant support will not exceed \$25,000 or more than half of the organization's annual operating budget. Operating budget should be defined as the total expenses line on the most recent IRS Form 990.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3906

\$25,000

This represents 4.9% of our most recent IRS Form 990.

4. Other Governmental Funding: Please detail any other governmental grants or operating support applied for or received by your organization in the last two years with special care to mention PPP, CARES ACT, or ARPA funding already received.

Support Our Scholars qualified for a PPE forgiveness loan for \$23,000.

5. Evaluating Success: What measurements or outcomes will the organization use to evaluate its own success with the use of public funds? Please provide goals for every type of program/project listed in question 1 above.

As we evaluate our program, we have guidelines in place to ensure success for our scholars, including maintaining weekly contact with their mentor during their college journey. As we evaluate our scholars, their college performance and the overall program we are providing, the distance factor is our greatest challenge. Academic grades are, of course, our first measurement.

The Launch Pad found tremendous success last year during the COVID-19 pandemic:

- Provided structure for our Winter Park scholars during the academic school year (2020-2021) as they navigated a very chaotic and uneasy time
- Rendered a safe and secure place to study
- Offered reliable Wi-Fi and computers so scholars could take exams, attend classes and receive tutoring
- Provided a safe place for mentors to meet with their scholars, following COVID-19 safety procedures
- Afforded a venue where scholars could be safe and spend time with fellow peers and scholars who were also facing unpleasant conditions at home and were working toward setting future goals to leave those environments
- Arranged for "Brown Bag Lunches" with experts coming in to speak to the scholars on various topics including finances and health
- Provided a place to be fed and receive food to take back to their families without any shame or questions. Food distribution was coordinated by the scholars themselves.

While we found tremendous success with The Launch Pad last year, we will not be continuing it this year as our scholars will be returning to school in the fall. We will continue the "Brown Bag Lunches" throughout the year, during school breaks and/or via Zoom.

We WILL continue online academic tutoring and will increase the number of hours provided for all our scholars. In addition to academic tutoring and mentorship, we recognize that mental health support and encouragement is equally important. Many of us acknowledge that mental health is every bit as important as physical health, but as the pandemic slowly releases its grip on the United States, more and more of us are recognizing how crucial mental health is.

Our scholars are facing so much anxiety – attending college, navigating their social lives, ensuring they are eating properly and staying healthy and managing to live on their own for the first time, often leaving unlivable conditions at home. Access to mental health therapy needs to be much more accessible for all. Our goal is to continue providing critically needed mental health counseling for our scholars – whether it is conducted by Zoom or in person, locally in the state of Florida. Our mentors, and staff, work with each scholar to help them find a therapist. We currently have four counselors working with our Florida scholars – two in Gainesville and two in Orlando.

Support Our Scholars will also keep our Earthquake plan in effect as it was developed and written to help us overcome disaster related events, including a recurrence and/or rise of cases related to the COVID-19 pandemic. The plan was developed to help our organization work through issues and concerns raised from an event that is out of our control.

We are excited to continue our community service project next summer with the Navajo nation as long as the COVID-19 pandemic allows for travel and work on the reservation. Our young scholars participate in the Blueprint Project, connecting with and talking with young Navajo women who are experiencing difficult situations. It provides our scholars with a chance to see and know that there are individuals in our country dealing with worse poverty than they are while the young Navajo women have a chance to meet and talk with young women who are going to college. They can see and learn about the benefits of a college education. We believe in always helping the next person to see the best in themselves and others. We anticipate approximately 25 scholars participating in this outreach next summer (2022).

For weekend symposiums, our goal is to coordinate and host these starting in November for those scholars attending school in Florida. We provide the means for them to attend Camp Kulaqua Retreat & Conference Center, where we bring in experts to talk about finances, goal setting, changing in family relationships, anxiety, and health. The Center is located centrally in Florida providing easy access for our Winter Park scholars.

Lastly, our goal regarding events is to return to them with full force. We have our first major event scheduled in October which will serve as our fall fundraising event. In addition, a holiday event is set for December 17th.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3906	
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Signature



Entry Id

3906

Entry Date

2021-07-27 13:28:13

**American Rescue Plan Act Funding Application (ARPA) :
Entry # 3922**

Acknowledgement (Consent)

Checked

Acknowledgement (Text)

I meet all the general requirements above.

Legal Name of Organization

Winter Park Presbyterian Preschool

IRS NTEE Code

B21

Contact Person

Tricia Wilson

Title

Preschool Director

Phone

(407) 629-0727

Email

triciaw@winppc.org

Website

<https://winppc.org>

Provide a detailed explanation for any requested documents not attached.

3. Not Required to File 990 - Please see Information in Red - Religious Preschool are exempt

6. No Adverse correspondence regarding tax exempt status

7. Annual contributions do not exceed \$1 million annually

Is your organization (local chapter) involved in any pending litigation?

No

1. Organization's History and Mission Statement: Provide a brief organization history and mission statement that includes organization's goals and objectives, service area, and location.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3922

Winter Park Presbyterian Preschool History:

In the late 1960s, before the public school incorporated kindergarten programs, the Winter Park Presbyterian Church had a kindergarten program for five-year-olds. When kindergarten was made mandatory in the public schools, WPPC disbanded its kindergarten in favor of a program for children under kindergarten age. In 1983, a subcommittee of the Christian Education Committee was established to determine the need for a preschool program for two, three, and four-year-olds. The first program enrolled fifty children, began under the direction of Mrs. Evie Park, former founder and first director of the Park Lake Presbyterian Church Preschool and Day Care Center in Orlando, and was called the Winter Park Presbyterian Weekday School. Weekday School was overseen by the Weekday School Board, which was under the auspices of Christian Education (CE) and its director, Pat Williamson (DCE). The Session of the Church was the ultimate supervisory body, approving the management and work of the School through CE. At this time there was also established a separate Mother's Day Out Program for toddlers directed by Sue Rudolph. The two programs did not share facilities or supplies and were managed independently through CE. From its inception, the goal of the Weekday School (now called the Winter Park Presbyterian Preschool Program) was to offer excellent early childhood education and Christian child care to both church and community member families, and to this date, the goal has remained unchanged. The Preschool was initially a very successful nursery school that met the needs of stay-at-home families. The children were able to socialize and enjoy an excellent developmental preschool program. In addition, parents of toddlers were offered a parent's day out. The school had two four-day and one five-day 4-year-old classes, five two-day 4-year-old, four three-day 3-year-old, and two part-time Parents Day Out programs. There were no five-day options for children under the age of 4. In addition we had an extended-day option to attend 8:30 in the morning until 3:00 in the afternoon. The Preschool also had a four-day summer camp that was offered for three weeks. We have expanded our summer camp program to five-days a week and is offered for six weeks to help meet the needs of working families. As a Christian program we offered Chapel and a program based on Christian principals. We have steadily worked on improving Chapel and building a program that has specific goals and direction. This objective has been achieved. We also added an art and a music-and-movement program. This allows children to enjoy activities that are no longer offered in some elementary schools.

Mission Statement: Our goal is to provide a warm, safe, and nurturing environment for young children while supporting their physical, social, emotional and cognitive growth. Our mission is to foster each child's optimum natural development of growth in body, mind and spirit by offering developmentally appropriate child-initiated learning experiences where at their own pace, children can develop the ability to think independently and begin to learn the social skills that are a necessary first step in the maturation process. We provide an environment that promotes exploration, discovery, problem solving, creativity, and individuality, where each child feels cared for and valued. We work to help children gain confidence in their abilities. We seek every opportunity to involve children in quality interactions with their peers, their teachers and their world, and assist them in becoming confident in their abilities. While the preschool offers an excellent, developmentally appropriate curriculum, we are committed to enhancing spiritual growth by promoting Christian beliefs and values. We believe that, through the array of experiences our school can offer to the children and their parents, each child will have the opportunity to grow mentally, emotionally, and socially. The curriculum will also enhance the quality of each child's spiritual life and make our students feel proud to be children of God and a welcome part of the community of faith.

Service Area: The preschool serves the Winter Park residents and surrounding communities. We are located at 400 S. Lakemont Avenue, Winter Park, FL 32792. The preschool is located at the back of the church off Dundee Drive. We have 12 classrooms and 11 that are occupied. 4 VPK classes, 3 Three Year Old classes, 2 Two Year Old classes and 2 Toddler classes. We have 2 additional rooms that are set up to provide an art and music enrichment program for our 3s & VPK classes during the school day. The preschool has 27 employees.

2. Organization Affiliation: Is your organization a part of a larger organization?

Yes

Please explain your affiliation:

American Rescue Plan Act Funding Application (ARPA) : Entry # 3922

Winter Park Presbyterian Church has a long-standing history of commitment to the education of young minds. The Preschool program is a part of Winter Park Presbyterian Church mission of outreach to the community. The Preschool is staffed by an excellent and dedicated group of teachers. The day-to-day operations of the school and supervision of the teachers are managed by the Director. The Director, in turn, works with and is supervised by the Senior Pastor. The Session- Preschool Committee oversees the program. The Preschool Advisory Committee is a group of parents, teachers and volunteers, who, as an adjunct committee under the direction of the Preschool Director, work to show their support for the school by helping to organize a variety of events and functions that benefit the preschool.

3. Major Organization Activities and Accomplishments during the Past Year: Provide information on major activities such as special events and organization/program achievements.

Organization Activities:

Due to COVID most of our organization activities for the community were put on hold. Normally during the school year, our Parent (PAC) Committee works with the preschool administrative staff and teachers to provide preschool and community families with special events and fundraisers including: Open House, Fall Festival, Fall & Spring Parent & Community Volunteers Clean-up Days, Holiday Shoppe, Breakfast with Santa, a Christmas Program, Spring Fling/Silent Auction, and our End of Year VPK Celebration. During this past school year the PAC Committee planned smaller fundraisers and special events including: The Kelly's Ice Cream Truck fundraiser which visited our campus four times over the school year to serve ice cream, a visit from Santa (from a distance) during car circle, Farris & Foster's Chocolates Easter Goody Bag fundraiser, two virtual Scholastic Book Fair events and a catalog fundraiser from Boon Supply. The funds raised from the fundraising events are earmarked for new shade sails and posts for the large pine playground and in our smaller nature center/butterfly garden area. More shade is now needed in these two areas as we had a few large oak trees that were removed from these areas in the spring.

Accomplishments:

Major accomplishments in the past few years include: installation of two new large pieces of playground equipment, including Noah's Ark. A taller fence was installed around the playground in the fall of 2017 after Hurricane Irma caused major damage to the playground and previous fence. For the children's, families' and staff's safety, a security fence was erected around the perimeter of the preschool campus in the fall of 2018.

During the summer of 2020, WPPC replaced the roof in the preschool area, the toddler playground was totally revamped, with artificial turf replacing dirt/mulch and a large heavy-duty canopy installed covering 3/4 of this area. A large grassy area on the campus was converted into a rain garden to prevent rain water from spilling over onto the preschool sidewalks outside of the classrooms. Artificial turf was also installed in a small garden area in the preschool where classes can now do numerous activities.

4. Major Changes during the Past Year: Provide information regarding any major changes that your organization has experienced during the past year.

In the spring of 2020, our preschool closed temporarily due to COVID-19. At that time we had 170 children that were registered for the 2020-2021 school year. In July of 2020, due to COVID concerns many families decided to keep their children home. Registration dropped from 170 students to approximately 96 students when school started in August 2020. We also implemented many new health & safety policies due to COVID. Some teachers did not return due to health concerns and concerns with COVID. Slowly students started returning and by December 2020 we had approximately 123 students enrolled in the program. By the end of the school year 2020-2021, enrollment was close to 140 students. Our enrollment for the upcoming school year 2021-2022 is 150 at this time. It has been a slow but steady comeback. It has been a challenge to find new qualified staff members with COVID concerns and also competing with the job market and the rise in hourly pay that many local companies are offering as an incentive to prospective employees. This has definitely impacted our already lean budget.

5. Details of Direct Services: Only applicants that provide direct services within the municipal boundaries of Winter Park will be considered. Please detail the type of service provided by your organization.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3922

We provide a quality early childcare part time program for local families with children ages 1 to 5 years old. Our hours are 9am - 1pm with the option of extended day as early as 8:30am and as late as 3:30pm. We also offer an afternoon enrichment program for children ages 3-5 between 1:30pm and 2:30pm daily; 12 weeks in the fall and 12 weeks in the spring. Enrichments offered each semester may vary. The fall enrichment line up includes: Soccer, Mixed Sports, Gymnastics/Tumbling, Music & Movement, Art, Nature, Ballet, Spanish, Science and S.T.E.M.

We believe the preschool atmosphere should be one in which a child can develop self-respect, self-reliance and self-discipline. We understand that "play" is child's work. It is connected to self-worth and social ability. It is a context for learning. We recognize that development takes place in an orderly sequence and we respect the pace at which each child develops. We are committed to building a positive partnership with our families to be able to support each child's strengths and needs. We adhere to a child initiated, developmentally appropriate learning environment that will best prepare the child for the emotional demands of further schooling and life. We believe optimum learning takes place in an Environment of Physical, Emotional, and Educational Safety and that children learn through the methods of Movement, Sensory Stimulation, Manipulation of Materials, Construction, Role Play, and Expression through words, music, dance, and art. We implement a developmentally appropriate program that follows an organized, predictable routine and provides activities in literacy, math, science, cognitive skills, large and small motor development, social-emotional development, creative expression opportunities and more. Our goal is to meet the needs of the individual child and provide an opportunity to grow and develop at their own pace. Our curriculum is called The Lakemont Program, and is a customized program based upon High Scope, Creative Curriculum, Reggio Emilia philosophies and formulas. We utilize both the Creative Curriculum and Lakemont Program Evaluation Tool and the VPK Assessment with parents during yearly Parent-Teacher Conferences.

6. Service Recipients: Please provide any demographic or detailed information regarding the recipients of your services. Please note any underserved populations, those that may have been impacted by the pandemic, at-risk groups, or low-income individuals.

Admissions: Policy of Non-Discrimination

Winter Park Presbyterian Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and other school-administered programs.

We encourage our preschool families in need to apply for scholarships.

7. Other Non-Profit Partnerships: Please detail any other partnerships, support, or shared activities that your organization has or has had with other non-profit organizations in Winter Park?

Winter Park Health Foundation - During COVID, WPHF provided funds for the preschool to purchase PPE supplies, including purifiers for each classroom.

Sarah Galloway Foundation - This non-profit organization has provided matching grants for important preschool projects, including reconstructing the playground after Hurricane Irma and installing a security fence around the preschool.

City of Winter Park - We have worked closely with Winter Park and apply regularly for their "Go Green" project grants. City of Winter Park has supported our preschool Nature Center/Butterfly Garden and Garden Boxes located on the preschool through the award of these grant funds..

1. Use of Grant Funding: Outline what will be accomplished with this grant funding and how it benefits the Winter Park community.

**American Rescue Plan Act Funding Application (ARPA) :
Entry # 3922**

Grant Funding will be used for the following:

1. Staff Payroll
2. Staff Incentives/Bonuses
3. PPE Equipment & Supplies
4. School Material & Supplies
5. Repairs & Maintenance
6. Maintenance Supplies
7. Janitorial Services/COVID cleaning protocols
8. Professional Enrichment to support Staff's continuing education

a. Have you cancelled any events or gatherings as a result of COVID-19?

Yes

What was the financial loss to your organization caused by cancelling events or gatherings?

Financial Loss - Approximately \$25,000 - \$30,000 due to the cancellation of Fundraisers and special events. Spring Fling/Silent Auction - approx. \$20,000 Loss, Holiday Shoppe/Breakfast with Santa - approx. \$3,000.00, Fall Festival - approx. \$3500, Spirit Nights - approx. \$1000.

b. Have you cancelled any services to your clients, members or customers as a result of COVID-19?

Yes

c. What percentage of your current revenue comes from the following sources: Fundraising Events, Earned Income, Corporate Sponsorship, Individual Donors or Foundations?

Our Current Revenue is \$583,824.61 which is earned income. This is 85.54% of our revenue. In July 2020 our revenue was down \$59,319.35

d. Number of equivalent full-time employees on January 2020.

1

e. Number of equivalent full-time employees on January 2021.

1

f. Have you had to reduce your staffing level due to detrimental impacts of COVID-19?

Yes

How many employees were impacted by COVID-19?

9

Will you be rehiring those employees impacted by COVID-19?

Yes

g. What services does your organization offer people who are disproportionately impacted by COVID-19?

**American Rescue Plan Act Funding Application (ARPA) :
Entry # 3922**

Teachers that were either exposed to COVID-19 or tested positive for COVID either from the school or outside of the school were paid 10 days for each time this occurred. When the school closed down March 2020 through the end of the school year, all teachers and staff were paid their full salaries. We applied for a grant for \$3,000.00 from ELCOC for teachers to receive an end of school year bonus for going above and beyond during COVID-19 concerns.

h. What services does your organization offer our more vulnerable populations, seniors, children, handicapped?

Winter Park Presbyterian Preschool provides quality part-time early childhood education to children ages 1 to 5 years old for children in Winter Park and surrounding areas. The school also provides an extensive afternoon enrichments and extended day program for children in the school which assists many working parents who need longer hours. With our safety precautions in place, parents felt more comfortable doing afternoon Enrichments at the school that they would normally do outside of school. The preschool provides services for preschool age students of any race, color, national and ethnic origin and children with disabilities to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

i. What services does your organization provide to those who have lost jobs?

We re-hired all teachers that wanted to return after last school year's closure. We have extended offers to past employees to return with the fall school year enrollment growing.

j. What services does your organization offer those who have suffered with the illness related to COVID-19?

Teachers that were either exposed to COVID-19 or tested positive for COVID either from the school or outside of the school were paid 10 days for each time this occurred. In addition, the 10 days are above and beyond the 5 sick days they receive each school year.

k. What services does your organization offer those who have suffered loss of family members due to COVID-19?

N/A - At this time no staff has suffered a loss of a family member due to COVID-19.

l. Have you received specific support services from the City of Winter Park in the last 2 years?

Yes

How were the support services from the City of Winter Park used, and what was the total funding/value?

City of Winter Park - We received two \$500.00 "Go Green" Grants over the past two years totaling \$1,000.00. The money was used to support our Nature Center and Garden Box planting areas.

3. Amount of Funding: What is the total amount being requested and what percent of the total organization's budget does it represent? (Please note that grant support will not exceed \$25,000 or more than half of the organization's annual operating budget. Operating budget should be defined as the total expenses line on the most recent IRS Form 990.

The preschool operating budget is \$630,283.18. We are requesting \$25,000.00 to help offset the costs of the following:

1. Staff Payroll
2. Staff Incentives/Bonuses
3. PPE Equipment & Supplies
4. School Material & Supplies
5. Repairs & Maintenance
6. Maintenance Supplies
7. Janitorial Services/COVID cleaning protocols
8. Professional Enrichment to support Staff's continuing education

**American Rescue Plan Act Funding Application (ARPA) :
Entry # 3922**

4. Other Governmental Funding: Please detail any other governmental grants or operating support applied for or received by your organization in the last two years with special care to mention PPP, CARES ACT, or ARPA funding already received.

June, 2020 we received a PPP loan for \$86,709.41

CARES ACT Grants received from the Early Learning Coalition:

1. September 25, 2020 \$11,970.00
 2. January 25, 2021 - \$3,250.00
 3. April 26, 2021 - \$3,000.00
 4. June 7, 2021 - \$19,500.00
- Totaling: \$37,720.00

5. Evaluating Success: What measurements or outcomes will the organization use to evaluate its own success with the use of public funds? Please provide goals for every type of program/project listed in question 1 above.

1. Staff Payroll - Goal: Pay raises for staff members
2. Staff Incentives/Bonuses - Goal: Provide Mental Health Days, Christmas Bonus
3. PPE Equipment & Supplies - Goal: on-going purchases of filters for purifiers, cleaning/disinfectant supplies, gloves, etc.
4. School Material & Supplies - Goal: Upgrade old classroom furniture and chairs and purchase additional art supplies and educational materials
5. Repairs & Maintenance - Goal: Painting classrooms that are in need of a face lift.
6. Maintenance Supplies - Goal: Purchase ongoing supply of paper goods, brooms, classroom needs as costs have doubled and tripled.
7. Janitorial Services/COVID cleaning protocols - Goal: add additional cleaning hours for once a month deep cleaning.
8. Professional Enrichment to support Staff's continuing education - Goal: Provide funds for teachers as an incentive to further their education, such as pursuing their CDA (Child Development Associate) credential.

Signature



Entry Id

3922

Entry Date

2021-07-29 18:03:30

American Rescue Plan Act Funding Application (ARPA) : Entry # 3925

Acknowledgement (Consent)

Checked

Acknowledgement (Text)

I meet all the general requirements above.

Legal Name of Organization

Center for Independent Living in Central Florida

IRS NTEE Code

59-1828770

Contact Person

Brittany Pilcher

Title

Development Director

Phone

(407) 623-1070

Email

bpilcher@cilorlando.org

Website

<https://www.cilorlando.org/>

1. 501 (C)(3) Determination Letter from the IRS

- [IRS-501c3-Letter-both-page.pdf](#)

2. Current By-Laws & Articles of Incorporation

- [Articles-of-Incorporation.pdf](#)
- [Bylaws-June-18-2016.pdf](#)

3. IRS Form 990 for the most recent two years

- [2018-2019-Form-990.pdf](#)
- [2019-2020-Form-990.pdf](#)

4. Organization Chart or Staffing Description

- [Organizational-Chart-10-2019.xlsx](#)

5. Proof of operational history of at least three years in the City of Winter Park

- [Licenses-WP-and-OC.pdf](#)

American Rescue Plan Act Funding Application (ARPA) : Entry # 3925

7. Independent auditor's report for organizations receiving \$1 million or more in annual contributions

- [FY-19_20-Final-PDF-of-CIL-in-Central-Florida-Inc.pdf](#)

Provide a detailed explanation for any requested documents not attached.

We have not received any adverse correspondence from the IRS within the last 12 months

Is your organization (local chapter) involved in any pending litigation?

No

1. Organization's History and Mission Statement: Provide a brief organization history and mission statement that includes organization's goals and objectives, service area, and location.

History of the Center for Independent Living in Central Florida (CIL)

In 1976, Central Florida disability advocates got together to create the region's first nonprofit organization dedicated to helping people with any form of disability live independently. Beverly Chapman, CIL's first executive director and founder, was already making strides locally and nationally for people living with disabilities and breaking barriers. Working out of a small office near Florida Hospital, CIL continued to grow as did the increasing need for disability resources in Central Florida. Beverly Chapman and other leaders realized it was time to construct a new building to accommodate this growing need. They chose Winter Park because it sat close to public transportation, shopping centers, and medical institutions - not to mention Winter Park has a culture of supporting its neighbors and strengthening its community. The facility at 720 North Denning serves Orange, Osceola, and Seminole counties and was constructed in 1985, with the second phase completed in 1993. Over the years it became evident that there was a dire need for services in Lakeland. In 2001, CIL's Lakeland office opened to serve Polk, Hardee, Highlands, and DeSoto counties

Founded in 1976, officially incorporated in 1979, CIL provides crucial services that enhance the rights and abilities of people who have disabilities to actively participate in the Central Florida community. The agency provides five core services including independent living skills training, information and referral, advocacy, peer support and transition services; as well as employment assistance and accessibility through home modifications and adaptive equipment. For over 45 years, CIL has been Central Florida's groundbreaker and pathfinder for people with disabilities working for self-determination, self-respect and equal opportunities. From the start, CIL took root as a community-based, cross-disability organization designed and operated by people with disabilities.

Mission of Center for Independent Living in Central Florida (CIL)

CIL, in partnership with the community, promotes inclusion of people with disabilities by eliminating architectural, communication and attitudinal barriers. CIL provides education, resources and training to enhance self-determination through informed choice.

2. Organization Affiliation: Is your organization a part of a larger organization?

No

3. Major Organization Activities and Accomplishments during the Past Year: Provide information on major activities such as special events and organization/program achievements.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3925

Distributed 100 " Care's Kits" that included essential items to combat the spread of Covid like face masks, toilet paper, antibacterial, Clorox wipes to keep Orange County and Winter Park residents safe.

Provided 123 home modifications like installing ramps, grab bars, widening door ways to keep people safe in and around there homes providing hospitalization or having to live in more restrictive environment where they would have increased chance of catching or spreading Covid

Distributed 147 pieces of medical equipment like wheelchairs, walkers, shower chairs to keep people safe from falling or injury and keeping them independent

Helped 76 individuals apply for government-sponsored benefits and get access to stimulus funds, rental assistance

Held 2 Covid Vaccination events - administering Covid -19 Vaccine to over 100 Orange County residents with disabilities, of which 70% were City of Winter Park residents.

Assisted the State of Florida Health Department and FEMA with getting the COVID vaccination sites up and running at Valencia west campus, ensuring it was accessible to people with disabilities and also training their staff on how to interact with individuals with disabilities.

Provide Disability Sensitivity Training to all Orange County Poll Workers in recent General Election

4. Major Changes during the Past Year: Provide information regarding any major changes that your organization has experienced during the past year.

In the beginning of COVID we suspended face to face visits and meet with clients virtually or over the phone. After staff was vaccinated we started going out and meeting the clients in the home or they could schedule an appointment to come to our office.

We experienced a loss in private revenue specifically within corporate donors and funds raised from our annual event was down by 25 %

We were unable to use large volunteers on our ramp building projects, due to COVID restrictions.

5. Details of Direct Services: Only applicants that provide direct services within the municipal boundaries of Winter Park will be considered. Please detail the type of service provided by your organization.

CIL provides home modifications like building ramps, installing grab bars, ADA toilets, widening door ways and distributing medical equipment like hospital beds, wheelchairs, walkers, shower chairs to Winter Park citizens.

CIL provides one on one case management services, especially for individuals who are Deaf. We help individuals who are Deaf with their Citizenship, learning American Sign Language, interpreting documents, preparing their taxes and applying for government benefits and programs.

CIL employment specialists work one on one with clients in our employment program with job skills training, preparing for getting a job: resume writing, job search, mock interviews

6. Service Recipients: Please provide any demographic or detailed information regarding the recipients of your services. Please note any underserved populations, those that may have been impacted by the pandemic, at-risk groups, or low-income individuals.

CIL strictly services individuals with disabilities (any disability and any age)

31 % are Deaf

46 % have a physical disability

13 % have a cognitive disability

5 % have a visual impairment

5 % have mental health disability

Over 60% of these individuals are Senior Citizens

96 % of those we serve are Low to Moderate Income (LMI) and receive SSI or SSDI

receive Section 8 housing vouchers or food stamps

American Rescue Plan Act Funding Application (ARPA) : Entry # 3925

7. Other Non-Profit Partnerships: Please detail any other partnerships, support, or shared activities that your organization has or has had with other non-profit organizations in Winter Park?

CIL constantly refers our clients to other non -profits and accepts referrals from non-profits like Down Syndrome Association of Central Florida, Dress for Success, Share the Care, Easter Seals CIL has partnered with Mead Gardens contributing expertise on making the gardens, parking and buildings more accessible. CIL has parted with Winter Park Public Library for volunteer fairs.

CIL recently partnered with Second Harvest Food Bank & Feeding America to distribute food boxes during the pandemic.

1. Use of Grant Funding: Outline what will be accomplished with this grant funding and how it benefits the Winter Park community.

With the Grant Funding from City of Winter Park we will be able to serve Winter Park citizens who specifically needs home modifications like ramps and grab bars to ensure they have safe and accessible homes, we will be able to give them pieces of durable medical equipment like wheelchairs, walkers, shower chairs.

We will be able to serve Winter Park residents who are Deaf and face a communication barrier. We have case managers who are fluent in American Sign language that assist these clients in applying for government benefits and programs offered.

We will be able to serve Winter Park residents who lost their job and looking for a new job, through pre -employment skills training, on the job coaching, connecting them to businesses who are looking to hire individuals with disabilities.

a. Have you cancelled any events or gatherings as a result of COVID-19?

Yes

What was the financial loss to your organization caused by cancelling events or gatherings?

We had to turn our annual in person fundraising event into a virtual event both in 2020 and 2021. In the past this event has brought in \$40,000 of unrestricted funding to go back into our programs and services 2020- \$25,000 was raised and 2021- \$15,000 was raised.

b. Have you cancelled any services to your clients, members or customers as a result of COVID-19?

No

c. What percentage of your current revenue comes from the following sources: Fundraising Events, Earned Income, Corporate Sponsorship, Individual Donors or Foundations?

70 % government 15 % fee for service 15 % fundraising

d. Number of equivalent full-time employees on January 2020.

24

e. Number of equivalent full-time employees on January 2021.

23

f. Have you had to reduce your staffing level due to detrimental impacts of COVID-19?

Yes

How many employees were impacted by COVID-19?

American Rescue Plan Act Funding Application (ARPA) : Entry # 3925

2

Will you be rehiring those employees impacted by COVID-19?

No

g. What services does your organization offer people who are disproportionately impacted by COVID-19?

We schedule transportation to COVID vaccination sites, partnered with Second Harvest and Feeding Florida to distribute food boxes, hand delivered "Cares Kits" to Orange County residents that included cleaning supplies, face masks, hand sanitizer, toilet paper.

h. What services does your organization offer our more vulnerable populations, seniors, children, handicapped?

We only serve vulnerable populations- individuals with disabilities and Seniors

i. What services does your organization provide to those who have lost jobs?

Through our employment program "Aspire to Hire" we assist clients in obtaining gainful and fulfilling employment. Clients gain the skills needed like writing a resume, search for and applying for a job, mock interviews and on the job coaching. This program allows for employers to fill their open positions and benefit from a wider pool of candidates to join their teams to create more diverse and inclusive workplaces. For those who have lost their job and need immediate assistance while looking for new employment we connect them directly to additional resources like assistance for utilities and rental support and food banks.

j. What services does your organization offer those who have suffered with the illness related to COVID-19?

Through our case management program "Community Inclusion" our case managers work with who have suffered with COVID by connecting them directly to additional resources like testing sites, vaccination sites, food programs, government assistance for utilities and rental support

k. What services does your organization offer those who have suffered loss of family members due to COVID-19?

none

l. Have you received specific support services from the City of Winter Park in the last 2 years?

No

3. Amount of Funding: What is the total amount being requested and what percent of the total organization's budget does it represent? (Please note that grant support will not exceed \$25,000 or more than half of the organization's annual operating budget. Operating budget should be defined as the total expenses line on the most recent IRS Form 990.

\$20,000 is being requested this is 1% or less of our total operating budget. Because we are a direct service agency we are not including salaries and fringe benefits into our operating cost.

4. Other Governmental Funding: Please detail any other governmental grants or operating support applied for or received by your organization in the last two years with special care to mention PPP, CARES ACT, or ARPA funding already received.

\$181,774 - Cares Act -TV11
PPP \$216,000

5. Evaluating Success: What measurements or outcomes will the organization use to evaluate its own success with the use of public funds? Please provide goals for every type of program/project listed in question 1 above.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3925

Foundation to Freedom Goal: Serve a minimum of 5 Winter Park residents through providing either a home modification or piece of durable medical equipment or adaptive technology that will improve the quality of their life.
Measurement: Pre and Post Surveys are administered to each client that to measure their feeling of safety and independence. On average 96 % of individuals have reported an increase feeling of safety and independence after modification or receive a piece of equipment.

Outcome: 5 Winter Park residents will have received services

Community Inclusion / Case Management Goal: Serve a minimum of 2 Winter Park residents who are Deaf with applying for benefits, COVID education, help with insurance.

Measurement: Each client created an Independent Living Plan (ILP) with specific goals on what they need to achieve to become more independent. We will work with client to make sure these goals are met and can measure when they successfully achieve each one.

Outcome: 2 Winter Park residents will have the resources they need to live a more independent life and have communications barriers broken down that had gotten in the way of that.

Aspire to Hire Employment Goal: Serve a minimum of 2 Winter Park residents through our Employment Program. Helping them find meaningful and gainful employment.

Measurement: Through our internal reporting system we can track their steps to successful employment and report back on when they started employment, how long on job.

Outcome: 2 Winter Park residents will have meaningful and gainful employment. Making wages that can support their families and help them live independent lives

Signature



Entry Id

3925

Entry Date

2021-07-29 19:31:45

American Rescue Plan Act Funding Application (ARPA) : Entry # 3929

Acknowledgement (Consent)

Checked

Acknowledgement (Text)

I meet all the general requirements above.

Legal Name of Organization

Foundation for Foster Children

IRS NTEE Code

P32

Contact Person

Helen Preston

Title

Philanthropy Manager

Phone

(407) 422-4615

Email

hpreston@ffc.org

Website

<https://foundationforfosterchildren.org>

Is your organization (local chapter) involved in any pending litigation?

No

1. Organization's History and Mission Statement: Provide a brief organization history and mission statement that includes organization's goals and objectives, service area, and location.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3929

The mission of the Foundation for Foster Children (FFC) is to create meaningful connections for children in foster care through personalized support. In 2008, prompted by staggering statistics surrounding local children in foster care, long time Winter Park resident, Michelle Chira-Carlton teamed up with three other women to establish the Foundation for Foster Children (FFC). Michelle and her co-founders identified the profound need for support in the areas of education and personal development for foster children. For the past 13 years, FFC has provided support that goes beyond the basic needs of wellness and safety, targeting the areas of a child's life that will enable him/her to succeed despite obstacles they face.

There are approximately 2,000 children in foster care in Orange, Osceola and Seminole counties who rely on child welfare agencies to meet their basic needs, and hundreds more of former foster youth who are still struggling. FFC is unique in the foster care community, providing opportunities for foster children ages 0-24. We target the areas essential to changing a child's direction from poverty, crime and government assistance so that they can become independent, contributing members of society and our community.

Many foster youth exit the foster system without the ability to be independent and successful. Sadly, many of them end up in jail or homeless. FFC seeks to change this and help youth become healthy citizens.

Our top goals in 2021 are:

- 75% of youth served will graduate high school or earn a GED
- 75% of youth served will avoid being arrested
- 75% of youth served will avoid teen pregnancy
- 75% of youth served will find employment
- 75% of children 4 and older will be kindergarten-ready

2. Organization Affiliation: Is your organization a part of a larger organization?

No

3. Major Organization Activities and Accomplishments during the Past Year: Provide information on major activities such as special events and organization/program achievements.

EDUCATE Program: 2020 - 2021 Major Activities & Accomplishments

Tutoring and education coaching helps foster youth of all ages achieve academic success. Traditionally foster youth are two (2) grades behind their peers, and the EDUCATE Program helps to correct this.

The expansion of the EDUCATE: Early Literacy initiative began in Fall 2020. Two (2) Early Literacy Coaches were hired, and program delivery metrics were put in place to measure outputs and outcomes for the 2020-2021 academic school year.

- 42 children are participating in the program.
- Kindergarten readiness improved from 59% at the start of services in August, to 93% at the end of May. In addition, 66% made improvements in developmental milestones.

EMPOWER Program: 2020 - 2021 Major Activities & Accomplishments

Preparing for Independence – After age 14, the chances of being adopted or reunified with family drops drastically. The EMPOWER Program helps prepare older foster youth for independent living.

- During the past year, additional Staff Advocates were hired in order to serve the increased number of youth requiring support. We anticipate serving an additional 50 youth by the end of 2021.
- 100% of seniors who were paired with an Advocate graduated from high school at the end of the 2020-21 school year.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3929

4. Major Changes during the Past Year: Provide information regarding any major changes that your organization has experienced during the past year.

FFC experienced challenges to program delivery in the past year due to the pandemic. When schools closed for in-person learning in March 2020, FFC leadership moved quickly to arrange virtual tutoring sessions so that students could maintain academic performance. The EDUCATE and EMPOWER programs received a record number of requests for laptops from foster families so that children could attend virtual classes and complete their school work. To prevent the loss of school year learning gains, FFC provided summer tutoring services for the first time.

EMPOWER: Advocacy initiative. The cornerstone of this initiative is one-on-one support provided by staff Advocates to foster youth ages 14-24. Many, if not most, of the youth served by this initiative reside in group homes where all visitors were prohibited due to safety precautions. However, Advocates continued to serve the youth through Zoom calls, phone video calls, and, when possible, socially distanced walks in the park to stay connected with the youth who needed support more than ever during the isolation and uncertainty of Covid-19. Many had worked in the hospitality or retail sector, and lost their jobs. Advocates helped them file for unemployment benefits, seek new employment, and stay engaged with distance learning. 100% of seniors with an Advocate graduated high school and 98% of youth who lost jobs are re-employed. FFC hired five (5) additional staff Advocates in order to provide more youth with critical personalized support, and two (2) Early Literacy Coaches to ensure foster children ages 0-5 are kindergarten ready.

FFC had to cancel all in-person foster children/families events, including our Annual Caregivers Day Out, and Fostering Fun at Aquatica. FFC did not cancel any program services and actually increased services to foster children and youth who suffered critical educational and socialization losses. The following adjustments were made to program delivery:

EMPOWER Program serves foster youth ages 14-24. Youth are provided with personalized support and opportunities to help them to develop the resilience and skills to help them become independent adults.

COVID-19 Impact: In accordance with CDC guidelines, in-person Advocacy meetings with foster youth transitioned to virtual for several months. FFC has seen an increase in youth age 14-24 needing support in the areas of education, employment and social support.

EDUCATE Program provides a comprehensive approach to improving the educational outcomes of foster youth ages 0-24. The immediate goals of the program are to improve school-readiness and decrease the academic gap among foster children to improve academic performance and advancement from one grade level to the next.

COVID-19 Impact: FFC's professional tutoring service providers switched to virtual tutoring with great success and FFC nearly doubled the number of tutoring hours provided. FFC also increased the number of laptops provided to foster youth and families by 400% in order to facilitate distance learning.

ENRICH Program provides support for foster children ages 0-24 so they can receive typical school-related items like school photos, uniforms, and caps and gowns for graduation; participate in extracurricular activities and athletics, art and music lessons and classes; as well as providing them with tickets to events and unique experiences.

COVID-19 Impact: The majority of enrichment opportunities were placed on hold. Graduation celebrations, and school activities like field trips, were cancelled, while businesses that offer athletics, music, dance, and arts lessons were closed indefinitely. We had a 50% decrease in the number of youth attending summer camps due to camp closures.

5. Details of Direct Services: Only applicants that provide direct services within the municipal boundaries of Winter Park will be considered. Please detail the type of service provided by your organization.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3929

EMPOWER-Advocacy:

Advocates meet once a week with each foster youth, building a mentoring relationship. These meetings help with everything from selecting the right friends to avoiding arrests, and developing and meeting life goals.

- o Foster youth are provided with monthly workshops and trainings to help them learn the life skills needed to be healthy, successful and independent. Topics include budgeting, healthy living, and time-management.
- o FFC provides an online portal with a library of trainings, and incentives and rewards for participation.

EDUCATE:

- o Coordinating and managing in-home tutoring services for all children behind in school.
- o Early Literacy Coaches meet weekly with young children ages 0-5 to help get them kindergarten ready.
- o Tracking the following factors for all of our youth in high school and beyond to ensure that our programs are effective for the youth being served:

Stable Home; Steady Employment; Graduating High School; Avoiding Jail; Avoiding Teen Pregnancy. FFC views these problems as interconnected and approaches them as such.

6. Service Recipients: Please provide any demographic or detailed information regarding the recipients of your services. Please note any underserved populations, those that may have been impacted by the pandemic, at-risk groups, or low-income individuals.

FFC serves children in foster care ages 0-24 in Central Florida. Children in foster care come from predominantly low-income families, and once in care are considered wards of the state and below poverty level. More than 50% of the population served by Foundation for Foster Children (FFC) are minorities. Children of color make up a larger proportion of kids in foster care than their counterparts from other communities, as evidenced by Black children representing approximately 39% of the children served, and Hispanic children 25%, which is much higher than the population percentages for the area.

Studies show that lack of stable housing, unemployment, not graduating high school, incarceration, and teen pregnancy are all challenges that face underserved communities, as well as foster children. Children in foster care are among the most vulnerable in our community. They are the unheard voices. As a group, these children have experienced more trauma and loss than most people could imagine. Due to their age, they are not able to advocate for themselves and are sadly often overlooked. They are typically two grade levels behind their peers due to trauma, frequent placement changes, and school changes. Without family support and community networks, they experience poor outcomes at a much higher rate than the general population. Less than 60% will graduate from high school; over 20% will become homeless; only 50% will be employed; and 25% will end up in the criminal justice system by the age of 24. (hhs.gov) In addition, adults who have been in foster care suffer from post-traumatic stress disorder at twice the rate of U.S. combat veterans. (childwelfare.gov)

FFC has seen that we can change the trajectory of a foster child's life, break the cycle of poverty, and overcome negative outcomes by building relationships, and providing educational and enrichment opportunities.

7. Other Non-Profit Partnerships: Please detail any other partnerships, support, or shared activities that your organization has or has had with other non-profit organizations in Winter Park?

American Rescue Plan Act Funding Application (ARPA) : Entry # 3929

The Foundation for Foster Children has a long history of partnering with multiple businesses and organizations to ensure the greatest impact in the community. Most notable is a long standing partnership with Orange County Public Schools to help foster youth who are struggling in high school. FFC also serves with many Winter Park businesses to help provide resources for foster youth.

Nonprofits we partner with:

- Jewish Family Services of Greater Orlando
- Zebra Coalition
- Adult Literacy League
- Children's Home Society of Florida
- Images of Glory
- The Village-Transitional Home
- Lakeside Behavioral Health

1. Use of Grant Funding: Outline what will be accomplished with this grant funding and how it benefits the Winter Park community.

Tutoring: Provide tutoring for foster children ages 0-24; Professional tutor from 1-5 hours per week (length of service will vary per student based on individual needs). Requested amount: \$15,000. # Clients Impacted: 15 - 23

Laptops: Provide laptops (\$250) to youth to facilitate completion of high school/college course work, and to foster families with younger students for homework. Requested amount: \$5,000. # Clients Impacted: 20

Workshops: Life-skills workshops designed to help foster youth develop and achieve academic and personal goals Requested amount: \$5,000. # Clients Impacted: 50

In the past year, the Foundation for Foster Children has served 40 foster children in the Winter Park area, impacting not only their lives, but also the community at large. We believe when an individual's life is changed, so is their entire community.

a. Have you cancelled any events or gatherings as a result of COVID-19?

Yes

What was the financial loss to your organization caused by cancelling events or gatherings?

Due to Covid-19 we had to cancel the following fundraising events and activities:

o Fostering Hope Fall Fundraiser –FFC's largest fundraising event of the year was cancelled. In 2020 the goal for the event was to raise \$150,000.

o Cancelled 3 in-house Direct Mailings due to staff working remotely for several months followed by reduced staff in office, and no group projects allowed in order to maintain social distancing.

o Annual Bridge Tournament – Cancelled the fundraiser held in Winter Park which typically raises \$20,000 - \$25,000.

We estimate the financial loss due to fundraising events and activities was approximately \$205,000

b. Have you cancelled any services to your clients, members or customers as a result of COVID-19?

No

American Rescue Plan Act Funding Application (ARPA) : Entry # 3929

c. What percentage of your current revenue comes from the following sources: Fundraising Events, Earned Income, Corporate Sponsorship, Individual Donors or Foundations?

Current Revenue: Fundraising Events - 0%; Earned Income - 0.018%; Corporate Sponsorship - 6.025%; Individual Donors - 7.54%; Foundations - 12.69%

d. Number of equivalent full-time employees on January 2020.

10

e. Number of equivalent full-time employees on January 2021.

17

f. Have you had to reduce your staffing level due to detrimental impacts of COVID-19?

No

g. What services does your organization offer people who are disproportionately impacted by COVID-19?

- FFC has seen an increase in youth age 14-24 needing support in the areas of education, employment and social support due to COVID-19 and hired 5 new Advocates to offer these youth critical support. Through our EMPOWER Program we provide assistance for rent, utility bills, car payments, groceries and hygiene items both to individuals and group homes, and help connect foster families and youth to other community support.

- Through the EDUCATE Program, FFC increased the number of tutoring hours provided by almost double. FFC also increased the number of laptops provided to foster youth and families by 400% in order to facilitate distance learning.

Children in foster care come from predominantly low-income families, and more than 50% of the population FFC serves are minorities. Children of color make up a larger proportion of kids in foster care than their counterparts from other communities as evidenced by Black children representing approximately 39% of the children served, and Hispanic children 25%, which is much higher than the population percentages for the area. We know that low income minorities are some of the areas most vulnerable people when it comes to the impact of COVID-19.

h. What services does your organization offer our more vulnerable populations, seniors, children, handicapped?

The EDUCATE Program serves foster youth 0-24. We know that foster youth are on average 2 grades behind their peers due to the disruptions associated with being in foster care, and only 58% will graduate from high school. FFC provides the academic support needed to decrease the academic gap experienced by foster children and to improve academic performance and advancement from one grade to the next. The EDUCATE Program provides a comprehensive approach to improving educational outcomes through three initiatives: Early Literacy, K-8, and High School and Post-secondary. In addition to professional tutoring, early literacy coaching and standardized testing preparation, youth are provided with tools, resources, volunteer learning support, and workshops & events.

i. What services does your organization provide to those who have lost jobs?

American Rescue Plan Act Funding Application (ARPA) : Entry # 3929

The EMPOWER Program services focus on empowering youth aged 14-24 to overcome barriers which lead to the five factors of failure for foster children: high school dropout, teen pregnancy, incarceration, unemployment and homelessness. EMPOWER offers monthly workshops to provide training and development within six Casey Life Skills areas. Topics include: Careers & Education, Daily Living, Housing & Money Management, Relationships & Communication, Self-Care, and Work & Study Life.

Youth who have an assigned Advocate and have lost their job receive assistance with filing for unemployment as well as guidance and support as they search for new employment. Through weekly meetings and client surveys, foster youth will create a job and career path plan. Advocates help foster youth process successes and opportunities for growth, as well as offer practical help such as interview best practices, and tips on finding sustainable employment.

Due to high numbers of job losses during COVID-19, FFC increased the following supports for youth in our Programs:

- Rental Assistance
- Utility Bill Assistance
- Car Payments
- Groceries
- Hygiene Items

j. What services does your organization offer those who have suffered with the illness related to COVID-19?

The State of Florida is responsible for providing health care to children in foster care until the age of 18. At that point youth may be without health care. FFC serves youth ages 0-24 and therefore is sometimes needed to help older youth navigate the process of getting health insurance. FFC provides support to those youth in our programs by helping them avail of the medical services necessary, assisting with completing forms, to make sure that the child receives all of the support and medical care needed during their illness. Without the support of parents or family, it is extremely difficult for a young person to find themselves sick and not knowing where to go for help or how to get it. While FFC does not provide health care, we provide all of the support and guidance needed to help youth in our programs get through the difficult time and also keep them encouraged and hopeful for the future.

k. What services does your organization offer those who have suffered loss of family members due to COVID-19?

FFC provides support to those youth in our programs who have suffered loss of family members by being that consistent support. Youth in foster care are unique in that they are not living with their family due to some type of abuse, neglect or abandonment. But that does not mean that the loss of a family member affects them any less than a child living with their family.

l. Have you received specific support services from the City of Winter Park in the last 2 years?

No

3. Amount of Funding: What is the total amount being requested and what percent of the total organization's budget does it represent? (Please note that grant support will not exceed \$25,000 or more than half of the organization's annual operating budget. Operating budget should be defined as the total expenses line on the most recent IRS Form 990.

\$25,000.00 (1.87% of total organization's budget)

4. Other Governmental Funding: Please detail any other governmental grants or operating support applied for or received by your organization in the last two years with special care to mention PPP, CARES ACT, or ARPA funding already received.

The Foundation for Foster Children applied for two rounds of PPP program and received funding in each round to support payroll expenses for the organization. That was the only federal funding received during the pandemic. FFC also receives regular grants through Orange County Citizens Commission for Children to help serve vulnerable children in the area.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3929

5. Evaluating Success: What measurements or outcomes will the organization use to evaluate its own success with the use of public funds? Please provide goals for every type of program/project listed in question 1 above.

Professional one-on-one tutoring and education coaching helps foster youth of all ages prepare for life. This model is unique in that it meets the specific needs as the foster children age, and uses data and studies to design our program offerings. In school year 2019-2020:

76% of children increased their overall GPA during the school year through tutoring compared to 41% without intervention

73% were prepared for entering grade school compared to 32% without intervention

100% of children graduated high school compared to 48% without intervention

This process of measuring outcomes has led to major developments within the organization as a whole, and guides our strategic planning. For example, as a result of data analysis, we identified the need to develop additional personalized support to serve children with their long-term educational needs. Additional staff were hired to work with youth aged 0-5 and 14-24 weekly to help support and guide them with their learning. Also tutoring hours were increased where appropriate to further enhance the personalized support for children struggling with improving their grades.

Through the EDUCATE Program, professional tutoring and early literacy coaching provide a unique service that is changing foster care outcomes in Central Florida. Through an evaluation process, Foundation for Foster Children (FFC) measures areas of need, types of support to be provided, and quarterly and annual goals for each child. Through monthly and quarterly data analysis, FFC is able to assess whether the appropriate services and interventions are being used for each student. FFC is then able to determine if changes need to be made to each student's plan to ensure they are on track to meet the following desired outcomes:

? Increased grade level competency

? Positive letter grade changes

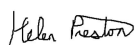
? Increased grade point averages

? Positive behavioral changes as well as positive motivation

? High school graduation

Through this analysis, as well as attendance records and standardized testing results, FFC is able to evaluate program effectiveness and guide program development and implementation.

Signature



Entry Id

3929

Entry Date

**American Rescue Plan Act Funding Application (ARPA) : Entry #
3929**

2021-07-30 15:48:22

American Rescue Plan Act Funding Application (ARPA) : Entry # 3930

Acknowledgement (Consent)

Checked

Acknowledgement (Text)

I meet all the general requirements above.

Legal Name of Organization

Bach Festival Society of Winter Park, Inc.

IRS NTEE Code

A68

Contact Person

Elizabeth (Betsy) Gwinn

Title

Executive Director

Phone

(407) 646-2182

Email

egwinn@bachfestivalflorida.org

Website

<https://bachfestivalflorida.org>

Is your organization (local chapter) involved in any pending litigation?

No

1. Organization's History and Mission Statement: Provide a brief organization history and mission statement that includes organization's goals and objectives, service area, and location.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3930

The mission of the Bach Festival Society of Winter Park is to inspire the human spirit through great music featuring powerful choral performances and innovative programming as we celebrate the legacy of J.S. Bach.

The Bach Festival Society was founded in 1935 at Rollins College to commemorate the 250th anniversary of Johann Sebastian Bach's birth by presenting the composer's orchestral and choral music to the public for its "enlightenment, education, pleasure, and enjoyment." The Society decided early on to operate in partnership with Rollins College while still maintaining its status as a fully independent non-profit organization.

Mrs. Isabelle Sprague-Smith, a former New York artist and school principal, was the president and driving force behind the Bach Festival from 1935 until her death in 1950. At Mrs. Sprague-Smith's death, the future of the Bach Festival was uncertain. Rollins President Hugh McKean asked John M. Tiedtke, the treasurer of Rollins College, a music lover, and an astute businessman, to fill the opening and he agreed. Mr. Tiedtke served as Chairman of the Board of Trustees until his death in December 2004. Under his leadership, the Bach Festival Society expanded its programming to include two additional choral programs beyond the annual Festival, top-tier visiting soloists and ensembles, and community events in Winter Park.

Following Mr. Tiedtke's death, the Society began a period of modernization and growth. Today, the Society maintains an all-volunteer choir of over 180 singers from throughout Central Florida and a professional orchestra of nearly 50 members. We present nearly 30 ticketed performances, dozens of in-school educational programs, a high school choral festival, and several community concerts; we produce recordings, run two community choirs (a youth choir and the Young at Heart Chorale), and form high-level artistic partnerships reaching approximately 50,000 people annually.

The Bach Festival Society is the third-oldest continuously operating Bach Festival in the United States and Central Florida's longest-running performing arts organization. We maintain a strong partnership with Rollins College and provide high-quality performance and learning opportunities to students, faculty, and staff.

The Bach Festival Society of Winter Park is Central Florida's oldest performing arts organization and the third longest-running Bach Festival in the nation, holds a unique and expanding position in the local, regional, state, and national cultural communities. It has gained extensive recognition for its critically acclaimed performances of wide-ranging repertoire—from Baroque masterworks of the past to new and thought-provoking works by living composers—and has created area partnerships to reach new audiences. BFS's unique approach to programming, coupled with its efforts to create distinctive concert experiences for today's varied audiences, has been highly successful. Programs in 2021-2022 will build upon this success.

Throughout 2021-2022, BFS will present concert experiences that feature diverse repertoire, attract new audiences, welcome returning patrons, create context for listeners, and foster meaningful connections between concertgoers and performers.

The Annual Bach Festival (Feb. 4–27): Presents three invigorating weeks of performances, lectures, and events featuring the Bach Choir and Orchestra and diverse guest artists. The Festival attracts audiences from throughout and beyond Central Florida. Highlights include the Concertos by Candlelight program featuring pianist Olga Kern, one of the greatest pianists of our time; Mendelssohn's magnificent Elijah, which is considered one of the monuments of western cultural art and features a new star in the world of classical music in the role of Elijah; Grammy Award-winning organist Ken Cowan; Mozart's Requiem; Beethoven's Choral Fantasy; and 'Bach and More Bach,' a showcase of several musical forms that illustrate the genius of J.S. Bach.

The Visiting Artists Series: Features performances by internationally acclaimed pianist Olga Kern performing a duo recital with her son, Vladislav Kern; the Juilliard String Quartet; and Tine Thing Helseth, the Norwegian trumpet virtuoso.

Choral Masterworks: Combines both popular and rarely heard repertoire for chorus, orchestra, and soloists. In partnership with the Bethune-Cookman University Concert Chorale, we will present works by African American composers including R. Nathaniel Dett's The Ordering of Moses, Joel Thompson's visceral Seven Last Words of the Unarmed, and Florence Price's Ethiopia's Shadow in America.

Insights & Sounds: Presents classical music in a fun and approachable manner. Composers and music come alive as Dr. Sinclair shares stories and insights typically absent from the concert hall. "[Insights & Sounds] is great for those already a bit familiar with the music, but especially insightful for those who aren't." —BFS Patron

Education and outreach: Celebrates music and presents J.S. Bach to a variety of audiences throughout Central Florida. The beloved 4th of July and Christmas in the Park concerts reach large, enthusiastic audiences in public settings. In addition, small-scale performances in schools, concerts in senior centers, and a robust series of educational programs engage audiences of all backgrounds, ages, and abilities.

The annual High School Choral Festival and the new Chorus of Distinction Program with OCPS will provide encouragement, performance opportunities, and recognition to outstanding and promising HS students and choirs in Central Florida.

In alignment with its Strategic Plan, BFS is exploring feasible ways to improve the Bach @ Home production and distribution (video, streaming, recording) of programs to the widest audience possible and will partner with WUCF-TV on its InReach Arts Initiative.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3930

2. Organization Affiliation: Is your organization a part of a larger organization?

No

3. Major Organization Activities and Accomplishments during the Past Year: Provide information on major activities such as special events and organization/program achievements.

During the last year, with COVID devastating the performing arts sector, the Bach Festival Society was committed to providing programming in a safe manner--giving artists work and audiences a respite from the year's challenges. In addition to the live performances listed below, the Society created Bach@Home to record and stream our performances to audiences at home.

Dr. John Sinclair created 50 "Musical Moments" from the Society's recorded archives which we distributed to thousands of music lovers through email and social media. These are permanently hosted on the Society's website for future access.

Visiting Artists Series?

Adam Golka, piano?—?33 performance series, Wednesday, September 30 – Sunday, October 18, 2020?

Diaz Trio, string ensemble?—?Thursday, November 19, 2020

Outdoor Ticketed Concerts

Bach Off the Avenue: Silver Screen Symphonic Classics —?Sunday, October 25, 2020; two performances Winter Park's West Meadow

Voctave Symphonic Christmas?—?Sunday, December 13, 2020; two performances Winter Park's West Meadow

American Folksongs and Spirituals —?Saturday, May 1, 2021; Dr. Philips Center's FrontYard Festival

Insights & Sounds?Series??

Sweet on Suites and Serenades—Thursday,?November 5, 2020?

Musical Humor—Thursday, March 25, 2021??

86th?Annual Bach Festival?

Colin MacKnight,?Organ Recital?—?Friday, February?12, 2021?

Spiritual Spaces:~Peace and Serenity—?Saturday, February 13, 2021

Concertos by Candlelight: Classical Gems?—?Saturday, February 20, 2021

Bach's Peasants & Farewell Cantatas —?Sunday?February 21, 2021

Big Band Bach—?Saturday,?February 27, 2021—FREE outdoor concert in Central Park

MMM...Mozart, Mendelssohn, and McCartney – Saturday, February 27, 2021

Bach Festival Brass: Baroque and Beyond?– Sunday, February 28, 2021?–FREE outdoor concert in Central Park

4. Major Changes during the Past Year: Provide information regarding any major changes that your organization has experienced during the past year.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3930

As soon as the stay-at-home order was issued, BFS quickly cancelled its in-person programming and pivoted to provide music in a digital format to offer comfort and connection with our audiences. In total, over 125,000 people accessed our digital programming.

1. Dr. Sinclair hand-picked and edited works from our archives, then wrote about the composers, artists, artistic styles, and more. We shared these free "Musical Moments" with our email list of over 8,000 households and posted them on social media channels and our website, where they have a permanent home.

2. We then began planning for digital program offerings of the very limited in-person performances. We purchased and set up the necessary equipment to make the best video and audio recordings possible. We filmed all indoor concerts and titled the digital concerts Bach @ Home. The programs were available for purchase, with single and multi-viewer pricing. Over 800 people watched the programs through this service between October 1 and December 31, 2020. We were able to share complimentary links to some key partners, including the Mayflower Retirement Center and Rollins College.

3. To keep the Bach Choir engaged, weekly rehearsals were held via Zoom. Choir members rehearsed Mendelssohn's Elijah and other repertoire to continue singing and stay connected. Dr. Sinclair led rehearsals from Tiedtke Concert Hall with our accompanist and technology staff. He also offered limited in-person rehearsals, often hosting back-to-back rehearsals to keep on-site numbers low and choir engagement as high as possible.

4. BFS worked with the City to hold safe, socially-distanced outdoor performances in the West Meadow in October and December. This allowed us to provide much-needed services to our orchestra musicians and celebrate the resilience of the arts in Winter Park.

5. BFS hosted its 86th Annual Bach Festival with very limited seating in-person programming and free outdoor programming to keep this tradition alive and thriving.

6. BFS presented its first performance featuring members of the Bach Choir on May 1, 2021, at the Dr. Philips Center's FrontYard Festival.

The Young at Heart Chorale held similar Zoom rehearsals to keep a connection with the members. Jodi Tassos, director of the Chorale, met weekly with this group of seniors. Meeting virtually was especially important as all of the singers are in a highly vulnerable age group and many live alone. Young at Heart is a major social and emotional connection for them, and maintaining this connection was critical.

All in all, the Bach Festival Society produced a full concert season, albeit changing plans nearly every week. We know of no COVID infections resulting from our programming and took great pains to ensure a safe and soul-enriching experience for our audiences, artists, staff and volunteers.

5. Details of Direct Services: Only applicants that provide direct services within the municipal boundaries of Winter Park will be considered. Please detail the type of service provided by your organization.

The Bach Festival Society presents its programs--choral and orchestral concerts, educational programs, lectures, and community outreach events within the City limits on the campus of Rollins College or at partner organizations such as the Center for Health and Wellbeing, the Cornell Fine Arts Museum, and the City of Winter Park's Central Park.

Please see the program list above for program details.

6. Service Recipients: Please provide any demographic or detailed information regarding the recipients of your services. Please note any underserved populations, those that may have been impacted by the pandemic, at-risk groups, or low-income individuals.

BFS presents programs to music lovers of various ages and abilities. The Bach Choir brings singers from 7 surrounding counties to Winter Park for rehearsals and performances. The Bach Choir contributes over 28,000 in-kind service hours annually. Numerous singers live in Winter Park and many of them sing in local church choirs bringing their experience with them.

Young at Heart Chorale is a non-auditioned choir of singers 65 and over. These singers rehearse weekly and provide free outreach performances for retirement communities and civic organizations each year.

Bach Festival concert audiences are from Winter Park and beyond. Classical music audiences tend to skew older and have a high level of education. BFS prices its concerts to be accessible to everyone and provides free tickets to Rollins students, faculty and staff on a space-available basis.

Educational programs reach students throughout Orange County Public Schools and reach highly diverse populations.

7. Other Non-Profit Partnerships: Please detail any other partnerships, support, or shared activities that your organization has or has had with other non-profit organizations in Winter Park?

American Rescue Plan Act Funding Application (ARPA) : Entry # 3930

The Bach Festival Society regularly partners with the following partners in Winter Park:

Rollins College--the Society has an 87-year partnership with Rollins College to present high-level music programming on campus; Rollins students participate as members of the Bach Choir and orchestra, interns, and volunteers.

Cornell Fine Arts Museum --BFS regularly develops collaborative programming that aligns visual art with music

GladdeningLight--collaboration with guest speakers and artists

The Charles Hosmer Morse Museum of American Art--annual Christmas in the Park

Winter Park High School--choral clinics with Dr. Sinclair and participation in the High School Choral Festival

Full Sail University--use of rehearsal space with space for social distancing for safe orchestra rehearsals

Center for Health and Wellbeing--use of space for lectures

1. Use of Grant Funding: Outline what will be accomplished with this grant funding and how it benefits the Winter Park community.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3930

A thriving Bach Festival Society (BFS) benefits the Winter Park community by bringing visitors to the area and by burnishing the reputation of the City as a cultural destination, home to so many historical and artistic icons, most prominently the acclaimed Winter Park Bach Festival.

BFS has scheduled a full season in 2021-2022, bringing the Bach Choir and Orchestra, visiting artists, and educational programming back. However, with the recent spike in COVID-19 cases, we are uncertain about filling the concert halls to meet our earned income goals. City funding will help us keep our professional musicians employed and continue the Bach Festival Society tradition in Winter Park.

BFS will present its 87th Season of performances, hire musicians, and engage our volunteer Bach Choir, while adhering to all safety protocols to maintain the health and safety of our artists, audiences, staff, and volunteers.

87TH SEASON (2021-2022)

INSIGHTS & SOUNDS SERIES: Presents classical music in a fun and approachable manner. Composers and music come alive as Dr. Sinclair shares stories and insights typically absent from the concert hall.

Sept 23: Brass and Organ: Works by Strauss, Gigout, Dupre?, Barber, Gabrieli, and a fanfare by James Stephenson from the most recent presidential inauguration will be performed.

Jan 27: Exploring and Celebrating African American Composers: The program includes Still's "Ennanga," Dett's "The Chariot's Jubilee," Walker's "Lyric for Strings," and Price's "Songs to a Dark Virgin."

Mar 31: Commemorating Brahms' 125th Anniversary: The incomparable craftsmanship of Johannes Brahms is on full display in his less-performed works—"Liebeslieder Waltzes," "Four Songs for Harp, Horns, and Women Voices," and much more.

CHORAL MASTERWORKS: Combines both popular and rarely heard repertoire for chorus, orchestra, and soloists.

Oct 23-24: Mozart, Barber, & Lauridsen: Joy, Hope, Peace: An exciting musical journey that includes Mozart's "Regina Coeli," K. 127 and "Piano Concerto No. 25"; Samuel Barber's lushly textured "Knoxville: Summer 1915", and Morton Lauridsen's serene and hopeful "Lux Aeterna." Joining the Bach Festival Choir and Orchestra are soloists Mary Wilson and Alon Goldstein.

Dec 11-12: A Classic Christmas: A Central Florida holiday tradition, this program features beloved Christmas and seasonal gems all performed by the renowned Bach Festival Choir and Orchestra with soprano Mary Wilson and Grammy Award-winning bass-baritone Dashon Burton. This performance will be filmed and broadcast by WUCF TV for national distribution in 2022.

Apr 23-24: Elation and Dissent: Dett, Thompson, Price: Program features the musical powerhouse "The Ordering of Moses" by Nathaniel Dett; "Ethiopia's Shadow in America" by Florence Price; and "The Seven Last Words of the Unarmed," a new thought-provoking work by Joel Thompson. Joining the Bach Festival Choir and Orchestra and guest soloists will be the Bethune-Cookman University Concert Chorale directed by Dr. Terrance Lane.

ANNUAL BACH FESTIVAL: Presents three invigorating weeks of performances, lectures, and events featuring the Bach Choir and Orchestra and diverse guest artists.

Feb 4-27: Highlights include the Concertos by Candlelight program featuring pianist Olga Kern, one of the greatest pianists of our time; Mendelssohn's magnificent "Elijah," which is considered one of the monuments of western cultural art, featuring a new star in the world of classical music in the role of Elijah, Dashon Burton; Grammy Award-winning organist Ken Cowan; Mozart's "Requiem;" Beethoven's "Choral Fantasy;" and "Bach and More Bach," a showcase of several musical forms that illustrate the genius of J.S. Bach.

VISITING ARTIST SERIES: Presents internationally celebrated solo artists and chamber ensembles in intimate programs.

Oct 31: VOCES8: The British vocal ensemble VOCES8 is an international sensation. Their reputation as an immensely versatile group in both stylistic and musical expression, sheer musical excellence, and joy for singing commands attention from the first note to the last.

Feb 13: Olga Kern with Vladislav Kern, duo pianos: Russian American pianist Olga Kern is recognized as one of this generation's great pianists and is a Gold Medal winner at the Van Cliburn Piano Competition. Vladislav Kern, Olga's son, is following in his mother's footsteps as a First Prize winner at the Rosalyn Tureck International Bach Competition in New York.

Mar 12: Juilliard String Quartet: Celebrating their 75th Anniversary Season and returning to us for the 10th time, the quartet members have imagined a program that continues to honor the distinctive mission established by their founding members—"to play new works as if they were established masterpieces and established masterpieces as if they were new."

Apr 3: Tine Thing Helseth, trumpet: Norwegian trumpeter Tine Thing Helseth is an artist who challenges the boundaries of the trumpet through her creativity and technical prowess. She has traveled the globe, meriting the highest of critical acclaim for her lyrical and soulful sound.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3930

Yes

What was the financial loss to your organization caused by cancelling events or gatherings?

BFS's earned revenue for its 2020-2021 season was \$225,000 lower than earned revenue from the previous season. This was primarily due to the strict limitations on gathering size. Fall programming in Tiedtke Concert Hall was limited to 30 people including artists, audiences, staff, and volunteers. For spring programming in Knowles Memorial Chapel, BFS was limited to 100 people in total. This reduction in capacity and the difficulty scheduling artists was a real challenge.

b. Have you cancelled any services to your clients, members or customers as a result of COVID-19?

Yes

c. What percentage of your current revenue comes from the following sources: Fundraising Events, Earned Income, Corporate Sponsorship, Individual Donors or Foundations?

These figures fluctuate depending on programming, partnerships, and other factors. Earned income is 25-35%; Corporate support is 1%; Foundation support is 14-18%; State and Local Gov't grants 11-15% Private donations 22-29%; United Arts of Central Florida 6-7%; In-kind support 8-9%.

d. Number of equivalent full-time employees on January 2020.

6

e. Number of equivalent full-time employees on January 2021.

6

f. Have you had to reduce your staffing level due to detrimental impacts of COVID-19?

No

g. What services does your organization offer people who are disproportionately impacted by COVID-19?

As a performing arts organization, the Bach Festival Society presents music to provide solace during these difficult times and services to keep musicians working. Nearly everyone was emotionally impacted by the effects of COVID-19. When the stay-at-home order was issued, Dr. Sinclair created twice-weekly "Musical Moments" featuring hand-picked and edited recorded works from our archives, with information about the composers, artists, artistic styles, and more. BFS shared these free "Musical Moments" with our email list of over 8,000 households and posted them on social media channels and our website, where they have a permanent home.

We then began planning for digital program offerings of the scheduled in-person performances. We purchased and set up the necessary equipment to make the best video and audio recordings possible. We digitally recorded all indoor concerts for our Bach @ Home platform. The programs were available for purchase, with single and multi-viewer pricing. Over 800 people watched the programs through this service between October 1 and December 31, 2020. We were able to share complimentary links to some key partners, including the Mayflower Retirement Center and Center for Health and Wellbeing.

Our musicians were significantly impacted by COVID. Nearly all of them lost a substantial amount of work. Being able to schedule socially distanced orchestra performances allowed us to provide some much-needed work to these artists.

h. What services does your organization offer our more vulnerable populations, seniors, children, handicapped?

BFS has offered its Musical Moments and Bach @ Home content to a variety of people who were unable to leave their homes during the COVID pandemic. BFS shared its Musical Moments digital content to over 8,000 email subscribers.

The Mayflower Retirement Community shared several Bach @ Home performances on its television channel. The Center for Health and Wellbeing shared the Society's Musical Moments through its "Daily Well" e-newsletter.

A Classic Christmas was broadcast locally by WUCF and on public television stations throughout the US over the holiday season, and over 90,000 households watched.

i. What services does your organization provide to those who have lost jobs?

The Bach Festival Society is a Supporting Partner of the Greater Orlando Performing Arts Relief (GOPAR), which provides meals and groceries, cash for emergencies, and mental health counseling to out-of-work artists throughout Central Florida. This ongoing effort supports the artists in our community who have been so deeply affected by COVID-19.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3930

j. What services does your organization offer those who have suffered with the illness related to COVID-19?

BFS does not provide any direct programming to those who have suffered from the illness related to COVID-19.

k. What services does your organization offer those who have suffered loss of family members due to COVID-19?

BFS does not provide any direct programming to those who have suffered loss of family members due to COVID-19.

l. Have you received specific support services from the City of Winter Park in the last 2 years?

Yes

How were the support services from the City of Winter Park used, and what was the total funding/value?

In February 2020, BFS received a \$5,000 grant from the City of Winter Park to support nine pop-up Corner Concerts throughout downtown Winter Park as part of the 85th Annual Bach Festival. These performances featured diverse Rollins music students and highlighted the Annual Bach Festival to Winter Park residents and visitors. Our staff promoted these concerts on its social media channels and tagged the City through the #wpinspires.

In fall 2020 and winter 2021, the Society worked with City of Winter Park staff to present safe, socially distanced outdoor performances in the West Meadow and Central Park. Jason Seely helped our team get these performances approved through the City departments, consulted on set up, provided temporary fencing and an electrician to ensure our sound equipment had adequate power, and provided handwashing stations and signage.

3. Amount of Funding: What is the total amount being requested and what percent of the total organization's budget does it represent? (Please note that grant support will not exceed \$25,000 or more than half of the organization's annual operating budget. Operating budget should be defined as the total expenses line on the most recent IRS Form 990.

BFS is requesting \$25,000, which is 2% of the Society total 2019-2020 expenses of \$1,158,136. The BFS has budgeted expenses of \$1,628,846 for its 2021-2022 season.

4. Other Governmental Funding: Please detail any other governmental grants or operating support applied for or received by your organization in the last two years with special care to mention PPP, CARES ACT, or ARPA funding already received.

FY 2019-2020

Orange County Arts and Cultural Affairs Cultural Tourism Grant \$

State of Florida General Operating Support: \$40,458

PPP Loan: \$77,521

City of Winter Park Grant: \$5,000

FY 2020-2021

Orange County Arts and Cultural Affairs Cultural Tourism Grant: \$162,000

State of Florida General Operating Support: \$40,575

PPP Loan: \$74,401

Cares Grant for plexiglass shields, touch-free ticket scanners, masks and other personal protective equipment: \$4,959

FrontYard Festival venue subsidy grant: \$15,954

5. Evaluating Success: What measurements or outcomes will the organization use to evaluate its own success with the use of public funds? Please provide goals for every type of program/project listed in question 1 above.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3930

During the pandemic, the BFS has prioritized musician support, financial and emotional, and thanks to funding from the public sector, we have been able to maintain a continuous presence in the community for our artists, patrons, donors, and staff. The fact that we are able to plan and execute an entire BFS season with full rosters of musicians, an effective staff, and audience support testifies to the positive effects of public funding. Our metrics will be the ability to present programming while keeping our artists, staff, volunteers, and patrons healthy; concert attendance; donor support; audience feedback; and critical acclaim.

87TH SEASON (2021-2022)

INSIGHTS & SOUNDS SERIES GOALS:

- Goal 1: Present in-person rehearsals and performances following all current health and safety guidelines
- Goal 2: Increase attendance by 10% over FY 19-20 series
- Goal 3: Have at least 10 new households purchase tickets
- Goal 4: Receive at least one published review per series and positive audience responses

CHORAL MASTERWORKS SERIES GOALS:

- Goal 1: Present in-person Choir and Orchestra rehearsals and performances following all current health and safety guidelines
- Goal 2: Increase attendance by 10% over FY 19-20 series where capacity is available
- Goal 3: Have at least 30 new households purchase tickets to this series
- Goal 4: Hire at least three new artists and seek diversity in race, ethnicity, age, etc.
- Goal 4: Receive at least one published review per series and positive audience feedback
- Goal 5: Host at least two educational programs to expand audience knowledge of repertoire and artists
- Goal 6: Partner with WUCF TV to film, edit, and finalize the recording of "A Classic Christmas" for national distribution in 2022

87th ANNUAL BACH FESTIVAL GOALS:

- Goal 1: Present in-person Choir and Orchestra rehearsals and performances following all current health and safety guidelines
- Goal 2: Increase attendance by 10% over FY 19-20 series where capacity is available
- Goal 3: Have at least 35 new households purchase tickets to this series
- Goal 4: Hire at least three new artists and seek diversity in race, ethnicity, age, country of origin, etc.
- Goal 4: Receive at least one published review per series and positive audience feedback
- Goal 5: Host at least two educational programs to expand audience knowledge of repertoire and artists
- Goal 6: Develop at least two new partnerships to promote BFS and its programming

Signature



Entry Id

3930

Entry Date

2021-07-30 17:34:27

American Rescue Plan Act Funding Application (ARPA) : Entry # 3938

Acknowledgement (Consent)

Checked

Acknowledgement (Text)

I meet all the general requirements above.

Legal Name of Organization

Winter Park High School Foundation Inc

IRS NTEE Code

B99J, Education

Contact Person

Vincent Furey

Title

Past President / Director of Charitable Giving

Phone

(302) 373-5741

Email

vfurey@openclose.com

Website

<http://www.wphsfoundation.org/>

1. 501 (C)(3) Determination Letter from the IRS

- [WPHS-Foundation-IRS-501c3-determination-letter.pdf](#)

2. Current By-Laws & Articles of Incorporation

- [WPHS-Foundation-Bylaws.pdf](#)
- [WPHS-Foundation-Articles-Amend.pdf](#)

3. IRS Form 990 for the most recent two years

- [wphs-fndn-f990-07.31.19.pdf](#)
- [wphs-fndn-f990-07.31.20.pdf](#)

4. Organization Chart or Staffing Description

- [WPHS-Foundation-Org-Chart.pdf](#)

5. Proof of operational history of at least three years in the City of Winter Park

- [2017_2021-WPHS-Foundation-Florida-Annual-Reports.pdf](#)

American Rescue Plan Act Funding Application (ARPA) : Entry # 3938

Provide a detailed explanation for any requested documents not attached.

- * We have had no adverse correspondence received from the IRS since our founding
- * Our annual contributions are well below \$1 million threshold for independent auditors report requirement

Is your organization (local chapter) involved in any pending litigation?

No

1. Organization's History and Mission Statement: Provide a brief organization history and mission statement that includes organization's goals and objectives, service area, and location.

The Winter Park High School Foundation is a charitable organization dedicated to preserving the tradition of excellence at Winter Park High School. The Foundation will:

- Maximize every students educational experience
- Support an atmosphere that will attract the best and brightest teachers and staff
- Satisfy unmet resource needs through private contributions
- Engage our community to invest in and protect our valuable asset

The WPHS Foundation was established as an IRS-approved not-for-profit organization in 1992 by concerned parents and community members to bridge the gap between county and state educational funding and the money necessary to help WPHS maintain its outstanding position as a nationally-acclaimed public high school. Its sole purpose is to provide additional financial support for the educational, extracurricular, and athletic needs that benefit WPHS students. Recent budget cuts and today's tougher financial times make the work of the Foundation more vitally important than ever before.

All gifts are tax-deductible and will qualify for employer match programs, if your employer has such a program. The Foundation is a 100% volunteer organization with modest administrative expenses, allowing it to devote over 98% of your gift to facility and program initiatives the benefit the students, teachers and administrators of Winter Park High School.

2. Organization Affiliation: Is your organization a part of a larger organization?

No

3. Major Organization Activities and Accomplishments during the Past Year: Provide information on major activities such as special events and organization/program achievements.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3938

We've had a difficult last year. We were forced to cancel our marquee event, Restore the Roar, which is hosted on Showalter Field and accounts for \$150,000 to \$200,000 of our annual funding. 10% of our net proceeds from Restore the Roar are contributed to The City of Winter Park to help fund additional improvements to the Showalter sports complex. In the last 4 years, we've contributed over \$65,000 to the City of Winter Park from Restore the Roar Proceeds.

We did host a 6 week "virtual" event which raised approximately \$65,000. Between our virtual event, direct letter campaigns, community outreach and social media engagement, we were able to raise approximately \$180,000 during our 2020 - 2021 academic year. Well below our usual annual funding but still good considering the Covid-19 climate we've been operating in. The lower funding has required we reduce the programs we will be able to support at WPHS this coming academic year.

Programs funded during 2020 - 2021 academic year:

- Invested \$50,000 in the WPHS main campus Media Center to upgrade furniture from the previous 1980s style furniture to modern furniture and features consistent with a digital learning environment.
- Invested \$35,000 in band and orchestra instruments. Due to Covid-19, students were no longer permitted to share instruments. Many students were at risk of not being able to participate because they could not afford to purchase or rent their instrument.
- Invested \$54,000 in the WPHS Athletic Center to upgrade the sound systems in the weight room and wrestling/cheer training room and upgrades to the locker rooms.
- Invested \$47,000 in the WPHS main campus gymnasium to install sound dampening panels and upgrade the sound and pa systems.
- Invested \$24,000 for improvements to the WPHS main campus baseball complex.
- Invested \$6,500 in the WPHS mathematics program to purchase 650 licenses of IXL Math Learning software. The software is specifically designed to support students struggling with HS math concepts. The math department experienced significant increases in math proficiency as a result.
- Invested \$8,000 in the performance auditorium to replace stage curtains and upgrade curtain mechanics.
- Provided \$5,000 in scholarships to graduating seniors pursuing trade or vocational programs.
- Provided \$4,000 in student organizational grants; clubs and after school programs
- Provided \$5,000 in funding for after school tutoring program

4. Major Changes during the Past Year: Provide information regarding any major changes that your organization has experienced during the past year.

As mentioned above, we had a difficult past year. We were forced to cancel our marquee event, Restore the Roar, which is hosted on Showalter Field and accounts for \$150,000 to \$200,000 of our annual funding. 10% of our net proceeds from Restore the Roar are contributed to The City of Winter Park to help fund additional improvements to the Showalter sports complex. In the last 3 years, we've contributed over \$65,000 to the City of Winter Park from Restore the Roar Proceeds.

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5. Details of Direct Services: Only applicants that provide direct services within the municipal boundaries of Winter Park will be considered. Please detail the type of service provided by your organization.

The Winter Park High School exclusively funds projects that improve the academic and extracurricular experience for WPHS students, teachers and administrators. We consistently fund major capital, facility improvements both at the WPHS main campus and the 9th grade center in addition to many student and administration programs. All with the goal to raise the bar for our students.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3938

6. Service Recipients: Please provide any demographic or detailed information regarding the recipients of your services. Please note any underserved populations, those that may have been impacted by the pandemic, at-risk groups, or low-income individuals.

- Winter Park High School
- School Type: Magnet School
 - Grades: 9-12
 - Students: 3,419 students
 - Student:Teacher Ratio: 20:1
 - Minority Enrollment: 49%
 - Graduation Rate: 98% (Top 5% in FL)
 - Overall Testing Rank: Top 50%
 - Math Proficiency: 53% (Btm 50%)
 - Reading Proficiency: 67% (Top 30%)
 - Diversity Score: 0.65 (Top 30%)
 - Free and Reduced Lunch Program: 36%
 - Homeless Population: 8%

7. Other Non-Profit Partnerships: Please detail any other partnerships, support, or shared activities that your organization has or has had with other non-profit organizations in Winter Park?

We have been very fortunate to work with other local non-profit organizations who are excited about the work we are doing at WPHS, our outcomes and the fact that we are 100% volunteer with operating expenses consistently below 2%.

Some local organizations we've worked on projects with:

- The Joe and Sarah Galloway Foundation
- The Gurtler Foundation
- The Bush Family Fund
- The Central Florida Foundation: Endowment Management
- The Elinor and TW Miller Jr Foundation
- The Hume Foundation
- Rollins College
- The City of Winter Park

We worked jointly with the City of Winter Park, Rollins College and OCPS and contributed approximately \$300,000 to the Showalter Track & Field renovation project back in 2016/2017.

1. Use of Grant Funding: Outline what will be accomplished with this grant funding and how it benefits the Winter Park community.

We humbly request consideration for the full \$25,000 allowable grant. If we are fortunate enough to be awarded the full \$25,000 grant, the funds will be used as follows:

- \$6,750 IXL Math Learning software licenses for the 2021 - 2022 academic year. This program has been a huge success improving math proficiency for at risk students.
- \$5,500 Purchase (2) new production Macs for the WPHS Digital Video Production program
- \$12,750 Purchase additional musical instruments for the WPHS band and orchestra programs. As noted earlier in the application, Covid-19 has made this a massive need at WPHS. Prior to Covid-19, students were permitted to share instruments, requiring a much lower "owned" instrument inventory. Now instrument sharing is not permitted which risks locking-out participation by students who do not have the financial means to purchase or rent their own instruments. This eliminates that risk.

a. Have you cancelled any events or gatherings as a result of COVID-19?

Yes

American Rescue Plan Act Funding Application (ARPA) : Entry # 3938

What was the financial loss to your organization caused by cancelling events or gatherings?

We have lost between \$125,000 - \$175,000 in contributions due to the Covid-19 pandemic forcing us to significantly reduce the programs we fund at WPHS.

b. Have you cancelled any services to your clients, members or customers as a result of COVID-19?

Yes

c. What percentage of your current revenue comes from the following sources: Fundraising Events, Earned Income, Corporate Sponsorship, Individual Donors or Foundations?

Events: 55% Individual Donors: 20% Foundations: 25%

d. Number of equivalent full-time employees on January 2020.

0

e. Number of equivalent full-time employees on January 2021.

0

f. Have you had to reduce your staffing level due to detrimental impacts of COVID-19?

No

g. What services does your organization offer people who are disproportionately impacted by COVID-19?

The WPHS Foundation is a 100% volunteer foundation. We have not experienced staffing reductions because we have zero paid staff.

- We provided \$6,000 in funding to install hand sanitizer stations throughout the WPHS main campus and 9th grade center
- After school tutoring programs
- Extracurricular program equipment/participation grants. Most WPHS extracurricular programs have equipment/participation fees. We fund grants to offset this expense so students without the financial means to pay these can still participate, no questions asked.
- We fund Willy's Mart, the WPHS food/clothing pantry which provides groceries and clothing to students, no questions asked
- We provided a grant to Army of Angels, a 501c3 founded by WPHS teachers Kate Demory and Craig Russell which provides food, clothing, health and technology assistance to WPHS families in need.

h. What services does your organization offer our more vulnerable populations, seniors, children, handicapped?

American Rescue Plan Act Funding Application (ARPA) : Entry # 3938

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- After school tutoring programs
- Extracurricular program equipment/participation grants. Most WPHS extracurricular programs have equipment/participation fees. We fund grants to offset this expense so students without the financial means to pay these can still participate, no questions asked.
- We provide annual funding for the WPHS Exceptional Education Program to support students with physical and mental challenges
- We fund Willy's Mart, the WPHS food/clothing pantry which provides groceries and clothing to students, no questions asked
- We provided a grant to Army of Angels, a 501c3 founded by WPHS teachers Kate Demory and Craig Russell which provides food, clothing, health and technology assistance to WPHS families in need.

i. What services does your organization provide to those who have lost jobs?

We are not aware of the home employment dynamics of the students we serve but we expect that the many programs we fund helped those experiencing employment interruption at home. We have really relied on funding provided to Willy's Mart and Army of Angels to directly effect those impacted at home.

j. What services does your organization offer those who have suffered with the illness related to COVID-19?

We are not aware of the home health dynamics of the students we serve but we expect that the many programs we fund helped those experiencing Covid-19 health crisis at home. We have really relied on funding provided to Willy's Mart and Army of Angels to directly effect those impacted at home.

k. What services does your organization offer those who have suffered loss of family members due to COVID-19?

We are not aware of the home health dynamics of the students we serve but we expect that the many programs we fund helped those experiencing Covid-19 health crisis at home. We have really relied on funding provided to Willy's Mart and Army of Angels to directly effect those impacted at home.

l. Have you received specific support services from the City of Winter Park in the last 2 years?

No

3. Amount of Funding: What is the total amount being requested and what percent of the total organization's budget does it represent? (Please note that grant support will not exceed \$25,000 or more than half of the organization's annual operating budget. Operating budget should be defined as the total expenses line on the most recent IRS Form 990.

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This represents approximately 10% of our annual budget.

American Rescue Plan Act Funding Application (ARPA) : Entry # 3938

4. Other Governmental Funding: Please detail any other governmental grants or operating support applied for or received by your organization in the last two years with special care to mention PPP, CARES ACT, or ARPA funding already received.

NA

5. Evaluating Success: What measurements or outcomes will the organization use to evaluate its own success with the use of public funds? Please provide goals for every type of program/project listed in question 1 above.

- \$6,750 IXL Math Learning software licenses for the 2021 - 2022 academic year. Math proficiency at WPHS has running below 50% and in the bottom 40% at the state level. Our first year of this program saw math proficiency hit 53% and statewide proficiency ranking increasing 16%. Our goal is to continue to fund this program and continue to see measurable increases in overall proficiency.

- \$5,500 Purchase (2) new production Macs for the WPHS Digital Video Production program. This program has received honors and AP accreditation and is recognized nationally by CSPAN and others yet the equipment students are producing content on is 8-10 years old. Upgrading just (2) machines to modern technology will have a monumental impact on the content students will be able to produce.

- \$12,750 Purchase additional musical instruments for the WPHS band and orchestra programs. We want to make sure WPHS has sufficient owned band and orchestra instruments so no student is restricted from participating in our award winning, nationally recognized programs. This does just that.

Signature



Entry Id

3938

Entry Date

2021-08-02 21:41:28



City Commission agenda item

item type Action Items Requiring Discussion	meeting date September 8, 2021
prepared by Randy Knight	approved by Randy Knight
board approval Completed	
strategic objective	

subject

Consider allowing Rollins College the use of the old library parking lot for a staging and laydown yard for the Alford Inn expansion project.

motion / recommendation

Approve the attached Memorandum of Understanding for the temporary use of the old library parking lot for the Alford Inn expansion project laydown and staging.

background

The Alford Inn expansion project is underway and is anticipated to be complete around January 2023. The contractor is in need of a staging/laydown space near the property. The old library is expected to be vacated by Thanksgiving and Rollins has requested to enter into the attached agreement for the use of that adjacent property.

On August 12, 2021 the Commission held a work session to discuss the future of the old library building and property. The conclusion was to explore a potential Winter Park Cultural Arts Center that could bring funds to the table to accomplish the necessary building remodeling. This exploration will take some time and the execution of the results of the exploration will take even longer. With that and the 60 day out clause, approving the Alford request would not have a negative impact on the timing of the ultimate use of the property.

The major terms of the proposed MOU are as follows:

Term - December 1, 2021 to January 31, 2023

Payment - \$4,000 per month (\$56,000 over the full term)

Access - City will still have access to old library including three dedicated parking spaces. It allows for more to be dedicated if the city needs them.

Termination - 60 day out clause for either party without cause

Restoration - Requires Rollins to restore the parking lot to its pre-use condition or better.

Staff supports approving the attached MOU for the following reasons:

- 1) It reduces material delivery trucks and other vehicles need to stage in the street while waiting to enter the construction site thereby reducing impact on neighbors.
- 2) It reduced the amount of traffic through downtown going to and from a more distant staging site.
- 3) There is a 60 day out clause so if the city needs the property sooner than the end of the MOU it can give notice and end the agreement.
- 4) It will take some time for the Commission to determine the ultimate use of the property and this agreement will bring in revenue in the meantime while not preventing the city from working on the building if that is the decision.

alternatives / other considerations

fiscal impact

\$56,000 of income to the city if used for the full term.

ATTACHMENTS:

[Memorandum of Understanding - Rollins College.DOCX](#)

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (this “Agreement”) is made and entered into as of July ____, 2021 (the “Effective Date”) by and between **ROLLINS COLLEGE**, a Florida not-for-profit corporation (“Rollins College”) whose mailing address is 1000 Holt Avenue, Box 2717, Winter Park, FL 32789 and **THE CITY OF WINTER PARK**, a Florida municipal corporation (the “City”), whose mailing address is 401 Park Avenue South, Winter Park, FL 32789.

WITNESSETH:

WHEREAS, Rollins College is expanding the Alford Inn (the “Project”) and the Project will require the use of additional parking facilities; and

WHEREAS, the City owns that certain parcel of real property known as the Winter Park Library which is adjacent to the Project and located at 460 E New England Ave, Winter Park, Florida (the “Property”) as more particularly shown on Exhibit A attached hereto and incorporated herein; and

WHEREAS, Rollins College desires to use the paved parking lot located on the Property as generally described in the rendering shown on Exhibit B attached hereto and incorporated herein (the “Parking Lot”) to temporarily accommodate the Project, reduce traffic on New England Avenue and Lyman Avenue, reduce the use of on-street parking and reduce noise for the adjacent neighbors; and

WHEREAS, the City has agreed to grant a license to allow Rollins College to use the Parking Lot pursuant to the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, and as an inducement for the City to allow Rollins College to use the Parking Lot, the parties agree as follows.

1. The foregoing recitals are true and correct and are incorporated herein by this reference as part of this Agreement.

2. The undersigned persons have full legal authority to enter into this agreement on behalf of their respective parties.

3. The City agrees to allow Rollins College to use the Parking Lot as a license grant for a term commencing on December 1, 2021 (or at such time as the Library has vacated the property if later than December 1st) and expiring on January 31, 2023 (the “Term”), subject to the terms and conditions set forth in this Agreement. Rollins College may request to extend the Term on a month-to-month basis by submitting a written request to the City no later than sixty (60) days prior to the then-expiration of the Term (the “Request to Extend”). If the City approves the Request to Extend, then the Term shall be extended on a month-to-month basis pursuant to the terms and conditions set forth in this Agreement. Either party may cancel this Agreement with or without

cause and for any or no reason upon sixty (60) days written notice to the other party. 4. On the Effective Date and on the first (1st) day of each month during the Term thereafter, Rollins College agrees to pay the City the sum of FOUR THOUSAND AND 00/100 DOLLARS (\$4,000.00) as consideration for the use of the Parking Lot (the "Payments"). The Payments shall be made without notice or demand to the mailing address specified for the City in the introduction paragraph of this Agreement, or as otherwise specified by the City. Rollins College acknowledges that as a governmental entity, the City is exempt from payment of sales tax on rent.

5. No Property Interest. The right to use of the Parking Lot granted herein is solely a license for the express purposes set forth in this Agreement and does not grant any leasehold, easement, property or equitable interest in the Parking Lot to Rollins College. The license granted herein is personal to Rollins College and it does not run with the land and title to the Property. City reserves all rights of ownership of the Parking Lot. Rollins College shall ensure that no contractor, subcontractor, materialmen, vendor, supplier or any other entity or person performing work for the Rollins College or for the Project claims or files a lien against the Property or any other City property. The City is exempt from construction liens and mechanics liens.

6. Rollins College shall be allowed to use the entirety of the Parking Lot as it deems reasonably appropriate for the intended use as stated herein and in a manner consistent with the terms of this Agreement. Rollins College shall provide three reserved parking spaces next to the building for visitor and contractor parking for the City. Upon request by the City, additional spaces may be reserved by the City on an as needed basis. The parties expressly acknowledge and agree that Rollins College shall not be permitted to use the interior of the building located on the Property (the "Library") and Rollins College shall have no obligation to maintain the Library.

7. Rollins College agrees to maintain the Parking Lot in a clean and orderly condition. Prior to the expiration of the Term, Rollins College shall remove any of its personal property, debris or other material resulting from Rollins College's use of the Parking Lot. Rollins College shall be responsible for any damage to the Property caused by or arising from its use of the Parking Lot or use by any of its employees, agents, contractors, or subcontractors. Rollins College shall repair and restore the Parking Lot to its previous condition existing prior to this Agreement or better. Rollins College shall comply with all laws, ordinances, regulations and rules in the use of the Parking Lot. Rollins College shall not cause environmental contamination of the Parking Lot or the Property. Rollins College shall not store fuel or petroleum tanks on the Parking Lot. Rollins College agrees that the City and its employees shall have the right to access and inspect the Parking Lot at any time to ensure compliance with this Agreement.

8. Rollins College shall cause their construction partner Balfour Beatty Construction LLC, a Delaware limited liability company ("BB"), to conduct a pre-inspection of the Property and to prepare as-built video and photo documentation of the Parking Lot, sidewalks and landscaping areas on the Property.

9. Rollins College or its contractors, agents, or invitees shall lay plywood under any materials stored on the Parking Lot.

10. Rollins College shall be permitted to erect fencing on the Parking Lot, including a six (6) foot chain link fence with solid wind screen on the back of the Parking Lot connecting to

the corners of the Library and the construction fence as shown on Exhibit B (the "Fence"). The Fence will include two (2) twenty-four (24) foot locked gates. Rollins College will provide the gate combinations to the City to be used for emergency purposes.

11. Rollins College shall cause BB to maintain landscaping located within the fenced area in good condition and repair. Rollins College shall not be required to maintain any landscaping located outside of the fenced area, which shall be maintained by the City. Rollins College shall cause BB to install tree protection barriers at any trees within the fenced area which are reasonably requested by the City. The City shall pay for, monitor, manage and provide utilities, including but not limited to the irrigation systems which service the Property. City shall maintain and provide illumination of the Parking Lot from dusk until dawn using the existing parking lot lighting at no additional cost to Rollins College.

12. Rollins College will not be obligated to provide any on-site security personnel to monitor the Parking Lot or the Library building. However, in no event shall the City be responsible for security and risk protection of vehicles, equipment and materials stored on the Parking Lot by Rollins College or those persons or entities using or accessing the Parking Lot on behalf of Rollins College. The City shall permit BB to install one or more web cameras on the outside of the Library Building or elsewhere on the Parking Lot that will monitor the Parking Lot and the Project area. The web camera(s) will not be monitored in real time, but footage may be provided to the City upon request.

13. Rollins College freely, voluntarily and knowingly executes this Agreement, including the hold harmless and indemnification provisions, with the express intention of releasing, and hereby does release, the City, its officers, directors, agents, servants, and employees, from all liability for any claim, including injury to any person or property, arising out of Rollins College's use of the Parking Lot or the Property.

14. Rollins College understands and assumes all risks to itself, its officials, employees, representatives, agents, and invitees and accepts the use of the Parking Lot as-is. The City makes no representations or warranties (implied or expressed) regarding the condition of Parking Lot or concerning its feasibility for use for its intended purposes.

15. Rollins College agrees to hold harmless, indemnify and defend the City, its representatives, officers, agents, affiliates, and employees, from and against all liability, suits, action, claims, costs, expenses and demands (including, without limitation, suits, actions, claims, costs, expenses or demands resulting from death, personal injury and property damage) and expenses of every kind and character, including reasonable attorneys' fees, costs and appeals, arising or resulting, in whole or in part, as a result of any tort, intentional action, negligent acts or omissions on the part of Rollins College or any of its officers, agents, servants, employees, contractors, subcontractors, participants, guests, or invitees arising out of or in any way connected with the use of the Parking Lot or Property or arising from any breach of Rollins College's responsibilities and duties under this Agreement. This indemnification and hold-harmless provision applies to claims and damages regardless of whether Rollins College can claim immunity under Section 440.11, Florida Statutes or other statute. Nothing claimed herein shall be construed as a waiver of any immunity or limitation of liability the City may have under the doctrine of

sovereign immunity of Section 768.28, Florida Statutes or as otherwise provided by law. This paragraph shall survive termination and expiration of this Agreement.

16. Rollins College shall at its sole cost provide liability coverage in at least the amount of One Million (\$1,000,000.00) Dollars per occurrence, and Three Million (\$3,000,000.00) Dollars in the aggregate. All insurance shall be obtained from companies authorized to do business in the State of Florida and which have an AM Best rating of at least "A". The City must be an additional insured on the policy of insurance obtained by Rollins College in compliance with this Agreement, and Rollins shall provide the City with a copy of the policy(ies) of insurance within five (5) days of the Effective Date of this Agreement. Rollins College shall ensure that the insurer's agreement(s) it obtains provides for not less than thirty (30) days advance notice to the City before cancellation, expiration or alteration of any policy of insurance. Rollins College agrees to maintain such policies of insurance during the term of this Agreement, and any failure to do so will constitute a breach of the terms of the Agreement. The City shall be named as an additional insured and said policy will be primary over any other collectible insurance for any liability arising out of claims in connection with this Agreement.

17. The terms, conditions and provisions of this Agreement shall be binding upon and shall inure to the benefit of each of the parties hereto, their heirs, personal representatives, successors and assigns; provided, however, this Agreement or any right hereunder shall not be assigned by Rollins College without the prior written consent of the City, in the City's sole discretion.

18. Any notice or demand to be given or that may be given hereunder shall be in writing and shall be (i) delivered by hand, or (ii) delivered through United States mail, postage prepaid, certified, return receipt requested and addressed to the parties at the address shown on Page 1 of this Agreement. Any notice or demand that may be given hereunder shall be deemed complete (i) one (1) day after mailing of such notice or demand in the United States mail with proper postage affixed thereto, certified, return receipt requested, or (ii) upon hand-delivery to the appropriate address as herein provided. Any party hereto may change said address by notice in writing to the other parties in the manner herein provided.

19. The laws of the State of Florida shall govern the validity, performance and enforcement of this Agreement, and venue shall be in Orange County, Florida.

20. If any provision of this Agreement is found to be unconstitutional, illegal, or otherwise unenforceable by judgment of a court of competent jurisdiction, such judgment shall not invalidate the remainder of this Agreement, unless such judgment renders the purpose or performance of this Agreement no longer practical for either party.

21. In no event shall any of the terms of this Agreement confer upon any third person, corporation, or entity other than the parties hereto any right or cause of action for damages claimed against any of the parties to this Agreement arising from the performance of the obligations and responsibilities of the parties herein or for any other reason.

[signatures to follow]

IN WITNESS WHEREOF, the parties hereto have made and executed this contract this ____ day of _____, 2021.

WITNESSES:

ROLLINS COLLEGE, a Florida non-profit corporation

Print Name: _____

By: _____

Name: _____

Title: _____

Print Name: _____

STATE OF FLORIDA
COUNTY OF ORANGE

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this _____ day of _____, 2021, by _____, as _____ of ROLLINS COLLEGE, a Florida non-profit corporation, on behalf of the corporation. He (She) ☐ is personally known to me or ☐ has produced _____ as identification.

(NOTARY SEAL)

Notary Public Signature

(Name typed, printed or stamped)

ATTEST:

CITY OF WINTER PARK

Rene Cranis, City Clerk

By: _____

Date: _____

STATE OF FLORIDA
COUNTY OF ORANGE

The foregoing instrument was acknowledged before me by means of ☐ physical presence
or ☐ online notarization this _____ day of _____, 2021, by
_____, as _____ of the CITY OF WINTER PARK,
FLORIDA. He (She) ☐ is personally known to me or ☐ has produced
_____ as identification.

(NOTARY SEAL)

Notary Public Signature

(Name typed, printed or stamped)

Exhibit A

[INSERT LEGAL DESCRIPTION OF PROPERTY]

Exhibit B





City Commission agenda item

item type Action Items Requiring Discussion	meeting date September 8, 2021
prepared by Michelle del Valle	approved by Michelle del Valle, Randy Knight
board approval Completed	
strategic objective	

subject

Employee Testing Policy for COVID-19

motion / recommendation

Approve the policy as recommended.

background

Among growing concerns related to a second spike in COVID-19 and the associated variants, the City Commission authorized the City Manager to fund a \$75K incentive program to encourage City employees to become vaccinated. The program is underway and the incentive period ends September 15, 2021.

Additionally, the City Commission asked the City Manager to develop a policy for for regular testing of employees that choose not to voluntarily submit their vaccine card to begin September 20, 2021. The attached policy was developed with the input of the City's labor attorney, Jeff Mandel. The policy was presented to the Fire Union in accordance with their contract and accepted on September 1, 2021.

The Fire Department will oversee the testing program and the tests will be administered by a third party, while HR will maintain the associated medical records.

This policy requires Commission approval because it included discipline for non compliance.

alternatives / other considerations

fiscal impact

Tests will be between \$22-\$25 per person. In addition, most employees will be tested on the clock. Estimated total costs to test will not be available until after September 15, 2021.

ATTACHMENTS:

[Draft_testing_policy_8-25-21 \(1\).pdf](#)



COVID-19 TESTING POLICY

Since early 2020, COVID-19 was and continues to be a major health threat globally and locally. The City of Winter Park is a governmental agency that provides essential services for the safety, health and well-being of the community. It is the city's responsibility to its employees to provide a work environment that allows for the safe delivery of city services.

On August 2, 2021, the City announced a voluntary employee COVID-19 vaccination incentive program to encourage unvaccinated employees to become fully vaccinated by September 20, 2021. However, the City realizes education and incentives may not convince enough employees to become vaccinated. Therefore, the City will be implementing the following COVID-19 Testing Policy effective September 20, 2021. This policy applies to all City employees.

REQUIREMENTS

All City employees are required no later than September 20, 2021 to either (a) establish that they have been fully vaccinated by producing documentation from their immunization provider showing the dates the vaccine was administered, such as a COVID-19 Vaccination Record Card, to Human Resources for review; or (b) produce weekly negative COVID-19 test results pursuant to the Testing Procedures below. Vaccination and/or testing is required even if an employee previously tested positive for COVID-19. For purposes of this policy, an employee is considered fully vaccinated after receiving the second dose of a two-dose vaccine (Pfizer or Moderna) or one dose of a single-dose vaccination (Johnson & Johnson). Information regarding employee vaccinations and test results shall be treated as confidential to the extent allowed by law.

To facilitate employees receiving the COVID-19 vaccine, the City will allow employees to attain the vaccine while on duty, subject to staffing needs and supervisor approval.

TESTING PROCEDURES

Employees who do not provide documentation establishing that they are fully vaccinated shall be required to undergo COVID-19 diagnostic testing once weekly with either PCR or antigen testing. Such testing shall be scheduled by the City to be conducted during the employee's working hours at a City selected location. Employees who do not wish to be tested on duty may submit to any FDA authorized PCR or antigen testing by a third party off duty, on their own time and at their own expense, and provide the results weekly to Human Resources on a schedule established by Human Resources. Employees who test positive for COVID-19 shall be required to quarantine in accordance with CDC guidelines.

FAILURE TO COMPLY WITH POLICY

Employees who are not fully vaccinated AND do not provide a negative COVID-19 test result weekly beginning September 27, 2021 may be placed on unpaid leave until a negative test result and/or a vaccination record is produced. Additionally, such employees may be subject to discipline up to and including discharge from employment. Employees who seek a medical or religious accommodation to the testing requirement should contact Human Resources.

FALSIFICATION OF DOCUMENTS

Falsification of immunization documentation, test results, or an accommodation request will be grounds for discharge from employment.



City Commission agenda item

item type Action Items Requiring Discussion	meeting date September 8, 2021
prepared by Kim Breland	approved by Michelle del Valle, Randy Knight
board approval Completed	
strategic objective	

subject

Appointments to Smart City Ad-Hoc Committee

motion / recommendation

background

Proposed appointments to the Smart City Ad-Hoc Committee:

Commissioner Sullivan - Paul Conway
Commissioner DeCiccio - Michael Poole
Commissioner Cooper - Wes Naylor
Commissioner Weaver - Dr. Richard James
Mayor Anderson - James Everett
Mayor Anderson - Whit Cotton
Mayor Anderson - Chris Johnson

alternatives / other considerations

fiscal impact



City Commission agenda item

item type Millage and Budget Public Hearings (held after 5:00 p.m.)	meeting date September 8, 2021
prepared by Peter Moore	approved by Michelle del Valle, Randy Knight
board approval Completed	
strategic objective Fiscal Stewardship	

subject

Ordinance adopting millage rates for the FY 2022 budget.

motion / recommendation

Adopted the millage rates as presented.

background

The proposed FY 2022 General Fund budget was prepared assuming the operating millage rate would be kept at its current level of 4.0923 mills. Because property valuations increased, the proposed property tax levy represents a 3.33% increase from FY 2021. The city's tax rate has been held constant for the last 13 years and the overall combined millage rate will decrease due to the reduction in the debt service millage.

A tentative operating millage rate of 4.0923 was approved by the City Commission on July 28. This rate sets the maximum level that the Commission could set the millage rate at during the budget approval process without having to undergo an extensive noticing process. All property owners received a Notice of Proposed Property Taxes from the Orange County Property Appraiser in August that was based on the tentative rate. This notice also advised property owners of this first public hearing on millage rates and the budget.

The rolled-back rate, represents the millage rate that would generate the same level of property tax collection revenue the prior year, excepting growth due to an inflator and new construction. The rolled back rate would be 3.9604 mills.

Below is a table of the implications to the General Fund of adjustments to the millage rate:

Rate Level	Mills	Change from Current	Net Change to GF Revenue	Contingency Balance
Current Rate	4.0923	-	-	657,929
Rolled-Back Rate	3.9604	(0.1414)	(773,153)	(115,224)

Note: The Net Change to GF Revenue takes into account that any increase in millage would increase the GF transfer to the CRA, and any decrease would reduce it.

Any reduction in projected property tax revenues would require a corresponding reduction in General Fund budget appropriations.

alternatives / other considerations

N/A

fiscal impact

With the existing property tax rate, the city has a contingency of \$658k to weather impacts from this uncertain revenue environment and to allocate to needs/projects as they arise. No fiscal impact unless the Commission chooses to change the operating millage rate from the 4.0923 mills level. Every 0.25 of a mill generates approximately \$1.7 million in annual property tax revenue. Property taxes account for 43% of General Fund revenue and any changes or slowdown in this revenue source will have significant impacts on operating service levels.

ATTACHMENTS:

[Millage Ordinance FY22.docx](#)

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF WINTER PARK, FLORIDA ADOPTING A 4.0923 MILL AD VALOREM TAX LEVY UPON ALL REAL AND PERSONAL PROPERTY FOR APPROPRIATION TO THE GENERAL OPERATING EXPENSES OF THE CITY, AND A 0.2891 MILL VOTED DEBT SERVICE LEVY UPON ALL REAL AND PERSONAL PROPERTY FOR APPROPRIATION TO THE CITY OF WINTER PARK, FLORIDA GENERAL OBLIGATION BONDS, SERIES 2017 & 2020.

WHEREAS, the Legislature of the State of Florida mandated a procedure for calculating the taxable value for each taxing authority by the County Property Appraiser and provided for the calculation of rolled back millage rate, and

WHEREAS, the City of Winter Park, Florida has made the necessary rolled back millage calculation as required by law and found it to be 3.9604 mills.

WHEREAS, the citizens of Winter Park approved the issuance of up to \$30,000,000 General Obligation Bonds, at the March 15, 2016 bond referendum.

NOW, THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF WINTER PARK:

SECTION 1. That an ad valorem tax levy upon all real and personal property is hereby levied at a rate of 4.0923 mills, the same to be appropriated for the general operating expenses of the City in accordance with the budget for the fiscal year beginning October 1, 2021 and ending September 30, 2022. In addition, that an ad valorem tax levy upon all real and personal property is hereby levied at a rate of 0.2891 mills, the same to be appropriated for the City of Winter Park, Florida General Obligation Bonds, Series 2017 & 2020.

SECTION 2. The above levy to cover general operating expenses of the City is one thousand three hundred nineteen ten-thousandths above the rolled back millage of 3.9604 mills. Pursuant to State Statutes this levy represents a 3.33% increase in property taxes above the rolled back rate.

SECTION 3. The City Commission, after full, complete and comprehensive hearings and expressions of parties wishing to be heard, declares the tax levy to be reasonable and necessary for the immediate preservation and benefit of the public health, safety and welfare.

ADOPTED at a regular meeting of the City Commission of the City of Winter Park, held in City Hall, Winter Park, Florida this _____ day of _____, 2021.

Phil Anderson, Mayor

Attest:

Rene Cranis, City Clerk



City Commission **agenda item**

item type Millage and Budget Public Hearings (held after 5:00 p.m.)	meeting date September 8, 2021
prepared by Peter Moore	approved by Michelle del Valle, Randy Knight
board approval Completed	
strategic objective Fiscal Stewardship Investment in Public Assets & Infrastructure	

subject

Ordinance adopting the fiscal year 2022 budget

motion / recommendation

Adopt the attached Ordinance setting forth the FY 2022 Budget and Five-year Capital Plan.

background

This is the first of two public hearings on the budget. A summary of the proposed budget is included as Schedule A. This will represent the 14th year that the City Commission has been presented with an annual budget with no change in the property tax rate to pay for city services.

The City Manager presented his proposed budget to the City Commission at the July 14, 2021 City Commission Meeting. The Commission has discussed the budget at subsequent meetings. Based on those discussions the Commission and CRA Agency has reached the current consensus regarding the following changes to the proposed budget:

Stormwater Fund:

1. Reallocated the Stormwater CIP to utilize \$150k in ARPA funding to support capital improvements so that room could be made in the operating budget to create a Lakes Director position.

General Fund Budget:

1. Revised State Revenue and Property Tax estimates to match most recent figures. The net effect was to increase General Fund revenues by approximately \$87,000.
2. Added a Federal Lobbyist at an estimated cost of \$78,000
3. Added a Facilities Maintenance Specialist to assist with the new Library and Events

Center Campus at a cost of \$60,000

4. Added two Parks Maintenance Positions to enhance public spaces at a cost of \$126k.
5. Expanded the use of ARPA funds by \$1.25 million to support revenue loss and potential future economic and covid cost shocks that may hit in FY22.
6. Allocated \$750k to the Transportation Division to support transportation projects and design.

Overall contingency in the General Fund is now estimated at \$658k.

These changes have been incorporated into the proposed budget and are reflected in Schedule A (attached).

alternatives / other considerations

A budget must be adopted by statute.

fiscal impact

The budget is balanced per statute.

ATTACHMENTS:

[Budget Ordinance FY22.docx](#)

ATTACHMENTS:

[Schedule A - 1st Reading FY22 Ad.pdf](#)

ATTACHMENTS:

[Capital Improvement Plan - FY 2022 v2.pdf](#)

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF WINTER PARK, FLORIDA ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2021 AND ENDING SEPTEMBER 30, 2022 AND ACCOMPANYING FIVE YEAR CAPITAL IMPROVEMENT PLAN; APPROPRIATING FUNDS FOR THE GENERAL FUND, DESIGNATIONS TRUST FUND, STORMWATER UTILITY FUND, COMMUNITY REDEVELOPMENT FUND, AFFORDABLE HOUSING TRUST FUND, FEDERAL FORFEITURE FUND, POLICE GRANT FUND, DEBT SERVICE FUND, WATER AND SEWER FUND, ELECTRIC UTILITY FUND, FLEET MAINTENANCE FUND, EQUIPMENT REPLACEMENT FUND, EMPLOYEE INSURANCE FUND, GENERAL INSURANCE FUND, CEMETERY TRUST FUND, GENERAL CAPITAL PROJECTS FUND AND STORMWATER CAPITAL PROJECTS FUND; PROVIDING FOR MODIFICATIONS; PROVIDING FOR AMENDMENTS TO SAID ANNUAL BUDGET TO CARRY FORWARD THE FUNDING OF PURCHASE ORDERS OUTSTANDING AND UNSPENT PROJECT BUDGETS AS OF SEPTEMBER 30, 2021; AND AUTHORIZING TRANSFER OF FUNDS HEREIN APPROPRIATED BETWEEN DEPARTMENTS SO LONG AS THE TOTAL FUND APPROPRIATIONS SHALL NOT BE INCREASED THEREBY.

BE IT ENACTED BY THE PEOPLE OF THE CITY OF WINTER PARK:

SECTION 1. The annual budget of the City of Winter Park for the fiscal year beginning October 1, 2021 and ending September 30, 2022 as set forth on Schedule A attached hereto and by reference made a part hereof, is hereby adopted and approved after full, complete and comprehensive hearings and in consideration of the expressions of all parties concerned. It is hereby declared that said budget represents and presents the judgment and intent of the City Commission as to the needs and fiscal requirements of the various departments of the City government for the next ensuing twelve-month period.

SECTION 2. There are hereby expressly appropriated out of anticipated revenues and funds available for such purposes and not otherwise appropriated, the funds and monies necessary to meet the appropriations set forth in said budget. It is hereby declared that the funds available are those in excess of the amount required by law to be held by the City of Winter Park.

SECTION 3. The budget approved by this ordinance may be reviewed by the City Commission and shall be subject to modification by ordinance if the actual revenues and necessary expenditures are found to differ substantially from the estimates contained in said budget.

SECTION 4. The City Manager is hereby authorized to increase the line item appropriation in the attached budget to cover those purchase orders which shall have been issued on or prior to September 30, 2021, but not filled as of that date, and is authorized to pay for all goods or services received pursuant to such purchase orders from all the funds so appropriated. All such increases shall be appropriated to the corresponding accounts in the same funds against which they were outstanding as of September 30, 2021. The City Manager shall report to the City Commission all such purchase orders.

SECTION 5. The City Manager is hereby authorized to increase the line item appropriation in the attached budget to cover the unspent portion of project length budgets as of September 30, 2021.

The City Manager shall report to the City Commission all such project budgets carried forward from fiscal year 2021 to fiscal year 2022.

SECTION 6. The City Manager shall have the authority to transfer appropriations from one line item to another line item within a fund budget so long as the total fund appropriations shall not be increased. Appropriation transfers between funds shall require the approval of the City Commission.

SECTION 7. The accompanying five year capital improvement plan is hereby adopted as part of this ordinance and is made a part of the Comprehensive Plan, Data, Inventory and Analysis document replacing and substituting therefore any previous five year capital improvement plan. Funding for the first year of the plan is included in the annual budget. Funding for projects in years two through five is subject to the annual budgets adopted for each of those years.

ADOPTED at a regular meeting of the City Commission of the City of Winter Park, held in City Hall, Winter Park, Florida this _____ day of _____, 2021.

Phil Anderson, Mayor

Attest:

Rene Cranis, City Clerk

**City of Winter Park, Florida
Annual Budget for Fiscal Year 2022
General Fund Summary**

Schedule A

	2022 Proposed	2021 Adopted
Revenues:		
Property Taxes	\$ 27,629,173	\$ 26,396,984
Franchise Fees & Utility Taxes	7,552,526	7,072,798
Licenses & Permits	2,706,152	2,671,394
Intergovernmental	9,753,495	7,306,208
Charges for Services	10,330,856	9,109,710
Fines and Forfeitures	1,034,000	1,284,915
Miscellaneous	573,000	648,500
Transfers from Other Funds	5,328,266	5,117,340
Fund Balance	<u>227,646</u>	<u>190,500</u>
Total Revenues	\$ <u>65,135,114</u>	\$ <u>59,798,349</u>
Expenditures:		
General Administration	\$ 7,110,606	\$ 6,395,153
Planning & Development	4,012,734	3,161,057
Public Works	10,570,160	9,785,451
Police	16,339,612	15,551,287
Fire	13,423,415	13,451,269
Parks and Recreation	9,638,906	8,585,596
Organizational Support	1,657,004	1,657,004
Transfers To Other Funds	6,102,196	5,097,636
Non-Departmental	(315,000)	(172,449)
Reimbursements from Other Funds	(4,062,448)	(4,268,671)
Contingency Reserve	<u>657,929</u>	<u>555,016</u>
Total Expenditures	\$ <u>65,135,114</u>	\$ <u>59,798,349</u>
Excess of Revenues Over (Under) Expenditures	\$ <u><u>0</u></u>	\$ <u><u>0</u></u>

**City of Winter Park, Florida
Annual Budget for Fiscal Year 2022
Designations Trust Fund Summary**

	2022 Proposed	2021 Adopted
Revenues:		
Miscellaneous	\$ 75,000	\$ 75,000
Transfers from other funds	376,702	385,211
Fund Balance	\$ -	\$ -
Total Revenues	\$ 451,702	\$ 460,211
Expenditures:		
Transfers to other funds	75,000	75,000
Organizational Support	351,702	360,211
Parks & Recreation/Planning	\$ 25,000	\$ 25,000
Total Expenditures	\$ 451,702	\$ 460,211
Excess of Revenues Over (Under) Expenditures	\$ 0	\$ 0

**City of Winter Park, Florida
Annual Budget for Fiscal Year 2022
Stormwater Utility Fund Summary**

	2022 Proposed	2021 Adopted
Revenues:		
Licenses	\$ 35,000	\$ 39,904
Charges for Services	3,035,552	2,727,398
Intergovernmental	43,250	40,000
Miscellaneous	-	-
Transfers From Other Funds	-	-
Fund Balance	-	-
Total Revenues	\$ <u>3,113,802</u>	\$ <u>2,807,302</u>
Expenditures:		
Operations	\$ 3,113,802	\$ 2,807,302
Reimbursements to Other Funds	-	-
Contingency	-	-
Total Expenditures	\$ <u>3,113,802</u>	\$ <u>2,807,302</u>
Excess of Revenues Over (Under) Expenditures	\$ <u><u>0</u></u>	\$ <u><u>0</u></u>

City of Winter Park, Florida
Annual Budget for Fiscal Year 2022
Community Redevelopment (CRA) Fund Summary

	2022 Proposed	2021 Adopted
Revenues:		
Intergovernmental Revenues	\$ 3,173,086	\$ 3,142,034
Charges for Services	-	-
Miscellaneous	50,000	130,801
Transfers	3,641,491	3,351,094
Fund Balance	<u>0</u>	<u>1,876,351</u>
Total Revenues	\$ <u>6,864,577</u>	\$ <u>8,500,280</u>
Expenditures:		
Operating Expenses	\$ 1,012,320	\$ 941,620
Capital Projects	3,540,000	4,940,000
Debt Service	1,496,097	1,491,056
Organizational Support/ Community Initiatives	439,000	947,250
Reimbursements To Other Funds	123,974	180,354
Transfers To Other Funds	-	-
Contingency Reserve	<u>253,186</u>	<u>-</u>
Total Expenditures	\$ <u>6,864,577</u>	\$ <u>8,500,280</u>
Excess of Revenues Over (Under) Expenditures	<u>\$ 0</u>	<u>\$ 0</u>

**City of Winter Park, Florida
Annual Budget for Fiscal Year 2022
Police Grant Fund Summary**

	<u>2022 Proposed</u>	<u>2021 Adopted</u>
Revenues:		
Intergovernmental	\$ <u>961,926</u>	\$ <u>982,315</u>
Total Revenues	\$ 961,926	\$ 982,315
Expenditures:		
Police	\$ <u>961,926</u>	\$ <u>982,315</u>
Total Expenditures	\$ <u>961,926</u>	\$ <u>982,315</u>
Excess of Revenues Over (Under) Expenditures	\$ <u><u>0</u></u>	\$ <u><u>0</u></u>

**City of Winter Park, Florida
Annual Budget for Fiscal Year 2022
Federal Forfeiture Fund Summary**

	<u>2022 Proposed</u>	<u>2021 Adopted</u>
Revenues:		
Intergovernmental	\$ -	\$ 66,768
Total Revenues	\$ 0	\$ 66,768
Expenditures:		
Operating	\$ -	\$ 66,768
Total Expenditures	\$ -	\$ 66,768
Excess of Revenues Over (Under) Expenditures	\$ <u>0</u>	\$ <u>0</u>

**City of Winter Park, Florida
Annual Budget for Fiscal Year 2022
Debt Service Fund Summary**

	2022 Proposed	2021 Adopted
Revenues:		
Property Taxes	\$ 1,949,400	\$ 2,763,905
Special Assessments	104,000	158,000
Transfers From Other Funds	146,889	392,278
Fund Balance	<u>43,417</u>	<u>46,592</u>
Total Revenues	\$ <u>2,243,706</u>	\$ <u>3,360,775</u>
Expenditures:		
Debt Service	\$ <u>2,243,706</u>	\$ <u>3,360,775</u>
Total Expenditures	\$ <u>2,243,706</u>	\$ <u>3,360,775</u>
Excess of Revenues Over (Under) Expenditures	\$ <u><u>0</u></u>	\$ <u><u>0</u></u>

**City of Winter Park, Florida
Annual Budget for Fiscal Year 2022
Water and Sewer Fund Summary**

	2022 Proposed	2021 Adopted
Revenues:		
Utility Fee	\$ 33,076,794	\$ 32,384,501
Miscellaneous	54,000	189,400
Fund Balance	<u>2,200,000</u>	<u>687,791</u>
Total Revenues	\$ <u>35,330,794</u>	\$ <u>33,261,692</u>
Expenditures:		
Operations	\$ 20,824,355	\$ 19,839,919
Debt Service	4,747,726	4,655,409
Capital Projects	4,455,500	2,421,791
Reimbursements to Other Funds	2,396,350	2,495,996
Transfers to Other Funds	2,906,863	2,873,827
Contingency Reserve	<u>-</u>	<u>974,750</u>
Total Expenditures	\$ <u>35,330,794</u>	\$ <u>33,261,692</u>
Excess of Revenues Over (Under) Expenditures	\$ <u><u>0</u></u>	\$ <u><u>0</u></u>

**City of Winter Park, Florida
Annual Budget for Fiscal Year 2022
Electric Utility Fund Summary**

	<u>2022 Proposed</u>	<u>2021 Adopted</u>
Revenues:		
Utility Fee	\$ 44,901,606	\$ 43,720,509
Intergovernmental Revenues	-	-
Miscellaneous	(1,158)	(5,000)
Transfers from Other Funds	-	-
Fund Balance	154,458	148,360
	<u> </u>	<u> </u>
Total Revenues	\$ <u>45,054,906</u>	\$ <u>43,863,869</u>
Expenditures:		
Operations	\$ 5,326,397	\$ 5,338,776
Bulk Power Costs	21,159,167	20,609,306
Debt Service	4,783,940	4,779,588
Capital Projects	8,377,672	6,703,600
Transfers to Other Funds	2,677,784	2,533,805
Reimbursements to Other Funds	1,696,582	1,740,681
Contingency Reserve	<u>1,033,364</u>	<u>2,158,113</u>
Total Expenditures	\$ <u>45,054,906</u>	\$ <u>43,863,869</u>
Excess of Revenues Over (Under) Expenditures	\$ <u><u>0</u></u>	\$ <u><u>0</u></u>

**City of Winter Park, Florida
Annual Budget for Fiscal Year 2022
Fleet Maintenance Fund Summary**

	<u>2022 Proposed</u>	<u>2021 Adopted</u>
Revenues:		
Charges for Services	\$ 1,725,638	\$ 1,653,253
Miscellaneous	-	-
Fund Balance	<u>-</u>	<u>-</u>
Total Revenues	\$ <u>1,725,638</u>	\$ <u>1,653,253</u>
Expenditures:		
Operations	\$ 1,647,209	\$ 1,653,253
Reimbursements to Other Funds	-	-
Contingency Reserve	<u>78,429</u>	<u>-</u>
Total Expenditures	\$ <u>1,725,638</u>	\$ <u>1,653,253</u>
Excess of Revenues Over (Under) Expenditures	\$ <u><u>0</u></u>	\$ <u><u>0</u></u>

**City of Winter Park, Florida
Annual Budget for Fiscal Year 2022
Equipment Replacement Fund Summary**

	2022 Proposed	2021 Adopted
Revenues:		
Vehicle/Equipment Rentals	\$ 1,330,306	\$ 1,330,608
Debt Proceeds	-	-
Miscellaneous	-	-
Fund Balance	-	-
Total Revenues	\$ <u>1,330,306</u>	\$ <u>1,330,608</u>
Expenditures:		
Operations	\$ -	\$ -
Vehicle and Equipment Acquisitions	1,330,306	1,330,608
Debt Service	-	-
Reimbursements to Other Funds	-	-
Transfers to Other Funds	-	-
Contingency Reserve	-	-
Total Expenditures	\$ <u>1,330,306</u>	\$ <u>1,330,608</u>
Excess of Revenues Over (Under) Expenditures	\$ <u><u>0</u></u>	\$ <u><u>0</u></u>

**City of Winter Park, Florida
Annual Budget for Fiscal Year 2022
Employee Insurance Fund Summary**

	2022 Proposed	2021 Adopted
Revenues:		
Charges To Departments	\$ 6,424,271	\$ 6,265,305
Charges To Employees	1,814,966	1,903,017
Miscellaneous	150,000	150,000
Fund Balance	<u>-</u>	<u>-</u>
Total Revenues	\$ <u>8,389,237</u>	\$ <u>8,318,322</u>
Expenditures:		
Insurance Costs	\$ 8,389,237	\$ 8,318,322
Reimbursements to Other Funds	-	-
Contingency Reserve	<u>-</u>	<u>-</u>
Total Expenditures	\$ <u>8,389,237</u>	\$ <u>8,318,322</u>
Excess of Revenues Over (Under) Expenditures	<u><u>\$ 0</u></u>	<u><u>\$ 0</u></u>

**City of Winter Park, Florida
Annual Budget for Fiscal Year 2022
General Insurance Fund Summary**

	2022 Proposed	2021 Adopted
Revenues:		
Charges To Departments	\$ 2,970,107	\$ 2,793,800
Miscellaneous	-	-
Fund Balance	-	-
Total Revenues	\$ <u>2,970,107</u>	\$ <u>2,793,800</u>
Expenditures:		
Insurance Costs	\$ 2,970,107	\$ 2,793,800
Reimbursements to Other Funds	-	-
Transfers to Other Funds	-	-
Contingency	-	-
Total Expenditures	\$ <u>2,970,107</u>	\$ <u>2,793,800</u>
Excess of Revenues Over (Under) Expenditures	\$ <u><u>0</u></u>	\$ <u><u>0</u></u>

**City of Winter Park, Florida
Annual Budget for Fiscal Year 2022
Cemetery Fund Summary**

	2022 Proposed	2021 Adopted
Revenues:		
Lot Sales	\$ 455,000	\$ 430,000
Miscellaneous	-	-
Fund Balance	<u>331,505</u>	<u>209,031</u>
Total Revenues	\$ <u>786,505</u>	\$ <u>639,031</u>
Expenditures:		
Transfers To Other Funds	\$ 786,505	\$ 639,031
Reimbursements to Other Funds	-	-
Contingency Reserve	<u>-</u>	<u>-</u>
Total Expenditures	<u>786,505</u>	<u>639,031</u>
Excess of Revenues Over (Under) Expenditures	\$ <u><u>0</u></u>	\$ <u><u>0</u></u>

**City of Winter Park, Florida
Annual Budget for Fiscal Year 2022
General Capital Projects Fund Summary**

	2022 Proposed	2021 Adopted
Revenues:		
Transfers From Other Funds	\$ 3,055,000	\$ 2,026,000
Intergovernmental Revenues	-	-
Miscellaneous	-	200,000
Fund Balance	<u>-</u>	<u>-</u>
Total Revenues	\$ <u>3,055,000</u>	\$ <u>2,226,000</u>
Expenditures:		
Capital Projects	\$ 2,775,000	\$ 2,226,000
Debt Service	<u>280,000.00</u>	<u>-</u>
Total Expenditures	\$ <u>3,055,000</u>	\$ <u>2,226,000</u>
Excess of Revenues Over (Under) Expenditures	<u><u>\$ 0</u></u>	<u><u>\$ 0</u></u>

**City of Winter Park, Florida
Annual Budget for Fiscal Year 2022
Stormwater Capital Projects Fund Summary**

	2022 Proposed	2021 Adopted
Revenues:		
Stormwater Utility Fees	\$ 550,000	\$ 750,000
Intergovernmental	150,000	-
Fund Balance	<u>-</u>	<u>-</u>
Total Revenues	\$ <u>700,000</u>	\$ <u>750,000</u>
Expenditures:		
Capital Projects	\$ 700,000	\$ 750,000
Transfers to other funds	-	-
Contingency Reserve	<u>-</u>	<u>-</u>
Total Expenditures	\$ <u>700,000</u>	\$ <u>750,000</u>
Excess of Revenues Over (Under) Expenditures	\$ <u><u>0</u></u>	\$ <u><u>0</u></u>

**City of Winter Park, Florida
Annual Budget for Fiscal Year 2022
Affordable Housing Fund Summary**

	<u>2022 Proposed</u>	<u>2021 Adopted</u>
Revenues:		
Affordable Housing Fee	\$ 100,000	\$ -
Other Revenue	-	-
Fund Balance	<u>150,000</u>	<u>-</u>
Total Revenues	\$ 250,000	\$ -
Expenditures:		
Affordable Housing Operations	\$ 250,000	\$ -
Contingency Reserve	<u>-</u>	<u>-</u>
Total Expenditures	\$ <u>250,000</u>	\$ <u>-</u>
Excess of Revenues Over (Under) Expenditures	\$ <u><u>0</u></u>	\$ <u><u>0</u></u>

**CITY OF WINTER PARK
SUMMARY OF CAPITAL PROJECTS**

Description	Funding Source	Estimated 5 Yr. Cost	Schedule of Planned CIP Expenditures					Other Long-term Needs
			FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	
General Capital Projects	General Fund	19,051,105	3,115,082	3,827,922	3,710,187	5,024,980	3,372,934	1,175,000
	Tower Rental Revenues	375,000	75,000	75,000	75,000	75,000	75,000	-
	Cemetery Trust Fund	1,100,000	500,000	600,000	-	-	-	-
	Grants/Fund Raising	-	-	-	-	-	-	320,000
	General Obligation Bonds - Subject to Referendum	-	-	-	-	-	-	17,500,000
Stormwater Capital Projects	Stormwater Utility ARPA	3,350,000	550,000	700,000	700,000	700,000	700,000	-
Community Redevelopment Agency	Tax Increment Financing	17,485,228	3,540,000	2,340,000	3,640,000	3,640,000	4,325,228	-
Water and Sewer Fund	Water & Sewer Fees	9,551,500	1,719,000	2,058,500	2,064,000	1,970,000	1,740,000	9,100,000
	Sewer Impact Fees	1,968,000	368,000	1,000,000	600,000	-	-	1,100,000
	Water Impact Fees	381,000	381,000	-	-	-	-	1,100,000
	Water & Sewer Reserves	9,103,200	2,200,000	1,378,300	3,167,580	2,307,320	50,000	1,350,000
Electric Services Fund	Electric Service Fees	43,863,854	8,515,172	8,789,725	8,827,270	8,852,815	8,878,872	-
Totals		106,378,888	21,113,254	20,769,448	22,784,037	22,570,115	19,142,033	31,645,000

SUMMARY OF OPERATING IMPACT

Description	Funding Source	Estimated 5 Yr. Operating Impact	Schedule of Planned CIP Expenditures				
			FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
General Capital Projects	General Fund	12,551	3,000	3,090	3,183	3,278	3,377
Stormwater Capital Projects	Stormwater Utility Fees	-	-	-	-	-	-
Community Redevelopment Agency	Tax Increment Financing	-	-	-	-	-	-
Water and Sewer Fund	Water & Sewer Fees	-	-	-	-	-	-
	Sewer Impact Fees	-	-	-	-	-	-
	Water Impact Fees	-	-	-	-	-	-
	Water & Sewer Reserves	-	-	-	-	-	-
Electric Services Fund	Electric Service Fees	-	-	-	-	-	-
Totals		12,551	3,000	3,090	3,183	3,278	3,377

**SUMMARY OF CAPITAL PROJECTS
GENERAL CAPITAL PROJECTS**

Department	Description	Funding Source	Estimated 5 Yr. Cost	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Other Long-term Needs
Public Works	Pavement Resurfacing and Brick Road Repairs	General Fund	5,114,230	835,082	1,014,922	1,051,157	1,088,769	1,124,299	on-going
Public Works	Sidewalk, bike path and curb repairs	General Fund	2,896,875	430,000	603,000	609,030	621,211	633,635	on-going
Facilities	Facility replacement account funding (replacement of flooring, roofing, air conditioning, painting, & other capital needs) (65% General Fund, 25% Water and Sewer Fund, and 10% Electric Fund).	General Fund	1,625,000	325,000	325,000	325,000	325,000	325,000	on-going
IT	Information Technology Upgrades (50% General Fund, 25% Water and Sewer Fund and 25% Electric Services Fund).	General Fund	950,000	175,000	175,000	200,000	200,000	200,000	on-going
Parks	General Parks Major Maintenance	General Fund	1,000,000	115,000	215,000	270,000	200,000	200,000	on-going
Parks	Showalter Field Improvements	General Fund	275,000	125,000	150,000				
Parks	Tennis Center	General Fund	680,000	30,000		360,000	145,000	145,000	
Parks	Cady Way Pool Improvements	General Fund	100,000	100,000					
Parks	Athletic Field and Tennis Center Lighting	General Fund	625,000	125,000	125,000	125,000	125,000	125,000	
		Tower Rental Revenues	375,000	75,000	75,000	75,000	75,000	75,000	
Parks	Pavilion Replacement (Ward (2) and Phelps)	General Fund	135,000	85,000	50,000				
Parks	Lake Baldwin Park Improvements	General Fund	350,000		250,000	100,000			
Parks	Cemetery Enhancements and Maintenance Facility	Cemetery Trust Fund	1,100,000	500,000	600,000				
Planning & Transportation	Bicycle & Pedestrian Improvements	General Fund	500,000	100,000	100,000	100,000	100,000	100,000	on-going
Planning & Transportation	Signalization Upgrades	General Fund	500,000	100,000	100,000	100,000	100,000	100,000	on-going
Public Works	Ravadauge Infrastructure Reimbursement	General Fund	400,000	200,000	200,000				

**SUMMARY OF CAPITAL PROJECTS
GENERAL CAPITAL PROJECTS**

Department	Description	Funding Source	Estimated 5 Yr. Cost	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Other Long-term Needs
Fire	Fire Safety & Equipment Fund	General Fund	2,975,000	200,000	275,000	300,000	1,950,000	250,000	on-going
Police	Police Safety & Equipment Fund	General Fund	850,000	170,000	170,000	170,000	170,000	170,000	on-going
Parks	Mead Garden Master Plan Renovation	General Fund	75,000		75,000				175,000
Fire	Station 64 Improvement	Grants/Fund Raising	-						320,000
		General Fund	-						1,000,000
General	Construct new City Hall (50,000 square feet)	General Obligation Bonds - Subject to Referendum	-						12,500,000
General	Development of Northwest Sports Complex	General Obligation Bonds - Subject to Referendum	-						5,000,000
Totals			20,526,105	3,690,082	4,502,922	3,785,187	5,099,980	3,447,934	18,995,000

Totals by Funding Source:

	5 Yr. Cost	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Other Long-term Needs
General Fund	19,051,105	3,115,082	3,827,922	3,710,187	5,024,980	3,372,934	1,175,000
Tower Rental Revenues	375,000	75,000	75,000	75,000	75,000	75,000	-
Stimulus Funds	-	-	-	-	-	-	-
Orange County	-	-	-	-	-	-	-
Cemetery Trust Fund	1,100,000	500,000	600,000	-	-	-	-
Grants/Fund Raising	-	-	-	-	-	-	320,000
General Obligation Bonds - Subject to Referendum	-	-	-	-	-	-	17,500,000
Totals		20,526,105	4,502,922	3,785,187	5,099,980	3,447,934	18,995,000

CITY OF WINTER PARK
CAPITAL IMPROVEMENT PLAN
Fiscal Year 2021 - 2022

Function	Project	Project Description	Primary Funding Source	Capital Fundin Amount	Impact on Operating Budgets	Operating Impact Amount
Public Works	Pavement Resurfacing	The City's pavement resurfacing program calls for the resurfacing of eight to nine miles of streets in the upcoming fiscal year. A pavement condition assessment identifies those streets in most need of resurfacing to prevent degradation of the road base.	Local option gas tax revenues	\$ 835,082	Investments in routine road repaving reduces the annual costs of road repairs.	-
Public Works	Sidewalk, Bike path & Curb Repairs	Replacement of sidewalks, bike paths and curbing where necessary for public safety.	Local option gas tax revenues	\$ 430,000	No additional impact on operating budget	-
Public Works	Facility Replacement Account	This account will accumulate funds for the replacement of roofs, air conditioning, paint and flooring and other major capital expenditures for City's facilities.	General Fund - \$325,000, Water & Sewer Fund - \$125,000 and Electric Services Fund - \$50,000	\$ 500,000	Replacing the aging capital reduces the costs of repairs.	-
Information Technology	Information Technology Upgrades	Upgrades to computers, networks, servers and phone systems. Also contains funding to continue the City facilities underground fiber network.	General Fund - \$175,000, Water & Sewer Fund - \$122,500 and Electric Services Fund - \$87,500	\$ 350,000	No additional impact on operating budget	-
Parks	Major Parks Maintenance Items	This funding is set aside for needed Parks Department capital equipment and facility maintenance and repairs.	General Fund	\$ 115,000	No additional impact on operating budget	-
Parks	Showalter Field Improvements	Planned ward field renovations.	General Fund	\$ 125,000	No additional impact on operating budget	-
Parks	Tennis Center	Addition of permanent hitting wall and install of well for soft court irrigation.	General Fund	\$ 30,000	Well will move from potable water use to save money and expenses for Citv.	(30,000)
Parks	Cady Way Pool Improvements	Replacement of filtration tanks.	General Fund	\$ 100,000	No additional impact on operating budget	-
Parks	Athletic Field & Tennis Court Lighting	Multi-year lighting enhancement project at the city's athletic venues. Includes replacement of worn poles and fixtures.	Cell Tower Revenues	\$ 200,000	The new technology LED lighting will decrease the energy cost saving money and increase the cities sustainable energy efficiency.	(5,000)
Parks	Pavilion Replacement (Ward (2) and Phelps)	Replace two pavilions at Ward park.	General Fund	\$ 85,000	No additional impact on operating budget	-
Parks	Cemetery Improvements	Funding for this project will be used to create columbarium's at Pinneywood and to start work at Palm Cemetery. Future funding will centralize maintenance services	Cemetery Trust Fund	\$ 500,000	Improvements in 2021 through 2022 will allow for additional sales. Revenues are expected to exceed operating costs.	-

**CITY OF WINTER PARK
CAPITAL IMPROVEMENT PLAN
Fiscal Year 2021 - 2022**

Function	Project	Project Description	Primary Funding Source	Capital Fundin Amount	Impact on Operating Budgets	Operating Impact Amount
Planning & Transportation	Bicycle/Pedestrian Plan Improvements	Funding for this project will be used to create and promote a viable and safe pedestrian and bicycle-friendly infrastructure and promote these modes of transportation throughout the city.	General Fund	\$ 100,000	No additional impact on operating budget	-
Planning & Transportation	Pedestrian & Traffic Signal Upgrades	This project is part of a multi year plan to upgrade antiquated traffic signals and improve the safety of pedestrians crossing intersections.	General Fund	\$ 100,000	Annual Wifi connection costs	18,000
Public Works	Ravadauge Infrastructure Reimbursement	Provides funding estimate for the reimbursement of developer built city roads in the Ravadauge redevelopment area.	General Fund (paid from permit and tax revenues received by the development.)	\$ 200,000	The city will ultimately take over the maintenance of these roads however the reimbursement does not effect the city's obligation to do so.	-
Fire	Fire Safety Equipment Replacement Fund - Station Alerting	Contributions to the funding pool for the capital replacement of crucial life-saving equipment will go towards the cost of replacing the station alerting system to improve response times.	General Fund	\$ 200,000	The IT budget will be paying annual support. Charge did not change from previous system to new system.	20,000
Police	Police Safety & Equipment Fund	This fund will allow the Police Department to create a funding pool for replacement of crucial life-saving equipment. In FY21 -24, funds will be saved to replace the aging 124 Motorola Radios.	General Fund	\$ 170,000	No additional impact on operating budget	-
Total Funding FY22				<u>\$ 4,340,082</u>		<u>\$ 3,000</u>

**CITY OF WINTER PARK
SUMMARY OF CAPITAL PROJECTS
STORMWATER CAPITAL PROJECTS FUND**

Department	Description	Funding Source	Estimated 5 Yr. Cost	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Public Works	Drainage Improvements - Most of the City's stormwater sewer infrastructure is over fifty years old. Some of these older systems do not meet the City's current drainage standards and in many cases are experiencing pipe material failures. Groundwater seepage into the stormwater sewer system is considered an illicit discharge carrying sediments to the City's lakes compromising water quality.	Stormwater Fees	875,000	175,000	175,000	175,000	175,000	175,000
Public Works	N Lakemont Seminole Ditch Piping	ARPA	150,000	150,000				
		Stormwater Fees	350,000	350,000				
Public Works	Canton at Knowles Drainage Improvements	Stormwater Fees	250,000		250,000			
Public Works	Temple Dr Stormwater Replacement	Stormwater Fees	600,000				300,000	300,000
Public Works	Curb Implementation	Stormwater Fees	125,000	25,000	25,000	25,000	25,000	25,000
Public Works	Ward Park Ponds Construction	Stormwater Fees	250,000		250,000			
Public Works	Corrugated Metal Pipe Replacement	Stormwater Fees	600,000			200,000	200,000	200,000
Public Works	Stirling Bridge Replacement	Stormwater Fees	300,000			300,000		
Totals			3,500,000	700,000	700,000	700,000	700,000	700,000

Totals by Funding Source:

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
ARPA Federal Grant Funds	150,000	-	-	-	-
Stormwater Fees	550,000	700,000	700,000	700,000	700,000
	700,000	700,000	700,000	700,000	700,000

Note: The stormwater capital improvement plan has been approved by the Lakes and Waterways Board.

CITY OF WINTER PARK
CAPITAL IMPROVEMENT PLAN - Stormwater Fund
Fiscal Year 2021 - 2022

Function	Project	Project Description	Primary Funding Source	Capital Funding Amount	Impact on Operating Budgets	Operating Impact Amount
Public Works	Drainage improvements	Rainfall events within recent years have produced increased intensities which have exceeded the capacity of the storm sewer infrastructure and as result the City has been experiencing localized flooding in areas that have not been prone to flooding in the past.	Stormwater utility fee	\$ 175,000	No additional impact on operating budget	-
Public Works	N Lakemont Seminole Ditch Piping	The City of Winter Park and Seminole County both have contributing drainage basins that lead to a ditch behind the homes along N Lakemont Avenue and Arbor Park Drive. This project will improve access and add piping in cooperation with Seminole County.	Stormwater utility fee	\$ 350,000	No additional impact on operating budget	-
Public Works	Curb Implementation	New curb installations	Stormwater utility fee	\$ 25,000	No additional impact on operating budget	-
Total Funding FY22				<u><u>\$ 550,000</u></u>		<u><u>\$ -</u></u>

**CITY OF WINTER PARK
SUMMARY OF CAPITAL PROJECTS
COMMUNITY REDEVELOPMENT AGENCY FUND**

Current Adopted CIP

Department	Description	Funding Source	Estimated 5 Yr. Cost	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
CRA	Small Scale CIP Improvements	TIF	200,000	40,000	40,000	40,000	40,000	40,000
CRA	CRA Infrastructure Improvements	TIF	500,000	100,000	100,000	100,000	100,000	100,000
CRA	Parking Structures	TIF	4,500,000			1,000,000	1,500,000	2,000,000
CRA	17-92 / PD&E Streetscape	TIF	5,185,228			1,000,000	2,000,000	2,185,228
CRA	MLK Park Improvements	TIF	3,000,000		1,500,000	1,500,000		
CRA	Hannibal Square Connectivity	TIF	200,000		200,000			
CRA	Post Office Acquisition	TIF	3,000,000	3,000,000				
CRA	Central Park Stage Area Improvements	TIF	500,000		500,000			
CRA	New York Streetscape Improvements	TIF	400,000	400,000				
Totals			17,485,228	3,540,000	2,340,000	3,640,000	3,640,000	4,325,228

Totals by Funding Source:

Tax Increment Financing (TIF)	17,485,228	3,540,000	2,340,000	3,640,000	3,640,000	4,325,228
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**CITY OF WINTER PARK
CAPITAL IMPROVEMENT PLAN
Fiscal Year 2021 - 2022**

Function	Project	Project Description	Primary Funding Source	Capital Funding Amount	Impact on Operating Budgets	Operating Impact Amount
CRA	Small Scale CRA Improvements	Purpose of this fund is to include minor project expenditures that may be incurred throughout the year such as SunRail weekend ridership, district enhancements, or other small scale projects	Tax Increment Financing	\$ 40,000	These projects would be one time expenditures and should not impact ongoing operational costs.	-
CRA	CRA Infrastructure Improvements	This fund will provide for infrastructure improvement needs that enhance the CRA district and are in accordance with the adopted plan.	Tax Increment Financing	\$ 100,000	These projects would be one time expenditures and should not impact ongoing operational costs.	-
CRA	Post Office Acquisition	Funding to evaluate the potential land with area improvements for purchase and provide financial support as a purchaser of the Post Office.	Tax Increment Financing	\$ 3,000,000	These projects would be one-time expenditures and should not impact ongoing operational costs in the CRA.	-
CRA	New York Streetscape Improvements	Streetscape improvement to include landscaping, curb work, pedestrian crosswalks, ADA compliant intersection improvements, and mast arms at Fairbanks and New York.	Tax Increment Financing	\$ 400,000	No additional impact on operating budget	-
Total Funding FY22				<u>\$3,540,000</u>		<u>-</u>

**CITY OF WINTER PARK
SUMMARY OF CAPITAL PROJECTS
WATER AND WASTEWATER FUND**

Department	Description	Funding Source	Estimated 5 Yr. Cost	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Other Long-term Needs
Water and Sewer	Upgrade sewer mains - Rehabilitation of defective sewer mains with heavy ground water infiltration.	Water and Sewer Fees	1,650,000	300,000	300,000	350,000	350,000	350,000	
		Sewer Impact Fees	368,000	368,000					
Water and Sewer	Rehabilitation of sanitary manholes to restore their structural integrity	Water and Sewer Fees	460,000	-	100,000	120,000	120,000	120,000	
Water and Sewer	Short Liner Installation - for rehabilitation of sanitary sewer mains and laterals from the main to the property line.	Water and Sewer Fees	1,175,000	-	200,000	325,000	325,000	325,000	
Water and Sewer	Upgrade water mains - Replacement of sub-standard water mains throughout the water distribution system.	Water Impact Fees	381,000	381,000					
		Water and Sewer Fees	2,550,000	350,000	550,000	550,000	550,000	550,000	
Water and Sewer	Replacement of asbestos cement sanitary force mains deteriorated by hydrogen	Water and Sewer Fees	80,000	-	20,000	20,000	20,000	20,000	
Water and Sewer	Lift Station Upgrades	Water and Sewer Fees	860,000	260,000	150,000	150,000	150,000	150,000	
Water and Sewer	Upgrading/rerating of Iron Bridge Regional Wastewater Treatment Facility (City of Orlando).	Water and Sewer Reserves	5,738,200		1,253,300	3,042,580	1,442,320		
Water and Sewer	Richard Crotty Parkway Utility Upgrade	Water and Sewer Reserves	915,000				865,000	50,000	
Water and Sewer	Kennedy Blvd Road Widening Force Main Upgrade	Sewer Impact Fees	1,600,000		1,000,000	600,000			
Water and Sewer	FDOT SR 434 Water and Sewer Relocation	Water and Sewer Reserves	2,250,000	2,200,000	25,000	25,000			
Water and Sewer	Water Treatment Plant Renewal and Replacement	Water and Sewer Fees	1,166,500	416,500	426,000	324,000			

**CITY OF WINTER PARK
SUMMARY OF CAPITAL PROJECTS
WATER AND WASTEWATER FUND**

Department	Description	Funding Source	Estimated 5 Yr. Cost	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Other Long-term Needs
Water and Sewer	Winter Park Estates Water and Wastewater plant	Water and Sewer Fees	410,000	80,000	100,000		230,000		
Water and Sewer	17-92 Water and Sewer relocation	Water and Sewer Fees	100,000	100,000					3,000,000
ITS	Information Technology Infrastructure Upgrades (50% General Fund, 25% Water and Sewer Fund and 25% Electric Services Fund).	Water and Sewer Fees	475,000	87,500	87,500	100,000	100,000	100,000	
Public Works	Facility replacement account funding (replacement of flooring, roofing, air conditioning, painting, & other capital needs) (65% General Fund, 25% Water and Sewer Fund, and 10% Electric Fund).	Water and Sewer Fees	625,000	125,000	125,000	125,000	125,000	125,000	
Water and Sewer	Expansion of reclaimed water system	Water and Sewer Reserves Sewer Impact Fees Water Impact Fees	200,000		100,000	100,000			1,350,000
Water and Sewer	Ground Storage Tank Expansion	Water and Sewer Fees	-						1,100,000
Totals			21,003,700	4,668,000	4,436,800	5,831,580	4,277,320	1,790,000	12,650,000

Funds Available

Totals by Funding Source:

Water and Sewer Fees	9,551,500	1,719,000	2,058,500	2,064,000	1,970,000	1,740,000	9,100,000
Water and Sewer Reserves	12,010,826	9,103,200	2,200,000	1,378,300	3,167,580	2,307,320	50,000
Sewer Impact Fees	10,356,290	1,968,000	368,000	1,000,000	600,000	-	-
Water Impact Fees	5,914,335	381,000	381,000	-	-	-	-
	21,882,991	21,003,700	4,668,000	5,831,580	4,277,320	1,790,000	12,650,000

CITY OF WINTER PARK
CAPITAL IMPROVEMENT PLAN - Water & Sewer
Fiscal Year 2021 - 2022

Function	Project	Project Description	Primary Funding Source	Capital Funding Amount	Impact on Operating Budgets	Operating Impact Amount
Water and Sewer	Upgrade sanitary sewer mains	Defective sanitary sewer mains will be rehabilitated to decrease heavy ground water infiltration, in effect reducing the total flow to waste water facilities.	Water and Sewer Fees	\$ 300,000	This project will reduce wastewater treatment costs by reducing ground water infiltration	-
Water and Sewer	Upgrade water mains	Water main upgrades consist of construction and upgrade of water mains and service lines to replace sub-standard water mains throughout the water distribution system. This work will improve water quality, flows and fire protection in the impacted areas	Water and Sewer Fees	\$ 731,000	No additional impact on operating budget	-
Water and Sewer	Lift station upgrades	Replacement of "can" type lift stations close to failure with submersible "rail" type lift stations.	Water and Sewer Fees	\$ 260,000	No additional impact on operating budget	-
Water and Sewer	FDOT SR 434 Water and Sewer Relocation	Relocating and replacing water and wastewater utilities during the FDOT widening, milling, and resurfacing of S.R. 434 from Edgewater Drive to Maitland Boulevard.	Water and Sewer Reserves	\$ 2,200,000	No additional impact on operating budget	-
Water and Sewer	Upgrade Water Treatment Plants	Renewal and replacement of components for the Water treatment plants and repump facilities.	Water and Sewer Fees	\$ 416,500	No additional impact on operating budget	-
Water and Sewer	Upgrade Winter Park Estates Wastewater Treatment Plant	Renewal and replacement of components for the Winter Park Estates Wastewater Reclamation Facility.	Water and Sewer Fees	\$ 80,000	No additional impact on operating budget	-
Water and Sewer	17-92 Water and Sewer relocation	Replacement of existing asbestos cement water main along US 17/92 corridor in conjunction with FDOT roadway project.	Water and Sewer Fees	\$ 100,000	No additional impact on operating budget	-
Total Funding FY22				<u>4,087,500</u>		-

**CITY OF WINTER PARK
SUMMARY OF CAPITAL PROJECTS
ELECTRIC SERVICES FUND**

Department	Description	Funding Source	Estimated 5 Yr. Cost	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Electric Services	Routine Capital improvements including: renewals, replacements, and other improvements required to provide service and improve the reliability of the electric system	Electric System Revenues	6,388,854	1,227,672	1,252,225	1,277,270	1,302,815	1,328,872
Electric Services	Undergrounding of Electric Lines	Electric System Revenues	32,000,000	6,400,000	6,400,000	6,400,000	6,400,000	6,400,000
Electric Services	Solar Awning Construction	Electric System Revenues	500,000	500,000				
Electric Services	Substation Upgrades	Electric System Revenues	4,250,000	250,000	1,000,000	1,000,000	1,000,000	1,000,000
Public Works	Facility replacement account funding (replacement of flooring, roofing, air conditioning, painting, & other capital needs) (65% General Fund, 25% Water and Sewer Fund, and 10% Electric Fund)	Electric System Revenues	250,000	50,000	50,000	50,000	50,000	50,000
ITS	Information Technology Infrastructure Upgrades (50% General Fund, 25% Water and Sewer Fund and 25% Electric Services Fund)	Electric System Revenues	475,000	87,500	87,500	100,000	100,000	100,000
Totals			43,863,854	8,515,172	8,789,725	8,827,270	8,852,815	8,878,872

Totals by Funding Source:

Electric System Revenues

43,863,854 8,515,172 8,789,725 8,827,270 8,852,815 8,878,872

Note: No additional bond issues are anticipated in the period covered by this Capital Improvement Plan

CITY OF WINTER PARK
CAPITAL IMPROVEMENT PLAN - Electric Services
Fiscal Year 2021 - 2022

Function	Project	Project Description	Primary Funding Source	Capital Funding Amount	Impact on Operating Budgets	Operating Impact Amount
Electric Services	Routine Capital: annual electric system improvements	These improvements include repair and replacement of utility infrastructure to increase the reliability of the electric system.	Electric Service Fees	\$ 1,227,672	No impact on operating budget	-
Electric Services	Undergrounding Electric Utilities	This is part of an ongoing plan to underground electric utility lines over the next 8 years.	Electric Service Fees	\$ 6,400,000	As electric utilities are placed underground there will be less costs for trimming trees around power lines.	-
Electric Services	Solar Awning Construction	Construction of an awning at the Utility Warehouse to provide protection for heavy vehicles as well as increasing the city's use of renewable energy sources.	Electric Service Fees	\$ 500,000	Solar energy savings will reduce operating costs, but also reduce revenues to the Electric Utility as this is in Winter Park's service area.	-
Electric Services	Substation Upgrades	Substations around the city will need capital upgrades to maintain exceptional quality of service. This account will serve as ongoing capital upgrades to the substations.	Electric Service Fees	\$ 250,000	Replacing the aging capital reduces the costs of repairs.	-
Total Funding FY22				<u>\$ 8,377,672</u>		<u>\$ -</u>



City Commission **agenda item**

item type Public Hearings	meeting date September 8, 2021
prepared by Rene Cranis	approved by Bronce Stephenson
board approval Completed	
strategic objective	

subject

Request of the City of Winter Park for:

item list

- An Ordinance to establish a Commercial Future Land Use on the annexed parcels at 647/653 Harold Avenue, and
- An Ordinance to establish Commercial (C-3) Zoning on the annexed parcels at 647/653 Harold Avenue. (2nd Reading)

motion / recommendation

The P&Z Board and Staff recommend approval.

background

The City of Winter Park, recently annexed two vacant parcels at 647/653 Harold Avenue, into the City. Now the City needs to establish a Commercial Future Land Use designation in the Comprehensive Plan and Commercial (C-3) zoning on this property.

These properties are in the same ownership and are proposed as one redevelopment site for a one-story office/showroom/warehouse building similar to other buildings in that area south of Fairbanks Avenue. These properties are now zoned C-3 in Orange County and are also designated "Commercial" in the Orange County Comprehensive Plan. Thus, there is no change in the future land use or zoning.

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[Harold Avenue map.pdf](#)

ATTACHMENTS:

[Ord._Harold Lots_Comp. Plan FLU_updated.doc](#)

ATTACHMENTS:

[Ord. Harold - Zoning_updated.doc](#)

ATTACHMENTS:

[Conceptual development Plan for 647 and 653 Harold.pdf](#)



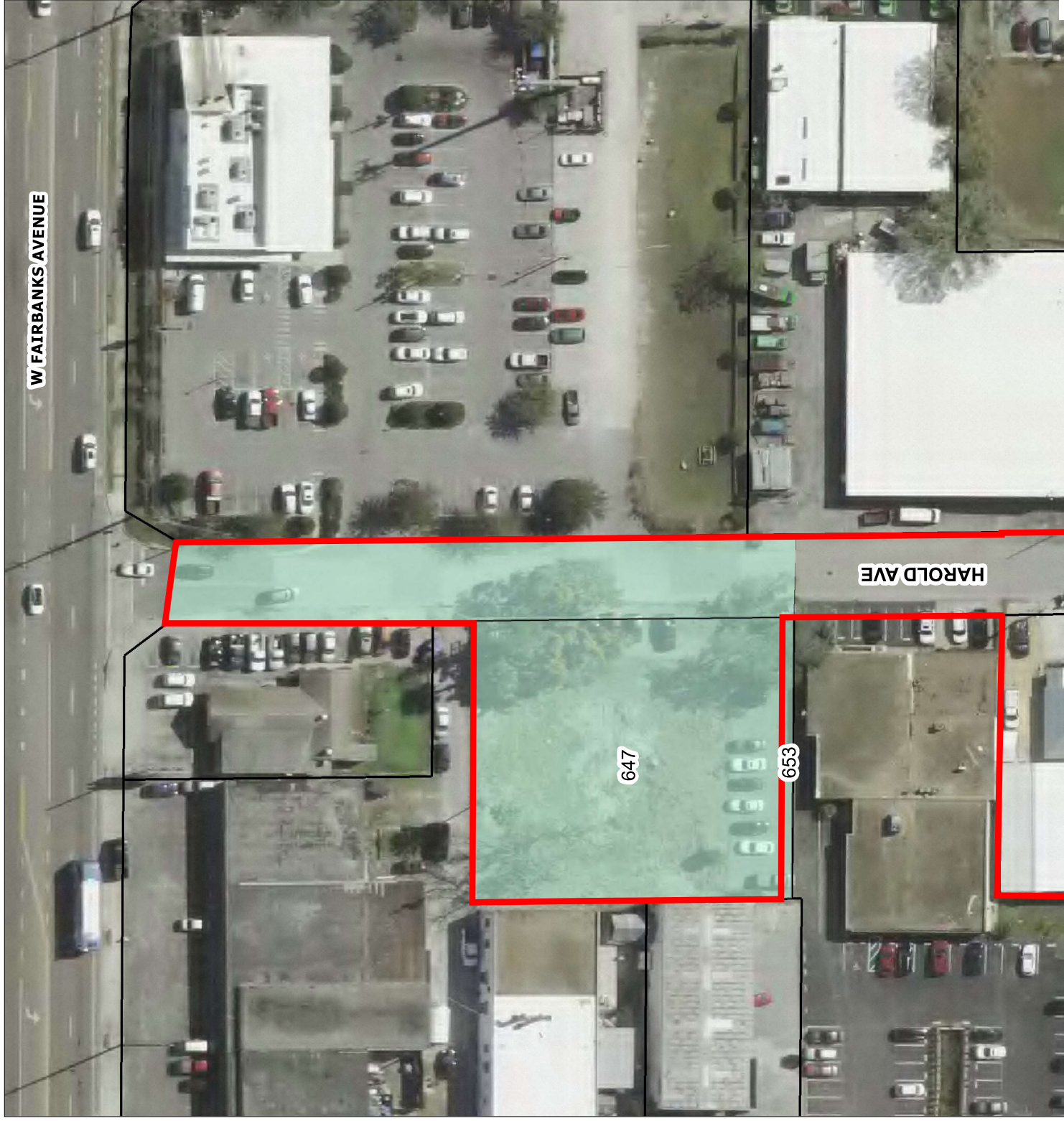
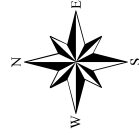
Annexation Request

Harold Avenue

City of Winter Park
Florida

WP Boundary

Proposed Annexations



ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF WINTER PARK, FLORIDA AMENDING CHAPTER 58, "LAND DEVELOPMENT CODE", ARTICLE I "COMPREHENSIVE PLAN" FUTURE LAND USE MAP SO AS TO ESTABLISH COMMERCIAL FUTURE LAND USE ON THE ANNEXED PROPERTY AT 647/653 HAROLD AVENUE AND TO INDICATE THE ANNEXATION ON THE OTHER MAPS WITHIN THE COMPREHENSIVE PLAN, MORE PARTICULARLY DESCRIBED HEREIN.

WHEREAS, the City of Winter Park has officially annexed the properties more particularly described below in compliance with Chapter 171, Florida Statutes, and

WHEREAS, the City Commission intends to amend its Comprehensive Plan to establish a municipal Comprehensive Plan future land use map designation as a small-scale amendment to the Comprehensive Plan, and

WHEREAS, on August 3, 2021, the Planning and Zoning Board held a public hearing on the proposed future land use map amendment set forth herein and made a recommendation to the City Commission concerning the same, and

WHEREAS, the amendment of the Comprehensive Plan maps and the establishment of a future land use designation meets the criteria established by Chapter 163, Florida Statutes and pursuant to and in compliance with law.

NOW THEREFORE BE IT ENACTED, AS FOLLOWS:

SECTION 1. That Chapter 58 "Land Development Code", Article I, "Comprehensive Plan" future land use plan map is hereby amended so as to establish a Commercial future land use designation on the annexed properties comprised of parcels at 647/653 Harold Avenue, as also identified by Orange County Tax Parcel ID #s: 12-22-29-5000-03-061, and 12-22-29-50000-03-081 and further described as:

LOTS 6 through 8, BLOCK "C", LAWNDAL ANNEX SUBDIVISION AS RECORDED IN PLAT BOOK "J", PAGE 50 OF THE PUBLIC RECORDS OF ORANGE COUNTY, FLORIDA

SECTION 2. This Ordinance shall become effective 31 days after its adoption unless timely challenged pursuant to Florida Statutes Section 163.3187 within 30 days after adoption. If timely challenged, this Ordinance will not become effective until the State Land Planning Agency or the Administration Commission, respectively, issues a Final Order determining the Ordinance is in compliance pursuant to Chapter 163, Florida Statutes.

ADOPTED at a regular meeting of the City Commission of the City of Winter Park, Florida, held in City Hall, Winter Park, on this _____ day of _____, 2021.

Mayor Phillip Anderson

Attest:

City Clerk

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF WINTER PARK, FLORIDA
AMENDING CHAPTER 58, "LAND DEVELOPMENT CODE", ARTICLE
III, "ZONING" AND THE OFFICIAL ZONING MAP SO AS TO
ESTABLISH COMMERCIAL (C-3) ZONING ON THE ANNEXED
PROPERTIES AT 647/653 HAROLD AVENUE, MORE PARTICULARLY
DESCRIBED HEREIN.**

WHEREAS, the owner of the properties more particularly described herein has voluntarily requested annexation into the City of Winter Park and in compliance with Chapter 171, Florida Statutes, said property has been annexed into the City of Winter Park, and

WHEREAS, the City Commission intends to establish a municipal zoning designation on this property in compliance with the establishment of a similar Comprehensive Plan future land use designation for said property, and

WHEREAS, on August 3, 2021, the Planning and Zoning Board held a public hearing on the rezoning set forth herein and made a recommendation to the City Commission regarding such rezoning, and

WHEREAS, the City Commission finds that the rezoning set forth herein is consistent with the Comprehensive Plan and meets the requirements for rezoning under the City's Comprehensive Plan and land development regulations, and

WHEREAS, the establishment of municipal zoning meets the criteria established by Chapter 166, Florida Statutes and pursuant to and in compliance with law, notice has been given to Orange County and to the public by publication in a newspaper of general circulation to notify the public of this proposed Ordinance and of public hearings to be held.

**NOW THEREFORE BE IT ENACTED BY THE CITY COMMISSION OF THE CITY
OF WINTER PARK, FLORIDA, AS FOLLOWS:**

SECTION 1. That Chapter 58 "Land Development Code", Article III, "Zoning" and the Official Zoning Map is hereby amended so as to establish Commercial (C-3) district zoning on the annexed parcels at 647/653 Harold Avenue, as also identified by Orange County Tax Parcel ID #s: 12-22-29-5000-03-061, and 12-22-29-50000-03-081.

LOTS 6 through 8, BLOCK "C", LAWNSDALE ANNEX SUBDIVISION AS RECORDED IN PLAT BOOK "J", PAGE 50 OF THE PUBLIC RECORDS OF ORANGE COUNTY, FLORIDA

SECTION 2. This Ordinance shall become effective immediately upon the effectiveness of the companion ordinance amending the City of Winter Park Comprehensive Plan to designate the property described in Section 1 of this Ordinance with the Commercial future land use.

ADOPTED at a regular meeting of the City Commission of the City of Winter Park, Florida, held in City Hall, Winter Park, on this _____ day of _____, 2021.

Mayor Phillip Anderson

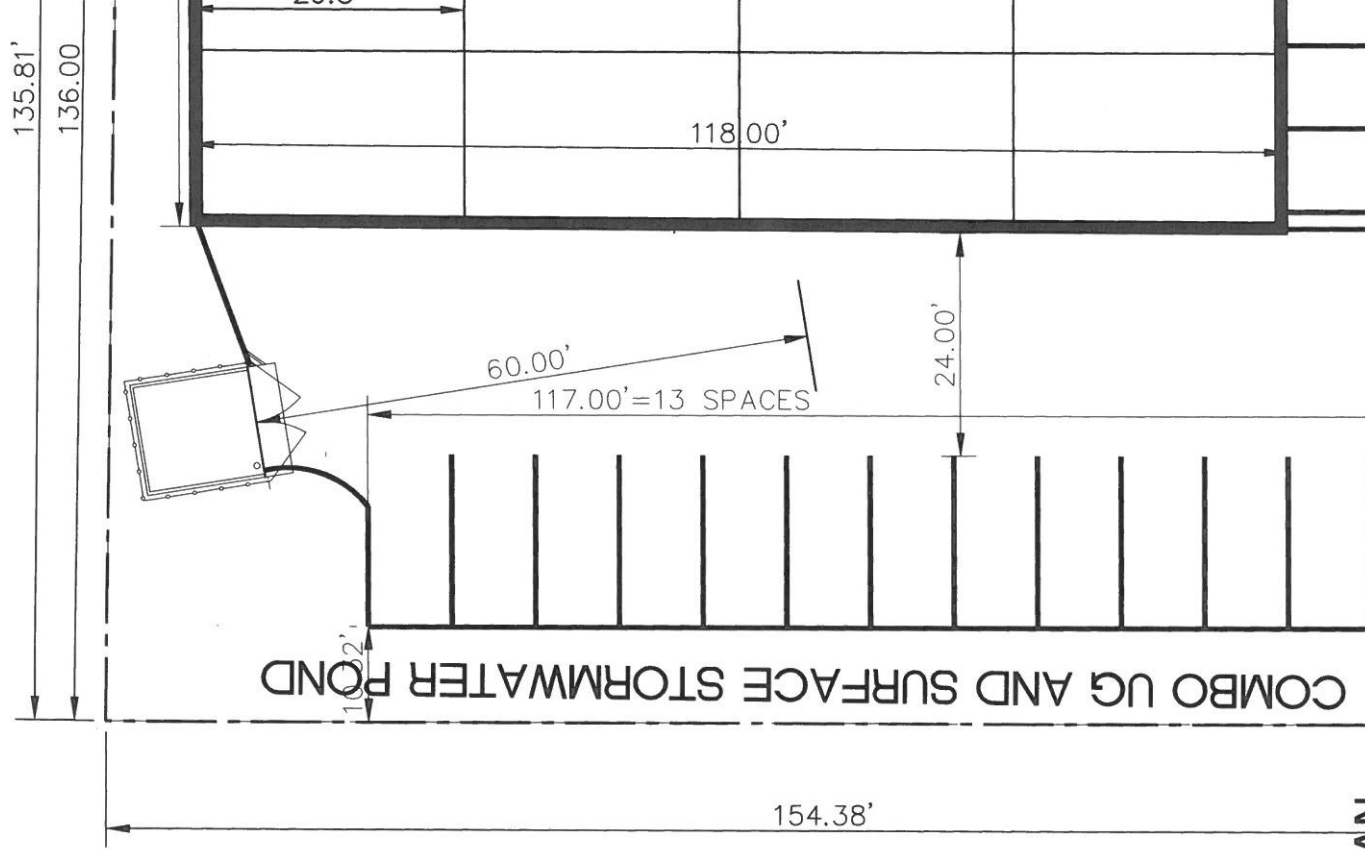
Attest:

City Clerk

THIS SITE PLAN MAY REQUIRE SEVERAL
VARIANCES, ANNEXATION INTO THE CITY OF
WINTER PARK, INITIAL FLU ASSIGNMENT, AND
A REZONE TO PD.

SITE AREA = 20995 SF = 0.482 AC
AT 0.45 FAR = 9,448 SF MAX IN WP
0.327 FAR PROVIDED
7670 AT 1 PER 350 SF = 22 SPACES REQ
32 TOTAL PARKING SPACES PROVIDED
INCLUDES 2 REQUIRED HANDICAP

PROPOSED BUILDING AREA TOTAL:
7670 SF = 65.0' x 118.0'





City Commission **agenda item**

item type Public Hearings	meeting date September 8, 2021
prepared by Jeffrey Briggs	approved by
board approval Completed	
strategic objective	

subject

Participation in the Certified Local Government Program for Historic Preservation requiring (Tabled August 25, 2021):

item list

- An Ordinance amending the Historic Preservation Code to revise the procedures regarding demolition and providing for clarifications on the terms, vacancies and procedures for the Historic Preservation Board, (1st Reading) and
- A Resolution of the Historic Preservation Board officially endorsing and recommending approval of the application for participation within the Local Certified Government program for historic preservation.

motion / recommendation

The Historic Preservation Board and Staff recommend approval of the Ordinance and Resolution.

background

The staff submitted our draft application for the City's participation in the Certified Local Government program for Historic Preservation to the Florida Division of Historic Resources. The Certified Local Government program is a national program administered by the US Parks Service. The State of Florida Division of Historic Resources administers the program within Florida. Once approved by the State the application is sent to the US Parks Service for action.

Historic Preservation grant funding is provided to the states by the US Parks Service. If you have a grant request and are one of the Certified Local governments, then you have a huge advantage over cities that are not. It also is an accreditation credential to be a Certified Local Government.

Proposed Ordinance Change

The review by the State Division of Historic Resources is requiring some ordinance

modifications in order to meet the ordinance criteria of the US Parks Service. They are as follows:

Section I address their need for the ordinance to specifically indicate that the HPB will meet at least four times a year, that the members are residents of the city, that the terms overlap and that vacancies will be filled within 60 days.

Section II addresses the designation criteria for historic district. The review comments were that there was no necessity for a historic district to be at least 12 properties or larger. There also was no reason why if a district failed to get approval that it could not be downsized for a smaller area of property owners who would agree to district status but the three year wait in our Code would prohibit that alternative.

Section III addresses their need that historic designation requests be acted upon within 60 days.

Section IV addresses their confusion in reading our Code concerning our demolition procedures for individually designation properties and then for the “contributing” and “non-contributing” properties within historic districts. The current Ordinance is organized so that Sections 58-466 thru 58-477 cover the “certificates of review” and in 58-773 (a) it mentions demolitions which would apply to the individually designated properties and the historic districts.

Section 58-481 outlines the demolition delays for those properties that are not designated but are included in the 2001 Historic Resources Survey or are listed in the Florida Master Site File, in the hopes that a white knight will ride to the rescue and save them from demolition during that 60 day wait. Since the ordinance has Section 58-481 with the title of “demolitions”, it has been amended to address all the alternative types of demolition requests that can arise including individually designated historic properties, and then “contributing” and non-contributing” properties within a historic district.

Section V addresses the need for the ordinance to indicate that the Mayor and City Commissioners are the “designated local officials”.

Section VI addresses the City’s two National Register Historic Districts including the Downtown Winter Park and Interlachen areas in order to preserve the historic architectural character of existing buildings.

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[Resolution for CLG Application.doc](#)

ATTACHMENTS:

[Draft CLG application and cover letter.pdf](#)

ATTACHMENTS:

[Ord. for CLG Ordinance Updates.docx](#)

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WINTER PARK, FLORIDA, AUTHORIZING THE APPLICATION FOR PARTICIPATION IN THE CERTIFIED LOCAL GOVERNMENT PROGRAM OF THE FLORIDA DEPARTMENT OF STATE, DIVISION OF HISTORICAL RESOURCES AND THE NATIONAL PARK SERVICE OF THE US DEPARTMENT OF INTERIOR.

WHEREAS, there are located within the City of Winter Park historic sites, areas, structures, buildings, improvements and appurtenances, both public and private, both on individual properties and in groupings, that serve as reminders of past eras, events, and persons important in local, state and national history; or that provide significant examples of past architectural styles, development patterns and that constitute unique and irreplaceable assets to the City; and

WHEREAS, the City Commission established a Historic Preservation program and Ordinance in 2001 in order to recognize the sites and properties of historical, archaeological, aesthetic and architectural merit that contribute to the public health, welfare, economic well-being, heritage and quality of life of the citizens of Winter Park; and

WHEREAS, there is the desire foster awareness and civic pride in the accomplishments of the City in the past 20 years of historic preservation and to seek accreditation and participation with the State of Florida, Division of Historical Resources and the National Park Service by applying to be part of the Certified Local Government program.

NOW, THEREFORE, be it resolved by the City Commission of the City of Winter Park, Florida that:

The City Commission of the City of Winter Park hereby authorizes and endorses the application to the Florida Department of State, Division of Historical Resources and National Park Service for participation in the Certified Local government program.

ADOPTED at a regular meeting of the City Commission of the City of Winter Park held in City Hall, Winter Park on this _____ day of _____ 2021.

Phillip Anderson, Mayor

ATTEST:

City Clerk



CITY OF WINTER PARK

401 Park Avenue South

Winter Park, Florida

32789-4386

OVERVIEW OF HISTORIC PRESERVATION IN THE CITY OF WINTER PARK

Winter Park adopted a Historic Preservation Ordinance as part of the Land Development Code in 2001. Those regulations established the Historic Preservation Board (HPB), set forth the legal processes and procedures for historic designations and the creation of historic districts, rules and procedures for the HPB and criteria for implementation and operation of the City's historic preservation program.

Much of the program is based upon the surveys of historic properties that began in 1977 and which was completely updated in 2001 together with a comprehensive submission to the Florida Master Site File inventory.

Over the intervening 20 years, the City has created via property owner referendums, two local historic districts, the College Quarter historic district created in 2003 and the Virginia Heights, East historic district created in 2010. There also have been over 100 hundred individual designations of historic properties/buildings.

In addition to three individual properties on the National Register of Historic Places, the City also has two National Register Historic Districts that have been established for the Downtown Winter Park and adjacent Interlachen historic districts.

Winter Park's historic preservation program involves voluntary designations of individual properties and property owner referendum for the creation of historic districts. The City has created several important incentives for such designations that provide allowance of variances for such properties, ability to obtain approval for accessory living units, matching renovation grants, offsets for some permit fees and recognition plaques.

Becoming a Certified Local Government and participating in Florida's program is an important credential that has been overlooked in the past but it is now much desired by the HPB and the City Commission to demonstrate the support and commitment to historic preservation in Winter Park.

Sincerely,

Phillip Anderson, Mayor

APPENDIX C

APPLICATION FOR CERTIFICATION FLORIDA CERTIFIED LOCAL GOVERNMENT PROGRAM

Mail completed application to:

Compliance and Review Section
Bureau of Historic Preservation
R.A. Gray Building
500 South Bronough Street
Tallahassee, Florida 32399-0250

Instructions:

1. Please use this application form.
 2. Please print or type all responses.
 3. Make sure forms are signed.
 4. Submit two complete sets of application materials.
 5. Incomplete applications will be returned.
-

1. Local Government Name: City of Winter Park

2. County: Orange

3. Contact (Name/Title/Address/Phone): Jeffrey Briggs, Principal Planner

401 Park Avenue, South, Winter Park, Florida 32789

Tel. (407) 599-3440, Email: Jbriggs@cityofwinterpark.org

4. Appropriate Local Official (Name/Title/Address/Phone/E-Mail/Fax): _____

Mayor Phillip Anderson, 401 Park Avenue, South, Winter Park, Florida 32789

Tel. (407) 599-3234, Email: Panderson@cityofwinterpark.org

5. Historic Preservation Review Commission (Name/Address/Phone): Historic Preservation Commission Chairperson Mr. John Skolfield, 401 Park Avenue, South, Winter Park, Florida 32789
Home telephone (321) 228-3990

6. Time and Place of Regular Review Commission Meetings: 9:00 a.m. every second Wednesday
Commission Chambers, City Hall, 401 Park Avenue, South, Winter Park, FL 32789

APPLICATION FOR CERTIFICATION

7. Briefly describe how the membership requirements for historic preservation commissions have been satisfied. Be sure to address to what extent professionals are available in the community and the positive involvement in historic preservation of the professional members. PLEASE SEE PAGES 4 AND 5 OF THIS APPLICATION.

The Historic Preservation Commission (HPC) includes seven members who are appointed by the City Commission, three by the mayor and one by each of the City Commissioners. HPC members serve staggered, three-year terms in office, and may be reappointed with a two-term limit. Vacancies are promptly filled by appointment. Residents in appropriate professional capacities who are willing to serve their city have been available since the HPC's establishment in 2001. The current HPC membership meets the ordinance's professional requirements, and includes one architect, one general contractor/builder, two with experience in historic home renovations, a real estate professional, and two businesswomen. All the HPC members are residents of Winter Park. The HPC is responsible for recommending local designations to the City Commission, and for reviewing additions, alterations, demolitions, new construction and relocations that affect individual designated properties or properties within a designated district. The HPC is served by Planning Department staff members including a Principal Planner with 42 years of experience in planning, zoning, and historic preservation, and a recording secretary. The HPC conducts an advertised meeting on the second Wednesday of every month at 9:00 a.m. in the Commission Chambers along with a monthly work session. Members also conduct preliminary meetings with applicants as necessary.

8. Briefly describe your system for survey and inventory of local historic resources.

A Florida Master Site File survey of selected landmark properties was performed in 1977 by volunteers with guidance from the DHR. The City of Winter Park hired a consultant and conducted a Florida Master Site File (FMSF) survey of all historic resources within its jurisdiction which were built prior to 1930 in 1986 for inclusion into the Winter Park Comprehensive Plan. The records of the first two inventories were available to the public at the Winter Park Public Library archives as well as on file at the Florida Master Site File. A report entitled *City of Winter Park Historical and Architectural Survey* provides a user-friendly guide to local history and architecture as well as summaries of the recorded properties. The Florida Master Site File survey for Winter Park was updated in 2001 with professional assistance and expanded to include all resources built before 1950. This project also included a user-friendly report with local history, development patterns, architecture and National Register recommendations entitled *Architectural Survey and National Register Evaluation*. Since the HPC was established in 2001, updated survey and inventory records and the full report are actively maintained and are made available to the public in the Winter Park Planning and Community Development Department as well as the Winter Park Public Library. The methodology for the next FMSF inventory update will include meetings with the HPC and local historic groups, background research, a field survey and FMSF data entry, evaluation for National Register eligibility and a presentation of findings organized in a user-friendly report.

APPLICATION FOR CERTIFICATION

9. Briefly describe how the local government intends to participate in the National Register program and detail how public participation requirements will be carried out in the local government's review of National Register nomination proposals.

The HPC shall review local nominations to the National Register of Historic Places at a public hearing and shall forward a record of their actions and recommendations to the Florida State Historic Preservation Officer. The city commission, city manager, planning and community development department director, chief planner, owner(s) of record and applicants shall be given a minimum of 30 and not more than 75-day notice prior to the HPC hearing to comment or object to the listing of a property in the National Register. Notices are mailed to the property owners of record on the latest Orange County tax role within a 500' radius of the proposed historic property. The hearing notice shall be published in a newspaper of general circulation in the city and county at least 15 days prior to the hearing.

10. Briefly describe why you are seeking certification.

The current City Commission of the City of Winter Park is in strong support of achieving the recognition and status as a Certified Local Government. The Winter Park Historic Preservation Commission want to expand their involvement in national and state preservation activities and programs by meeting the requirements and responsibilities of the Certified Local Government program. Becoming a Certified Local Government will also raise the local profile of the HPC's historic preservation efforts and encourage more property owners to seek designation. A policy contained in the Future Land Use element of the Comprehensive Plan for Winter Park includes the recommendation that the city participate in the Certified Local Government program.

11. Are you planning to apply for Certified Local Government subgrants? YES _____

NO ☒ **Not at this time.**

If yes, briefly describe the purpose of the proposed Certified Local Government subgrant request.

APPLICATION FOR CERTIFICATION

Membership of Review Commission

Name and Profession		Term Expires
1. Chairperson	John Skolfield, General Contractor	2024
2. Vice-Chairman	Anne Sallee,	2023
3. Member	Aimee Spenser	2022
4. Member	Lee Rambeau	2023
5. Member	Drew Henner	2024
6. Member	Wade Miller	2022
7. Member	Karen James	2024

Certified Local Government Ordinance Internal Checklist

APPLICATION FOR CERTIFICATION

B.1. Requirements of Ordinance

Requirements	Ordinance Citation
a) Purpose clearly stated	<u>Sec. 58-433</u>
b) Authority for appointment of suitable commission	<u>Sec. 58-445-447</u>
c) Criteria for designation of historic properties clearly defined (shall be based on and consistent with the criteria used by the National Register)	<u>Sec. 58-456</u>
d) Clearly defined process for designation of historic properties including the consequences of designation	<u>Sec. 58-457</u>
e) Boundaries for historic districts and individual properties identified in the ordinance are clearly established	<u>Sec.58-456</u>
f) Authority for the Review Commission to review and render a decision on all proposed alterations, demolitions, relocations, and new construction within the boundaries designated by the ordinance or which directly affect designated properties	<u>Sec.58-466-475</u>
g) Provisions for the delay of demolitions, but not for the indefinite stay of a demolition	<u>Sec.58-479</u> <u>Sec.58-481</u> <u>Sec. 58-482</u>
h) Criteria for the review of proposals for alterations, new construction, relocations and demolitions clearly set forth in the ordinance (alterations shall achieve the purpose of the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitation Historic Buildings)	<u>Sec. 58-469</u> <u>Sec.58-473</u> <u>Sec.58-474</u>
i) Provisions for enforcing decisions	<u>Sec. 58-495-500</u>
j) Penalties for non-compliance	<u>Sec. 58-500</u>
k) Specific time frames for reviews	<u>Sec. 58-473</u>
l) Right of appeal	<u>Sec. 58-477</u>
m) Specific time frames for consideration of development proposals	<u>Sec. 58-473</u>

B.2. Commission

Requirements	Ordinance Citation
a) Minimum of five (5) members (minimum of three (3) members if a population less than 10,000)	<u>Sec. 2-19 & 2-47</u>
b) Area of geographic responsibility coterminous with the boundaries of local jurisdiction	<u>Sec. 2-46 & 2-59</u>
c) Appointments made by appropriate local official or appropriate governing body	<u>Sec. 2-48</u>
d) Commission members residents of the jurisdiction which they serve	<u>Sec. 2-48</u>
e) Terms of office staggered	<u>Sec. 2-48</u>
f) Terms of office at least two (2) years, but not more than five (5) years	<u>Sec. 2-48</u>
g) Provisions by appropriate local official or appropriate governing body to fill vacancies within sixty (60) days	<u>Sec. 2-48</u>
h) Provisions for at least four (4) meetings per year at regular intervals	<u>Sec. 2-48</u>
i) Provisions for recording minutes of each meeting	<u>Sec. 2-59</u>
j) Provisions for Commission to attend pertinent informational or education meetings, workshops and conferences	<u>Sec. 58-447</u>
k) Provisions for Commission review of proposed National Register nominations within its jurisdiction	<u>Sec. 58-447</u>
l) Provisions for seeking expertise on proposals or matters requiring evaluation by a profession not represented on the Commission	<u>Sec. 58-447</u>
m) Staff sufficient to undertake the requirements for certification and carry out delegated responsibilities	<u>Sec. 2-48</u>
n) Rules of Procedure adopted by Commission	<u>Sec. 2-48</u>
o) Commission responsibilities complementary to those of the State Historic Preservation Office	<u>Sec. 58-447</u> <u>Sec. 58-492</u>

B.3. Survey and inventory of Historic Properties

Requirements	Ordinance Citation
a) Provisions to initiate and continue an approved process of identification of historic properties within the jurisdiction of the Commissions (inventory materials shall be compatible with the Florida Site File)	<u>Sec. 58-447</u>
b) Provision to maintain a detailed inventory of designated districts, sites and structures within the jurisdiction of the Commission	<u>Sec. 58-447</u>
c) Inventory material open to the public	<u>Sec. 58-447</u>
d) Provisions to update inventory materials periodically	<u>Sec. 58-447</u>
e) Assurance that duplicates of all inventory materials will be provided to the State Historic Preservation Officer	<u>Sec. 58-447</u>
f) Provisions to encourage the Commission members to participate in survey and planning activities of the Certified Local Government	<u>Sec. 58-447</u>

B.4. Public Participation

Requirements	Ordinance Citation
a) Provisions that Commission meetings will be publicly announced	<u>Sec. 58-457/468/473</u>
b) Provisions that Commission meetings will be open to the public	<u>Sec. 2-47 & 58-468</u>
c) Provisions that Commission meetings will have a previous advertised agenda	<u>Sec. 2-47 & 58-468</u>
d) Provisions to make meeting records available to the public	<u>Sec. 58-476</u>
e) Provisions that all Commission decisions will be given in a public forum	<u>Sec. 2-47 & 58-468</u>
f) Rules of Procedure adopted by the Commission must be available for public inspection	<u>Sec. 2-48 & 58-476</u>
g) Provisions assuring that appropriate local officials, owners of record, and applicants shall be given a minimum of thirty (30) calendar days and not more than seventy-five (75) calendar days prior notice to Commission meetings in which to comment on or object to the listing of a property in the National Register	<u>Sec. 58-491</u>

h) Objections by property owners must be notarized to prevent nomination to the National Register	Sec. 58-491
i) Provisions for public and owner notification for designation and project reviews	Sec. 58-457 Sec. 58-468 Sec. 58-473
j) Provisions for public hearings for designations and project reviews	Sec. 58-457 Sec. 58-468 Sec. 58-473

B.5. Satisfactory Performance

Requirements	Ordinance Citation
a) Provide the State Historic Preservation Officer with thirty (30) calendar days prior notice of all meetings	Sec. 58-492
b) Submit minutes of each meeting to the State Historic Preservation Officer within thirty (30) calendar days	Sec. 58-492
c) Submit record of attendance of the Review Commission to the State Historic Preservation Officer within thirty (30) calendar days after each meeting	Sec. 58-492
d) Submit public attendance figures for each meeting to the State Historic Preservation Officer within thirty (30) calendar days of each meeting	Sec. 58-492
e) Notify the State Historic Preservation Officer of change in Commission membership within thirty (30) calendar days of action	Sec. 58-492
f) Notify State Historic Preservation Officer immediately of all new historic designations or alterations to existing designations	Sec. 58-492
g) Submit amendments to ordinance to the State Historic Preservation Officer for review and comment at least thirty (30) calendar days prior to adoption	Sec. 58-492
h) Submit an annual report by November 1 covering activities of previous October 1 through September 30	Sec. 58-492
i) Information to be included in annual report (at a minimum)	Sec. 58-492
1) A copy of the Rules of Procedure	
2) A copy of historic preservation ordinance	
3) Resume of Commission members	
4) Changes to the Commission	
5) New Local designations	
6) New National Register listings	
7) Review of survey and inventory activity with a description of the system used	
8) Program report on each grant-assisted activity	
9) Number of projects reviewed	

C.I. Procedures (Certification material contained in this submission)

Requirements

a) A written assurance by the chief elected local official that the local government will fulfill all of the requirements of certification	X
b) A copy of the local legislation	X
c) A map of the area of jurisdiction of the Commission with any and all existing designated historic districts and individual historic properties clearly identified	X
d) A copy of the Commission's Rules of Procedure	X
e) Resumes for each member of the Commission	X
f) Resumes for Commission staff members	X

Certification

I hereby certify that I have read the Florida Certified local Government Guidelines and agree to comply with all terms and conditions set forth therein.

Chief Elected Local Official
Title

Date

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 58, LAND DEVELOPMENT CODE, ARTICLE VIII, HISTORIC PRESERVATION SO AS TO REVISE THE PROCEDURES REGARDING DEMOLITIONS, PROVIDING FOR CLARIFICATIONS OF THE QUALIFICATIONS, TERMS, VACANCIES AND PROCEDURES FOR THE HISTORIC PRESERVATION BOARD, PROVIDING FOR CODIFICATION, SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Winter Park recognizes that the preservation and protection of historic homes individually designated, preserves the City's architectural heritage and preserves the historic scale and character of the City; and

WHEREAS, the City desires to become a Certified Local Government and ordinance amendments are necessary to meet the program requirements.

NOW, THEREFORE, BE IT ENACTED BY THE CITY OF WINTER PARK, FLORIDA:

SECTION I: Chapter 58, Land Development Code, Article VIII, Historic Preservation, Section 58-446 "Qualifications" is hereby amended to read as shown below, and words with single underlined type shall constitute additions to the original text and ~~strike through~~ shall constitute deletions to the original text.

Sec. 58-446. – Qualifications, Terms, Vacancies.

Members of the HPB shall have demonstrated civic pride, interest in historic preservation and the knowledge, experience and mature judgment to act in the public interest to make informed and equitable decisions concerning the conservation of historic resources. ~~The board~~ In accordance with the provisions of Chapter 2 of City Code, the Historic Preservation Board shall be comprised of seven members, who shall be residents of the City. The terms of the Board members shall be staggered in accordance with the selection process outlined in Chapter 2 of City Code, resulting in the overlap of terms so that the HPB retains membership with experience as new members are appointed to the HPB. The HPB shall meet monthly but in no case shall postponements or other circumstances allow the HPB to meet less than four times per year. Vacancies shall be filled promptly and any vacancy shall be filled within 60 days. The HPB proceedings shall conform to the Rules of Procedures as are adopted and as may be amended by the City Commission for their proceedings. Members of the HPB shall include:

- (1) One member shall be a licensed architect; and

- (2) One member versed in local history; and
- (3) One member who owns or lives in a designated resource or district.

SECTION II: Chapter 58, Land Development Code, Article VIII, Historic Preservation, Section 58-456 "Designation Criteria" is hereby amended to read as shown below, and words with single underlined type shall constitute additions to the original text and ~~strike through~~ shall constitute deletions to the original text.

Sec. 58-457. – Designation Criteria.

(2) Historic districts must meet the criteria of subsection 58-456(1)a. and two or more of the criteria in subsection 58-456(1)b. at the local, state or national level. A district shall possess a significant concentration, linkage, or continuity of sites, buildings, structures or objects united historically or aesthetically by plan or physical development.

a. The identity of a district results from the interrelationship of its resources, which can convey a visual sense of the historic environment or be an arrangement of historically or functionally related properties. At least 50 percent of the sites, buildings, structures or objects in a historic district must meet two or more of the National Register of Historic Places criteria at the local, state or national level.

~~b. A district must contain a minimum of 12 properties.~~ A district must be a definable geographic area of contiguous properties and, where possible, should cover both sides of any street or comprise all the properties in any cul-de-sac or similar area and generally follow the technical guidelines for selecting boundaries used by the National Register of Historic Places. The boundaries must be based upon a shared relationship among the properties constituting the district and represent the area which completed the process described in subsection 58-457(2). The boundaries should be defined by utilizing the parcels and lots as shown on the Orange County Property Appraiser's maps.

~~c. If the nomination for designation of a particular district pursuant to subsection 58-457(2) below is unsuccessful, no district nomination including the selected area shall be presented for nomination for at least three years after the date the city notifies the proposed district's residents that the nomination has been unsuccessful.~~

SECTION III: Chapter 58, Land Development Code, Article VIII, Historic Preservation, Section 58-457 "Designation Procedures" is hereby amended to read as shown below, and words with single underlined type shall constitute additions to the original text and ~~strike through~~ shall constitute deletions to the original text.

Sec. 58-457. – Designation Procedures.

Winter Park historic landmarks, resources and districts shall be designated only as provided in this section. Properties, which meet the criteria for designation as set forth in section 58-456, shall be designated according to the following procedures:

(1) Designation of local historic landmarks and resources.

a. Recommendations for nomination for designation of individual local historic landmarks and resources may be submitted to the planning and community development department by the property owner(s), who believe(s) that the property meets the criteria for listing as set forth in section 58-456. The property owner shall provide to the city proof of current fee simple ownership of the property being nominated. The proposal shall include a legal description or address of the property, a brief statement regarding its historic, cultural, aesthetic or architectural significance, and must include written authorization by the property owner(s).

b. Prior to consideration of designation, the city shall first determine if the property sought to be designated meets the criteria for designation. If so, the city shall prepare a historic designation report that shall be presented to the HPB at a regularly scheduled meeting to be held within no more than 60 days upon receipt of application for designation.

c. For each proposed designation of a historic landmark or resource, the city is responsible for mailing a notice of public hearing to all property owners of record on the latest Orange County tax roll within a 500-foot radius of the proposed landmark or resource at least 15 days prior to the public hearing held pursuant to this section, however, failure to receive such notice shall not invalidate the same as such notice shall also be given by publishing a copy thereof in a newspaper of general circulation at least 15 days prior to the hearing.

SECTION IV: Chapter 58, Land Development Code, Article VIII, Historic Preservation, Section 58-481 "Procedure for demolition of properties identified in the Florida Master Site File or the historic survey" is hereby amended to read as shown below, and words with single underlined type shall constitute additions to the original text and ~~strike through~~ shall constitute deletions to the original text.

Sec. 58-481. - Procedure for demolition of buildings and structures on properties designated on the Winter Park Register of Historic Places, or located within designated Historic Districts or as identified in the Florida Master Site File or the historic survey.

Applications requesting the demolition of properties that are designated on the Winter Park Register of Historic Places, or located within designated Historic Districts or as identified in the Florida Master Site File or the historic survey as potential candidates for the National Register of Historic Places but are not designated properties or properties within historic districts, shall comply with the procedures of this section.

(1) For properties with buildings or structures found in the historic survey as potential candidates for the National Register of Historic Places, ~~uUpon receipt of a complete application for a demolition permit, for properties found in the historic survey as potential candidates for the National Register of Historic Places,~~ the city shall have 60 days thereafter to issue a demolition permit provided the applicable demolition permit requirements have been met. The purpose of this 60-day consideration period is to facilitate and encourage the consideration of appropriate alternatives to protect the historic character of the property sought to be demolished before a demolition permit is issued. Upon receipt of the application for demolition, the property owner or their designee will receive a letter from the HPB staff notifying them of the 60-day period and the purpose of such and the next HPB meeting where the application for demolition will be reviewed and potential alternatives to demolition discussed. During this 60-day period, the HPB will review the application for demolition permit and may direct HPB staff to make proposals to the property owner or their designee as to any specific alternatives to demolition.

(2) For properties with buildings or structures identified in the Florida Master Site File, ~~uUpon the city's receipt of a complete application for a demolition permit of properties that are identified in the Florida Master Site File,~~ the city shall have 60 days thereafter to issue a demolition permit provided the applicable demolition permit requirements have been met. The purpose of this 60-day consideration period is to facilitate and encourage the consideration of appropriate alternatives to protect the historic character of the property sought to be demolished before a demolition permit is issued. Upon receipt of the application for demolition, the property owner or their designee will receive a letter from staff regarding the 60-day period and the purpose of such. During this 60-day period, staff shall consider appropriate alternatives to demolition and is authorized to make proposals to the property owner or their designee to protect the historic character of the property in lieu of demolition. HPB staff shall notify the HPB of any applications for demolition that qualify under this category at the next scheduled meeting of the HPB subsequent to the receipt of a complete application for demolition permit.

(3) For properties with buildings or structures that are individually designated on the Winter Park Register of Historic Places or located within any designated Historic District, any such request for demolition or partial demolition must be approved by the Historic Preservation Board or if required, upon approval by appeal to the City Commission based upon the process and procedures established in sections 58-473 through 58-477 and pursuant to the provisions as outlined below. In addition to meeting the requirements of sections 58-481 (1) through (9) with regards to the 60-day consideration period and process, the application shall meet the requirement outlined below.

(4) During the 60-day consideration period set forth under subsections (1), ~~and (2)~~ and (3) above, the following alternatives to demolition should be considered:

i. The feasibility of moving or relocating the structure;

ii. The feasibility of purchasing the structure, either privately or through the use of public funds;

iii. Preservation of historic elements of the structure prior to demolition through photographic documentation of the structure, removal and relocation of historic elements, or otherwise archiving the historic nature of the structure.

(a) If agreement is reached with the property owner to allow preservation of aspects of the structure pursuant to the subsections (1) and (2) above, the demolition shall be allowed immediately upon completion of the preservation or at the end of the consideration period, whichever may come first, provided all other criteria for demolition have been met. As further consideration for allowing the preservation of the structure pursuant to this section, any person or entity undertaking the preservation effort shall provide the property owner a waiver of liability for any personal injury or property damage incurred by the preserving party.

(b) For good cause shown, and with the agreement of the property owner, the consideration periods under subsections (1), ~~and (2) and (3)~~ may be extended for an additional 60-day period. The time limit under section 58-475 does not apply to demolition permits under this section.

(d) The criteria set forth in section 58-479 do not apply to applications for demolition permits under ~~this section~~ subsections (1) and (2) above. The HPB does not have the authority to approve or deny an application for demolition permit under ~~this section~~ those subsections.

(e) The provisions of this section shall be supplemental to any other requirements and conditions applicable to applications for and permits issued concerning the demolition of properties.

(f) Any property that has received, prior to the effective date of this section, an approved and valid development order or permit from the city that authorizes the redevelopment of the property is exempt from the provisions of subsections (1) and (2) in regards to the redevelopment approved by such development orders and permits.

(5) Criteria for reviewing demolition applications for individually designated historic structures and contributing structures within historic districts. In addition to process and procedures during the 60-day consideration period outlined above in subsection (4), the demolition of an individually designated historic structure or a contributing structure within a historic district constitutes an irreplaceable loss to the quality and character of the historic district and/or the city at-large. Therefore, no contributing structure within any historic district or individually designated property shall be demolished or removed, in whole or in part, until after a certificate of review for the approval of the demolition has been approved by HPB or upon approval by appeal to the city commission. However, the HPB may consider approval of the demolition of a contributing structure within a historic district only if the following criteria are met:

(a) The structure is primarily deemed contributing based upon the age of the structure and is not of such interest or quality that it would reasonably meet national, state or local criteria for designation as an individual historic landmark.

(b) The structure is of such design, craftsmanship or material that it could be replaced with a new structure in conformance with the design guideline standards and reflects a prevalent architectural style of the era.

(c) The historic, architectural or environmental significance of the structure to the overall ensemble of structures within the historic district is not deemed critical to the integrity of the historic district.

(6) *Reconstruction.* Local historic landmarks or contributing structures within the historic district that have been destroyed by fire or other natural disaster may be ameliorated by efforts to reconstruct the resource. Reconstruction means the process of reproducing by new construction the exact form and detail of a demolished building structure or object as it appeared at a certain point in time. HPB shall encourage reconstruction when appropriate.

(7) *Demolition by neglect.* Every owner of a contributing structure or an individually designated historic structure shall not be allowed to fall into a state of disrepair which may result in the deterioration of any exterior appurtenance or architectural feature so as to result in a threat to continued existence of such structure. Examples of the type of disrepair prohibited include, but are not limited to:

(a) The deterioration of exterior walls or other vertical supports;

(b) The deterioration of roofs or other horizontal members;

(c) The deterioration of exterior chimneys;

(d) The deterioration or crumbling of exterior plasters or mortar;

(e) The ineffective waterproofing of exterior walls, roofs and foundations, including broken windows or doors;

(f) The deterioration of any such structure or feature, so as to create or permit the creation of any hazardous or unsafe condition or conditions is not permitted. In the event that a contributing structure or individually designated structure is in disrepair and is in the course of being "demolished by neglect," the owner of record shall be notified of the condition of the structure and the items that need repair via certified or registered mail. The Code Enforcement Board shall then be empowered to seek remedy and resolution to this non-compliance with Code.

(8) *Emergency demolition.* Notwithstanding, the city reserves the right to initiate and carry out its own demolition of a structure if deemed to be necessary to protect the health, safety and general welfare of the city.

(9) *Noncontributing structures.* Owners of noncontributing structures within any historic district shall not be required to show economic hardship in applying for a certificate of approval for demolition for such structures. However, the new construction proposed as a replacement must conform to the adopted design guideline standards and reflects a prevalent architectural style of the era.

SECTION V: Chapter 58, Land Development Code, Article VIII, Historic Preservation, Section 58-491 "National Register of Historic Places nominations" is hereby amended to read as shown below, and words with single underlined type shall constitute additions to the original text and ~~strike-through~~ shall constitute deletions to the original text.

Sec. 58-491. - National Register of Historic Places nominations.

The HPB and designated local officials shall review local nominations to the National Register of Historic Places and shall forward a record of their actions and recommendations to the Florida State Historic Preservation Officer.

(1) The Winter Park mayor and city commissioners, as the designated local officials, city manager, planning department director, and owners of record and applicants shall be given a minimum of 30 and not more than 75 days prior to the HPB meeting in which to comment on or object to the listing of a property in the National Register of Historic Places.

(2) Objections by property owners must be submitted in writing and their signature notarized ~~to prevent nomination~~ for nominations to the National Register of Historic Places.

SECTION VI: Chapter 58, Land Development Code, Article VIII, Historic Preservation, is hereby amended to add a new Section 58-492 "National Register Historic Districts" to read as shown below, and to renumber the current Section 58-492 "Certified local government performance" to become Section 58-493 with no other changes. Words with single underlined type shall constitute additions to the original text and ~~strike-through~~ shall constitute deletions to the original text.

Sec. 58-493. - National Register of Historic Districts.

Within the City of Winter Park are located the two National Register Historic Districts, the Downtown Winter Park Historic District and the Interlachen Historic District

(1) Within the Downtown Winter Park National Register Historic District, in addition to conformance with the applicable Central Business District guideline standards adopted as part of Zoning Regulations per Section 58-72, through 58-79, any request for an

alteration of the exterior facade or demolition of all or part of a building shall be governed by Sections 58-473 through 58-481 of this Article. This requirement shall not apply to the exterior facade changes for the typical turnover of first floor spaces from one owner/tenant to another business, involving such aspects as replacement of awnings/canopies, store fronts, windows, signage, etc. but shall apply to exterior façade alterations that markedly change the exterior materials or appearance of the entire building or a substantial portion of the building façade encompassing the area within or above one or more existing tenant space. The intent is for the existing architectural character of the buildings to be preserved or replicated.

(2) Within the Interlachen National Register Historic District, any request for an alteration of the exterior facade or demolition of all or part of a building shall be governed by Sections 58-473 through 58-481 of this Article. This requirement shall not apply to the exterior facade changes for the normal turnover of business or residential floor spaces from one owner/tenant to another involving such aspects as replacement of doors, windows, awnings/canopies, signage, etc. but shall apply to exterior façade alterations that markedly change the exterior materials or appearance of the entire building or a substantial portion of the building façade encompassing the area within or above more than one existing owner/tenant space. The intent is for the existing architectural character of the buildings to be preserved or replicated.

SECTION VI: INCONSISTENCY. If any Ordinances or parts of Ordinances are in conflict herewith, this Ordinance shall control to the extent of the conflict.

SECTION VII: SEVERABILITY. If any section, subsection, sentence, clause, phrase, provision, or word of this Ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, then such invalidity or unconstitutionality shall not be held to invalidate or impair the validity, force, or effect of any other remaining provisions of this Ordinance.

SECTION VIII: CODIFICATION. Sections I through VI of this Ordinance shall be codified and made a part of the City of Winter Park Land Development Code, and the sections of this Ordinance may be renumbered or re-lettered to accomplish this intention. The word "Ordinance" may be changed to "Section," "Article," or other appropriate word. The City Clerk is given liberal authority to ensure proper codification of this Ordinance, including the right to correct scrivener's errors.

SECTION IX: This Ordinance shall become effective immediately following approval by the City Commission at its second reading.

ADOPTED at a regular meeting of the City Commission of the City of Winter Park, Florida, held in City Hall, Winter Park, on this _____ day of _____, 2021.

City of Winter Park

Phil Anderson, Mayor

Attest: _____
City Clerk



City Commission agenda item

item type Public Hearings	meeting date September 8, 2021
prepared by Rene Cranis	approved by Michelle del Valle, Randy Knight
board approval Completed	
strategic objective	

subject

Ordinance proposing Charter Amendments for March 2022 ballot (1st reading - Tabled August 25, 2021)

motion / recommendation

Approve the first reading of the ordinance to pose ballot questions to the voters regarding charter sections 2.08 & 2.11.

background

At the direction of the City Commission, the City Attorney's office has prepared ballot language (to be consider by the voters during the March 2022 election for the purpose of modifying sections 2.08 and 2.11 of the city charter. Note that the language below and in the ordinance reflects Attorney Langley's revisions dated August 12, 2021.

Section 2.08 (c) & (d) would be modified as follows:

(c) *Voting.* Voting on ordinances and resolutions shall be by roll call vote of the commissioners and the mayor and shall be recorded in the minutes. The affirmative vote of at least three (3) members of the city commission who are present at the meeting, either in person or through the use of video-conferencing, shall be necessary to adopt any ordinance or resolution. The affirmative vote of at least four (4) members of the city commission shall be required for the approval of the following matters: (i) conveyance of fee simple ownership of real property owned by the city; (ii) comprehensive plan future land use map amendment or rezoning of city-owned park land to a use that is not a public recreational, park or city governmental use; (iii) rezoning of land currently zoned public and quasi-public (PQP) district or zoned parks and recreation (PR) district; (iv) comprehensive plan future land use map amendment or rezoning of lakefront property from a residential use to a commercial use, mixed-use or multi-family use; (v) approval of a comprehensive plan amendment, land development code amendment or rezoning that increases the permitted intensity or density of use of property by more than fifty percent

from the existing allowed intensity or density of use; in evaluating intensity increases for the purposes of this provision, the calculation of the fifty percent threshold will include parking garage square footage, if applicable; and (vi) approving a development order authorizing development within “wetlands” as defined by Florida Statutes or the Florida Administrative Code. The use of video-conferencing by an individual member of the city commission shall be limited to not more than three (3) times per calendar year and shall be subject to approval pursuant to and governed by rules and procedures adopted by the city commission. No other action of the commission except as provided in Sections 2.07 and in 2.08(d) shall be valid or binding unless adopted by the affirmative vote of at least a majority of a quorum present.

(d) *Quorum.* At least three (3) members ~~majority~~ of the commission must be physically present to constitute a quorum; but a smaller number may adjourn from time to time and may compel the attendance of absent members in the manner and subject to the penalties prescribed by the rules of the commission.

Section 2.11 (a) would be modified as follows:

(a) *Procedures for adoption.* Ordinances shall be adopted in accordance with the procedures and notice requirements provided by general law, provided further that a proposed ordinance shall be adopted when it has been read, by title or in full, and has received the affirmative vote of a majority of the city commission on at least two (2) separate days at either regular or special meetings of the commission. If there is a substantive or material change in the ordinance during the city commission’s adoption process substance in the text, then the reading at the time of change will be deemed the first reading the city commission will conduct at least one reading and public hearing of the ordinance after such change is made. Further, if during the city commission’s adoption process for an ordinance amending the comprehensive plan or the zoning of property there is a change made in the ordinance that results in an increase in the density or intensity of uses, or in a change to the permitted uses, prior to adoption the city commission will conduct at least one reading and public hearing of the ordinance after such change is made.

alternatives / other considerations

The City Commission may accept, reject or modify this language.

fiscal impact

ATTACHMENTS:

[Ordinance adopting Charter Amendment Referendum draft 08-12-2021.pdf](#)

ORDINANCE _____

AN ORDINANCE OF THE CITY OF WINTER PARK, FLORIDA, PROPOSING AMENDMENTS TO THE CHARTER OF THE CITY OF WINTER PARK SECTIONS 2.08 AND 2.11; PROVIDING FOR A REFERENDUM VOTE BY THE ELECTORS OF THE CITY OF WINTER PARK ON THE QUESTION OF APPROVAL OF THE PROPOSED CHARTER AMENDMENTS AT THE ELECTION TO BE HELD ON MARCH 8, 2022; PROVIDING FORM OF BALLOT; PROVIDING FOR FILING REVISED CHARTER WITH THE FLORIDA DEPARTMENT OF STATE, AND OTHER DIRECTIONS TO CITY STAFF; PROVIDING FOR AN EFFECTIVE DATE OF THE ORDINANCE AND CHARTER AMENDMENTS; PROVIDING FOR SEVERABILITY, CODIFICATION, AND CONFLICTS.

WHEREAS, the City Commission of the City of Winter Park, Florida pursuant to Chapter 166, Florida Statutes, and Section 1.03, Charter of the City of Winter Park, Florida, may submit to the electors of the City proposed amendments to the City Charter; and

WHEREAS, the City Commission finds it in the best interests of the City and its residents to propose and submit to the electors of the City of Winter Park for referendum vote the City Charter amendments provided for herein, at the election to be held on March 8, 2022.

NOW THEREFORE, BE IN ENACTED BY THE CITY COMMISSION OF THE CITY OF WINTER PARK, FLORIDA AS FOLLOWS:

Section 1. Recitals. The foregoing recitals are hereby ratified and confirmed as being true and correct and are hereby made a part of this ordinance.

Section 2. Charter Amendment #1. The City hereby proposes the amendment(s) to the City Charter described below, which amendment(s) shall be submitted to the qualified electors of the City of Winter Park (words that are ~~stricken out~~ are deletions; words that are underlined are additions; provisions and sentences not included are not being amended; stars *** indicate separations between sections and do not represent Charter amendments):

Sec. 2.08. - Procedure.

- (a) *Meetings*. The commission shall meet regularly at least once every month at such time and public place as the commission may prescribe by rule. Special and/or emergency meetings may be held upon call of any member of the commission. Special meetings require twenty-four (24) hours advance notice to each member of the city commission and to the public. Emergency meetings require, when practicable, twelve (12) hours notice to each member of the city commission and to

the public and shall be called only to consider a public emergency affecting life, health, property or the public peace. Notice to the public consists of posting notice at some designated, conspicuous place in front of City Hall. A proposed agenda for all meetings shall also be posted in this same location as soon as practicable before each meeting, but in any event not later than twenty-four (24) hours for each regular and special meeting. Failure to list a specific item on an agenda shall not affect the validity of any act of the city commission. In the event any regular, special or emergency meeting is to be adjourned to reconvene at a later time, the date, time and place of reconvening shall be announced prior to such adjournment.

- (b) *Rules.* The commission shall determine its own rules and order of business. Minutes shall be kept of all commission proceedings.
- (c) *Voting.* Voting on ordinances and resolutions shall be by roll call vote of the commissioners and the mayor and shall be recorded in the minutes. The affirmative vote of at least three (3) members of the city commission who are present at the meeting, either in person or through the use of video-conferencing, shall be necessary to adopt any ordinance or resolution. The affirmative vote of at least four (4) members of the city commission shall be required for the approval of the following matters: (i) conveyance of fee simple ownership of real property owned by the city; (ii) comprehensive plan future land use map amendment or rezoning of city-owned park land to a use that is not a public recreational, park or city governmental use; (iii) rezoning of land currently zoned public and quasi-public (PQP) district or zoned parks and recreation (PR) district; (iv) comprehensive plan future land use map amendment or rezoning of lakefront property from a residential use to a commercial use, mixed-use or multi-family use; (v) approval of a comprehensive plan amendment, land development code amendment or rezoning that increases the permitted intensity or density of use of property by more than fifty percent from the existing allowed intensity or density of use; in evaluating intensity increases for the purposes of this provision, the calculation of the fifty percent threshold will include parking garage square footage, if applicable; and (vi) approving a development order authorizing development within "wetlands" as defined by Florida Statutes or the Florida Administrative Code. The use of video-conferencing by an individual member of the city commission shall be limited to not more than three (3) times per calendar year and shall be subject to approval pursuant to and governed by rules and procedures adopted by the city commission. No other action of the commission except as provided in Sections 2.07 and in 2.08(d) shall be valid or binding unless adopted by the affirmative vote of at least a majority of a quorum present.
- (d) *Quorum.* At least three (3) members majority of the commission must be physically present to constitute a quorum; but a smaller number may adjourn from time to time and may compel the attendance of absent members in the manner and subject to the penalties prescribed by the rules of the commission.

Sec. 2.11. - Ordinances in general.

As used in this section, "ordinance" means an official legislative action of the commission, which action is a regulation of a general and permanent nature and enforceable as a local law.

- (a) *Procedures for adoption.* Ordinances shall be adopted in accordance with the procedures and notice requirements provided by general law, provided further that a proposed ordinance shall be adopted when it has been read, by title or in full, and has received the affirmative vote of at least three members a majority of the city commission on at least two (2) separate days at either regular or special meetings of the commission. If there is a change in substance in the text, then the reading at the time of change will be deemed the first reading.

- (b) *Action requiring an ordinance.* In addition to other acts required by law or by specific provision of this Charter to be done by ordinance, those acts of the city commission shall be by ordinance which:
- (1) Adopt or amend an administrative code or establish or abolish any city department or agency;
 - (2) Establish a rule or regulation the violation of which carries a penalty;
 - (3) Levy taxes authorized by general law;
 - (4) Grant, renew or extend a franchise;
 - (5) Set service or user charge for municipal services or grant administrative authority for such charges;
 - (6) Authorize the borrowing of money not inconsistent with the limitations in the Constitution, the general laws of the state, and the provisions of this Charter;
 - (7) Convey or lease or authorize by administrative action the conveyance or lease of any lands of the city;
 - (8) Amend or repeal any ordinance previously adopted, except as otherwise provided in Article V;
 - (9) Establish zoning.

Section 3. Amendment #1 Ballot Question. The ballot title and summary for the City Charter amendment(s) described in Section 2 of this Ordinance shall be as set forth below, and shall be followed by the words “yes” and “no”:

**Question #1:
Supermajority and Majority Voting Requirements**

Shall Sections 2.08 and 2.11 of the Winter Park City Charter be amended 1) to require at least four of five members of the city commission to vote in favor to approve certain land use, zoning and development order matters and to approve the conveyance of fee simple title of city owned property, and 2) to clarify that at least three affirmative votes are required to approve other matters?

Yes _____

No _____

Section 4. Charter Amendment #2. The City hereby proposes the amendment(s) to the City Charter described below, which amendment(s) shall be submitted to the qualified electors of the City of Winter Park (words that are ~~stricken out~~ are deletions; words that are underlined are additions; stars *** indicate separations between sections and do not represent Charter amendments):

Sec. 2.11. - Ordinances in general.

As used in this section, "ordinance" means an official legislative action of the commission, which action is a regulation of a general and permanent nature and enforceable as a local law.

- (a) *Procedures for adoption.* Ordinances shall be adopted in accordance with the procedures and notice requirements provided by general law, provided further that a proposed ordinance shall be adopted when it has been read, by title or in full, and has received the affirmative vote of a majority of the city commission on at least two (2) separate days at either regular or special meetings of the commission. If there is a substantive or material change in the ordinance during the city commission's adoption process ~~substance in the text, then the reading at the time of change will be deemed the first reading the city commission will conduct at least one reading and public hearing of the ordinance after such change is made.~~ Further, if during the city commission's adoption process for an ordinance amending the comprehensive plan or the zoning of property there is a change made in the ordinance that results in an increase in the density or intensity of uses, or in a change to the permitted uses, prior to adoption the city commission will conduct at least one reading and public hearing of the ordinance after such change is made.
- (b) *Action requiring an ordinance.* In addition to other acts required by law or by specific provision of this Charter to be done by ordinance, those acts of the city commission shall be by ordinance which:
- (1) Adopt or amend an administrative code or establish or abolish any city department or agency;
 - (2) Establish a rule or regulation the violation of which carries a penalty;
 - (3) Levy taxes authorized by general law;
 - (4) Grant, renew or extend a franchise;
 - (5) Set service or user charge for municipal services or grant administrative authority for such charges;
 - (6) Authorize the borrowing of money not inconsistent with the limitations in the Constitution, the general laws of the state, and the provisions of this Charter;
 - (7) Convey or lease or authorize by administrative action the conveyance or lease of any lands of the city;
 - (8) Amend or repeal any ordinance previously adopted, except as otherwise provided in Article V;
 - (9) Establish zoning.

Section 5. Amendment #2 Ballot Question. The ballot title and summary for the City Charter amendment(s) described in Section 4 of this Ordinance shall be as set forth below, and shall be followed by the words "yes" and "no":

Question #2:
Ordinance Changes During Adoption Process

Shall Section 2.11 of the Winter Park City Charter be amended to require an additional reading of a proposed ordinance before its adoption when during the adoption process either (i) a substantive or material change is made, or (ii) a change is made to a proposed zoning or comprehensive plan amendment ordinance that results in an increase in the permitted density or intensity of uses or a change to the permitted uses?

Yes _____

No _____

Section 6. Referendum. The forgoing proposed amendments to the Charter of the City of Winter Park and their accompanying ballot questions shall be individually placed on the City ballot and submitted to the qualified electors of the City of Winter Park at the election held on **March 8, 2022**. The qualified voters shall have an opportunity to vote on the proposed amendments to the Charter. The City Clerk is hereby authorized and directed to advertise the referendum election authorized herein in accordance with the applicable provisions of the City Charter, City Code, Florida Statutes, Florida Administrative Code, and federal law. In the event it becomes necessary, as determined by the City Commission, to make modifications to any ballot question, ballot summary or to remove a proposed charter amendment from the ballot contained herein after adoption of this Ordinance, the City Commission may make such modification by resolution. In the event it becomes necessary, as determined by the City Commission, to reschedule the referendum on the proposed amendments to the City Charter set forth herein, the City Commission may make such modification by resolution.

Section 7. Codification & Corrections. Any City Charter amendment provided for in this Ordinance, which receives affirmative votes from the majority of the votes cast shall be incorporated into the City Charter of the City of Winter Park. Any section, paragraph number, cross references, letter and/or any heading, may be changed or modified in the existing Charter and the charter amendments proposed herein adopted as necessary to effectuate the foregoing, including for consistency with other charter amendments adopted. Grammatical, typographical and similar like errors may be corrected, and additions, alterations, and omissions not affecting the construction or meaning of this Ordinance or the City Charter may be freely made.

Section 8. Severability. If any section, subsection, sentence, clause, phrase, word or provision of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, whether for substantive, procedural, or any other reason, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions of this Ordinance.

Section 9. Conflicts. In the event of a conflict or conflicts between this Ordinance and any other Ordinance or provision of law, this Ordinance controls to the extent of the conflict, as allowable under the law.

Section 10. Directions to City Staff. City Staff under the direction of the City Manager are directed and authorized to take such actions as are necessary and advisable to effect and carry out this Ordinance and the City Charter amendments and referendum provided for herein. If the City Charter is

amended, a copy of the revised City Charter shall be filed with the Department of State in accordance with Section 166.031(2), Florida Statutes.

Section 11. Effective Dates. This Ordinance shall become effective immediately upon adoption by the City Commission of the City of Winter Park, Florida. Any City Charter amendment provided for herein shall become effective immediately upon approval by the certified voters of the City of Winter Park and certification by the Orange County Supervisor of Elections or other appropriate officer or entity.

ADOPTED at a regular meeting of the City Commission of the City of Winter Park, Florida, held in City Hall, Winter Park, on this _____ day of _____, 2021.

Mayor Phil Anderson

ATTEST:

Rene Cranis, City Clerk



City Commission **agenda item**

item type Public Hearings	meeting date September 8, 2021
prepared by Michelle del Valle	approved by Michelle del Valle, Randy Knight
board approval Completed	
strategic objective	

subject

Ordinance: Amending Subsidiary City Boards and Lake Killarney Advisory Board (1st Reading)

motion / recommendation

Approve the first reading the the ordinance.

background

At the August 25th Commission Meeting, the City Commission authorized establishing the Lake Killarney Advisory Board. This is an administrative ordinance to formalize their inclusion in the subsidiary city board section of the code (Chapter 2). It also removes the terms of office section from the Lake Killarney Advisory Board section of the code (Chapter 114). **None of the original functions, powers and duties of the Lake Killarney Advisory Board are being modified or changed.**

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[Amendment to Chapter 2 Article III City Code - Subsidiary Boards - Lake Killarney Advisory Board.doc](#)

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF WINTER PARK FLORIDA,
AMENDING ARTICLE III OF CHAPTER 2 OF THE WINTER PARK
CODE OF ORDINANCES REGARDING SUBSIDIARY CITY
BOARDS TO REESTABLISH THE LAKE KILLARNEY ADVISORY
BOARD AND AMENDING ARTICLE III OF CHAPTER 114
REGARDING THE LAKE KILLARNEY ADVISORY BOARD TO
MAKE SUCH PROVISIONS CONSISTENT WITH THE CITY
CHARTER; PROVIDING FOR CODIFICATION, CONFLICTS,
SEVERABILITY AND AN EFFECTIVE DATE.**

WHEREAS, the City Commission desires to reestablish the Lake Killarney Advisory Board as contemplated by Ordinance 2528-03 adopted on September 8, 2003; and

WHEREAS, the City Commission determines that this ordinance is in the best interest of the citizens of the City of Winter Park.

**NOW, THEREFORE, THE CITY COMMISSION OF THE CITY OF
WINTER PARK, FLORIDA, HEREBY ORDAINS AS FOLLOWS:**

Section 1. Recitals. The recitals set forth above are hereby adopted and incorporated by reference.

Section 2. Amendment/Adoption. Chapter 2, Article III, Division 1 and Division 3 of the City of Winter Park Code of Ordinances is hereby amended to read as follows: (underlined language are additions; ~~stricken through~~ language are deletions; provisions and sections not included are not being amended):

ARTICLE III. - SUBSIDIARY BOARDS OF THE CITY OF WINTER PARK

DIVISION 1. ESTABLISHMENT OF CITY BOARDS

Sec. 2-47. - List and size of boards established.

The general requirements for boards are specified in division 2 herein and the board specific requirements are specified in division 3. Unless otherwise provided by the City Charter, state law, other ordinance or this article, each board shall have seven members. The following boards are established:

- (1) Board of adjustments;
- (2) Civil service board (also sits as the independent personnel review board);
- (3) Code compliance board (which also sits as the nuisance abatement board and performs the functions of a code enforcement board pursuant to F.S. ch. 162);
- (4) Community redevelopment agency;

- (5) Community redevelopment advisory board;
- (6) Construction board of adjustments and appeals;
- (7) Economic development advisory board;
- (8) Historic preservation board;
- (9) Housing authority board;
- (10) Keep Winter Park beautiful and sustainable advisory board;
- (11) Lakes and waterways advisory board;
- (12) Parks and recreation advisory board;
- (13) Transportation advisory board;
- (14) Planning and zoning board;
- (15) Public art advisory board;
- (16) Utilities advisory board;
- (17) Winter Park Firefighters' pension board;
- (18) Winter Park Police Officers' pension board;
- (19) Orange Avenue Overlay Appearance Review Advisory Board;
- (20) Tree preservation board;
- (21) Lake Killarney Advisory Board.

DIVISION 3. - DESCRIPTION, DUTIES AND PROCEDURES OF EACH CITY BOARD

Sec. 2-73. – Lake Killarney Advisory Board.

There is established within the City of Winter Park as contemplated by Ordinance 2528-03, and by the authority of the City Commission, a Lake Killarney Advisory Board. Except as may otherwise be provided in chapter 114, article III of the city code, the provisions of divisions 1 and 2 of this article shall apply to the Lake Killarney Advisory Board and its members. The functions, procedures and duties of the Lake Killarney Advisory Board are as set forth in chapter 114, article III of the city code.

Section 3. Amendment/Adoption. Chapter 114, Article III of the City of Winter Park Code of Ordinances is hereby amended to read as follows: (underlined language are additions; ~~stricken through~~ language are deletions; language not included is not being amended):

ARTICLE III. LAKE KILLARNEY ADVISORY BOARD

Sec. 114-41. Creation and membership.

- (a) There is created and established the Lake Killarney Advisory Board. Such board shall consist of seven members, who shall be appointed and serve in accordance with section 2.0619 of the Charter and section 2-48, of the city code.
- (b) Members shall be residents of the city and shall be appointed from persons in a position to represent the public interest, and no person shall be appointed with private or personal interests likely to conflict with the general public interest. No city employee, officer, official or commissioner shall be appointed to the board.
- (c) If requested by the board, a secretary designated by the city manager shall serve as secretary to the board, but shall have no vote in any proceeding.

Sec. 114-42. ~~Terms of office.~~

- ~~(a) All appointed members of the Lake Killarney Advisory Board shall be appointed for terms of three years. Initial terms shall be staggered. Vacancies shall be filled by appointment for the unexpired term only. Members of the lakes and waterways board may be permitted to serve more than two terms if specifically approved by the city commission.~~
- ~~(b) Board members may be removed by the city commission for any reason, but they shall be removed for failure to attend three consecutive regular meetings in any one year, unless excused by the chairperson of the board. Resignations shall be in writing and delivered to the mayor.~~

Sec. 114-43. Organization and meetings.

- (a) The Lake Killarney Advisory Board shall meet for the purpose of transacting such business as may properly come before it. Regular meetings shall be held each month, on a day, time and place convenient to the members. The board shall annually select a chairperson who shall preside at all meetings, and a vice-chairperson who shall serve in the absence of the chairperson. A majority of the board shall constitute a quorum, and the affirmative vote of a majority of a quorum present shall be required for any action to be taken. Members of the board shall serve without compensation.
- (b) The board shall adopt rules necessary to the conduct of its affairs in keeping with this article and subject to approval by the city commission.
- (c) The board shall keep minutes of its proceedings, showing the vote of each member upon each question, or if absent or failing to vote, indicating such fact, and shall keep records of its hearings and other official actions, all of which shall be of public record retained by the city clerk. All meetings and proceedings of the board shall be open to the public and notice of all meetings shall be posted in city hall not less than 24 hours prior to the meeting.
- (d) Special meetings may be convened from time to time upon 24 hours prior written notice delivered to the members. The chairperson, vice-chairperson or a majority of the members shall have the power to convene special meetings.

Sec. 114-434. Functions, powers and duties.

The functions, powers and duties of the Lake Killarney Advisory Board shall be, in general, to:

- (1) To advise the city commission on all aspects of Lake Killarney and the interaction of that lake with water bodies outside the city.
- (2) Inquire into the condition of Lake Killarney, including the clarity, cleanliness, the desirability or undesirability of vegetation and growth therein, the use of the lake, the alteration of their shorelines and canals, the level of waters therein and all other matters pertaining to Lake Killarney.
- (3) Prepare and recommend to the city commission ordinances, regulations and other proposals promoting, protecting and enhancing Lake Killarney and the proper patrol, regulation, restoration and maintenance of the lake and boating-related activities thereon.
- (4) Recommend expenditures and revenues for the proper patrol, regulation, restoration and maintenance of Lake Killarney and for boating-related activities in the city. Such recommendations shall be submitted by the board to the city manager for necessary and appropriate action.
- (5) Keep the city commission and the general public informed and advised as to these matters.
- (6) Conduct such public hearings as may be required to gather information necessary for the drafting, establishment and maintenance of ordinances, regulations and other proposals relating to Lake Killarney.
- (7) Perform such other duties as may be requested by the city commission.

Section 4. Codification. Section 2 and Section 3 shall be codified in the City Code. Any section, paragraph number, letter or heading within the Code may be changed or modified as necessary to effectuate the codification. Grammatical, typographical and similar or like errors may be corrected in the Code, and additions, alterations and omissions not affecting a material substantive change in the construction or meaning of this Ordinance may be freely made.

Section 5. Severability. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, whether for substantive, procedural or any other reason, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portion or portions hereof or hereto.

Section 6. Conflicts. In the event of any conflict between this Ordinance, or any part thereof, with any of the provisions of other City Ordinances or the City Code, this Ordinance shall control.

Section 7. Effective Date Of Ordinance. This Ordinance shall become effective immediately upon adoption of the City Commission of the City of Winter Park, Florida.

Adopted by the City Commission of the City of Winter Park, Florida in a regular meeting assembled on the ____ day of _____, 2021.

CITY OF WINTER PARK

Mayor Phil Anderson

ATTEST:

Rene Cranis, City Clerk

\\SERVER\USERS\AKA\CLIENTS\WINTER PARK\CHARTER REVIEW W600-26084\SUBSIDIARY BOARDS ORDINANCE\AMENDMENT TO CHAPTER 2 ARTICLE III CITY CODE - SUBSIDIARY BOARDS - LAKE KILLARNEY ADVISORY BOARD.DOC



City Commission **agenda item**

item type Public Hearings	meeting date September 8, 2021
prepared by Wes Hamil	approved by Michelle del Valle, Randy Knight
board approval Completed	
strategic objective Fiscal stewardship and accountability	

subject

Fee Schedule Effective October 1, 2021

motion / recommendation

Approve proposed changes to the City's Fee Schedule to become effective October 1, 2021

background

The first six pages of the attached summarize all of the proposed changes.

alternatives / other considerations

Do not adjust fees

fiscal impact

The estimated fiscal impact of each change is included in the summary of changes.

ATTACHMENTS:

[Fee Schedule - October 1, 2021.pdf](#)

**City of Winter Park
Fee Schedule
Changes Proposed to be Effective October 1, 2021**

	Current Fee	Proposed Fee
Affordable Housing Fee:		
Commercial/office, business, etc. (per square foot)	0.05% of valuation	1.00
Restaurants/food/beverage service (per square foot)	0.05% of valuation	2.00
The previously adopted affordable housing linkage fee is not permitted by Florida Statute 166.04151 because an affordable housing fee for residential or mixed use residential development must provide credits to the developer to offset the cost of the affordable housing fee. These fees are projected to generate \$100,000/year for affordable housing		
Garbage:		
Residential collection service	18.47	18.71
Residential collection service - each additional solid waste cart	9.28	9.40
Delivery and maintenance charge for each additional solid waste cart	81.82	82.88
Side door service	36.94	37.42
Residential bulk pickup - up to two cubic yards	81.96	83.03
Residential bulk pickup - for each cubic yard above two	34.16	34.60
Bulk yard waste in excess of three cubic yards - per additional cubic yard	12.21	12.37
Delivery and maintenance charge for each additional garbage cart	81.82	82.88
Residential bulk pickup – up to two cubic yards (requires photo and city approval prior to collection)	81.96	83.03
Residential bulk pickup – each additional cubic yard above two (requires photo and city approval prior to collection)	34.16	34.60
Bulk yard waste in excess of three yards (per each additional yard)	12.21	12.37
Multi-family and commercial solid waste - uncompacted:		
2 yard container:		
Serviced 1 times per week	56.95	57.69
Serviced 2 times per week	115.04	116.54
Serviced 3 times per week	174.27	176.54
Serviced 4 times per week	234.64	237.69
Serviced 5 times per week	296.17	300.00
Serviced 6 times per week	358.80	363.46
Serviced 7 times per week	422.60	428.08
Additional pickups (per pickup)	26.30	26.63
3 yard container:		
Serviced 1 times per week	85.85	86.97
Serviced 2 times per week	173.42	175.68
Serviced 3 times per week	262.70	266.13
Serviced 4 times per week	353.68	358.32
Serviced 5 times per week	446.38	452.27
Serviced 6 times per week	540.77	547.93
Serviced 7 times per week	636.88	645.34
Additional pickups (per pickup)	39.53	39.95
4 yard container:		
Serviced 1 times per week	115.04	116.54
Serviced 2 times per week	232.36	236.54
Serviced 3 times per week	351.97	356.53
Serviced 4 times per week	473.85	480.01
Serviced 5 times per week	598.00	605.77
Serviced 6 times per week	724.44	733.85
Serviced 7 times per week	853.16	864.23
Additional pickups (per pickup)	52.84	53.53
6 yard container:		
Serviced 1 times per week	173.42	175.67
Serviced 2 times per week	350.26	354.80
Serviced 3 times per week	530.52	537.41
Serviced 4 times per week	714.19	723.46
Serviced 5 times per week	901.30	912.98
Serviced 6 times per week	1,091.79	1,105.96
Serviced 7 times per week	1,285.73	1,302.41
Additional pickups (per pickup)	79.46	80.50
8 yard container:		
Serviced 1 times per week	232.36	235.38
Serviced 2 times per week	469.29	475.39
Serviced 3 times per week	710.77	720.00
Serviced 4 times per week	956.82	969.23
Serviced 5 times per week	1,207.40	1,223.08
Serviced 6 times per week	1,462.56	1,481.54
Serviced 7 times per week	1,722.26	1,744.62
Additional pickups (per pickup)	106.22	107.60
95G cart commercial collection service (per cart)	28.01	28.66
95G cart delivery and maintenance charge for each cart	81.82	82.88
Multi-family and commercial solid waste - compacted:		
2 yard container:		
Serviced 1 times per week	94.19	95.41
Serviced 2 times per week	192.14	194.64
Serviced 3 times per week	293.86	297.69
Serviced 4 times per week	399.36	404.55
Serviced 5 times per week	508.61	515.23
Serviced 6 times per week	621.64	629.72
Serviced 7 times per week	738.43	748.04

**City of Winter Park
Fee Schedule
Changes Proposed to be Effective October 1, 2021**

	Current Fee	Proposed Fee
Additional pickups (per pickup)	65.24	66.08
3 yard container:		
Serviced 1 times per week	142.00	143.83
Serviced 2 times per week	289.64	293.40
Serviced 3 times per week	442.93	448.68
Serviced 4 times per week	601.86	609.68
Serviced 5 times per week	766.45	776.42
Serviced 6 times per week	936.70	948.88
Serviced 7 times per week	1,112.61	1,127.07
Additional pickups (per pickup)	98.02	99.33
4 yard container:		
Serviced 1 times per week	190.27	192.73
Serviced 2 times per week	388.05	393.10
Serviced 3 times per week	593.39	601.10
Serviced 4 times per week	806.26	816.74
Serviced 5 times per week	1,026.65	1,040.00
Serviced 6 times per week	1,254.58	1,270.90
Serviced 7 times per week	1,490.05	1,509.43
Additional pickups (per pickup)	130.91	132.61
6 yard container:		
Serviced 1 times per week	286.80	290.54
Serviced 2 times per week	584.90	592.51
Serviced 3 times per week	894.32	905.94
Serviced 4 times per week	1,215.03	1,230.83
Serviced 5 times per week	1,547.05	1,567.16
Serviced 6 times per week	1,890.36	1,914.93
Serviced 7 times per week	2,244.98	2,274.17
Additional pickups (per pickup)	196.69	199.31
8 yard container:		
Serviced 1 times per week	384.30	389.16
Serviced 2 times per week	783.65	793.84
Serviced 3 times per week	1,198.08	1,213.65
Serviced 4 times per week	1,627.57	1,648.74
Serviced 5 times per week	2,072.14	2,099.09
Serviced 6 times per week	2,531.77	2,564.70
Serviced 7 times per week	3,006.50	3,045.58
Additional pickups (per pickup)	262.69	266.10
Open Top Roll-Off - Per Pull Fee (all sizes)	235.41	238.46
Compactor - Vertical - Lease	251.10	254.36
Compactor - 15 cubic yards - Lease	502.18	508.72
Compactor - 20 cubic yards - Lease	533.57	540.51
Compactor - 30 cubic yards - Lease	564.97	572.31
Compactor - 40 cubic yards - Lease	596.35	604.11
Compactor - Per Pull Fee (all sizes)	235.41	238.46
Delivery	90.72	91.90
Deoderizer	165.41	167.56
Front Load Maintenance	371.25	376.08
Gates	22.38	22.67
Lock Bar	32.05	32.47
Lock Bar (shared)	16.02	16.23
Locks	32.05	32.47
Receiver Box	213.26	216.03
Roll Out	44.88	45.46
Wheels	44.88	45.46

All garbage rates were increased by 1.30% based on the CPI indexes in the City's contract with Waste Pro.
The total impact of this rate increase to City revenues will be approximately \$55,000

Monthly Stormwater Utility Fees:

Single family residential property: (based on square feet of impervious area:

Class 1 (1,099 and smaller)	6.59	6.92
Class 2 (1,100 and 1,699)	8.24	8.65
Class 3 (1,700 and 2,299)	9.89	10.38
Class 4 (2,300 and 2,899)	11.56	12.14
Class 5 (2,900 and 3,499)	13.21	13.87
Class 6 (3,500 and 4,099)	14.85	15.59
Class 7 (4,100 and 4,699)	16.51	17.34
Class 8 (4,700 and 5,299)	18.16	19.07
Class 9 (5,300 and 5,899)	19.80	20.79
Class 10 (5,900 and 6,499)	21.66	22.74
Class 11 (6,500 and 7,099)	23.12	24.28
Class 12 (7,100 and 7,699)	24.77	26.01
Class 13 (7,700 and 8,299)	26.41	27.73
Class 14 (8,300 and 8,899)	28.07	29.47
Class 15 (8,900 and higher)	29.72	31.21
Multi-family residential property:		
Apartment unit - per dwelling unit	8.24	8.65
Condominium unit - per dwelling unit	8.24	8.65

**City of Winter Park
Fee Schedule
Changes Proposed to be Effective October 1, 2021**

	Current Fee	Proposed Fee
Duplex - per dwelling unit	8.24	8.65
Non-residential/commercial property (per ERU) (ERU = Equivalent Residential Unit of 2,324 sq. ft.)	11.56	12.14

5% increase in stormwater rates is projected to provide additional revenues of \$175,000 to maintain and improve stormwater infrastructure

Utilities:

Water, irrigation, sewer, reclaimed water and fire line rates:

Water:

Inside City:

Residential & multi-family customers:

Base Charge 3/4" meter	8.98	9.09
Base Charge 1" meter	22.45	22.73
Base Charge 1.5" meter	44.91	45.44
Base Charge 2" meter	71.85	72.69
Base Charge 3" meter	143.70	145.38
Base Charge 4" meter	224.54	227.17
Base Charge 6" meter	449.07	454.32
Base Charge 8" meter	718.51	726.92
Base Charge 10" meter	1,032.85	1,044.93
Additional unit charge	4.84	4.90
Rate block 1	1.26	1.27
Rate block 2	1.87	1.89
Rate block 3	2.68	2.71
Rate block 4	3.58	3.62
Rate block 5	4.59	4.64
Rate block 6	6.66	6.74

Commercial/public authority customers:

Base Charge 3/4" meter	8.98	9.09
Base Charge 1" meter	22.45	22.71
Base Charge 1.5" meter	44.91	45.44
Base Charge 2" meter	71.85	72.69
Base Charge 3" meter	143.70	145.38
Base Charge 4" meter	224.54	227.17
Base Charge 6" meter	449.07	454.32
Base Charge 8" meter	718.51	726.92
Base Charge 10" meter	1,032.85	1,044.93
Rate block 1	1.26	1.27
Rate block 2	1.87	1.89
Rate block 3	2.68	2.71
Rate block 4	3.58	3.62
Rate block 5	4.59	4.64

Outside City:

Residential customers:

Base Charge 3/4" meter	11.23	11.36
Base Charge 1" meter	28.08	28.41
Base Charge 1.5" meter	56.16	56.82
Base Charge 2" meter	89.86	90.91
Base Charge 3" meter	179.71	181.81
Base Charge 4" meter	280.80	284.09
Base Charge 6" meter	561.60	568.17
Base Charge 8" meter	898.55	909.06
Base Charge 10" meter	1,291.67	1,306.78
Additional unit charge	6.05	6.12
Rate block 1	1.59	1.61
Rate block 2	2.34	2.37
Rate block 3	3.36	3.40
Rate block 4	4.47	4.52
Rate block 5	5.74	5.81
Rate block 6	8.32	8.42

Commercial/public authority customers:

Base Charge 3/4" meter	11.23	11.36
Base Charge 1" meter	28.08	28.41
Base Charge 1.5" meter	56.16	56.82
Base Charge 2" meter	89.86	90.91
Base Charge 3" meter	179.71	181.81
Base Charge 4" meter	280.80	284.09
Base Charge 6" meter	561.60	568.17
Base Charge 8" meter	898.55	909.06
Base Charge 10" meter	1,291.67	1,306.78
Rate block 1	1.59	1.61
Rate block 2	2.34	2.37
Rate block 3	3.36	3.40
Rate block 4	4.47	4.52
Rate block 5	5.74	5.81

**City of Winter Park
Fee Schedule
Changes Proposed to be Effective October 1, 2021**

	Current Fee	Proposed Fee
Irrigation:		
Inside City:		
Base Charge 3/4" meter	8.98	9.09
Base Charge 1" meter	22.45	22.71
Base Charge 1.5" meter	44.91	45.44
Base Charge 2" meter	71.85	72.69
Base Charge 3" meter	143.70	145.38
Base Charge 4" meter	224.54	227.17
Base Charge 6" meter	449.07	454.32
Base Charge 8" meter	718.51	726.92
Base Charge 10" meter	1,032.85	1,044.93
Rate block 1	2.68	2.71
Rate block 2	3.58	3.62
Rate block 3	4.59	4.64
Rate block 4	6.66	6.74
Outside City:		
Base Charge 3/4" meter	11.23	11.36
Base Charge 1" meter	28.08	28.41
Base Charge 1.5" meter	56.16	56.82
Base Charge 2" meter	89.86	90.91
Base Charge 3" meter	179.71	181.81
Base Charge 4" meter	280.80	284.09
Base Charge 6" meter	561.60	568.17
Base Charge 8" meter	898.55	909.06
Base Charge 10" meter	1,291.67	1,306.78
Rate block 1	3.36	3.40
Rate block 2	4.47	4.52
Rate block 3	5.74	5.81
Rate block 4	8.32	8.42
Sewer:		
Inside City:		
Base Charge 3/4" meter	10.62	10.74
Base Charge 1" meter	26.55	26.85
Base Charge 1.5" meter	53.08	53.70
Base Charge 2" meter	84.93	85.92
Base Charge 3" meter	169.88	171.84
Base Charge 4" meter	265.43	268.50
Base Charge 6" meter	530.86	537.00
Base Charge 8" meter	849.38	859.20
Base Charge 10" meter	1,220.98	1,235.10
Additional unit charge	5.71	5.78
Charge per thousand gallons consumption	4.95	5.01
Outside City:		
Base Charge 3/4" meter	13.26	13.42
Base Charge 1" meter	33.16	33.55
Base Charge 1.5" meter	66.32	67.10
Base Charge 2" meter	106.11	107.35
Base Charge 3" meter	212.22	214.70
Base Charge 4" meter	331.59	335.47
Base Charge 6" meter	663.18	670.94
Base Charge 8" meter	1,061.09	1,073.50
Base Charge 10" meter	1,525.32	1,543.17
Additional unit charge	7.14	7.22
Charge per thousand gallons consumption	6.18	6.25
Reclaimed Water:		
Inside City:		
3/4" meter	8.98	9.09
1" meter	22.45	22.71
1.5" meter	44.91	45.44
2" meter	71.85	72.69
3" meter	143.70	145.38
4" meter	224.54	227.17
6" meter	449.07	454.32
8" meter	718.51	726.92
10" meter	1,032.85	1,044.93
Charge per thousand gallons consumption	1.01	1.02
Outside City:		
3/4" meter	11.23	11.36
1" meter	28.08	28.41
1.5" meter	56.16	56.82
2" meter	89.86	90.91
3" meter	179.71	181.81
4" meter	280.80	284.09
6" meter	561.60	568.17
8" meter	898.55	909.06

**City of Winter Park
Fee Schedule
Changes Proposed to be Effective October 1, 2021**

	Current Fee	Proposed Fee
10" meter	1,291.67	1,306.78
Charge per thousand gallons consumption	1.26	1.27
Fire Line:		
Inside City:		
3/4" meter	-	-
1" meter	4.43	4.48
1.5" meter	-	-
2" meter	12.37	12.51
3" meter	24.84	25.13
4" meter	38.57	39.02
6" meter	77.64	78.55
8" meter	124.18	125.63
10" meter	178.57	180.66
12" meter	243.84	246.69
16" meter	353.57	357.71
Outside City:		
3/4" meter	-	-
1" meter	5.56	5.63
1.5" meter	-	-
2" meter	15.48	15.66
3" meter	31.03	31.39
4" meter	48.20	48.76
6" meter	97.03	98.17
8" meter	155.21	157.03
10" meter	223.21	225.82
12" meter	304.79	308.36
16" meter	441.97	447.14

The above adjustments reflect an overall increase in water and sewer revenues of 1.17% which equals the Price Index increase as published by the Public Service Commission as provided for in City Ordinance No. 2605-04. These increases will generate approximately \$350,000 in additional revenue.

Other Utility Fees:

Industrial Waste Surcharge Fees:

Surcharge rate for total milligrams per liter times the monthly flow for total suspended solids, biological oxygen demand and oil and grease	3.3054	3.6041
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This adjustment is estimated to increase industrial waste revenues by approximately \$25,000

Police:

Local agency checks	5.00	10.00
Crash reports	2.00	10.00
Police officer for special details:		
Request less than seven days in advance	45.00	65.00
Road construction details	new fee	65.00

These adjustments are estimated to increase police department revenues by less than \$25,000

Parks:

Adult sports team fees:		
Co-ed kickball	300.00	400.00
Ward Park Field B:		
Unscheduled or late reservation fees (less than two full business days), per hour/before 5:00 pm	50.00	60.00
Unscheduled or late reservation fees (less than two full business days), per hour/after 5:00 pm	75.00	90.00
Winter Park youth league fee	35.00	45.00
Program fees:		
Once a year child registration fee	new fee	25.00
Recreation ID card, non-resident	15.00	20.00
Kid's night out:		
Resident registration fee	5.00	7.00
Non-resident registration fee	8.00	10.00
Community Center and Cady Way Pool:		
Seasonal passes: May - October, November - April:		
Resident, Military or 1st Responder, rate per season	35.00	
Non-resident, rate per season	50.00	
CRA resident, rate per season	30.00	
Seasonal passes: June - August, September - November, December - February, March - May:		
Resident, Military or 1st Responder, rate per season		35.00
Non-resident, rate per season		50.00
CRA resident, rate per season		30.00
Palm Cemetery:		

**City of Winter Park
Fee Schedule
Changes Proposed to be Effective October 1, 2021**

	Current Fee	Proposed Fee
Single space - resident	5,000.00	5,500.00
Single space - qualified non-resident	5,500.00	6,000.00
Opening and closing charges:		
Weekdays	1,200.00	1,300.00
Weekdays for services beginning after 3:30 pm	1,300.00	1,400.00
Saturdays	1,500.00	1,600.00
Disinterment of vault (weekdays only, rules apply)	1,200.00	1,300.00
Pineywood Cemetery:		
Single space - resident	2,500.00	2,800.00
Single space - qualified non-resident	3,000.00	3,300.00
Opening and closing charges:		
Weekdays	1,200.00	1,300.00
Weekdays for services beginning after 3:30 pm	1,300.00	1,400.00
Saturdays	1,500.00	1,600.00
Disinterment of vault (weekdays only, rules apply)	1,200.00	1,300.00
Columbarium:		
Single or double space - resident	2,200.00	2,500.00
Single or double space - qualified non-resident	2,800.00	3,100.00
Golf annual play pass:		
Single resident	900.00	1,000.00
Single non-resident	1,080.00	1,500.00
Golf playing lessons:		
9 holes	125.00	
18 holes	200.00	
6 holes, approximately 1 hour		125.00
9 holes, approximately 1.5 hours		200.00
Tennis:		
Non-member fees:		
Resident, all courts, up to 2 hours	6.00	7.00
Non-resident, all courts, up to 2 hours	7.00	8.00
Punch pass (10 visits):		
Resident	55.00	63.00
Non-resident	65.00	72.00
Punch pass (20 visits):		
Resident	new fee	133.00
Non-resident	new fee	152.00
Winter Park Events Center:		
Ballroom:		
Monday - Thursday	450/hour	3,150.00
Additional setup time, per hour	new fee	200.00
Community Center:		
Deposit:		
Large meeting room	100.00	150.00
half ballroom A/B or C/D combined	new fee	300.00
Full ballroom	400.00	450.00
Country Club:		
Deposit	200.00	250.00
Farmers' Market:		
Entire building rental	2,000.00	2,200.00
Deposit	200.00	250.00

The above changes to Parks and Recreation Fees were approved by the Parks and Recreation Board. Fees were adjusted either upward or downward in response to changes in demand, market and costs to provide service. The impact of these changes is not expected to exceed \$50,000.

CITY OF WINTER PARK



FEE SCHEDULE

Effective October 1, 2021

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Pricing Basis Legend	
C	Pricing is based on costs
M	Pricing is based on market comparisons
S	Pricing is stipulated by Florida Statutes

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

GENERAL GOVERNMENT FEES

ADMINISTRATIVE FEES:

Lien recording fees:	
Fee for first page	10.00 (C)
Each page thereafter.....	8.50 (C)
Certification charge	2.00 (C)
Lien and foreclosure research.....	50.00 (C)
Notarization fee:	
Per signer	2.00 (C)
Per document to be notarized	2.00 (C)
City map and aerial photographs	10.00 (C)
Plus postage and handling.....	1.50 (C)
City Code and Supplements to City Code	
Can be purchased from:	Municipal Code Corporation
	P. O. Box 2235
	Tallahassee, FL 32316
Or accessed on-line at www.municode.com	
Copy of CD (City provides the CD)	3.00 (C)
Copy charge per page	.015 (C)
Double sided	.020 (C)

FINANCE FEES:

Printed copy of annual budget document.....	20.00 (C)
Printed copy of CAFR	15.00 (C)
Returned check charge: *	
Check amount \$0.01 to \$50.00	25.00 (C)
Check amount \$51.00 to \$300.00	30.00 (C)
Check amount greater than \$300.00	40.00 (C)
..... Or 5% of check amount, whichever is greater	

* If payment is not received within 30 days, the city may file a civil action against the check writer for three times the amount of the check, but in no case less than \$50.00, in addition to the payment of the check plus any court costs, reasonable attorney fees, and any bank fees incurred by the City in taking the action.

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

PLANNING FEES:

LAND DEVELOPMENT FEES:

Application Fee Schedule:

Annexations	500.00 (M)
Annexations requiring citywide notice	500.00, plus actual cost of notice (M)
Appeals	500.00 (M)
Appeals of decisions made by Historic Preservation Board	35.00 (M)
Comprehensive Plan amendments and rezoning:	
Less than one acre (1,500 ft. notice)	1,000.00 (M)
More than one acre (city-wide notice)	6,000.00 (M)
Conditional use (including extensions/re-establishments):	
(applications with 500 ft notice)	500.00 (M)
(applications with 1,500 ft notice)	1,000.00 (M)
(applications requiring quarter page ad)	1,000 (M)
(applications with city-wide notice)	6,000.00 (C)
Development Review Committee Application Fees:	
Concept or preliminary plan	300.00 (M)
Final plan submittal	500.00 (M)
Revision to plan previously reviewed	200.00 (M)
Interpretations by Code Enforcement	200.00 (M)
Lakefront site plan reviews:	
Residential construction	150.00 (M)
Commercial or multi-family construction	250.00 (M)
Plan storage fees:	
Plan storage fee for approved building plans not retrieved by applicant:	
Up to six months following approval date	No charge
After six months	\$5 per day
After nine months	Return all but one plan to applicant or continue charge (at option of the City)
Street abandonments	250.00 (M)
Subdivision:	
Three lots or less	500.00 (M)
Over three lots	800.00 (M)
Lot consolidations:	
Three lots or less	500.00 (M)
Over three lots	800.00 (M)
Subdivisions with road improvements	1,000.00 (M)
Variances:	
Single family residential	200.00 (M)
Multi-family and commercial	400.00 (M)
Zoning verification letter (each property)	50.00 (M)

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

PLANNING FEES (CONTINUED):

LAND DEVELOPMENT FEES (continued):

Parks impact fee (per new dwelling unit).....2,000.00 (M)

After the Fact Requests - Double the application fee and triple the building permit fee

Applications tabled at the request of the applicant, within 10 days of the Planning and Zoning meeting or Board of Adjustment meeting, will be charged for additional advertising and notification costs, plus \$100.00.
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Costs incurred by the City for additional consultant investigation, traffic analysis, and planning activities prompted by the proposal shall be assessed to the project at the rate of 110%. This charge shall be added at the next logical development review point when a fee to the City is required, e.g.; rezoning request, subdivision request, conditional use request or building permits

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

BUILDING AND PERMITTING FEES

Application and Permit Fees:

Adult entertainment application fee (non-refundable)	200.00 (C)
Adult entertainment application fee - annual fee.....	750.00 (C)
Facilities permit application	10.00 (C)
Filming fees:	
Motion pictures:	
Application Processing Fee.....	100.00 (C)
Private property (registration of exemption).....	25.00 (C)
Permit Fees:	
Public streets, parks, buildings or city facilities (per day).....	500.00 (C)
Less than 10 persons or 2 vehicles involved (per day).....	50.00 (C)
plus reimbursement of additional costs to the City, if any	
Still photography:	
Application Processing Fee.....	50.00 (C)
On private property	0.00 (C)
Permit Fees:	
Public street or public property (per day).....	250.00 (C)
Less than 10 persons or 2 vehicles involved (per day)(city facilities). 25.00 (C)	
plus reimbursement of additional costs to the City, if any	
Use of City Personnel.....	cost plus 30% (C)
Closing out sale permit.....	50.00 (C)
Closing out extension fee	30.00 (C)
Backyard chicken permit fee	50.00 (C)
Garage sale permit.....	10.00 (C)
Garage sale permit (residents over age 59)	5.00 (C)
Newsrack permit	100.00 (C)
Newsrack permit processing fee.....	50.00 (C)
Alcoholic beverage license	50.00 (C)
Sidewalk sale permit	200.00 (C)
Sidewalk sale permit during the Art Festival, per restaurant, with inspection	150.00 (C)
Sidewalk sale permit during the Art Festival per retail business	20.00 (C)
Parking lot during the Art Festival.....	80.00 (C)
Sidewalk café application processing fee (non-refundable)	50.00 (C)
Sidewalk café permit fee	
1 – 4 seats.....	80.00 (C)
5 – 8 seats.....	100.00 (C)
9 – 12 seats.....	120.00 (C)
13 – 16 seats.....	140.00 (C)
17+ seats.....	160.00 (C)

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

BUILDING AND PERMITTING FEES (CONTINUED)

Solicitation permits application:	
Processing fee.....	100.00 (C)
Permit fee	300.00 (C)
Non-profit solicitation permits application:	
Processing fee.....	10.00 (C)
Permit fee	30.00 (C)
Special event permit processing fee.....	50.00 (C)
Special event permit	100.00 (C)
Non-profit special event permit processing fee	
(Internal Revenue Code 501C(3) organizations)	10.00 (C)

required, e.g.; rezoning request, subdivision request, conditional use request or building permits
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CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

BUILDING AND PERMITTING FEES (CONTINUED)

Application and Permit Fees (continued):

Non-Profit special event permit	30.00 (C)
Special events requiring street closure permit processing fee	100.00 (C)
Special event permit for events requiring street closure:	
Small events (less than 400 persons)	100.00 (C)
Large events requiring multiple department approval.....	200.00 (C)
Duplicate permit placard	10.00 (C)
Duplicate business certificate.....	10.00 (C)
Lien and foreclosure research (allow five business days).....	50.00 (C)
Business certificate processing	15.00 (C)

Building/Land Development Code (LDC) Fees (Based on valuation of construction*):

Building/Land Development Permit Fee (building & land development code enforcement):	
Minimum to \$1,000 in valuation *	30.00 (C)
Over \$1,000 in valuation *	0.8% of valuation plus 30.00 **
Building & Land Development Code Plan Review Fee: for valuations over \$4,000 except Permit requests not requiring plan review	
.....	½ Building Permit Fee [0.4%] (C)
Plan review fee for revisions	25.00 per page (C)
(or if more than 50% of original plan, then full plan review fee is required, reduction allowed for minor revisions on each page)	
Housing fee per Chapter 2, Article VIII and Resolution 2246-21:	
Restaurants/food/beverage service (per square foot).....	2.00 (C)
Commercial/office, business (per square foot)	1.00 (C)
Inspector training	0.04% of valuation (C)
Roofing permits.....	0.5% of valuation plus \$30.00** (C)
Inspection fee for other City Departments	40.00/inspection (C)
State Fee (new or remodeled floor area)	2.5% of permit amount or \$4 minimum (S)
Transfer of permit to new contractor or applicant	50.00 (C)
Reinstatement of expired permit (if approved):	
Valuation of \$5,000 or more	100.00 (C)
Valuation of less than \$5,000	25.00(C)
Extension of building permits	25.00 (C)
Pool fence violation inspection.....	100.00 (C)
Stop work order inspection fee.....	50.00 (C)
Site development permit (stand alone):	
Minimum fee	100.00 (C)
(or 0.2% of valuation, if higher)**	
Plan Submission Fee (for permitted plans exceeding 11 x 17, per page)***	5.00 (C)

* Building valuations shall be based on the actual contract cost or the building valuation data established by the Building Department, whichever is greater.
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** For fee computations, all valuations are rounded up to the <u>next highest</u> thousand dollars.
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CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

BUILDING AND PERMITTING FEES (CONTINUED)

*** in lieu of paying fee, applicant may provide plans in either PDF or TIFF format within 14 days of issuance of permit. In addition, any approved plan revisions must also be submitted electronically.

After the fact requests - double the variance application fee and triple the building, electrical, plumbing and gas permit fees. For construction begun or completed without permit - fee shall be tripled

Building permit fees shall be reduced by approximately 50% when using a private provider (due at time of submittal) and will be determined on a case by case basis.

The cost of inspection fees for other City Departments is determined during plan review and paid with building permit except where special circumstances require extra inspections not known at the time of plan review.

The cost of subpermits (mechanical, electrical, plumbing, gas, roof) are included within the building permit fee for single family residential.

Costs for enforcing the Florida Building Code and Land Development Code related costs shall be determined annually and allocated for those areas.

Excavation/Landfill Permit Fees:

Placement or removal of 40 cubic yards or less 50.00 (C)
Placement or removal of over 40 cubic yards 100.00 (C)

Competency Card Fees:

Journeyman (\$80 for two years, when available) 50.00 (C)
Master/contractors (\$200 for two years, when available) 100.00 (C)

Demolition Permits (expires within 30 days):

1 or 2 family dwellings 150.00 (C)
Accessory buildings 50.00 (C)
Other buildings 0.6% of valuation or \$100.00, whichever is greater (C)

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

BUILDING AND PERMITTING FEES (CONTINUED)

Electrical Permit Fees:

Fixture - each	0.50 (C)
Pre-power inspection requests - Inspection fee:	
Residential	40.00 (C)
Commercial.....	50.00 (C)

Low Voltage Security Alarm System 40.00 (S)

Solar Photovoltaic Building Permit Fee

Tier 1	50.00 (C)
Tier 2	150.00 (C)

Tier 2 Interconnection of Customer Owned Renewable Generation Systems. 240.00 (C)

Gas Permit Fees:

Issuing each permit.....	40.00 (C)
Each gas fixture	5.00 (C)

Building Moving Permits:

Into or within the City (for buildings over 1,000 square feet).....	400.00 (C)
Into or within the City (for buildings 1,000 or less square feet)	200.00 (C)
Outside the City	100.00 (C)

Issuance of Temporary Certificate of Occupancy:

Single family residence	85.00 (C)
All others	175.00 (C)

Mechanical Permit Fees:

Minimum up to \$1,000 valuation	40.00 (C)
Each additional \$1,000 to \$25,000 (round to next higher thousand)	5.00 (C)
Each additional \$1,000 above \$25,000	2.50 (C)

Plumbing Permit Fees:

Issuing each permit.....	40.00 (C)
For installation, alteration or repair or water treatment equipment	5.00 (C)
For repair or alteration to drainage or vent piping	5.00 (C)
Plumbing fixture floor drain or trap - each.....	5.00 (C)
Repiping - per structure.....	30.00 (C)
Water heater or vent - each.....	5.00 (C)

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

BUILDING AND PERMITTING FEES (CONTINUED)

Reinspection fee:

For all trades.....	30.00 (C)
Repeat reinspection on same item.....	100.00 (C)
Continued repeat inspection (3 rd visit or more).....	300.00 (C)
After the third inspection there will be a hearing before the Construction Board of Adjustment and Appeals with possible loss of occupational license and a letter to the CILB	
Missed inspection	100.00 (C)

Vacuum Breakers or Backflow Prevention Devices:

One to five	5.00 (C)
Over five, each	0.50 (C)
Gasoline and fuel oil tanks (residential)	10.00 (C)
Septic tank or drain field - each.....	10.00 (C)
Sewer:	
Commercial - each	60.00 (C)
Residential - each	50.00 (C)
Replacement of house sewer:	
20' or more in length	50.00 (C)
Less than 20' in length	20.00 (C)
Sprinkler system	15.00 (C)

Vehicle for Hire Fees: (Driver permit fees valid from October 1 to September 30)

Taxi Driver permit (per driver, per year)	60.00 (C)
Non-Motorized Vehicles:	
Application Fee (one time fee per business).....	40.00 (C)
Driver Permit:	
Initial fee, per driver	15.00 (C)
Renewal fee, per driver, per year	5.00 (C)

Well Permit Fees:

Issuing each permit.....	40.00 (C)
..... plus \$4.00 per inch or diameter up to 6",	
..... and \$2.00 per inch for each inch over 6" in diameter (C)	

Landscaping Fees:

First landscaping inspection (included in permit fee).....	0.00
Re-inspection fee	30.00 (C)

Tree Removal Permits:

Single family residential	35.00 (C)
Non-residential or multi-family property.....	100.00 (C)
Reinspection of tree (second and third visits).....	25.00 (C)
Reinspection of tree (each required visit after the third)	75.00 (C)
Request for appeals to Tree Preservation Board	35.00 (C)
Compensation for removing a protected tree	110.00 per caliper inch dbh (C)

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

BUILDING AND PERMITTING FEES (CONTINUED)

OTHER CHARGES:

Appeals of Building Code heard by Board of Adjustment & Appeals	100.00 (C)
Address change and /or additional requests (commercial and residential):	
Processing Fee for 1 address (all requests – approved or denied)	15.00 (C)
Processing Fee per address for additional addresses (all requests – approved or denied)	5.00 (C)
Letter of Reciprocity for contractors.....	15.00 (C)
Off-site advertising sign permit.....	50.00 (C)
Annual outdoor advertising sign permit (per sign)	50.00 (C)
Street name petitions (per application).....	300.00 (C)
Advertising space on Park Avenue Street Directory Kiosks (Annual Rates)*:	
20" high by 9" wide panel.....	804.00 (C)
20" high by 18" wide panel.....	1,608.00 (C)
40" high by 18" wide panel.....	3,216.00 (C)
60" high by 18" wide panel.....	4,824.00 (C)
Banners:	
North Park Ave. (Morse Blvd. to Webster Ave., 17 poles)	510.00 (C)
South Park Ave. (Fairbanks Ave. to Morse Blvd., 16 poles)	480.00 (C)
E. Morse Blvd. (US 17-92 to Pennsylvania Ave., 10 double sided poles).....	600.00 (C)
W. Morse Blvd. (Pennsylvania Ave. to Interlachen Ave., 11 double sided poles).....	660.00 (C)
New England Ave. (New York Ave. to Hannibal Square West, 16 poles	480.00 (C)
Pennsylvania Ave. (Lyman Ave. to Israel Simpson Ct., 26 poles)	780.00 (C)
N. Orange Ave. (Fairbanks Ave. to Minnesota Ave., 20 poles).....	600.00 (C)
S. Orange Ave. (Denning Dr. to US 17-92, 20 poles).....	600.00 (C)
Street Pole Signs:	
One time initial posting fee.....	450.00 (C)
Annual participation fee	100.00 (C)
Administrative charge for having overgrown properties mowed, cleaned or cleared of debris, hazardous trees or other unsightly articles.....	150.00 (C)
Administrative charge for repeated mowing or clearing of properties	300.00 (C)
Recording documents with Orange County:	
Notice of Commencement.....	20.00 (C)
Deed Covenant	30.00 (C)

*Requires a twelve-month contract with one half of the annual amount due upon reservation of the advertising space. The remaining balance will be billed in equal monthly installments.

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

BUILDING AND PERMITTING FEES (CONTINUED)

PUBLICATIONS:

Community Redevelopment Agency Plan	15.50 (C)
Community Redevelopment Agency Plan Amendment for Expansion Area	13.65 (C)
Comprehensive Plan Goals, Objectives and Policies	60.00 (C)
Comprehensive Plan Data, Inventory and Analysis	85.00 (C)
CD of Comprehensive Plan Goals, Objectives and Policies and Data, Inventory and Analysis	10.00 (C)
Land Development Code	30.00 (C)
Land Development Code (zoning article only)	15.00 (C)
Historic Resources Survey (color copy)	58.00 (C)
Historic Resources Survey (black & white copy)	12.80 (C)
Subdivision regulations	10.00 (C)
Park Avenue "Architectural Design Guidelines"	10.00 (C)
Morse Boulevard "Facade Design Guidelines"	10.00 (C)

The 7th Edition (2020) Florida Building Code may be purchased through the Building Officials Association of Florida website: www.boaf.net OR the International Code Council website: www.shop.iccsafe.org/state-and-local-codes.html

The 2017 National Electric Code can be purchased through the Building Officials Association of Florida website www.boaf.net OR the National Fire Protection Association website: www.nfpa.org/catalog/product

Maps:

Zoning and future land use map (digital form)	60.00 (C)
Zoning map	10.00 (C)
Future land use map	10.00 (C)

Retrieval and research of plans and documents in storage

(Research and copying costs not included)	15.00 (C)
Additional research	20.00 (C)

Listings:

Business Listings:*	
Printed (per page)	0.50 (C)
Label ready format, sheet of 20 (per page)**	2.00 (C)
On diskette (per disk)***	6.00 (C)

* The above orders will include a \$50.00 per hour labor/computer charge; 15 minimum (\$12.50). Orders will be taken with a three to four day turn around time.

** Labels will not be provided, but the listing will be printed in a copy ready format to reproduce on a label readily available for purchase by the requestor at any office supply retailer.

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

PUBLIC WORKS FEES

Street Division:

Regular rates (per hour):

Division chief.....	44.70 (C)
Assistant division chief.....	36.40 (C)
Field supervisor	33.00 (C)
Foreman/crew leader	31.00 (C)
Traffic Control employee	25.00 (C)
Traffic Signal worker	30.00 (C)
Equipment Operator II and III	29.00 (C)
Street sweeper/Operator I.....	24.00 (C)
Maintenance Worker.....	23.00 (C)
Crew (1 Supervisor and 2 Workers)	79.00 (C)

Overtime rates (per hour):

Division chief.....	67.05 (C)
Assistant division chief.....	54.60 (C)
Field supervisor	49.50 (C)
Foreman/crew leader	46.50 (C)
Traffic Control employee	37.50 (C)
Traffic Signal worker	45.00 (C)
Equipment Operator II and III	43.50 (C)
Street sweeper/Operator I.....	36.00 (C)
Maintenance Worker.....	34.50 (C)
Crew (1 Supervisor and 2 Workers)	118.50 (C)

Holiday rates (per hour):

Division chief.....	89.40 (C)
Assistant division chief.....	72.80 (C)
Field supervisor	66.00 (C)
Foreman/crew leader	62.00 (C)
Traffic Control employee	50.00 (C)
Traffic Signal worker	60.00 (C)
Equipment Operator II and III	58.00 (C)
Street sweeper/Operator I.....	48.00 (C)
Maintenance Worker.....	42.40 (C)
Crew (1 Supervisor and 2 Workers)	158.00 (C)

Equipment: (per hour)

Excavator.....	60.00 (C)
Front end loader	60.00 (C)
Vaccon.....	60.00 (C)
Bucket truck	60.00 (C)
Rubber tire backhoe.....	30.00 (C)
Street sweeper.....	30.00 (C)
Semitractor w/trailer	50.00 (C)
Tandem Dump truck	30.00 (C)
Flatbed truck	20.00 (C)
Pickup truck	10.00 (C)
Bobcat/skid steer	22.00 (C)
Miscellaneous drills, saws, 3-4 inch water pumps	10.00 (C)
6" well point/by pass pump.....	20.00 (C)

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

PUBLIC WORKS FEES (CONTINUED)

Street Division (continued):

Barricade daily rental (each).....	1.50 (C)
Maintenance of traffic service vehicle	20.00 (C)
Mobilization fee	5% of invoice prior to admin costs (C)

Facilities Maintenance:

Regular rate (per hour):	
Custodial.....	24.10 (C)
Supervisor.....	43.50 (C)
Tradesman.....	30.75 (C)
Overtime rate (per hour):	
Custodial.....	34.18 (C)
Supervisor.....	62.34 (C)
Tradesman.....	44.11 (C)
Holiday rate (per hour):	
Custodial.....	44.25 (C)
Supervisor.....	81.17 (C)
Tradesman.....	57.46 (C)
Vehicle charge (per hour)	14.00 (C)
Decorative Street Light Installation (per pole)	250.00 (C)
Decorative Street Light Maintenance (per pole/per month)	2.43 (C)

Engineering:

Driveway fee:	
Basic fee.....	50.00 (C)
Additional fee for reinspection	30.00 (C)
Final plat review - per lot.....	100.00 (C)
Pressure test reinspection fee	100.00 (C)
Project inspection fee:	
Construction cost:	
\$ 0 - \$ 5,000	10% of construction cost (M)
\$ 5,000 - \$ 20,000	\$500 plus 4% above \$5,000 (M)
Over \$ 20,000	\$1,000 plus 3% above \$20,000 (M)
Lift stop work order	500.00 (M)
Neglect or failure to schedule required inspection.....	100.00 (M)
Failure to have City approved site grading plan on site for inspection.....	100.00(M)
Right-of-way Permit Fee	90.00 (M)

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

PUBLIC WORKS FEES (CONTINUED)

Engineering, continued:

Right-of-way permit for construction projects utilizing all or part of street/sidewalk (daily rate equals 1/10 of the monthly rate for each day:

Blocking sidewalk..... \$1,000.00 per month (M)

Blocking lane of traffic:

Over 5,000 vehicles per day \$5,000 per month (M)

Under 5,000 vehicles per day \$2,000 per month (M)

Blocking parking lane:

Inside Central Business District \$3,000 per month (M)

Outside Central Business District \$1,000 per month (M)

Transverse cuts:

Open cut - paved areas (each cut) 270.00 (C)

Open cut - right-of- way (each cut) 110.00 (C)

Open cut - dirt road (each cut) 150.00 (C)

Bore and jack (each operation) 200.00 (C)

Copies of blueprints 5.00 (C)

Keep Winter Park Beautiful:

Personalized park benches, various locations 3,500.00 (M)

Dance lessons & sessions 80.00 (M)

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

REFUSE SERVICE FEES

Residential Refuse Service Fees	
Residential collection service	\$18.71
Residential collection service – each additional solid waste cart	\$9.40
Delivery and maintenance charge for each additional garbage cart	\$82.88
Side door service	\$37.42
Residential bulk pickup – up to two cubic yards (requires photo and city approval prior to collection)	\$83.03
Residential bulk pickup – each additional cubic yard above two (requires photo and city approval prior to collection)	\$34.60
Bulk yard waste in excess of three yards (per each additional yard)	\$12.37

Multi-Family and Commercial Solid Waste Collection – Uncompacted								
Size/Freq	1	2	3	4	5	6	7	Extra PU (per CY)
2	\$57.69	\$116.54	\$176.54	\$237.69	\$300.00	\$363.46	\$428.08	\$26.63
3	\$86.97	\$175.68	\$266.13	\$358.32	\$452.27	\$547.93	\$645.34	\$39.95
4	\$116.54	\$236.54	\$356.53	\$480.01	\$605.77	\$733.85	\$864.23	\$53.53
6	\$175.67	\$354.80	\$537.41	\$723.46	\$912.98	\$1,105.96	\$1,302.41	\$80.50
8	\$235.38	\$475.39	\$720.00	\$969.23	\$1,223.08	\$1,481.54	\$1,744.62	\$107.60
95G Cart	Commercial collection service per garbage cart							\$28.66
95G Cart	Delivery and maintenance charge for each garbage cart							\$82.88

Multi-Family and Commercial Solid Waste Collection - Compacted								
Size/Freq	1	2	3	4	5	6	7	Extra PU (per CY)
2	\$95.41	\$194.64	\$297.69	\$404.55	\$515.23	\$629.72	\$748.04	\$66.08
3	\$143.83	\$293.40	\$448.68	\$609.68	\$776.42	\$948.88	\$1,127.07	\$99.33
4	\$192.73	\$393.10	\$601.10	\$816.74	\$1,040.00	\$1,270.90	\$1,509.43	\$132.61
6	\$290.54	\$592.51	\$905.94	\$1,230.83	\$1,567.16	\$1,914.93	\$2,274.17	\$199.31
8	\$389.16	\$793.84	\$1,213.65	\$1,648.74	\$2,099.09	\$2,564.70	\$3,045.58	\$266.10

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

REFUSE SERVICE FEES (CONTINUED)

Multi-Family and Commercial Recyclables Collection
The collection of recyclable materials from multi-family and commercial customers is not governed by the City's franchise agreement with Waste Pro. Please contact Waste Pro at (407) 774-0800 for recycling service options and rates.

Roll-Off and Compactor Collection Services	Customer Rate
Open Top Roll-Off - Per Pull Fee (all sizes)	\$238.46
Compactor - Vertical - Lease	\$254.36
Compactor - 15 cubic yards - Lease	\$508.72
Compactor - 20 cubic yards - Lease	\$540.51
Compactor - 30 cubic yards - Lease	\$572.31
Compactor - 40 cubic yards - Lease	\$604.11
Compactor - Per Pull Fee (all sizes)	\$238.46
Delivery/Dry Run/Relocate	\$91.90
Deodorizer	\$167.56
Front Load Maintenance Fee	\$376.08
Gates	\$22.67
Lock Bar (\$16.02 each if shared)	\$32.47
Locks	\$32.47
Receiver Box	\$216.03
Roll Out	\$45.46
Wheels	\$45.46

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

STORMWATER FEES

Monthly Stormwater Utility Fees:

Single family residential property: (based on square feet of impervious area:

Class 1 (1,099 and smaller)	6.92 (C)
Class 2 (1,100 and 1,699).....	8.65 (C)
Class 3 (1,700 and 2,299).....	10.38 (C)
Class 4 (2,300 and 2,899).....	12.14 (C)
Class 5 (2,900 and 3,499).....	13.87 (C)
Class 6 (3,500 and 4,099).....	15.59 (C)
Class 7 (4,100 and 4,699).....	17.34 (C)
Class 8 (4,700 and 5,299).....	19.07 (C)
Class 9 (5,300 and 5,899).....	20.79 (C)
Class 10 (5,900 and 6,499).....	22.74 (C)
Class 11 (6,500 and 7,099).....	24.28 (C)
Class 12 (7,100 and 7,699).....	26.01 (C)
Class 13 (7,700 and 8,299).....	27.73 (C)
Class 14 (8,300 and 8,899).....	29.47 (C)
Class 15 (8,900 and higher).....	31.21 (C)

Multi-family residential property:

Apartment unit - per dwelling unit.....	8.65 (C)
Condominium unit - per dwelling unit	8.65 (C)
Duplex - per dwelling unit.....	8.65 (C)

Non-residential/commercial property (per ERU)

(ERU = Equivalent Residential Unit of 2,324 sq. ft.)	12.14 (C)
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Stormwater Variance Request 200.00 (C)

Illicit Discharges to Storm Sewers and/or Water Bodies (lakes, ponds, canals, etc.):

Unintentional (due to lack of erosion control or the like).....	200.00
Intentional (direct dumping into storm sewer or water body)	1,000.00

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

SHORELINE ALTERATION FEES

Shoreline Alteration Permit:

Vegetation removal.....	No fee
Revetment or seawall	100.00 (C)
Violation of Shoreline Protection Code	500.00 (C)

Dock site plan review (includes dock and boathouse): 100.00 (C)

Violation of fertilizer use standards:

1 st violation (written notice and warning)	0.00 (M)
2 nd violation (non-commercial applicators)	60.00 (M)
2 nd violation (commercial applicators)	100.00 (M)
3 rd and subsequent violations	300.00 (M)

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

BOAT USER FEES

Boat Stickers:

Boat sticker costs are computed according to a formula based upon the horsepower (hp) of the motor, plus the length (lg) of the boat, times (*) a set amount.

Annual permit:

City resident	hp + lg * \$0.50 (C)
Non-resident	hp + lg * \$0.75 (C)

Annual commercial permit:

City resident	hp + lg * \$1.00 (C)
Non-resident	hp + lg * \$1.50 (C)

Half-year permit (January 1 to June 30):

City resident	hp + lg * \$0.25 (C)
Non-resident	hp + lg * \$0.375 (C)

Daily user fee(regardless of size of boat and horsepower of motor) \$6.00 (C)

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

UTILITY SERVICE FEES

Water and Wastewater:

Commercial and non-single family residential plan review fee:	
Sitework.....	225.00 (C)
Vertical construction.....	125.00 (C)
Interior alterations	85.00 (C)
Each revision	50.00 (C)
Single family residential plan review fee:	
New construction	80.00 (C)
Alterations.....	40.00 (C)
Each revision	25.00 (C)
Utility inspection/site visit/meetings (each inspection).....	40.00 (C)

Cut on/off fee:

Utility Service Application Fee	5.00 (C)
Service Activation Fee.....	29.00 (C)
After Hours Service Fee - after 4:30 p.m.	87.00 (C)
Broken Lock	19.00 (C)
Broken Yoke	16.00 (C)
Emergency cut on/off - 7:00 a.m. to 4:30 p.m.	No charge (C)
Trip charge	29.00 (C)
Shutoff fee for non-payment – up to 4:30 p.m.....	29.00 (C)
Restore service fee – up to 4:30 p.m.	29.00 (C)
After hour restore fee - after 4:30 p.m.....	58.00 (C)
Broken/damaged curb stop valve replacement fee	90.00 (C)
Metering tampering fee.....	77.00 (C)
Auto landlord turn on fee	10.00 (C)

Meter and Service Installation:

Inside City:

3/4 inch meter	794.00 (C)
1 inch meter	845.00 (C)
1 ½ inch meter.....	1,850.00 (C)
2 inch meter	2,047.00 (C)
3 inch meter	see below
4 inch meter	see below
6 inch meter	see below
8 inch meter	see below
10 inch meter	see below

All meters 3" and larger will be calculated at current costs for meter assembly, materials, labor and restoration.

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

UTILITY SERVICE FEES (CONTINUED)

Outside City (*):

3/4 inch meter	992.00 (C)
1 inch meter	1,060.00 (C)
1 ½ inch meter.....	2,313.00 (C)
2 inch meter	2,562.00 (C)
3 inch meter	see below
4 inch meter	see below
6 inch meter	see below
8 inch meter	see below
10 inch meter	see below

All meters 3" and larger will be calculated at current costs for meter assembly, materials, labor and restoration plus 25%.

* above fee plus applicable FDOT or Orange County Right of Way Utilization Fees. Additional costs may be assessed due to extensive restoration costs as required by FDOT or Orange County.

Field Testing Meters (flow test):

3/4 inch meter.....	29.00 (C)
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Bench Testing Meters:

Cost of Test - by meter size - Outside Service Contracted:

3/4 inch meter.....	108.00 (C)
1 inch meter.....	108.00 (C)
1 ½ inch meter.....	270.00 (C)
2 inch meter.....	290.00 (C)

Cost of Test - by meter size - In-House City Staff Utilized

3/4 inch meter x 2.0 hours	62.00 (C)
1 inch meter x 2.0 hours	62.00 (C)
1 ½ inch meter x 2.5 hours	73.00 (C)
2 inch meter x 2.5 hours	73.00 (C)

No charges will be assessed to a customer if the meter bench test or field test results are outside acceptable limits.
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Bacteriological Samples Test Fee:

Sampling fee (per sample).....	35.00 (C)
Sampling after 3:30 pm (in addition to sampling fee)	50.00 (C)

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

UTILITY SERVICE FEES (CONTINUED)

Water Impact Fees:

Inside City:	
3/4 inch	1,100.00 (C)
1 inch	2,750.00 (C)
1 ½ inch	5,500.00 (C)
2 inch	8,800.00 (C)
3 inch	17,600.00 (C)
4 inch	27,500.00 (C)
6 inch	55,000.00 (C)
8 inch	88,000.00 (C)
Outside City:	
3/4 inch	1,375.00 (C)
1 inch	3,440.00 (C)
1 ½ inch	6,875.00 (C)
2 inch	11,000.00 (C)
3 inch	22,000.00 (C)
4 inch	34,375.00 (C)
6 inch	68,750.00 (C)
8 inch	110,000.00 (C)

Note 1: Water impact fees will be assessed based on number of dwelling units (e.g. multi-family) or other methods as deemed appropriate by the Water and Wastewater Department in lieu of the meter sizes noted above. Contact the Department for additional information or estimate for water impact fees.

Note 2: Water impact fee for one dwelling unit (single family or multi-family) is based on the 3/4 inch meter size above.

Water Main Extension Fees:

Inside City, per foot.....	actual cost
Outside City, per foot.....	1.25 times actual cost

Water main extension fees will be allocated to all affected property owners.
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Other charges to be calculated along with the water main extension fee are connection fees, meter costs and installation, deposits, and backflow service fees.
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Fire Line Installation Fees – includes saddle, tap and tubing to backflow or property line, whichever is closer (inside city):

1 inch fire line	550.00 (C)
2 inch fire line	1,390.00 (C)
Larger than 2 inch fire line	(actual cost at time of installation)

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

UTILITY SERVICE FEES (CONTINUED)

Fire Line Installation Fees – includes saddle, tap and tubing to backflow or property line, whichever is closer (outside city):

1 inch fire line	822.00 (C)
2 inch fire line	2,217.00 (C)
Larger than 2 inch fire line	(actual cost at time of installation)

Water Main Tapping Fees (Inside City):

2 inch	158.00 (C)
4 inch	237.00 (C)
6 inch	260.00 (C)
8 inch	300.00 (C)
12 inch	370.00 (C)

Water Main Tapping Fees (Outside City):

2 inch	198.00 (C)
4 inch	298.00 (C)
6 inch	391.00 (C)
8 inch	455.00 (C)
12 inch	555.00 (C)

Meter Relocation Fee:

Inside City:

3/4 inch.....	490.00 (C)
1 inch	544.00 (C)
1 ½ inch – 2 inch	1,302.00 (C)
3 inch - 8 inch	Labor and materials (C)

Outside City (*):

3/4 inch.....	838.00 (C)
1 inch	919.00 (C)
1 ½ inch – 2 inch	2,176.00 (C)
3 inch - 8 inch	Labor and materials plus 25% (C)

Lot split relocation fees shall be assessed upon the Meter and Installation of Service Fee if a new service is required.

* above fee plus applicable FDOT or Orange County Right of Way Utilization Fees. Additional costs may be assessed due to extensive restoration costs as required by FDOT or Orange County.

Sewer Impact Fees:

Inside City:

Impact fee - single family	2,700.00 (C)
Impact fee - multiple dwelling	2,700.00 (C)
Impact fee - ERC	2,700.00 (C)

Outside City:

Impact fee - single family	3,375.00 (C)
Impact fee - multiple dwelling	3,375.00 (C)
Impact fee - ERC	3,375.00 (C)

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

UTILITY SERVICE FEES (CONTINUED)

Sewer Laterals:

Installation Fee:

Inside City:

0-6' Deep.....	1,730.00 (C)
6-12' Deep.....	3,850.00 (C)
>12' Deep.....	Actual Cost

Outside City:

0-6' Deep.....	2,625.00 (C)
6-12' Deep.....	5,798.00 (C)
>12' Deep	1.25 x actual Cost

FDOT permit application fee..... 85. 00 (C)

Gravity sewer inspection and light cleaning (per foot)..... 1.50 (C)

plus applicable FDOT or Orange County Right-of-Way Utilization Fees. Additional costs may be assessed due to extensive restoration costs as required by FDOT or Orange County

Note: Installation fees above are for typical lateral installations. As determined by the Water and Wastewater Department, sewer lateral installations that are not typical in length, depth or complexity may require a specific cost estimate for the installation fee.

Hourly charges for city employees and equipment in Utilities Services Division:

Regular rates: (per hour)

Water Distribution and Wastewater Collection Division Chief.....	58.00 (C)
Field Supervisor	47.00 (C)
Equipment Operator.....	35.00 (C)
Foreman/Crew Leader	44.00 (C)
Utility Service Worker.....	25.00 (C)

Overtime rates: (per hour)

Water Distribution and Wastewater Collection Division Chief.....	73.00 (C)
Field Supervisor	70.00 (C)
Equipment Operator.....	52.00 (C)
Foreman/Crew Leader	66.00 (C)
Utility Service Worker.....	37.00 (C)

Holiday rates: (per hour)

Water Distribution and Wastewater Collection Division Chief.....	116.00 (C)
Field Supervisor	94.00 (C)
Equipment Operator.....	70.00 (C)
Foreman/Crew Leader	88.00 (C)
Utility Service Worker.....	50.00 (C)

Vehicle Charges: (per hour)

Flatbed dump truck	15.00 (M)
Small dump truck	15.00 (M)
Tandem dump truck	30.00 (M)
Pickup truck	15.00 (M)
Crew cab	20.00 (M)
TV Van.....	75.00 (M)
Locator (call duty) van.....	15.00 (M)
Vaccon.....	85.00 (M)
Semitractor	60.00 (M)

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

UTILITY SERVICE FEES (CONTINUED)

Equipment Charges: (per hour)	
Pumps, daily (bypass and well point)	30.00 (M)
Rubber tire backhoe.....	50.00 (M)
Trackhoe.....	75.00 (M)
Portable trailer generator	45.00 (M)
Directional boring machine.....	50.00 (M)
Harbin	20.00 (M)
Light tower	15.00 (M)
Vactron	20.00 (M)
Easement hose reel	15.00 (M)
Air compressor.....	15.00 (M)
Bobcat	25.00 (M)
Misc pumps, saws, compacting equipment, locator equipment, lateral TV camera, hand tools, etc.	10.00 (M)
Barricade daily rental (each)	1.10 (M)

Associated material costs shall be calculated at a rate not to exceed actual cost to the City.
Ref: OUC/Winter Park Alliance contract for parts, fittings and supplies.

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

WATER AND WASTEWATER USAGE FEES
(COST BASED)

	Inside the City Limits				
	Water (Residential)	Water (Commercial/Public Authority)	Water (Irrigation)	Reclaimed Water (Irrigation)	Sewer
	Rates per 1,000 gallons of consumption				
Block 1	1.27	1.27	2.71	1.02	5.01
Block 2	1.89	1.89	3.62	1.02	5.01
Block 3	2.71	2.71	4.64	1.02	5.01
Block 4	3.62	3.62	6.74	1.02	5.01
Block 5	4.64	4.64	6.74	1.02	5.01
Block 6	6.74	4.64	6.74	1.02	5.01
Base ERM Charge	9.09	9.09	9.09	9.09	10.74
Additional Unit Charge	4.90	4.90	4.90	N/A	5.78

	Outside the City Limits				
	Water (Residential)	Water (Commercial/Public Authority)	Water (Irrigation)	Reclaimed Water (Irrigation)	Sewer
	Rates per 1,000 gallons of consumption				
Block 1	1.61	1.61	3.40	1.27	6.25
Block 2	2.37	2.37	4.52	1.27	6.25
Block 3	3.40	3.40	5.81	1.27	6.25
Block 4	4.52	4.52	8.42	1.27	6.25
Block 5	5.81	5.81	8.42	1.27	6.25
Block 6	8.42	5.81	8.42	1.27	6.25
Base ERM Charge	11.36	11.36	11.36	11.36	13.42
Additional Unit Charge	6.12	6.12	6.12	N/A	7.22

ERM = Equivalent Residential Meter

Note: sewer charges are capped for residential customers without separate irrigation meters at 14,000 gallons.

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

WATER AND WASTEWATER USAGE FEES (CONTINUED)

The Monthly Base Charge is based on the size of the meter. The applicable Equivalent Meter Ratio in the table below multiplied by the Base ERM Charge above determines the monthly Base Charge.

Bills for water, sewer and irrigation service are determined using the applicable rates in the tables above and the block sizes in the tables below based on customer class and meter size.

Block Structure Price Breaks by Meter Size:

Commercial/Public Authority Water Block Structure						
Meter Size in Inches	Equivalent Meter Ratio	Usage Up To				Usage Over:
		Block 1 (1,000 gallons/month)	Block 2 (1,000 gallons/month)	Block 3 (1,000 gallons/month)	Block 4 (1,000 gallons/month)	Block 5 (1,000 gallons/month)
¾	1	4	8	12	20	20
1	2 ½	10	20	30	50	50
1 ½	5	20	40	60	100	100
2	8	32	64	96	160	160
3	16	64	128	192	320	320
4	25	100	200	300	500	500
6	50	200	400	600	1,000	1,000
8	80	320	640	960	1,600	1,600
10	115	460	920	1,380	2,300	2,300

Residential Water Block Structure					
Usage Up To					Usage Over:
Block 1 (1,000 gallons/month)	Block 2 (1,000 gallons/month)	Block 3 (1,000 gallons/month)	Block 4 (1,000 gallons/month)	Block 5 (1,000 gallons/month)	Block 6 (1,000 gallons/month)
4	8	12	16	20	20

Irrigation Water Block Structure			
Usage Up To			Usage Over:
Block 1 (1,000 gallons/month)	Block 2 (1,000 gallons/month)	Block 3 (1,000 gallons/month)	Block 4 (1,000 gallons/month)
4	8	12	12

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

WATER AND SEWER DEPOSITS

Water or Irrigation Deposits:

Inside City:

3/4 inch meter	60.00 (C)
1 inch meter	85.00 (C)
1 ½ inch meter.....	105.00 (C)
2 inch meter	145.00 (C)
3 inch meter	225.00 (C)
4 inch meter	330.00 (C)
6 inch meter	600.00 (C)
8 inch meter	Average bill x 3 (C)
10 inch meter	Average bill x 3 (C)

Outside City:

3/4 inch meter	75.00 (C)
1 inch meter	100.00 (C)
1 ½ inch meter.....	130.00 (C)
2 inch meter	165.00 (C)
3 inch meter	270.00 (C)
4 inch meter	375.00 (C)
6 inch meter	690.00 (C)
8 inch meter	Average bill x 3 (C)
10 inch meter	Average bill x 3 (C)

Water and Sewer Deposits:

Inside City:

3/4 inch meter	105.00 (C)
1 inch meter	120.00 (C)
1 ½ inch meter.....	150.00 (C)
2 inch meter	420.00 (C)
3 inch meter	510.00 (C)
4 inch meter	600.00 (C)
6 inch meter	885.00 (C)
8 inch meter	Average bill x 3 (C)
10 inch meter	Average bill x 3 (C)

Water and Sewer Deposits (continued):

Outside City:

3/4 inch meter	145.00 (C)
1 inch meter	165.00 (C)
1 ½ inch meter.....	195.00 (C)
2 inch meter	570.00 (C)
3 inch meter	675.00 (C)
4 inch meter	780.00 (C)
6 inch meter	1,140.00 (C)
8 inch meter	Average bill x 3 (C)
10 inch meter	Average bill x 3 (C)

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

WATER AND SEWER DEPOSITS (CONTINUED)

Water, Sewer and Garbage Deposits (Inside City Only):

3/4 inch meter	135.00 (C)
1 inch meter	150.00 (C)
1 ½ inch meter.....	180.00 (C)
2 inch meter	450.00 (C)
3 inch meter	540.00 (C)
4 inch meter	630.00 (C)
6 inch meter	915.00 (C)
8 inch meter	Average bill x 3 (C)
10 inch meter	Average bill x 3 (C)

Fire Line Deposits:

Inside City:

1 inch meter	11.25 (C)
2 inch meter	32.00 (C)
3 inch meter	64.00 (C)
4 inch meter	106.50 (C)
6 inch meter	200.00 (C)
8 inch meter	315.00 (C)
10 inch meter	453.00 (C)
12 inch service connection	675.00 (C)
16 inch service connection	980.00 (C)

Outside City:

1 inch meter	14.00 (C)
2 inch meter	40.00 (C)
3 inch meter	80.00 (C)
4 inch meter	133.00 (C)
6 inch meter	250.00 (C)
8 inch meter	393.00 (C)
10 inch meter	566.00 (C)
12 inch service connection	843.00 (C)
16 inch service connection	1,225.00 (C)

Fire Hydrant Meter Deposit	2,000.00 (C)
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CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

ELECTRIC RATES
(COST)

Residential Rates			
Customer Charge	\$	16.98	per month
Energy Charge:			
1 st 1,000 kWh	\$	0.066240	per kWh
All kWh above 1,000	\$	0.088400	per kWh
Fuel Cost Recovery Factor:			
1 st 1,000 kWh	\$	0.029810	per kWh
All kWh above 1,000	\$	0.039810	per kWh
Franchise Fee		6.0000%	
Gross Receipts Tax		2.5641%	
Electric Utility Tax		10.0000%	
Note: only the first \$0.00699 of the Fuel Cost Recovery Factor is subject to the 10.0% electric utility tax.			

Lighting Service (LS-1)			
Fixture and Maintenance Charge (includes energy charge and fuel cost recovery)			Depends upon fixture type
Customer charge (per line of billing):			
Metered accounts	\$	3.49	per month
Non metered accounts	\$	1.22	per month
Energy & demand charge	\$	0.023490	per kWh
Fuel cost recovery factor	\$	0.034980	per kWh
Franchise Fee	\$	0.060000	
Gross Receipts Tax	\$	0.025641	
Electric Utility Tax	\$	0.100000	
Subsequent Re-establishment of service	\$	10.00	

GENERAL SERVICE ELECTRIC RATES

Non-Demand (GS-1)			
Rates will also apply to Temporary Service (TS-1)			
Customer Charges:			
Non Metered Accounts	\$	7.11	per month
Metered Accounts:			
Secondary Delivery Voltage	\$	17.55	per month
Primary Delivery Voltage	\$	221.86	per month
Energy Charge	\$	0.073680	per kWh
Fuel Cost Recovery Factor	\$	0.034980	per kWh
Franchise Fee		6.0000%	
Gross Receipts Tax		2.5641%	
Electric Utility Tax		10.0000%	
EL State Sales Tax (commercial only, first \$5,000)		7.4500%	
EL State Sales Tax (commercial only, over \$5,000)		6.9500%	
Note: only the first \$0.00699 of the Fuel Cost Recovery Factor is subject to the 10.0% electric utility tax.			

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

ELECTRIC RATES (CONTINUED)

Non-Demand (100% Load Factor Usage (GS-2)			
(For customers with fixed wattage loads operating continuously throughout the billing period)			
Customer Charges:			
Non Metered Accounts	\$	7.45	per month
Metered Accounts	\$	18.38	per month
Energy Charge	\$	0.037360	per kWh
Fuel Cost Recovery Factor	\$	0.034980	per kWh
Franchise Fee		6.0000%	
Gross Receipts Tax		2.5641%	
Electric Utility Tax		10.0000%	
EL State Sales Tax (commercial only, first \$5,000)		7.4500%	
EL State Sales Tax (commercial only, over \$5,000)		6.9500%	
Note: only the first \$0.00699 of the Fuel Cost Recovery Factor is subject to the 10.0% electric utility tax.			

Demand (GSD-1)			
Rates will also apply to Temporary Service (TS)			
Applicable for any customer other than residential with a measurable annual kWh consumption of 24,000 kWh or greater per year			
Customer Charges:			
Secondary Delivery Voltage	\$	18.28	per month
Primary Delivery Voltage	\$	231.26	per month
Demand Charge	\$	5.05	per kWh
Energy Charge	\$	0.042160	per kWh
Fuel Cost Recovery Factor	\$	0.034980	per kWh
Delivery Voltage Credit: when a customer takes delivery at primary voltage, the demand charge will be subject to this credit	\$	0.350000	Per kWh
Metering Voltage Adjustment: When a customer takes delivery at primary voltage, the energy charge, demand charge and delivery voltage credit will be subject to this adjustment		1.0000%	
Franchise Fee		6.0000%	
Gross Receipts Tax		2.5641%	
Electric Utility Tax		10.0000%	
EL State Sales Tax (commercial only, first \$5,000)		7.4500%	
EL State Sales Tax (commercial only, over \$5,000)		6.9500%	
Note: only the first \$0.00699 of the Fuel Cost Recovery Factor is subject to the 10.0% electric utility tax.			

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

GENERAL SERVICE ELECTRIC RATES (CONTINUED)

General Service Demand Optional Time of Use (GSDT-1)			
Closed to new customers as of 06-01-2006			
Customer Charges:			
Secondary Delivery Voltage	\$	29.01	per month
Primary Delivery Voltage	\$	234.93	per month
Demand Charges:			
Base Demand	\$	1.27	per kWh
On Peak Demand	\$	3.84	per kWh
Energy Charges:			
On-peak kWh	\$	0.070080	per kWh
Off-peak kWh	\$	0.028430	per kWh
Fuel Cost Recovery Factors:			
On-peak kWh	\$	0.031120	per kWh
Off-peak kWh	\$	0.043900	per kWh
Delivery Voltage Credit: when a customer takes delivery at primary voltage, the demand charge will be subject to this credit	\$	0.350000	Per kWh
Metering Voltage Adjustment: When a customer takes delivery at primary voltage, the energy charge, demand charge and delivery voltage credit will be		1.0000%	
Franchise Fee		6.0000%	
Gross Receipts Tax		2.5641%	
Electric Utility Tax		10.0000%	
EL State Sales Tax (commercial only, first \$5,000)		7.4500%	
EL State Sales Tax (commercial only, over \$5,000)		6.9500%	
Note: only the first \$0.00699 of the Fuel Cost Recovery Factor is subject to the 10.0% electric utility tax.			

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

GENERAL SERVICE ELECTRIC RATES (CONTINUED)

TEMPORARY SERVICE (TS) (Rate from appropriate General Service schedules are applied)	
Applicable to any customer for temporary service such as displays, construction, fairs, exhibits and similar temporary purposes	
Deposit required at the time of initiating service	

Service Charges			
Opening an account at a new service location (permanent connection)	\$	61.00	
Opening an account at a new service location (temporary connection)	\$	104.00	
Utility service application fee	\$	5.00	
Service activation fee (up to 4:30)	\$	29.00	
After hour service fee (after 4:30)	\$	87.00	
Disconnect service for non-payment or rule or reg violation	\$	29.00	
Restore service after non-payment disconnect fee (up to 4:30)	\$	29.00	
Restore service after non-payment disconnect fee (after 4:30)	\$	58.00	
Auto landlord turn on fee	\$	10.00	
Electric meter tampering fee	\$	250.00	
Disconnect of electric service at the pole (non-payment)	\$	260.00	
Demolition of building (per metering location)	\$	260.00	
Deposit for electric service	\$	250.00	Or two months estimated charges, whichever is greater
Prepare trees around power lines for safe private trimming or removal if necessary			Actual cost

RESIDENTIAL UNDERGROUND SERVICE FEE (applies to single family residential projects only)	
Remodels	3,000.00
Under 400 amp service	3,000.00
400 amp and greater	Cost to serve

Deposit required for electric service:
.....\$250 or two months estimated charges, whichever is greater

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

FIRE LINE FEES

Inside City: (buildings with separate plumbing facilities for fire protection):

Fire line size (flat rate per month):

1 inch service connection.....	4.48 (C)
2 inch service connection.....	12.51 (C)
3 inch service connection.....	25.13 (C)
4 inch service connection.....	39.02 (C)
6 inch service connection.....	78.55 (C)
8 inch service connection.....	125.63 (C)
10 inch service connection.....	180.66 (C)
12 inch service connection.....	246.69 (C)
16 inch service connection.....	357.71 (C)

Outside City: (buildings with separate plumbing facilities for fire protection):

Fire line size (flat rate per month):

1 inch service connection.....	5.63 (C)
2 inch service connection.....	15.66 (C)
3 inch service connection.....	31.39 (C)
4 inch service connection.....	48.76 (C)
6 inch service connection.....	98.17 (C)
8 inch service connection.....	157.03 (C)
10 inch service connection.....	225.82 (C)
12 inch service connection.....	308.36 (C)
16 inch service connection.....	447.14 (C)

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

CROSS CONNECTION CONTROL PROGRAM FEES

Backflow testing charge (per device inside City).....35.00 (M)

Backflow testing charge (per device outside City)40.00 (M)

Replacement charges:

Inside City:

1 inch PVB 180.00 (C)

1 inch Reduced pressure 240.00 (C)

1 ½ inch PVB 515.00 (C)

1 ½ inch Reduced pressure 425.00 (C)

2 inch PVB 585.00 (C)

2 inch Reduced pressure 490.00 (C)

Outside City:

1 inch PVB 220.00 (C)

1 inch Reduced pressure 300.00 (C)

1 ½ inch PVB 640.00 (C)

1 ½ inch Reduced pressure 530.00 (C)

2 inch PVB 730.00 (C)

2 inch Reduced pressure 615.00 (C)

Repair charges:

Repair 3/4" – 1" backflow preventors (includes parts and labor)..... 45.00 (C)

Repair 1 1/4" – 2" backflow preventors (includes parts and labor)..... 75.00 (C)

All above fees will be added to the customer's next utility bill after the work is completed and satisfactorily tested.

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

UTILITY DEMOLITION DISCONNECT FEES

Utility disconnects for demolition:

Inside City:

Water services (cut and cap behind meter @ property line and installation of hose bib stand):

3/4" - 1"	60.00 (C)
1.5" - 3"	84.00 (C)
4"	132.00 (C)
6"	158.00 (C)
8"	199.00 (C)

Fire lines (cut and cap @ property line):

2"	36.00 (C)
4"	133.00 (C)
6"	158.00 (C)
8"	199.00 (C)

Sanitary sewer laterals (cut and cap & install cleanout @ property line):

Up to 6" (per line), 6' deep or less	285.00 (C)
Up to 6" (per line), greater than 6' deep	575.00 (C)

Electric services 260.00 (C)

Outside City:

Water services (cut and cap behind meter @ property line and installation of hose bib stand):

3/4" - 1"	75.00 (C)
1.5" - 3"	105.00 (C)
4"	166.00 (C)
6"	198.00 (C)
8"	248.00 (C)

Fire lines (cut and cap @ property line):

2"	45.00 (C)
4"	166.00 (C)
6"	198.00 (C)
8"	248.00 (C)

Sanitary sewer laterals (cut and cap & install cleanout @ property line):

Up to 6" (per line), 6' deep or less	370.00 (C)
Up to 6" (per line), greater than 6' deep	719.00 (C)

Electric services 260.00 (C)

Fire hydrant relocation fee:

Inside City	1,902.00 (C)
Outside City	2,377.00+ (C)

applicable Orange County permit fees. Additional costs may be assessed due to extensive restoration costs as required by FDOT or Orange County.

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

LINE STOP FEES

Inside City:

Line stop fees (with contractor or owner support):

4", single	1,888.00 (C)
4", double.....	3,649.00 (C)
6", single	2,282.00 (C)
6", double.....	4,437.00 (C)
8", single	2,416.00 (C)
8", double.....	4,703.00 (C)
10", single	2,953.00 (C)
10", double.....	5,779.00 (C)
12", single	3,120.00 (C)
12", double.....	6,164.00 (C)

Line stop fees (with no support from contractor or owner):

4", single	2,845.00 (C)
4", double.....	5,578.00 (C)
6", single	3,239.00 (C)
6", double.....	6,366.00 (C)
8", single	3,372.00 (C)
8", double.....	6,632.00 (C)
10", single	3,910.00 (C)
10", double.....	7,708.00 (C)
12", single	4,077.00 (C)
12", double.....	8,042.00 (C)

Outside City:

Line stop fees (with contractor or owner support):

4"0, single	2,360.00 (C)
4", double.....	4,561.00 (C)
6", single	2,853.00 (C)
6", double.....	5,546.00 (C)
8", single	3,020.00 (C)
8", double.....	5,879.00 (C)
10", single	3,691.00 (C)
10", double.....	7,224.00 (C)
12", single	3,900.00 (C)
12", double.....	10,053.00 (C)

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

LINE STOP FEES (CONTINUED)

Outside City:

Line stop fees (with no support from contractor or owner):

4", single	3,556.00 (C)
4", double.....	6,973.00 (C)
6", single	4,049.00 (C)
6", double.....	7,958.00 (C)
8", single	4,215.00 (C)
8", double.....	8,290.00 (C)
10", single	4,888.00 (C)
10", double.....	9,635.00 (C)
12", single	5,096.00 (C)
12", double.....	10,053.00 (C)

Support from contractor or owner includes assisting the line stop procedure by excavating around pipe, and provide backhoe as needed. Additional costs may be assessed due to extensive restoration costs as required by FDOT or Orange County.

No support from contractor or owner would indicate that the City will perform the line stop procedure entirely with no assistance from the contractor or owner.

Fees include all fittings and materials required to complete line stop.

Plus Orange County right-of-way permit use fees

Perform Electro Fusion Process for HDPE Couplings and Fittings (2" – 12", two couplings or fittings max:

Inside City	258.66 (C)
Outside City	323.00 (C)

Contractor to prepare work area or excavation, HDPE pipe to be exposed and clean in a safe working environment. City crew will prep pipe and supply necessary equipment to perform electro fusion process. Contractor to furnish couplings or fittings. Additional couplings/fittings shall be fused at the same rate as above. If in the County, City is to be named on the Orange County Permit to enable work to be performed under contractors permit.

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

INSTA-VALVE FEES

Inside City:

Insta-valve fees (with contractor or owner support):

4"	3,690.00
6"	3,992.00
8"	4,671.00
10"	6,281.00
12"	7,425.00

Inside City:

Insta-valve fees (with no support from contractor or owner):

4"	4,922.00
6"	4,948.00
8"	5,324.00
10"	7,341.00
12"	8,382.00

Outside City:

Insta-valve fees (with contractor or owner support):

4"	4,614.00
6"	4,990.00
8"	6,631.00
10"	7,851.00
12"	11,275.00

Outside City:

Insta-valve fees (with no support from contractor or owner):

4"	6,153.00
6"	6,185.00
8"	6,655.00
10"	9,176.00
12"	10,478.00

Support from contractor or owner includes assisting the Insta-valve procedure by excavating around pipe, and provide backhoe as needed.

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

INDUSTRIAL WASTE FEES

A formula is used to determine the surcharges. The surcharge is proportionate to the water consumption and exceedance of any or all of BOD, TSS or oil and grease. The more water used, the higher the surcharge will be, likewise, the less water used the lower the surcharge will be.

The charges are based on three factors:

- Biological Oxygen Demand (BOD) 300 mg/L
- Total Suspended Solids (TSS) 300 mg/L
- Oil and Grease 100 mg/L

Biological Oxygen Demand (BOD):

BOD is a measurement of the amount of oxygen being depleted in the wastewater. Oxygen depletion can occur because of a number of reasons. The main reason is the decaying of organics. Anything that had life in it at one time will use oxygen in its decaying process. Oxygen is critical for the proper treatment of wastewater. It is very expensive to oxidize wastewater. This test is performed by an independent laboratory. It takes five days to get the results back. The maximum allowable limit is 300 mg/L.

Total Suspended Solids (TSS):

Total Suspended Solids are any solids that will not settle in moving water. This test is performed by an independent laboratory. The laboratory bakes the water out of the sample. The maximum allowable limit is 300 mg/L.

Oil and Grease:

Any petroleum product, oil based product, or animal or vegetable fat will show up as an oil or grease. An independent laboratory on an as needed basis performs this test. The maximum allowable limit is 100 mg/L.

Formula for calculation- Test results from all 3 parameters express in mg/l will be added for the total surcharge amount plus laboratory fees.

Milligrams per liter TSS-300 times the monthly flow expressed MGD (e.g. 60,000=0.060)*3.6041= TSS Surcharge

Milligrams per liter BOD-300 times the monthly flow expressed MGD (e.g. 60,000=0.060)*3.6041= BOD Surcharge

Milligrams per liter Oil & Grease-100 times the monthly flow expressed MGD (e.g. 60,000=0.060)*3.6041= Oil & Grease Surcharge

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

INDUSTRIAL WASTE FEES (CONTINUED)

Re-inspection fees40.00 (M)

The IW inspector shall inspect any repairs, replacements or other deficiencies and shall provide written notice of compliance or noncompliance. In the event of continuing noncompliance, re-inspections will be performed.

Hauler registration fee.....40.00 (M)

Registrations shall be effective for a period of three years. The registration required by the City shall be in addition to any other permits, registrations, or occupational licenses required by federal, state, and local agencies having lawful jurisdiction. The registration is not transferable.

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

PUBLIC SAFETY FEES

POLICE FEES AND FINES:

Administration Fees:

Copies:

Copies/Reports (per page).....	0.15 (S)
Double sided copies	0.20 (S)
Certified copies	1.00 (S)
CD for photographs, recordings and videos (per CD)	1.00 (S)
Local agency checks	10.00 (C)
Crash report	10.00 (S)
Good conduct letter	10.00 (C)
Research for public records requests estimated at thirty minutes or more will require a deposit based on the estimated time to complete the request and the hourly rate of the employee completing the request and computer time. Fees for the first thirty minutes are waived.	

Off-Duty Police Services (four hour minimum):

Regular Off-Duty Rates per Hour:

Police officer (request at least 7 days in advance)	45.00 (C)
Police officer (request less than 7 days in advance).....	65.00 (C)
Details requiring a police supervisor	50.00 (C)
Road construction details.....	65.00 (C)

Holiday Off-Duty Rates per Hour:

Police officer	67.00 (C)
Details requiring a police supervisor	75.00 (C)

City Holidays:

New Year's Day
Martin Luther King, Jr. Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve

Civil Penalty Fines:

Interference with overtime parking enforcement	50.00 (M)
Tampering with immobilization device	100.00 (M)
Removal of immobilization device by enforcement officer	75.00 (M)
Skateboarding within central business district.....	10.00 (M)
Micromobility device and motorized scooters violation fee (per device):	
1 st offense	25.00 (M)
Successive offenses	45.00 (M)

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

PUBLIC SAFETY FEES (CONTINUED)

Responding to false alarms:

First response.....	0.00
Second and third response within 6 months of first response	0.00
Business:	
Fourth response within 6 months of third response	50.00 (M)
All succeeding responses within 6 months of the last response	100.00 (M)
Residential:	
Fourth response within 6 months of third response	25.00 (M)
All succeeding responses within 6 months of the last response	50.00 (M)

Parking Fines: *

Each fine amount includes a \$5.00 surcharge as authorized by Florida State Statute 316.660(4)(a)&(b) and City Code 98.91 to fund the School Crossing Guard programs within the City of Winter Park

Blocking drive or roadway (travel lane/obstructing traffic)	25.00 (M)
Bus zone or taxi stand	25.00 (M)
Disabled only/permit required	255.00 (S)
Double parking	25.00 (M)
Extended over lines	25.00 (M)
Fire lane/hydrant/red curb.....	110.00 (S)
Loading zone (commercial vehicles only)	25.00 (M)
Other	25.00 (M)
On parkway	25.00 (M)
On sidewalk/crosswalk	25.00 (M)
Over posted time limit	25.00 (M)
Parking prohibited (yellow curb/no sign)	25.00 (M)
Rear or left wheels to curb	25.00 (M)
Successive overtime (each offense)	45.00 (M)
Unauthorized (reserved) space.....	25.00 (M)
Where signs prohibit.....	25.00 (M)
Movement of vehicle in Central Business District to circumvent posted parking restrictions	55.00 (M)

* After five days, an additional \$5.00 will be assessed for any of the parking fines listed above.

* After receiving a mailed <i>Notice of Summons</i> for any or the above parking fines, an additional \$15.00 will be assessed.

Traffic signal violations:

Red light camera infraction	158.00 (S)
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CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

PUBLIC SAFETY FEES (CONTINUED)

FIRE FEES:

EMS Transport Fee:

Transport:

BLS	720.00 (M)
ALS1.....	925.00 (M)
ALS2.....	1,028.00 (M)

Plus distance transported from incident location to medical facility . 12.00 per mile (M)
HIPAA qualified patient information package (per patient event) 50.00 (C)

Motor Vehicle Fire Response:

Motor Vehicle Fire Response: 500.00 (M)

False Alarm Response fee:

First response.....	0.00 (M)
Second and third response within 6 months of first response	0.00 (M)
Fourth response within 6 months of third response.....	100.00 (M)
All succeeding within 6 months of the last response	250.00 (M)
Known alarm is activated by on scene construction workers or alarm company technicians	200.00 (M)

Fire/Rescue Service fees:

Hourly Charges for city employees and equipment:

Command unit/Chief officer, per hour or part thereof	125.00 (C)
Engine company, per hour or part thereof.....	225.00 (C)
Ladder company, per hour or part thereof.....	275.00 (C)
Rescue unit, per hour or part thereof	200.00 (C)
Special needs	Figured on a cost recovery basis (C)

Hazardous materials cost recovery fees and/or response to intentional, malicious or negligently incidents are based on the cost of manpower, equipment and materials used.

Fire inspections:

After hour inspections 200.00 (C)

Maintenance reinspection fee:

First reinspection.....	No Charge (M)
Second reinspection	40.00 (M)
Third reinspection	60.00 (M)
Fourth reinspection	100.00 (M)
Any subsequent reinspections	100.00 (M)

Inspector Training fee, per project (\$1,000 minimum project value)25.00 (M)

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

PUBLIC SAFETY FEES (CONTINUED)

Licensing Fees:

Health Department inspections.....	40.00 (M)
HRS inspections.....	40.00 (M)
Occupational License inspections.....	40.00 (M)

Permits By Use: (annual registration fee)

Ammunition, explosives and blasting agents	40.00 (M)
Burn permits (bonfires)	40.00 (M)
Cryogenic fluids.....	40.00 (M)
Dry cleaning plants	40.00 (M)
Fire lane permits.....	40.00 (M)
Fireworks.....	40.00 (M)
Flammable/combustible liquids.....	40.00 (M)
High piled combustible stock	40.00 (M)
Hazardous chemicals	40.00 (M)
LP gas	40.00 (M)
Lumber storage	40.00 (M)
Places of assembly.....	40.00 (M)
Repair garages.....	40.00 (M)
Tents and air supported structures	40.00 (M)

Plans Review Fees:

Construction plans review - new and existing:	
\$1,000 value or less (no inspector training fee).....	25.00 (M)
\$1,001 value or over.....	55.00 plus 0.05% of total work (M)
Revised plans.....	25.00 (unless more than 50% of original plan, then full fee applies) (M)
Construction inspections	25.00 or 1/2% of valuation (whichever is greater) (M)
After hour inspections	200.00 (M)
Construction reinspection fees:	
First reinspection	40.00 (M)
Second reinspection	50.00 (M)
Additional reinspection.....	100.00 (M)

Special Detail Services:

Personnel requested or required to be detailed for	
Special events (minimum of 3 hours).....	47.00 per hour/per employee (C)
Special events (supervisor, if necessary).....	57.00 per hour/per supervisor (C)

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

PUBLIC SAFETY FEES (CONTINUED)

Public Education Services:

Fire station birthday party program:	
Basic program	175.00 (C)
Plus \$5.00 per person up to a maximum of 20 attendees	
First aid class (per student)	20.00 (C)
CPR classes (per student).....	35.00 (C)
Offsite training fee (per student)	5.00 (C)
Combination first aid and CPR class (per student)	50.00 (C)
Babysitter training class (per student).....	55.00 (C)
Basic medical training class (per student).....	100.00 (C)
Intermediate medical training class (per student).....	150.00 (C)
Advanced medical training class (per student).....	250.00 (C)
Fire training course (classroom only, per student)	500.00 (C)
Advanced fire training (includes cost of materials, per student)	700.00 (C)

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

PARKS AND RECREATION FEES

Adult Sports Team Fees:

Flag Football and Softball	450.00 (M)
Men's Basketball League Team Fee	400.00 (M)
Co-ed Kickball	400.00 (M)

Field Rental Rates: 50% of field rental fees allocated to field maintenance fund.

Cady Way, Martin Luther King, Jr. and Ward Park Baseball, Softball and Multipurpose fields A-1, A-2, C and Showalter East Multipurpose Fields 1, 2:

Non-Profit Organizations and Winter Park Residents will receive 20% off listed rates.

Before 5:00 p.m., per hour	35.00 (C)
After 5:00 p.m., per hour	55.00 (C)
Saturday and Sunday	55.00 (M)
Unscheduled or late reservation rates (less than two full business days), per hour/before 5:00 pm	50.00 (M)
Unscheduled or late reservation rates (less than two full business days), per hour/after 5:00 pm	75.00 (M)
Field prep (lines), per field each time (standard lining multipurpose field)	50.00 (C)
Field prep (lines), per field each time (multi lining multipurpose field)	100.00 (C)
Field prep (lines), late reservations per multipurpose field Standard lines... (less than two full business days notice)	100.00 (C)
Field prep (lines), for late reservations per multipurpose field Multi lines (less than two full business days notice)	150.00 (C)
Field prep (lines), per field each time (standard lining Baseball/Softball)	25.00 (C)
Field prep (lines), per field each time (specialty lining Baseball/Softball)	50.00 (C)
Field prep (lines), for late reservations per Baseball Softball field	50.00 (C)
 All day (8:00 am to 9:00 pm)	 400.00 (C)
All day (8:00 am to 9:00 pm) Weekend	650.00 (M)

Winter Park Youth League Fee: (specific guidelines apply)

Martin Luther King, Jr., Showalter East 1,2 and Ward A1, A2, C,	35.00 (C)
Baseball, Softball Fields	

Ward Park Field B:

Before 5:00 p.m., per hour	45.00 (C)
After 5:00 p.m., per hour	70.00 (C)
Saturday and Sunday	70.00 (M)

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

PARKS AND RECREATION FEES (continued)

Ward Park Field B (continued):

Unscheduled or late reservation rates (less than two full business days), per hour/before 5:00 pm	60.00 (M)
Unscheduled or late reservation rates (less than two full business days), per hour/after 5:00 pm	90.00 (M)
Field prep (lines), per field each time (standard lining).....	50.00 (C)
Field prep (lines), per field each time (multi lining).....	100.00 (C)
Field prep (lines), for late reservations per field Standard lining..... (less than two full business days)	100.00 (C)
Field prep (lines), for late reservations per field multi lining.....	150.00 (C)
 All day (8:00 am to 9:00 pm).....	500.00 (C)
All day (8:00 am to 9:00 pm) Weekend.....	900.00 (M)

Winter Park Youth League Fee Field B:

Field B	45.00 (C)
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Showalter Stadium: 25% of Stadium rental fees allocated to field maintenance account.

Track Only (less than 400 people, 2 hour minimum, includes starting blocks)	
Deposit	100.00 (M)
Before 5:00 p.m., per hour	30.00 (M)
After 5:00 p.m., per hour	55.00 (M)
Saturday/Sunday	55.00 (M)
Full Day 8:00 a.m. to 5:00 p.m.	250.00 (M)
Full Evening 5:00 p.m. to 10:00 p.m.....	250.00 (M)
Full Day Weekend 8:00 a.m. to 5:00 p.m.	400.00 (M)

Field Only (less than 400 people, 2 hour minimum,)	
Deposit	500.00 (M)
Before 5:00 p.m., per hour	50.00 (M)
After 5:00 p.m., per hour	75.00 (M)
Saturday/Sunday.....	75.00 (M)
Full Day 8:00 a.m. to 5:00 p.m.	350.00 (M)
Full Evening 5:00 p.m. to 10:00 p.m.....	350.00 (M)
Full Day Weekend 8:00 a.m. to 5:00 p.m.	500.00 (M)

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

PARKS AND RECREATION FEES (continued)

Stadium (includes scoreboard, track, equipment package, Ward C and Showalter East Fields. Video display scoreboard not included)	
Deposit	1000.00 (M)
Before 5:00 p.m., per hour	175.00 (M)
After 5:00 p.m., per hour	275.00 (M)
Saturday/Sunday	275.00 (M)
Full Day 8:00 a.m. to 5:00 p.m.	1500.00 (M)
Full Evening 5:00 p.m. to 10:00 p.m.....	1,350.00 (M)
Full Day Weekend 8:00 a.m. to 5:00 p.m.	2,000.00 (M)

Concession Stand (2 hour minimum)	
Deposit	500.00 (M)
Hourly	50.00 (M)
Full Day 8:00 a.m. to 5:00 p.m.	350.00 (M)
Full Evening 5:00 p.m. to 10:00 p.m.....	350.00 (M)

Equipment (includes pole vault pads and standards, high jump pads and standards, steeplechase, One discus cage, nine starting blocks, one shotput circle and 130 hurdles)	
Deposit	100.00 (M)
Individual Equipment.....	50.00 (M)
Package.....	200.00 (M)
*equipment fees allocated to a replacement account	

Showalter Track Membership October 1 through September 30 Prorated	
Monthly Resident	20.00 (M)
Monthly Non Resident.....	30.00 (M)
Annual Resident	150.00 (M)
Annual Non Resident.....	250.00 (M)

Trainer/Instructor: Less than 15 students, October 1 through September 30 Prorated	
Monthly	50.00 (M)
Yearly	500.00 (M)
*Open Space Business Permit Required	

Video Scoreboard	
Hourly per staff member for operations	75.00 (M)

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

PARKS AND RECREATION FEES (continued)

Program Fees: All Youth, Middle, and Teen programs require a once a year per child registration fee 25.00

Recreation ID Card:

Resident, Military or 1st Responder FREE (M)
Non-resident 20.00 (M)
Card Replacement Fee 5.00 (C)

Youth After School Program:

Resident (monthly) 50.00 (M)
Non-resident (monthly) 75.00 (M)
Registration fee 25.00 (M)
Fee for students qualifying for reduced lunch, (monthly), (City residents only) ... 30.00 (M)
Fee for students qualifying for free lunch, (monthly), (City residents only) 20.00 (M)

Middle School After School Program:

Middle School After School Program (per semester): Semester 1 Aug-Dec, Semester 2 Jan-May

Resident, Registration Fee 25.00 (M)
Non-Resident Registration 50.00 (M)

Teen Summer Camp Program (completed grades 5 – 7, per week):

Resident 60.00 (M)
Each Additional Resident Child in same family 40.00 (M)
Free/reduced lunch programs, per child 35.00 (M)
Non-resident 85.00 (M)
Additional non resident child 65.00 (M)
Registration fee 25.00 (M)

Youth Summer Camp Program (completed grades K – 4, per week):

Resident:
1st child in family 85.00 (M)
Each additional child in family 60.00 (M)
Non-resident 105.00 (M)
Non Resident Additional Child 80.00 (M)
Registration Fee 25.00 (M)
Free lunch 20.00 (M)
Reduced lunch, 30.00 (M)
Registration Fee 25.00 (M)

School's Out Program (single day camp during school year holidays):

Resident, per day 15.00 (M)
Non-resident, per day 20.00 (M)
After School Participant 10.00 (M)

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

PARKS AND RECREATION FEES (continued)

Holiday Camps:

Half Session – 2-3 Days

Resident	50.00 (M)
Non-resident	75.00 (M)
After School Participant	25.00 (M)

Full Session – 4-5 Days

Resident	70.00 (M)
Non-resident,	95.00 (M)
After School Participant,	35.00 (M)

Kid Night Out:

Resident registration fee	7.00 (M)
Non-resident registration fee	8.00 (M)

Late fee:

Late pickup ,1 st 30 minutes	5.00 (M)
Each additional 15 minutes	5.00 (M)
Late payment fee	5.00 (M)

General Program Guidelines:

Youth/Teen Program Fees (based on minimum enrollment)..... Direct Cost

Adult Programs (based on minimum enrollment) Direct Costs plus 15%

Contracted program fees will not exceed 110% of the regional market rate for a similar program. CRA funded programs will be offered at a zero to nominal fee.

Community Center & Cady Way Pool:

Daily (Resident, Military or 1 st Responder)	2.00 (M)
Daily (non-resident)	5.00 (M)
Group rate (residents, over 15 guests in a group, per group member)	1.50 (M)
Group rate (non-residents, over 15 guests in a group, per group member)	4.00 (M)
Ten visit punch pass (resident)	15.00 (M)
Ten visit punch pass (non-resident)	35.00 (M)

Pool rental:

Less than thirty guests (hourly, 2 hour minimum)	100.00 (M)
Additional hourly fee per fifteen guests over initial thirty guests	15.00 (M)
Deposit	100.00 (M)
Pool Party – 2 hours, maximum of 40 guests, normal operational hours	125.00 (M)

Individual Pool Pass – (Resident, Military or 1 st Responder)	55.00 (M)
Individual Pool Pass – (non-resident)	85.00 (M)

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

PARKS AND RECREATION FEES (continued)

Community Center & Cady Way Pool (continued):

Family Pool Pass – (residents, up to 5 family members per pass).....	150.00 (M)
Family Pool Pass – (non-residents, up to 5 family members per pass).....	230.00 (M)
Family Pool Pass – (CRA residents, up to 5 family members per pass).....	105.00 (M)
Cady Way Reserved Camp Swim.....	5.00 (M)
Dive In's & City Sponsored Events (current pass holders).....	FREE
Dive In's & City Sponsored Events (residents).....	1.00 (M)
Dive In's & City Sponsored Events (non-residents).....	3.00 (M)

Lap Swim Pass 4 Seasons: summer – June to August, fall – September to November,
Winter – December to February and Spring – March to May:

Lap Swim Pass – (Resident, Military or 1 st Responder).....	35.00 (M)
Lap Swim Pass – (non-resident).....	50.00 (M)
Lap Swim Pass – (CRA resident).....	30.00 (M)

Swim Lessons

Resident Group lessons.....	35.00(M)
Non-Resident Group lessons.....	50.00(M)
Private Lessons	
1 lesson.....	30.00(M)
5 lessons.....	125.00(M)
10 Lessons.....	200.00(M)

Semi Private Lessons

1 lesson.....	35.00(M)
5 lessons.....	140.00(M)
10 Lessons.....	235.00(M)

Fitness/Weight Room:

Annual Pass: *prorated fee

Resident, Military or 1 st Responder	100.00 (M)
Non-resident.....	175.00 (M)
CRA area resident	75.00 (M)

Corporate rate:

Gold (includes 60 vouchers, \$60 each per year for each additional voucher over 60, provides access to lap swim, open gym, and open volleyball)	800.00 (M)
Silver (includes 10 vouchers, \$65 each per year for each additional voucher over 10, provides access to lap swim, open gym, and open volleyball)	550.00 (M)

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

PARKS AND RECREATION FEES (continued)

Fitness/Weight Room (continued):

Bronze (includes 5 vouchers, \$70 each per year for each additional voucher over 10, provides access to lap swim, open gym, and open volleyball)	300.00 (M)
Youth Annual Pass (ages 14-21, ages 14-16 will be required to attend training)	
Resident	30.00 (M)
Non-resident.....	50.00 (M)
Monthly Pass: *prorated fee	
Resident, Military or 1 st Responder	18.00 (M)
Non-resident.....	30.00 (M)
CRA area resident	12.00 (M)
Daily pass, all users.....	5.00 (M)

Senior Program

Resident, Military or 1 st Responder.....	Free with Recreation ID
Non Resident Annually (Unlimited Wellness Class Pass, must have Rec ID) ...	\$25.00 (M)

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

CEMETERY FEES

Palm Cemetery:

Single space - resident	5,500.00 (M)
Single space – qualified non-resident	6,000.00 (M)
Cremation space - resident.....	850.00 (M)
Cremation space – qualified non-resident.....	900.00 (M)
Baby space	150.00 (M)
Qualified non-resident baby space	170.00 (M)
Interment of cremains:	
Weekdays	350.00 (M)
Saturdays	450.00 (M)
Tent for cremains interment:	
Weekdays	1,000.00 (M)
Saturdays	1,200.00 (M)
Opening and closing charges:	
Weekdays	1,300.00 (M)
Weekdays, for graveside services beginning after 3:30 pm)	1,400.00 (M)
Saturdays	1,600.00 (M)
Infant burial	750.00 (M)
Disinterment of vault (weekdays only, rules apply)	1,300.00 (M)
Mausoleum space (limited number of spaces).....	80,000.00 (M)
Extra Tent for graveside service	100.00 (M)
Extra set of chairs.....	50.00 (M)

Pineywood Cemetery:

Single space - resident	2,800.00 (M)
Single space – qualified non-resident	3,300.00 (M)
Baby space	150.00 (M)
Qualified non-resident baby space	170.00 (M)
Cremation space - resident.....	650.00 (M)
Cremation space – qualified non-resident.....	700.00 (M)
Interment of cremains:	
Weekdays	350.00 (M)
Saturdays	450.00 (M)
Tent for cremains interment:	
Weekdays	1,000.00 (M)
Saturdays	1,200.00 (M)
Opening and closing charges:	
Weekdays	1,300.00 (M)
Weekdays, for graveside services beginning after 3:30 pm)	1,400.00 (M)
Saturdays	1,600.00 (M)
Infant burial	750.00 (M)
Disinterment of vault (weekdays only, rules apply)	1,300.00 (M)
Extra Tent for graveside service	100.00 (M)
Extra set of chairs.....	50.00 (M)

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

CEMETERY FEES (CONTINUED)

Columbarium:

Single or Double space:

Resident	2,500.00 (M)
Qualified non-resident.....	3,100.00 (M)
Interment (Saturday)	350.00 (M)
Tent for columbarium interment	1000.00 M)

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

GOLF COURSE FEES (all include sales tax)

Green Fees (Residents/Non-residents):

Resident Monday-Thursday	15.00 (M)
Non Resident Monday - Thursday.....	18.00 (M)
Resident Friday – Sunday, Holidays	18.00 (M)
Non Resident Friday – Sunday, Holidays	22.00 (M)
Youth 12 and Under.....	7.00 (M)

Green Fees:

Replay rate for all players	9.00 (M)
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Annual Play Pass:

Single resident,	1,000.00 (M)
Single non-resident	1,500.00 (M)
Premier Partnership	20,000.00 (M)
Summer Junior Pass.....	200.00 (M)

Cart Rental:

Electric Cart 9-Hole – Single (includes sales tax)	10.00 (M)
Pull cart (includes sales tax).....	4.00 (M)
Club Rental (includes tax)	10.00 (M)

Tournament Fees (includes tax):

30% discount off tournament fee for verified non-profits	
Weekday Night scramble (36 person minimum)	1000.00 (M)
Each additional golfer above 36	35.00 (M)
Weekend Night scramble (36 person minimum)	1900.00 (M)
Each additional golfer above 36	35.00 (M)
Weekday Private scramble (36 person minimum).....	1,600.00 (M)
Each additional golfer above 36	25.00 (M)
Weekend Private scramble (36 person minimum)	2500.00 (M)
Each additional golfer above 36	25.00 (M)

Groupon and other such marketing discounts as well as seasonal discounts may be offered at the discretion of the City Manager

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

GOLF COURSE FEES (CONTINUED)

Playing lessons, per person:

6 holes, approximately 1 hour.....	125.00 (M)
9 holes, approximately 1.5 hours.....	200.00 (M)

Course Rental

Full Course Rental – Daily 7am to Dusk Events - Free to Public.....	6,000.00 (M)
Full Course Rental – Daily 7am to Dusk – Paid Admission Events	12,000.00 (M)
Admission/Income percentage subject to negotiation.	

Putting Course Rental

Full Day – Free to Public or Private	\$1000.00 (M)
Half Day – Free to Public or Private	\$500.00 (M)
Full Day – Paid Admission Events	\$2000.00 (M)
Half Day – Paid Admission Events	\$1000.00 (M)

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

TENNIS FEES

Tennis Court Memberships:

Annual Membership

All Courts

Resident	350.00 (M)
Non Resident.....	500.00 (M)
Senior Resident.....	325.00 (M)
Senior Non Resident	450.00 (M)
Youth Resident (21 and under).....	100.00 (M)

Additional Family Member

Resident	200.00 (M)
Non Resident.....	275.00 (M)
Senior Resident	150.00 (M)
Senior Non Resident	225.00 (M)
Youth Resident (21 and under).....	50.00 (M)

Monthly Play Pass (3-month minimum)

All Courts

Resident	40.00 (M)
Non Resident.....	55.00 (M)
Senior Resident	30.00 (M)
Senior Non Resident.....	40.00 (M)
Youth Resident (21 and under).....	20.00 (M)

Non Member Fees:

Residents	
All courts (includes tax).....	7.00 (M)
Non-Residents	
All court (includes tax)	8.00 (M)

Punch Pass (10 visits):

Resident.....	63.00 (M)
Non Resident.....	72.00 (M)

Punch Pass (20 visits):

Resident.....	133.00 (M)
Non Resident.....	152.00 (M)

League Rate:

Full Year League Fee.....	150.00 (M)
Half Year League Fee	75.00 (M)

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

TENNIS FEES (continued)

League Fee +	(\$12 * # of lines * # of home meets)/(% of members on roster)	
Annual Pass Ball rental machine, hourly.....	10.00 (M)	
Ball rental machine, hourly	20.00 (M)	
Annual ball machine membership, per person (twenty memberships available).....	200.00	
Annual ball machine membership, family (twenty memberships available).....	250.00	
Special Events		
Member.....	0 – 20.00 (M)	
Non Member.....	6.00 – 30.00 (M)	

Groupon and other such marketing and seasonal discounts may be offered at the discretion of the City Manager

Before any contract agreement is reached with such discount organizations and subcontractor, the subcontractor must submit the terms for approval to the City Manager through the Parks and Recreation Department Management.

Tennis Instructors must be contracted through City of Winter Park and/or Winter Park Tennis Center contracted tennis instruction provider.

No tournaments may be longer than five days, holidays are time and one half rates. The price includes six folding tables and twenty five chairs and a pop up tent.

Winter Park Tennis Center Program Fees: Fees will be approved upon completion of contract.

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

RECREATION FACILITY RENTAL FEES

AZALEA LANE RECREATION CENTER - Meeting room: (20% discount off regular fee for Resident, Military or 1st Responder or 30% discount off regular fee for verified non-profits)

East Room (30' x 30'):

Hourly 50.00 (M)

Deposit 100.00 (M)

West Room (30' x 50'):

Hourly 70.00 (M)

Deposit 100.00 (M)

WINTER PARK EVENTS CENTER: (20% discount off regular fee for Resident, Military or 1st Responder or 30% discount off regular fee for verified non-profits)

Ballroom (full building rental required on Friday and Saturday):

Friday (3:00 pm to 1:00 am)..... 4,800.00 (M)

Saturday (1:00 pm to 1:00 am) 5,200.00 (M)

Sunday (2:00 pm to 1:00 am) 4,200.00 (M)

Sunday to Thursday (8:00 am to 10:00 pm, per hour)..... 450.00 (M)

Rooftop Veranda:

Sunday to Thursday (includes rooftop veranda, dressing room and
Parkview meeting room):

Minimum charge for three hours..... 1,700.00 (M)

Additional charge for each hour above three 250.00 (M)

Sunday to Thursday (includes rooftop veranda, dressing room and
exterior veranda):

Minimum charge for three hours..... 1,500.00 (M)

Additional charge for each hour above three 200.00 (M)

Parkview meeting room (Sunday to Thursday, 8:00 am to 10:00 pm,
per hour)..... 250.00 (M)

Tiedke Amphitheater (Sunday to Thursday):

Minimum charge for three hours 1,200.00 (M)

Additional charge for each hour above three..... 200.00 (M)

Selected Belvedere areas (Sunday to Thursday):

Minimum charge for three hours 1,000.00 (M)

Additional charge for each hour above three..... 150.00 (M)

Entire property (required for Friday and Saturday, noon to 1:00 am) 12,000 (M)

(Includes Grand Ballroom, Rooftop Terrace, Rooftop Meeting Room, Pre-function lobby,
Belvedere and Tiedke Amphitheater)

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

RECREATION FACILITY RENTAL FEES (CONTINUED)

COMMUNITY CENTER:

(20% discount off regular fee for Resident, Military or 1st Responder or 30% discount off regular fee for verified non-profits, 15% additional discount for continuous groups.

CRA district resident discount off regular fee25%

Rates:

Small room, A or B or senior room, hourly70.00 (M)
Large room, C or D, hourly 100.00 (M)
Ballroom; A,B,C and D combined, hourly300.00 (M)
Rooms C, D and kitchen combined, hourly225.00 (M)
 4:00 pm to midnight, Friday, Saturday, Sunday 1,275.00 (M)
Ballroom and kitchen combined, hourly 350.00 (M)
 4:00 pm to midnight, Friday, Saturday, Sunday 1,650.00 (M)
Ballroom, kitchen 4:00 pm to midnight with 2 hour amph 1,750.00 (M)
Kitchen, hourly50.00 (M)
Early start fee (events requiring building access before 7:00 am) 50.00 (C)
Early set up fee200.00 (M)

Amphitheater (outdoor stage):

 Two hours 175.00 (M)
 Six hours500.00 (M)

Gymnasium:

 Half of gym, hourly50.00 (M)
 Entire gym, hourly 125.00 (M)

Deposit:

 Small meeting room/amphitheater, kitchen 100.00 (M)
 Large meeting room 150.00 (M)
Half Ballroom A/B or C/D combined300.00 (M)
Full Ballroom A,B,C and D combined450.00 (M)
Unscheduled time premium over regular rate, hourly 15.00 (M)

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

RECREATION FACILITY RENTAL FEES (CONTINUED)

COUNTRY CLUB (20% discount off regular fee for Resident, Military or 1st Responder or 30% discount off regular fee for verified non-profits, 15% additional discount for continuous groups.)

(Friday and Saturday- Full Building)

Hourly	200.00 (M)
4 p.m. to 12 midnight	1,200.00 (M)
Deposit	250.00 (M)

Hourly: (Sunday through Thursday)

Dining Room (hourly)	100.00 (M)
Club lounge (hourly)	100.00 (M)
Full building (hourly)	175.00 (M)
Deposit	250.00 (M)

FARMER'S MARKET:

Saturday Market:

12' x 10' space Outside without electricity (per week)	26.00 (M)
Additional 6 feet (per week)	14.00 (M)
12' x 10' space outside with electricity (per week)	30.00 (M)
Additional 6 feet with electricity (per week)	17.00 (M)
12' x 10' inside space without electricity (per week)	32.00 (M)
12' x 10' inside space with electricity (per week)	35.00 (M)

Part-Time Vendor Fees:

12' x 10' Outdoor space without electricity (per week)	36.00 (M)
Additional 6 feet without electricity (per week)	24.00 (M)
12' x 10' Outside space with Electricity (per week)	40.00 (M)
Additional 6 feet with electricity (per week)	27.00 (M)
12' x 10' inside space without electricity (per week)	42.00 (M)
12' x 10' inside space with electricity (per week)	45.00 (M)
Vendor's deposit	50.00 (M)

Building Rental: (20% discount off regular fee for Resident, Military or 1st Responder or 30% discount off regular fee for verified non-profits, 15% additional discount for continuous groups.):

Hourly	250.00 (M)
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Entire Building

5:00 p.m. to midnight, Fri.and Sat	2,200.00 (M)
Parking Lot - in addition to building rental	400.00 (M)
Deposit	250.00 (M)

CITY OF WINTER PARK - FEE SCHEDULE
Effective: October 1, 2021

RECREATION FACILITY RENTAL FEES (CONTINUED)

LAKE ISLAND HALL RECREATION CENTER - Meeting room : (20% discount off regular fee for Resident, Military or 1st Responder or 30% discount off regular fee for verified non-profits, 15% additional discount for continuous groups.):

Hourly	80.00 (M)
Deposit	100.00 (M)

Winter Park Welcome Center:

Winter Park Community Foundation Room

(includes catering kitchen, restrooms and outdoor patio):

Weekday for 1 – 4 hours, per hour	70.00 (M)
Weekday for over 4 hours, per hour	60.00 (M)
Series of 4 or more rentals for 1 - 4 hours, per hour	60.00 (M)
Series of 4 or more rentals for over 4 hours, per hour	50.00 (M)
Weekend (all day)	500.00 (M)

Note: rental rates can be reduced by 50% for one half of room

Entire First Floor (includes Galloway Foundation gallery, Welcome gallery and Winter Park Health Foundation Community Room):

Weekday (until 6:00 pm)	not available
Weekday (after 6:00 pm), per hour	90.00 (M)
Weekend (all day)	750.00 (M)
Fire marshal, required to be on site for events hosting over 90 people, per hour	25.00 (M)

Winter Park Welcome Center (continued):

Additional one-time fees:

Cleaning (for events over 4 hours)	30.00 (M)
Staffing (weekdays before 9:00 am and/or after 5:00 pm), per hour	20.00 (M)
Staffing (weekends), per hour	25.00 (M)

Gallery display use deposit

100.00 (M)

Gallery display use cancellation fee (if cancellation is made less than
thirty days in advance)

25.00 (M)

CITY OF WINTER PARK - FEE SCHEDULE
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PARK FEES

DEPOSITS FOR GROUP EVENTS ARE EQUAL TO EVENT FEE

Azalea Lane Playground (20% Resident, Military or 1st Responder discount):

Small Pavilion:

Full day	75.00 (M)
Half day	40.00 (M)

Central Park:

Small events (less than 400 people)	
North Park or South Park	800.00 (M)
North and South Park	1,250.00 (M)
Large events (400 – 2,000 people)	2,000.00 (M)
Significant events 2,001 + people	3,250.00 (M)
Set up days for event preparation	75% of Small Event Fee (M)
Rose Garden wedding	200.00 (M)
20% Resident, Military or 1 st Responder discount	
Deposit	100.00 (M)

Central Park West Meadows:

(fee is doubled for functions charging admission):

Small events (less than 400 people)	750.00 (M)
Large events (400 – 2,000 people)	1,650.00 (M)
Significant events 2,001 + people	2,750.00 (M)
Set up days for event preparation	75% of Small Event Fee (M)

Mead Garden:

Group Events:

Small events (less than 400 people)	750.00 (M)
Large events (400 – 2,000 people)	1,650.00 (M)
Significant events 2,001 + people	2,750.00 (M)
Set up days for event preparation	75% of Small Event Fee (M)
Amphitheater (20% resident Military or 1 st Responder discount)	
Weekdays (three hours)	400.00 (M)
Weekends (three hours)	500.00 (M)
Deposit	300.00 (M)
Large Pavilion (20% resident Military or 1 st Responder discount)	
Full day	125.00 (M)
Half day (open to noon or 2 pm to close)	90.00 (M)
Alice's Pond	
North Side (Capacity 50/4 hr rental)	300.00 (M)
South Side (Capacity 150/4 hr rental)	400.00 (M)
Deposit	200.00 (M)

CITY OF WINTER PARK - FEE SCHEDULE
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PARK FEES (continued)

Mead Garden (continued):

Butterfly Garden:	
Small Event only (30 max/4 hr rental)	\$250.00 (M)
Deposit	\$100.00 (M)

Camellia Garden:	
Capacity 50/ 4 hr rental)	\$425.00 (M)
Deposit	\$300.00 (M)

Discovery Barn:	
Capacity 100/ 4 hr rental)	\$300.00 (M)
Deposit	\$100.00 (M)

The Grove – includes stage, lawn and Pole Barn Capacity 1,000:	
Less than 400 people	\$1,425.00 (M)
400-1,000 people	\$1,750.00 (M)
Deposit	\$500.00 (M)
Set Up Day	75% of small event fee

Legacy Garden:	
Capacity 150	\$750.00 (M)
Deposit	\$300.00 (M)

Pole Barn:	
Capacity 30	\$250.00 (M)
Deposit	\$100.00 (M)

Winter Park Garden Center/Reception Hall:

October – May:

Mon – Thu, before 4:00 pm (per hour)	125.00 (M)
Mon – Thu, after 4:00 pm (per hour)	175.00 (M)
Fri and Sun (8 hour rentals)	1,350.00 (M)
Saturday (8 hour rentals)	1,500.00 (M)

June – September:

Mon – Thu, before 4:00 pm (per hour)	100.00 (M)
Mon – Thu, after 4:00 pm (per hour)	100.00 (M)
Fri and Sun (8 hour rentals)	1,250.00 (M)
Saturday (8 hour rentals)	1,375.00 (M)
Deposit	500.00 (M)

Tables and chairs setup included. Kitchen, side room, patio included. Hourly rentals require a three hour minimum.

CITY OF WINTER PARK - FEE SCHEDULE
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PARK FEES (continued)

Lake Baldwin Park:

Group Events:

Small events (less than 400 people)	750.00 (M)
Large events (400 – 2,000 people)	1,650.00 (M)
Significant events 2,001 + people	2,750.00 (M)

Set up days for event preparation.....75% of Small Event Fee (M)

Martin Luther King, Jr., Park:

Group Events:

Small events (less than 400 people)	750.00 (M)
Large events (400 – 2,000 people)	1,650.00 (M)
Significant events 2,001 + people	2,750.00 (M)

Set up days for event preparation.....75% of Small Event Fee (M)

East Lawn Area (less than 200 people, hourly before dark).....29.00 (M)

Community Playground pavilion (20% Resident, Military or 1st Responder discount):

Full day	100.00 (M)
Half day (open from noon or 2 pm to close)	60.00 (M)

Ward Park:

Large Pavilion (20% Resident, Military or 1st Responder discount):

Full day	125.00 (M)
Half day (open to noon or 2 pm to close)	90.00 (M)

Howell Branch Preserve:

Pavilion (20% Resident, Military or 1st Responder discount):

Full day	100.00 (M)
Half day (open to noon or 2 pm to close)	60.00 (M)

Observation Deck and Tables:

Full day	60.00 (M)
Half Day (open to noon or 2pm to close)	35.00 (M)

Cady Way Park:

Group Events:

Small events (less than 400 people)	750.00 (M)
Large events (400 – 2,000 people)	1,650.00 (M)
Set up days for event preparation	75% of Small Event Fee (M)

CITY OF WINTER PARK - FEE SCHEDULE
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PARK FEES (continued)

Shady Park:

Group Events:

Small events (less than 400 people)	750.00 (M)
Large events (400 – 2,000 people)	1,650.00 (M)
Set up days for event preparation	75% of Small Event Fee (M)
Large Pavilion (20% Resident Military or 1 st Responder discount):	
Full day	125.00 (M)
Half day (open to noon or 2:00 pm to close)	90.00 (M)

Phelps Park:

Pavilion Rental (20% Resident, Military or 1 st Responder discount)	
Full day	100.00 (M)
Half day (open to noon or 2:00 pm to close)	60.00 (M)
Small Pavilion (20% Resident, Military or 1 st Responder discount)	
Full day	60.00 (M)
Half day (open to noon or 2:00 pm to close)	35.00 (M)

Kraft Azalea Garden:

Exedra area wedding	300.00 (M)
20% Resident, Military or 1 st Responder discount	
Exedra area wedding deposit	100.00 (M)

Violation of dog ordinance (issued by City Code Enforcement):

1 st offense	50.00 (M)
2 nd offense	100.00 (M)

Open Space Business Permit: Programs and Services offered in Central Park are limited to 50 attendees or less. Over 50 attendees will require a small event rental fee and application.

Twenty attendees or less	35.00 (M)
Over twenty attendees	110.00 (M)

Open Space Park Concessionaire Permit:

Category A: Prepackaged food/beverage, no cooking.	
Per sales day per sales station	25.00 (M)
Per week (three day limit) per sales station	60.00 (M)
Per month (12 day limit) per sales station	150.00 (M)
Category B: Prepared Food as defined by Florida DBFR.	
Per sales day per sales station	50.00 (M)
Per week (three sales day limit) per sales station	120.00 (M)
Per month (12 sales day limit) per sales station	300.00 (M)

Open Space Park Photography Business Permit:

Daily Fee	25.00 (M)
Weekly Fee	60.00 (M)
Annual Fee	500.00 (M)

CITY OF WINTER PARK - FEE SCHEDULE
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SPECIAL EVENT AND MISCELLANEOUS FEES

MISCELLANEOUS CHARGES: Rental equipment fees allocated to equipment replacement account.

Special Use permit fee	25.00 (M)
Building and Pavilion Holiday Rate	Time and ½ Regular (M)
.....	Rental Rates (M)
Facility rental building late payment fee	5% of balance due (M)
Special event application fee	50.00 (M)
Parks Alcohol Usage Request Application Fee (non-refundable).....	50.00 (M)
Sat Market Tables, each (round and rectangular, inside use only).....	8.00 (M)
LCD projector and screen.....	50.00 (M)
Wireless microphone	50.00 (M)
Pipe and Drape	50.00 (M)
Portable stage	100.00 (M)
Staffing (per hour)	35.00 (M)
Crowd control fencing (per 200 feet).....	150.00 (M)
Special event trailer with tables and chairs	300.00 (M)
Equipment Rental - Per Event:	
Banquet tables (each, off site events only)	5.00 (M)
Folding chairs (each)	2.00 (M)
Podium (each)	20.00 (M)
Portable public address system	75.00 (M)
Set-Up/Breakdown.....	50.00 (C)
Operator (hourly).....	30.00 (C)
Risers 3' x 8' (each)	40.00 (M)
Table skirts (each)	15.00 (M)
Tent 20' x 40'	375.00 (M)
Tent 10' x 10'	75.00 (M)
Tent 10' x 10' Fire Rated 701.....	100.00 (M)
Portable Scoreboard per day	50.00 (M)

Cancellation Fees:

Pavilions and Fields (no deposit is required):

Cancellation with less than 7 days notice	No refund (M)
Cancellation with 8-90 days notice	Retain 25% of rental fee (M)
Cancellation with over 90 days notice	\$20 processing fee (M)

Buildings*, amphitheater, park rentals (deposit is required):

Cancellation with less than 30 days notice	Retain 100% of rental fee (M)
Cancellation with 30-60 days notice	Retain deposit (M)
Cancellation with 60-90 days notice	Retain 50% of deposit (M)
Cancellation with over 90 days notice	\$20 processing fee (M)

A double deposit is required for all functions charging admission and serving alcohol

A double deposit is required for all functions for minors charging admission