



# Community Redevelopment Advisory Board Regular Meeting

## Agenda

**July 25, 2024 @ 5:30 PM**

City Hall Commission Chambers  
401 S. Park Avenue

### welcome

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### please note

Times are projected and subject to change.

- 
- 1. Call to Order**
  - 2. Consent Agenda**
    - a. Approve the minutes of June 27, 2024 1 minute
  - 3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
  - 4. Action Items**
    - a. FY24-25 Budget 50 minutes
  - 5. Non-Action Items**
  - 6. Staff Updates**
  - 7. Board Comments**
  - 8. Upcoming Agenda Items**
    - a. Misc. Enhancements Projects
  - 9. Adjournment**



# Community Redevelopment Advisory Board

## agenda item 2.a

**item type**

Consent Agenda

**meeting date**

July 25, 2024

**prepared by****approved by**

Peter Moore, Director of Office of  
Management and Budget

**subject**

Approve the minutes of June 27, 2024

**motion | recommendation****background****alternatives | other considerations****fiscal impact****attachments**

1. CRAB-2024-06-27 DRAFT edited



# Community Redevelopment Advisory Board Regular Meeting Minutes

**June 27, 2024 at 5:30 PM**

City Hall Commission Chambers  
401 S. Park Avenue

## **Present**

Carlos Benitez, Jay Trent, Lindsay Eriksson, Pragasen Ramiah, Michael Perelman

## **Absent**

Sherwin Sargeant, Chauvet Paige

## **Staff Present**

Assistant Division Director of Economic Development and CRA Kyle Dudgeon, CRA Coordinator Anne Sallee

### **1. Call to Order**

Kyle Dudgeon called the meeting to order at 5:31 p.m.

- a. Board member introductions

### **2. Consent Agenda**

- a. Approve the minutes of February 22, 2024

**Motion made by Carlos Benitez to approve the minutes, seconded by Jay Trent Motion carried unanimously with a 5-0 vote.**

- b. Approve the minutes of April 25, 2024

**Motion made by Carlos Benitez to approve the minutes, seconded by Jay Trent Motion carried unanimously with a 5-0 vote.**

### **3. Public Comments (for items not on the agenda):**

Forest Michael from 358 Railroad Ave. serves on a committee that was formed to enhance Shady Park with MLK and Pioneer's monuments. Mr. Michael stated the heart of Hannibal Square is being eaten away by new development, and the committee would like to work with the Board and CRA on preserving what is left.

### **4. Action Items**

- a. Vote for Chair and Vice-Chair

**Motion made by Jay Trent to nominate Carlos Benitez as Chair; seconded by Ms. Ericksson. Mr. Benitez accepted. Motion made by Carlos Benitez to nominate Jay Trent as Vice-Chair. Jay Trent declined, and made a motion to nominate Michael Perelman, seconded by Carlos Benitez. Mr. Perelman accepted; Motions carried unanimously with a 5-0 vote.**

## **5. Non-Action Items**

- a. CRA 101

Mr. Dudgeon introduced CRA 101. The presentation included the following: a map of the CRA area, an explanation of the trust fund that covers the two CRA districts, projects, programs and partnerships that are within the governing State Statute 163, and CRA demographics. Slides were shown, displaying the CRA community program and enhancement support, business programs, economic growth, affordable housing, streetscape improvements and capital projects. CRA assists with providing summer youth employment and physical improvements to buildings within the CRA district.

Mr. Perelman asked for the percentage of work being performed in residential areas vs commercial areas. Mr. Dudgeon stated that since 2002, the average has been 46% to 54%, the aim is for 50/50. Mr. Dudgeon was asked by Mr. Perelman, how many homesteads in the CRA. Mr. Dudgeon responded approximately 38%.

Mr. Dudgeon played a new CRA video, a marketing idea that came from the last board meeting. Mr. Perelman suggested promoting the video to an audience who needs the resources of the CRA. Mr. Ramiah suggested staff present the video to resident association meetings. Ms. Eriksson asked if any of the CRA programs involve tree trimming and maintenance. Mr. Dudgeon advised there have been discussions, but no programs. Mr. Benitez asked if the revenue is spent every year or if it is carried over. Mr. Dudgeon explained the funds for capital projects are carried over. Allocated program funds, if not used are rolled back into the trust fund. The CRA is required to do an annual report that doubles as a marketing tool. It is also required to perform an independent audit.

- b. CRA Board Budgeting

Mr. Dudgeon explained the CRA 10 Year Pro forma and advised Mr. Perelman that the gross revenue amount is \$8M per year. He explained the proposed project funding for future projects and the importance of being flexible and prioritizing. Mr. Dudgeon reviewed the funding of current and future projects. Mr. Perelman stated his concern that the funds for some of the proposed projects will be lost. Mr. Dudgeon stated that proposed projects can be reprioritized by the Agency. Mr. Dudgeon also displayed on a

slide, the funded miscellaneous enhancement project fund and suggested he work with the Board on identifying projects to be carried out. Examples include; gateways to Park Ave., expanding the condensate program and updating the kiosks with enhanced technology.

## **6. Staff Updates**

### **a. Project Updates**

Staff was contracted through City management to acquire both parcels of Lake Rose, the 1980 Sinkhole property. The mission was to incorporate the two properties with the MLK park improvement. Mr. Benitez would like to see Lake Rose cleared out.

Mr. Benitez clarified the meaning of participatory budget. Mr. Perelman questioned the approval process for CRA programs. Mr. Dudgeon advised that staff approves projects under \$75K. If project is over \$75K, then the City Commission/Agency will approve. Mr. Dudgeon explained the qualifications for assistance through CRA and showed a slide of the capital project updates.

## **7. Board Comments**

Mr. Perelman asked Mr. Dudgeon to notify the Board of CRA Agency activities.

## **8. Upcoming Agenda Items**

Budget will be presented next month.

## **9. Adjournment**

The meeting adjourned at 6:47 p.m.

Approved by the board on  
/s/ Bahiyyah Layton, Board Coordinator



# Community Redevelopment Advisory Board

## agenda item 4.a

### item type

Action Items

### meeting date

July 25, 2024

### prepared by

Kyle Dudgeon, Assistant Division Director of  
Economic Development/CRA

### approved by

Peter Moore, Director of Office of  
Management and Budget

### subject

FY24-25 Budget

### motion | recommendation

Approve as presented

### background

#### *Revenue:*

Budget estimates suggest increment revenue will increase 6.6%. With added interest earnings and revenue totals are projected at \$9.17 million. Contributions from Orange County over \$2 million in increment revenue are met with a 30% rebate and a 50% rebate of contributions over \$3 million. The CRA will rebate \$1,440,000 to the County as part of this agreement. This will be the sixth-year increment revenue contributions to the trust fund by the City exceed that of the County. CRA revenues are extremely sensitive to changes in the real estate market. Commercial property taxes make up 70% of the CRA TIF revenues and therefore performance of that market will greatly determine CRA project capacity. With the useful life of the CRA remaining at two years, capital capacity could fluctuate quickly depending on market conditions, capital expenditures, and rising project costs.

#### *Expenses:*

Through July 2024, actual expenditures of the CRA are seeing adjusted inflated costs due to the rise in labor and building materials. This is having an effect on budget estimates. As a result, staff has proposed a budget that anticipates additional program costs, maintains all debt service payments, supports operations, fulfills all contracts, and includes capital improvement projects for consideration. For FY24-25, general personnel and indirect costs are expected to each stay at ten percent or below of total expenditures. Debt Service shows no significant change. The table below demonstrates budget expense categories consistent with the proforma for FY24-25.

| <b>FY24-25 CRA Budget</b>    |                    | <b>%</b>    |
|------------------------------|--------------------|-------------|
| <b>Expenses</b>              |                    |             |
| Personnel & Indirect Costs   | \$841,465          | 9%          |
| General Operating            | 765,745            | 9           |
| Community Initiatives        | 1,019,000          | 11          |
| Capital Maintenance          | 150,000            | 2           |
| Debt Service                 | 1,066,442          | 12          |
| Misc. Capital Enhancements   | 140,000            | 2           |
| Proposed Additional Projects | 5,000,000          | 56          |
| <b>Total:</b>                | <b>\$8,982,652</b> | <b>100%</b> |

Personnel & Indirect Costs: Identified as any cost related to salaries, wages, and benefits.

General Operating: Costs associated with operating supplies, memberships, books, periodicals, equipment, promotional activities, travel and training, and contractual services.

Community Initiatives: Includes CRA resident and business programs, support funding for the Winter Park Community Center and other nonprofits. Staff has added, at minimum, an additional 10% to support funding to combat inflation.

Capital Maintenance: Funding for parking agreements within the CRA district.

Debt Service: Approved bonds through the CRA. Bonds are expected through the existing life of the district.

Capital Projects: Projects included as part of the capital improvement plan (e.g. FY24-25 proforma). This also includes miscellaneous enhancement projects such as the moonlight garden project, downtown sidewalk repair, parking sensors, condensate drainage program, and pedestrian safety improvements such as rapid rectangular flashing beacons (RRFBs). The intention is to provide opportunities within the budget for the CRA to respond quickly to requests and immediate concerns.

### **Capital Improvement Plan**

The proposed capital improvement plan estimates future increment revenue growth, project costs, and Agency direction into the remaining life of the CRA. At this time, conservative growth (roughly 5.0% average) is presumed through 2027. For reference, the attached CRA pro forma sheet hypothesizes potential future increment growth yet to be determined.

To date, staff has moved forward with the proposed CIP plan as presented. However, the unresolved matter of the city's requested CRA extension to Orange County would significantly alter any proposed CIP plan in terms of time, resources, and new project eligibility. A resolution is anticipated this fall. It is common practice for the Winter Park CRA to participate in an early/midyear check on its CIP items to account for updated costs, new information and prioritization. Staff anticipates this at the next approved meeting currently proposed in November.

## Funding Highlights

The chart below represents highlights of new funding for the upcoming fiscal year divided by project, program, and community development support:

### *Budget Highlights:*

| <b>Project Funding</b>               | <b>Cost</b>        | <b>Budget Category</b>     |
|--------------------------------------|--------------------|----------------------------|
| 17/92 Streetscape                    | \$2,000,000        | Capital Projects           |
| Regional Stormwater Initiatives      | 1,500,000          | Capital Projects           |
| USPS Site Acquisition                | 1,500,000          | Capital Projects           |
| Small Scale CRA Projects Fund        | 140,000            | Misc. Capital Enhancements |
| <b>Program Funding</b>               |                    |                            |
| Housing Renovation Program           | \$200,000          | Community Initiatives      |
| Business Facade Program              | 100,000            | Community Initiatives      |
| Summer Youth Employment Program      | 35,000             | Community Initiatives      |
| Paint/Driveway Programs              | Rollover           | Community Initiatives      |
| <b>Community Development Support</b> |                    |                            |
| Winter Park Library                  | \$368,000          | Community Initiatives      |
| Community Center Programming         | 75,000             | Community Initiatives      |
| Heritage Center Operations           | 50,000             | Community Initiatives      |
| Park Avenue District (Main Street)   | 50,000             | Community Initiatives      |
| Winter Park Playhouse                | 47,000             | Community Initiatives      |
| Welbourne Nursery Program            | 41,000             | Community Initiatives      |
| Snow in the Park                     | 40,000             | Community Initiatives      |
| Depugh Nursing Home                  | 23,000             | Community Initiatives      |
| Enzian Popcorn Flicks                | 10,000             | Community Initiatives      |
| <b>Total:</b>                        | <b>\$6,179,000</b> |                            |

The table highlights over \$6.1 million of new investment by the CRA to the district in project, program, and community development funding. Included for discussion are the 17-92 Streetscape, Regional Stormwater Initiatives, USPS Site Acquisition, Small Scale CRA Projects, and program/community support updates.

### **17-92 Streetscape**

The \$2,000,000 for improvements to U.S. 17-92, or Orlando Avenue, is the second of a three-year allocation consistent with the local match required by the Florida Department of Transportation (FDOT). Staff expects this \$5.2 million dollar improvement to adjust given the rise in material in labor costs, it accounts for the pre-existing estimates for intersection improvements at Orlando Avenue and Fairbanks, Morse, and Webster Avenue including mast arms, landscaping, pedestrian curbing, and utility improvements including stormwater. In addition, the CRA's local contribution will provide for sidewalk improvements in excess of six feet where applicable and additional landscaping. Staff is currently working with FDOT and

consultants on new valuations for the proposed work.

### **Regional Stormwater Initiatives**

The \$1,500,000 allocation is the second of a three-year commitment to improving the CRA's environmental resiliency through stormwater mitigation. As a proactive measure, the CRA has committed to this by making funds readily and available at the conclusion of the City's Master Stormwater Study. Pending the completion, the CRA stands ready to assist in this effort by identifying itself as the financing tool for strategies large and small scale, to assist the residential and commercial constituent base of the CRA.

### **USPS Site Acquisition**

The \$1,500,000 allocation is the second of a three-year scheduled CIP item in the future event the Post-Office property becomes available.

### **Small Scale CRA Projects Fund**

The purpose of this line item is to be responsive to needs and concerns not considered as part of the city's budget within a given year. Put differently, it provides a financial opportunity to increase the city's level of service not considered in the city's budget. During the course of the year, the CRA will work with the CRA Advisory Board on a number of small and capital projects to be considered under this fund. Of note, staff is recommending the prioritization of a Knowles Avenue streetscape to assist with hardscape issues, reforming the dismantling of curbs from tree roots, signage, paint, and stormwater enhancements. Staff has had initial conversations with neighbors and merchants regarding this project and will continue to do so including the potential for temporary parking during construction.

### **Program Updates**

The budget provides for renewed funding for popular resident and business grant programs within the district.

### **Community Development Support**

Funding for supporting partners has increased to account for inflation.

## **alternatives | other considerations**

Amend the budget

## **fiscal impact**

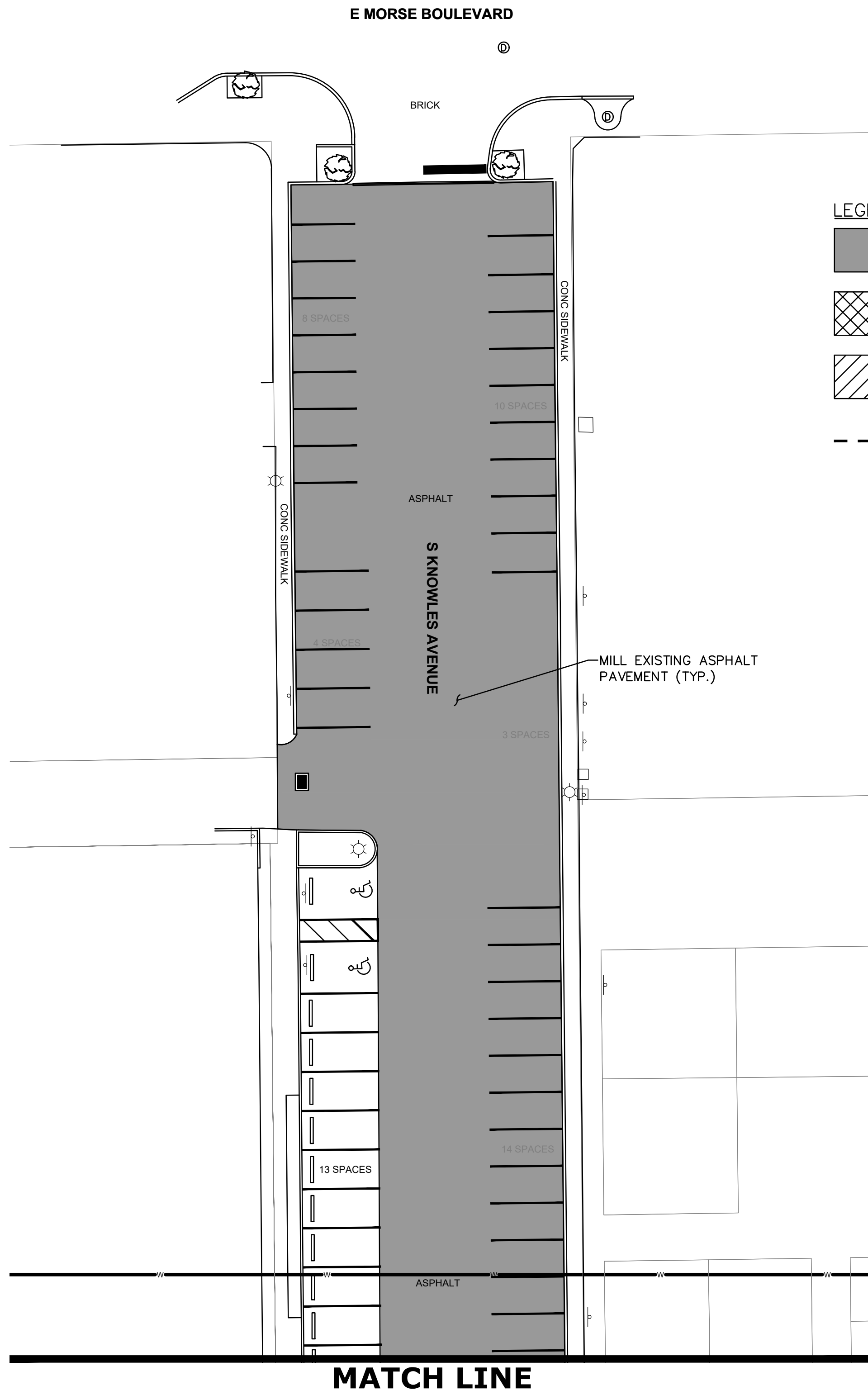
Allocations have been considered as part of the overall budget with pending review by the Agency.

## **attachments**

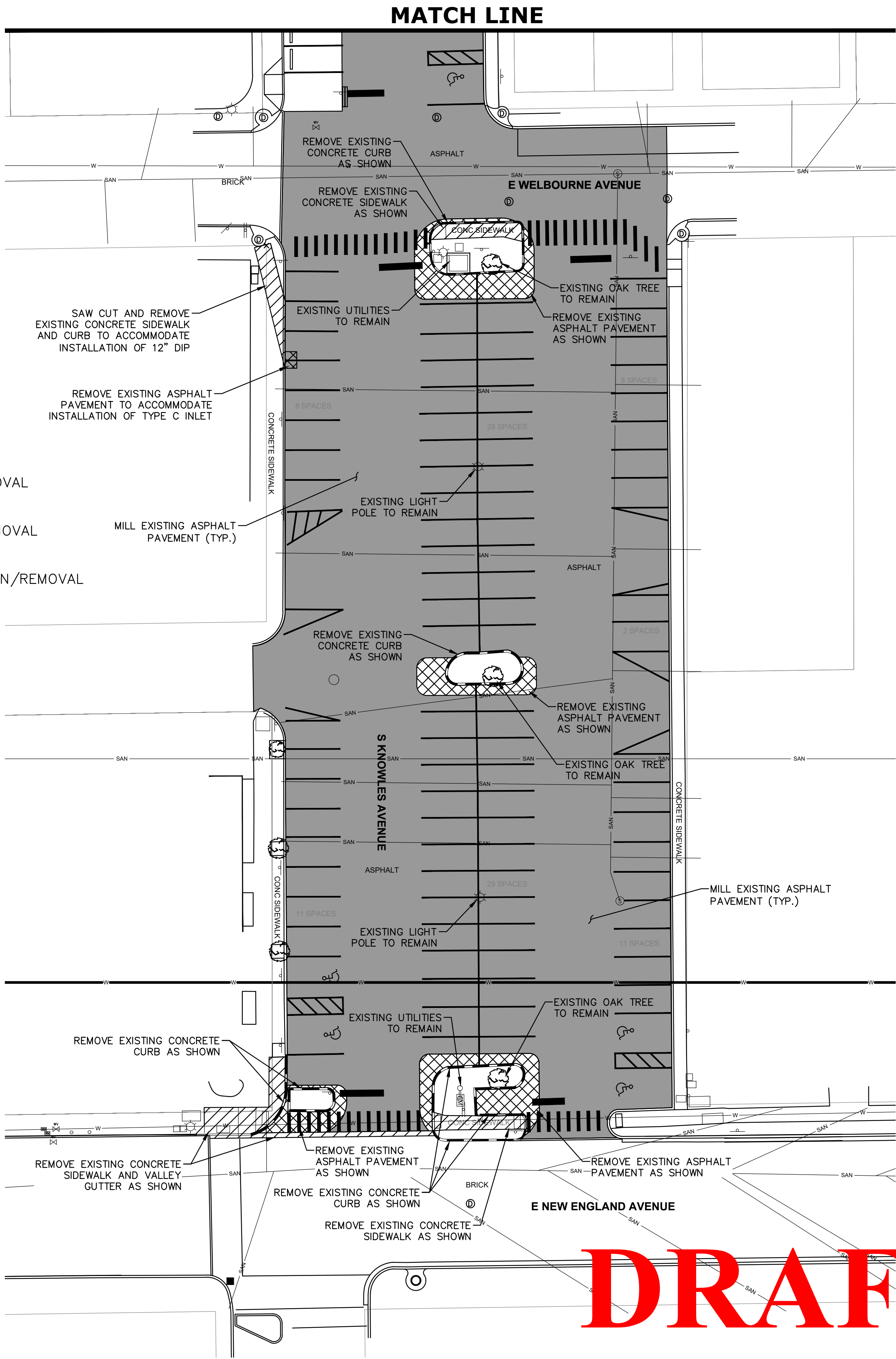
1. Ten Year Pro-Forma - FY 2025 - Final
2. KNOWLES\_PLAN\_DEMO-34x22
3. KNOWLES\_PLAN\_SITE-34x22

### Community Redevelopment Agency 10-Year Proforma

|                                                                                 | FY 2025     | FY 2026   | FY 2027    | FY 2028   | FY 2029 | FY 2030 | FY 2031 | FY 2032 | FY 2033 |         |
|---------------------------------------------------------------------------------|-------------|-----------|------------|-----------|---------|---------|---------|---------|---------|---------|
| ESTIMATED REVENUES                                                              |             |           |            |           |         |         |         |         |         |         |
| TIF Revenue - City                                                              | 4,872,398   | 5,164,742 | 5,371,332  |           |         |         |         |         |         |         |
| TIF Revenue - County                                                            | 3,840,034   | 4,070,436 | 4,233,253  |           |         |         |         |         |         |         |
| Investment Earnings                                                             | 427,913     | 427,913   | 427,913    |           |         |         |         |         |         |         |
| Misc. Revenues                                                                  | 30,000      | 30,000    | -          |           |         |         |         |         |         |         |
| CRA Revenues                                                                    | 9,170,345   | 9,693,091 | 10,032,498 |           |         |         |         |         |         |         |
| Fund Balance                                                                    | -           | -         | -          |           |         |         |         |         |         |         |
| Total Revenues                                                                  | 9,170,345   | 9,693,091 | 10,032,498 |           |         |         |         |         |         |         |
| ESTIMATED EXPENDITURES                                                          |             |           |            |           |         |         |         |         |         |         |
| Personnel & Indirect Costs                                                      | 841,165     | 881,777   | 919,411    |           |         |         |         |         |         |         |
| General Operating                                                               | 765,745     | 787,560   | 783,492    |           |         |         |         |         |         |         |
| Community Initiatives                                                           | 1,019,000   | 990,360   | 1,010,686  |           |         |         |         |         |         |         |
| Capital Maintenance                                                             | 150,000     | 156,000   | 161,460    |           |         |         |         |         |         |         |
| Misc. Capital Enhancements                                                      | 140,000     | 140,000   | 140,000    |           |         |         |         |         |         |         |
| Debt Service & Transfers                                                        | 1,066,442   | 710,568   | -          |           |         |         |         |         |         |         |
| Total Expenditures                                                              | 3,982,352   | 3,666,266 | 3,015,050  |           |         |         |         |         |         |         |
| Annual Surplus/Deficit (Funding Available for Additional Projects and Programs) | 5,187,993   | 6,026,825 | 7,017,448  |           |         |         |         |         |         |         |
| Proposed Project Addl. Funding                                                  | Est. Totals | FY 2025   | FY 2026    | FY 2027   | FY 2028 | FY 2029 | FY 2030 | FY 2031 | FY 2032 | FY 2033 |
| 17/92 Streetscape                                                               | 4,185,228   | 2,000,000 | 2,185,228  | -         |         |         |         |         |         |         |
| Regional Stormwater Improvements                                                | 3,500,000   | 1,500,000 | 2,000,000  |           |         |         |         |         |         |         |
| Post Office Purchase                                                            | 2,075,000   | 1,500,000 | 575,000    | -         |         |         |         |         |         |         |
| Parking Improvements                                                            | 7,000,000   | -         | -          | 7,000,000 |         |         |         |         |         |         |
| Proposed CRA Project Funding Total                                              | 16,760,228  | 5,000,000 | 4,760,228  | 7,000,000 |         |         |         |         |         |         |
| Fund Surplus/Deficit                                                            |             | 187,993   | 1,266,597  | 17,448    |         |         |         |         |         |         |
| Cumulative Fund Balance (Reserves)                                              | (246,334)   | (58,341)  | 1,208,256  | 1,225,704 |         |         |         |         |         |         |

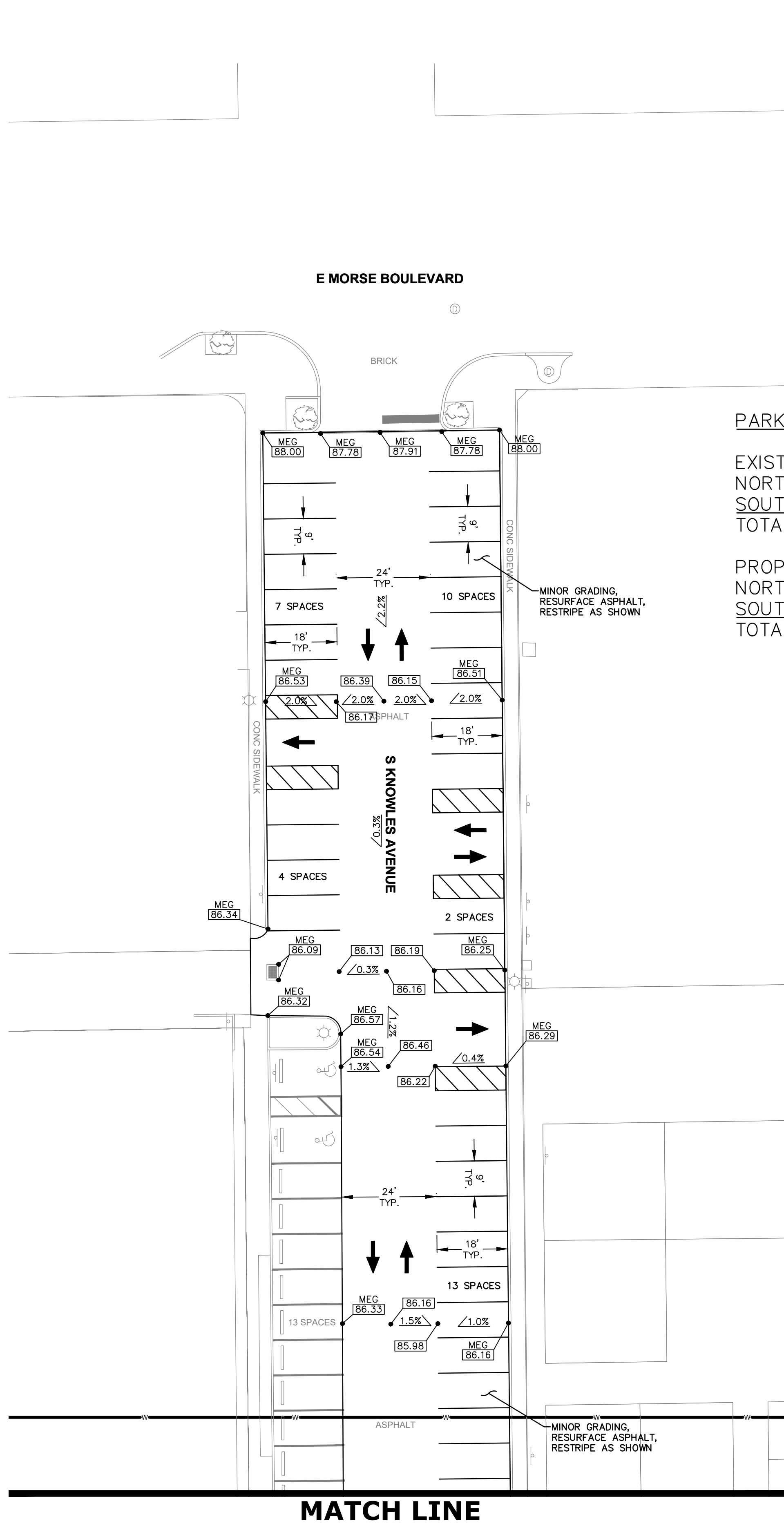


- LEGEND:**
- ASPHALT MILLING
  - ASPHALT DEMOLITION/REMOVAL
  - CONCRETE DEMOLITION/REMOVAL
  - CONCRETE CURB DEMOLITION/REMOVAL



**DRAFT**

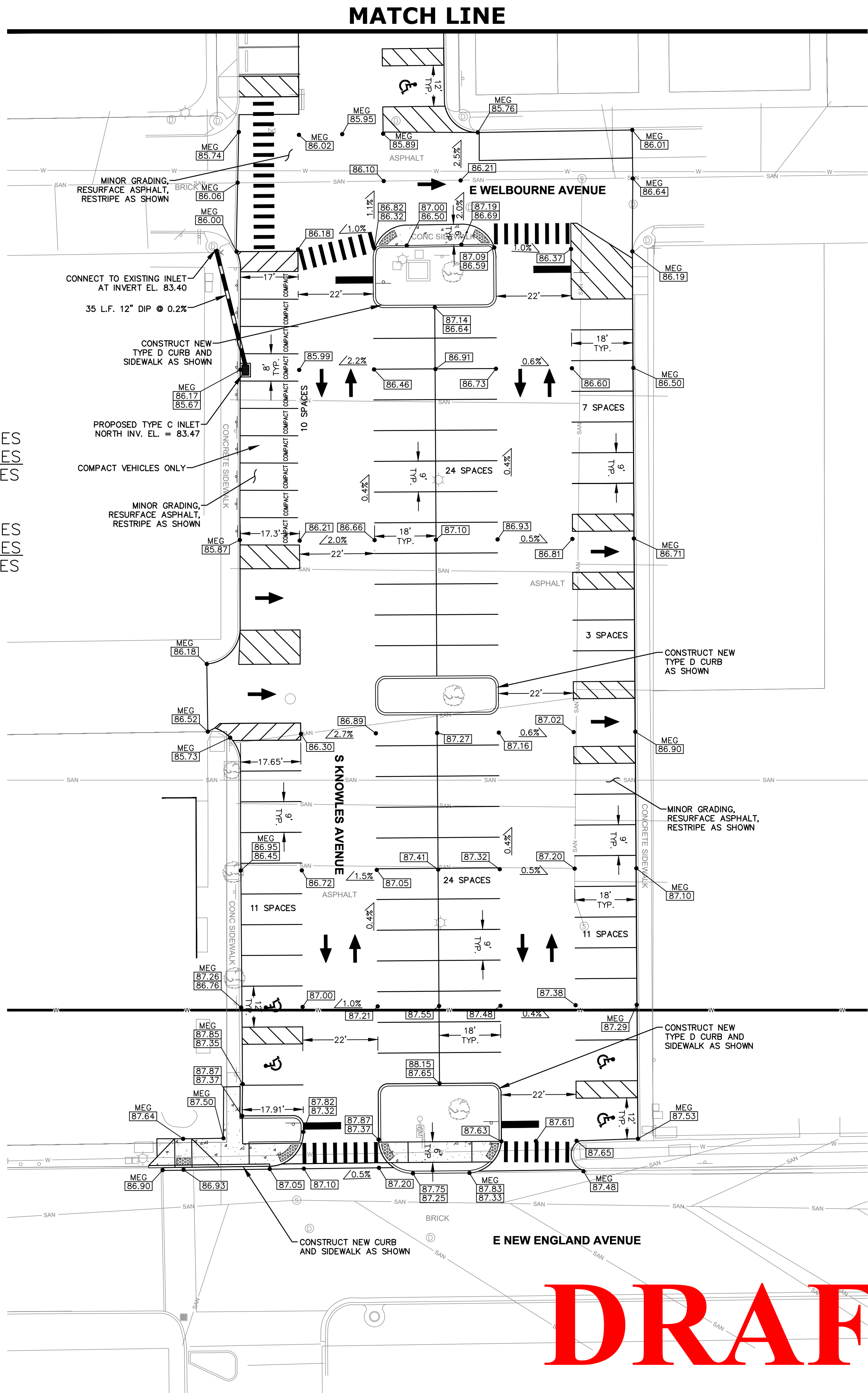
|                                                                                                        |                    |                 |                  |                   |           |            |          |      |                            |                  |                  |                |    |
|--------------------------------------------------------------------------------------------------------|--------------------|-----------------|------------------|-------------------|-----------|------------|----------|------|----------------------------|------------------|------------------|----------------|----|
| FILE NAME<br>PLOT CODE<br>CAD Plot.CTB                                                                 | DESIGNED BY<br>BLP | DRAWN BY<br>BLP | CHECKED BY<br>HL | APPROVED BY<br>DM | REVISIONS | REVISED BY | CHKD. BY | DATE | PROJECT NUMBER<br>00-00-00 | DATE<br>12-05-23 | 1 INCH = 20 FEET | SHEET NO.<br>1 | of |
|                                                                                                        |                    |                 |                  |                   |           |            |          |      |                            |                  |                  |                |    |
| SITE DEMOLITION PLAN                                                                                   |                    |                 |                  |                   |           |            |          |      |                            |                  |                  |                |    |
| S KNOWLES AVE. BETWEEN<br>MORSE BLVD. AND NEW ENGLAND AVE.                                             |                    |                 |                  |                   |           |            |          |      |                            |                  |                  |                |    |
| City of Winter Park<br>401 Park Avenue South<br>Winter Park, Florida 32789<br>Telephone (407) 599-3399 |                    |                 |                  |                   |           |            |          |      |                            |                  |                  |                |    |
| Winter Park, Florida                                                                                   |                    |                 |                  |                   |           |            |          |      |                            |                  |                  |                |    |



PARKING SUMMARY

EXISTING CONDITION:  
NORTH OF WELBOURNE AVE. = 52 SPACES  
SOUTH OF WELBOURNE AVE. = 97 SPACES  
TOTAL PARKING = 149 SPACES

PROPOSED CONDITION:  
NORTH OF WELBOURNE AVE. = 49 SPACES  
SOUTH OF WELBOURNE AVE. = 90 SPACES  
TOTAL PARKING = 139 SPACES



DRAFT

|                  |          |
|------------------|----------|
| PROJECT NUMBER   | 00-00-00 |
| DATE             | 12-05-23 |
| 1 INCH = 20 FEET |          |
| SHEET NO.        | 1 of 1   |

SITE CONSTRUCTION PLAN

S KNOWLES AVE. BETWEEN  
MORSE BLVD. AND NEW ENGLAND AVE.

Winter Park, Florida

City of Winter Park

401 Park Avenue South  
Winter Park, Florida 32789  
Telephone (407) 939-3399

DESIGNED BY: BLP  
DRAWN BY: BLP  
CHECKED BY: HL  
APPROVED BY: DM

|           |            |              |
|-----------|------------|--------------|
| FILE NAME | FLAT CODE  | CAD Plot.CTB |
| DATE      | REVISED BY | CHD. BY      |
|           | REVISIONS  |              |



## Community Redevelopment Advisory Board

# agenda item 8.a

**item type**

Upcoming Agenda Items

**meeting date**

July 25, 2024

**prepared by**

Kyle Dudgeon, Assistant Division Director of  
Economic Development/CRA

**approved by**

Peter Moore, Director of Office of  
Management and Budget

**subject**

Misc. Enhancements Projects

**motion | recommendation****background****alternatives | other considerations****fiscal impact****attachments**

None