

CITY OF WINTER PARK
COMMUNITY REDEVELOPMENT AGENCY

401 Park Avenue South
Winter Park, FL 32789
October 8, 2007

Mayor Strong convened the meeting at 2:00 p.m.

Members present:

Chairman David Strong
Commissioner Margie Bridges
Commissioner Douglas Metcalf (arrived 2:07)
Commissioner John Eckbert (arrived 2:58)
Orange County Representative Stanley Roberts

Also present:

Interim City Manager Randy Knight
Deputy City Clerk Nancy McLean

Absent

Commissioner Karen Diebel

ADMINISTRATIVE ITEMS

(A) Approval of Minutes-----August 13, 2007

CRA Director Sherry Gutch asked that additional language be included in the minutes. **Motion made by Representative Roberts to table this item; seconded by Commissioner Bridges. The motion carried unanimously with a 3-0 vote. Commissioners Eckbert, Metcalf and Diebel were absent.**

1. CRA MANAGER REPORT

(A) Hannibal Square Community Land Trust (HSCLT) Staff Assessment

Assistant CRA Manager Peter Moore presented an assessment of the relationship between the HSCLT and the City/CRA and their common purpose of providing affordable housing. This was requested by the CRA Advisory Board at the August 28, 2007 work session. Mr. Moore outlined the timing of events between the City and the HSCLT; explained and explored City and HSCLT adherence to five year financial analysis and action plan; looked at the Community Land Trusts (CLT's) around the country and how their funding relationships compare to the HSCLT; and addressed steps and recommendations to improve both organizations going forward. Mr. Moore and CRA Manager Gutch answered questions posed by the Commission.

Commissioner Metcalf spoke about workforce housing needs and the need for role models and mentor's to support the Westside community. Ms. Gutch addressed speaking to CLT Executive Director Bedilia Campbell about mentorship opportunities who told her they have a community contribution piece as part of their selection criteria that was included for the prioritization of the applicants for these homes. Ms. Gutch clarified that the CLT is not the only thing they need to do in terms of affordable housing; she believed there should be a variety of different affordable housing options and it could potentially be City-wide.

(B) Hannibal Square Community Land Trust Update

CLT Executive Director Bedilia Campbell, provided an update on the status of their affordable housing initiatives including the Comstock property. She spoke about workforce housing and trying to have a variety of people interested such as firefighters, teachers and police who attended a workshop and showed interest.

Ms. Campbell announced their fund raiser on October 14 where they were featuring the green building aspect along with the homes on Comstock. She stated they were hoping to receive a positive response (at the end of the month) from the Bank of America \$200,000 grant that was submitted. She addressed being involved with other grants and their organization being young and without a lot of history but are engaging with different partnerships to assist with home buyer education. She stated they are also getting contributions and partnering with the Winter Park Health Foundation and are trying to increase their other forms of funding as well as working with the City to formulate the grant agreement. She stated they believed these were guidelines they were willing to meet and they wanted to make this a win-win situation which would be something the City could be proud of as well as their organization.

Commissioner Bridges asked about the criteria from a real estate standpoint. Ms. Campbell explained the application process and the timeline for projects. Commissioner Bridges asked if they had a real estate expert helping the applicants through the process. Ms. Campbell explained that the Mortgage and Credit Center was helping and ensuring that the five applicant's paperwork is prepared for the lender and any of the subsidy organizations. She stated the five applicants are presently with the Credit Counseling Agency which is guiding them through this process so they can move forward.

Commissioner Metcalf asked if there was something that encouraged City employees, nurses and teachers that this was an opportunity for them. Ms. Gutch stated there was an article on the CLT homes and it was a part of the City Update newsletter. Ms. Campbell commented that there were no City employee applicants at this time; however one of their current homeowners is a City employee. Ms. Gutch explained she has spoken to some employees that went to the workshops and the reasons why they have not pursued this opportunity was because they do not buy into the Land Trust concept of not owning the land or they grew up in West Winter Park and do not want to move back. She stated they can do more to inform employees about these opportunities being available and will send out an email to City employees and have them contact Ms. Campbell.

(C) Florida Supreme Court Ruling/CRA Impact

Interim City Manager Randy Knight explained that the Florida Supreme Court recently decided against Escambia County in a 7-0 decision regarding their right to issue debt based on ad-valorem increment financing. They argued that any debt issue based on tax increment financing that did not go to public referendum for approval was in violation of the Florida Constitution. He stated there was a request for a re-hearing which was scheduled for October 9; in the meantime it was unclear who would be included in a referendum: the CRA district, the City as a whole, or all of Orange County since some of the tax money came from them. He stated they hoped to get clarification on this after tomorrow's hearing but they did not expect them to reverse their ruling.

(D) Business Resource Exchange Seminar

Ms. Gutch provided an update of the first CRA-hosted Business Resource Exchange Seminar on October 10. She stated there would be numerous service providers throughout the region that would give an overview of their programs and services. She explained that the seminar is designed to assist those who want to start a business or want to grow their existing business. She stated that an invitation was being mailed to every resident and business owner within the CRA.

ACTION ITEMS

- (A) Fiscal Year 2007/2008 Project Reallocation Request**
- (B) Pennsylvania and Garfield Notice of Disposal**
- (C) Bridgebuilders Grant Agreement**
- (D) Enzian (Popcorn Flicks) Grant Agreement**
- (E) Welbourne Nursery Grant Agreement**
- (F) Hannibal Square Heritage Center Grant Agreement**
- (G) Program Committee Social Programming Funding Recommendations and Grant Agreements**
- (H) Amended Housing Rehabilitation Program**
- (I) HSCLT Operational Grant Agreement**

The following items were pulled from the Action Items list and discussed separately: a, b, and c.

Motion made by Representative Roberts to approve Action Items (d, e, f, g, h and i); seconded by Commissioner Bridges and carried unanimously with a 5-0 vote. Commissioner Diebel was absent.

A. Fiscal Year 2007/2008 Project Reallocation Request

Interim City Manager Randy Knight explained there were a few different scenarios because of the recent Supreme Court ruling with not being able to issue debt. He stated they had debt that had been issued for specific projects that have not been done yet and there was money left over; these were the New England Streetscape project, Gar-Penn Avenue Business Center and the Lake Island performance stage. He commented that these funded projects could be re-allocated and these re-allocations would have to be approved by Orange County. He also listed projects that they wanted to fund out of the Reserves in the CRA as well as the reallocation of those monies from the other debt. He named projects to be put on hold until the debt financing issue is resolved. Mr. Knight answered questions.

Motion made by Commissioner Eckbert to approve staff's recommendation of the re-appropriation request and proposed project funding; seconded by Commissioner Bridges and carried unanimously with a 5-0 vote. Commissioner Diebel was absent.

B. Pennsylvania and Garfield Notice of Disposal

Ms. Gutch provided the information on the intent of the HSCLT to become self-sufficient within five years when it was founded. She stated the five-year Action Plan presented to the Agency in February 2005 outlined the use of the property as a mixed-use development to secure a revenue stream to support operations of the HSCLT; this project was delayed, then went for an RFP and

both proposals received were found to be inadequate for the amount of revenues they would return relative to the risk involved. She continued that since this concept was initially discussed, there have been significant changes in the real estate market; based on the proposals received from the previous RFP and the recent Supreme Court ruling, it is financial unfeasible for the CRA to pursue a joint venture to develop the lot. She addressed staff's recommendation to move forward with the Notice of Disposal which would be very broad and include the consideration of a property swap and a public benefit component. The public benefit component may include the CRA partnering to provide rental subsidies for start-up businesses. She stated that by issuing the Notice of Disposal we are not committing the City to accepting any of the proposals. Staff is determining what we could receive in the open market for this property; if the proposals received are not satisfactory staff will make an alternative recommendation for the property. She stated it is staff's recommendation that the Notice of Disposal is pursued but that discussion of where the proceeds from the sale and/or swap go be delayed.

In the interim, in order to sustain the HSCLT, the City has committed to provide five years of operational support at \$60,000 per year to be paid from the Affordable Housing Fund. The City has provided 2 ½ years of funding. It has been under discussion that operational grants will cease after another 2 ½ years at which point the HSCLT would have to rely on alternative sources of funding for operational support.

She spoke about staff being asked to perform an assessment of the HSCLT and specific performance benchmarks within the HSCLT Grant Agreement. She continued that staff is proposing to hold-off on making a recommendation on where the proceeds should go if we elect to move forward with one of the proposals until April 2008 when the HSCLT has to submit a business plan to the City which will include a financing, marketing and development strategy. She further explained the requirements of the HSCLT and that after the performance benchmarks are reviewed, staff will be prepared to make a recommendation on where the proceeds should go; of the HSCLT substantially meets the performance benchmarks, it is intended that the proceeds from a sale or swap be committed to furthering the HSCLT as initially promised. Staff recommended approval of issuing a Notice To Dispose of the Pennsylvania and Garfield property and delay the recommendation on where the proceeds should be allocated until April 2008.

Mayor Strong commented that they will be doing a visioning process for all of the City's properties shortly and did not believe they should be selling this property or seek a sale until they go through this process because it may fit in with their overall vision for the community. He stated he did not support selling this property at this time. Commissioner Bridges agreed that this would be premature to take any action right now. Commissioner Metcalf commented that it was a great property and from a swap it point of view it would be an obvious choice for that purpose. Mayor Strong wanted this asset to be included in their inventory. Mr. Knight agreed to have this added.

Motion made by Commissioner Metcalf to reject staff's recommendation to dispose of this property; seconded by Commissioner Bridges and carried unanimously with a 5-0 vote. Commissioner Diebel was absent.

C. Bridgebuilders Grant Agreement

Ms. Gutch provided the following information on this item: the Bridgebuilders of Winter Park, Inc. were incorporated on November 5, 2003; it is an independent non-profit organization whose mission is to ensure that all persons living in Winter Park work together to create racial harmony, safe and secure neighborhoods and sensitive and informed responses to the needs of the

residents. She explained that the CRA FY 07/08 approved budget provides \$20,000 to support the Bridgebuilders Scholarship Program and that this grant agreement solidifies the partnership between the CRA and Bridgebuilders as it relates to the expenditure of funds. She further explained other funds the program has received and that staff recommended approval of the Bridgebuilders of Winter Park Inc. Grant Agreement.

Commissioner Bridges stated that she was supportive of this and would like to see if there was any way they could continue to work with Bridgebuilders and assist these young men and women when they come back and provide their skills and education to Winter Park. Ms. Gutch believed that was important and would speak to Ms. Baker and see how this could work as part of the program. Commissioner Metcalf asked if they tracked the students who received the scholarships in years past in terms of graduation from college and what they are doing or where they are now. Ms. Gutch said she would ask Ms. Baker. She also stated she has the information on what was given for scholarships last year and there were report requirements. Ms. Gutch thought that Commissioner Metcalf had a good point regarding the reporting requirements and there should be a section on when they graduated and ask if they moved back to the community and where they are working.

Motion made by Commissioner Bridges to approve the Bridgebuilders Grant Agreement; seconded by Commissioner Metcalf and carried unanimously with a 5-0 vote. Commissioner Diebel was absent.

D. Enzian (Popcorn Flicks) Grant Agreement

Staff provided the following background information regarding the Enzian Theater participating with the CRA and the City in producing the Popcorn Flicks in Central Park. Popcorn Flicks screens free films for the public and provides free popcorn to the audience.

The CRA FY 07/08 approved budget provides \$18,000 to support Popcorn Flicks. This grant agreement solidifies the partnership between the CRA and the Enzian as it relates to expenditure of funds. The funding Enzian received in Fiscal Year 2006/2007 allows them to show Popcorn Flicks through December of 2007; therefore, Exhibit "A" in the Grant Agreement is based on the calendar year.

Enzian intends to maintain average attendance of approximately 350 persons per showing, as well as offering twice annual movie presentations that cater more to the minority population of the Westside of Winter Park. It is a goal that one of these showings will occur during Black History Month in February of 2008, with the other to occur with the discretion of Enzian. All marketing of events will continue to be jointly publicized by both the Enzian and the CRA/City.

The Enzian has also expressed an interest in learning about how they may reach out to and appeal to the Westside community. The Enzian will provide the City with a Report on the expenditure of funds by August 1, 2008. Staff recommended approval of the Enzian Popcorn Flicks grant agreement.

E. Welbourne Nursery Grant Agreement

Staff provided the following information regarding the background of this item in the package. Welbourne Avenue Nursery and Kindergarten, Inc. (Welbourne), was established in 1927 and is the oldest nursery in Winter Park. Their mission is to provide affordable, quality childcare for working families living in Hannibal Square. Their programs serve very low to moderate income families and prepare their children for future academic success. Welbourne allows families to remain working and self-sufficient. The Welbourne Avenue Nursery uses the Creative Curriculum program, computers and age-appropriate software, daily observance, weekly in-class evaluations, and parent surveys to measure student performance. Each day, two home cooked meals and snacks are provided to students.

The CRA FY 2007/2008 approved budget provides \$7,000.00 to support Welbourne. This grant agreement solidifies the partnership between the CRA and Welbourne as it relates to expenditure of funds. Under this agreement the funding of \$7,000.00 will be used to provide for the purchase of new educational toys and housekeeping/dramatic play equipment for each classroom to promote creativity and quality educational development. This funding will continue to benefit CRA businesses and residents by providing high quality childcare in a safe supportive environment for the children by not increasing fees for required classroom improvements.

Welbourne will provide the City with a final report that includes a listing of how the funds were spent by August 1, 2008. Staff recommended approval of the Welbourne Avenue Nursery grant agreement.

F. Hannibal Square Heritage Center Grant Agreement

Staff provided the following information in the Commission package. The Heritage Center is a partnership project between the City of Winter Park, the Community Redevelopment Agency and Crealde' School of Art. The Heritage Center is a tribute to the past, present and future contributions of Winter Park's African American community.

The CRA Fiscal Year 2007/2008 budget allocates \$40,000 to Crealde' School of Art (Crealde') to be used for programming and operating the Heritage Center. The grant agreement solidifies the requirements of Crealde' as it relates to the programming and operation of the Heritage Center. There are specific reporting and performance measures that Crealde' is required to adhere to in the Grant Agreement.

As required in the Fiscal Year 2006/2007 Grant Agreement with Crealde', they have submitted their Final Report. The Final Report is on file with the City and Crealde' has fulfilled the grant requirements. Staff recommended approval of the Grant Agreement with Crealde' Arts, Inc.

G. Program Committee Social Programming Funding Recommendations and Grant Agreements

Staff provided the following information regarding the background of this item in the Commission package. The CRA FY 2007/2008 approved budget provides \$100,000 to support programs at the Winter Park Community Center. Programs are selected through a grant solicitation process and recommended by a Program Committee comprised of three City staff members and a community representative. As part of the selection process two community forums were completed. The first public forum was held on July 25th 2007. This was an open forum where the

community came and told staff what type of programs they would like at the Winter Park Community Center. The second public forum was held on September 12, 2007. At this forum the community and Program Committee heard presentations from 11 nonprofit organizations that responded to the August 16, 2007 grant solicitation for social & educational programming.

On September 13, 2007 the following 7 organizations were recommended for approval by the Program Committee:

FIRST CONGREGATION CHURCH	\$12,500	Art & Digital Technology
HEBNI NUTRITION	\$15,000	Health & Nutrition
KINGDOM FINANCIAL	\$12,900	Financial Literacy
MORGAN MINISTRIES	\$12,900	Mentoring (female) & College Readiness
THE NATIONAL MOVEMENT	\$14,200	Cultural Dance & Computer
SENIORS FIRST	\$12,500	Lunch & Transportation
WARNER CHAPEL OUTREACH	\$20,000	Tutoring, Senior Outreach, Mentoring (male)

These organizations will administer programs at the Winter Park Community Center over Fiscal Year 2007/2008. The attached grant agreements solidify the partnership between the CRA and the providers as it relates to programming. Staff recommended approval of the recommended Winter Park CRA program providers and the supporting agreements.

H. Amended Housing Rehabilitation Program

Staff provided the following information regarding the background of this item in the Commission package. The Community Redevelopment Agency (CRA) of the City of Winter Park developed a grant program in June 2002 to assist in improving the community housing stock, by rehabbing and enhancing owner occupied houses within the CRA. To date, 92 homes have participated in this program. The Housing Rehabilitation Program also provides a mechanism for property owners to bring their properties into compliance with code regulations.

Staff is proposing to update the program to make it more current and meet the needs of the community by offering more options and enhancements to the community. Staff would like to make the following changes/additions to the program:

- Replaces the separate Emergency Rehab and Total Rehab programs with a single program that gives priority to emergency needs.
- The former two Winter Park grants offered \$11,000 and \$15,000. The new program would offer each homeowner a total of \$20,000 for the life of the home. Once the funds are utilized, the applicant cannot apply for additional funds through Winter Park. They will be directed to Orange County's Total/Minor Grant program for further assistance.
- Will cover connectivity fees for all income qualified homes as a result of the Winter Park Electric Utility's program of undergrounding electric.
- Home modification work for elderly & disabled (65 & older) includes:
 - a. grab bars - installation of grab bar on tub wall, near toilet and along bed (if requested).
 - b. safety tread - installation of safety tread on floor of bathtub.
 - c. shower – installation of hand-held shower nozzle.
- Electrical – installation of GFI receptacles in baths and kitchen if none exist.
- Kitchen countertops – replace if dilapidated.
- Add stipulation that if a homeowner accepts home rehabilitation funds, a

five (5) year lien will be placed on the property for the amount of the grant, the CRA would forgive 20% every year as long as the home is not sold; at the end of the five year period the lien would be satisfied.

Staff recommended approval of the modified Home Rehabilitation Program.

I. HSCLT Operational Grant Agreement

The Hannibal Square Community Land Trust, Inc. (CLT) is the implementation arm for the City and Community Redevelopment Agency (CRA) Workforce Housing Program. The CLT is an independent non-profit membership corporation organized exclusively for charitable and educational purposes, including: the development and preservation of decent affordable housing in the area for very low, low and moderate income families; the promotion of neighborhood stability and the creation of a more equitable and stable system of property and housing opportunities; and the creation of home ownership opportunities for very low, low and moderate income families.

The CRA and CLT are at a point where they want to operate independently. In an effort to assist in the CLT's success and in order to sustain the HSCLT the City has committed to provide five years of operational support at \$60,000 per year to be paid from the Affordable Housing Fund. The City has provided 2 ½ years of funding.

This Grant Agreement solidifies the partnership between the CRA and CLT as it relates to expenditure of funds. To ensure that the CLT, City and CRA are in agreement with regard to expectations and performance, specific performance measures and goals are included within the Grant Agreement. To follow are some of the performance measures:

Updated Business Plan

By April 1, 2008 the HSCLT will provide the City with an update and expanded 5-year Business Plan. The update 5-year plan will include the following components:

- Financial Self-sufficiency Strategy
- Marketing Strategy
- Development Strategy

The purpose of the Plan is for the City to understand the HSCLT financial strategy and development activities so that we can determine future financial decisions.

Marketing Materials

By April 1, 2008 the HSCLT will provide the City with a report specifying the completion of the following marketing materials:

- Annual Report for most recent Fiscal Year
- HSCLT Website

Staff recommended approval of Hannibal Square Community Land Trust, Inc. Operational Grant Agreement.

2. **OLD BUSINESS**

There was no Old Business.

The CRA Agency meeting was adjourned at 3:14 p.m.



Chairman David C. Strong

ATTEST:



City Clerk Cynthia S. Bonham