

# Winter Haven Community Redevelopment Agency

## Board Meeting

September 14, 2009

5:00 p.m.

Winter Haven City Hall  
John Fuller Auditorium  
451 Third Street, N.W., Winter Haven, Florida

### AGENDA

1. Call to Order
2. Roll Call
3. Approval of Minutes  
June 8, 2009
4. CRA Budget Approvals
  - a. Downtown
  - b. Florence Villa
5. Project Updates
  - a. 3<sup>rd</sup> Street Streetscape South Extension Project
  - b. Avenue T Phase II/Florence Villa Phase IV
  - c. South Park Design
6. New Business
7. Comments from the Board and Public
8. Adjournment

If a person decides to appeal any decision made by the CRA with respect to any matter considered at such meetings or hearing, they will need a record of the proceedings, and that, for such purposes, they need to ensure that a verbatim record of the proceedings is made which record includes the testimony and evidence upon which the appeal is to be based (FS 286.0105). In accordance with the Americans with Disabilities Act and Florida Statutes, Section 286.26, persons with disabilities needing special accommodations to participate in this proceeding, should contact the CRA Director's Office, 451 Third Street, NW, Winter Haven, FL 33883, in writing no later than 48 hours prior to the proceeding. If not in writing, not later than four (4) days prior to the proceeding at (863) 291-5600. If hearing impaired call (863) 291-5624, or voice (800) 955-8770, for assistance.

**WINTER HAVEN COMMUNITY REDEVELOPMENT AGENCY  
BOARD MEETING**

**City Hall – John Fuller Auditorium  
451 Third Street NW  
Winter Haven, Florida**

**June 8, 2009**

**Minutes**

The meeting was called to order at 5 p.m. by Chairman Jeff Potter, in the John Fuller Auditorium of Winter Haven City Hall, 451 Third Street NW, Winter Haven, Florida.

**Board Members Present:** Chairman Jeff Potter, Mike Easterling, Nathaniel Birdsong, Jr., Yvonne Brooks, JP Powell, U.J. Johnson

**Board Member Absent:** Dr. James Threlkel

**Staff Present:** Dale Smith, Assistant City Manager/CRA Director; Drew Crawford, Attorney; T. Michael Stavres, Community Services Director; Kim Hansell, Strategic Initiatives/Capital Projects Division Director and Sheandolen Dunn, Executive Assistant/Deputy City Clerk

**Approval of Minutes:**

**Motion by Board Member Easterling** to approve the minutes of the March 9, 2009 meeting.

**Motion carried unanimously.**

**Façade Grant Application – Richard C. Mills – 39/41 Third Street SW**

**Dale Smith, Assistant City Manager/CRA Director,** provided an update and PowerPoint presentation on the Richard C. Mills Façade Grant Application located at 39/41 Third Street SW. In the FY 2008-09 Budget, the CRA approved an allocation for Façade Grants in the amount of \$20,000.

A commercial building that has historic significance can receive a 50-50 grant capped at \$10,000 if the project is for restoration of the original façade. Richard C. Mills is endeavoring to restore the old Hoffman Department Store building located at 39/41 Third Street SW to its original exterior.

The Façade Grant Application and related documents were reviewed and approved by the Main Street Design Committee on April 2, 2009.

On May 11, 2009, the Downtown Advisory Committee recommended the CRA Board approve the Richard C. Mills Façade Grant Application in the amount of \$10,000 for construction and restoration of the old Hoffman Department Store Building.

**Motion by Board Member Powell** to approve the Façade Grant Application of Richard C. Mills in the amount of \$10,000 for construction and restoration of the old Hoffman Department Store Building, located at 39/41 Third Street SW.

**Motion carried Unanimously.**

## PROJECT UPDATES

### Third Street Streetscape Project - Update

**Dale Smith, Assistant City Manager/CRA Director**, presented an update and PowerPoint presentation on the Third Street Streetscape Project which commenced on May 21, 2008 with improvements from Avenue A SW northward to Avenue D NW. The CRA budgeted \$1.5 million to pay for the reconstruction and streetscaping. The bid was awarded to Carl Hankins, Inc. in the amount of \$1,296,202.

The project is approximately 97% complete. The contractor is currently working on punch list items, while City staff completes the landscaping.

### **SOUTH EXTENSION (Avenue A SW to Avenue B SW)**

Plans for the South extension have been prepared by the Technical Services staff and forwarded to Carl Hankins, Inc. for a quotation to prepare a change order to the original Third Street project. This portion of the project will begin in early June 2009 and is anticipated to be completed in 90 days. Project funding is currently allocated in the 2008-09 CRA Budget.

Discussion ensued.

### Avenue T Phase II

**Dale Smith, Assistant City Manager/CRA Director**, presented an update and PowerPoint presentation on the Avenue T Phase II project. Construction began in August 2008 by CenState Contractors. The project is 95% complete with plantings, irrigation, electrical and light systems and crosswalks installed. The contractor is currently finalizing a punch list.

### Florence Villa Phase IV

**Dale Smith, Assistant City Manager/CRA Director**, provided an update and PowerPoint presentation on the Florence Villa Phase IV project. Florida Telecom began the Florence Villa Phase IV project in August 2008. This project is complete.

**Board Chairman Potter** commented on a job well done.

### Hill Building – Update

**Dale Smith, Assistant City Manager/CRA Director**, provided an update and PowerPoint presentation on the Hill Building which was purchased by the City on March 29, 2008. It is located at 131 3<sup>rd</sup> Street SW within an area essential to the City's CRA plans for redevelopment of the downtown retail component south of Central Avenue.

Demolition began on Monday, May 4, 2009. The bid was awarded to Cross Environmental, Inc. of Crystal Springs in the amount of \$55,265.

Avenue A SW was closed from Third Street SW to Magnolia Avenue for approximately two weeks. This project was completed on May 22, 2009.

Until future development occurs, this property will be graded and landscaped.

**Board members** commented on the neatness of the Hill Building demolition project.

### Purchase of Parking Lot @ 3<sup>rd</sup> Street and Avenue A SW

**Dale Smith, Assistant City Manager/CRA Director**, provided an update and PowerPoint presentation on the purchase of a vacant lot located on the northwest corner of 3<sup>rd</sup> Street and Avenue A SW. On March 12, 2009, Gold Properties, Inc. entered into a Contract for Sale and Purchase with the City of Winter Haven. This lot is adjacent to the Hill Building and within an area essential to the plans of the City and CRA for redevelopment of the downtown retail component south of Central Avenue.

In the short term, this lot will be used for parking; however, long-range planning calls for a mixed-use of parking and retail/residential use.

The Agreement:

- Established the sale price for the property at \$360,000.
- Indicated a closing date in June 2009.
- Was approved by the City Commission, authorizing the property's purchase at its April 13, 2009 meeting.
- Is subject to appraisal, testing, inspections, soil borings, survey and other due diligence which shall be completed within 45 days from the effective date, which is the date approved by the City Commission. Such tests and other matters must be satisfactory to the City as a condition precedent to close this transaction.
- In the event any appraisal, test, inspection, soil borings, survey and other due diligence matters set forth above are not acceptable to the City, it must notify the Seller in writing within the due diligence period. Thereafter, the City and the Seller shall be relieved of any further obligations and/or responsibilities and all deposits paid shall be refunded in full.

- Each agrees to cooperate in effecting a Section 1031 Tax Deferred Exchange under the Internal Revenue Code, if desired by either party, including execution of any documents that may be reasonably necessary to complete the exchange provided that:
  - The party requesting the exchange must bear all additional costs incurred in connection with it; and
  - The non-requesting party shall not be obligated to delay the closing or to execute any note, contract, or other document providing for any personal liability which would survive the exchange.

Two appraisals were completed for the property: Cowart and Associates valued the property at \$400,000 on November 12, 2008; J. Desi Groover with Groover Companies, Inc. valued the property at \$425,000 on November 19, 2008.

The City plans to utilize available CRA funds (via an Interlocal Agreement with the CRA) to fund the purchase.

### South Park Design - Update

T. Michael Stavres, Community Services Director, provided an update and PowerPoint presentation on the South Park Design. The City continues to work with Envisors on plans for South Park. A kick-off meeting for the South Park design took place on January 14, 2009. The project timeline calls for 30% plans in March, 60% in May, 90% in August and final plans in September. Preliminary schematics for the park should be ready in March, and will be presented to the Downtown Advisory Committee at its May meeting. Once the preliminary plans are complete, a public meeting will be scheduled to preview/discuss the design concepts.

Discussion ensued.

### New Business

None

### Comments from the Board or Public

T. Michael Stavres, Community Services Director shared a PowerPoint presentation on the Lake Maude Nature Park grand opening ceremony held on June 4, 2009.

Board Member Johnson commented on the upcoming ceremony for the Florence Villa Historical State Marker to be placed across from Lake Maude Park. This marker is sponsored by the Polk County Historical Commission.

### Adjournment

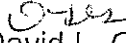
The meeting was adjourned at 5:50 p.m.


**WINTER HAVEN COMMUNITY REDEVELOPMENT AGENCY**  
**FACT SHEET**  
**September 14, 2009**

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**DATE:** September 3, 2009

**TO:** Winter Haven Community Redevelopment Agency

**VIA:**   
David L. Greene, City Manager

**FROM:** Dale L. Smith, Assistant City Manager/CRA Director   
Sheandolen P. Dunn, Executive Assistant/Deputy City Clerk

**SUBJECT:** 2010 Downtown CRA Budget Summary

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## BACKGROUND

The proposed Downtown CRA budget has been finalized for the 2009/2010 Fiscal Year. Highlights of the budget include the following:

- Revenues are anticipated to show a decline of approximately 12% with an expected total of \$1,738,462
- Debt service obligations for 2009/2010 total \$742,535
- Expenditures for the fiscal year include:
  - \$25,000 in TIP Downtown roadway improvements
  - \$216,521 for South Park Project Phase One Construction
  - \$30,000 for Miscellaneous Engineering/Planning services as needed
  - \$167,574 for repayment of the purchase of the parking lot north of the Hill Building that will be repaved and landscaped this coming year
  - \$610,832 final payment to the 2007 Construction fund for the purchase of the Hill Building
  - \$35,000 for sidewalk improvements
  - \$15,000 for promotional/marketing. This includes \$10,000 toward the University of South Florida Polytechnic "Accelerator" (Blue Sky East)
- Grant and aid programs are budgeted at \$100,000 remaining to the Ritz Theatre matching grant, \$15,000 for Main Street Grant, and \$20,000 for the Façade Grant program.

The proposed FY 2009/10 Budget was reviewed at the August 27, 2009 City Commission Budget workshop. The CRA Board will review the Downtown CRA Budget on September 14<sup>th</sup>, followed by a City Commission first reading later that evening.

**RECOMMENDATION**

Staff recommends that the CRA Board approve the 2009/2010 Downtown CRA Budget.

**ATTACHMENT:**

FY 2010 CRA Downtown Fund Summary

**CITY OF WINTER HAVEN**  
**FISCAL YEAR 2010**  
**CRA - DOWNTOWN FUND SUMMARY**

	2008 Actual Balance	2009 Amended Budget	09/30/09 Estimate	FY10 City Mgr. Recommended Budget
<b>REVENUES</b>				
Taxes / Ad Valorem	\$ 2,234,578.58	2,017,266	1,955,197	1,738,462
Grant - SWFMD	0.00	0	0	0
Grant - HUD EDI	247,500.00	0	0	0
Contribution from City	0.00	0	0	0
Transfer from 2007 Constr. Fund	490,142.04	0	0	0
Proceeds from Debt	0.00	0	360,000	0
Interest Earnings	33,327.32	18,000	18,000	20,000
Total	\$ 3,005,547.94	2,035,266	2,333,197	1,758,462
<b>EXPENDITURES</b>				
Personnel Expenditures	\$ 66,237.33	79,486	81,352	73,700
Operating Expenditures	31,560.32	355,615	324,989	127,722
Capital Expenditures	653,055.87	1,430,000	1,803,383	246,521
Transfer to Debt Svc Fund	0.00	0	0	0
Transfer to General Fund	859,607.04	751,607	751,607	742,535
Transfer to Construction Fund	0.00	610,832	610,832	610,832
Non-Departmental	165,965.60	484,339	426,232	425,491
Total	\$ 1,776,426.16	3,711,879	3,998,395	2,226,801
Excess of Revenues Over <Under> Expenditures	\$ 1,229,121.78	(1,676,613)	(1,665,198)	(468,339)
Beginning Cash Balance	904,415.22	2,133,537	2,133,537	468,339
Ending Cash Balance	\$ 2,133,537.00	456,924	468,339	0

City of Winter Haven  
Budget Worksheet Report

Account Number / Description	2008 Actual Amount	2009 Amended Budget	09/30/09 Estimate	FY10 City Mgr. Recommended Budget
<b>Fund: 108 - CRA - Downtown Fund</b>				
<u>Revenues</u>				
001 - Ad Valorem Taxes				
311100.000 Taxes-Real Estate & Personal	2,234,578.58	2,017,266	1,955,197	1,738,462
<b>Total: 001 - Ad Valorem Taxes</b>	<b>\$2,234,578.58</b>	<b>2,017,266</b>	<b>1,955,197</b>	<b>1,738,462</b>
015 - Federal Grant Revenue				
337300.200 HUD EDI Grant - Downtown Redev	247,500.00	0	0	0
<b>Total: 015 - Federal Grant Revenue</b>	<b>\$247,500.00</b>	<b>0</b>	<b>0</b>	<b>0</b>
055 - Interest Earnings				
361100.000 Interest on Investments	33,327.32	18,000	18,000	20,000
<b>Total: 055 - Interest Earnings</b>	<b>\$33,327.32</b>	<b>18,000</b>	<b>18,000</b>	<b>20,000</b>
087 - Debt Proceeds				
384000.000 Debt Proceeds	0.00	0	360,000	0
<b>Total: 087 - Debt Proceeds</b>	<b>\$0.00</b>	<b>0</b>	<b>360,000</b>	<b>0</b>
100 - Interfund Transfers				
381000.304 Transfer from 2007 Bond Constr	490,142.04	0	0	0
<b>Total: 100 - Interfund Transfers</b>	<b>\$490,142.04</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Revenues Total</b>	<b>\$3,005,547.94</b>	<b>2,035,266</b>	<b>2,333,197</b>	<b>1,758,462</b>

CITY OF WINTER HAVEN 2009-10 PERSONNEL  
215 - CRA - DOWNTOWN

No. of Positions	Position Title	Status	Annual Salary	Total Salary
0.33	Assistant City Manager	Standard	\$125,459	\$41,401
0.25	Executive Assistant	Standard	\$36,712	\$9,178
0.58				<u>\$50,579</u>
			1% COLA	\$506
			2% annual adj	\$1,022
			SBB	\$811
				<u>\$52,918</u>

City of Winter Haven  
Budget Worksheet Report

Account Number / Description	2008 Actual Amount	2009 Amended Budget	09/30/09 Estimate	FY10 City Mgr. Recommended Budget
<b>Expenditures</b>				
<b>Department: 10 - 10</b>				
<b>Cost Center: 215 - CRA-Downtown Fund</b>				
<b>1 - Personal Services</b>				
1201 Salaries & Wages-Regular	48,657.97	61,690	63,112	52,918
1601 Vehicle Compensation	1,410.61	1,050	1,362	1,400
2101 FICA Taxes	3,221.85	4,800	4,932	4,155
2201 General Pension Fund Contrib	1,175.04	1,589	1,589	1,455
2204 Other Retirement Contrib	5,768.99	4,761	4,761	7,957
2301 Life & Health Insurance	4,596.96	4,594	4,594	4,594
2302 Director's Life & Disability	1,257.95	868	868	972
2401 Worker's Compensation	147.96	134	134	249
<b>Total: 1 - Personal Services</b>	<b>\$66,237.33</b>	<b>79,486</b>	<b>81,352</b>	<b>73,700</b>
<b>20 - Operating Services</b>				
3101 Prof. Svc.-Engineering	15,000.00	50,000	20,000	20,000
3102 Prof.Svc.-Medical	15.03	50	50	78
3104 Prof.Svc.-Appraisal	7,400.00	6,000	6,000	6,000
3105 Prof.Svc.-Other	0.00	10,000	5,000	5,000
3404 Contract Svc.-Other	3,000.00	2,000	1,000	1,000
3405 Demolitions	0.00	60,000	60,000	10,000
3407 Ins.-Claims Deductibles	0.00	0	56	0
4001 Travel-Non local	44.43	0	0	0
4101 Telecommunication	119.37	715	0	0
4201 Postage	187.08	250	150	150
4602 Rep & Mtn Building & Grounds	1,432.36	100	500	1,000
4605 Rep & Mtn Spec-Bud Detailed Only	749.54	125,000	125,000	25,000
4801 Advertising	54.50	50	0	0
4802 Promotional/Marketing	0.00	0	13,000	15,000
4900 Other Charges & Obligations	2,246.88	15,600	8,000	8,000
5101 Office Supplies	78.63	150	150	150
5204 Copier Use & Supplies	200.00	200	200	200
5300 Sidewalk Materials	0.00	85,000	85,000	35,000
5401 Memberships & Subscriptions	1,032.50	500	883	1,115
5604 Employee Relations	0.00	0	0	29
<b>Total: 20 - Operating Services</b>	<b>\$31,560.32</b>	<b>355,615</b>	<b>324,989</b>	<b>127,722</b>

City of Winter Haven  
Budget Worksheet Report

Account Number / Description	2008 Actual Amount	2009 Amended Budget	09/30/09 Estimate	FY10 City Mgr. Recommended Budget
40 - Capital				
6101 Land	0.00	0	360,000	0
6301 Other Capital Improvements	653,055.87	955,000	955,000	216,521
6311 Professional Service-Capitalized	0.00	475,000	475,000	30,000
6402 Machinery & Equipment	0.00	0	13,383	0
<b>Total: 40 - Capital</b>	<b>\$653,055.87</b>	<b>1,430,000</b>	<b>1,803,383</b>	<b>246,521</b>
<b>Cost Center Total: 215 - CRA-Downtown Fund</b>	<b>\$750,853.52</b>	<b>1,865,101</b>	<b>2,209,724</b>	<b>447,943</b>

DETAIL:

3105 Prof.Svc.-Other	5,000	Misc. professional services as needed
3404 Contract Svc.-Other	1,000	Contract services as needed
4605 Rep & Min Spec-Bud Detailed Only	25,000	Transportation Improvement Projects (T.I.P.)
6301 Other Capital Improvements	216,521	South Park Project Phase 1 construction
6311 Professional Service-Capitalized	30,000	Misc. engineering services as needed

City of Winter Haven  
Budget Worksheet Report

Account Number / Description	2008 Actual Amount	2009 Amended Budget	09/30/09 Estimate	FY10 City Mgr. Recommended Budget
<b>Department: 80 - Non-Departmental</b>				
<b>Cost Center: 957 - CRA - Downtown</b>				
<b>50 - Miscellaneous</b>				
9700    Audit Fees	1,273.00	1,623	1,623	873
<b>Total: 50 - Miscellaneous</b>	<b>\$1,273.00</b>	<b>1,623</b>	<b>1,623</b>	<b>873</b>
<b>60 - Transfers</b>				
9161    Transfer to General Fund	859,607.04	751,607	751,607	742,535
9193    Transfer to 2007 Const. Fund	0.00	610,832	610,832	610,832
<b>Total: 60 - Transfers</b>	<b>\$859,607.04</b>	<b>1,362,439</b>	<b>1,362,439</b>	<b>1,353,367</b>
<b>70 - Admin Allocation Expenses</b>				
9503    Admin-General Govt.	101,009.04	107,478	107,478	61,854
<b>Total: 70 - Admin Allocation Expenses</b>	<b>\$101,009.04</b>	<b>107,478</b>	<b>107,478</b>	<b>61,854</b>
<b>80 - Debt Service</b>				
7102    Principal on Debt	0.00	0	38,421	157,579
7202    Interest on Debt	0.00	0	3,472	9,995
<b>Total: 80 - Debt Service</b>	<b>\$0.00</b>	<b>0</b>	<b>41,893</b>	<b>167,574</b>
<b>90 - Insurance</b>				
4501    Ins.-Property	33,384.53	51,702	51,702	29,068
4502    Ins.-Liability & Umbrella	507.25	430	430	690
4506    Ins.-Other	1.82	2,623	2,623	2,349
4510    Ins.-Public Official's Liability	1,068.00	1,093	1,093	980
<b>Total: 90 - Insurance</b>	<b>\$34,961.60</b>	<b>55,848</b>	<b>55,848</b>	<b>33,087</b>
<b>100 - Internal Svc Charges</b>				
9102    Facility Maintenance	2,724.96	1,869	1,869	0
9104    Technical Services	0.00	32,100	32,100	19,990
9105    Human Resources	675.96	421	421	497
9106    Procurement	1,400.04	0	0	0
9108    City Hall	6,420.00	0	0	6,616
<b>Total: 100 - Internal Svc Charges</b>	<b>\$11,220.96</b>	<b>34,390</b>	<b>34,390</b>	<b>27,103</b>
<b>110 - Grant &amp; Aid</b>				
8208    Ritz Theatre	0.00	250,000	150,000	100,000
8209    WH Main Street	15,000.00	15,000	15,000	15,000
8220    Facade Grant Program	2,501.00	20,000	20,000	20,000
<b>Total: 110 - Grant &amp; Aid</b>	<b>\$17,501.00</b>	<b>285,000</b>	<b>185,000</b>	<b>135,000</b>
<b>Department Total: 80 - Non-Departmental Expenditures Total</b>	<b>\$1,025,572.64</b>	<b>1,846,778</b>	<b>1,788,671</b>	<b>1,778,858</b>
	<b>\$1,776,426.16</b>	<b>3,711,879</b>	<b>3,998,395</b>	<b>2,226,801</b>
<b>Revenue Total:</b>	<b>\$3,005,547.94</b>	<b>2,035,266</b>	<b>2,333,197</b>	<b>1,758,462</b>
<b>Expenditure Total:</b>	<b>\$1,776,426.16</b>	<b>3,711,879</b>	<b>3,998,395</b>	<b>2,226,801</b>
<b>Net Total:</b>	<b>\$1,229,121.78</b>	<b>(1,676,613)</b>	<b>(1,665,198)</b>	<b>(468,339)</b>

**DETAIL:**

9161	Transfer to General Fund	742,535	Debt Service
9193	Transfer to 2007 Const. Fund	610,832	Remaining half of cost of Hill Building purchase

**WINTER HAVEN COMMUNITY REDEVELOPMENT AGENCY  
FACT SHEET  
September 14, 2009**

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**DATE:** September 3, 2009

**TO:** Winter Haven Community Redevelopment Agency  
*DLG*

**VIA:** David L. Greene, City Manager

**FROM:** Dale L. Smith, Assistant City Manager/CRA Director *DLG*  
Sheandolen P. Dunn, Executive Assistant/Deputy City Clerk *SPD*

**SUBJECT:** 2010 Florence Villa CRA Budget Summary

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**BACKGROUND**

The proposed Florence Villa CRA budget has been finalized for the 2009/2010 Fiscal Year. Highlights of the budget include the following:

- Revenues are anticipated to show a decline of approximately 20% with an expected total of \$459,461
- Debt service obligations for 2009/2010 total \$187,913
- Expenditures for the fiscal year include:
  - \$100,000 for Transportation Improvement Projects (street resurfacing)
  - \$20,000 for sidewalk materials
  - \$100,000 for proposed Sidewalk/Trail project on Avenue O extending from Martin Luther King Boulevard east to Fairfax Avenue NE to connect with the Lake Maude Nature Center and Polk State College
  - \$20,000 for Façade Grant Program

**RECOMMENDATION**

Staff recommends that the CRA Board approve the 2009/2010 Florence Villa CRA Budget.

**ATTACHMENT:**

FY 2010 CRA Florence Villa Fund Summary

**CITY OF WINTER HAVEN**  
**FISCAL YEAR 2010**  
**CRA - FLORENCE VILLA FUND SUMMARY**

	2008 Actual Balance	2009 Amended Budget	09/30/09 Estimate	FY10 City Mgr. Recommended Budget
<b>REVENUES</b>				
Taxes / Ad Valorem	\$ 593,064.68	574,642	567,352	459,461
Interest Earnings	1,842.98	1,500	5,000	5,000
Total	\$ 594,907.66	576,142	572,352	464,461
<b>EXPENDITURES</b>				
Personnel Expenditures	\$ 66,247.30	79,486	81,352	73,700
Operating Expenditures	1,043.25	131,421	131,478	131,100
Capital Expenditures	0.00	50,000	0	100,000
Transfer to Debt Svc Fund	0.00	0	0	0
Transfer to General Fund	177,462.00	177,270	177,270	187,913
Non-Departmental	58,227.19	118,431	118,431	75,739
Total	\$ 302,979.74	556,608	508,531	568,452
Excess of Revenues Over <Under> Expenditures	\$ 291,927.92	19,534	63,821	(103,991)
Beginning Cash Balance	72,122.08	364,050	364,050	427,871
Ending Cash Balance	\$ 364,050.00	383,584	427,871	323,880

City of Winter Haven  
Budget Worksheet Report

Account Number / Description	2008 Actual Amount	2009 Amended Budget	09/30/09 Estimate	FY10 City Mgr. Recommended Budget
<b>Fund: 109 - CRA - Florence Villa Fund</b>				
<u>Revenues</u>				
001 - Ad Valorem Taxes				
311100.000 Taxes-Real Estate & Personal	593,064.68	574,642	567,352	459,461
<b>Total: 001 - Ad Valorem Taxes</b>	<b>\$593,064.68</b>	<b>574,642</b>	<b>567,352</b>	<b>459,461</b>
055 - Interest Earnings				
361100.000 Interest on Investments	1,842.98	1,500	5,000	5,000
<b>Total: 055 - Interest Earnings</b>	<b>\$1,842.98</b>	<b>1,500</b>	<b>5,000</b>	<b>5,000</b>
<b>Revenues Total</b>	<b>\$594,907.66</b>	<b>576,142</b>	<b>572,352</b>	<b>464,461</b>

CITY OF WINTER HAVEN 2009-10 PERSONNEL  
214 - CRA - FLORENCE VILLA

No. of Positions	Position Title	Status	Annual Salary	Total Salary
0.33	Assistant City Manager	Standard	\$125,459	\$41,401
0.25	Executive Assistant	Standard	\$36,712	\$9,178
<u>0.58</u>				<u>\$50,579</u>
			1% COLA	\$506
			2% annual adj	\$1,022
			SBB	\$811
				<u>\$52,918</u>

City of Winter Haven  
Budget Worksheet Report

Account Number / Description	2008 Actual Amount	2009 Amended Budget	09/30/09 Estimate	FY10 City Mgr. Recommended Budget
<b>Expenditures</b>				
Department: 10 - 10				
Cost Center: 214 - CRA-Florence Villa Fund				
1 - Personal Services				
1201 Salaries & Wages-Regular	48,657.96	61,690	63,112	52,918
1601 Vehicle Compensation	1,410.61	1,050	1,362	1,400
2101 FICA Taxes	3,222.38	4,800	4,932	4,155
2201 General Pension Fund Contrib	1,175.04	1,589	1,589	1,455
2204 Other Retirement Contrib	5,768.99	4,761	4,761	7,957
2301 Life & Health Insurance	4,596.42	4,594	4,594	4,594
2302 Director's Life & Disability	1,267.94	868	868	972
2401 Worker's Compensation	147.96	134	134	249
<b>Total: 1 - Personal Services</b>	<b>\$66,247.30</b>	<b>79,486</b>	<b>81,352</b>	<b>73,700</b>
20 - Operating Services				
3102 Prof.Svc.-Medical	17.00	21	21	21
3405 Demolitions	0.00	0	0	10,000
4201 Postage	51.02	100	100	100
4605 Rep & Mtn Spec-Bud Detailed Only	0.00	100,000	100,000	100,000
4801 Advertising	0.00	50	50	50
4900 Other Charges & Obligations	334.12	500	200	200
5101 Office Supplies	78.61	150	150	100
5102 Tools,Equip under \$1,000	0.00	0	595	0
5204 Copier Use & Supplies	200.00	100	0	0
5300 Sidewalk Materials	0.00	30,000	30,000	20,000
5401 Memberships & Subscriptions	362.50	500	362	600
5604 Employee Relations	0.00	0	0	29
<b>Total: 20 - Operating Services</b>	<b>\$1,043.25</b>	<b>131,421</b>	<b>131,478</b>	<b>131,100</b>
40 - Capital				
6301 Other Capital Improvements	0.00	0	0	100,000
6311 Professional Service-Capitalized	0.00	50,000	0	0
<b>Total: 40 - Capital</b>	<b>\$0.00</b>	<b>50,000</b>	<b>0</b>	<b>100,000</b>
<b>Cost Center Total: 214 - CRA-Florence Villa Fund</b>	<b>\$67,290.55</b>	<b>260,907</b>	<b>212,830</b>	<b>304,800</b>

DETAIL:

4605	Rep & Mtn Spec-Bud Detailed Only	100,000	Transportation Improvement Projects (T.I.P.)
6301	Other Capital Improvements	100,000	Sidewalk Projects

City of Winter Haven  
Budget Worksheet Report

Account Number / Description	2008 Actual Amount	2009 Amended Budget	09/30/09 Estimate	FY10 City Mgr. Recommended Budget
<b>Department: 80 - Non-Departmental</b>				
<b>Cost Center: 958 - CRA - Florence Villa</b>				
<b>50 - Miscellaneous</b>				
9700    Audit Fees	1,272.00	1,623	1,623	873
<b>Total: 50 - Miscellaneous</b>	<b>\$1,272.00</b>	<b>1,623</b>	<b>1,623</b>	<b>873</b>
<b>60 - Transfers</b>				
9161    Transfer to General Fund	177,462.00	177,270	177,270	187,913
9193    Transfer to 2007 Const. Fund	0.00	50,000	50,000	0
<b>Total: 60 - Transfers</b>	<b>\$177,462.00</b>	<b>227,270</b>	<b>227,270</b>	<b>187,913</b>
<b>70 - Admin Allocation Expenses</b>				
9503    Admin-General Govt.	21,831.96	10,871	10,871	10,550
<b>Total: 70 - Admin Allocation Expenses</b>	<b>\$21,831.96</b>	<b>10,871</b>	<b>10,871</b>	<b>10,550</b>
<b>90 - Insurance</b>				
4501    Ins.-Property	22,392.67	24,501	24,501	13,194
4502    Ins.-Liability & Umbrella	441.60	430	430	690
4506    Ins.-Other	0.00	2,623	2,623	2,349
4510    Ins.-Public Official's Liability	1,068.00	1,093	1,093	980
<b>Total: 90 - Insurance</b>	<b>\$23,902.27</b>	<b>28,647</b>	<b>28,647</b>	<b>17,213</b>
<b>100 - Internal Svc Charges</b>				
9102    Facility Maintenance	2,724.96	1,869	1,869	0
9104    Technical Services	0.00	5,000	5,000	19,990
9105    Human Resources	675.96	421	421	497
9106    Procurement	1,400.04	0	0	0
9108    City Hall	6,420.00	0	0	6,616
<b>Total: 100 - Internal Svc Charges</b>	<b>\$11,220.96</b>	<b>7,290</b>	<b>7,290</b>	<b>27,103</b>
<b>110 - Grant &amp; Aid</b>				
8220    Facade Grant Program	0.00	20,000	20,000	20,000
<b>Total: 110 - Grant &amp; Aid</b>	<b>\$0.00</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
<b>Department Total: 80 - Non-Departmental Expenditures Total</b>	<b>\$235,689.19</b>	<b>295,701</b>	<b>295,701</b>	<b>263,652</b>
	<b>\$302,979.74</b>	<b>556,608</b>	<b>508,531</b>	<b>568,452</b>
<b>Revenue Total:</b>	<b>\$594,907.66</b>	<b>576,142</b>	<b>572,352</b>	<b>464,461</b>
<b>Expenditure Total:</b>	<b>\$302,979.74</b>	<b>556,608</b>	<b>508,531</b>	<b>568,452</b>
<b>Net Total:</b>	<b>\$291,927.92</b>	<b>19,534</b>	<b>63,821</b>	<b>(103,991)</b>
<b>DETAIL:</b>				
9161    Transfer to General Fund	187,913	Debt Service		



**WINTER HAVEN COMMUNITY REDEVELOPMENT AGENCY**  
**FACT SHEET**  
**September 14, 2009**

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**DATE:** September 3, 2009

**TO:** Winter Haven Community Redevelopment Agency

**VIA:** <sup>OTB</sup> David L. Greene, City Manager

**FROM:** Dale L. Smith, Assistant City Manager/CRA Director   
Sheandolen P. Dunn, Executive Assistant/Deputy City Clerk 

**SUBJECT:** Third Street Streetscape South Extension – Project Update

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**SOUTH EXTENSION (Avenue A SW to Avenue B SW)**

Plans for the South Extension were prepared by the Technical Services staff and construction on this portion of the project began in June 2009. The design to accommodate angle parking on the west side of 3<sup>rd</sup> Street will add 4 parking spaces. It is anticipated to be completed by October 15, 2009. Project funding is currently allocated in the 2008-09 CRA Budget.

The project is currently 70% complete.

WINTER HAVEN COMMUNITY REDEVELOPMENT AGENCY  
FACT SHEET  
September 14, 2009

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DATE: September 3, 2009

TO: Winter Haven Community Redevelopment Agency

VIA: *DVG*  
David L. Greene, City Manager

FROM: Dale L. Smith, Assistant City Manager/CRA Director *DL*  
Kim Hansell, Strategic Initiatives/Capital Projects Division Director *KH*

SUBJECT: Avenue T Phase II/Florence Villa Phase IV - Update

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**Avenue T Phase II**

CenState Contractors began the Avenue T Phase II project in August 2008. This project was completed under budget for \$596,000.

**Florence Villa Phase IV**

Florida Telecom began the Florence Villa Phase IV project in August 2008. This project was completed under budget for \$566,000.

**WINTER HAVEN COMMUNITY REDEVELOPMENT AGENCY**  
**FACT SHEET**  
**September 14, 2009**

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**DATE:** September 3, 2009

**TO:** Winter Haven Community Redevelopment Agency

**VIA:** *DLS*  
David L. Greene, City Manager

**FROM:** Dale L. Smith, Assistant City Manager/CRA Director *DLS*  
T. Michael Stavres, Director of Community Services *JMS*

**SUBJECT:** South Central Park Design - Update

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In January 2009, staff commenced work with Envisors, LLC on design and construction documents for the redevelopment of South Central Park and surrounding roadways.

Staff received 30% construction/design documents in May 2009. In addition to being circulated to various City departments for review and comment, the documents were presented to several groups for feedback and opinion. Included were separate presentations to the Main Street Winter Haven Design Committee (June 3, 2009) and Board of Directors (June 10, 2009), and two focus group presentations comprised of property owners within and adjacent to the project limits (June 10 & 23, 2009). Overall, response to the design was favorable by all parties. Several suggestions/concerns were raised by staff and those participating in the presentations, which have since been provided to the design team for inclusion/consideration in the 60% construction/design documents.

Staff anticipates receipt of the 60% documents in the next several weeks at which time follow-up meetings will be held with the stakeholders and Main Street Winter Haven.