

Winter Haven Community Redevelopment Agency Board Meeting

December 13, 2010
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
September 13, 2010
4. 2011 Annual Meeting Schedule
5. CRA Board Chairman and Vice-Chairman Selections
6. Business Opportunity Fund Program
7. Request To Use \$15,000 of Façade Grant Funds To
Support Main Street
8. Project Updates

Florence Villa

Lake Maude Nature Park Group Pavilion Update
First Street North Overlay District
Sidewalk/Walking Trail (Avenue O)

Downtown

Discussion of Committee Vacancy
Parking Garage
Chain of Lakes Property

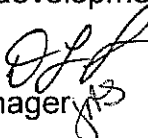

9. New Business
10. Adjournment


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) 298-4477. If hearing impaired call (863) 291-5624, or voice (800) 955-8770, for assistance.

**WINTER HAVEN COMMUNITY REDEVELOPMENT AGENCY
FACT SHEET
December 13, 2010**

DATE: December 6, 2010

TO: Winter Haven Community Redevelopment Agency

VIA: Dale L. Smith, City Manager 
Jeanne Sobierajski, CRA Manager 

FROM: Sheandolen P. Dunn, Executive Assistant/Deputy City Clerk 

SUBJECT: 2011 Annual Meeting Schedule

BACKGROUND

Florida Statutes 189.417 requires governing bodies for each special district to file a quarterly, semiannual or annual schedule of its regular meetings with the local governing authority. The Winter Haven CRA is considered a special district under Florida Statutes.

The CRA Board, Florence Villa Advisory Committee and Downtown Advisory Committee currently meet on a quarterly basis as required by the CRA By-Laws.

The following is the proposed 2011 meeting schedule for the CRA Board, Florence Villa and Downtown Advisory Committees:

Winter Haven CRA Board	Downtown Advisory Committee	Florence Villa Advisory Committee
March 14, 2011	February 14, 2011	January 10, 2011
June 13, 2011	May 9, 2011	April 11, 2011
September 12, 2011	August 8, 2011	July 11, 2011
December 12, 2011	November 14, 2011	October 10, 2011
Meetings will be held at 5:00 p.m. at Winter Haven City Hall	Meetings will be held at 5:30 p.m. at Winter Haven City Hall	Meetings will be held at 5:00 p.m. at Winter Haven City Hall



RECOMMENDATION:


Staff recommends the CRA Board approve the 2011 Annual Meeting Schedule as presented.

WINTER HAVEN COMMUNITY REDEVELOPMENT AGENCY
FACT SHEET
December 13, 2010

DATE: December 8, 2010

TO: Winter Haven Community Redevelopment Agency

VIA: Dale L. Smith, City Manager 
Jeanne M. Sobierajski, CRA Manager 

FROM: Sheandolen P. Dunn, Executive Assistant/Deputy City Clerk 

SUBJECT: CRA Board Chairman and Vice-Chairman Selections

In February 2004, the CRA Board approved Resolution R-04-02, adopting a set of By-Laws. The By-Laws state:

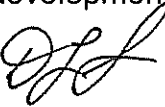
"The Governing Body shall designate a Chairman and Vice-Chairman from among the Board Members during the Governing Body's first meeting of the new fiscal year (October 1 – September 30)."



Staff requests the CRA Board select a Chairman and Vice-Chairman to serve a one-year term.

**WINTER HAVEN COMMUNITY REDEVELOPMENT AGENCY
FACT SHEET
December 13, 2010**

DATE: November 29, 2010

TO: Winter Haven Community Redevelopment Agency

VIA: Dale L. Smith, City Manager 

FROM: David Dickey, Community and Economic Development Director 
Jeanne M. Sobierajski, CRA Manager 

SUBJECT: Business Opportunity Fund Program

BACKGROUND:

In order to promote economic development opportunities in the City, staff is proposing the creation of an opportunity fund for properties located within the City's Community Redevelopment Areas. The funds would be available on a first-come, first-served basis for a project that meets the program criteria. The funds may be provided in the form of a grant, forgivable loan, or a low-interest loan, which will be capped at \$10,000. Funds may be used for a variety of purposes including: 1) land acquisition, 2) building demolition, construction, and/or rehabilitation, 3) site preparation, 4) extension of utilities, etc. Funds could not be used for refinancing, on projects having an overall negative impact on the community, or inventory.

The conditions and release of the funding will be provided in a development agreement. In addition, the following conditions will be considered for release of funds:

1. Evidence of Need and Project Feasibility
2. Evidence of Project Financing
3. Project Schedule
4. Operational/Agency Approval
5. Applicant Clearance

COMMITTEE RECOMMENDATION

Both the Downtown and Florence Villa Committees recommended approval of this program, with the Florence Villa Committee recommending the cap of funds be increased from \$5,000 to \$10,000.

RECOMMENDATION:

Staff recommends the CRA Board approve the Business Opportunity Fund.

ATTACHMENTS:

Business Opportunity Fund requirements
Application

*W*INTER HAVEN

The Chain of Lakes City

CITY OF WINTER HAVEN – BUSINESS OPPORTUNITY FUND

In order to promote economic development opportunities, the City of Winter Haven has established an Opportunity Fund. Funds shall be provided on a first-come, first-served basis for a project within the City's Core Improvement Area that meets program criteria. A Development Agreement shall be required and shall be approved by the City Manager or his designee. Funds shall be governed by the following rules and provisions:

Type of Funding

The City may provide funds in the form of a grant, forgivable loan, or a low-interest loan. The amount and type of funding provided will depend on the scope or scale of applicant's project and its economic impact to the community in terms of jobs, investment, and tax revenue generation. Individual grants/loans shall be capped at \$10,000.00.

Eligible Uses of Funds

Funds may be used for a variety of purposes including: 1) land acquisition, 2) building demolition, construction, and/or rehabilitation, 3) site preparation, 4) extension of utilities, 5) machinery and equipment, and 6) development related fees such as impact fees, utility connection fees, etc. Funds shall not be used for, among other things: a) refinancing, b) on projects having an overall negative impact on the community, or c) inventory.

Funding Conditions

The terms of funding will be provided in a Development Agreement. The release of such funds will also be specified in the Development Agreement and shall include but not be limited to the following conditions:

- 1) Evidence of Need & Project Feasibility – Applicant must demonstrate a need for project funding and must quantify the "financial gap" required to make the project feasible. Applicant must demonstrate they are using or have exhausted all other incentives available through federal, state, regional, and City programs.
- 2) Evidence of Project Financing - Applicant must provide a statement of "Sources and Uses of Funds" along with evidence of same. Sources of funds shall be evidenced by bank "Letter of Commitment" or "Letter of Credit" showing the type of financing available and the amount of unencumbered cash available to fund the project. The applicant shall provide a minimum of 25% of the funds for the project. Uses of funds shall be evidenced by Project Budget with Balance Sheet and Proforma Income Statements.

- 3) Project Schedule - Applicant must provide a timeline of project start and completion dates along with intermittent timeline for various milestones for the project.
- 4) Operational/Agency Approval - Applicant must provide the required operational and/or agency approvals to operate at site where the investment will be taking place.
- 5) Applicant Clearance – Applicant must be current on all tax payments to the City of Winter Haven, State of Florida, and the IRS. Applicant shall be “credit worthy” and if needed present references of similar projects completed.

WINTER HAVEN
The Chain of Lakes City

**CITY OF WINTER HAVEN
BUSINESS OPPORTUNITY FUND PROGRAM**

P.O. Box 2277
Winter Haven, Florida 33883-2277
Phone: 863-291-5600 • Fax: 863-297-3090

APPLICATION

I. Applicant/Business Information:

Applicant's Name: _____
Home Address: _____
Home Phone/Fax/Email: _____

Name of Business: _____
Business Address: _____
Business
Phone/Fax/Email: _____

Date Business Started: _____

Number of Years Operating at Present Business Address: _____

Business Ownership: Sole Proprietorship Partnership
 Corporation Other (specify)

Principal Owners (List Individuals Owning 20% or More of Business)

Present Number of Employees: Full Time _____ Part Time _____

New Employees Anticipated : 1 Yr. - Full Time _____ Part Time _____
2 Yr. - Full Time _____ Part Time _____

(Provide List of Job Classifications, Salary Range and Number of Positions)

II. Location of Property for Business Operations:

Applicant: _____ Owns _____ Leases Business Property

If Leased, Owner's Name _____
Owner's Address _____
Term of Lease: _____ (Attach Copy of Lease)

If Existing Bldg.: SF Occupied: _____ Yr Constructed: _____

CITY OF WINTER HAVEN BUSINESS OPPORTUNITY FUND PROGRAM

If New Improvements: _____ SF New _____ \$ of Improv.

Assessed Valuation of Property \$ _____ (Most Recent Yr)
 Real Estate Taxes Paid \$ _____ Year _____

III. Proposed Uses of Funds/Project Costs

Describe nature of project including improvements to be financed in part by the City's Loan Fund: _____

Estimated Project Costs:

Land Acquisition	\$ _____
Land Improvements	\$ _____
New Construction	\$ _____
Building Renovations	\$ _____
Capital Equipment (M&E)	\$ _____
Inventory/Working Capital	\$ _____
Other Assoc. Project Costs	\$ _____
Total	\$ _____

Begin Improvements _____
 Complete Improvements _____
 Occupancy/Start-up _____

IV. Project Financing:

Requested Loan Amount through City's Op Fund \$ _____

Listed Other Financing Required for Project

Bank Loan _____	\$ _____
SBA Loan _____	\$ _____
Other _____	\$ _____
Owner Equity _____	\$ _____
Total Financing	\$ _____

Existing Debts on Business:

Name & Address of Lender	Original Amount of Loan	Unpaid Balance	Monthly Payment	Date Loan Matures
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**CITY OF WINTER HAVEN
BUSINESS OPPORTUNITY FUND PROGRAM**

V. Certification:

The undersigned certifies that to the best of my knowledge and belief, all information contained in application is true, complete, and correct to the fact may be just cause for an application to be denied. The undersigned agrees to notify the City's CRA Manager of any material changes. It is further agreed the application does not guarantee that funding request will be approved. The applicant agrees to furnish any additional information to the City as needed to reviewed and consider this finance request.

Applicant Signature

Print Name

Date

STATE OF FLORIDA:
COUNTY OF POLK:

The foregoing instrument was acknowledged before me this ____ day of _____, 20____, by _____, who is personally known to me or has produced _____ as identification and who (did) (did not) take an oath.

SIGNATURE OF NOTARY PUBLIC

TYPED OR PRINTED NAME OF NOTARY PUBLIC

NOTARY PUBLIC SERIAL #, (IF ANY)

STAMP & DATE MY COMMISSION EXPIRES: _____

For Office Use Only:

Date Received: _____ Received by: _____



Type of Funding Approved: _____ Grant _____ Forgivable Loan _____ Low-Interest Loan


Account #: _____ Date Issued: _____

WINTER HAVEN COMMUNITY REDEVELOPMENT AGENCY
FACT SHEET
December 13, 2010

DATE: December 1, 2010

TO: Winter Haven Community Redevelopment Agency

VIA: Dale L. Smith, City Manager 
Jeanne M. Sobierajski, CRA Manager 

FROM:  T. Michael Stavres, Community Services Department Director
Travis W. Edwards, Leisure Services Division Director

SUBJECT: Lake Maude Nature Park Pavilion & Fencing Project Update

BACKGROUND:

On September 27, 2010, the City Commission awarded the construction of the Lake Maude Group Picnic Pavilion to Everett Whitehead and Son, Inc. The project commenced the first week of November and is expected to be completed by mid December. City staff will then install site amenities including picnic tables, a large grill, and trash receptacle. The pavilion will seat approximately 50 people and contains water spigots and an electrical outlet. The total costs of the pavilion including site amenities and finish work is expected to be \$28,500.

In addition, approximately 1,100 linear feet of split rail fencing with PVC green-coated chain link in-lay has been installed around specific retention areas and the Lake Maude discharge canal within the park. The fencing will further enhance safety by separating park users from steep embankments within the canal and retention areas. The total cost of the fencing is expected to be \$12,000.