

*W*INTER HAVEN

The Chain of Lakes City

MEETING NOTICE

The Downtown Advisory Committee meeting will be held on **Monday, February 14, 2011 at 5:30 pm** in the John Fuller Auditorium in City Hall. The meeting agenda packet is attached for your review prior to this meeting.

Winter Haven Community Redevelopment Agency

DOWNTOWN ADVISORY COMMITTEE

February 14, 2011

5:30 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
November 8, 2010
4. Project Updates
Parking Garage
Downtown Trailhead
5. Committee Vacancy Discussion
6. Comments from the Committee
7. 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.

**CITY OF WINTER HAVEN
COMMUNITY REDEVELOPMENT AGENCY
DOWNTOWN ADVISORY COMMITTEE
City Hall – John Fuller Auditorium
451 Third Street, N.W., Winter Haven, Florida**

Minutes

November 8, 2010

The meeting was called to order at 5:30 p.m. by Chairman Steve Lockhart in the John Fuller Auditorium at Winter Haven City Hall, 451 Third Street NW, Winter Haven, Florida.

Advisory Committee Members Present: Steve Lockhart, Robert Sammons, Mike Potthast, Dick Lindley, Jeff Spencer

Advisory Committee Members Absent: Jack Enfinger, Jay Gentry, Howard King, Chris Collany

City Staff Present: Dale Smith, City Manager; T. Michael Stavres, Community Services Director; David Dickey, Community and Economic Development Director and Sheandolen Dunn, Executive Assistant/Deputy City Clerk

Others Present: Karen Thompson, Main Street Executive Director

Approval of Minutes

Motion by Advisory Committee Member Sammons for approval of August 9, 2010 minutes.

Motion carried unanimously.

Selection of Downtown Advisory Committee Chairman and Vice-Chairman

City Manager Dale Smith presented the fact sheet on the Selection of Downtown Advisory Committee Chairman and Vice-Chairman. In accordance with the CRA By-Laws, the Committee must select a chairman and a vice-chairman to serve a one-year term.

“At the Committee’s next meeting following the Board’s October organizational meeting, the Committee shall select a chairman and vice-chairman to serve a one-year term.”

Staff recommended the Downtown Advisory Committee appoint a chairman and vice-chairman for the 2010-2011 Fiscal Year.

Motion by Advisory Committee Member Sammons to nominate Steve Lockhart as Chairman for a one-year term.

Motion carried unanimously.

Motion by Advisory Committee Chairperson Lockhart to nominate Robert Sammons as Vice-Chairman for a one-year term.

Motion carried unanimously.

Downtown Advisory Committee Vacancy

City Manager Dale Smith briefly discussed the vacancy on the Downtown Advisory Committee due to Debbie Tennick vacating her seat. The vacancy has been advertised, but the applicants did not meet the criteria as set forth in the CRA By-laws. The guidelines state *the Committee Member shall either reside or be engaged in business within the Downtown District.*

City Manager Dale Smith requested each Committee member bring forth names of individuals that might have an interest in serving on the Committee. Several names were mentioned and would be contacted.

PROJECT UPDATE

Parking Garage

Dale Smith, City Manager presented an update on the upcoming Downtown parking garage and the latest rendition reflecting three stories and 256 parking spaces. It has been decided to go design-build with local vendors. The original vision was to have retail on the first floor, but this type of change doubles the cost. As you walk along Third Street, the garage will have a storefront appearance, but it will be strictly parking. A few years ago, the estimated cost of the parking garage was \$6.2 million. Today, the approximate cost is \$3.2 million.

Advisory Committee Chairman Lockhart asked would there be any reserved spaces in the parking garage?

Dale Smith, City Manager responded the Downtown merchants will be on the third floor.

Discussion ensued.

New Business

Downtown Incentive Fund

David Dickey, Community and Economic Development Director presented information on the City of Winter Haven's Downtown Incentive Fund.

In order to promote economic development opportunities in the City's Core Improvement Area, the City of Winter Haven has established the Downtown Incentive Fund. Funds shall be remitted to eligible businesses on an annual basis through a reimbursement of public service taxes paid the preceding year. 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 and Amount of Funding

The City may provide funds in the form of a rebate of certain public service taxes with the amount depending on the scope and type of the applicant's project and its economic impact to the community in terms of jobs, investment, and tax revenue generation.

Reimbursement amounts shall be calculated by the following formula:

	<i>No. of Jobs Created</i>		
<i>Capital Investment</i>	<i>0-5</i>	<i>6-15</i>	<i>Over 15</i>
<i>< \$100,000</i>	<i>10%</i>	<i>20%</i>	<i>30%</i>
<i>\$100,001 - \$500,000</i>	<i>20%</i>	<i>30%</i>	<i>40%</i>
<i>\$500,001 - \$1.0 million</i>	<i>25%</i>	<i>35%</i>	<i>45%</i>
<i>\$1.0 - \$3.0 million</i>	<i>30%</i>	<i>40%</i>	<i>50%</i>
<i>Over \$3.0 million</i>	<i>35%</i>	<i>45%</i>	<i>55%</i>

However, the City Commission reserves the right to adjust the type and/or amount of funding due to the unique circumstances of a particular business expansion or relocation. In addition, funding of this program will be through the City's Community Redevelopment Agency and shall be considered by the City Commission during its annual budgetary process.

Eligibility

To be eligible a business must be located in the City's Core Improvement Area and be primarily engaged in education, communications, research and development, or technology. The expansion or relocation must result in full-time equivalent positions which pay 100 percent of Polk County's annual average wage.

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) Project Commitment – Project must commit to locating in the Core Improvement Area for a minimum of 3 years. Should the project discontinue operations or relocate out of the area, any previously awarded funds shall immediately be paid back in full. Funding under this program will be limited to 5 years.
- 2) Project Schedule - Applicant must provide a timeline of project start and completion dates along with intermittent timeline for various milestones for the project.
- 3) Operational/Agency Approval - Applicant must provide the required operational and/or agency approvals to operate at site where the investment will be taking place.
- 4) Applicant Clearance – Applicant must be current on all tax payments to the City of Winter Haven and Polk County, the State of Florida and the IRS, and shall be “credit worthy” and if needed, present references of similar projects completed.

Motion by Advisory Committee Member Sammons to move forward with the Downtown Incentive Fund Program.

Motion carried unanimously.

Comments from the Board or Public

Six Ten Building Tour

David Dickey, Community and Economic Development Director will schedule a tour of the Six Ten Building for Downtown Advisory Committee members that wish to attend.

Dale Smith, City Manager briefly discussed the shortage of funds in the Main Street Operating account. Mr. Smith requested the Committee’s permission to utilize funds from the Façade Grant budget since there are no façade grant applications currently under review.

Motion by Advisory Committee Member Lindley to approve utilizing up to \$15,000 of the \$20,000 in the Façade Grant budget for Main Street Operating Expenses.

Motion carried unanimously.

Adjournment

The meeting was adjourned at 6:06 p.m.

**CITY OF WINTER HAVEN FACT SHEET
COMMUNITY REDEVELOPMENT AGENCY
Downtown Advisory Committee
February 14, 2011**

DATE: February 9, 2011

TO: Downtown Advisory Committee

VIA: Dale L. Smith, City Manager
David Dickey, Community and Economic Development Director

FROM: Jeanne M. Sobierajski, CRA Manager

SUBJECT: Parking Garage

BACKGROUND

On November 18, 2010 the City conducted a pre-submittal conference regarding the Request for Qualifications for Design Build Services for the Downtown Parking Garage, where there were more than 45 attendees. On December 7, 2010, eleven proposals were submitted. The proposed parking garage will be a three-story building with a minimum of 265 parking spaces. There will be one (1) vehicular access point to the building from Avenue A, NW. The timeline for the project is as follows:

RFQ Opening Date	12/07/10
Notification of shortlist (no less than 4 firms)	12/22/10
Interviews for shortlist to begin	01/13/11
Negotiations for a contract with selected firm to begin	01/27/11
Contract approved by City Commission	02/28/11
100% plans for final approval by the City	06/21/11
Construction phase to begin	07/01/11
Final completion	04/30/12

On January 6th and 7th, the review team conducted interviews of five (5) firms. Points were awarded on the following basis:

- General Information 10 points
- Experience and Qualification of Firm/Team 20 points
- Experience of Key Personnel Assigned to Project 20 points
- Understanding of the Project and Approach 20 points
- Local Participation and Staffing Plan 20 points
- Organizational Resources 10 points

TOTAL 100 points

Final ranking of the firms is indicated below:

1. Everett Whitehead & Son, Inc. – 90.3 pts
2. Henkleman Perry-McCall, LLC – 86.55 pts
3. Tucker Construction & Engineering, Inc. – 80.2 pts.
4. The Haskell Company - 76.6 pts.
5. Wellbro Building Corp. – 70.5 pts.

On January 24, 2011 the City Commission authorized the City Manager to commence negotiations with Everett Whitehead & Son, Inc. for Design Build Services.

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February 14, 2011**

DATE: February 9, 2011

TO: Downtown Advisory Committee

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

FROM: T. Michael Stavres, Community Services Director

SUBJECT: Downtown Trailhead

BACKGROUND

On June 23, 2010, Invitation To Bid 10-31 was opened for the construction of the Chain of Lakes Downtown Trailhead Park. On August 9, 2010, the City Commission awarded the Project to Alan L. Ulch, Inc. (Winter Haven, FL). The award included the Base Bid (earthwork, drainage, parking) and Additives #3 (Playground Items), #4 (Playground perimeter area synthetic turf), and #5 (Brick Pavers). The total amount of contract was \$1,200,509.92.

The design for the project, including the stormwater management system, was based on existing utility maps provided by the City. As the project is located in the City's historic core area, many of the original utilities had never been properly surveyed, so City records did not include in some cases the exact elevation, location, or invert of the existing lines and/or the presence of older abandoned infrastructure. Once the project commenced, the design for several items associated with the stormwater management system were found to be in conflict with actual subsurface conditions found on site.

To address these matters, Change Order #2 was executed by the City Manager on December 20, 2010 in the amount of \$19,482.09, bringing the overall contract amount to \$1,219,992.01. Change Order #2 addressed the modifications necessary to complete the installation of the stormwater management system for work that had progressed through December 20, 2010.

Construction of the stormwater management system has progressed throughout the site since the execution of Change Order #2. The contractor has encountered similar existing utility conflict problems as found with Change Order #2. With the assistance of the City's Engineering Division and Consulting Engineer of Record, the proposed modifications and replacements to the stormwater management structures are the minimal changes that must be made to ensure the stormwater management system performs as designed and permitted.

On January 13, 2011, staff received a request for additional work in the amount of \$26,080.49 to complete the modifications to the stormwater management system and additional work for the redesigned areas (building footprints). Funding for Change Order #3 is available as part of the overall budgeted funds for the project and will bring the contract amount to \$1,246,072.50.

Anticipated completion of the project is June, 2011.