

AGENDA

COMMUNITY REDEVELOPMENT AGENCY
September 27, 2017 @ 4:30 PM
City Hall Council Chamber
120 East Main Street – Apopka, Florida 32703

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. APPROVAL OF MINUTES:

1. CRA workshop April 13, 2017.
2. CRA meeting June 21, 2017.

V. NEW BUSINESS:

1. Staff Report James Hitt
2. CRA Resolution No. 2017-02 - Appropriation of funds to projects. James Hitt
3. CRA Resolution No. 2017-03 - Adopt Annual budget Fiscal Year 2017-2018. James Hitt

VI. ADJOURNMENT

All interested parties may appear and be heard with respect to this agenda. Please be advised that, under state law, if you decide to appeal any decision made by the City Council with respect to any matter considered at this meeting or hearing, you will need a record of the proceedings, and that, for such purpose, you may need to ensure that a verbatim record of the proceedings is made, which record includes a testimony and evidence upon which the appeal is to be based. The City of Apopka does not provide a verbatim record.

In accordance with the American with Disabilities Act (ADA), persons with disabilities needing a special accommodation to participate in any of these proceedings should contact the City Clerk's Office at 120 East Main Street, Apopka, FL 32703, telephone (407) 703-1704, no less than 48 hours prior to the proceeding.

Backup material for agenda item:

1. CRA workshop April 13, 2017.

Minutes of the City of Apopka Community Redevelopment Agency (CRA) workshop, held April 13, 2017, in the City of Apopka Council Chambers.

CALL TO ORDER: Chair Kilsheimer called to order the Community Redevelopment Agency Board meeting and led in the Pledge of Allegiance.

ROLL CALL: Joseph E. Kilsheimer, Chairman
Billie L. Dean
Diane Velazquez
Doug Bankson
Kyle Becker
Nikki Williams
City Attorney Cliff Shepard
Jim Hitt, Community Development Director
Glenn Irby, City Administrator

Absent: Steve White

DISCUSSION:

1. Community Redevelopment Agency (CRA) Procedural Review

City Attorney Shepard provided a procedural review of Community Redevelopment Agencies to cover what CRAs are, the “Rules of Engagement”, what the best practices are, what is legal, and the future of CRAs. He stated CRA’s are dealing with redevelopment and reviewed the reasons for redevelopment such as economic development, business retention, crime prevention, streetscapes, affordable housing, historic preservation, making places clean and safe, stormwater management, parks and recreation, and sustainable reuse and urban infill. Relative to the CRA, redevelopment is any activity authorized under Chapter 163, Part III, Florida Statutes and it revolves around a customized plan. He advised the City of Apopka’s CRA Plan has not been reviewed since 1993. A CRA is funded by Tax Increment Financing (TIF). He explained how the increment financing works to fund the CRA to reinvest in this area of the community. School boards, water management districts, and most other special districts do not pay into CRA trust funds. The funds cannot be spent outside the CRA area. The CRA plan should be updated every five years and reset goals. He reviewed best practices to include establishing goals, tasks, and track progress, as well as apply for grants, separate the CRA /Commission meetings and complete all appropriate reports. He advised CRA Budgets are to be adopted by resolution and filed with the city. The adopted budget regulates expenditures of the CRA. The budget must be contained within the general budget of the local governing authority, and be clearly stated as the CRA budget. A copy of his presentation is on file in the Clerk’s office.

City Attorney Shepard reported if the current legislative proposals become law, there will be no new CRAs, strict limitations on use of funds/acceptable projects, and forced termination. He urged all to contact the legislators to protect our CRA interests.

Recess at 3:57 p.m. and reconvened at 4:04 p.m.

2. Community Redevelopment Plan update

Jim Hitt, Community Development Director, discussed the importance of updating the plan and said it can be extended ten years, with the county approval. He reviewed some various

plans such as extending some of the major roadways. He reiterated if it is not in the plan, it cannot be done. He said this plan has not been updated since 1993. He stated this plan is fairly simple and easy to read, but detailed enough for guidance of what they want to accomplish.

John Jones, Project Manager with S&ME, Inc. provided a review of the Draft Community Redevelopment Plan update. He reviewed the purpose and background of the plan, the existing conditions in the CRA, market observations, and general recommendations of the plan, the conceptual master plan, TIF revenue estimates, and the implementation plan. He said the CRA was created in 1993 and sunsets in 2024. There are over 1,000 parcels, 633 acres, 486 of which are developable acres. The future plan for this area of the city has been identified as the primary commercial core of the city. He advised the CRA was very well connected with arterials and connector roads through the area and it was well served by transit. The West Orange Trail runs through the areas as well as the railroad. A copy of the draft plan is on file in the Clerk's office and Community Development.

PUBLIC COMMENT:

Ray Shackelford said this was one of the best presentations he has heard since coming to City Council. He stated he would hope in going forward we will look at the consideration of Station Street as a starting point for this process.

Rod Love agreed this was an excellent presentation. He referenced a meeting he had with Mr. Hitt and Mr. Irby approximately two months ago and said that meeting started to bridge gaps from a citizen perspective and was very productive. He spoke of City Attorney Shepard's presentation and said he has talked with him and the Legislative staff regarding CRA issues and affordable housing. He spoke of being invited to provide input and said some want to be involved in the process of redevelopment of the community.

Suzanne Kidd said she also wanted to address the issue of housing and said if we are going to make this downtown successful, the density needs to be increased of people who live in that core, as well as the businesses. She stated she hoped they can work on partnerships with affordable housing companies working in the area.

Commissioner Becker said the document was written in a manner to keep redevelopment of commercial and residential and is about improving the community.

ADJOURNMENT - There being no further business to discuss, the meeting adjourned at 5:07 p.m.

ATTEST

Linda F. Goff, City Clerk

Joseph E. Kilsheimer, Chairman

Backup material for agenda item:

2. CRA meeting June 21, 2017.

Minutes of the City of Apopka Community Redevelopment Agency (CRA), held June 21, 2017, in the City of Apopka Council Chambers.

CALL TO ORDER: Mayor Kilsheimer called to order the Community Redevelopment Agency Board meeting to order at 6:00 p.m.

ROLL CALL: Joseph E. Kilsheimer, Chairman
Billie L. Dean
Diane Velazquez
Doug Bankson
Kyle Becker
Steve White
Nikki Williams

PLEDGE OF ALLEGIANCE

BUSINESS

Chair Kilsheimer said this meeting is to consider the updated CRA Plan and once the plan is approved they will be able to consider budget items for FY 2017.

1. The Apopka Community Redevelopment Agency’s CRA Redevelopment Plan 2017 ~ Update

Jim Hitt, Community Development Director, said at the previous workshops they reviewed the CRA Plan and it is being called the CRA Redevelopment Plan 2017 ~ Update. He advised this plan provides a lot of flexibility for the CRA to have the ability to do quite a few projects. He said this plan will get the CRA downtown back up to speed.

2. Budget items for FY 2017 in accordance with the CRA Redevelopment Plan 2017 ~ Update

Mr. Hitt advised \$200,000 has been budgeted for the purchase of the 5th Street Parking Lot. He explained this was a holdover project in the core of the downtown area that reflects on the rest of our downtown. He added an additional \$80,000 to cover closing costs and any incidental fees. He stated \$50,000 remained in the budget for design and site estimates and an additional \$25,000 was added for design. He said the next item is the Station Street project to continue the block to block designs. Included in the budget are Grants for commercial buildings downtown. He advised the third section is the CRA Assistance Programs. He stated he wanted to get this out to the public in order to get a jumpstart with improvements. The applicant can apply up to \$5,000 with a 25% match. He advised most spend more than the match and the benefit is an improved building.

Commissioner Velazquez said Orange County has a program for improving façades and inquired if a store owner would be able to utilize both programs.

Mr. Hitt responded in the affirmative. The Façade Renovation Assistance Program was discussed that could include items such as painting, awnings, new windows, doors and ADA accessibility.

In response to Member White regarding how they plan to get the news out to business owners about these programs, Mr. Hitt stated there is a CRA section on the City's website and the grant applications will be available there. He advised if they do not own the building, they can apply, but the owner is required to sign off on the application.

Mr. Hitt said the next program was the Building Code Assistance Grant. He advised this was more for interior improvements or upgrades based on the Southern Building Code for electrical, plumbing, air conditioning, and ADA accessibility. It would not cover a roof. A third grant is the Residential Fee Assistance Program. He said the City cannot forgive fees, but if the CRA pays for impact fees, the vacant lots and homes are much more affordable. He advised there are three available grants and three additional in the next fiscal year.

3. 5th Street Parking Lot sale by the Downtown Customers Parking Association to the CRA

Mr. Hitt said this is regarding the contract to purchase the 5th Street Parking Lot from the Downtown Customers Parking Association. This links to the CRA where the City Council will grant the sale of the 5th Street Parking Lot to the CRA. He advised the CRA needs to authorize the purchase.

Chair Kilsheimer welcomed Member Williams to the meeting.

Commissioner Bankson inquired why the amount was so small for the façade grant with 25% match to which Mr. Hitt advised it has been found if you do a 50% match, there is not a large success rate. He added that 25% was more manageable for small businesses.

Commissioner Becker inquired about parking enforcement once the sale goes through.

Mr. Hitt said the first matter will be striping the parking spaces. Chair Kilsheimer added that the City will need to create a policy for managing the parking lot.

Chair Kilsheimer said the first step is to get the CRA Plan approved and then they can revisit various programs of the CRA.

Chair Kilsheimer opened the meeting to public comment.

Rod Love said he had met with Mr. Hitt on a number of issues including the parking lot and economic development. He stated they were doing a great job and the CRA was doing well and he was excited about the direction this was going.

No one else wishing to speak, Chair Kilsheimer closed the public comment.

MOTION by Member Velazquez, and seconded by Member Bankson to approve the CRA Redevelopment Plan 2017 ~ Update. Motion carried unanimously with Chair Kilsheimer, and Members Dean, Velazquez, Becker, Bankson, White, and Williams voting aye.

MOTION by Member Becker, and seconded by Member Dean to approve the budget items for FY 2017 in accordance with the CRA Redevelopment Plan 2017 ~ Update. Motion carried unanimously with Chair Kilsheimer, and Members Dean, Velazquez, Becker, Bankson, White, and Williams voting aye.

MOTION by Member Bankson, and seconded by Member Velazquez to approve the 5th Street Parking Lot sale by the Downtown Parking Association to the CRA. Motion carried unanimously with Chair Kilsheimer, and Members Dean, Velazquez, Becker, Bankson, White, and Williams voting aye.

ADJOURNMENT - There being no further business to discuss, the meeting adjourned at 6:34 p.m.

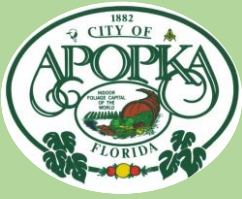
ATTEST

Joseph E. Kilsheimer, Chairman

Linda F. Goff, City Clerk

Backup material for agenda item:

1. Staff Report James Hitt



CITY OF APOPKA COMMUNITY REDEVELOPMENT AGENCY



- CONSENT AGENDA
- PUBLIC HEARING
- SPECIAL REPORTS
- OTHER: BUDGET ITEMS

MEETING OF: September 27, 2017
 FROM: Community Development
 EXHIBITS: F.S 163.387(7)
 Resolution No. 02 & 03
 CRA FY Budget Line Items
 Res. allocating TIF funds for
 Fiscal Year 2017/2018

SUBJECT: BUDGET ITEMS FOR FY 2017-2018 IN ACCORDANCE WITH THE CRA REDEVELOPMENT PLAN 2017 ~ UPDATE

REQUEST: APPROVE THE BUDGET ITEMS FOR FY 2017-2018

SUMMARY: With the approval of the new *CRA Redevelopment Plan 2017~update*, staff is requesting approval of the budget items listed below for redevelopment in the CRA District. These projects and programs continue to further the economic and redevelopment goals of the redevelopment plan.

Project	Description	Amount \$	CRA Account Number
5 th Street Parking lot	5 th Street Parking Lot, renovation and redevelopment.	600,000	610-9950-515-6300
Station St. & 6 th Street promenade	Addition of a multi-modal trail 10'-12' in width from Central Ave. to McGee Ave. Includes street width reduction, signage, trail, sidewalks, lighting, and landscape.	750,000	610-9950-515-6400
5 th Street Trail	10'-12' multi-modal trail from the Station Street (DAT) Project area to Alonzo Williams Park, linking bike and foot traffic.	100,000	610-9950-515-6400
Station Street Project (DAT)	Site design, planning, engineering and pre-construction in preparation for a Request for Proposal (RFP or RFQ)	200,000	610-9950-515-6400
Station Street Project (DAT)	Station Street and 6 th Street connections to West Orange Trail at Forest Ave.	50,000	610-9950-515-3100

CRA Budget Items – Continued next page

DISTRIBUTION

Mayor Kilsheimer
 Commissioners
 City Administrator
 Community Development Director

Finance Director
 HR Director
 IT Director
 Police Chief

Public Services Director
 Recreation Director
 City Clerk
 Fire Chief

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CRA BUDGET ITEMS, FY 2017-2018
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Project	Description	Amount \$	CRA Account Number
5 th Street Parking Lot design	Design for bid process and renovation of the parking lot	75,000	610-9950-515-3100
Wayfinding signage for the CRA district	Design and specifications for directional signage in the CRA district. Any signage on Main Street (U.S. 441) would require special permitting in accordance with the wayfinding signage requirements regulated by FDOT.	50,000	610-9950-515-3100
CRA ~ Assistance Programs	Residential Fee Assistance Program (RFAP) (Pays impact fees for new single-family homes)	50,000	610-9950-515-4900
	Façade Renovation Assistance Program (FRAP) - (Pays for exterior commercial renovations, i.e. paint, windows, doors, stone work, awning, ADA access, etc.) \$5,000 max with a 25% match	25,000	610-9950-515-4900
	Building Code Assistance Program (BCAP) (Pays for interior commercial renovations, i.e. air conditioning, wiring, plumbing, ADA access, etc.) \$5,000 max with a 25% match	25,000	610-9950-515-4900
	FRA Conference misc. items and Special District Membership	1,775	610-9950-515-3100 610-9950-515-4000 610-9950-515-5400
Total budgeted for FY 2017-2018:		\$ 1,926,775	

Budget items that were previously approved at the CRA meeting on June 21, 2017 are requested to be carried over to the FY 2017-2018 budget and include the following:

Project	Description	Amount \$	CRA Account Number
CRA ~ Assistance Program	Residential Fee Assistance Program (RFAP) (Pays impact fees for new single-family homes of \$20,500 per home)	61,500	610-9950-515-4900

CRA Budget, FY 2017-2018: \$1,988,275

Other projects in accordance with the *CRA Redevelopment Plan 2017~Update* are planned to be introduced during the next budget year for approval, as required by Florida Statutes.

FUNDING SOURCE:

The CRA Redevelopment Trust Fund, established by Ordinance No. 783 on June 16, 1993 utilizing Tax Increment Funding (TIF).

RECOMMENDATION ACTION:

Approve CRA Resolution No. 02 approving the appropriation of funds remaining in the Redevelopment Trust Fund to certain projects for the CRA FY 2017/2018 budget.

Approve CRA Resolution No. 03 for the CRA budget funding for carry-over items (\$61,500) and new budget (\$1,926,775) items from the CRA Redevelopment Trust Fund, totaling \$1,988,275 and provide for carry-over of funds in FY 2018 as needed.

Backup material for agenda item:

2. CRA Resolution No. 2017-02 - Appropriation of funds to projects.

James Hitt

**CITY OF APOPKA
COMMUNITY REDEVELOPMENT AGENCY
RESOLUTION NO. 2017-02**



**A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY (CRA)
OF THE CITY OF APOPKA, FLORIDA, APPROVING THE APPROPRIATION
OF FUNDS REMAINING IN THE REDEVELOPMENT TRUST FUND TO
CERTAIN PROJECTS; AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the City of Apopka created a redevelopment trust fund (“Trust Fund”) for the Apopka Community Redevelopment Agency (“CRA”) pursuant to Section 163.387, Florida Statutes; and

WHEREAS, for Fiscal Year 2016/2017 the CRA budgeted and appropriated funds deposited in the Trust Fund to pay certain administrative and operating expenses as well as project and program expenses of the CRA; and

WHEREAS, certain funds remain in the Trust Fund as of September 30, 2017 after payment of all budgeted expenses; and

WHEREAS, none of the funds being allocated from the previous fiscal year have been in the Tax Increment Revenue Trust Fund for more than three years without being assigned to a future project.

NOW, THEREFORE, BE IT RESOLVED by the Community Redevelopment Agency of the City of Apopka, Florida, as follows:

Section 1. As of September 30, 2017, the anticipated unexpended amount of \$ 2,081,274 remains in the Trust Fund.

Section 2. The Board of Directors desires to appropriate such funds to the specific redevelopment projects and programs in the amounts shown on the attached Exhibit “A” and encumber said funds for Fiscal Year 2017/2018. Additional projects and programs will be introduced during FY 2017/2018 as budget amendments in accordance with Florida Statutes and the adopted *CRA Redevelopment Plan 2017~update*.

Section 3. Such funds are included within the approved Community Redevelopment Plan of the CRA and will be completed within three (3) years from the date of such appropriation.

PASSED AND ADOPTED this 27th day of September, 2017, by the Community Redevelopment Agency of the City of Apopka., Florida.

Joseph E. Kilsheimer, Chairman
City of Apopka, Florida

ATTEST:

Linda F. Goff, City Clerk

Exhibit “A”



SUMMARY: With the approval of the new *CRA Redevelopment Plan 2017~update*, staff is requesting approval of the budget items listed below for redevelopment in the CRA District. These projects and programs continue to further the economic and redevelopment goals of the redevelopment plan.

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Station Street Project (DAT)	Site design, planning, engineering and pre-construction in preparation for a Request for Proposal (RFP or RFQ)	200,000	610-9950-515-6400
Station Street Project (DAT)	Station Street and 6 th Street connections to West Orange Trail at Forest Ave.	50,000	610-9950-515-3100
5 th Street Parking Lot design	Design for bid process and renovation of the parking lot	75,000	610-9950-515-3100
Wayfinding signage for the CRA district	Design and specifications for directional signage in the CRA district. Any signage on Main Street (U.S. 441) would require special permitting in accordance with the wayfinding signage requirements regulated by FDOT.	50,000	610-9950-515-3100
CRA ~ Assistance Programs	Residential Fee Assistance Program (RFAP) (Pays impact fees for new single-family homes)	111,500	610-9950-515-4900
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	Building Code Assistance Program (BCAP) (Pays for interior commercial renovations, i.e. air conditioning, wiring, plumbing, ADA access, etc.) \$5,000 max with a 25% match	25,000	610-9950-515-4900
	FRA Conference misc. items and Special District Membership	1,775	610-9950-515-3100 610-9950-515-4000 610-9950-515-5400
Total budgeted for FY 2017-2018:		\$ 1,988,275	

Backup material for agenda item:

3. CRA Resolution No. 2017-03 - Adopt Annual budget Fiscal Year 2017-2018.

James Hitt

RESOLUTION NO. 2017-03

A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY (CRA) OF THE CITY OF APOPKA, FLORIDA, ADOPTING THE ANNUAL BUDGET FOR FISCAL YEAR 2017-2018.

WHEREAS, on October 1, 2017, the Community Redevelopment Agency of the City of Apopka will start a new budget for fiscal year 2017-2018; and

WHEREAS, the Community Redevelopment Agency Board of the City of Apopka wishes to adopt a final budget for that fiscal year; and

Estimated Revenues:	
Ad Valorem Taxes	\$ 230,000
Interest	5,000
Funding from Reserves	<u>1,691,775</u>
Total Revenues and Reserves	\$ 1,926,775

Expenditures:	
Professional Services	\$ 175,000
Travel & Per Diem	1,600
Other Charges	100,000
Books, Pubs & Subscriptions	175
Capital Outlay – Infrastructure	<u>1,650,000</u>
Total Expenditures and Reserves	\$ 1,926,775

NOW, THEREFORE, BE IT RESOLVED by the Community Redevelopment Agency Board of the City of Apopka that the Final Budget for fiscal year 2017-2018 is hereby adopted.

PASSED AND ADOPTED this 27th day of September, 2017, by the Community Redevelopment Agency Board of the City of Apopka, Florida.

Joseph E. Kilsheimer, Chairman
City of Apopka, Florida

ATTEST:

Linda F. Goff, City Clerk