

APOPKA COMMUNITY REDEVELOPMENT AGENCY AGENDA

DECEMBER 2, 2020 1:00 PM

APOPKA CITY HALL COUNCIL CHAMBERS

**APOPKA COMMUNITY REDEVELOPMENT AGENCY MEETING WILL BE
LIVE-STREAMED ON YOUTUBE. TO WATCH, PLEASE VISIT: <http://www.youtube.com/cityofapopkafl>**

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- 1 Approve the CRA minutes from August 19, 2020.

PUBLIC COMMENT PERIOD

The Public Comment Period is for City-related issues that may or may not be on today's Agenda. If you are here for a matter that requires a public hearing, please wait for that item to come up on the agenda. If you wish to address the Council, you must fill out an Intent to Speak form and provide it to the City Clerk prior to the start of the meeting. If you wish to speak during the Public Comment Period, please fill out a green-colored Intent-to-Speak form. If you wish to speak on a matter that requires a public hearing, please fill out a white-colored Intent-to-Speak form. Speaker forms may be completed up to 48 hours in advance of the Council meeting. Each speaker will have four minutes to give remarks, regardless of the number of items addressed. Please refer to Resolution No. 2016-16 for further information regarding our Public Participation Policy & Procedures for addressing the City Council.

NEW BUSINESS

- 1 CRA FY 2020-2021 Budget Amendments

OLD BUSINESS

ADJOURNMENT

Individuals with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk at least two (2) working days in advance of the meeting date and time at (407) 703-1704. F.S. 286.0105 If a person decides to appeal any decision or recommendation made by Community Redevelopment Agency with respect to any matter considered at this meeting, he will need record of the proceedings, and that for such purposes he may 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.

Any opening invocation that is offered before the official start of the Community Redevelopment Agency meeting shall be the voluntary offering of a private person, to and for the benefit of the Community Redevelopment Agency meeting. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Community Redevelopment Agency meeting or the city staff, and the City is not allowed by law to endorse the religious or non-religious beliefs or views of such speaker. Persons in attendance at the Community Redevelopment Agency meeting are invited to stand during the opening ceremony. However, such invitation shall not be construed as a demand, order, or any other type of command. No person in attendance at the meeting shall be required to participate in any opening invocation that is offered or to participate in the Pledge of Allegiance. You may remain seated within the City Council Chambers or exit the City Council Chambers and return upon completion of the opening invocation and/or Pledge of Allegiance if you do not wish to participate in or witness the opening invocation and/or the recitation of the Pledge of Allegiance.

Minutes of the City of Apopka Community Redevelopment Agency (CRA), held August 19, 2020, at 6:00 p.m. in the City of Apopka Council Chambers.

CALL TO ORDER: Chair Nelson called to order the Community Redevelopment Agency Board meeting.

INVOCATION & PLEDGE OF ALLEGIANCE: Member Bankson gave the invocation and led in the Pledge of Allegiance.

ROLL CALL: Bryan Nelson, Chairman
Doug Bankson
Kyle Becker
Alexander Smith
Steve White
Nikki Williams

APPROVAL OF MINUTES:

1. CRA meeting March 4, 2020

MOTION by Member Bankson and seconded by Member Smith to approve the CRA minutes for August 21, 2019. Motion carried unanimously with Chair Nelson, and Members Bankson, Becker, Smith, White and Williams voting aye.

PUBLIC COMMENT – There was no public comment.

NEW BUSINESS

1. CRA FY 2020-2021 Budget Approval

Resolution No. 2020-01, to appropriate existing Trust funds to the next FY 2020-2021 budget.
Resolution No. 2020-02, to approve the CRA FY-2020-2021 budget.

2. CRA FY 2020-2021 CRA Assistance Programs

James Hitt, Community Development Director presented the budget and said there are four (4) items that we're looking for approvals from the CRA Board in this case. He said everything is related to our CRA including the rest of the City and said everything is at our downtown and is focused as when we have a healthy downtown, we have a healthy City. He stated that basically, all of the stores are occupied and we strive to keep it that way. He said we have two resolutions, one of which carries forward the remaining funds that are in the CRA Trust Fund and the second one is approving the budget for FY 2020-21 and will be by resolution, which includes the actual budget itself. The third item involves a change to the assistance programs and the ability to allow the board the flexibility to make changes as needed in order to keep these programs going. He said he's had some different requests that needed minor changes and one more major change that we will be reviewing, regarding the residential assistance program. He said that being said, everyone knows the downtown CRA District and said he put together a summary of the CRA, how we got here, the different resolutions were taken into account. He advised that Orange County is a Charter County so we do have to get Orange County to approve the plan. He said the original plan was adopted back in 1993 and said that Orange County also had to approve this and said that

they actually had three different actions in order to designate the Apopka CRA as the governing body for that. He said back in March of 2006, there was another plan that was put forth that was never adopted, which means that if they would've done anything with it, it would not have been legal. He said in 2017, we adopted a new plan, that we dubbed the CRA Redevelopment Plan 2017~Update. He said this is the one we're working on right now and said that usually, the plans get updated every five years, depending on what you work on. He said on January 24, 2024, the CRA Sunsets, which means that unless we get an extension from Orange County, we have to dissolve the CRA. He said we can keep the CRA, we just can't get any money from the County without an extension so we will work on getting that extended. He said that right now, we receive about 95% of the ad-valorem taxes from the base and if we get the extension, it's a matter of how long do we extend it to. He said the limitation is to extend it to September 30, 2039. He stated that we should ask for 10 years to allow another 10 years of redevelopment in our downtown as we really just got going on the major renovations and redevelopment. He advised that we have two new homes downtown that utilized the impact fee program for residential homes and said that they're right next door to each other. He stated that we have another group looking to build 5 homes on the North side of 10th Street, inside our CRA and the renderings are very modern looking buildings.

Member Bankson asked if there is any projected date for the new buildings and whether we're targeting any specific area that may help with the renovation that's near the paths or is this program available to anyone.

Mr. Hitt advised that once we get this change in, we'll be able to offer some money to that group. He stated there is another developer wanting to develop a 24 unit townhome product at Hannibal Square, by 6th Street and said they've been waiting for this to go through and will be submitting their plans by the end of the year. Mr. Hitt said that this program is available to anyone but the majority of the vacant lots are South of Main Street. He stated that whomever comes in and wants to do the investment, must be owner occupied. He further stated that the developer can develop them but they would need to be sold and are not intended to be rental units.

Member Bankson said he thought it would be good if we could get people to invest closer to the trails so that this can catch a momentum.

Chair Nelson said that one of the things that Joe Byrd was looking at before he left and now Michael is working on are some lots that had Code Enforcement violations that we can put back on the market.

Michael Rodriguez, City Attorney, said there are approximately six (6) lots that are slated and he's reviewing them to see what issues as to whether we want to proceed as the Code Enforcement route and said the difficulties in foreclosure on a Code Enforcement route is that three (3) of the properties actually have mortgages and therefore we would take these properties subject to the mortgage. There may be other avenues that we could look at and find ways that we can rehabilitate those properties. He said there are three (3) properties that are free and clear so we're working on working through the process of perfecting those liens in order to foreclose on those properties.

A question was asked about the little market off Michael Gladden and whether they're doing anything with that to which Member Smith stated that yes, and said that they currently have a lease on that and the renovations are being done gradually by the renter.

Chair Nelson said there are commercial credits available so there are opportunities there regarding improvements too so we're trying to balance the commercial improvements along with the residential. He said that the packets have some of the commercial and residential improvements and will identify where some of the money has been allocated.

Mr. Hitt said that these renovations are a good indicator for Michael Gladden and said that once we get the trail in, which is coming up, there will be additional opportunities. He said when you build it, they do come and said that this is a great time to highlight our downtown with the trail system.

Mr. Hitt provided an overview of the Resolutions and said there may be some changes that we have to go through for this but the main budget. He then provided a summary of the budget and outlined some of the costs involved including costs of improvements, impact fees, clean up, fencing, demolition, downtown facilities, etc. He discussed the State Special Districts fee and FRA membership, we don't have a choice on those budget items. He spoke about Capital Improvements including the Downtown Trail segments, Central Avenue and electric and said there are several aspects to this, which are included in your packet. He said sidewalks can be addressed in the following year or so as this will run approximately a half million dollars from Michael Gladden to Alonzo Williams Park. He said that is about what we get from the TIF from both the City and the County. He said any cost savings may be allocated to other projects in the CRA District with CRA approval. He provided a brief project summary of the parking lot and said that it's almost complete and said that Vlad did a great job designing the lot. He said the trees are coming out of the tree bank fund and not the CRA and said the construction costs came in at \$400,000 so the total is \$677,500. He said that Duke Energy has done the underground wiring and is about 3 weeks away from getting the lights in and said that we likely won't open the lot until the lights are in as this may be a security issue at night.

He provided a brief summary of the Assistance Program and said that one of the unique things about the commercial portion of this is that this requires a 25% match and discussed the costs since inception. He said the applicants have spent over \$20,000, which is 30% so they're spending more than what's required. He said building permits are a 50/50 match and said the residential impact fees include the two applicants off of Washington Street. He said the total CRA investment is \$137,000 and the applicant is approximately half of that at \$72,000. He said this is very indicative of a typical assistance program. He stated that we have 6 different programs that we're working with and said that's more than most have. He said this is the part that needs your approval and said that this is the residential impact fee assistance program, that's modified. He stated that the median home value in Orange County is \$273,503. He further stated that what we do is take that amount, less 25%, and base it on 50% increments on 3 different levels. He said with the first level is up to the minimal amount, which is \$205,000 and said they're eligible for up to \$20,451, taking into account the impacts of water, sewer, school, recreation, police and fire. He said the second level of eligibility is slightly more at 66%, which is \$13,700 and the third level brings it the total

amount of the median home value and the eligibility is only at 33%.

Commissioner Bankson said he likes the tiered approach.

Member Williams said she also likes the tiered approach and asked about the cost benefit analysis with the impact fee credits vs. what we receive with new homes to which Mr. Hitt said the taxes coming in from a \$200,000 house, you'll get approximately \$2,000 maximum so over the course of 15-20 years, this will be realized.

Member Becker inquired as to whether there is any consideration given between a \$273,000 townhome or condominium product and a \$273,000 single family home as to the tiering structure.

Mr. Hitt said this is something that we don't know yet until we know what types of housing will be built. He said if there is too much of a distance, we will need to re-evaluate this and bring it back for consideration.

Member Hooks asked about the 5 homes at \$20,451 and asked if that was the limit to which Mr. Hitt stated that the impact fees max out at that fee and said we kept it at that as if we give more than that, we don't have enough money for the other programs.

Member Bankson asked if we have any kind of a break even number for level of service as far as the tax base.

Chair Nelson stated that he reached out to the League of Cities for an average break-even point. He said if he had to guess, he would say \$200,000 is where we break even.

Edward Bass, City Administrator, said that we've look at ways to calculate the different ways and said the issue is that there are so many facets of our budget so it's difficult to arrive at this number.

Chair Nelson said that this is based on the assessed value and there are many factors that are considered when deriving the values including homestead exemptions and various other exemptions.

Member Becker said that if we start small in the CRA District, we should be able to formulate some sort of picture of what that would be. He said this information can be extrapolated from the Property Appraiser and if we take just the segment of the addresses in the CRA, we can identify this.

Mr. Hitt said that we have numbers from the carryover, that did not carryover and said the difference was \$5,931.88 and said that this affects both of the resolutions before you will be effected by this as follows: Resolution No. 2020-01 is reduced by \$5,931.88 and said that brings that down to \$2,282,490 that will be carried over to this next budget year FY 2020/2021. He said that Resolution No. 2020-02, that amount also gets reduced by \$5,931.88 for the estimated revenues and said he will take that out of the streetscape portion of the Capital improvements, which was originally \$2,230,202.

1. Resolution No. 2020-01, to appropriate existing Trust funds to the next FY 2020-2021 budget.

Chair Nelson asked for a MOTION to appropriate existing Trust funds to the next FY 2020-2021 budget.

MOTION by Member Bankson, and seconded by Member Becker to appropriate existing Trust funds to the next FY 2020-2021 budget. Motion carried unanimously with Chair Nelson, and Members Bankson, Becker, Smith, White and Williams voting aye.

Resolution No. 2020-02, to approve the CRA FY-2020-2021 budget.

Chair Nelson asked for a MOTION to approve the CRA FY-2020-2021 budget.

MOTION by Member Smith, and seconded by Member Becker to approve the CRA FY-2020-2021 budget, minus the \$5,931.88. Motion carried unanimously with Chair Nelson, and Members Bankson, Becker, Smith, White and Williams voting aye.

2. CRA FY 2020-2021 - CRA Assistance Programs

Chair Nelson asked for a MOTION to approve the CRA Assistance Programs revisions and authorize staff to make minor changes to the program.

MOTION by Member Williams and seconded by Member Becker to approve the CRA Assistance Programs revisions and authorize staff to make minor changes to the program. Motion carried unanimously with Chair Nelson, and Members Bankson, Becker, Smith, White and Williams voting aye.

OLD BUSINESS –

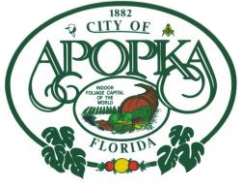
1. CRA Sunset – Orange County Agreement and State of Florida

ADJOURNMENT - There being no further business to discuss, the meeting adjourned at 7:08 p.m.

ATTEST

Bryan Nelson, Chairman

Susan M. Bone, City Clerk



CITY OF APOPKA COMMUNITY REDEVELOPMENT AGENCY



___ CONSENT AGENDA
___ PUBLIC HEARING
___ SPECIAL REPORTS
X OTHER: BUDGET ITEMS

MEETING OF: December 2, 2020
FROM: Community Development
EXHIBITS: Re-allocating TIF funds for
5th Street Parking Lot and
FRA Annual Membership

SUBJECT: BUDGET ITEMS FOR FY 2020-2021 IN ACCORDANCE WITH FLORIDA STATUTES
AND THE *CRA REDEVELOPMENT PLAN 2017 ~ UPDATE*

REQUESTS: APPROVE BUDGET AMENDMENT FOR:
➤ FRA ANNUAL MEMBERSHIP INCREASE
➤ 5TH STREET PARKING LOT ADDITIONAL WORK AND ITEMS
➤ BUDGET LINE ITEM FOR AUDIT FEES

SUMMARY:

The *CRA Redevelopment Plan 2017~update* provides the programs and projects that are approved by the CRA Board. Staff is requesting the approval of two items that need amendments:

- The FRA-Florida Redevelopment Association increased their base membership and the Apopka CRA's actual budget has increased and is on track this year to exceed \$2 million. Increase budget line item 610-9950-515.5400 from \$245 to \$995. (+750)

Note: The FRA conference from Oct. 2020 was not attended due to Covid-19 issues.

- The 5th Street Parking Lot is completed and due to on site changes and additional work (please see attached work sheet), staff is recommending approval of an additional \$11,746.
- Audit Fees budgeted for the CRA. \$4,500.00

Total budget amendments to be transferred from the line items:

Wayfinding Signage (3100) -\$11,646 and -\$4,500: Total **-\$16,146** (balance \$33,854)

FRA Conference (4000) **-\$850**; (\$750 to FRA membership, \$100 to 5th Street Parking Lot=balance \$0.)

Audit Fees line item added (3200) \$4,500

Total funds amended: \$16,996

DISTRIBUTION

Mayor Nelson
Commissioners
City Administrator
Community Development Director
City appointed member

Finance Director
HR Director
IT Director
Police Chief
Orange County appointed member

Public Services Director
Recreation Director
City Clerk
Fire Chief

CRA – DECEMBER 2, 2020
CRA BUDGET AMENDMENT
PAGE 2

FY 2020-2021 budget items and projects in the CRA Budget:

Item or Project	Description	\$ Amount	CRA Account Number
Wayfinding signage for downtown	Design and specifications for directional signage in the CRA district. Any signage on Main St. (U.S. 441) would require special permitting in accordance with the wayfinding signage requirements regulated by FDOT. Include direction, public parking, shopping districts and area location signage.	50,000 - 11,646 - 4,500 33,854	610-9950-515-3100
CRA Audit Fees	Accounting Audit Fee	4,500	610-9950-515.3200
FRA conference per diem	Florida Redevelopment Association, 3 nights' hotel, parking & per diem. Maintains participation and certification	850 0	610-9950-515-4000
CRA ~ Assistance Programs	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	35,000	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. /separate storefront, \$10,000 max. / corner – with a 25% match.	25,000	610-9950-515-4910
	Building Permit Refund Assistance Program (BPRP) ~ Permit fees refunded after building certificate of occupancy for up to 50% of fees for targeted businesses. Max. \$5,000.	25,000	610-9950-515-4912
	Business Impact Fee Assistance Program (BIFAP) ~ Pays impact fees for new, expanding, or change of use businesses for up to 50% of fees and a max. \$5,000	25,000	610-9950-515-4914
	Residential Fee Assistance Program (RFAP) ~ Pays impact fees for single family lots. Budgeted for up to five homes/lots at \$20,451 each. Impact fees for new single-family homes. Fire and Police Impact Fees for Condominium and Townhomes. Amended to a tiered program.	200,000	610-9950-515-4920
	Residential Renovation Assistance Program (RRAP) ~ SF & MF renovation. May include: CPTED review; paint, lighting, windows, doors (energy efficient), gutters, house numbers, etc. Max. \$1,000 Potential Home Renovation CDBG match.	50,000	610-9950-515-4922
Demolition Program	Removal of dilapidated residential and commercial properties in the CRA District to make developable land available for new residential and commercial development	25,000	610-9950-515-4950
Downtown Furniture	Benches, trash cans, bike racks, misc. furniture	70,000	610-9950-515-4960
Special District State mandated Fee	Special District State Fee	175	610-9950-515-5400
FRA Membership	Florida Redevelopment Association	245 + 750 995	610-9950-515-5400

CRA – DECEMBER 2, 2020
CRA BUDGET AMENDMENT
PAGE 3

FRA Conference registration	Florida Redevelopment Association annual conference registration	450	610-9950-515-5500
Capital Improvements	Downtown trail supplement funding. (see below) Electrical amp. Boxes on Central Ave. between Station Street and Main St. 5th Street Parking Lot budget increase	2,130,202 100,000 2,230,202 + 11,746 2,241,948	610-9950-515-6300
Downtown Apopka Trail segments	<u>Michael Gladden Blvd. Downtown Trail portion</u> ~ includes 5' sidewalk on south side. From Park Ave. for Hawthorne Ave. Includes lighting, landscape palms, benches, signage, etc. <u>5th Street Downtown Trail Portion</u> ~ from Station Street Project to Hawthorne Ave. and Alonzo Williams Park. Includes trail, sidewalks, lighting, landscape palms, benches, signage, etc. <u>Station Street & 6th Street portion</u> ~ One-way portion of Station St. from Central Ave. to 6 th St., and trail portion. 6 th St. trial from Station St. to McGee Ave. Includes street width reduction, new curb, trail, sidewalks, lighting, landscape palms, benches, signage, etc. <u>Hawthorne Ave. - Downtown Trail portion</u> ~ from Michael Gladden Blvd. to E. 5th St. at Alonzo Williams Park <u>Central Ave. Downtown trail portion</u> ~ from Michael Gladden Blvd. to Station Street Project (DAT) Downtown Trail portions ~ will include 10'-12' wide multi-modal trail and other amenities as described in each section above.		610-9950-515-6300
Transfers	For Alonzo Williams Park, Phase 2 matching grant	107,500	610-9950-515-9100

CRA Total budget for FY 2020-2021: \$2,844,422

FUNDING SOURCE:

The CRA Redevelopment Trust Fund, in accordance with Florida Statutes and the *CRA Redevelopment Plan 2017~Update*.

RECOMMENDATION ACTION:

Approve budget transfers and line item changes to cover costs for FRA Annual Membership; 5th Street Parking Lot changes as presented; and, CRA Audit Fees line item added.

2020 - 21 Annual Membership Renewal Invoice

Thank you for your continued support of the FRA. Please pay the amount that would be applicable to your agency based on the budget amounts listed below and return a copy of this invoice with payment. If you need assistance, please contact Jan Newton at jnewton@flcities.com or (850) 701-3622. Thank you!

Ref. #: 34781

Organization: Apopka Community Redevelopment Agency
Address: 120 E. Main Street
Apopka, FL 32703

Primary Contact/Title: Jim Hitt, CRA Director

Budget Amount*	Annual Dues Amount
\$300,000 and under	\$495
\$300,001 - \$600,000	\$620
\$600,001 - \$1,000,000	\$745
\$1,000,001 - \$2,000,000	\$870
\$2,000,001 - \$3,000,000	\$995
\$3,000,001 - \$4,000,000	\$1,120
\$4,000,001 - \$5,000,000	\$1,245
\$5,000,001 - \$7,500,000	\$1,870
\$7,500,001 - \$10,000,000+	\$2,495
Individual	\$370
Non-profit/Main Street Member	\$245
University	\$1,000

NOTE: Dues are based on an annual basis for FY October 1 through September 30. Payments to the FRA are not deductible as charitable contributions for federal income tax purposes. However, they may be deductible under other provisions of the Internal Revenue Code. 65% of dues payments may be expended on lobbying activities.

*A Business/Private Sector membership rate is based upon gross annual budget.

*A Government, non-profit and agency membership rate is based upon annual redevelopment budget.

Payment Information:

☐ CHECK (Make payable to FRA and mail to Florida Redevelopment Association, P. O. Box 1757, Tallahassee, FL 32302)

☐ CREDIT CARD - You will use the unique link that you received via email. If you did not get it, please let Jan Newton know at jnewton@flcities.com.

CRA – 5th Street Parking Lot

Additional Funds requested: \$11,746

Item	Scheduled Value	Description of Work	Status
Approved Funds	\$410,000.00		
Dale Beasley			
Original Contract	\$400,918.70	Original Scope of Work	Open
Change Order #1	\$4,517.67	Additional Concrete Work	Closed
Change Order #2	\$2,526.45	Additional Electrical Work	Closed
Change Order #3	\$1,624.06	Material Testing (UES)	Closed
Change Order #4	\$1,321.00	Additional Concrete Work	Closed
Change Order #5	\$150.00	Downspouts Purchase	Closed
Change Order #6	\$2,025.00	Turf Upgrade (Empire Zoysia)	Closed
Change Order #7	\$6,000.00	Additional Asphalt Work	Closed
Sub-Total:	419,082.88		
City of Apopka			
Duke Energy	\$1,648.85	New Transformer	Open
Duke Energy	\$1,013.38	Light Pole Relocation	Open
Sub-Total	2,662.23		
Total Charges	\$421,745.11		
Remaining Funds	(\$11,745.11)		