



City Commission Strategic Planning session

Wednesday, April 4, 2012 ♦ 9:15 a.m. – 5 p.m.
Winter Park Community Center ♦ 721 West New England Avenue



City Commission Strategic Planning Session AGENDA

Wednesday, April 4, 2012 ♦ 9:15 a.m. – 5 p.m.
Winter Park Community Center ♦ 721 West New England Avenue

I. Ground rules and discussion of agenda

II. Governance

- ♦ Discussion of 2011 Strategic Initiatives
- ♦ Performance indicators
- ♦ City Commission governance

III. Managing Change

- ♦ Codes/policies commission would like to see modified
- ♦ Annexations
- ♦ Jurisdictional control of state roads

IV. Budget

- ♦ Budget goals
- ♦ Pension strategy
- ♦ Undergrounding strategy

V. Plan the Possibilities

- ♦ Cady Way Pool
- ♦ Central Park West Meadow
- ♦ Denning Drive
- ♦ Northwest Sports Complex
- ♦ Parking
- ♦ Progress Point
- ♦ Train Station parking lot
- ♦ United States post office
- ♦ Winter Park City Hall
- ♦ Winter Park Public Library
- ♦ Potential future property acquisitions



Governance

Discussion of 2011 Strategic Initiatives
Performance indicators
City Commission governance





Governance

Discussion of 2011 Strategic Initiatives



City of Winter Park Strategy Map Fiscal Year 2012

September 26, 2011

DRIVERS

Vision

*Be the best place to live, work and play in Florida
for today's residents and for future generations.*

- Residents and businesses will thrive and visitors will enjoy our history and community spirit.
- We will maintain a safe and healthy environment while preserving our city's friendly, hometown atmosphere and celebrating the diversity of its people.
- We will provide extensive recreational and cultural opportunities.
- We will provide municipal services of the highest quality in a fiscally prudent and customer friendly manner.
- We will achieve our vision through a commitment to a healthy economy, a vibrant downtown, and preservation of our environment, charm, culture and vital neighborhoods.

Values

- Spirit of volunteerism and ownership throughout our community
- Respect for heritage and culture
- Preserving character and charm
- Commitment to our environmental assets
- Economic viability and sustainability for future generations
- Diversity, both economically and culturally across generations
- Recognition of value in cultivating regional relationships while preserving our identity
- Integrity, honesty and respect in all interactions
- Decision-making based on facts and citizen participation
- Governance that is accessible, accountable and efficient
- Quality neighborhoods

DIFFERENTIATORS

Unique Sense of Place

- Charming village character & scale
- Attractive place to visit
- Heritage & culture
- Central Park
- High quality of life
- Pedestrian friendly
- Vibrant Central Business District (CBD)

Diverse Character
& Quality of Neighborhoods

- Lakefront estate lots
- Historic neighborhoods
- Variety of housing options
- Strong sense of community
- Neighborhood Council
- Community involvement

High Quality of Services

- Fiscally responsible
- Exceptional
 - Customer service
 - Public safety
 - Responsiveness
 - Infrastructure & services
- Professional & responsive staff

Environmental Assets

- Extensive Tree Canopy
- Recreational opportunities for all ages
- 10 acres of parks per 1000 residents
- Healthy city lakes

Life-long Learning

- Excellent public & private education for K-12 & adults
- Rollins College & Valencia Community College as an integrated community partner
- World class library, museums & cultural experiences

Full-Service City

- Own electric utility
- Own police & fire
- Hospitals & schools
- Diverse shopping options

STRATEGIC
OBJECTIVES

Quality environment

- Finalize Civility Code
- Work towards achieving the Green Local Government's Platinum level
- Increase average lake water clarity – currently 2.4 meters, long-term goal three meters
- Offer 20 new recreational programs to appeal to a wider and more diverse audience
- Pursue first right of refusal for the post office property
- Establish plans and initiatives to promote pedestrian safety

Quality development & redevelopment

- Continue to develop & redevelop underdeveloped, non-residential corridors
- Incentivize development and reannexation with a no-direct cost to existing tax payers approach

Quality government services & financial security

- Maintain current levels of service and current millage rate
- Fund \$1 million toward establishing a goal of having 30 percent of recurring expenses in the city's reserves
- Be in the top 35 percent of pay and top 50 percent in benefits based on the approved list of benchmark jurisdictions
- Provide additional methods of communication to increase opportunities for public input

Quality facilities & infrastructure

- Increase median maintenance and construction of new sidewalks
- Complete the Fairbanks Avenue Improvement project including the construction of new sewer system and some beautification
- Complete Capital Improvement Plan (CIP) projects on time and within budget
- Place all electric distribution facilities underground as soon as possible while maintaining competitive electric rates

Quality economic development

- Finalize economic development master plan
- Establish long-term goal for appropriate balance between residential and commercial property valuations
- Finalize framework and support businesses in establishing a Business Improvement District (BID)

INITIATIVES



City Commission FY 2011 Strategic Plan Update

Quality Environment	
Finalize Civility Code	Completed
Work toward achieving the Green Local Government's Platinum level	<p>Current Level: Gold Points Achieved: 127/349 Current Cities and Counties at Platinum level: none</p> <p>As of March 2012, city staff is working toward the Platinum level.</p> <p>A Sustainability Action Plan will be presented to city management and City Commission during the next fiscal year outlining a long term strategic plan for achieving the Green Local Government Platinum level certification.</p> <p>In progress:</p> <ul style="list-style-type: none"> • Green Streets - concept that outlines a context sensitive approach to designing complete streets while accommodating all modes of transportation, as well as capturing stormwater runoff • Green Business - certification program which will help incentivize local businesses to work on issues related to conserving energy and water while also reducing waste. • increasing recycling citywide • bike sharing • continuing to save energy and water in city facilities • scaling up the concept of green building to green neighborhoods with community gardening, native vegetation, and a walkable/bicycle friendly design.
Increase average lake water clarity – currently 2.4 meters, long-term goal three meters	<p>Average annual clarity in its chain of lakes has not significantly changed from last year and currently holds at approximately 2.5 meters.</p> <p>City continued to implement our long term capital improvement plan with the installation of treatment devices along the north side of Lake Mizell to remove leaves, sediment and other pollutants from stormwater flowing into the lake. Additionally, treatment projects were completed along Alabama way and on Venetian Way as part of larger road reconstruction projects in order to remove pollutants from the stormwater.</p> <p>Construction will begin on a treatment project in Morse boulevard in April 2012 to install devices to remove leaves, sediment and other pollutants from stormwater flowing to lake Osceola. These projects all are a part of our long term plan to improve the water quality in our lakes. As it took many years for our lakes to be degraded from their original pristine condition, it will take many years to see improvement.</p>

	<p>Additionally, there are many annual environmental and spacial influences that affect the success when looking at short term results and thus the focus is longer term than simply one year.</p>
<p>Offer 20 new recreational programs to appeal to a wider and more diverse audience</p>	<p>The list below only accounts for programs that are ‘new’ in the first six months of operation. <i>Not included: Programs held in the previous Community Center/Azalea Lane and programs that are planned for May-September.</i></p> <p>Seniors (7)</p> <ul style="list-style-type: none"> • Zumba Gold • Tai Chi Gold • Computer Classes • Veterans Benefit Workshops • Senior Breakfast • Friday Fun Fitness • Sit to Be Fit <p>Teens/Youth (14)</p> <ul style="list-style-type: none"> • Teen Night • Steel Drum • Hip Hop Dance • Expressive Dance (Ages 3-5) • Ballet • Jazz/Tap • Tumbling • Cheerleading • Presidential Fitness Challenge • All American Youth Sports Skills Class • Volleyball • Quick Start Tennis • Winning Ways Youth Basketball Skills Development Clinic • Winning Ways “Getting to the Next Level” Life Skills Sessions <p>Adults (8)</p> <ul style="list-style-type: none"> • Zumba • Yoga • Pilates • Boomers Boot Camp (55+) • Kick Start Boot Camp • Women’s Basketball • Wheel Chair Basketball • Strength and Core Class <p>Community Events (3)</p> <ul style="list-style-type: none"> • Pumpkins and Munchkins Halloween and Fall Festival • Breakfast with Santa • Black History Month Youth Challenge
<p>Pursue first right of refusal for the post office property</p>	<p>January 23, 2012 – City Commission approval to send the post office an agreement regarding the first right of refusal for the acquisition of the post office property.</p>

<p>Establish plans and initiatives to promote pedestrian safety</p>	<p>Continue to fill in sidewalk gaps for better connectivity of pedestrian ways, sidewalks. Most recent sidewalks completions:</p> <ul style="list-style-type: none"> • west side of Perth Lane from Cady Way to Dundee Drive • north side of Cady Way from the Cady Way Trail to Greene Drive • west side of Interlachen Avenue from the Golf Course parking area to Swoope Avenue • north side of Canton Avenue from New York Avenue 150 feet west to an existing sidewalk • west side of Chapman Avenue from Comstock Avenue to Fairbanks Avenue including the northwest corner accessibility ramp • east side of Barnum Avenue from Minnesota Avenue to Denning Drive • Fairbanks pedestrian improvement project. <p>Working with Bike Walk Central Florida on Best Foot Forward to change pedestrian behavior in Central Florida and remove Central Florida from the most dangerous in the country for pedestrians list.</p> <p>Grants submitted for:</p> <ol style="list-style-type: none"> 1. Signalized pedestrian crossing on: <ol style="list-style-type: none"> a. Lakemont Avenue near Goodrich Avenue b. Lakemont Avenue at Palmer Avenue c. Winter Park Road at Glenridge Way 2. Pedestrian refuge island on: <ol style="list-style-type: none"> a. Orlando Avenue between Gay Road and Morse Blvd b. Orlando Avenue between Minnesota Avenue and Fairbanks Avenue c. Fairbanks Avenue between Pennsylvania Avenue and Park Avenue 3. Road Diet / 3 lane of Denning Drive between Orange Avenue and Railroad Avenue <p>We have met with the FDOT, Lighthouse Central Florida, and several vision impaired residents of the Winter Park Village apartments, the Winter Park Oaks, and the 4 Seasons to discuss implementation of audible signals to cross Aloma Avenue at St Andrews. They will be designed and installed.</p> <p>The Pedestrian Bicycle Circulation Plan has several pedestrian projects which include signals, signs, pavement markings, and sidewalks that will be constructed as funding is available to complete.</p> <p>The Pedestrian Bicycle Advisory board has just completed its fourth annual Park to Park / Bike to Work Day ride thru the city March 23rd. This is an awareness of cyclists on the roadway and education event with 60 riders this year.</p> <p>A Pedestrian Bicycle Forum is planned for April 26th to present recently completed projects, current projects, and future projects, and to solicit input and comments from the public. The information gathered will compiled and considered in the update of our pedestrian and bicycle circulation plan.</p> <p>Lakemont Avenue at Whitehall Drive traffic signal is about to be upgraded with ped signals for all 4 legs of the intersection.</p> <p>May of 2011 a Complete Streets Policy was adopted by Commission Resolution to help guide decisions with Multi-Modal facility designs.</p>
--	---

	<p>A modified board for multi-modal transportation issues is being considered. This board shall consider pedestrian, bicycle, cars, buses, and trains in all of its work and recommendations. My recommendation is to change the existing Ped Bike Board into a Multi-Modal board by adding two members for a total of 9 members with 1 alternate. There are two vacancies on the Ped Bike board this year. Add these two vacancies and 2 two new appointments and the new people can have multi-modal transportation backgrounds. All modes should work together.</p>
Quality Development and Redevelopment	
Continue to develop & redevelop underdeveloped, non-residential corridors	<p>To the extent the economy has allowed, the city has been encouraging redevelopment along the commercial corridors:</p> <ul style="list-style-type: none"> • Orlando Avenue (Wawa, WP Village, etc.) • Fairbanks Avenue (4 Rivers) • Morse/Denning (former State Office Building) • other smaller projects
Incentivize development and reannexation with a no-direct cost to existing tax payers approach	<p>The annexation of Ravaudage has the potential to significantly benefit the city's tax base and help revitalize that area of the city. The staff has been working with the developer to re-annex and annex that project and to encourage its development.</p>
Quality government services & financial security	
Maintain current levels of service and current millage rate	<p>Achieved in FY2012 budget</p>
Fund \$1 million toward establishing a goal of having 30 percent of recurring expenses in the city's reserves	<p>Achieved in FY2012 budget</p>
Be in the top 35 percent of pay and top 50 percent in benefits based on the approved list of benchmark jurisdictions	<p>Pay study currently underway, expecting results in late April</p>
Provide additional methods of communication to increase opportunities for public input	<p>Conducted in 2011:</p> <p>Town Meetings</p> <ul style="list-style-type: none"> • Overall citywide town meetings • Fairbanks Avenue public input session • Downtown brand identity public meeting <p>Community Conversations</p> <ul style="list-style-type: none"> • Blog • Survey • Community meetings <p>Social Media</p> <ul style="list-style-type: none"> • Interactive Facebook comments • Ask Winter Park website feature

Quality facilities & infrastructure

<p>Increase median maintenance and construction of new sidewalks</p>	<p>MEDIANS:</p> <p>New landscaping installations have taken place in medians on Morse Boulevard both east and west of Park Avenue and require higher maintenance. The traffic island at Pennsylvania/Orange/Fairbanks Avenues is high maintenance due to driver destruction. Lee Road Landscaping is on hold pending negotiations with FDOT. Additionally, a systematic schedule for weed control is in place for medians city wide.</p> <p>SIDEWALKS:</p> <p>Sidewalk construction/maintenance is performed at a risk mitigation level of service which means that once sidewalk problems (uplifts, separations, crushed or missing sections) are reported, the area is safed-up as necessary and repairs are performed promptly, usually within 2 weeks at the outset.</p> <p>Additionally, inspections are performed in a 1 block radius of the reported problem so that we are efficient in the use of our staff and/or contractual costs since there is a mobilization minimum built into our contractor agreement.</p> <p>Base funding also provides for construction of 1,000 feet of new sidewalk (where none currently exists) with priority based on the city's mobility plan.</p>
<p>Complete the Fairbanks Avenue Improvement project including the construction of new sewer system and some beautification</p>	<p>Currently bid is being advertised</p>
<p>Complete Capital Improvement Plan (CIP) projects on time and within budget</p>	<p>Projects are in various stages of completion</p>
<p>Place all electric distribution facilities underground as soon as possible while maintaining competitive electric rates</p>	<p>As of March 31, 2012 the electric system undergrounding project funded by the 2007 bond proceeds and as modified by the City Commission on February 14, 2011, has largely been completed.</p> <p>Pole removal on the Temple project is awaiting the removal of Brighthouse facilities.</p> <p>As a result of those bond projects, 8.6 miles of mainline feeders have been placed underground.</p> <p>Through 10 PLUG-IN projects, another 1.8 miles of primary overhead conductor have been placed underground.</p> <p>Staff estimates:</p> <ul style="list-style-type: none"> • 79.2 miles of primary overhead conductor remain to be placed underground (does not include secondary conductor or customers' overhead electric services). • There is approximately 37 miles of secondary overhead conductor to be placed underground. The majority of secondary conductor is underbuild to overhead primary conductor and will placed underground at the same time as the primary

	<p>conductor is placed underground.</p> <ul style="list-style-type: none"> • There are 10-15 miles of secondary conductor that are separate from primary construction that will require undergrounding. <p>Approximately 79 miles of primary electric system wire have been already placed underground (most of which was already underground at the time the system was purchased from Progress Energy Florida) however, approximately 35 miles of the existing "Progress" underground is due to be or near replacement age.</p> <p>Staff has not estimated the amount of secondary already placed underground.</p> <p>Alabama is complete.</p>
Quality economic development	
Finalize economic development master plan	<p>The Commission adopted a three year Economic Development Master Plan in July 2011. The Plan laid out strategies and tasks to create economic viability throughout the city and create partnerships within the business community. The city also provided \$150,000 in funding for the first year of the plan. The staff is working on tasks such as evaluation of Fairbanks Avenue redevelopment, workforce housing, creating a viable Buy Local program, editing a Business Welcome Package, and surveying after events such as the City Winter in the Park.</p>
Establish long-term goal for appropriate balance between residential and commercial	To be completed
Finalize framework and support businesses in establishing a Business Improvement District (BID)	<p>City staff has been actively involved in evaluating the framework and a possible implementation of a business improvement district along Park Avenue. The city completed the marketing plan in 2010 and in 2011 hired a consultant to help with the message and networking of a proposed BID. Staff has worked with the Park Avenue Area Task Force and the Chamber of Commerce to educate the property owners and business owners/merchants along the Avenue about the BID and what it can do. At this point, the city has completed their work in preparing the information and creating a network for discussion. Any future steps will need to include property owners and merchants as sponsors of this district. City staff is available to help with assessment evaluation and the public process that would be needed to pass this effort.</p>



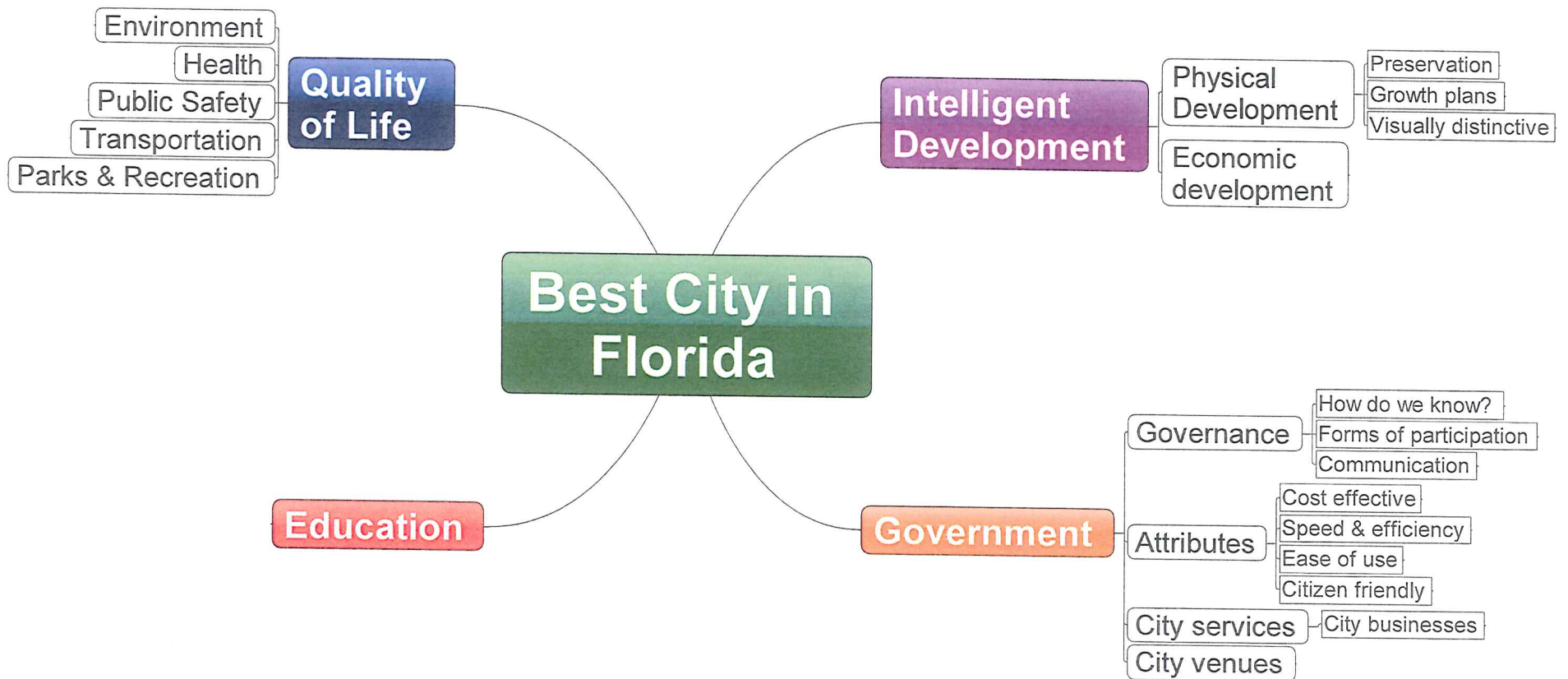
Governance

Performance indicators

City of Winter Park Performance Measurement at a Glance

Measurement	Goal 2012
City Management	
Actual expenditures at or below budget at the fund level	Yes
Actual expenditures within actual revenues	Yes
% of CIP projects completed on time & within budget	90%
All debt services covenants met	Yes
Operating millage rate in the bottom half of all full services cities in Orange County	Yes
Building and Code Enforcement	
% of inspections completed next business day	96%
% of plans reviewed and returned within 8 business days	96%
% of code violations resolved voluntarily	90%
Electric Utility	
System Average Interruption Duration Index (SAIDI)	< 60
* Note, if March 30 storm is excluded, 12 month rolling SAIDI = 79 minutes	
Momentary Average Interruption Freq. Index (MAIFE)	<.25
WP rates as compared to State average	not more than +5%
Finance	
# Monthly financials delivered by 2nd meeting of following month (ex. Sept.)	11
CAFR delivered by March 31st	Yes
Fire Rescue	
Distribution (1st Unit Arrival) to 90% of all Priority 1 responses. Baseline - Total Response Time.	7:20
Concentration of Resources (ERF) to 90% of all Priority 1 responses for FIRE. Baseline - Total Response Time.	11:20
Patients in cardiac arrest who return to spontaneous respiration (ROSC).	35%
Parks & Recreation	
Maintenance Cost per acre	\$8,669
% of surveyed residents indicated participating in some City programming and special events.	90%
% of surveyed residents ranking parks facilities and programs good to excellent (** no survey data available at this date, Surveys will be distributed Fall of FY2012)	88%
Police Department	
% of emergency calls answered within 10 seconds	97%
Average response time to priority one calls	2:30
Average response time to non-priority calls	3:30
Public Works Department	
Average lake clarity (long term goal is 3 meters)	2.6
% of streets meeting or exceeding PASER 5 condition rating condition rating	85
Construct new sidewalk (feet)	1000
Water and Sewer Services	
Unaccounted for water	<6%
MLC water quality violations	None

Benchmarking review for Winter Park





Governance

City Commission governance

**Winter Park, Florida, Code of Ordinances >> PART I - CHARTER AND RELATED LAWS >> Subpart A
- CHARTER >>**

Subpart A - CHARTER ⁽¹⁾

Preamble

PREAMBLE

We the people of the City of Winter Park, Florida, under the authority of the constitution and laws of the State of Florida, adopt this Charter to define the powers and structure of this City and to secure the benefits of home rule. This action also affirms the values of a representative democracy, professional management, strong political leadership, high ethical standards, citizen participation, and regional cooperation. We desire for Winter Park to be the best place to live, work, and play in central Florida by creating an open and responsive government and preserving a superior quality of life for the current residents and future generations.

(Ord. No. 2790-09, § 2(Am. 1), 12-14-2009)

ARTICLE I. - GENERALLY

ARTICLE II. - LEGISLATIVE

ARTICLE III. - NOMINATIONS AND ELECTIONS

ARTICLE IV. - ADMINISTRATION

ARTICLE V. - INITIATIVE, REFERENDUM AND RECALL

ARTICLE VI. - TRANSITION

FOOTNOTE(S):

⁽¹⁾ **Editor's note**— Printed herein is the city charter, as adopted at referendum on November 8, 1983. Amendments to the charter are indicated by parenthetical history notes following amended provisions. The absence of a history note indicates that the provision remains unchanged from the original charter. Obvious misspellings have been corrected without notation. For stylistic purposes, a uniform system of headings, catchlines and citations to state statutes has been used. Additions made for clarity are indicated by brackets. ([Back](#))

⁽¹⁾ The City of Winter Park was originally incorporated under the general law on March 8, 1887. (See "Miscellaneous Record of Orange County," vol. 7, pp. 66, 536). ([Back](#))

**Winter Park, Florida, Code of Ordinances >> PART I - CHARTER AND RELATED LAWS >> Subpart A
- CHARTER >> ARTICLE I. - GENERALLY >>**

ARTICLE I. - GENERALLY

Sec. 1.01. - Creation and powers.

Sec. 1.02. - Corporate boundaries.

Sec. 1.03. - Charter amendments.

Sec. 1.04. - Organization of city government.

Sec. 1.05. - Oath.

Sec. 1.01. - Creation and powers.

The City of Winter Park is created which shall have all governmental, corporate, and proprietary powers to enable it to conduct municipal government, perform municipal functions and render municipal services, and may exercise any power for municipal purposes except as otherwise provided by law.

Sec. 1.02. - Corporate boundaries.

The corporate boundaries of the City of Winter Park shall remain as they exist on the date this amended Charter takes effect, provided that the city shall have the power to change its boundaries in the manner prescribed by law. A description of the corporate boundaries is on file in the City Clerk's office and available to the public.

(Ord. No. 2790-09, § 2(Am. 2), 12-14-2009)

Editor's note—

Ord. No. 2790-09, § 2 (Am. 2), adopted Dec. 14, 2009, amended § 1.02 in its entirety and repealed § 1.02.1 in its entirety. The former §§ 1.02 and 1.02.1 pertained to similar subject matter and derived from the City Charter as adopted at referendum on Nov. 8, 1983; Ord. No. 1527, § 1, adopted Aug. 14, 1984; Ord. No. 1532, § 1, adopted Aug. 28, 1984; Ord. No. 1535, § 1, adopted Aug. 28, 1984; Ord. No. 1549, § 1, adopted Oct. 23, 1984; Ord. No. 1554, § 1, adopted Nov. 27, 1984; Ord. No. 1568, § 1, adopted Feb. 26, 1985; Ord. No. 1588, § 1, adopted Jul. 9, 1985; Ord. No. 1592, § 1, adopted Aug. 27, 1985; Ord. No. 1595, § 1, adopted Aug. 27, 1985; Ord. No. 1611, § 1, adopted Nov. 12, 1985; Ord. No. 1641, § 1, adopted Apr. 22, 1985; Ord. No. 1649, § 1, adopted June 24, 1986; Ord. No. 1661, § 1, adopted Aug. 26, 1986; Ord. No. 1675, § 1, adopted Oct. 14, 1986; Ord. No. 1699, § 1, adopted May 26, 1987; Ord. No. 1710, § 1, adopted Jul. 28, 1987; Ord. No. 1726, § 1, adopted Nov. 24, 1987; Ord. No. 1736, § 1, adopted Jan. 12, 1988; Ord. No. 1746, § 2, adopted Mar. 29, 1988; Ord. No. 1746, § 2, adopted Mar. 29, 1988; Ord. No. 1760, § 1, adopted June 28, 1988; Ord. No. 1763, § 1, adopted June 28, 1988; Ord. No. 1766, § 1, adopted June 28, 1988; Ord. No. 1771, § 1, adopted July 26, 1988; Ord. No. 1772, § 1, adopted July 26, 1988; Ord. No. 1777, § 1, adopted Aug. 23, 1988; Ord. No. 1740, § 1, adopted Aug. 23, 1988; Ord. No. 1802, § 1, adopted Dec. 20, 1988; Ord. No. 1818, § 1, adopted May 23, 1989; Ord. No. 1821, § 1, adopted May 23, 1989; Ord. No. 1844, § 1, adopted Sept. 26, 1989; Ord. No. 1846, § 1, adopted Sept. 26, 1989; Ord. No. 1855, § 1, adopted Nov. 28, 1989; Ord. No. 1871, § 1, adopted May 27, 1990; Ord. No. 1894, § 1, adopted Oct. 23, 1990; Ord. No. 1897, § 1, adopted Oct. 23, 1990; Ord. No. 1923, § 1, adopted Apr. 9, 1991; Ord. No. 1928, § 1, adopted Jul. 9, 1991; Ord. No. 1933, § 1, adopted Aug. 23, 1991; Ord. No. 1946, § 1, adopted Nov. 12, 1991; Ord. No. 1965, § 1, adopted Feb. 25, 1992; Ord. No. 1956, § 1, adopted Jan. 14, 1992; Ord. No. 1961, § 1, adopted Jan. 14, 1992; Ord. No. 1982, § 1, adopted Aug. 11, 1992; Ord. No. 2032, § 1, adopted Feb. 22, 1994; Ord. No. 2033, § 1, adopted Feb. 22, 1994; Ord. No. 2041, § 1, adopted May 10, 1994; Ord. No. 2068, § 1, adopted Nov. 8, 1994; Ord. No. 2072, § 1, adopted Nov. 22, 1994; Ord. No. 2175, § 1, adopted Dec. 10, 1996; Ord. No. 2199, § 1, adopted Jul. 8, 1997; Ord. No. 2255, § 1, adopted May 12, 1998; Ord. No. 2286, § 1, adopted Oct. 27, 1998; Ord. No. 2313, § 1, adopted Sept. 28, 1999; Ord. No. 2347, § 1, adopted May 9, 2000; Ord. No. 2359, § 1, adopted Ju. 11, 2000; Ord. No. 2383, § 1, adopted Sept. 26, 2000; Ord. No. 2384, § 1, adopted Sept. 26, 2000; Ord. No. 2385, § 1, adopted Sept. 26, 2000; Ord. No. 2426, § 1, adopted Oct. 23, 2001 (Referendum); Ord. No. 2427-01, § 1, adopted Oct. 23, 2001; Ord. No. 2430-01, § 1, adopted Oct. 23, 2001 (Referendum); Ord. No. 2450-01, § 1, adopted Apr. 9, 2002 (Referendum); Ord. No. 2479-02, § 1, adopted Nov. 12, 2002;

Ord. No. 2513-03, § 1, adopted Apr. 22, 2003; Ord. No. 2527-03, § 1, adopted Nov. 4, 2003 (Referendum); Ord. No. 2529-03, § 1, adopted Nov. 4, 2003 (Referendum); Ord. No. 2531-03, § 1, adopted Nov. 4, 2003 (Referendum); Ord. No. 2533-03, § 1, adopted Nov. 4, 2003 (Referendum); Ord. No. 2545-03, § 1, adopted Oct. 27, 2003; Ord. No. 2557-04, § 1, Exh. A, adopted May 4, 2004 (Referendum); Ord. No. 2592-04, § 1, adopted July 26, 2004; Ord. No. 2625-05, § 1, adopted Apr. 25, 2005; Ord. No. 2634-05, § 1, adopted Jul. 11, 2005; Ord. No. 2644-05, § 1, adopted Sept. 12, 2005; Ord. No. 2476-06, § 1, adopted May 22, 2006; Ord. No. 2687, § 1, adopted Oct. 9, 2006; Ord. No. 2697-07, § 1, adopted Mar. 12, 2007; Ord. No. 2701-07, § 1, adopted Mar. 26, 2007; Ord. No. 2702-07, § 1, adopted Feb. 26, 2007; Ord. No. 2730-08, § 1, adopted Feb. 11, 2008; Ord. No. 2753-08, § 1, adopted Nov. 24, 2008.

Sec. 1.03. - Charter amendments.

- (a) *Initiation by ordinance.* The commission may by ordinance propose amendments to any part or all of this Charter, except Section 1.02 prescribing boundaries, and upon passage of the initiating ordinance shall place the proposed amendment to a vote of the electors at the next general election held within the city or at a special election called for such purpose. Amendment of Section 1.02, resulting from annexation done in accordance with general law, shall be by ordinance of the commission and shall not be subject to a vote of the electors except as provided by general law.
- (b) *Initiation by petition.* The electors of the city may propose amendments to this Charter by petition signed by at least ten (10) percent of the total number of qualified voters registered to vote in the last regular city election.
 - (1) *Form and content.* All papers of a petition shall be uniform in size and style and shall be assembled as one instrument for filing. Each signature shall be executed in ink or indelible pencil and shall be followed by the address of the person signing. Petitions shall contain or have attached thereto throughout their circulation the full text of the proposed charter amendment. The clerk or other official designated by the commission may, at an elector's request, issue the appropriate petition blanks to the elector at the elector's expense.
 - (2) *Affidavit of circulator.* Each paper of a petition shall have attached to it when filed, an affidavit executed by the circulator thereof stating that he personally circulated the paper, the number of signatures thereon, that all the signatures were affixed in his presence, that he believes them to be the genuine signatures of the persons whose names they purport to be and that each signer had an opportunity before signing to read the full text of the proposed charter amendment.
 - (3) *Certification of petition.* Upon certification of the sufficiency of the petition by the clerk or other official designated by the commission, such certification to include the validity of the names on the petition as qualified voters registered to vote in the last regular city election, the commission shall place the proposed amendment to a vote of the electors not less than thirty (30) days and not later than sixty (60) days after certification. If no regular election is to be held within the period prescribed by this subsection, the commission shall provide a special election called for such purpose.
- (c) *Charter Review.* The City Commission shall appoint a Citizens' Charter Review Advisory Committee to review this charter a minimum of every ten (10) years to make recommendations, if any, to the city commission for possible submission to the voters.

(Ord. No. 2790-09, § 2(Am. 3), 12-14-2009)

Sec. 1.04. - Organization of city government.

The city commission shall divide the services and functions of the city into departments, and shall designate these by name and purpose.

Sec. 1.05. - Oath.

The mayor, each commissioner and all employees of the city shall take an oath to support, obey and uphold the laws of the City of Winter Park, the State of Florida and the United States of America.

**Winter Park, Florida, Code of Ordinances >> PART I - CHARTER AND RELATED LAWS >> Subpart A
- CHARTER >> ARTICLE II. - LEGISLATIVE >>**

ARTICLE II. - LEGISLATIVE

Sec. 2.01. - Commission created; composition; designation; election generally.

Sec. 2.02. - Qualifications.

Sec. 2.03. - Judge of election and qualification of members.

Sec. 2.04. - Term of office.

Sec. 2.05. - Compensation.

Sec. 2.06. - Functions of mayor; vice mayor.

Sec. 2.07. - Vacancies; forfeiture of office; filling of vacancies.

Sec. 2.08. - Procedure.

Sec. 2.09. - City attorney.

Sec. 2.10. - Prohibitions.

Sec. 2.11. - Ordinances in general.

Sec. 2.12. - Emergency ordinances.

Sec. 2.13. - Budget adoption.

Sec. 2.14. - Borrowing.

Sec. 2.15. - Investments.

Sec. 2.16. - Transfer or other use of sewer and refuse fee funds.

Sec. 2.17. - Annual financial audit.

Sec. 2.18. - Local code of ethics.

Sec. 2.01. - Commission created; composition; designation; election generally.

There is hereby created a city commission to consist of five (5) members, one of whom shall have the title of "mayor." The other four shall be known and designated as "commissioners," one of whom shall be elected vice mayor as set forth in Section 2.06. The city commission shall be elected at large and hold office in the manner hereinafter provided, and shall constitute the governing body and authority of the city, with all the powers and privileges herein granted and provided.

Sec. 2.02. - Qualifications.

Members of the city commission shall be residents of the city and shall have the qualifications of electors therein.

Sec. 2.03. - Judge of election and qualification of members.

The city commission shall be the judge of the qualification of its own members, subject to review by the courts. The election canvassing board, as established under Section 3.04(e), shall be the judge of the election of the members of the city commission, subject to review by the courts.

Sec. 2.04. - Term of office.

- (a) *Term.* The term of office of any person or persons elected commissioner or mayor at any general election held in the city shall be three (3) years and shall commence and begin on the date of the first city commission meeting following certificate of the election results.
- (b) *Term limits.* Consecutive terms of any Member of the City Commission and the mayor shall be limited to four (4) consecutive full terms in office, either as Mayor or Commissioner or any combination thereof. The time served by a person appointed, or elected to fill a vacancy on the City Commission shall not constitute a full term of office. The time served by a City Commissioner or Mayor who resigns or otherwise vacates office shall constitute a full term in office regardless of the time served.

(Ord. No. 2055, § 2, 8-9-94; Ord. No. 2222, § 2, 10-14-97; Ord. No. 2758-09, § 2(Exh. B), 3-10-09; Ord. No. 2790-09, § 2(Am. 4) 12-14-2009)

Sec. 2.05. - Compensation.

The Commission may determine the annual salary of the Mayor and Commissioners by ordinance, but no ordinance increasing the salary shall have an effective date prior to March 10, 2011. The Mayor and Commissioners shall receive their actual and necessary expenses incurred in the performance of their duties of office.

(Ord. No. 2790-09, § 2(Am. 5) 12-14-2009)

Sec. 2.06. - Functions of mayor; vice mayor.

The mayor shall be a voting member of the commission. At the first regular commission meeting in April, the commission shall elect one of its members as vice mayor. The mayor shall preside at meetings of the commission, shall be recognized as head of city government for all ceremonial purposes, by the governor for purposes of military laws, for execution of contracts, deeds and other documents and as the city official designated to represent the city in all agreements with other governmental entities or certifications to other governmental entities. He shall annually appoint members of the city boards subject to the approval of the commission. He shall have no other administrative duties except as required to carry out the responsibilities herein. The vice mayor shall act as mayor during the absence or disability of the mayor. In case of the death, resignation, or removal of the mayor, the vice mayor shall vacate the office of vice mayor and serve as mayor until the next general city election when the office of mayor shall be filled for the balance of any unexpired term. If the vice mayor does not qualify as a candidate for the vacant office of mayor at the next general city election, then

upon the newly elected mayor assuming office, the vice mayor shall reassume his prior office of commissioner and serve for the balance of his unexpired term as commissioner. If the vice mayor does qualify as a candidate for the vacant office of mayor, then his commission seat shall become vacant to be filled in the manner hereinafter provided.

(Ord. No. 2055, § 3, 8-9-94)

Sec. 2.07. - Vacancies; forfeiture of office; filling of vacancies.

- (a) *Vacancies.* The office of a commissioner or the mayor shall become vacant upon his death, resignation, removal from office in any manner authorized by law or forfeiture of his office, such forfeiture to be declared by the remaining members of the commission.
- (b) *Forfeiture of office.* A commissioner or the mayor shall forfeit his office if he lacks at any time during his term of office any qualification for the office prescribed by this Charter or by law.
- (c) *Filling vacancies.* If a vacancy occurs in the seat of a Commissioner, the remaining Members of the Commission shall appoint, by majority vote, a qualified person to fill the vacancy until the next general election at which time a successor will be elected to serve the remainder of the unexpired term. In the event the remaining Members are deadlocked and unable to choose a successor by a majority vote, then the remaining Commissioners, excluding the Mayor, shall each submit the name of a proposed successor, and the Mayor shall appoint the successor from those names submitted. Notwithstanding any quorum requirements established herein, if at any time the membership of the Commission is reduced to less than a quorum, the remaining Members of the commission may by majority vote, appoint additional Members.
- (d) *Extraordinary vacancies.* In the event that all members of the commission are removed by death, disability, law or forfeiture of office, the governor shall appoint an interim commission that shall serve until the next general city election, at which time such vacancies shall be filled for the balance of the unexpired terms.

(Ord. No. 2790-09, § 2(Am. 6), 12-14-2009)

Sec. 2.08. - Procedure.

- (a) *Meetings.* The commission shall meet regularly at least once every month at such time and public place as the commission may prescribe by rule. Special and/or emergency meetings may be held upon call of any member of the commission. Special meetings require twenty-four (24) hours advance notice to each member of the city commission and to the public. Emergency meetings require, when practicable, twelve (12) hours notice to each member of the city commission and to the public and shall be called only to consider a public emergency affecting life, health, property or the public peace. Notice to the public consists of posting notice at some designated, conspicuous place in front of City Hall. A proposed agenda for all meetings shall also be posted in this same location as soon as practicable before each meeting, but in any event not later than twenty-four (24) hours for each regular and special meeting. Failure to list a specific item on an agenda shall not affect the validity of any act of the city commission. In the event any regular, special or emergency meeting is to be adjourned to reconvene at a later time, the date, time and place of reconvening shall be announced prior to such adjournment.
- (b)

Rules and journal. The commission shall determine its own rules and order of business. A journal shall be kept in which shall be maintained a written record of all official acts of the commission. Minutes shall be kept of all commission proceedings.

- (c) *Voting.* Voting on ordinances and resolutions shall be by roll call vote of the Commissioners and the Mayor and shall be recorded in the journal. The affirmative vote of three (3) members of the City Commission who are physically present at the meeting shall be necessary to adopt any ordinance or resolution. No other action of the commission except as provided in sections 2.07 and in 2.08(d) shall be valid or binding unless adopted by the affirmative vote of a majority of a quorum present.
- (d) *Quorum.* A majority of the commission must be physically present to constitute a quorum; but a smaller number may adjourn from time to time and may compel the attendance of absent members in the manner and subject to the penalties prescribed by the rules of the commission.

(Ord. No. 2790-09, § 2(Am. 7), 12-14-2009)

Sec. 2.09. - City attorney.

The city attorney shall be appointed and removed by the city commission.

Sec. 2.10. - Prohibitions.

- (a) *Interference with administration.* No individual member of the city commission shall in any manner dictate the employment or removal of an employee, but the commission and any of its members may express its views and fully and freely discuss among themselves or with the city manager or, in the case of civil service employees with the civil service board, anything pertaining to the appointment or removal of such officers and employees. No individual member of the city commission shall give orders to any officer or employee of the city. Nothing in the foregoing is to be construed to prohibited individual members from closely scrutinizing officers and employees of the city by questions and personal observations, nor to prohibit individual members of the commission from closely scrutinizing by questions and personal observation all aspects of city government operations so as to obtain independent information to assist the members in the formulation of sound policies to be considered by the commission. Recommendations for improvements in the city government operations shall come through the city manager, or through the civil service board, but the commission, by majority vote, is free to direct the city manager or the civil service board to implement specific recommendations for improvement in city operations.
- (b) *Holding other office.* No former elected city official shall hold any compensated appointive city office or employment until one (1) year after the expiration of the term for which elected.

(Ord. No. 2790-09, § 2(Am. 8), 12-14-2009)

Sec. 2.11. - Ordinances in general.

As used in this section, "ordinance" means an official legislative action of the commission, which action is a regulation of a general and permanent nature and enforceable as a local law.

- (a) *Procedures for adoption.* Ordinances shall be adopted in accordance with the procedures and notice requirements provided by general law, provided further that a

proposed ordinance shall be adopted when it has been read, by title or in full, and has received the affirmative vote of a majority of the city commission physically present on at least two (2) separate days at either regular or special meetings of the commission. If there is a change in substance in the text, then the reading at the time of change will be deemed the first reading.

- (b) *Action requiring an ordinance.* In addition to other acts required by law or by specific provision of this charter to be done by ordinance, those acts of the city commission shall be by ordinance which:
- (1) Adopt or amend an administrative code or establish or abolish any city department or agency;
 - (2) Establish a rule or regulation the violation of which carries a penalty;
 - (3) Levy taxes authorized by general law;
 - (4) Grant, renew or extend a franchise;
 - (5) Set service or user charge for municipal services or grant administrative authority for such charges;
 - (6) Authorize the borrowing of money not inconsistent with the limitations in the Constitution, the general laws of the state, and the provisions of this charter;
 - (7) Convey or lease or authorize by administrative action the conveyance or lease of any lands of the city;
 - (8) Amend or repeal any ordinance previously adopted, except as otherwise provided in Article V;
 - (9) Establish zoning.

(Ord. No. 2790-09, § 2(Am. 9), 12-14-2009)

Sec. 2.12. - Emergency ordinances.

To meet a public emergency affecting life, health, property or the public peace, the commission may adopt one or more emergency ordinances, but such ordinances may not levy taxes; grant, renew or extend a franchise; set service or user charges for any municipal services; or authorize the borrowing of money except as provided under the emergency appropriations provisions of Article II of this Charter.

- (a) *Form.* An emergency ordinance shall be introduced in the form and manner prescribed for ordinances generally, except that it shall be plainly designated in a preamble as an emergency ordinance and shall contain, after the enacting clause, a declaration stating that an emergency exists and describing it in clear and specific terms.
- (b) *Procedure.* An emergency ordinance may be adopted with or without amendment or rejected at the meeting at which it is introduced, but the affirmative vote of at least four (4) members of the commission shall be required for adoption. After its adoption, the ordinance shall be published and printed as prescribed for other adopted ordinances.
- (c) *Effective date.* Emergency ordinances shall become effective upon adoption or at such other date as may be specified in the ordinance.
- (d) *Repeal.* Every emergency ordinance except emergency appropriations shall automatically stand repealed as of the sixty-first (61st) day following the date on which it was adopted, but this shall not prevent reenactment of the ordinance under regular procedures, or if the emergency still exists, in the manner specified in this section. An emergency ordinance may also be repealed by adoption of a repealing ordinance in the same manner specified in this section for adoption of emergency ordinances.

- (e) *Emergency appropriations.* The commission may make emergency appropriations in the manner provided in this section. To the extent that there are no available unappropriated revenues to meet such appropriations, the commission may by such emergency ordinance authorize the issuance of emergency notes, which may be renewed from time to time, but the emergency notes and renewals of any fiscal year shall be paid not later than the last day of the fiscal year next succeeding that in which the emergency appropriation was made.

Sec. 2.13. - Budget adoption.

The commission shall by ordinance adopt the budget in accordance with the provisions of the general laws of the state. If it fails to adopt the budget by the prescribed date, the commission by resolution may direct that amounts appropriated for current operations by the current fiscal year shall be deemed adopted for the ensuing fiscal year for a period of fifteen (15) days and renewed by resolution each fifteen (15) days with all items in it prorated accordingly, and until such time as the commission adopts a budget for the ensuing fiscal year. An ordinance adopting an annual budget shall constitute appropriations of the amounts specified therein for expenditures from the funds indicated.

Sec. 2.14. - Borrowing.

The city commission shall have the authority to borrow money, contract loans and issue bonds in accordance with the provisions of the Constitution of the State of Florida and the general laws of the state. However, approval by voter referendum shall be required prior to the issuance of any of the following categories of bonds:

- (1) General obligation bonds which pledge the full faith and credit of the taxing power of the city,
- (2) Revenue bonds intended to finance enterprises or projects which involve the purchase, lease and/or acquisition of real property by the city or agencies thereof, or
- (3) Revenue bonds which pledge specific non ad valorem taxes as the primary source(s) of revenue to pay the principal and interest and which have a principal value in excess of one (1) million dollars. This dollar limitation shall be adjusted annually as of the end of each fiscal year in accordance with changes in the cost-of-living index as published by the federal government.

However, notwithstanding the foregoing in paragraphs (2) and (3) above, voter referendum approval shall not be required prior to the issuance of revenue bonds which finance the purchase, lease and/or acquisition of park real property and/or park projects by the city or agencies thereof.

(Ord. No. 2555-04, § 2, Exh. A, 3-9-04(Referendum))

Sec. 2.15. - Investments.

The investment of city funds shall be in accordance with state statutes.

Sec. 2.16. - Transfer or other use of sewer and refuse fee funds.

Transfer or use of collected sewer fee funds for other than sewer purposes must be approved by a voter referendum. Transfer or use of collected refuse fee funds for other than

refuse purposes must be approved by voter referendum. Otherwise, sewer funds may be used only for sewer purposes, and refuse funds may be used only for refuse purposes.

Sec. 2.17. - Annual financial audit.

In accordance with the general laws of the state, there shall be an annual financial audit to be completed, within six (6) months after the end of the fiscal year, by an independent certified public accountant. The city commission shall institute a competitive selection process and to this end shall establish an auditor selection board consisting of five (5) members. One (1) member of this board shall be a city commissioner appointed by the commission. The remaining four (4) members shall be residents of the city who have the qualifications of electors therein and are not city employees. This board shall be charged with the responsibility to solicit proposals and to screen and evaluate the proposals received. The auditor selection board shall submit its recommendations to the city commission which shall then select an auditor and award a contract for a term not to exceed three (3) years.

Sec. 2.18. - Local code of ethics.

Local Code of Ethics. The city commission shall adopt by ordinance and maintain a local code of ethics.

(Ord. No. 2790-09, § 2(Am. 12), 12-14-2009)

Winter Park, Florida, Code of Ordinances >> PART I - CHARTER AND RELATED LAWS >> Subpart A - CHARTER >> ARTICLE III. - NOMINATIONS AND ELECTIONS >>

ARTICLE III. - NOMINATIONS AND ELECTIONS

Sec. 3.01. - Nonpartisan elections.

Sec. 3.02. - Qualifications.

Sec. 3.03. - Form of ballots.

Sec. 3.04. - Elections; primaries.

Sec. 3.05. - City commissioner seats.

Sec. 3.01. - Nonpartisan elections.

All qualifications and elections for the office of city commissioner or mayor shall be conducted on a nonpartisan basis without regard for or designation of political party affiliation.

Sec. 3.02. - Qualifications.

Candidates for the office of city commissioner or mayor shall qualify for such office by filing a written notice of candidacy with the city clerk at such time and in such manner as may be prescribed by ordinance.

Sec. 3.03. - Form of ballots.

The supervisor of elections may control the form of the ballot including the method of listing candidates for city commissioner and mayor elections and any other city election. If such form is not prescribed by the supervisor of elections, then the city commission by ordinance shall prescribe the form of the ballot. A charter amendment to be voted on by the city shall be presented for voting by ballot title. The ballot title of a measure may differ from its legal title but a ballot title shall be a clear, concise statement describing the substance of the measure without argument or prejudice. Below the ballot title shall appear language which will enable a voter of reasonable intelligence to vote for or against the proposed measure. A sample ballot and verbatim text of any amendment or measure to be voted upon shall be available for free distribution at city hall at least seven (7) working days before the election day and also available for review at the polling place. A sample ballot shall be published in a newspaper of general circulation prior to the day of the election, but no more than ten (10) days prior to the election. This provision shall be deemed complied with if the state causes a publication of a sample ballot prior to a city election. Such publication shall be conspicuous and not be included within the routine legal notices and advertisements.

(Ord. No. 2758-09, § 2(Exh. B), 3-10-09)

Sec. 3.04. - Elections; primaries.

- (a) *Primaries.* If more than two persons qualify as candidates for the office of city commissioner for any designated seat of the city commission to be filled or for the office of mayor, there shall be a primary election which shall be held on the second Tuesday in February. If any candidate in the primary election receives a majority of the votes cast for a designated seat, such candidate shall be declared elected without the necessity of being voted upon in the general city election and shall assume office at the same time and in the same manner as those elected in a general city election. If no candidate receives a majority of votes cast for a designated seat, the two (2) persons receiving the highest number of votes cast shall be declared candidates for each of such designated seats and shall be voted upon at the general city election.
- (b) *Unopposed candidates.* In the event not more than one person qualifies as a candidate for a designated city commissioner seat or for mayor, such candidate shall be declared elected without the necessity of being voted upon in either the primary election or the general city election and shall assume office at the same time and in the same manner as those elected in the general city election.
- (c) *General city election.* Candidates for the office of city commissioner and for mayor shall be elected on the second Tuesday in March unless previously elected as above provided.
- (d) *Poll workers.* At each polling place, there shall be a sufficient number of poll workers to handle the anticipated number of voters. The supervisor of elections may determine the necessary number of poll workers for any election. If the supervisor of elections fails to determine such number of poll workers, then the city clerk shall determine the appropriate number of poll workers. The supervisor of elections (or the city clerk, as applicable) shall report the number of poll workers together with the names of the poll workers to the city commission prior to the date of the election. The supervisor of elections shall appoint the poll workers when a city election is held in conjunction with a state election conducted by the supervisor of elections. The supervisor of elections may also elect to appoint the poll workers for any other City election. If the supervisor of elections has not elected to appoint the poll workers for any city election that is not held in conjunction with a state election, then the city commission shall appoint the poll

workers for such city election. At a city election not held in conjunction with a state election, a deputy sheriff need not be appointed for each polling place.

- (e) *Canvassing board.* For any city election, the city commission shall appoint three (3) of its members to be the canvassing board. No commissioner or mayor shall participate in the canvassing of the returns of an election for which said commissioner or mayor is a candidate or subject to recall. For any disqualified city commissioner or mayor, the city clerk shall act as the alternate canvassing board member.

(Ord. No. 2055, § 1, 8-9-94; Ord. No. 2222, § 1, 10-14-97; Ord. No. 2758-09, § 2(Exh. B), 3-10-09)

Sec. 3.05. - City commissioner seats.

City commissioner seats are hereby designated as Seats No. 1, 2, 3 and 4 for the purpose of identification. Each candidate for the office of city commission shall declare at the time of qualification the seat to which such candidate seeks election.

Winter Park, Florida, Code of Ordinances >> PART I - CHARTER AND RELATED LAWS >> Subpart A - CHARTER >> ARTICLE IV. - ADMINISTRATION >>

ARTICLE IV. - ADMINISTRATION

Sec. 4.01. - Generally.

Sec. 4.02. - Appointment.

Sec. 4.03. - Removal.

Sec. 4.04. - Compensation.

Sec. 4.05. - Powers and duties.

Sec. 4.06. - Acting city manager.

Sec. 4.07. - Police and fire departments.

Sec. 4.08. - Reserved.

Sec. 4.01. - Generally.

There shall be a city manager who shall be the administrative head of the city. The city manager shall be responsible to the city commission for the administration of all city affairs placed in his charge by or under this Charter or by direction of the city commission. The manager must take up residence in the City of Winter Park within one (1) year after the appointment unless otherwise waived by the unanimous approval of the city commission.

Sec. 4.02. - Appointment.

The commission shall appoint a city manager by a majority vote of all the commission members.

Sec. 4.03. - Removal.

The commission may remove the city manager by a majority vote of all the commission members.

Sec. 4.04. - Compensation.

The compensation of the manager shall be prescribed by the commission.

Sec. 4.05. - Powers and duties.

The city manager shall:

- (a) See that all laws and ordinances are enforced.
- (b) Appoint department heads and the city clerk subject to the confirmation by the city commission.
- (c) Remove department heads and the city clerk subject to the right of those individuals to appeal such removal to the city commission. In the case of civil service employees, such removed department heads must first exhaust their remedies under the Civil Service Code. This provision is not intended to modify or repeal the Civil Service Code.
- (d) Employ, appoint or remove all other city employees. The city manager may delegate this authority to department heads but no employee will be hired or removed without the city manager's approval. Any removed noncivil service regular employee shall have the right to appeal such removal to an independent Personnel Review Board appointed by the city commission. In the case of employees covered by the Civil Service Code, the department heads may employ or remove employees of their respective departments subject to approval by the city manager, but such removed employees shall have the right to appeal under the provisions of the Civil Service Code. This provision is not intended to modify or repeal the Civil Service Code.
- (e) Direct and supervise the administration of all departments, offices and agencies of the city, except as otherwise provided in this Charter, by the Civil Service Code, or by law. The city manager shall have no operational control over the chiefs of the police and fire departments or members of those departments. The supervision, direction and control of the police and fire departments shall remain with the civil service board in accordance with the Civil Service Code. (See Section 4.07.)
- (f) In the event of a dire emergency requiring the services of two or more departments, the city manager shall be the coordinating authority of the departments, responding to such emergencies, and the various department heads, including the chiefs of police and fire departments, are obligated to cooperate with the city manager.
- (g) Formulate and review annually a personnel policy for recommendation to the city commission dealing with removal policy, discipline policy, and grievance procedures.
- (h) Organize the departments created by the city commission, except for the police and fire departments which shall be organized in accordance with the provisions of the Civil Service Code. (See Section 4.07.)
- (i) Attend meetings of the city commission. The city manager may participate in discussions but he shall have no vote.
- (j) Prepare and recommend to the city commission the annual budget. The city manager will also recommend to the city commission the capital program for the

city. The city manager is responsible for the administration of the budget and capital program.

- (k) Prepare and submit to the city commission an annual report for the financial and administrative activity of the city for the preceding fiscal year.
- (l) Prepare and submit to the city commission current reports on all matters affecting policy and such other reports as the commission may require concerning the operation of the city departments and offices which are under the city manager's supervision.
- (m) Keep the commission fully advised as to the financial condition and future needs of the city and make such recommendations to the commission concerning the affairs of the city as he deems desirable.
- (n) Keep the public informed, through reports to the commission, regarding the operations of the city government.
- (o) Perform such other duties as are specified in this charter or as may be required by the city commission.

Sec. 4.06. - Acting city manager.

By letter filed with the commission the city manager shall designate, subject to approval of the commission, a qualified city administrative officer to exercise the powers and perform the duties of city manager during the city manager's temporary absence or disability. During such absence or disability, the commission may revoke such designation at any time and appoint another officer of the city to serve until the city manager shall return or such disability shall cease.

Sec. 4.07. - Police and fire departments.

Pursuant to the provisions of the Civil Service Code the chiefs of the police and fire departments shall be in command of the said police and fire departments and they shall be responsible to the civil service board for the performance of their duties. The civil service board shall continue to have the power and duty to prescribe rules and regulations for the conduct and direction of members of the police and fire departments, their duties, hours of work, discipline and control, and shall be responsible for insuring that the functions and duties of the police and fire departments shall at all times be compatible with the other branches of the city government.

Sec. 4.08. - Reserved.

Editor's note—

Ord. No. 2790.09, § 2, Am. 11, adopted Dec. 14, 2009, repealed § 4.08 in its entirety, which pertained to public safety director and derived from Ord. No. 1665, §§ 1, 2, adopted Sept. 23, 1968.

**Winter Park, Florida, Code of Ordinances >> PART I - CHARTER AND RELATED LAWS >> Subpart A
- CHARTER >> ARTICLE V. - INITIATIVE, REFERENDUM AND RECALL >>**

ARTICLE V. - INITIATIVE, REFERENDUM AND RECALL

Sec. 5.01. - Initiative.

Sec. 5.02. - Referendum.

Sec. 5.03. - Recall.

Sec. 5.04. - Commencement of proceedings.

Sec. 5.05. - Petitions.

Sec. 5.06. - Procedure for filing.

Sec. 5.07. - Referendum petitions: effect on ordinances.

Sec. 5.08. - Action on petitions.

Sec. 5.09. - Results of election.

Sec. 5.01. - Initiative.

The qualified voters of the city shall have power to propose ordinances to the commission and, if the commission fails to adopt an ordinance so proposed without any change in substance, to adopt or reject it at a city election.

Sec. 5.02. - Referendum.

The qualified voters of the city shall have the power to require reconsideration by the commission of any adopted ordinance and, if the commission fails to repeal an ordinance so reconsidered, to approve or reject it at a city election.

Sec. 5.03. - Recall.

The qualified voters of the city shall have the power to recall and to remove from office any elected official of the city as provided by general law.

Sec. 5.04. - Commencement of proceedings.

Any five (5) qualified voters may commence initiative or referendum proceedings by filing with the clerk or other official designated by the commission an affidavit stating they will constitute the petitioners' committee and be responsible for circulating the petition and filing it in proper form, stating their names and addresses and specifying one street address to which all notices to the committee are to be sent, and setting out in full the proposed initiative ordinance or the ordinance sought to be reconsidered.

Promptly after the affidavit of the petitioners' committee is filed, the clerk or other official designated by the commission may, at the committee's request, issue the appropriate petition blanks to the petitioners' committee at the committee's expense.

Sec. 5.05. - Petitions.

- (a) *Number of signatures.* Initiative and referendum petitions must be signed by qualified voters of the city equal in number to at least ten (10) percent of the total number of qualified voters registered to vote at the last regular city election.
- (b) *Form and content.* All papers of a petition shall be uniform in size and style and shall be assembled as one instrument for filing. Each signature shall be executed in ink or

indelible pencil and shall be followed by the address of the person signing. Petitions shall contain or have attached thereto throughout their circulation the full text of the ordinance proposed or sought to be reconsidered.

- (c) *Affidavit of circulator.* Each paper of a petition shall have attached to it when filed an affidavit executed by the circulator thereof stating that he personally circulated the paper, the number of signatures thereon, that all the signatures were affixed in his presence, that he believes them to be the genuine signatures of the persons whose names they purport to be and that each signer had an opportunity before signing to read the full text of the ordinance proposed or sought to be reconsidered.
- (d) *Time for filing referendum petitions.* Referendum petitions must be filed within thirty (30) days after adoption by the commission of the ordinance sought to be reconsidered.

Sec. 5.06. - Procedure for filing.

- (a) *Certificate of clerk; amendment.* Within twenty (20) days after the petition is filed (five (5) working days for a referendum), the city clerk or other official designated by the commission shall complete a certificate as to its sufficiency, specifying, if it is insufficient, the particulars wherein it is defective and shall promptly send a copy of the certificate to the petitioners' committee by certified mail. Grounds for insufficiency are only those specified in Section 5.05. A petition certified insufficient for lack of the required number of valid signatures may be amended once if the petitioners' committee files a notice of intention to amend it with the clerk or other official designated by the commission within two (2) days after receiving the copy of the certificate and files a supplementary petition upon additional papers within ten (10) days after receiving the copy of such certificate. Such supplementary petition shall comply with the requirements of subsections (b) and (c) of Section 5.05, and within five (5) days after it is filed the clerk or other official designated by the commission shall complete a certificate as to the sufficiency of the petition as amended and promptly send a copy of such certificate to the petitioners' committee by certified mail as in the case of an original petition. If a petition or amended petition is certified sufficient, or if a petition or amended petition is certified insufficient and the petitioners' committee does not elect to amend or request commission review under subsection (b) of this section within the time required, the clerk or other official designated by the commission shall promptly present the certificate to the commission and the certificate shall then be a final determination as to the sufficiency of the petition.
- (b) *Commission review.* If a petition has been certified insufficient and the petitioners' committee does not file notice of intention to amend it or if an amended petition has been certified insufficient, the committee may, within two (2) days after receiving the copy of such certificate, file a request that it be reviewed by the commission. The commission shall review the certificate at its next meeting following the filing of such request and approve or disapprove it, and the commission's determination shall then be a final determination as to the sufficiency of the petition.

Sec. 5.07. - Referendum petitions; effect on ordinances.

When a referendum petition is filed with the clerk or other official designated by the commission, the ordinance sought to be reconsidered shall nevertheless be deemed a valid and effective ordinance unless and until it is repealed by the commission or a vote of the electors of the city.

Sec. 5.08. - Action on petitions.

- (a) *Action by commission.* When an initiative or referendum petition has been finally determined sufficient, the commission shall promptly consider the proposed initiative ordinance in the manner provided in Article II, or reconsider the referred ordinance by voting its repeal. If the commission fails to adopt a proposed initiative ordinance without any change in substance within sixty (60) days or fails to repeal the referred ordinance within thirty (30) days, it shall submit the proposed or referred ordinance to the voters of the city.
- (b) *Submission to voters.* The vote of the city on a proposed or referred ordinance shall be held not less than thirty (30) days and not later than sixty (60) days from the date that the petition was determined sufficient. If no regular city election is to be held within the period prescribed in this subsection, the commission shall provide for a special election; otherwise, the vote shall be held at the same time as such regular election; otherwise, the vote shall be held at the same time as such regular election, except that the commission may, in its discretion, provide for a special election at an earlier date within the prescribed period. Copies of the proposed or referred ordinance shall be made available for inspection at the office of the city clerk or other designated official not less than five (5) days prior to the election and at the polls.
- (c) *Withdrawal of petitions.* An initiative or referendum petition may be withdrawn at any time prior to the fifteenth (15th) day preceding the date scheduled for a vote of the city by filing with the clerk or other official designated by the commission a request for withdrawal signed by at least four-fifths (4/5) of the members of the petitioners' committee. Upon the filing of such request the petition shall have not further force or effect and all proceedings thereon shall be terminated.

Sec. 5.09. - Results of election.

- (a) *Initiative.* If a majority of the qualified electors voting on a proposed initiative ordinance vote in its favor, it shall be considered adopted upon certification of the election results and shall be treated in all respects in the same manner as ordinances of the same kind adopted by the commission. However, no ordinance adopted by an electoral vote shall be repealed or amended except by an electoral vote. The commission may, by ordinance, submit to the electors a proposed ordinance to repeal or amend any such ordinance. If conflicting ordinances are approved at the same election, the one receiving the greatest number of affirmative votes shall prevail to the extent of such conflict.
- (b) *Referendum.* If a majority of the qualified electors voting on a referred ordinance vote against it, it shall be considered repealed upon certification of the election results.

Winter Park, Florida, Code of Ordinances >> PART I - CHARTER AND RELATED LAWS >> Subpart A
- CHARTER >> ARTICLE VI. - TRANSITION >>

ARTICLE VI. - TRANSITION

Sec. 6.01. - Continuation of former charter provisions.

Sec. 6.02. - Ordinances preserved.

Sec. 6.03. - Pending matters.

Sec. 6.04. - Schedule.Sec. 6.05. - Deletion of obsolete schedule items.Sec. 6.06. - Invalid or unconstitutional provisions.**Sec. 6.01. - Continuation of former charter provisions.**

All provisions of Chapter 26317, Laws of Florida 1949, (the former charter) as amended by special law or otherwise which are not embraced herein and which are not inconsistent with this Charter shall become ordinances of the city subject to modification or repeal in the same manner as other ordinances of the city.

Sec. 6.02. - Ordinances preserved.

All ordinances, including the Civil Service Code, in effect upon the adoption of this Charter, to the extent not inconsistent with it, shall remain in force until repealed or changed as provided herein.

Sec. 6.03. - Pending matters.

All rights, claims, actions, orders, contracts and legal or administrative proceedings involving the city shall continue except as modified pursuant to the provisions of this Charter.

Sec. 6.04. - Schedule.

- (a) *Elections.* Members of the city commission holding office under the former charter at the time this Charter becomes effective shall continue in office until the expiration of the terms to which they were elected. At an election to be held on the first Tuesday after the first Monday in November, 1984, there shall be elected a mayor to serve for a period of three (3) years. At an election to be held on the first Tuesday after the first Monday in November, 1985, there shall be elected two (2) commissioners for Seats Nos. 3 and 4 to serve for a period of three (3) years. At an election to be held on the first Tuesday after the first Monday in November, 1986, there shall be elected two (2) commissioners for Seats Nos. 1 and 2 to serve for a period of three (3) years. Henceforth, such elections shall continue in the same order.
- (b) *Time of taking full effect.* This Charter shall be in full effect for all purposes on or after November 22, 1983.
- (c) *First commission meeting.* On the 22nd day of November, 1983, the city commission shall meet at 4:30 p.m. at Winter Park City Hall and shall organize in accordance with the provisions of Article II of this Charter.
- (d) *Transition ordinances.* The city commission shall adopt ordinances and resolutions required to effect the transition. Ordinances adopted under this Charter for the purpose of facilitating the transition may be passed as emergency ordinances following the procedures in Article II, except that transition ordinances shall be effective for up to ninety (90) days after enactment. Thereafter, such ordinances may be readopted, renewed or otherwise continued only in the manner prescribed for normal ordinances in Article II.

Sec. 6.05. - Deletion of obsolete schedule items.

The commission shall have power, by resolution, to delete from this Article VI any section, including this one, when all events to which the section to be deleted is or could become applicable have occurred.

Sec. 6.06. - Invalid or unconstitutional provisions.

If any section, part, clause or phrase hereof is held for any reason to be invalid or unconstitutional, the remaining provisions shall not be affected but will remain in full force and effect.

<u>Policy #</u>	<u>Subject</u>	<u>Department</u>	<u>City Commission Adoption Date</u>
	Resolution No. 1978-07 – Decorum and rules for Commission meetings	City Manager	6/11/2007

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WINTER PARK, FLORIDA, REPEALING RESOLUTION NO. 1415, RESOLUTION NO. 1463, "RULES FOR THE CONDUCT OF MEETINGS AND RESOLUTION NO 1927-05 RULES OF DECORUM AND RESTATING IN ITS ENTIRETY THE RULES FOR THE CONDUCT OF MEETINGS, THE PREPARATION OF THE AGENDA, DECORUM, CITY COMMISSION MEETING ORDER OF BUSINESS ADDRESSING THE COMMISSION AND THE PROCEDURE FOR ADOPTING ORDINANCES AND RESOLUTIONS

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF WINTER PARK, FLORIDA:

SECTION 1: That Resolution No. 1415, Resolution No. 1463 and Resolution No. 1927-05 are hereby repealed and restated in its entirety with certain modifications as set forth as follows:

SECTION 1. RULES. It is the duty of the City Commission to make such rules for its own guidance and government as it may deem expedient. The following shall be the rules for the government of the City Commission:

RULE 1. REGULAR MEETINGS: The City Commission shall hold regular meetings on the second and fourth Monday of each month in the City Commission Chambers at the City Hall at 3:30 p.m. or at such time of day as the Commission may decide provided, however, that the City Commission may dispense with any one meeting each month when it is anticipated that the business of the Commission be not urgent.

RULE 2. SPECIAL AND EMERGENCY MEETINGS: Any member of the City Commission may call a special or emergency meeting of the Commission either by written or verbal request to the City Manager. Whenever a special or emergency meeting is called, the Commission shall be notified either via e-mail and/or by telephone at least twenty-four (24) hours before any special meeting and, when practicable at least twelve (12) hours before any emergency meeting. A copy of such notice shall likewise be posted at City Hall and on the City's website.

RULE 3. WORK SESSION MEETINGS: The City Commission may meet informally for study and discussion of the affairs of the City, but no format or binding action shall ever be taken at any such meeting. The Commission may schedule work sessions at such times as the Commission may decide.

RULE 4. MEETINGS OPEN TO THE PUBLIC: All meetings of the City Commission for the purpose of transacting city business whether action is taken or not shall be held in the City Commission Chambers unless the Commission indicates another advertised location, and shall be open to the public.

RULE 5. AGENDA: The City Manager shall prepare an agenda for all meetings, except emergency meetings when time does not permit.

(A) Formal Meetings - The agenda for formal meetings, whether regular or special, shall include only such matters as requested by a member of the Commission, together with such other and subsequent matters as may be recommended for consideration by the City Manager. Any person or persons desiring to appear before the City Commission on a particular subject matter may make a request in writing to the City Manager to be placed on the agenda no later than 10 days prior to the regular Monday meeting of the City Commission stating the purpose for which such person or persons desire to appear. Requests received after that time will be placed on the next regular Commission meeting agenda.

(B) Distribution - The agenda shall be provided to the public via the City's website no later than the Friday prior to the Monday meeting and shall be posted at City Hall.

RULE 6. PRESIDING OFFICER: The Mayor shall preside at all meetings, if present, and in his/her absence the Vice-Mayor and in the absence of both the Mayor and the Vice-Mayor a Mayor pro tem shall be elected to preside.

RULE 7. DECORUM: The presiding officer and in the absence of a presiding officer the City Manager or the City Manager's designee is empowered to and shall preserve decorum. Members of the public attending commission meetings also shall observe the same rules of propriety, decorum and good conduct applicable to members of the Commission. Any person making personal impertinent and slanderous remarks or who becomes boisterous while addressing the commission or while attending the commission meeting shall be removed from the building and may not return to the meeting from which he or she was removed, or to the building, prior to close or adjournment of the meeting without leave of the presiding officer or the permission of the commission. If the person removed is an applicant for city action or otherwise is the named proponent of a matter which is scheduled to come before the commission but which has not been decided by the commission at the time of the persons removal, the commission may but is not required to postpone consideration of said action or matter until the next regularly scheduled meeting. If consideration of said action or matter is postponed, any fees required to be paid in connection with bringing said action or matter before the commission shall be required to be paid again prior to the subsequent consideration of said action or matter,

The provisions of this Rule 7 shall also apply to Commission work sessions and informal meetings, to the meetings of City boards, and to meetings with City staff which are open to members of the public.

RULE 8. ORDER OF BUSINESS: All meetings (regular or special) of the Commission shall be open to the public promptly at the hour set on the day of each meeting. The business of the Commission shall be taken up for consideration and disposition in substantially the following order.

1. Meeting called to Order
2. Invocation and Pledge of Allegiance
3. Mayor's Report (for non-action items such as proclamations awards, check

- presentations, etc. The only action item under this section would be board appointments)
4. Action Items (for all items requiring Commission action, including items formally on the consent agenda. The backup for these items should include all information necessary for making a decision. The Mayor, any Commissioner and the City Manager would be given the opportunity to pull anything off this list for discussion or to hear a presentation. Anything not pulled for discussion or presentation would be voted on in one vote (all items together as one vote). At the Commission's option, any presentation requested under this section could be heard at this time or after the Public Hearings portion of the agenda, in an attempt to handle those items with the most public interest first).
 5. Public Hearings (for all resolutions and ordinances).
 6. City Attorney's Report (for updates on litigation or other legal matters)
 7. Non-action items (for updates on issues, citizen board reports and general discussion items requiring Commission direction, but not official action).
 8. New Business (Public)
 9. New Business (City Commission)

RULE 9. ADDRESSING THE COMMISSION: During work sessions, persons may address the Commission only when requested to do so by a member of the Commission or the City Manager. At formal meetings any person desiring to address the Commission shall first be recognized for that purpose by the presiding officer.

(A) Written Communications -- Members of the City Commission, taxpayers or residents of the City and other interested parties or their authorized representatives may address the Commission by written communications in regard to matters then under discussion. A copy shall be provided to the City Clerk.

(B) Oral Communications -- Taxpayers or residents of the City and other interested parties, or their authorized legal representatives, may address the Commission by oral communication on any matter concerning the City's business or any matter over which the Commission has jurisdiction or control under New Business (Public).

(C) Anonymous Communications -- Unsigned communications shall not be introduced to the Commission.

(D) Manner of Addressing Commission; Time Limited -- Each person recognized for the purpose of addressing the Commission shall step forward to the podium with the microphone thereon and shall give his name and address in an audible tone for the record, and unless further time is granted for the Commission, shall limit his address to four (4) minutes for individuals and fifteen (15) minutes for team presentations, or such additional time as may be deemed appropriate by the Commission. All remarks shall be addressed to the Commission as a body and not to any member thereof. No person, other than the Commission and the person having the floor shall be permitted to enter into any debate or discussion either directly or through a member of the Commission without the permission of the presiding officer. Further, City Commissioners shall comply with this rule, except that they are permitted to address the Commission from their seat. Copies of all overhead or power point presentations or other information used as part of their discussion shall be provided to the City Clerk either in hard copy or by CD.

RULE 10. VOTING: Ordinances and resolutions require a roll call vote of the City Commission. All other votes may be done by voice vote. Any time the results of a voice vote is unclear, the City Clerk may request a roll call vote. Whenever a roll call vote is ordered, the City Clerk shall call the roll of Commissioners and record the vote of each member.

RULE 11. PROCEDURE FOR ADOPTION OF ORDINANCES AND RESOLUTIONS:

(A) Adoption Procedures -- The procedure for adoption of ordinances and resolutions shall be as set forth in Section 166.041, Florida Statutes, and Section 2.11 and 2.12 of the City Charter.

(B) Preparation and Review of Ordinances, Resolutions, Contracts, Etc.

1. Preparation of Ordinances. No ordinance shall be prepared for presentation to the Commission unless ordered by a majority vote of the Commission, or requested by the City Manager, or prepared by the City Attorney on his own initiative.

2. All ordinances, resolutions and contract documents shall, before presentation to the Commission be approved as to form and legality by the City Attorney or his authorized representative, and shall have been examined and approved for administration by the City Manager or his authorized representative, where there are substantive matters of administration involved. All such instruments first shall have been referred to the head of the department under whose jurisdiction the administration of the subject matter of the ordinance resolution or contract document would devolve and be reviewed by said department head; provided, however, that if approval is not given, then the department head shall provide the City Manager and City Commission with comments and recommendations for consideration by the City Commission in their review and approval of any ordinance, resolution or contract documents. OR THIS: City Attorney or department head shall explain to the City Manager why such approval is withheld.

SECTION 24 This Resolution shall become effective immediately upon its final passage and adoption.

ADOPTED at a regular meeting of the City Commission of the City of Winter Park, Florida on this 11th day June, 2007.

Mayor David C. Strong

ATTEST:

Cynthia S. Bonham
City Clerk

<u>Policy #</u>	<u>Subject</u>	<u>Department</u>	<u>City Commission Adoption Date</u>
	Placing Items on the Agenda	City Manager	10-22-2007

Any potential agenda item (including ordinances or resolutions) may be brought up by the Commission at any time during the regular Commission meeting to determine the interest of the other Commission members. If the majority of the Commissioners present concur, the item will be placed on a future agenda with appropriate back up documentation provided by staff. No member of the Commission shall ask a staff member or the City Attorney to prepare a resolution, ordinance or other backup for an agenda item without that member first addressing it at a public meeting under New Business (Commission) and gaining consensus to consider the issue at a future meeting.

No action shall be taken at the meeting when the new item(s) is addressed unless time constraints do not permit scheduling the item for a future meeting or if the matter is of such a nature as to not require any supporting backup for the Commission to make an informed decision. Staff should be given enough time to prepare the appropriate supporting materials for either the next meeting or a future meeting if the next meeting does not allow enough time to prepare the information. There must be a consensus of at least three Commission Members to move forward.

Any non-agenda item brought up by a member of the public will follow the same procedures as outlined above if there is interest by the Commission in pursuing the item.

No item/issue may be brought up for reconsideration by a commissioner that was on the minority side of a vote until at least six months have passed since the action was taken. However, a commission member from the majority side of a vote may request that the item be reconsidered at any time by following the procedures outlined above.

Nothing in this policy shall prohibit the Commission from directing the City Manager to carry out some administrative task even though that task was not on the agenda. (i. e. Send a letter to our State Representative expressing the City's concerns on an issue; or set up a meeting with citizen xyz and address his concerns).

Clarissa Howard

From: Randy Knight
Sent: Thursday, March 29, 2012 9:25 AM
To: City Commissioners
Cc: Dept Heads; Usher L. Brown
Subject: Coordinantion of Commission Input/Questions

Mayor and Commissioners,

Based upon the discussion Monday night about Commissioner input and questions taking place outside of public meetings and impacting items coming before the Commission I am suggesting the following procedural change. Please send all written communications to city staff through me or least copy me so that I can stay in the loop. I have directed department heads to send their responses to me and I will then forward the response to all members of the Commission. I may have to edit out portions of Commission emails that would violate the Sunshine Law if forwarded but I think this procedure will help resolve the issues that were discussed.

For phone or in person communications I have asked staff to keep me informed and if any of that leads to something the rest of the Commission should know about, we will summarize it in an email and forward to all.

One exception to the above will be the communication between the Mayor and Clarissa related to proclamations, event speeches and the like. There is no need for me to be in the middle of those.

We can discuss this as part to the governance discussion on Wednesday if you would like.

Randy B. Knight, C.P.A.
City Manager
City of Winter Park, Florida
407 599-3235



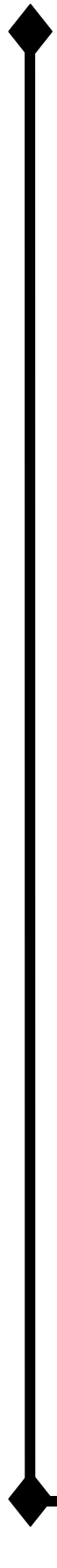
Managing Change

Modification of codes/policies

Annexations

Jurisdictional control of state roads





Managing Change

Modification of codes/policies

Modification of codes/policies

The following is a list of codes already being worked on. Staff is requesting direction on any others the City Commission would like to see addressed.

- Tree Ordinance
- Sign Ordinance



Managing Change

Annexations

Annexation Codes for the City of Winter Park:

Aside from the provisions of Florida Statutes, Chapter 171, that governs annexations, the City has adopted its own special provisions concerning annexation which require additional public notice, which require additional voter referendums, , which require the city to purchase or otherwise provide new park land and which require additional cost-benefit studies. Those codes are provided below and the information on the annexation reserve areas.

City Code Sec. 2-1. - Municipal annexations; separate referendum required when proposed annexation exceeds a certain size.

(a) In the case of annexations pursuant to F.S. § 171.0413, following the final adoption of an ordinance of annexation by the city commission of the city, the ordinance shall be submitted to a vote of the registered electors of the area to be annexed. If the area to be annexed has a residential land use designation and if the proposed annexation ordinance would cause the total area annexed by the city pursuant to F.S. § 171.0413, during the 12-month period prior to adoption of the proposed annexation ordinance to exceed more than one percent of the total land area of the city or cumulatively to exceed more than one percent of the municipal population, the ordinance of annexation shall be submitted to a separate vote of the registered electors of the city and of the area proposed to be annexed. If the area to be annexed has a non-residential land use designation and if the proposed annexation ordinance would cause the total area annexed by the city pursuant to F.S. § 171.0413, during the 12-month period prior to adoption of the proposed annexation ordinance to exceed more than two percent of the total land area of the city or cumulatively to exceed more than two percent of the municipal population, the ordinance of annexation shall be submitted to a separate vote of the registered electors of the city and of the area proposed to be annexed.

(b) If the referendum is held only in the area proposed to be annexed and receives a majority vote, or if the ordinance is submitted to a separate vote of the registered electors of the city and the area proposed to be annexed and there is a separate majority vote for annexation in the city and in the area proposed to be annexed, the ordinance of annexation shall become effective on the effective date specified in the ordinance of annexation. If there is any majority vote against annexation, the ordinance of annexation shall not become effective, and the area proposed to be annexed shall not be the subject of an annexation ordinance by the city for a period of two years from the date of the referendum on annexation.

(c)For any annexation ordinance involving property (not including public rights-of-way), of more than ten acres of single-family residential property or more than three acres of property designated other than single-family residential, notice of the time and place of public hearings for the adoption of any such annexation ordinance shall be mailed to all households as determined from the listing of utility billing addresses within the entire city limits at least 30 days prior to the initial public hearing.

Comprehensive Plan Policies Governing Annexations:

OBJECTIVE 1-3.13: ANNEXATION. The City shall carry-out its Comprehensive Plan program for annexation of unincorporated enclaves as well as certain fringe areas adjacent to the City which have been an integral part of the Comprehensive Plan since its original adoption in 1976. The program shall continue to be coordinated with Orange County and the adjacent municipalities of Orlando, Maitland, and Eatonville and shall continue to have as a principal objective the prevention of urban sprawl and disjointed urban service systems. The annexation policy of the City of Winter Park and the annexations of land by Winter Park shall be consistent with the following criteria:

1. Each annexation shall eliminate or partially eliminate an enclave, align municipal boundaries or establish a contiguous link with the City;
2. Each annexation shall include property adjacent to the City which will generate revenues in excess of the cost of providing services including reserves, or shall provide the City control over the quality and scale of future development necessary to foster enhanced appreciation in property values of adjacent city lands;

Policy 1-3.13.1: Actively Pursue the Annexation of Enclaves. Winter Park shall actively pursue the annexation of enclaves as these additions provide economies and efficiencies in service delivery to both Orange County and the City of Winter Park.

Policy 1-3.13.2: Small Scale Annexations. Annexations of areas and updating the future land use map may be eligible to be considered as small scale exemptions provided that the ordinance review process addresses the suitability of land for development.

Policy 1-3.13.3: Criteria for Pursuing Annexation and Required Cost/Benefit Study. Winter Park shall pursue the annexation of growth areas adjacent to the City limits when it would align municipal boundaries, unite sections of the City, or generate revenues in excess of the cost of providing services while providing City control over the quality and scale of

development. An annexation cost-benefit study shall be required for all annexations of growth areas through referendums.

Policy 1-3.13.4: Intergovernmental Coordination with Orange County on Annexations. Winter Park shall provide written notice to Orange County in advance of any annexation requests to be considered by the City Commission. The City shall coordinate all annexations and designations of annexation reserve areas with Orange County and adjacent municipalities of Orlando and Maitland, and Eatonville. The coordination with Orange County and municipalities adjacent to proposed annexation areas shall include coordinating land use and service delivery issues at an early stage in the annexation process as well as formal notice of all potential annexations consistent with state law.

OBJECTIVE 6-1.1: PROVISION OF PUBLIC PARK LAND: The City of Winter Park shall assure that appropriate amounts of park land and open space will be within the public domain so as to meet the standards of this plan.

Policy 6-1.1.1: Provide Minimum LOS of Ten Acres of Parkland per 1,000 Residents. The City shall provide a minimum of ten acres of publicly owned parkland and conservation lands for each 1,000 residents. For the purpose of calculating this guaranteed level of service, 'open space' shall be defined as publicly owned passive or active recreational land and land left in its natural state for conservation purposes. Specifically excluded are lakes, garden plazas in high density/mixed use developments, and roadway landscaped areas except for, Kings Way and Reading Way.

Policy 6-1.1.2: Commitment to Public Park Land: The City shall meet and maintain the park land acreage level of service standards set in this plan.

Policy 6-1.1.9: Lands Proposed for Annexation. As part of the study to be performed in consideration of an annexation, the City shall analyze: (i) how the level of service for Public Park Land and Public Open Space would be impacted upon annexation; (ii) whether there are opportunities in an annexation for increasing the amount of land devoted to Public Land and Public Open Space; (iii) the gross additional cost to the City in terms of the impact of the annexation on the Recreational Facilities of the City; (iv) the additional revenues, if any, that might be available to the City as a result of the annexation, that could be utilized for park land and park facilities.

PARK STANDARDS per COMP PLAN

10 acres per 1,000 residents

Population

Acres of Park

27,727

296.45 acres

(2011 Est.)

(Permits 29,645 pop.)

Future Park Needs

30,000

Need 300.0 acres

(Pop. Est. for 2013)

(Short 0.55 acres)

(Per Comp. Plan)

(Cost: \$500,000)

Park Needs for Future Annexations

Population Estimate of 1,677 new residents.

(This does not include population growth within Ravaudage)

Need 16.77 acres per standard.

Estimated cost of \$17-\$20,000,000

Annexation Reserve Areas Outlined in the Comprehensive Plan:

Policy 1-3.13.5: Annexation Reserve Areas. As a first priority the City shall annex enclaves surrounded completely by the City. As a second priority the City shall annex contiguous unincorporated areas required to establish logical City boundary alignments that are defined by natural barriers, streets, or similar features and avoid service duplications. In addition, Winter Park will not establish different zoning or land use on annexed property without the notice to Orange County. The City of Winter Park has undertaken extensive coordination and shall continue such coordination with Orange County and the Cities of Orlando, Maitland and Eatonville regarding the City's annexation program. As part of this ARA study, the City of Winter Park has analyzed its ability to provide the full range of its municipal services to these areas. Altogether, the annexation of these five areas will add 322 acres to the City of Winter Park. The annexation of the four areas (excluding Home Acres) is estimated to increase Winter Park's population by 1,676 persons based on current land uses. The City has and shall continue to achieve the consent of Orange County prior to annexing the five unincorporated Annexation Reserve Areas (ARAs) identified below:

1. **Annexation Reserve Area #1: Home Acres.** ARA #1 is a growth annexation area comprised of 47± acres, is located in the northwest section of the City, located west of Orlando Avenue (US 17-92) between Monroe Avenue on the north and Lee Road on the south. Its name is derived from the name of the principal subdivision within the area which was platted in 1926. This is a logical ARA since it is surrounded on three sides by the City of Winter Park and on the north by the City of Maitland. Maitland's Comprehensive Plan does not anticipate any annexations within this area.

The dominant Orange County Future Land Use Map designation is Low-Density to the west, Office to the north, Office and Low-Medium Density to the east, with Commercial abutting Lee Road to the southeast and Office abutting Lee Road to the southwest. This neighborhood has many infrastructure deficiencies such as limited sanitary sewer, undersized water lines, lack of street drainage and rural street sections.

The City of Winter Park's interest in annexing this area would be only when it is coincident with that redevelopment. Until such time as a comprehensive redevelopment program is undertaken, the City's annexation efforts in this neighborhood shall be limited to individual out-parcels coincident with a redevelopment project.

2. **Annexation Reserve Area #2: Lake Killarney.** ARA # 2 is a growth annexation area comprised of 198 acres, is located north of Fairbanks Avenue and is bounded by Lake Killarney on the north. The area contains approximately 1,282 residents and is primarily designated Low-Density Residential to the south side of the Lake, Office to the west along

Wymore, and the Killarney Elementary School, located to the southwest near I-4, is designated Institutional. Annexation of this area would extend the City limits of Winter Park to I-4, the major barrier west of the City limits.

The City undertook an annexation referendum in May 2003. It was not approved by the residents. Under state law there is a two year waiting period for any further annexation attempts. The City intends to implement the sanitary sewer and streetscape improvement program for the Fairbanks Avenue Corridor before the City undertakes another annexation referendum for this neighborhood. Individual property owners have slowly been voluntarily annexing property into the City.

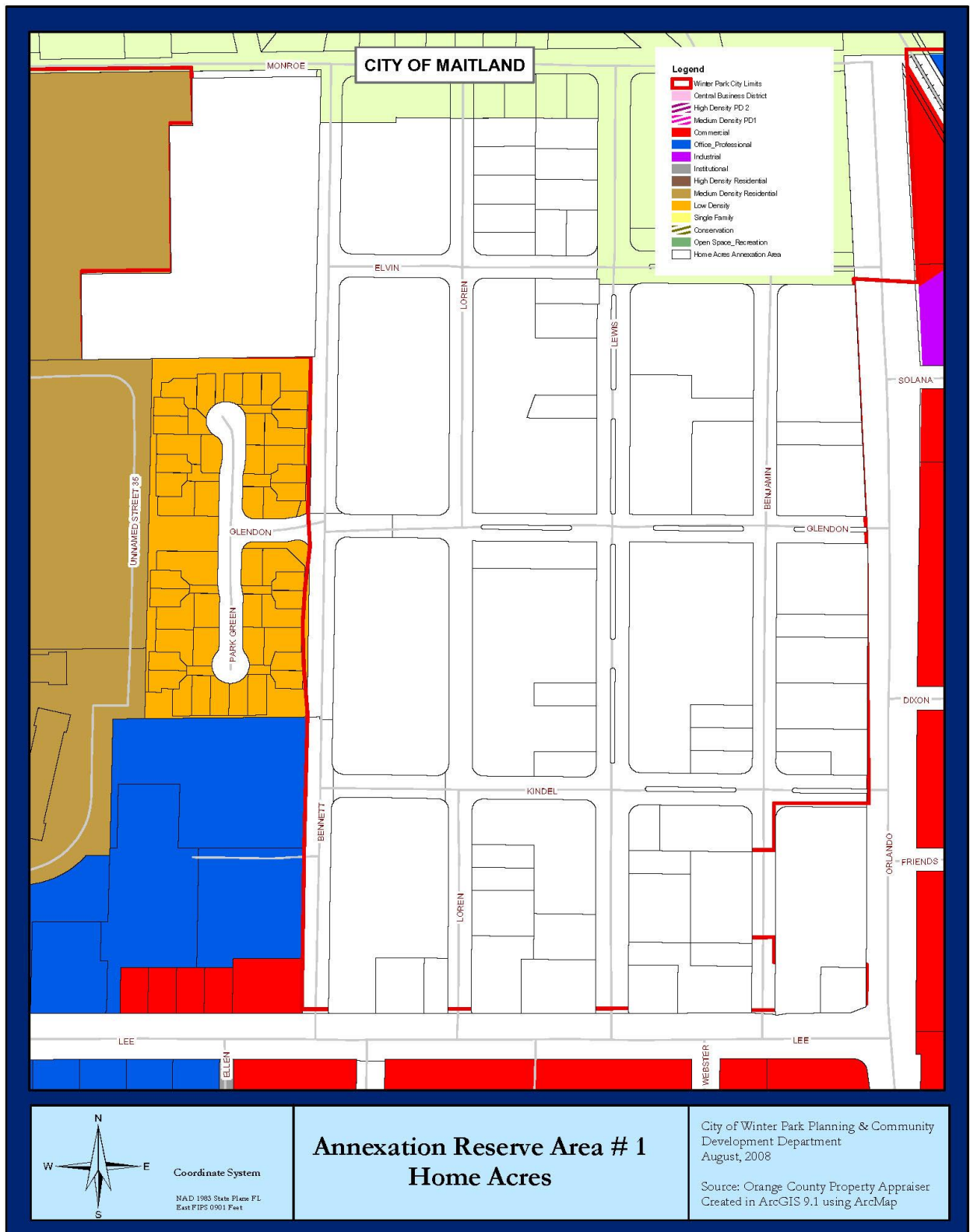
3. **Annexation Reserve Area #3: Kentucky/Oglesby.** ARA # 3 is a growth annexation area comprised of 13± acres and accommodating approximately 42 residents, is located south of Fairbanks Avenue, north of Oglesby Avenue, west of I-4 and east of Clay Street. Annexation of this area would fill in the gap between the existing City limits and the City limits of Orlando to the south.

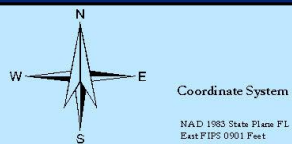
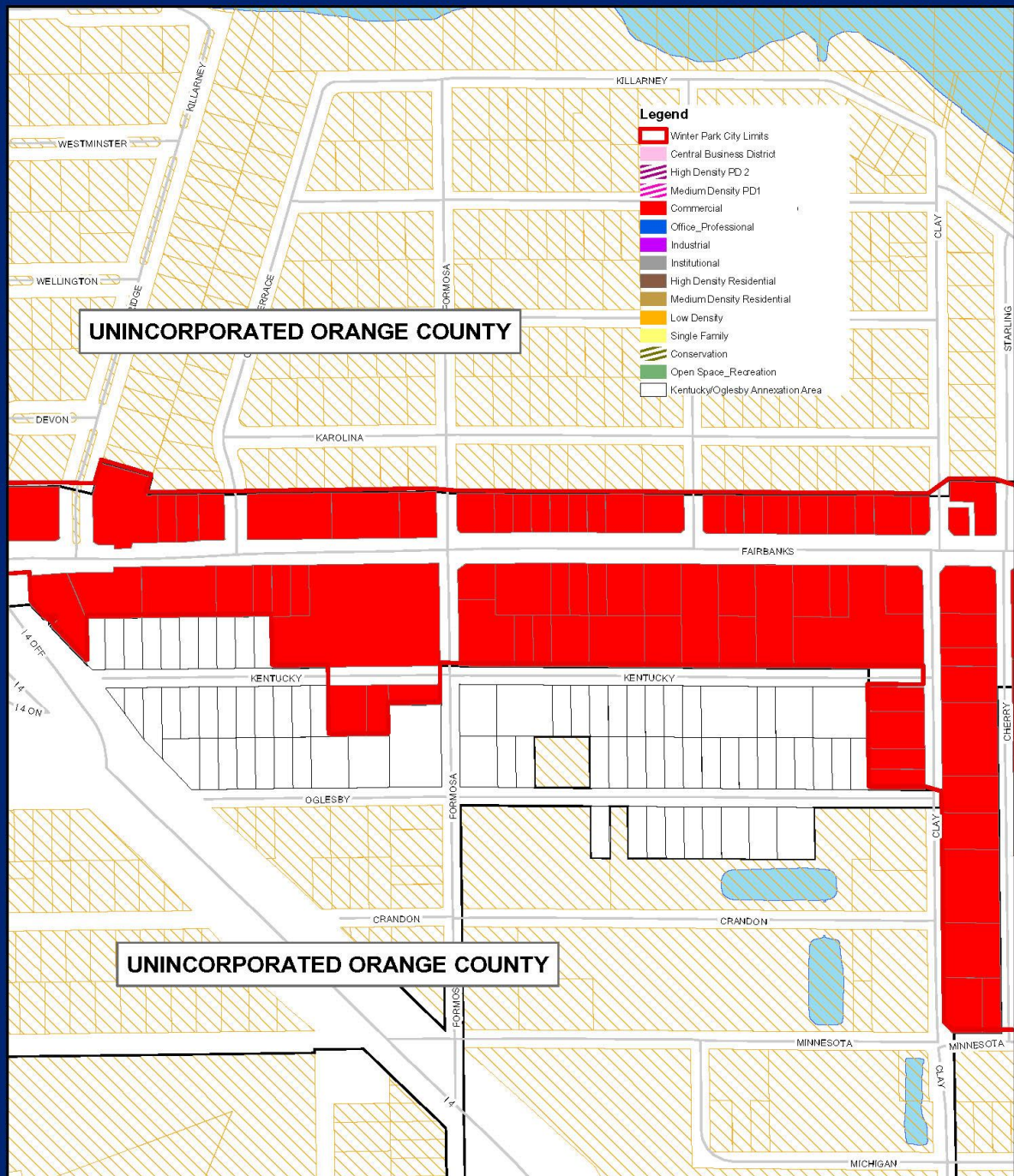
The area south of Fairbanks Avenue is designated Commercial on the Orange County Future Land Use Map, and Low-Density Residential south of the Commercial designation to Oglesby Avenue. The commercial area contains uses ranging in intensity from office to auto paint and body to light manufacturing. The area to the south west contains primarily single-family dwellings.

4. **Annexation Reserve Area #4: Lawndale.** ARA # 4 is a growth annexation area containing 50± acres and approximately 308 residents, is located south of Minnesota Avenue, north of Harmon Avenue, west of Clay Street, and east of Wisconsin Avenue with a section extending north of Minnesota following Jackson Avenue west of Nicolet Avenue and east of Harold Avenue. Annexation of this area would fill in the gap between the existing City limits and the City limits of Orlando to the south.

On the Orange County Future Land Use Map the properties south of Minnesota Avenue are predominately designated Low-Medium Density Residential and the area contains primarily single family dwelling units with some duplex units. The properties north of Minnesota Avenue are designated Commercial and include a mixture of uses from car repair, paint and auto body shops to light manufacturing land uses.

5. **Annexation Reserve Area #5: Stonehurst.** ARA # 5 is an enclave comprised of 14.6 acres and containing approximately 44 persons located in 22 single-family dwellings, is located in the south section of the City, south of Lake Virginia, north of Glenridge Way, between Lauren Road and Winchester Drive. This area is an unincorporated Orange County enclave, completely surrounded by the City limits of Winter Park.

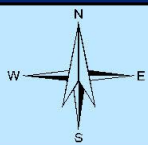
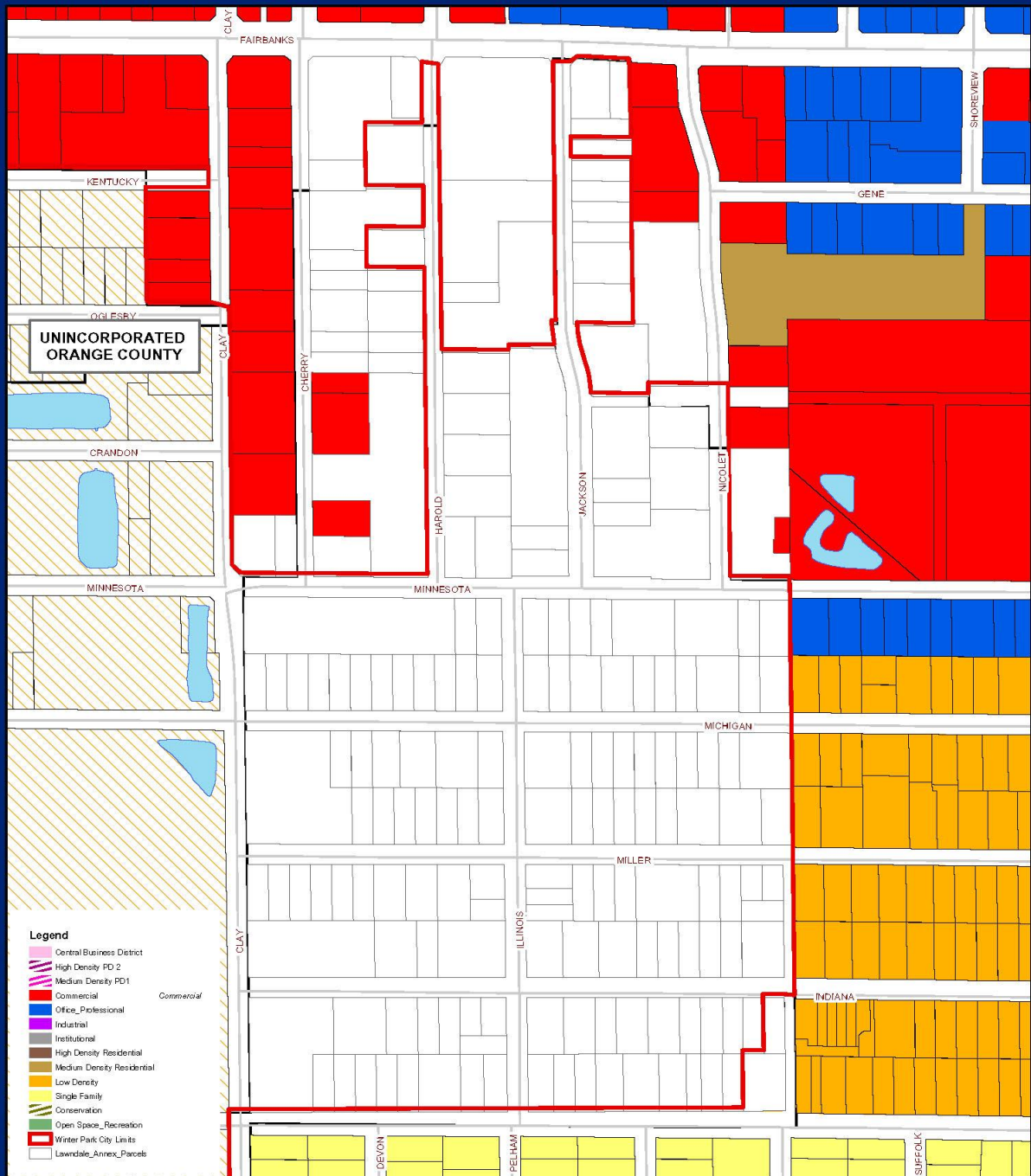




Annexation Reserve Area # 3 Kentucky / Ogelsby

City of Winter Park Planning & Community
Development Department
August, 2008

Source: Orange County Property Appraiser
Created in ArcGIS 9.1 using ArcMap



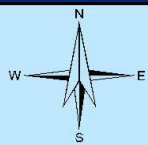
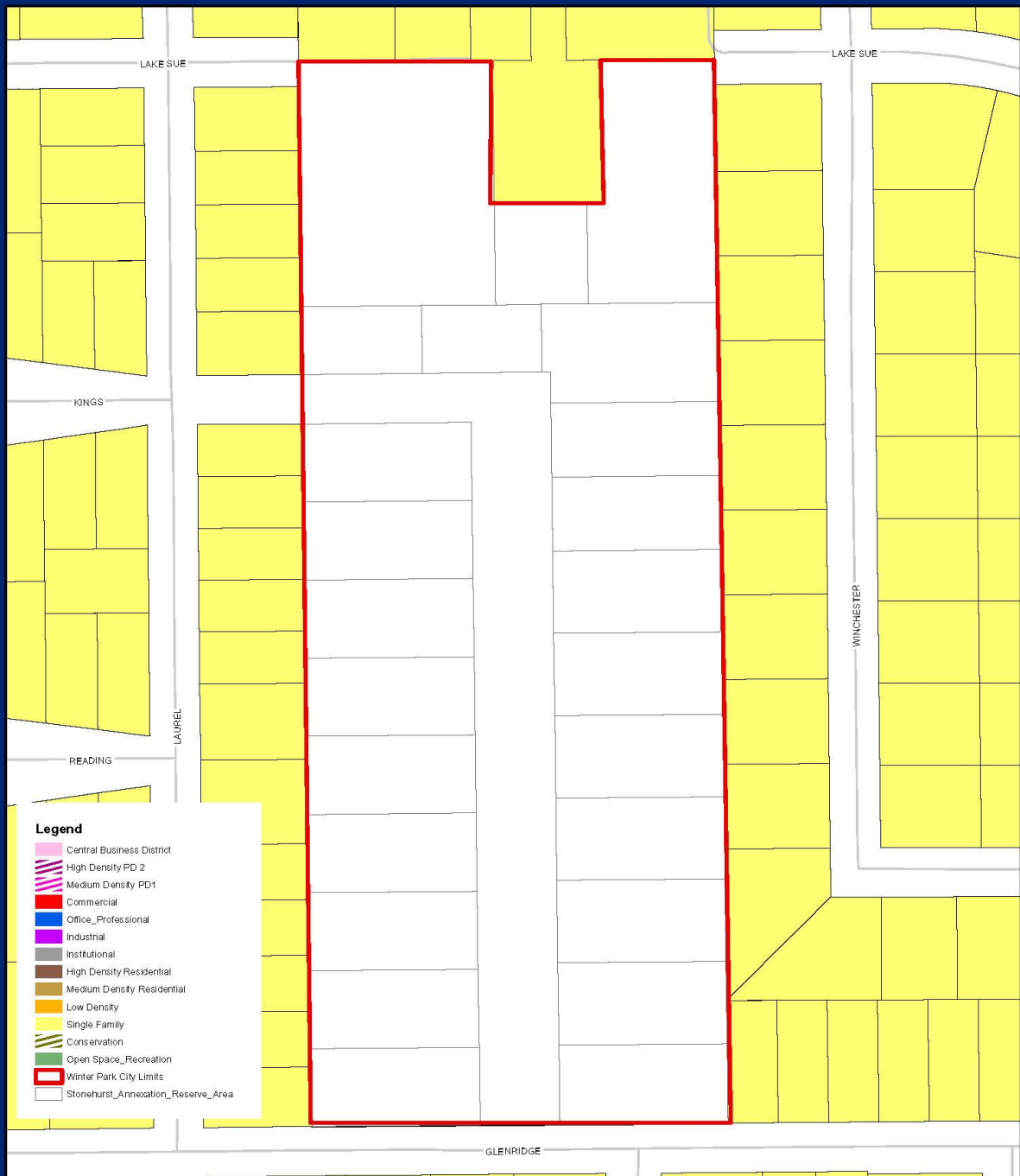
Coordinate System

NAD 1983 State Plane FL
East FIPS 5001 Feet

Annexation Reserve Area # 4 Lawndale

City of Winter Park Planning & Community
Development Department
August, 2008

Source: Orange County Property Appraiser
Created in ArcGIS 9.1 using ArcMap



Coordinate System
NAD 1983 State Plane FL
East FIPS 0901 Feet

Annexation Reserve Area # 5 Stonehurst

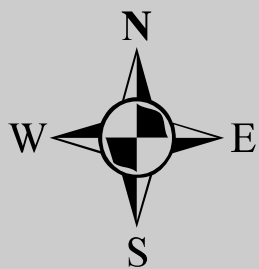
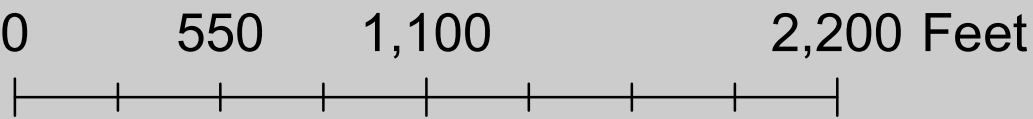
City of Winter Park Planning & Community
Development Department
August, 2008

Source: Orange County Property Appraiser
Created in ArcGIS 9.1 using ArcMap



Potential Annexation Area - East

- Orange County Boundary
- Winter Park Boundary





Managing Change

Jurisdictional control of state roads

State Roads

- SR426 Aloma Avenue, Fairbanks Avenue: Wymore Road to Balfour Drive
- SR423 Lee Road: I-4 to 1792 Orlando Avenue
- SR527 Orange Avenue: Berkshire Avenue to 1792 Orlando Avenue
- 1792 Orlando Avenue: Monroe Avenue to Camelia Avenue

Jurisdictional transfer potential

- SR426 Aloma Avenue, Fairbanks Avenue: I-4 to SR436 Semoran Blvd
- SR423 Lee Road: I-4 to US Hwy 17- 92
- SR527 Orange Avenue: US Hwy 17-92 to SR50 (we would need to work with Orlando)

Budget

Budget goals
Pension strategy
Undergrounding strategy





Budget

Budget goals

FY 2013 Budget Goals

General Fund Reserves

Our Reserves were \$9,553,104 at 9/30/2011 which is 24.6% of GF Recurring Expenditures. The adopted policy of the commission is to build reserves to 30% of recurring expenditures.

Recommended Goal – Budget an increase in GF Reserves of \$500,000.

Millage Rate

The current operating millage rate is 4.0923. It is anticipated that taxable property values will decrease another 2 to 5% which would result in a rolled-back rate that is higher than the current millage rate. The rolled-back rate is the rate that would generate the same property tax revenue as the prior year. Any rate above the rolled-back rate is considered a tax increase.

Recommended Goal – Prepare the proposed General Fund operating budget and scheduled 2013 capital improvement projects at the existing millage rate. Prepare options for expanded service, additional CIP, additional organizational support or increases to Reserves at the rolled-back rate or lower.

Employee Compensation and Benefits

Provide a merit based pay raise for employees in the FY 2013 budget, work toward developing a program to establish pay with the top 35 percent and benefits within the top 50 percent of municipalities approved for benchmarking.

Organizational Support

During FY 2012 the budget included General Fund funding for the Library at \$1,365,212; the Winter Park Historical Association at \$70,000 and the United Arts at \$15,000. In addition the CRA funded the St. Patrick's Day Parade at \$3,000, the Welbourne Nursery at \$4,500; the Enzian Theatre at \$12,000; and the Heritage Center Operations at \$35,000.

Recommended Goal – Fund these entities at the same level as FY 2012 out of the operating millage. Any increase in funding to these organizations or any

addition of outside organizational support agreed to by the Commission would be funded out of the rolled-back rate additional funding.

Level of Service

The current budget is built on levels of services delivered by the various departments that have evolved over time through citizen, Commission and staff input. While some levels of service are regulated by statutes, most are simply policy driven. The levels of service desired by the Commission and the community have a direct impact on the budget. Staff is constantly working on ways to improve efficiencies, but generally increases in a level of service will cost more while decreases in a level of service will cost less. While there are hundreds of services in varying degrees of complexity and costs provided by the City, the most significant performance indicators are listed below.

Public Works

- Maintain 85 % of the roads at a PASER rating of 5 or above. A road that gets below a PASER rating of 5 is paved within 24 months.
- Street sweeping is performed on all city streets once every 2 weeks during non-peak leaf season (10 months) and once every week during peak leaf fall season (2 months).
- Inspections and maintenance of the City's storm water treatment devices are performed once every 2 weeks. Upon inspection, if the device is more than 25% full, the device is scheduled to be cleaned within 1 week.
- Sidewalk construction/maintenance is performed at a risk mitigation level of service which means that once sidewalk problems (uplifts, separations, crushed or missing sections) are reported, the area is safed-up as necessary and repairs are performed promptly, usually within 2 weeks at the outset. Additionally, inspections are performed in a 1 block radius of the reported problem so that we are efficient in the use of our staff and/or contractual costs since there is a mobilization minimum built into our contractor agreement. Base funding also provides for construction of 1000 feet of new sidewalk (where none currently exists) with priority based on the City's mobility plan.

Recommended Goal – Maintain the current level of services.

Fire

- Distribution Benchmark for Emergency Resources – For 90% of all emergency responses within the City, Fire Rescue will arrive within 4:50 (travel time) and be capable of providing Advanced Life Support medical care as well as fire suppression services as needed.
- Concentration Benchmark for Emergency Resources – For 90% of all emergency responses within the City, Fire Rescue will arrive with an effective response force (ERF) of seventeen firefighters within 9:50 (travel time) and be capable of providing fire suppression services needed to contain the fire to the area/room of origin.
- Emergency Medical Patient Care Delivery System Benchmark – 90% of all patients deemed in need of emergent hospital care are transported and arrive at a medical facility within 18 minutes of on-scene patient contact.

Recommended Goal – Strive to achieve stated benchmarks for all levels of services.

Police

- All felony crimes are assigned and reviewed by a Winter Park Detective within 24 business hours
- Community Policing
 - 4 Officers in schools
 - 37 neighborhoods participating in Neighborhood Watch
 - Maintains department accreditation by complying with 261 standards
- Average response time to priority one emergency calls for service is 2minutes 12 seconds
- 98% of emergency calls are answered within 10 seconds
- 5 positions dedicated to traffic enforcement

Recommended Goal – Maintain the current level of services.

Parks & Recreation

- Mowing schedule
 - Premier parks – 7 day cycle

- Secondary parks – 10-14 day cycle
- Landscape/Planter bed maintenance
 - Priority areas (example: Park, New England) – 2 times per week
 - Secondary areas (example: Orange, Pennsylvania) – 14 day cycle
 - Facility/Specialty areas (example: Amphitheater, Rose Garden, Country Club) – 7 day cycle
- Forestry
 - ROW Trimming - risk mitigation
 - New Planting – 300 – 400 per year
- Recreation
 - Provides recreation programming for seniors, teens, and youths at the Community Center seven days a week.

Recommended Goal – maintain the current service level which could potentially require additional maintenance personnel either in-house or contracted. As the city adds landscaped medians and park acreage it is stretching our resources thin.

Building & Code Enforcement:

- Approximately 30 code enforcement actions per day.
- Approximately 15 tree inspections per day.
- Respond to citizen complaints within one business day.
- Coordinate approximately 100 lot clean ups per year
- Perform building inspections within one business day
- Provide preliminary plan review upon request for prospective residential or commercial projects
- Issue approved business certificates within 2 business days
- Closely monitor plan review process to ensure no delays occur from City side of review process
- Provide technical consultation inspection upon request for any construction project
- Facilitate providing guidance to owners, designers and builders regarding complying with City Building and Zoning requirements

Recommended Goal – Maintain the current level of services.

Communications*

- Number of city publications produced:
 - Winter Park Update (4)
 - Hannibal Herald (1)
 - City Today (4)
 - Utility Bill inserts (12)
 - Waterways (2)
- Number of press releases/media alerts generated and distributed (110)
- Number of major city events supported with graphics and publicity/promotion (35)
- Number of proclamations written (40)
- Number of speeches/talking points written (40)
- Frequency of posts via Facebook and Twitter (daily)

Recommended Goal – Maintain the current level of services. **Numbers are flexible and dependent on need as events occur.*

Water & Sewer Utility

As of September 30, 2011 the Water and Sewer Utility had net working capital equal to 113 days of operating expenses. This compares very favorably with our Administrative Policy goal of 45 days.

Recommended Goal - Maintain net working capital at not less than 45 days of operating expenses while continuing to provide funding of the Water and Sewer portion of the Capital Improvement Plan.

Level of Service:

- Meet or exceed all State or Federal quality standards
- Unaccounted for water production at 6% or less
- Increase the number of cross connection control devices by 5% per year
- Generate 150M gallons of reclaimed water per year

Recommended Goal – Maintain the current level of services.

Electric Utility

As of 9/30/11 the electric utility had a negative cash balance of \$2,995,087 and we anticipate being in the black by the end of 2012 which is two years earlier than planned in the 5-year plan. As a result, beginning in FY 13 the profits can be used to build working capital, expedite undergrounding, do more frequent and less aggressive tree trimming, lower rates or a combination of the above.

Recommended Goal – Continue to build net working capital (toward policy goal of 45 days of operating expenses) and reinvest future positive balances in system improvements (reliability and undergrounding of power lines).

Level of Service:

- System Average Interruption Duration Index (SAIDI) below 80 minutes per year. System Average Interruption Duration Index (SAIDI) is a measure of the average number of outage minutes an average Winter Park Electric customer experiences. It is the most widely accepted measure of overall electric system reliability. The average for municipal utilities with 10,000-25,000 customers is 137 minutes.
- Momentary Average Interruption Frequency Index (MAIFI) of less than 5 per year. Momentary Average Interruption Frequency Index (MAIFI) is a measure of the frequency of momentary outages (less than one minute) experienced by an average customer.
- Customer Average Interruption Duration Index (CAIDI) of less than 60 minutes. Customer Average Interruption Duration Index (CAIDI) is a measure how long (in minutes) a customer is out of service when an outage is reported.

Recommended Goal – Maintain the current level of services.



Budget

Pension strategy



October 24, 2011

Ms. Patricia F. Shoemaker
Benefits Administrator
Municipal Police Officers' and
Firefighters' Retirement Funds
Division of Retirement
PO Box 3010
Tallahassee, FL 32315-3010

CITY OF WINTER PARK

401 Park Avenue South

Winter Park, Florida

32789-4386

OFFICE OF THE CITY MANAGER

P 407.599.3235

F 407.599.3436

Dear Ms. Shoemaker:

Thank you for participating in the conference call with Commissioner Cooper, Jack Miles and myself concerning potential changes to the City of Winter Park Police and Fire Pension Plans. During that call we discussed my sending you the proposed changes the City desires to make to our pension plans and that your Division would issue a ruling as to whether or not it would impact the level of 175/185 funding the City receives. Below are descriptions of the two proposed changes.

- 1) Currently (and in 1999) both plans provide for a refund of Accumulated Member contributions with 5% interest in the event of termination prior to vesting. The proposal is to eliminate the interest on those contributions when refunded.
- 2) Currently, members who terminate employment prior to Early or Normal Retirement eligibility with at least 10 years of Credited Service are entitled to receive a monthly lifetime benefit beginning on the date they would have achieved 20 years of Credited Service (or age 55 if earlier). COLAs would also be payable on this benefit beginning at age 60. The proposal would eliminate the COLA, and the benefit would be payable no earlier than age 55. Note: The COLA was added to both plans subsequent to the 1999 law change.

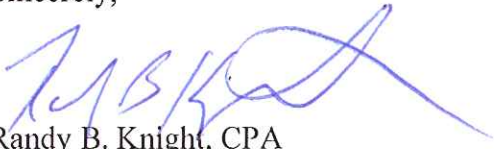
Both of these proposals were agreed to by the Fire and Police Unions as part of our most recent contracts.

When the Plans' actuary contacted you on the above, you opined in the attached email that we would lose all of the 175/185 monies if we implemented these changes. As we discussed in our conference call, I do not concur with that interpretation of the statute.

Our plans would still exceed the minimum statutory requirements to receive the 175/185 funding and also exceed the pension plans offered to our general employees. Obviously, the loss of the 175/185 monies would exceed the savings generated by the proposed changes and thus make the changes illogical. It will require much more drastic benefit changes to effectuate a savings.

As discussed on our call, please provide the City of Winter Park with a formal ruling on the above changes so that we may determine our next course of action. If you need any additional information, please let me know.

Sincerely,



Randy B. Knight, CPA
City Manager

cc: Jack Miles
Jim Linn
William Peebles



RICK SCOTT
Governor

DEPARTMENT OF MANAGEMENT
SERVICES

JOHN P. MILES
Secretary

December 14, 2011

Mr. Randy B. Knight
City Manager
401 Park Avenue South
Winter Park, Florida 32789-4386

Dear Mr. Knight:

This is in response to your October 24, 2011, letter concerning proposed changes in the Winter Park Police Officers' and Firefighters' Pension Plans.

You asked if the City of Winter Park would continue to meet the requirements of Chapters 175 and 185, Florida Statutes, and be eligible to continue to receive state premium tax moneys if it made the following changes:

- 1) Eliminate the 5% interest on the refund of employee contributions. You indicated this was a benefit that was in place prior to March 12, 1999.
- 2) Eliminate the provision allowing a terminated vested employee to draw his retirement benefit when he would have achieved 20 years of service, or age 55 if earlier. You indicated this was a benefit that was in place prior to March 12, 1999. It would be changed to no earlier than age 55.
- 3) Eliminate the Cost of Living Adjustment which is payable beginning at age 60. You indicated this was a benefit that was enacted after March 12, 1999.

Sections 175.351(2), 185.35(2), 175.381, and 185.39, Florida Statutes provide that:

175.351 Municipalities and special fire control districts having their own pension plans for firefighters.—For any municipality, special fire control district, local law municipality, local law special fire control district, or local law plan under this chapter, in order for municipalities and special fire control districts with their own pension plans for firefighters, or for firefighters and police officers if included, to participate in the distribution of the tax fund established pursuant to s. 175.101, local law plans must meet the minimum benefits and minimum standards set forth in this chapter.

(1) If a municipality has a pension plan for firefighters, or a pension plan for firefighters and police officers if included, which in the opinion of the division meets the minimum benefits and minimum standards set forth in this chapter, the board of trustees of the pension plan, as approved by a majority of firefighters of the municipality, may:

(a) Place the income from the premium tax in s. 175.101 in such pension plan for the sole and exclusive use of its firefighters, or for firefighters and police officers if included, where it shall become an integral part of that pension plan and shall be used to pay extra benefits to the firefighters included in that pension plan; or

(b) Place the income from the premium tax in s. 175.101 in a separate supplemental plan to pay extra benefits to firefighters, or to firefighters and police officers if included, participating in such separate supplemental plan.

(2) The premium tax provided by this chapter shall in all cases be used in its entirety to provide extra benefits to firefighters, or to firefighters and police officers if included.

However, local law plans in effect on October 1, 1998, must comply with the minimum benefit provisions of this chapter only to the extent that additional premium tax revenues become available to incrementally fund the cost of such compliance as provided in s. 175.162(2)(a). If a plan is in compliance with such minimum benefit provisions, as subsequent additional premium tax revenues become available, they must be used to provide extra benefits. Local law plans created by special act before May 27, 1939, are deemed to comply with this chapter. For the purpose of this chapter, the term:

(a) "Additional premium tax revenues" means revenues received by a municipality or special fire control district pursuant to s. 175.121 which exceed that amount received for calendar year 1997.

(b) "Extra benefits" means benefits in addition to or greater than those provided to general employees of the municipality and in addition to those in existence for firefighters on March 12, 1999.

175.381 Applicability.—This act shall apply to all municipalities, special fire control districts, chapter plans, local law municipalities, local law special fire control districts, or local law plans presently existing or to be created pursuant to this chapter. Those plans presently existing pursuant to s. 175.351 and not in compliance with the provisions of this act must comply no later than December 31, 1999. However, the plan sponsor of any plan established by special act of the Legislature shall have until July 1, 2000, to comply with the provisions of this act, except as otherwise provided in this act with regard to establishment and election of board members. The provisions of this act shall be construed to establish minimum standards and minimum benefit levels, and nothing contained in this act or in chapter 175 shall operate to reduce presently existing rights or benefits of any firefighter, directly, indirectly, or otherwise.

(Emphasis is added - Language is copied from Chapter 175, Florida Statutes – similar provisions are found in Chapter 185, Florida Statutes).

Since the Winter Park Police Officers' and Firefighters' Retirement Plans were "local law" plans in effect on October 1, 1998, the City of Winter Park was allowed to continue to use the frozen base amount of state moneys collected for calendar year 1997 to fund the benefit levels that were in place when Chapter 99-1, Laws of Florida, was enacted. Any increases in the state moneys were to be used first to meet the minimums and once those were enacted, any subsequent increases must be used for extra benefits. The 2004 Legislature further amended these sections and included additional clarification stating that "extra benefits" means benefits in addition to or greater than those provided to general employees, and in addition to those in existence for firefighters/police officers on March 12, 1999.

Therefore, based on these statutory provisions, any benefits that were in place on March 12, 1999, must be maintained in order to maintain compliance with Chapters 175 and 185, Florida Statutes. However, any

Mr. Randy B. Knight
December 14, 2011
Page 3

benefit improvements that were enacted over the last twelve years since March 12, 1999, could be reduced or eliminated. For example, you mentioned that a Cost of Living Adjustment was enacted since 1999.

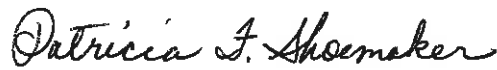
In 2011, the Legislature enacted Chapter 2011-216, Laws of Florida, making changes to Chapters 175 and 185, Florida Statutes. Some of these changes may be of assistance in reducing the city's pension contribution costs. For example, the definition of salary was amended to provide that overtime is limited to 300 hours and sick and vacation leave for service earned after the "effective date" may not be included in the definition of salary for pension purposes. Additionally, the restriction on increases in employee contributions was removed. As of the "effective date" employee contributions may be increased by consent of the members' collective bargaining unit. Increases are no longer contingent upon providing greater benefits.

The "effective date" for these changes for Winter Park's plans is the date of entry into the first collective bargaining agreement on or after July 1, 2011.

Many of our cities have also been successful in negotiating the use of various methodologies to help reduce the cities' contribution requirements. You may wish to discuss some of these options with the pension attorneys and actuaries to see if any of these would be feasible for your plans.

Please let me know if you have any questions or if this office can be of assistance in any way.

Sincerely,



Patricia F. Shoemaker
Benefits Administrator
Municipal Police Officers' and
Firefighters' Retirement Funds

pfs

cc: James W. Linn, Lewis Longman & Walker, P. A.
William Peebles, State Lobbyist
Murray Daniel, Chair, Police Officers' Retirement Plan
Patrick McCabe, Chair, Firefighters' Pension Plan
Scott Christiansen, Plan Attorney
Keith E. Brinkman, Bureau Chief, Local Retirement Systems

From: [Shoemaker, Trish](#)
To: [Randy Knight](#)
Cc: [Jim Linn](#); [William Peebles](#); [Miles, Jack](#); [Leeds, Stephanie](#); [Snuggs, Sarabeth](#); [Wright, Tommy](#); [Dimitris, Jason](#); [Brinkman, Keith](#)
Subject: RE: Winter Park Police Officers' and Firefighters' Retirement Plans - proposed changes
Date: Wednesday, March 21, 2012 4:51:20 PM

Dear Mr. Knight:

I am sorry for the delay, I expect to provide you with a response before the end of next week.

Thank you for your patience.

Sincerely,

Trish

Patricia F. Shoemaker
Benefits Administrator
Municipal Police Officers' and
Firefighters' Retirement Funds
Division of Retirement

E-Mail: trish.shoemaker@dms.myflorida.com
Website: <http://www.myflorida.com/frs/mpf>
Phone Number: 850-414-6320
Fax Number: 850-921-2161
Toll Free Number: 877-738-6737

We Serve Those Who Serve Florida
DISCLAIMER NOTICE:

This email, along with any included attachment(s), is intended for use only by the person(s) or entity to which it is addressed. This message may contain confidential, proprietary, and/or legally privileged information. If you are not the intended recipient of this message, we apologize for any inconvenience this may have caused. You are hereby notified that you are prohibited from printing, copying, storing, disseminating or distributing this communication. If you received this communication in error, please notify the sender by email or by telephone at (850) 488-5540 or toll-free at (866) 738-2366 if Tallahassee is not a local call for you. All record of the communication you received in error (electronic or otherwise) should be destroyed in its entirety. Thank you for your cooperation and assistance in this matter.

From: Randy Knight [<mailto:Rknight@cityofwinterpark.org>]
Sent: Tuesday, March 20, 2012 1:32 PM
To: Shoemaker, Trish
Cc: Jim Linn; 'William Peebles'; Miles, Jack; Leeds, Stephanie; Snuggs, Sarabeth; Wright, Tommy; Dimitris, Jason
Subject: FW: Winter Park Police Officers' and Firefighters' Retirement Plans - proposed changes

Ms. Shoemaker,

I know you were all busy with the Legislative session but I still have not received a response to the below email. Now that the session has ended without any pension reform it is important for the City that we move forward and the answer to this question will dictate our next step.

Thank you for your consideration.

Randy B. Knight, C.P.A.
City Manager
City of Winter Park, Florida
407 599-3235



From: Randy Knight
Sent: Wednesday, December 14, 2011 10:51 AM
To: 'Shoemaker, Trish'
Cc: Jim.Linn@dit00smamso002.doh.ad.state.fl.us; F. Murray Daniel; Pat J McCabe; scott@cdpension.com; jeffpatti13@embarqmail.com; Brinkman, Keith; 'kconn@flcities.com'
Subject: RE: Winter Park Police Officers' and Firefighters' Retirement Plans - proposed changes

Ms. Shoemaker,

Thank you for the response. As a follow up, in accordance with our discussion in our August 12, 2012 telephone conversation, can this letter be considered a "final agency action" letter that allows the City of Winter Park the right to request an administrative hearing to contest your ruling?

Sincerely,

Randy B. Knight, C.P.A.
City Manager
City of Winter Park, Florida
407 599-3235

From: Shoemaker, Trish [mailto:Trish.Shoemaker@dms.myflorida.com]
Sent: Wednesday, December 14, 2011 9:43 AM
To: Randy Knight
Cc: Jim.Linn@dit00smamso002.doh.ad.state.fl.us; F. Murray Daniel; Pat J McCabe;

scott@cdpension.com; jeffpatti13@embarqmail.com; Brinkman, Keith

Subject: Winter Park Police Officers' and Firefighters' Retirement Plans - proposed changes

Dear Mr. Knight:

Attached is a copy of my response to your October 24, 2011 letter concerning proposed changes to the Winter Park Police Officers' and Firefighters' Retirement Plans.

The original will be mailed to you with e-mail copies to all others. I was unable to obtain an e-mail address for Mr. Peebles from your office. Please forward a copy to him.

Thank you for your cooperation and assistance in this matter. Please let me know if you have any questions or if this office can be of assistance in any way.

Sincerely,

Patricia F. Shoemaker
Benefits Administrator
Municipal Police Officers' and
Firefighters' Retirement Funds
Division of Retirement

E-Mail: trish.shoemaker@dms.myflorida.com

Website: <http://www.myflorida.com/frs/mpf>

Phone Number: 850-414-6320

Fax Number: 850-921-2161

Toll Free Number: 877-738-6737

We Serve Those Who Serve Florida

DISCLAIMER NOTICE:

This email, along with any included attachment(s), is intended for use only by the person(s) or entity to which it is addressed. This message may contain confidential, proprietary, and/or legally privileged information. If you are not the intended recipient of this message, we apologize for any inconvenience this may have caused. You are hereby notified that you are prohibited from printing, copying, storing, disseminating or distributing this communication. If you received this communication in error, please notify the sender by email or by telephone at (850) 488-5540 or toll-free at (866) 738-2366 if Tallahassee is not a local call for you. All record of the communication you received in error (electronic or otherwise) should be destroyed in its entirety. Thank you for your cooperation and assistance in this matter.

CITY OF WINTER PARK POLICE OFFICERS' RETIREMENT SYSTEM

REVISED PROJECTION ACTUARIAL VALUATION AS OF OCTOBER 1, 2010

April 6, 2011

This Valuation Determines the Annual Contribution for the Plan Year October 1, 2011 through September 30, 2012 to be Paid in Plan Year October 1, 2011 to September 30, 2012

**City of Winter Park
Police Officers' Retirement System**

TABLE OF CONTENTS

	<u>Page</u>
Commentary	1
I. Summary of Retirement Plan Costs	4
II. Comparison of Cost Data of Current and Prior Valuations	6
III. Characteristics of Participants in Actuarial Valuation	7
IV. Statement of Plan Assets	8
V. Reconciliation of Plan Assets.....	9
VI. Development of Actuarial Value of Assets	10
VII. Actuarial Gains (Losses) for Plan Year	11
VIII. Amortization of Unfunded Actuarial Accrued Liability	12
IX. Accounting Disclosure Exhibit	13
X. Outline of Principal Provisions of the Retirement System	17
XI. Actuarial Assumptions and Actuarial Cost Methods Used.....	21
XII. Distribution of Plan Participants by Attained Age Groups and Service Groups.....	24
XIII. Statistics for Participants Entitled to Deferred Benefits and Participants Receiving Benefits	25
XIV. Reconciliation of Employee Data	26
XV. Projected Retirement Benefits.....	27
XVI. Summary of Fund Transaction Information.....	28
XVII. Recent Compensation, Termination and Investment Return Experience.....	29
XVIII. State Required Exhibit	30



Gabriel Roeder Smith & Company
Consultants & Actuaries

One East Broward Blvd.
Suite 505
Ft. Lauderdale, FL 33301-1804

954.527.1616 phone
954.525.0083 fax
www.gabrielroeder.com

April 6, 2011

Board of Trustees
c/o Mr. Jeff Templeton, Plan Administrator
Winter Park Police Officers' Retirement System
9154 Lake Burkett Drive
Orlando, Florida 32817

Dear Board of Trustees:

Revised October 1, 2010 Projection Actuarial Valuation

We are pleased to present our Revised October 1, 2010 Projection Actuarial Valuation Report for the City of Winter Park Police Officers' Retirement System. The purpose of this report is to indicate appropriate contribution levels, monitor minimum funding requirements, comment on the actuarial stability of the Plan and to satisfy State and accounting requirements. Gabriel, Roeder, Smith & Company (GRS), as Plan actuary, is authorized to prepare an annual Actuarial Valuation under Section 3 of the Plan. This report is prepared for and at the request of the Board of Trustees.

This report consists of this commentary, detailed Tables I through XVII, and the State Required Exhibit on Table XVIII. The Tables contain basic Plan cost figures plus significant details on the benefits, liabilities and experience of the Plan. We suggest that you thoroughly review the report at your convenience and contact us with any questions that may arise.

Retirement Plan Costs

Our Revised Projection Actuarial Valuation develops the required minimum Retirement Plan payment for the plan year beginning October 1, 2011 under the Florida Protection of Public Employee Retirement Benefits Act and Chapter 185. The minimum payment consists of payment of annual normal costs including administrative expenses and amortization of the components of the unfunded actuarial accrued liability over various periods as prescribed by law. The minimum payment is **44.8% of covered payroll (\$2,168,040)**. The figure in parentheses is the System cost expressed as a dollar amount based on projected covered annual payroll for fiscal year beginning October 1, 2011 (\$4,839,374).

This total cost is to be met by member, City and State contributions. We anticipate that the member contributions will be **6.0% of covered payroll** for fiscal year ending September 30, 2012 (**\$290,362**) and allowable State contributions will be **5.4% of covered payroll** for fiscal year ending September 30, 2012 (**\$260,880**). This leaves a City requirement of **33.4% of covered payroll** for fiscal year ending September 30, 2012 (**\$1,616,798**). The City contribution includes an interest adjustment and must be increased if State contributions are less than expected.

Changes in Actuarial Assumptions, Methods and Plan Benefits

The Plan provisions remain unchanged from the previous actuarial valuation and are summarized on Table X.

The actuarial assumptions and methods remain unchanged from the *Revised* October 1, 2009 Projection Actuarial Valuation. The actuarial assumptions and methods are outlined on Table XI.

Comparison of October 1, 2009 and October 1, 2010 Valuation Results

Table II of our report provides information of a comparative nature. The left columns of the Table indicate the costs as calculated for October 1, 2009. The right columns indicate the costs as calculated for October 1, 2010.

Comparing the left and right columns of Table II shows the effect of Plan experience during the year. The number of active participants decreased by approximately 7%. Covered payroll decreased by approximately 10%. The total normal cost decreased both as a dollar amount and as a percentage of covered payroll. The unfunded actuarial accrued liability increased both as a dollar amount and as a percentage of covered payroll. The net City minimum funding requirement also increased both as a dollar amount and as a percentage of covered payroll.

The present value of vested accrued benefits exceeds the market value of Plan assets. The Vested Benefit Security Ratio is 80.9%. This is an increase from 80.2% as of October 1, 2009.

Plan Experience

Table VII indicates that net Plan experience resulted in an actuarial loss of \$1,027,794. This suggests that actual overall experience was less favorable than expected.

Table XVII provides figures on recent plan experience (salary, turnover and investment yield). The salary experience indicates that actual salary increases averaged approximately 0.2%. The average salary increase assumption was 7.0%. Salary experience was generally a substantial offsetting source of actuarial gain. The three, five and ten year average salary increases are 2.7%, 3.7% and 6.2%, respectively.

Employee turnover this year was approximately 80% of the assumed turnover and was generally a contributing source of actuarial loss.

The actuarial value investment return of 1.95% was less than the 8.25% assumption for investment return. The actuarial value investment return was a significant source of actuarial loss during the year. The three, five and ten year average annual actuarial value investment returns are 0.92%, 4.17% and

Board of Trustees
April 6, 2011
Page Three

4.43%, respectively. The one, three, five and ten year average annual market value returns are 8.88%, -1.17%, 2.97% and 3.46%, respectively.

Member Census and Financial Data

The City submitted the Member census data used for this valuation to us. This information contains name, Social Security number, date of birth, date of hire, employee contributions and actual salary paid for the previous year. Dates of termination and retirement are provided where applicable. The City updated information on inactive participants including retirees, beneficiaries, DROPs and vested terminees.

We received financial information concerning fund assets from the City. We do not audit the Member census data and asset information that is provided to us. However, we perform certain reasonableness checks and on this basis we believe that the information that we received is reliable.

Summary


In our opinion the benefits provided for under the current Plan will be sufficiently funded through the payment of the amount as indicated in this and future Actuarial Valuation reports. We will continue to update you on the future payment requirements for the Plan through our actuarial reports. These reports will also continue to monitor the future experience of the Plan.

The undersigned are Members of the American Academy of Actuaries and meet the qualification standards of the American Academy of Actuaries to render the actuarial opinions contained in this report. We are available to respond to any questions with regards to matters covered in this report.

Very truly yours,



Lawrence F. Wilson, A.S.A.
Senior Consultant and Actuary



Peter N. Strong, A.S.A.
Consultant and Actuary

Table I

**City of Winter Park
Police Officers' Retirement System**

Summary of Retirement Plan Costs as of October 1, 2010

	<u>Cost Data</u>	<u>% of Payroll</u>
A. Participant Data Summary (Table III)		
1. Active employees	76	N/A
2. Terminated vested	3	N/A
3. Receiving benefits (including DROPs)	61	N/A
4. Annual payroll of active employees	\$ 4,702,987	100.0%
B. Total Normal Costs		
1. Age retirement benefits	\$ 781,531	16.6%
2. Termination benefits	122,082	2.6%
3. Death benefits	12,957	0.3%
4. Disability benefits	49,152	1.0%
5. Estimated expenses	51,163	1.1%
6. Total annual normal costs	\$ 1,016,885	21.6%
C. Total Actuarial Accrued Liability		
1. Age retirement benefits active employees	\$ 17,991,822	382.6%
2. Termination benefits active employees	421,937	9.0%
3. Death benefits active employees	125,798	2.7%
4. Disability benefits active employees	118,949	2.5%
5. Retired or terminated vested participants receiving benefits including DROPs	23,086,177	490.9%
6. Terminated vested participants entitled to future benefits	852,086	18.1%
7. Deceased participants whose beneficiaries are receiving benefits	1,168,416	24.8%
8. Disabled participants receiving benefits	545,928	11.6%
9. Miscellaneous liability	0	0.0%
10. Total actuarial accrued liability	\$ 44,311,113	942.2%
D. Actuarial Value of Assets (Table VI)	\$ 33,315,488	708.4%
E. Unfunded Actuarial Accrued Liability (C-D)	\$ 10,995,625	233.8%

Table I
(Cont'd)

City of Winter Park
Police Officers' Retirement System

Summary of Retirement Plan Costs as of October 1, 2010

	<u>Cost Data</u>	<u>% of Payroll</u>
F. Minimum Required Contribution		
1. Total normal cost	\$ 1,016,885	21.6%
2. Amortization of unfunded liability	1,005,480	21.4%
3. Interest adjustment	85,285	1.8%
4. Total required contribution	<u>\$ 2,107,650</u>	44.8%
G. Expected payroll of active employees for 2011/2012 year (\$4,702,987 x 1.029)	\$ 4,839,374	100.0%
H. Contribution Sources (percent of expected 2011/2012 payroll)		
1. Expected City	\$ 1,616,798	33.4%
2. Expected State	260,880	5.4%
3. Expected Member	290,362	6.0%
4. Total required contribution	<u>\$ 2,168,040</u>	44.8%
I. Actuarial Gains (Losses) (Table VII)	\$ (1,027,794)	(21.9%)
J. Actuarial Present Value of Vested Accrued Benefits		
1. Retired, terminated vested, beneficiaries and disabled receiving benefits including DROPs	\$ 24,800,521	527.3%
2. Terminated vested participants entitled to future benefits and miscellaneous	852,086	18.1%
3. Active participants entitled to future benefits	<u>12,165,284</u>	258.7%
4. Total actuarial present value of vested accrued benefits	\$ 37,817,891	804.1%
K. Market Value of Assets (Table V)	\$ 30,597,114	650.6%
L. Unfunded Actuarial Present Value of Vested Accrued Benefits (J. - K., not less than zero)	\$ 7,220,777	153.5%
M. Vested Benefit Security Ratio (K. ÷ J.)	80.9%	N/A

Table II

City of Winter Park
Police Officers' Retirement System

Comparison of Cost Data of October 1, 2009 and October 1, 2010 Valuations

	October 1, 2009		October 1, 2010	
	Cost Data	% of Annual Compensation	Cost Data	% of Annual Compensation
A. Participants				
1. Active employees	82	N/A	76	N/A
2. Terminated vested	2	N/A	3	N/A
3. Receiving benefits (including DROPs)	58	N/A	61	N/A
4. Annual payroll of active employees	\$ 5,253,658	100.0%	\$ 4,702,987	100.0%
B. Total Normal Costs	\$ 1,161,659	22.1%	\$ 1,016,885	21.6%
C. Total Actuarial Accrued Liability	\$ 42,574,940	810.4%	\$ 44,311,113	942.2%
D. Actuarial Value of Assets	\$ 32,832,782	625.0%	\$ 33,315,488	708.4%
E. Unfunded Actuarial Accrued Liability	\$ 9,742,158	185.4%	\$ 10,995,625	233.8%
F. Net City Cost	\$ 1,354,460 ¹	28.8%	\$ 1,616,798 ²	33.4%
G. Actuarial Gain (Loss)	\$ (1,986,199)	(37.8%)	\$ (1,027,794)	(21.9%)
H. Unfunded Actuarial Present Value of Vested Accrued Benefits	\$ 6,967,426	132.6%	\$ 7,220,777	153.5%
I. Vested Benefit Security Ratio	80.2%	N/A	80.9%	N/A

¹ Percent of pay applied to expected 2010/2011 covered payroll (\$4,702,987)

² Percent of pay applied to expected 2011/2012 covered payroll (\$4,839,374)

Table III

**City of Winter Park
Police Officers' Retirement System**

**Characteristics of Participants in
Actuarial Valuation as of October 1, 2010**

A. Active Plan Participants Summary

1. Active participants fully vested	34
2. Active participants partially vested	0
3. Active participants non-vested	42
4. Total active participants	76
5. Annual rate of pay of active participants	\$ 4,702,987

B. Retired and Terminated Vested Participant Summary

1. Retired or terminated vested participants receiving benefits including DROP participants	53
2. Terminated vested participants entitled to future benefits	3
3. Deceased participants whose beneficiaries are receiving benefits	5
4. Disabled participants receiving benefits	3

C. Projected Annual Retirement Benefits

1. Retired or terminated vested receiving benefits including DROP participants	\$ 1,849,449
2. Terminated vested entitled to future benefits	82,875
3. Beneficiaries of deceased participants	107,382
4. Disabled participants	57,816

Table IV

**City of Winter Park
Police Officers' Retirement System**

Statement of Plan Assets as of October 1, 2010

	<u>Cost Value</u>	<u>Market Value</u>
A. <u>Cash and cash equivalents</u>	\$ 783,362	\$ 783,362
B. <u>General Investments</u>		
1. U.S. Government obligations	\$ 1,435,218	\$ 1,471,463
2. Corporate bonds	0	0
3. Common stocks	10,437,963	9,745,379
4. Commingled funds	16,112,027	18,970,036
5. Accrued income	2,170	2,170
C. <u>Contribution Receivable</u>	0	0
D. <u>Payables</u>	<u>0</u>	<u>0</u>
E. <u>Total Fund Assets</u> (A + B + C - D)	\$ 28,770,740	\$ 30,972,410
F. <u>DROP Accounts</u>	\$ 375,296	\$ 375,296
G. <u>Reserve for Excess State Funds</u>	<u>0</u>	<u>0</u>
H. <u>Fund Assets</u> (E - F - G)	\$ 28,395,444	\$ 30,597,114

Table V

**City of Winter Park
Police Officers' Retirement System**

Reconciliation of Plan Assets

A. <u>Total Market Value of Assets as of October 1, 2009</u>		\$	28,535,986
B. <u>Receipts During Period</u>			
1. Contributions			
a. Employee	\$	307,769	
b. City		1,187,235	
c. State		260,880	
d. Total	\$	1,755,884	
2. Investment Income			
a. Interest, dividends and other	\$	199,103	
b. Investment expenses		(77,235)	
c. Net investment income	\$	121,868	
3. Realized gains/(losses)		(178,462)	
4. Unrealized gains/(losses)		2,587,727	
5. Total receipts during period		\$	4,287,017
C. <u>Disbursements During Period</u>			
1. Pension payments	\$	1,584,217	
2. DROP distributions		140,570	
3. Contribution refunds		74,643	
4. Administrative expenses		51,163	
5. Total disbursements during period		\$	1,850,593
D. <u>Total Market Value of Assets as of September 30, 2010</u>		\$	30,972,410
E. <u>Reconciliation of DROP Account Balances</u>			
1. DROP account balances as of October 1, 2009	\$	306,282	
2. Benefit payments into DROP accounts during year		192,118	
3. Investment gains (losses) during year		19,801	
4. Administrative expenses during year		(2,335)	
5. Distributions from DROP accounts during year		(140,570)	
6. DROP account balances as of September 30, 2010	\$	375,296	
F. <u>Excess State Funds</u>			
1. Balance as of October 1, 2009	\$	0	
2. Increase for current year		0	
3. Purchase of additional benefits		0	
4. Balance as of September 30, 2010	\$	0	
G. <u>Net Market Value of Assets as of September 30, 2010</u> (D - E - F)		\$	30,597,114

City of Winter Park
Police Officers' Retirement System
Development of Actuarial Value of Assets as of September 30

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
A. Preliminary total actuarial value from prior year	\$ 33,590,952	\$ 33,139,064	\$ 33,690,784		
B. Market value beginning of year	29,355,923	28,535,986	30,972,410		
C. Market value end of year	28,535,986	30,972,410			
D. Non-investment net cash flow	(777,810)	(94,709)			
E. Investment return					
1. Total market value return: C. - B. - D.	(42,127)	2,531,133			
2. Amount for immediate recognition (8.25%)	2,389,779	2,350,312			
3. Amount for phased-in recognition: E.1. - E.2.	(2,431,906)	180,821			
F. Phased-in recognition of investment return:					
1. Current year: 25% of E.3.	(607,977)	45,205			
2. First prior year	(1,638,037)	(607,977)	45,205		
3. Second prior year	496,925	(1,638,037)	(607,977)	45,205	
4. Third prior year	(314,768)	496,926	(1,638,038)	(607,975)	45,206
5. Total phased-in recognition of investment return	(2,063,857)	(1,703,883)	(2,200,810)	(562,770)	45,206
G. Total actuarial value end of year					
1. Preliminary total actuarial value end of year:					
A. + D. + E.2. + F.5.	33,139,064	33,690,784			
2. Upper corridor limit: 120% of C.	34,243,183	37,166,892			
3. Lower corridor limit: 80% of C.	22,828,789	24,777,928			
4. Total actuarial value end of year:					
G.1., not more than G.2., nor less than G.3.	33,139,064	33,690,784			
H. Difference between total market value and total actuarial value	(4,603,078)	(2,718,374)			
I. Actuarial value rate of return	0.98%	1.95%			
J. Market value rate of return	(0.15%)	8.88%			
K. DROP Accounts	306,282	375,296			
L. Excess State Funds	0	0			
M. Net Actuarial Value of Assets	32,832,782	33,315,488			

Table VII

**City of Winter Park
Police Officers' Retirement System**
Actuarial Gains (Losses) for
Plan Year Ending September 30, 2010

A. Derivation of Actuarial Gain (Loss)

1. City and State net normal cost	\$ 835,407
2. Unfunded actuarial accrued liability	9,742,158
3. City and State contributions previous year	1,448,115
4. Interest on:	
(a) City and State net normal cost	\$ 68,921
(b) Unfunded actuarial accrued liability	803,728
(c) City and State contributions	34,268
(d) Net total: (a) + (b) - (c)	\$ 838,381
5. Expected unfunded actuarial accrued liability current year: (1. + 2. - 3. + 4.)	\$ 9,967,831
6. Actual unfunded actuarial accrued liability current year	10,995,625
7. Actuarial gain (loss): (5. - 6.)	\$ (1,027,794)

B. Approximate Portion of Gain (Loss)Due to Investments

1. Actuarial value of net assets previous year	\$ 32,832,782
2. Contributions during period	1,755,884
3. Benefits (includes DROPs) and expenses during period	1,902,141
4. Expected net appreciation for period	2,677,205
5. Expected actuarial value of net assets current year: (1. + 2. - 3. + 4.)	\$ 35,363,730
6. Actual actuarial value of net assets current year	\$ 33,315,488
7. Approximate investment gain (loss): (6. - 5.)	\$ (2,048,242)

C. Approximate Portion of Gain (Loss)Due to Liabilities: A. - B.

	\$ 1,020,448
--	--------------

Table VIII

**City of Winter Park
Police Officers' Retirement System**

Amortization of Unfunded Actuarial Accrued Liability

A. Actuarial Accrued Liability Remaining Unfunded

<u>Date</u>	<u>Unfunded Liability</u>	<u>Amortization Payment</u>
October 1, 2010	\$ 10,995,625	\$ 1,005,480
October 1, 2011	\$ 10,814,332	\$ 1,034,639
October 1, 2012	\$ 10,586,518	\$ 1,064,644
October 1, 2013	\$ 10,307,429	\$ 1,095,519
October 1, 2014	\$ 9,971,893	\$ 1,127,289
...		
...		
October 1, 2022	\$ 0	\$ 0

B. Covered Payroll History

<u>Date</u>	<u>Covered Payroll *</u>	<u>Annual Increase</u>
October 1, 2010	\$ 4,702,987	(10.5%)
October 1, 2009	\$ 5,253,658	1.7%
October 1, 2008	\$ 5,165,566	0.3%
October 1, 2007	\$ 5,152,316	1.4%
October 1, 2006	\$ 5,081,610	(8.2%)
October 1, 2005	\$ 5,536,522	13.2%
October 1, 2004	\$ 4,891,360	9.2%
October 1, 2003	\$ 4,477,685	8.2%
October 1, 2002	\$ 4,139,001	7.9%
October 1, 2001	\$ 3,835,687	8.4%
October 1, 2000	\$ 3,538,079	N/A

Ten-Year Average Annual Increase 2.9%

* Excludes DROP payroll

Table IX

**City of Winter Park
Police Officers' Retirement System
Accounting Disclosure Exhibit**

	<u>10/01/2009</u>	<u>10/01/2010</u>
I. <u>Number of Plan Members</u>		
a. Receiving benefits including DROPs	58	61
b. Terminated due deferred benefits	2	3
c. Active plan members	82	76
d. Total	<u>142</u>	<u>140</u>
II. <u>Financial Accounting Standards Board Allocation</u> <u>As of October 1, 2010</u>		
A. <u>Statement of Accumulated Plan Benefits</u>		
1. Actuarial present value of accumulated vested plan benefits		
a. Participants currently receiving benefits including DROP participants	\$ 20,706,298	\$ 24,800,521
b. Other participants	14,490,832	13,017,370
c. Total	<u>\$ 35,197,130</u>	<u>\$ 37,817,891</u>
2. Actuarial present value of accumulated non-vested plan benefits	<u>\$ 992,250</u>	<u>\$ 929,100</u>
3. Total actuarial present value of accumulated plan benefits	\$ 36,189,380	\$ 38,746,991
B. <u>Statement of Change in Accumulated Plan Benefits</u>		
1. Actuarial present value of accumulated plan benefits as of October 1, 2009		\$ 36,189,380
2. Increase (decrease) during year attributable to:		
a. Plan amendment		\$ 0
b. Change in actuarial assumptions		0
c. Benefits paid including refunds and DROP benefits		(1,850,978)
d. Other, including benefits accumulated, increase for interest due to decrease in the discount period		<u>4,408,589</u>
e. Net increase		<u>\$ 2,557,611</u>
3. Actuarial present value of accumulated plan benefits as of October 1, 2010		\$ 38,746,991
C. <u>Significant Matters Affecting Calculations</u>		
1. Assumed rate of return used in determining actuarial present values		8.25%
2. Change in plan provisions		None.
3. Change in actuarial assumptions		None.

**Table IX
(Cont'd)**

**City of Winter Park
Police Officers' Retirement System**

Accounting Disclosure Exhibit

III. Annual Pension Cost For the Current Year and Related Information:

Contribution rates:

City 28.8%

State 5.5%

Members 6.0%

Actuarial valuation date 10/01/2009

Actuarial cost method Entry Age

Amortization method Level percentage, closed

Remaining amortization period 16 years

Asset valuation method Smoothed market value

Actuarial assumptions:

Investment rate of return * 8.25%

Projected salary increases * 6.0% - 7.5%

Cost of living adjustments 3.0%

* Includes inflation at 4.0%

Table IX
(Cont'd)

**City of Winter Park
Police Officers' Retirement System
Accounting Disclosure Exhibit**

IV. Historical Trend Information *

A. Schedule of Employer Costs (GASB No. 25)

<u>Valuation Date</u>	<u>Annual Required Contribution (ARC)</u>	<u>Percentage of ARC Contributed</u>
10/01/2003	\$ 956,954	100%
10/01/2004	\$ 1,038,295	100%
10/01/2005	\$ 1,509,502	82%
10/01/2006	\$ 1,460,137	76%
10/01/2007	\$ 1,258,537	94%
10/01/2008	\$ 1,467,431	99%

B. Schedule of Employer Costs (GASB No. 27)

<u>Valuation Date</u>	<u>Annual Pension Cost (APC)</u>	<u>Percentage of APC Contributed</u>	<u>Net Pension Obligation (Asset)</u>
10/01/2003	\$ 956,954	100%	\$ 0
10/01/2004	\$ 1,038,295	100%	\$ 0
10/01/2005	\$ 1,509,502	82%	\$ 265,050
10/01/2006	\$ 1,458,003	77%	\$ 606,086
10/01/2007	\$ 1,253,657	94%	\$ 680,789
10/01/2008	\$ 1,481,361	98%	\$ 714,035

V. Annual Pension Cost (APC) and Net Pension Obligation

<u>Fiscal Year Ended</u>	<u>9/30/2010</u>	<u>Projected 9/30/2011</u>
Annual Required Contribution	\$ 1,467,431	\$ 1,615,340
Interest on NPA	56,165	58,908
Adjustment to ARC	(42,235)	(45,848)
APC	\$ 1,481,361	\$ 1,628,400
City and Net State Contributions	(1,448,115)	
Increase (Decrease) in NPO	\$ 33,246	
NPO - Beginning of Year	680,789	
NPO - End of Year	\$ 714,035	

* Information prior to October 1, 2006 as reported by auditors

Table IX
(Cont'd)

City of Winter Park
Police Officers' Retirement System

Schedule of Funding Progress
(Dollar Amounts in Thousands)

VI. Schedule of Funding Progress

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Liability (AAL) - Entry Age (b)	Unfunded AAL (UAAL) (b - a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll ((b-a)/c)
10/01/2005	\$ 24,748	\$ 30,536	\$ 5,788	81.0%	\$ 5,537	104.5%
10/01/2006	\$ 26,940	\$ 32,939	\$ 5,999	81.8%	\$ 5,082	118.0%
10/01/2007	\$ 31,986	\$ 35,776	\$ 3,790	89.4%	\$ 5,152	73.6%
10/01/2008	\$ 32,985	\$ 40,390	\$ 7,405	81.7%	\$ 5,166	143.3%
10/01/2009	\$ 32,833	\$ 42,575	\$ 9,742	77.1%	\$ 5,254	185.4%
10/01/2010	\$ 33,315	\$ 44,311	\$ 10,996	75.2%	\$ 4,703	233.8%

**City of Winter Park
Police Officers' Retirement System**

Outline of Principal Provisions of the Retirement Plan

A. Effective Date:

October 1, 1992. Most recently amended by Ordinance No. 2786-09 adopted November 23, 2009.

B. Eligibility:

All Police Officers shall become members as a condition of employment.

C. Member:

An actively employed Police Officer who fulfills the Membership Requirements.

D. Contributions:

Employee:	6% of compensation.
State:	Premium Tax Revenue.
City:	Balance required to maintain Plan on sound actuarial basis.

E. Credited Service:

Total years and fractional parts of years of service as a Police Officer.

F. Purchase of Prior Military Service:

A participant may purchase from 1 year up to 4 years of credited service for military service prior to employment. The cost shall be an amount actuarially determined to fund the cost to the plan of adding this credited service.

G. Compensation:

Total pay, excluding special detail pay (includes vacation and comp time accrual).

H. Average Final Compensation (AFC):

Average monthly compensation during the best 60 calendar months out of the last 120 calendar months preceding date of retirement (or termination).

City of Winter Park
Police Officers' Retirement System

Outline of Principal Provisions of the Retirement Plan

I. Normal Retirement:

1. Eligibility:

Earlier of:

- (a) Attainment of age 55 with completion of 10 years of credited service.
- (b) Completion of 20 years of credited service.

2. Benefit:

3% times AFC times credited service.

J. Early Retirement:

1. Eligibility:

Attainment of age 50 with completion of 10 years of credited service.

2. Benefit:

Benefit accrued to date of retirement, reduced by 3% for each year early retirement date precedes normal retirement date, payable immediately.

K. Deferred Retirement:

Computed the same as set forth under Normal Retirement, based upon AFC and credited service as of deferred retirement date.

L. Disability Retirement:

1. Service Incurred:

Accrued benefit, but not less than 42% of AFC.

2. Non-Service Incurred:

- a. Eligibility: 10 or more years of credited service; totally and permanently disabled.
- b. Benefit: Accrued benefit, but not less than 25% of AFC.

City of Winter Park
Police Officers' Retirement System

Outline of Principal Provisions of the Retirement Plan

M. Pre-Retirement Death Benefit:

1. Service Incurred:

The greater of (a) the accrued benefit at the time of death or (b) 30% of monthly salary at time of death payable to the spouse until death.

2. Non-Service Incurred:

a. Eligible for Normal Retirement: Determined as though had retired on the date of death.

b. Not Eligible for Normal Retirement: Less than 10 years of credited service - return of employee contributions with interest at 5%.

10 or more years - accrued benefit payable for 10 years.

N. Termination Benefits:

1. Eligibility:

100% vesting upon the completion of 10 years of credited service. Employees who have not completed 10 years of credited service at date of termination of employment shall only be entitled to the return of their employee contributions with interest at 5%.

2. Benefit:

Accrued benefit based upon credited service and AFC as of date of termination, payable at date member would have completed 20 years of service if before age 55.

O. Normal Form of Retirement Income:

Monthly benefit payable for ten (10) years certain and life thereafter.

P. Deferred Retirement Option Program (DROP)

1. Eligibility:

Participant must be eligible for Normal Retirement.

2. Benefit:

Retirement benefits are transferred to a hypothetical DROP account within the pension fund. Interest is credited or debited quarterly based upon either the rate of return earned by the Fund or a 6.5% fixed rate of return, as elected by the Member. A deduction is made each quarter for administrative expenses. The period of participation in the DROP is limited to at least 12 months but no more than 60 months. The benefit is paid as a lump sum upon actual termination of employment.

City of Winter Park
Police Officers' Retirement System

Outline of Principal Provisions of the Retirement Plan

Q. Cost of Living Adjustment (COLA)

A participant who terminates employment on or after October 1, 2002 is entitled to a 3% annual COLA on benefit payments beginning at age 60.

R. Changes Since Previous Valuation

None.

Table XI

**City of Winter Park
Police Officers' Retirement System**

**Actuarial Assumptions and Actuarial Cost Methods
Used in the Valuation**

A. Mortality

For healthy participants, the RP-2000 Combined Table was used, with separate rates for males and females, and fully generational mortality improvements projected to each future payment date.

For disabled participants, the RP-2000 Disabled Mortality Table was used, with separate rates for males and females, and fully generational mortality improvements projected to each future payment date.

B. Interest to be Earned by Fund

8.25% (net of investment expenses), compounded annually.

C. Allowances for Expenses or Contingencies

Actual administrative expenses incurred during the prior plan year.

D. Employee Withdrawal Rates

Withdrawal rates for males and for females were used in accordance with the following illustrative example.

Withdrawal Rates Per 100 Employees				
<u>Age</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Years 3 - 5</u>	<u>5+ Years</u>
20	17.50	13.50	13.00	7.44
25	17.50	13.50	13.00	7.02
30	17.50	13.50	13.00	6.30
35	17.50	13.50	13.00	4.98
40	17.50	13.50	13.00	3.42
45	17.50	13.50	13.00	2.10

City of Winter Park
Police Officers' Retirement System

Actuarial Assumptions and Actuarial Cost Methods
Used in the Valuation

E. Disability Rates

Disability rates for males and for females were used in accordance with the following illustrative example.

<u>Age</u>	<u>Disability Rates Per 100 Employees</u>
20	0.14
25	0.15
30	0.18
35	0.23
40	0.30
45	0.51

F. Salary Increase Factors

Current salary is assumed to increase at a rate based on the table below.

<u>Service</u>	<u>Salary Increase</u>
0 - 4	7.5%
5 - 14	7.0%
15 - 19	6.5%
20 + years	6.0%

G. Assumed Retirement Age

<u>Age</u>	<u>Annual Rate of Retirement</u>
< 50	5%
50 - 54	25%
55 - 57	50%
58 & Over	100%

50% of employees are assumed to enter the DROP when first eligible.

All active members on the valuation date are assumed to have a minimum of one year of future service.

City of Winter Park
Police Officers' Retirement System

Actuarial Assumptions and Actuarial Cost Methods
Used in the Valuation

H. Loading

Active liabilities and normal costs are increased by 1.61% to account for unused annual leave pay at time of retirement.

I. Payroll Growth Assumption

3.5% per annum - not greater than historical 10-year average (2.9%).

J. Asset Valuation Method

The method used for determining the actuarial value of assets phases in the deviation between the expected and actual return on assets at the rate of 25% per year. The actuarial value of assets will be further adjusted to the extent necessary to fall within the corridor whose lower limit is 80% of the fair market value of plan assets and whose upper limit is 120% of the fair market value of plan assets.

K. Cost Method

Normal Retirement, Termination, Disability, and Death Benefits: Entry-Age-Normal Cost Method.
Under this method the normal cost for each active employee is the amount which is calculated to be a level percentage of pay that would be required annually from his entry age to his assumed retirement age to fund his estimated benefits, assuming the Plan had always been in effect. The normal cost for the Plan is the sum of such amounts for all employees. The actuarial accrued liability as of any valuation date for each active employee or inactive employee who is eligible to receive benefits under the Plan is the excess of the actuarial present value of estimated future benefits over the actuarial present value of current and future normal costs. The unfunded actuarial accrued liability as of any valuation date is the excess of the actuarial accrued liability over the assets of the Plan.

L. Change From Previous Valuation

None.

Table XII

City of Winter Park
Police Officers' Retirement System
Distribution by Attained Age Groups
and Service Groups as of October 1, 2010

<u>Attained</u> <u>Age Group</u>	<u>COMPLETED YEARS OF SERVICE</u>							<u>Total</u>
	<u>0-4</u>	<u>5-9</u>	<u>10-14</u>	<u>15-19</u>	<u>20-24</u>	<u>25-29</u>	<u>30 & Over</u>	
Under 25	2	-	-	-	-	-	-	2
25-29	6	-	-	-	-	-	-	6
30-34	8	3	-	-	-	-	-	11
35-39	8	7	3	2	-	-	-	20
40-44	1	4	7	7	3	-	-	22
45-49	1	2	1	2	2	-	-	8
50-54	-	-	-	2	-	2	-	4
55-59	-	-	-	-	2	-	-	2
60-64	-	-	1	-	-	-	-	1
65 & Over	-	-	-	-	-	-	-	0
TOTAL	26	16	12	13	7	2	0	76
<div style="display: flex; justify-content: space-between;"> <div> Average Attained Age Average Hire Age Average Pay Percent Female </div> <div> 10/01/2009 39.3 years 28.9 years \$ 64,069 13.4% </div> <div> 10/01/2010 39.3 years 29.2 years \$ 61,881 14.5% </div> </div>								

Table XIII

**City of Winter Park
Police Officers' Retirement System**

**Statistics for Participants Entitled to Deferred Benefits
and Participants Receiving Benefits**

A. Entitled to Deferred Benefits

<u>Current Age Group</u>	<u>Count</u>	<u>Total Annual Benefit</u>	<u>Average Annual Benefit</u>
Less than 40	1	\$ 19,485	\$ 19,485
40-44	1	24,690	24,690
45-49	1	38,700	38,700
50-54	-	-	-
55-59	-	-	-
60-64	-	-	-
65 & Over	-	-	-
TOTAL	3	\$ 82,875	\$ 27,625

B. Receiving Benefits (including DROPs)

<u>Current Age Group</u>	<u>Count</u>	<u>Total Annual Benefit</u>	<u>Average Annual Benefit</u>
Less than 50	8	\$ 286,601	\$ 35,825
50-54	12	480,231	40,019
55-59	11	547,369	49,761
60-64	14	400,167	28,583
65-69	8	168,900	21,113
70-74	4	84,685	21,171
75 & Over	4	46,694	11,674
TOTAL	61	\$ 2,014,647	\$ 33,027

Table XIV

**City of Winter Park
Police Officers' Retirement System**

Reconciliation of Employee Data

A. <u>Active Participants</u>	
1. Active participants previous year	82
2. Retired during year	0
3. Entered DROP	(5)
4. Died during year	0
5. Disabled during year	0
6. Terminated during year	(4)
7. New active participants	3
8. Re-instated during year	0
9. Active participants current year	<u>76</u>
B. <u>Participants Receiving Benefits</u>	
1. Participants receiving benefits previous year	55
2. New retired participants	0
3. Former DROPs now receiving benefits	1
4. New terminated vested receiving benefits	0
5. New disabled receiving benefits	0
6. New beneficiaries receiving benefits	0
7. Died or ceased payment during year	(2)
8. Retired or terminated vested receiving benefits current year	<u>54</u>
C. <u>DROP Participants</u>	
1. DROP participants previous year	3
2. Died during year	0
3. Became disabled during year	0
4. Employment terminated and retired during year	(1)
5. Entered DROP during year	5
6. DROP participants current year	<u>7</u>
D. <u>Terminated Vested Participants Entitled to Future Benefits</u>	
1. Terminated vested entitled previous year	2
2. Died during year	0
3. Commenced receiving benefits during year	0
4. New terminated vested	1
5. Terminated vested paid lump sum	0
6. Terminated vested entitled current year	<u>3</u>

Table XV

**City of Winter Park
Police Officers' Retirement System**

Projected Retirement Benefits

<u>Fiscal Year</u>	<u>Projected Total Annual Payout</u>
2011	\$ 2,059,510
2012	\$ 2,319,319
2013	\$ 2,453,532
2014	\$ 2,682,926
2015	\$ 2,847,650
2016	\$ 2,966,640
2017	\$ 3,160,906
2018	\$ 3,378,377
2019	\$ 3,570,992
2020	\$ 3,845,645

The above projected payout of plan benefits during the next ten years is based on assumptions involving all decrements. The actual payouts may differ from the above estimates depending upon the death, salary and retirement experience of the plan. However, since the projected payment is recomputed each valuation date, there is an automatic correction to the extent that actual experience varies from expected experience.

Table XVI

City of Winter Park
Police Officers' Retirement System

Summary of Transaction Information

Valuation Date	Benefits Paid*	Administrative Expenses	Employee Contributions	City Contributions	State Contributions	Actuarial** Value
10/01/2010	\$ 1,850,978	\$ 51,163	\$ 307,769	\$ 1,187,235	\$ 260,880	\$ 33,315,488
10/01/2009	1,893,322	54,654	323,975	896,264	282,690	32,832,782
10/01/2008	1,544,300	85,134	313,146	852,716	264,251	32,985,083
10/01/2007	1,370,531	29,654	306,122	954,730	289,722	31,986,342
10/01/2006	1,118,258	44,673	309,763	783,183	280,855	26,939,887
10/01/2005	1,053,533	43,684	307,361	731,004	225,950	24,747,691
10/01/2004	997,468	38,488	286,296	297,035	385,275	23,133,789
10/01/2003	925,610	32,008	251,035	338,863	289,215	22,784,081
10/01/2002	916,465	40,963	231,533	0	274,346	21,178,501
10/01/2001	739,807	34,727	214,669	0	242,652	22,017,675
10/01/2000	828,765	32,685	197,993	0	239,738	21,095,083
10/01/1999	780,668	39,672	169,841	86,873	240,083	19,764,743
10/01/1998	610,400	51,815	192,798	233,480	243,164	16,820,891
10/01/1997	544,501	20,457	191,053	304,842	229,075	14,665,900

* Includes DROP payments and contribution refunds

** After exclusion of DROP accounts and Excess State Funds, if any

City of Winter Park
Police Officers' Retirement System

Recent Compensation, Termination and Investment Return Experience

Valuation Date	Compensation		Termination Ratio of Actual to Expected	Investment Return ¹	
	% Increase (Decrease)	Assumed Increase		Market Value	Actuarial Value
10/01/2010	0.2%	7.0%	0.8	8.88%	1.95%
10/01/2009	3.2%	6.9%	0.4	(0.15%)	0.98%
10/01/2008	4.8%	6.5%	0.6	(11.22%)	(0.15%)
10/01/2007	9.2%	6.5%	0.9	15.40%	9.90%
10/01/2006	1.2%	6.5%	1.2	3.92%	8.60%
10/01/2005	9.3%	6.5%	N/A	9.45%	6.90%
10/01/2004	11.9%	6.5%	N/A	10.6%	2.6%
10/01/2003	8.2%	6.5%	N/A	11.5%	8.6%
10/01/2002	7.4%	6.5%	N/A	(4.2%)	(1.3%)
10/01/2001	7.6%	6.5%	N/A	(6.1%)	7.0%
Last 3 Years	2.7%	6.8%	0.6	(1.17%)	0.92%
Last 5 Years	3.7%	6.7%	0.7	2.97%	4.17%
Last 10 Years	6.2%	6.6%	N/A	3.46%	4.43%
					8.45%

¹ Computed as $2I/(A+B-I)$, where A is beginning value, B is ending value and I is investment return.

Table XVIII

City of Winter Park
Police Officers' Retirement System
Actuarial Valuation as of October 1, 2010

State Required Exhibit

	<u>10/01/2009</u>	<u>10/01/2010</u>
A. Participant Data		
1. Active participants	82	76
2. Retired participants and beneficiaries receiving benefits (including DROPs)	55	58
3. Disabled participants receiving benefits	3	3
4. Terminated vested participants	2	3
5. Annual payroll of active participants	\$ 5,253,658	\$ 4,702,987
6. Expected payroll of active participants for the following year	N/A	\$ 4,839,374
7. Annual benefits payable to those currently receiving benefits including DROP participants	\$ 1,719,905	\$ 2,014,647
B. Value of Assets		
1. Actuarial Value of Assets	\$ 32,832,782	\$ 33,315,488
2. Market Value of Assets	\$ 28,229,704	\$ 30,597,114
C. Liabilities		
1. Actuarial present value of future expected benefit payments for active members		
a. Retirement benefits	\$ 26,905,586	\$ 23,865,551
b. Vesting benefits	1,623,181	1,349,806
c. Death benefits	246,039	220,501
d. Disability benefits	484,187	475,931
e. Total	\$ 29,258,993	\$ 25,911,789
2. Actuarial present value of future expected benefit payments for terminated vested members	\$ 335,653	\$ 852,086
3. Actuarial present value of future expected benefit payments for members currently receiving benefits		
a. Service retired including DROP participants	\$ 18,980,258	\$ 23,086,177
b. Disability retired	549,771	545,928
c. Beneficiaries	1,176,269	1,168,416
d. Miscellaneous	0	0
e. Total	\$ 20,706,298	\$ 24,800,521

Table XVIII
(Cont'd)

City of Winter Park
Police Officers' Retirement System

Actuarial Valuation as of October 1, 2010

State Required Exhibit

	<u>10/01/2009</u>	<u>10/01/2010</u>
4. Total actuarial present value of future expected benefit payments	\$ 50,300,944	\$ 51,564,396
5. Actuarial accrued liabilities	\$ 42,574,940	\$ 44,311,113
6. Unfunded actuarial liabilities	\$ 9,742,158	\$ 10,995,625
 <u>D. Statement of Accumulated Plan Benefits</u>		
1. Actuarial present value of accumulated vested benefits		
a. Participants currently receiving benefits including DROP participants	\$ 20,706,298	\$ 24,800,521
b. Other participants	14,490,832	13,017,370
c. Total	<u>\$ 35,197,130</u>	<u>\$ 37,817,891</u>
2. Actuarial present value of accumulated non-vested plan benefits	<u>992,250</u>	<u>929,100</u>
3. Total actuarial present value of accumulated plan benefits	\$ 36,189,380	\$ 38,746,991
 <u>E. Statement of Change in Accumulated Plan Benefits</u>		
1. Actuarial present value of accumulated plan benefits as of October 1, 2009		\$ 36,189,380
2. Increase (decrease) during year attributable to:		
a. Plan amendment		\$ 0
b. Change in actuarial assumptions		0
c. Benefits paid including refunds and DROP benefits		(1,850,978)
d. Other, including benefits accumulated and increase for interest due to decrease in the discount period		<u>\$ 4,408,589</u>
e. Net increase		<u>\$ 2,557,611</u>
3. Actuarial present value of accumulated plan benefits as of October 1, 2010		\$ 38,746,991

Table XVIII
(Cont'd)

City of Winter Park
Police Officers' Retirement System
Actuarial Valuation as of October 1, 2010

State Required Exhibit

	10/01/2009	10/01/2010
F. Pension Cost		
1. Total normal cost	\$ 1,161,659	\$ 1,016,885
2. Payment required to amortize unfunded liability	832,701	1,005,480
3. Interest adjustment	84,176	85,285
4. Total required contribution	\$ 2,078,536	\$ 2,107,650
5. Item 4 as a percentage of payroll	39.6%	44.8%
6. Estimated employee contributions	\$ 282,179 ¹	\$ 290,362 ³
7. Item 6 as a percentage of payroll	6.0%	6.0%
8. Estimated State contributions	\$ 260,880	\$ 260,880
9. Item 8 as a percentage of payroll	5.5% ²	5.4% ⁴
10. Net amount payable by City	\$ 1,354,460 ¹	\$ 1,616,798 ³
11. Item 10 as a percentage of payroll	28.8%	33.4%
G. Past Contributions		
1. Total contribution required (previous valuation)	\$ 1,758,049	\$ 1,897,519
2. Actual contributions made:		
a. Employees	\$ 307,769	N/A
b. State (net)	260,880	N/A
c. City	1,187,235	N/A
d. Total	\$ 1,755,884	N/A
H. Net Actuarial Gain (Loss)	\$ (1,986,199)	\$ (1,027,794)
I. Disclosure of Following Items:		
1. Actuarial present value of future salaries - attained age	\$ 36,706,721	\$ 34,043,535
2. Actuarial present value of future employee contributions - attained age	\$ 2,202,403	\$ 2,042,612
3. Actuarial present value of future contributions from other sources	N/A	N/A
4. Amount of active members' accumulated contributions	\$ 3,467,372	\$ 3,168,392
5. Actuarial present value of future salaries and future benefits at entry age	N/A	N/A
6. Actuarial present value of future employee contributions at entry age	N/A	N/A

¹ Percent of pay applied to expected 2010/2011 covered payroll (\$4,702,987)

² Percent of expected 2010/2011 covered payroll (\$4,702,987)

³ Percent of pay applied to expected 2011/2012 covered payroll (\$4,839,374)

⁴ Percent of expected 2011/2012 covered payroll (\$4,839,374)

Table XVIII
(Cont'd)

City of Winter Park
Police Officers' Retirement System


State Required Exhibit

Current Assumptions

	<u>Unfunded Actuarial Accrued Liabilities</u>	<u>Current Unfunded Liabilities</u>	<u>Amortization Payment</u>	<u>Remaining Funding Period</u>
10/01/2009	Combined Charge & Credit Bases	3,907,826	451,899	11 years
10/01/2008	Actuarial Loss/(Gain)	1,305,459	133,694	13 years
10/01/2008	Assumption Change	2,706,618	176,454	28 years
10/01/2010	Actuarial Loss/(Gain)	2,047,928	163,706	19 years
10/01/2010	Actuarial Loss/(Gain)	<u>1,027,794</u>	<u>79,727</u>	20 years
	TOTAL	\$ 10,995,625	\$ 1,005,480	

This actuarial valuation and/or cost determination was prepared and completed by me or under my direct supervision, and I acknowledge responsibility for the results. To the best of my knowledge, the results are complete and accurate, and in my opinion, the techniques and assumptions used are reasonable and meet the requirements and intent of Part VII, Chapter 112, Florida Statutes. There is no benefit or expense to be provided by the plan and/or paid from the plan's assets for which liabilities or current costs have not been established or other wise provided for in the valuation. All known events or trends which may require material increase in plan costs or required contribution rates have been taken into account in the valuation.

Enrollment Number: 11-02802
Dated: April 6, 2011



Lawrence F. Wilson, A.S.A.

CITY OF WINTER PARK FIREFIGHTERS' RETIREMENT SYSTEM

REVISED PROJECTION ACTUARIAL VALUATION AS OF OCTOBER 1, 2010

April 6, 2011

This Valuation Determines the Annual Contribution for the Plan Year October 1, 2011 through September 30, 2012 to be Paid in Plan Year October 1, 2011 to September 30, 2012

**City of Winter Park
Firefighters' Retirement System**

TABLE OF CONTENTS

	<u>Page</u>
Commentary	1
I. Summary of Retirement Plan Costs	4
II. Comparison of Cost Data of Current and Prior Valuations	6
III. Characteristics of Participants in Actuarial Valuation	7
IV. Statement of Plan Assets	8
V. Reconciliation of Plan Assets	9
VI. Development of Actuarial Value of Assets	10
VII. Actuarial Gains (Losses) for Plan Year	11
VIII. Amortization of Unfunded Actuarial Accrued Liability	12
IX. Accounting Disclosure Exhibit	13
X. Outline of Principal Provisions of the Retirement System	17
XI. Actuarial Assumptions and Actuarial Cost Methods Used	21
XII. Distribution of Plan Participants by Attained Age Groups and Service Groups	24
XIII. Statistics for Participants Entitled to Deferred Benefits and Participants Receiving Benefits	25
XIV. Reconciliation of Employee Data	26
XV. Projected Retirement Benefits	27
XVI. Summary of Fund Transaction Information	28
XVII. Recent Compensation, Termination and Investment Return Experience	29
XVIII. State Required Exhibit	30



Gabriel Roeder Smith & Company
Consultants & Actuaries

One East Broward Blvd.
Suite 505
Ft. Lauderdale, FL 33301-1804

954.527.1616 phone
954.525.0083 fax
www.gabrielroeder.com

April 6, 2011

Board of Trustees
c/o Mr. Jeff Templeton, Plan Administrator
Winter Park Firefighters' Retirement System
9154 Lake Burkett Drive
Orlando, Florida 32817

Dear Board of Trustees:

Revised October 1, 2010 Projection Actuarial Valuation

We are pleased to present our Revised October 1, 2010 Projection Actuarial Valuation Report for the City of Winter Park Firefighters' Retirement System. The purpose of this report is to indicate appropriate contribution levels, monitor minimum funding requirements, comment on the actuarial stability of the Plan and to satisfy State and accounting requirements. Gabriel, Roeder, Smith & Company (GRS), as Plan actuary, is authorized to prepare an annual Actuarial Valuation under Section 3 of the Plan. This report is prepared for and at the request of the Board of Trustees.

This report consists of this commentary, detailed Tables I through XVII, and the State Required Exhibit on Table XVIII. The Tables contain basic Plan cost figures plus significant details on the benefits, liabilities and experience of the Plan. We suggest that you thoroughly review the report at your convenience and contact us with any questions that may arise.

Retirement Plan Costs

Our Revised Projection Actuarial Valuation develops the required minimum Retirement Plan payment for the plan year beginning October 1, 2011 under the Florida Protection of Public Employee Retirement Benefits Act and Chapter 175. The minimum payment consists of payment of annual normal costs including administrative expenses and amortization of the components of the unfunded actuarial accrued liability over various periods as prescribed by law. The minimum payment is **46.1% of covered payroll (\$2,173,769)**. The figure in parentheses is the System cost expressed as a dollar amount based on projected covered annual payroll for fiscal year beginning October 1, 2011 (\$4,715,335).

This total cost is to be met by member, City and State contributions. We anticipate that the member contributions will be **6.0% of covered payroll** for fiscal year ending September 30, 2012 (**\$282,920**) and allowable State contributions will be **7.0% of covered payroll** for fiscal year ending September 30, 2012 (**\$332,249**). This leaves a City requirement of **33.1% of covered payroll** for fiscal year ending September 30, 2012 (**\$1,558,600**). The contributions include an interest adjustment and the City contribution must be increased if State contributions are less than expected.

Board of Trustees

April 6, 2011

Page Two

Changes in Plan Benefits, Actuarial Assumptions and Methods

The Plan provisions remain unchanged from the previous actuarial valuation and are summarized on Table X.

The actuarial assumptions and methods remain unchanged from the Revised October 1, 2009 Projection Actuarial Valuation. The actuarial assumptions and methods are outlined on Table XI.

Comparison of October 1, 2009 and October 1, 2010 Valuation Results

Table II of our report provides information of a comparative nature. The left columns of the Table indicate the costs as calculated for October 1, 2009. The right columns indicate the costs as calculated for October 1, 2010.

Comparing the left and right columns of Table II shows the effect of Plan experience during the year. The number of active participants decreased by approximately 6%. Covered payroll also decreased by approximately 6%. The total normal cost decreased both as a dollar amount and as a percentage of covered payroll. The unfunded actuarial accrued liability increased both as a dollar amount and as a percentage of covered payroll. The net City minimum funding requirement also increased both as a dollar amount and as a percentage of covered payroll.

The present value of vested accrued benefits exceeds the market value of Plan assets. The Vested Benefit Security Ratio is 88.9%. This is an increase from 87.8% as of October 1, 2009.

Plan Experience

Table VII indicates that net Plan experience resulted in an actuarial loss of \$877,228. This suggests that actual overall experience was less favorable than expected.

Table XVII provides figures on recent plan experience (salary, turnover and investment yield). The salary experience indicates that actual salary increases were approximately 1.9%. The average salary increase assumption was 7.8%. Salary experience was generally a source of offsetting actuarial gain. The three, five and ten year average salary increases are 1.9%, 3.9% and 7.4%, respectively.

Employee turnover this year was approximately 90% of the assumed turnover and was generally a source of actuarial loss.

The actuarial value investment return of 2.91% was less than the 7.75% assumption for investment return. Investment return was a significant source of actuarial loss during the year. The three, five and ten year average annual actuarial value investment returns are 3.41%, 5.28% and 4.30%, respectively. The one, three, five and ten year average annual market value returns are 8.90%, -0.07%, 3.79% and 3.30%, respectively.

Board of Trustees
April 6, 2011
Page Three

Member Census and Financial Data

The City submitted the Member census data used for this valuation to us. This information contains name, Social Security number, date of birth, date of hire, employee contributions and actual salary paid for the previous year. Dates of termination and retirement are provided where applicable. The City updated information on inactive participants including retirees, beneficiaries, DROPs and vested terminees.

We received financial information concerning fund assets from the City. We do not audit the Member census data and asset information that is provided to us. However, we perform certain reasonableness checks and on this basis we believe that the information that we received is reliable.

Summary


In our opinion the benefits provided for under the current Plan will be sufficiently funded through the payment of the amount as indicated in this and future Actuarial Valuation reports. We will continue to update you on the future payment requirements for the Plan through our actuarial reports. These reports will also continue to monitor the future experience of the Plan.

The undersigned are Members of the American Academy of Actuaries and meet the qualification standards of the American Academy of Actuaries to render the actuarial opinions contained in this report. We are available to respond to any questions with regards to matters covered in this report.

Very truly yours,



Lawrence F. Wilson, A.S.A.
Senior Consultant and Actuary



Peter N. Strong, A.S.A.
Consultant and Actuary

Table I

**City of Winter Park
Firefighters' Retirement System**

Summary of Retirement Plan Costs as of October 1, 2010

	<u>Cost Data</u>	<u>% of Payroll</u>
A. Participant Data Summary (Table III)		
1. Active employees	62	N/A
2. Terminated vested	2	N/A
3. Receiving benefits (including DROPs)	42	N/A
4. Annual payroll of active employees	\$ 4,555,879	100.0%
B. Total Normal Costs		
1. Age retirement benefits	\$ 1,008,212	22.1%
2. Termination benefits	143,797	3.2%
3. Death benefits	15,351	0.3%
4. Disability benefits	49,181	1.1%
5. Estimated expenses	53,060	1.2%
6. Total annual normal costs	\$ 1,269,601	27.9%
C. Total Actuarial Accrued Liability		
1. Age retirement benefits active employees	\$ 18,812,550	412.9%
2. Termination benefits active employees	487,799	10.7%
3. Death benefits active employees	165,236	3.6%
4. Disability benefits active employees	89,647	2.0%
5. Retired or terminated vested participants receiving benefits including DROPs	18,839,810	413.5%
6. Terminated vested participants entitled to future benefits	597,154	13.1%
7. Deceased participants whose beneficiaries are receiving benefits	189,858	4.2%
8. Disabled participants receiving benefits	229,368	5.0%
9. Miscellaneous liability (refunds in process)	9,168	0.2%
10. Total actuarial accrued liability	\$ 39,420,590	865.3%
D. Actuarial Value of Assets (Table VI)	\$ 31,299,968	687.0%
E. Unfunded Actuarial Accrued Liability (C-D)	\$ 8,120,622	178.2%

Table I
(Cont'd)

City of Winter Park
Firefighters' Retirement System

Summary of Retirement Plan Costs as of October 1, 2010

	<u>Cost Data</u>	<u>% of Payroll</u>
F. Minimum Required Contribution		
1. Total normal cost	\$ 1,269,601	27.9%
2. Amortization of unfunded liability	749,557	16.5%
3. Interest adjustment	81,521	1.8%
4. Total required contribution	<u>\$ 2,100,679</u>	46.1%
G. Expected payroll of active employees for 2011/2012 year (\$4,555,879 x 1.035)	\$ 4,715,335	100.0%
H. Contribution Sources (percent of expected 2011/2012 payroll)		
1. Expected City	\$ 1,558,600	33.1%
2. Expected State	332,249	7.0%
3. Expected Member	282,920	6.0%
4. Total required contribution	<u>\$ 2,173,769</u>	46.1%
I. Actuarial Gains (Losses) (Table VII)	\$ (877,228)	(19.3%)
J. Actuarial Present Value of Vested Accrued Benefits		
1. Retired, terminated vested, beneficiaries and disabled receiving benefits including DROPs	\$ 19,259,036	422.7%
2. Terminated vested participants entitled to future benefits and miscellaneous	606,322	13.3%
3. Active participants entitled to future benefits	<u>13,131,542</u>	288.2%
4. Total actuarial present value of vested accrued benefits	\$ 32,996,900	724.3%
K. Market Value of Assets (Table V)	\$ 29,330,763	643.8%
L. Unfunded Actuarial Present Value of Vested Accrued Benefits (J. - K., not less than zero)	\$ 3,666,137	80.5%
M. Vested Benefit Security Ratio (K. ÷ J.)	88.9%	N/A

Table II

**City of Winter Park
Firefighters' Retirement System**

Comparison of Cost Data of October 1, 2009 and October 1, 2010 Valuations

	October 1, 2009		October 1, 2010	
	Cost Data	% of Annual Compensation	Cost Data	% of Annual Compensation
A. Participants				
1. Active employees	66	N/A	62	N/A
2. Terminated vested	1	N/A	2	N/A
3. Receiving benefits (including DROPs)	41	N/A	42	N/A
4. Annual payroll of active employees	\$ 4,837,509	100.0%	\$ 4,555,879	100.0%
B. Total Normal Costs	\$ 1,384,401	28.6%	\$ 1,269,601	27.9%
C. Total Actuarial Accrued Liability	\$ 37,171,970	768.4%	\$ 39,420,590	865.3%
D. Actuarial Value of Assets	\$ 30,139,278	623.0%	\$ 31,299,968	687.0%
E. Unfunded Actuarial Accrued Liability	\$ 7,032,692	145.4%	\$ 8,120,622	178.2%
F. Net City Cost	\$ 1,398,655 ¹	30.7%	\$ 1,558,600 ²	33.1%
G. Actuarial Gain (Loss)	\$ (1,166,564)	(24.1%)	\$ (877,228)	(19.3%)
H. Unfunded Actuarial Present Value of Vested Accrued Benefits	\$ 3,703,712	76.6%	\$ 3,666,137	80.5%
I. Vested Benefit Security Ratio	87.8%	N/A	88.9%	N/A

¹ Percent of pay applied to expected 2010/2011 covered payroll (\$4,555,879)

² Percent of pay applied to expected 2011/2012 covered payroll (\$4,715,335)

Table III

**City of Winter Park
Firefighters' Retirement System
Characteristics of Participants in
Actuarial Valuation as of October 1, 2010**

A. Active Plan Participants Summary

1. Active participants fully vested	29
2. Active participants partially vested	0
3. Active participants non-vested	33
4. Total active participants	62
5. Annual rate of pay of active participants	\$ 4,555,879

B. Retired and Terminated Vested Participant Summary

1. Retired or terminated vested participants receiving benefits including DROP participants	38
2. Terminated vested participants entitled to future benefits	2
3. Deceased participants whose beneficiaries are receiving benefits	3
4. Disabled participants receiving benefits	1

C. Projected Annual Retirement Benefits

1. Retired or terminated vested receiving benefits including DROP participants	\$ 1,421,105
2. Terminated vested entitled to future benefits	61,620
3. Beneficiaries of deceased participants receiving benefits	25,787
4. Disabled participants receiving benefits	22,259

Table IV

City of Winter Park
Firefighters' Retirement System

Statement of Plan Assets as of October 1, 2010

	<u>Market Value</u>
A. <u>Cash and cash equivalents</u>	\$ 862,115
B. <u>General Investments</u>	
1. U.S. Government obligations	1,441,050
2. Corporate bonds	0
3. Common stocks	9,846,457
4. Commingled funds	18,786,474
5. Accrued income	1,794
C. <u>Contribution Receivable</u>	0
D. <u>Payables</u>	0
E. <u>Total Fund Assets</u> (A + B + C - D)	\$ 30,937,890
F. <u>DROP Accounts</u>	1,454,407
G. <u>Reserve for Excess State Funds</u>	152,720
H. <u>Fund Assets</u> (E - F - G)	\$ 29,330,763

Table V

**City of Winter Park
Firefighters' Retirement System**

Reconciliation of Plan Assets

A. <u>Total Market Value of Assets as of October 1, 2009</u>		\$ 27,534,212
B. <u>Receipts During Period</u>		
1. Contributions		
a. Employee	\$ 282,788	
b. City	1,137,419	
c. State	399,618	
d. Total	<u>\$ 1,819,825</u>	
2. Investment Income		
a. Interest, dividends and other	\$ 189,296	
b. Investment expenses	(75,651)	
c. Net investment income	<u>\$ 113,645</u>	
3. Realized gains/(losses)	46,705	
4. Unrealized gains/(losses)	<u>2,330,199</u>	
5. Total receipts during period		\$ 4,310,374
C. <u>Disbursements During Period</u>		
1. Pension payments	\$ 786,297	
2. DROP distributions	67,339	
3. Contribution refunds	0	
4. Administrative expenses	<u>53,060</u>	
5. Total disbursements during period		<u>\$ 906,696</u>
D. <u>Total Market Value of Assets as of September 30, 2010</u>		\$ 30,937,890
E. <u>Reconciliation of DROP Account Balances</u>		
1. DROP account balances as of October 1, 2009		\$ 851,015
2. Benefit payments into DROP accounts during year		604,685
3. Investment gains (losses) during year		74,876
4. Administrative expenses during year		(8,830)
5. Distributions from DROP accounts during year		<u>(67,339)</u>
6. DROP account balances as of September 30, 2010		\$ 1,454,407
F. <u>Excess State Funds</u>		
1. Balance as of October 1, 2009		\$ 85,351
2. Increase for current year		67,369
3. Purchase of additional benefits		0
4. Balance as of September 30, 2010		<u>\$ 152,720</u>
G. <u>Net Market Value of Assets as of September 30, 2010</u>		
(D - E - F)		\$ 29,330,763

City of Winter Park
Firefighters' Retirement System
Development of Actuarial Value of Assets as of September 30

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
A. Preliminary total actuarial value from prior year	\$ 29,489,894	\$ 31,075,644	\$ 32,907,095		
B. Market value beginning of year	26,573,500	27,534,212	30,937,890		
C. Market value end of year	27,534,212	30,937,890			
D. Net non-investment cash flow	936,372	913,129			
E. Investment return					
1. Total market value return: C. - B. - D.	24,340	2,490,549			
2. Amount for immediate recognition (7.75%)	2,095,731	2,169,285			
3. Amount for phased-in recognition: E.1. - E.2.	(2,071,391)	321,264			
F. Phased-in recognition of investment return:					
1. Current year: 25% of E.3.	(517,848)	80,316			
2. First prior year	(1,174,458)	(517,848)	80,316		
3. Second prior year	361,028	(1,174,458)	(517,848)	80,316	
4. Third prior year	(115,075)	361,027	(1,174,458)	(517,847)	80,316
5. Total phased-in recognition of investment return	(1,446,353)	(1,250,963)	(1,611,990)	(437,531)	80,316
G. Total actuarial value end of year					
1. Preliminary total actuarial value end of year:					
A. + D. + E.2. + F.5.	31,075,644	32,907,095			
2. Upper corridor limit: 120% of C.	33,041,054	37,125,468			
3. Lower corridor limit: 80% of C.	22,027,370	24,750,312			
4. Total actuarial value end of year:					
G.1., not more than G.2., nor less than G.3.	31,075,644	32,907,095			
H. Difference between total market value and total actuarial value	(3,541,432)	(1,969,205)			
I. Actuarial value rate of return	2.17%	2.91%			
J. Market value rate of return	0.09%	8.90%			
K. DROP Accounts	851,015	1,454,407			
L. Excess State Funds	85,351	152,720			
M. Net Actuarial Value of Assets	30,139,278	31,299,968			

Table VII

City of Winter Park
Firefighters' Retirement System
Actuarial Gains (Losses) for
Plan Year Ending September 30, 2010

A. Derivation of Actuarial Gain (Loss)

1. City and State net normal cost	\$ 1,083,992
2. Unfunded actuarial accrued liability	7,032,692
3. City and State contributions previous year	1,469,668
4. Interest on:	
(a) City and State net normal cost	\$ 84,009
(b) Unfunded actuarial accrued liability	545,034
(c) City and State contributions	32,665
(d) Net total: (a) + (b) - (c)	\$ 596,378
5. Expected unfunded actuarial accrued liability current year: (1. + 2. - 3. + 4.)	\$ 7,243,394
6. Actual unfunded actuarial accrued liability current year	8,120,622
7. Actuarial gain (loss): (5. - 6.)	\$ (877,228)

B. Approximate Portion of Gain (Loss)Due to Investments

1. Actuarial value of net assets previous year	\$ 30,139,278
2. Net contributions during period	1,752,456
3. Benefits (includes DROPs) and expenses during period	1,444,042
4. Expected net appreciation for period	2,323,460
5. Expected actuarial value of net assets current year: (1. + 2. - 3. + 4.)	\$ 32,771,152
6. Actual actuarial value of net assets current year	\$ 31,299,968
7. Approximate investment gain (loss): (6. - 5.)	\$ (1,471,184)

C. Approximate Portion of Gain (Loss)

<u>Due to Liabilities: A. - B.</u>	\$ 593,956
------------------------------------	------------

Table VIII

**City of Winter Park
Firefighters' Retirement System**

Amortization of Unfunded Actuarial Accrued Liability

A. Actuarial Accrued Liability Remaining Unfunded

<u>Date</u>	<u>Unfunded Liability</u>	<u>Amortization Payment</u>
October 1, 2010	\$ 8,120,622	\$ 749,557
October 1, 2011	\$ 7,942,323	\$ 775,791
October 1, 2012	\$ 7,721,938	\$ 802,944
October 1, 2013	\$ 7,455,216	\$ 831,047
October 1, 2014	\$ 7,137,542	\$ 860,134
...		
...		
October 1, 2039	\$ 0	\$ 0

B. Covered Payroll History

<u>Date</u>	<u>Covered Payroll *</u>	<u>Annual Increase</u>
October 1, 2010	\$ 4,555,879	(5.8%)
October 1, 2009	\$ 4,837,509	(4.9%)
October 1, 2008	\$ 5,085,154	(4.5%)
October 1, 2007	\$ 5,323,188	7.7%
October 1, 2006	\$ 4,940,704	8.8%
October 1, 2005	\$ 4,540,831	3.6%
October 1, 2004	\$ 4,381,318	10.7%
October 1, 2003	\$ 3,957,444	12.3%
October 1, 2002	\$ 3,524,818	8.2%
October 1, 2001	\$ 3,258,253	15.0%
October 1, 2000	\$ 2,832,347	N/A

Ten Year Average Annual Increase 4.9%

* Excludes DROP payroll

Table IX

**City of Winter Park
Firefighters' Retirement System
Accounting Disclosure Exhibit**

	<u>10/01/2009</u>	<u>10/01/2010</u>
I. <u>Number of Plan Members</u>		
a. Receiving benefits including DROPs	41	42
b. Terminated due deferred benefits	1	2
c. Active plan members	66	62
d. Total	<u>108</u>	<u>106</u>
II. <u>Financial Accounting Standards Board Allocation</u>		
<u>As of October 1, 2010</u>		
A. <u>Statement of Accumulated Plan Benefits</u>		
1. Actuarial present value of accumulated vested plan benefits		
a. Participants currently receiving benefits including DROP participants	\$ 16,375,405	\$ 19,259,036
b. Other participants	13,926,153	13,737,864
c. Total	<u>\$ 30,301,558</u>	<u>\$ 32,996,900</u>
2. Actuarial present value of accumulated non-vested plan benefits	<u>\$ 1,160,818</u>	<u>\$ 1,408,600</u>
3. Total actuarial present value of accumulated plan benefits	\$ 31,462,376	\$ 34,405,500
B. <u>Statement of Change in Accumulated Plan Benefits</u>		
1. Actuarial present value of accumulated plan benefits as of October 1, 2009		\$ 31,462,376
2. Increase (decrease) during year attributable to:		
a. Plan amendment		\$ 0
b. Change in actuarial assumptions		0
c. Benefits paid including refunds and DROP benefits		(1,390,982)
d. Other, including benefits accumulated, increase for interest due to decrease in the discount period		<u>4,334,106</u>
e. Net increase		<u>\$ 2,943,124</u>
3. Actuarial present value of accumulated plan benefits as of October 1, 2010		\$ 34,405,500
C. <u>Significant Matters Affecting Calculations</u>		
1. Assumed rate of return used in determining actuarial present values		7.75%
2. Change in plan provisions		None.
3. Change in actuarial assumptions		None.

City of Winter Park
Firefighters' Retirement System

Accounting Disclosure Exhibit

III. Annual Pension Cost for the Current Year and Related Information:

Contribution rates:

City 30.7%

State 7.3%

Members 6.0%

Actuarial valuation date 10/01/2009

Actuarial cost method Entry Age

Amortization method Level payment, closed

Remaining amortization period 14 years

Asset valuation method Smoothed market value

Actuarial assumptions:

Investment rate of return * 7.75%

Projected salary increases * 5.5% - 9.5%

Cost of living adjustments 3.0%

* Includes inflation at 4.0%

Table IX
(Cont'd)

**City of Winter Park
Firefighters' Retirement System
Accounting Disclosure Exhibit**

IV. Historical Trend Information *

A. Schedule of Employer Costs (GASB No. 25)

<u>Valuation Date</u>	<u>Annual Required Contribution (ARC)</u>	<u>Percentage of ARC Contributed</u>
10/01/2003	\$ 1,081,544	100%
10/01/2004	\$ 1,168,068	100%
10/01/2005	\$ 1,503,094	89%
10/01/2006	\$ 1,525,495	85%
10/01/2007	\$ 1,634,076	91%
10/01/2008	\$ 1,657,519	89%

B. Schedule of Employer Costs (GASB No. 27)

<u>Valuation Date</u>	<u>Annual Pension Cost (APC)</u>	<u>Percentage of APC Contributed</u>	<u>Net Pension Obligation (Asset)</u>
10/01/2003	\$ 1,081,544	100%	\$ 0
10/01/2004	\$ 1,168,068	100%	\$ 0
10/01/2005	\$ 1,503,094	89%	\$ 158,992
10/01/2006	\$ 1,524,091	85%	\$ 390,033
10/01/2007	\$ 1,630,633	91%	\$ 534,469
10/01/2008	\$ 1,667,632	88%	\$ 732,433

V. Annual Pension Cost and Net Pension Obligation (NPO)

<u>Fiscal Year Ended</u>	<u>9/30/2010</u>	<u>Projected 9/30/2011</u>
Annual Required Contribution	\$ 1,657,519	\$ 1,730,904
Interest on NPO	41,421	56,764
Adjustment to ARC	(31,308)	(44,407)
APC	\$ 1,667,632	\$ 1,743,261
City and Net State Contributions	(1,469,668)	
Increase (Decrease) in NPO	\$ 197,964	
NPO - Beginning of Year	534,469	
NPO - End of Year	\$ 732,433	

* Information prior to October 1, 2006 as reported by auditors

Table IX
(Cont'd)

City of Winter Park
Firefighters' Retirement System
Schedule of Funding Progress
(Dollar Amounts in Thousands)

VII. Schedule of Funding Progress

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Liability (AAL) - Entry Age (b)	Unfunded AAL (UAAL) (b - a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll ((b-a)/c)
10/01/2005	\$ 20,589	\$ 25,400	\$ 4,811	81.1%	4,541	105.9%
10/01/2006	\$ 24,213	\$ 28,271	\$ 4,058	85.6%	4,941	82.1%
10/01/2007	\$ 26,897	\$ 31,129	\$ 4,232	86.4%	5,323	79.5%
10/01/2008	\$ 28,964	\$ 34,639	\$ 5,675	83.6%	5,085	111.6%
10/01/2009	\$ 30,139	\$ 37,172	\$ 7,033	81.1%	4,838	145.4%
10/01/2010	\$ 31,300	\$ 39,421	\$ 8,121	79.4%	4,556	178.2%

**City of Winter Park
Firefighters' Retirement System**

Outline of Principal Provisions of the Retirement Plan

A. Effective Date:

October 1, 1992. Most recently amended by Ordinance No. 2787-09 adopted November 23, 2009.

B. Eligibility:

All regular uniformed members of the Fire Department; includes active volunteers.

C. Member:

An actively employed Firefighter who fulfills the eligibility requirements.

D. Contributions:

Employee:	6.0% of compensation.
State:	Premium Tax Revenue.
City:	Balance required to maintain Plan on sound actuarial basis.

E. Credited Service:

Total years and fractional parts of years of service as a Firefighter with member contributions.

F. Purchase of Prior Military Service:

A participant may purchase from 1 year up to 4 years of credited service for military service prior to employment. The cost shall be an amount actuarially determined to fund the cost to the plan of adding this credited service.

G. Compensation:

Total pay, excluding special detail pay (includes vacation and comp time accrual).

H. Average Final Compensation (AFC):

Average monthly compensation during the best 60 calendar months out of the last 120 calendar months preceding date of retirement (or termination).

City of Winter Park
Firefighters' Retirement System

Outline of Principal Provisions of the Retirement Plan

I. Normal Retirement:

1. Eligibility:

Earlier of:

- (a) Attainment of age 55 with completion of 10 years of credited service.
- (b) Completion of 20 years of credited service.

2. Benefit:

3.0% times AFC times credited service.

J. Early Retirement:

1. Eligibility:

Attainment of age 50 with completion of 10 years of credited service.

2. Benefit:

Benefit accrued to date of retirement, reduced by 3% for each year early retirement date precedes normal retirement date, payable immediately.

K. Delayed Retirement:

Computed the same as set forth under Normal Retirement, based upon AFC and credited service as of delayed retirement date.

L. Disability Retirement:

1. Service Incurred:

Accrued benefit, but not less than 42% of AFC.

2. Non-Service Incurred:

- a. Eligibility: 10 or more years of credited service; totally and permanently disabled.
- b. Benefit: Accrued benefit, but not less than 25% of AFC.

City of Winter Park
Firefighters' Retirement System

Outline of Principal Provisions of the Retirement Plan

M. Pre-Retirement Death Benefit:

1. Service Incurred:

The greater of (a) the accrued benefit at the time of death or (b) 30% of monthly salary at time of death payable to the spouse until death.

2. Non-Service Incurred:

a. Eligible for Normal Retirement: Determined as though had retired on the date of death.

b. Not Eligible for Normal Retirement: Less than 10 years of credited service - return of employee contributions with interest at 5%.

10 or more years - accrued benefit payable for 10 years.

N. Termination Benefits:

1. Eligibility:

100% vesting upon the completion of 10 years of credited service. Employees who have not completed 10 years of credited service at date of termination of employment shall only be entitled to the return of their employee contributions with interest at 5%.

2. Benefit:

Accrued benefit based upon credited service and AFC as of date of termination, payable at date member would have completed 20 years of service if before age 55.

O. Normal Form of Retirement Income:

Monthly benefit payable for ten (10) years certain and life thereafter.

P. Deferred Retirement Option Program (DROP)

1. Eligibility:

Participant must be eligible for Normal Retirement.

2. Benefit:

Retirement benefits are transferred to a hypothetical DROP account within the pension fund. Interest is credited or debited quarterly based upon either the rate of return earned by the Fund or a 6.5% fixed rate of return, as elected by the Member. A deduction is made each quarter for administrative expenses. The period of participation in the DROP is limited to at least 12 months but no more than 84 months. The benefit is paid as a lump sum upon actual termination of employment.

City of Winter Park
Firefighters' Retirement System

Outline of Principal Provisions of the Retirement Plan

Q. Cost of Living Adjustment (COLA)

A participant who terminates employment on or after October 1, 2002 is entitled to a 3.0% annual COLA on benefit payments beginning at age 60.

R. Changes Since Previous Valuation

None.

**City of Winter Park
Firefighters' Retirement System**

**Actuarial Assumptions and Actuarial Cost Methods
Used in the Valuation**

A. Mortality

For healthy participants, the RP-2000 Combined Table was used, with separate rates for males and females, and fully generational mortality improvements projected to each future payment date.

For disabled participants, the RP-2000 Disabled Mortality Table was used, with separate rates for males and females, and fully generational mortality improvements projected to each future payment date.

B. Interest to be Earned by Fund

7.75% (net of investment expenses), compounded annually.

C. Allowances for Expenses or Contingencies

Actual administrative expenses incurred during the prior plan year.

D. Employee Withdrawal Rates

Withdrawal rates for males and for females were used in accordance with the following illustrative example.

E. Disability Rates

Disability rates for males and for females were used in accordance with the following illustrative example.

<u>Age</u>	<u>Withdrawal Rates</u> <u>Per 100 Employees</u>	<u>Disability Rates</u> <u>Per 100 Employees</u>
20	7.20	0.14
25	6.84	0.15
30	6.00	0.18
35	4.56	0.23
40	3.12	0.30
45	1.92	0.51

City of Winter Park
Firefighters' Retirement System

Actuarial Assumptions and Actuarial Cost Methods
Used in the Valuation

F. Salary Increase Factors

Current salary is assumed to increase at a rate based on the table below.

<u>Service</u>	<u>Salary Increase</u>
0 - 4	9.50%
5 - 9	8.50%
10 - 14	7.50%
15 - 19	6.50%
20 + years	5.50%

G. Rates of Retirement

<u>Age</u>	<u>Annual Rate of Retirement</u>
< 50	10%
50	30%
51 - 54	10%
55 - 59	30%
60 & Over	100%

50% of employees are assumed to enter the DROP when first eligible.

All active members on the valuation date are assumed to have a minimum of one year of future service.

H. Loading

Active liabilities and normal costs are increased by 1.35% to account for unused annual leave pay at time of retirement.

I. Payroll Growth Assumption

3.50% per annum - not greater than historical 10-year average (4.9%).

City of Winter Park
Firefighters' Retirement System

Actuarial Assumptions and Actuarial Cost Methods
Used in the Valuation

J. Asset Valuation Method

The method used for determining the actuarial value of assets phases in the deviation between the expected and actual return on assets at the rate of 25% per year. The actuarial value of assets will be further adjusted to the extent necessary to fall within the corridor whose lower limit is 80% of the fair market value of plan assets and whose upper limit is 120% of the fair market value of plan assets.

K. Cost Method

Normal Retirement, Termination, Disability, and Death Benefits: Entry-Age-Normal Cost Method.

Under this method the normal cost for each active employee is the amount which is calculated to be a level percentage of pay that would be required annually from his entry age to his assumed retirement age to fund his estimated benefits, assuming the Plan had always been in effect. The normal cost for the Plan is the sum of such amounts for all employees. The actuarial accrued liability as of any valuation date for each active employee or inactive employee who is eligible to receive benefits under the Plan is the excess of the actuarial present value of estimated future benefits over the actuarial present value of current and future normal costs. The unfunded actuarial accrued liability as of any valuation date is the excess of the actuarial accrued liability over the assets of the Plan.

L. Changes From Previous Valuation

None.

Table XII

City of Winter Park
Firefighters' Retirement System
Distribution by Attained Age Groups
and Service Groups as of October 1, 2010

<u>Attained</u> Age Group	<u>COMPLETED YEARS OF SERVICE</u>							
	<u>0-4</u>	<u>5-9</u>	<u>10-14</u>	<u>15-19</u>	<u>20-24</u>	<u>25-29</u>	<u>30 & Over</u>	<u>Total</u>
Under 25	3	-	-	-	-	-	-	3
25-29	3	1	-	-	-	-	-	4
30-34	3	5	3	-	-	-	-	11
35-39	3	2	4	1	-	-	-	10
40-44	1	7	2	5	-	-	-	15
45-49	1	3	-	5	4	1	-	14
50-54	-	-	-	3	1	-	-	4
55-59	-	1	-	-	-	-	-	1
60-64	-	-	-	-	-	-	-	0
65 & Over	-	-	-	-	-	-	-	0
TOTAL	14	19	9	14	5	1	0	62
				<u>10/01/2009</u>		<u>10/01/2010</u>		
Average Attained Age				38.7 years		39.2 years		
Average Hire Age				27.8 years		28.0 years		
Average Pay				\$ 73,296		\$ 73,482		
Percent Female				3.0%		3.2%		

Table XIII

**City of Winter Park
Firefighters' Retirement System**

**Statistics for Participants Entitled to Deferred Benefits
and Participants Receiving Benefits**

A. Entitled to Deferred Benefits

<u>Current Age Group</u>	<u>Count</u>	<u>Total Annual Benefit</u>	<u>Average Annual Benefit</u>
Less than 40	1	\$ 23,816	\$ 23,816
40-44	1	37,804	\$ 37,804
45-49	-	-	-
50-54	-	-	-
55-59	-	-	-
60-64	-	-	-
65 & Over	-	-	-
TOTAL	2	\$ 61,620	\$ 30,810

B. Receiving Benefits (including DROPS)

<u>Current Age Group</u>	<u>Count</u>	<u>Total Annual Benefit</u>	<u>Average Annual Benefit</u>
Less than 50	2	\$ 109,977	\$ 54,989
50-54	4	274,077	68,519
55-59	10	430,623	43,062
60-64	7	311,900	44,557
65-69	8	199,229	24,904
70-74	3	52,466	17,489
75 & Over	8	90,879	11,360
TOTAL	42	\$ 1,469,151	\$ 34,980

Table XIV

**City of Winter Park
Firefighters' Retirement System
Reconciliation of Employee Data**

A. Active Participants

1. Active participants previous year	66
2. Retired during year	(1)
3. Entered DROP	(2)
4. Died during year	0
5. Disabled during year	0
6. Terminated during year	(2)
7. New active participants	1
8. Re-instated during year	0
9. Active participants current year	<u>62</u>

B. Participants Receiving Benefits

1. Participants receiving benefits previous year	33
2. New retired participants	1
3. Former DROPs now receiving benefits	0
4. New terminated vested receiving benefits	0
5. New disabled receiving benefits	0
6. New beneficiaries receiving benefits	1
7. Died or ceased payment during year	(3)
8. Retired or terminated vested receiving benefits current year	<u>32</u>

C. DROP Participants

1. DROP participants previous year	8
2. Died during year	0
3. Became disabled during year	0
4. Employment terminated and retired during year	0
5. Entered DROP during year	2
6. DROP participants current year	<u>10</u>

D. Terminated Vested Participants Entitled to Future Benefits

1. Terminated vested entitled previous year	1
2. Died during year	0
3. Commenced receiving benefits during year	0
4. New terminated vested	1
5. Terminated vested paid lump sum	0
6. Terminated vested entitled current year	<u>2</u>

Table XV

**City of Winter Park
Firefighters' Retirement System**

Projected Retirement Benefits

<u>Fiscal Year</u>	<u>Projected Total Annual Payout</u>
2011	\$ 1,490,794
2012	\$ 1,611,025
2013	\$ 1,850,852
2014	\$ 2,095,787
2015	\$ 2,297,357
2016	\$ 2,468,674
2017	\$ 2,664,969
2018	\$ 2,917,679
2019	\$ 3,113,346
2020	\$ 3,383,298

The above projected payout of plan benefits during the next ten years is based on assumptions involving all decrements. The actual payouts may differ from the above estimates depending upon the death, salary and retirement experience of the plan. However, since the projected payment is recomputed each valuation date, there is an automatic correction to the extent that actual experience varies from expected experience.

Table XVI

City of Winter Park
Firefighters' Retirement System

Summary of Transaction Information

Valuation Date	Benefits Paid*	Administrative Expenses	Employee Contributions	City Contributions	Total State Contributions	Actuarial** Value
10/01/2010	\$ 1,390,982	\$ 53,060	\$ 282,788	\$ 1,137,419	\$ 399,618	\$ 31,299,968
10/01/2009	1,176,207	50,871	302,189	1,153,948	375,084	30,139,278
10/01/2008	936,515	57,115	534,132	960,801	363,890	28,964,427
10/01/2007	945,663	44,399	300,809	1,021,370	333,607	26,896,728
10/01/2006	883,842	41,655	278,223	870,265	297,803	24,212,684
10/01/2005	666,874	40,843	272,488	823,182	258,362	20,589,160
10/01/2004	608,736	38,001	247,266	535,623	249,694	18,848,476
10/01/2003	606,567	25,399	233,224	444,398	238,801	18,324,159
10/01/2002	607,523	40,060	203,488	136,979	194,782	16,920,846
10/01/2001	532,368	37,489	178,650	0	185,140	17,092,391
10/01/2000	499,109	30,814	160,599	0	180,322	16,471,008
10/01/1999	426,441	31,143	169,343	103,912	170,214	14,597,429
10/01/1998	380,514	31,560	142,356	230,624	177,010	12,601,657
10/01/1997	322,943	19,835	131,859	270,731	128,742	10,787,562

* Includes DROP payments and contribution refunds

** After exclusion of DROP accounts and Excess State Funds

City of Winter Park
Firefighters' Retirement System

Recent Compensation, Termination and Investment Return Experience

Valuation Date	Compensation		Termination Ratio of Actual to Expected	Investment Return ¹		
	% Increase (Decrease)	Assumed Increase		Market Value	Actuarial Value	Assumed
10/01/2010	1.9%	7.8%	0.9	8.90%	2.91%	7.75%
10/01/2009	1.5%	7.9%	0.0	0.09%	2.17%	7.75%
10/01/2008	2.3%	6.0%	0.5	(8.44%)	5.17%	8.00%
10/01/2007	9.4%	6.0%	1.0	13.86%	8.85%	8.00%
10/01/2006	4.5%	6.0%	0.0	5.99%	7.47%	8.00%
10/01/2005	11.6%	6.0%	N/A	9.39%	6.32%	8.00%
10/01/2004	9.8%	6.0%	N/A	6.2%	1.4%	8.00%
10/01/2003	12.5%	6.0%	N/A	14.5%	7.2%	8.00%
10/01/2002	11.3%	6.0%	N/A	(6.7%)	(0.3%)	8.00%
10/01/2001	10.5%	6.0%	N/A	(7.4%)	2.2%	8.00%
Last 3 Years	1.9%	7.2%	0.5	(0.07%)	3.41%	7.83%
Last 5 Years	3.9%	6.7%	0.5	3.79%	5.28%	7.90%
Last 10 Years	7.4%	6.4%	N/A	3.30%	4.30%	7.95%

¹ Computed as $2I/(A+B-I)$, where A is beginning value, B is ending value and I is investment return.

Table XVIII

**City of Winter Park
Firefighters' Retirement System
Actuarial Valuation as of October 1, 2010**

State Required Exhibit

	<u>10/01/2009</u>	<u>10/01/2010</u>
A. <u>Participant Data</u>		
1. Active participants	66	62
2. Retired participants and beneficiaries receiving benefits (including DROPs)	39	41
3. Disabled participants receiving benefits	2	1
4. Terminated vested participants	1	2
5. Annual payroll of active participants	\$ 4,837,509	\$ 4,555,879
6. Expected payroll of active employees for the following year	\$ 4,555,879	\$ 4,715,335
7. Annual benefits payable to those currently receiving benefits including DROPs	\$ 1,272,299	\$ 1,469,151
B. <u>Value of Assets</u>		
1. Actuarial Value of Assets	\$ 30,139,278	\$ 31,299,968
2. Market Value of Assets	\$ 26,597,846	\$ 29,330,763
C. <u>Liabilities</u>		
1. Actuarial present value of future expected benefit payments for active members		
a. Retirement benefits	\$ 28,907,548	\$ 27,145,604
b. Vesting benefits	1,805,648	1,686,103
c. Death benefits	327,479	291,305
d. Disability benefits	527,091	494,318
e. Total	\$ 31,567,766	\$ 29,617,330
2. Actuarial present value of future expected benefit payments for terminated vested members	\$ 181,431	\$ 597,154
3. Actuarial present value of future expected benefit payments for members currently receiving benefits		
a. Service retired including DROP participants	\$ 15,831,761	\$ 18,839,810
b. Disability retired	316,346	229,368
c. Beneficiaries	227,298	189,858
d. Miscellaneous (refunds in process)	530	9,168
e. Total	\$ 16,375,935	\$ 19,268,204

Table XVIII
(Cont'd)

**City of Winter Park
Firefighters' Retirement System
Actuarial Valuation as of October 1, 2010
State Required Exhibit**

	<u>10/01/2009</u>	<u>10/01/2010</u>
4. Total actuarial present value of future expected benefit payments	\$ 48,125,132	\$ 49,482,688
5. Actuarial accrued liabilities	\$ 37,171,970	\$ 39,420,590
6. Unfunded actuarial liabilities	\$ 7,032,692	\$ 8,120,622
 D. <u>Statement of Accumulated Plan Benefits</u>		
1. Actuarial present value of accumulated vested benefits		
a. Participants currently receiving benefits including DROP participants	\$ 16,375,405	\$ 19,259,036
b. Other participants	13,926,153	13,737,864
c. Total	<u>\$ 30,301,558</u>	<u>\$ 32,996,900</u>
2. Actuarial present value of accumulated non-vested plan benefits	<u>1,160,818</u>	<u>1,408,600</u>
3. Total actuarial present value of accumulated plan benefits	\$ 31,462,376	\$ 34,405,500
 E. <u>Statement of Change in Accumulated Plan Benefits</u>		
1. Actuarial present value of accumulated plan benefits as of October 1, 2009		\$ 31,462,376
2. Increase (decrease) during year attributable to:		
a. Plan amendment		\$ 0
b. Change in actuarial assumptions		0
c. Benefits paid including refunds and DROP benefits		(1,390,982)
d. Other, including benefits accumulated and increase for interest due to decrease in the discount period		<u>\$ 4,334,106</u>
e. Net increase		\$ 2,943,124
3. Actuarial present value of accumulated plan benefits as of October 1, 2010		\$ 34,405,500

City of Winter Park
Firefighters' Retirement System
Actuarial Valuation as of October 1, 2010
State Required Exhibit

	<u>10/01/2009</u>	<u>10/01/2010</u>
F. <u>Pension Cost</u>		
1. Total normal cost	\$ 1,384,401	\$ 1,269,601
2. Payment required to amortize unfunded liability	630,545	749,557
3. Interest adjustment	81,364	81,521
4. Total required contribution	\$ 2,096,310	\$ 2,100,679
5. Item 4 as a percentage of payroll	43.3%	46.1%
6. Estimated employee contributions	\$ 273,353	\$ 282,920
7. Item 6 as a percentage of payroll	6.0% ¹	6.0% ³
8. Estimated State contributions	\$ 332,249	\$ 332,249
9. Item 8 as a percentage of payroll	7.3% ²	7.1% ⁴
10. Net amount payable by City	\$ 1,398,655 ¹	\$ 1,558,600 ³
11. Item 10 as a percentage of payroll	30.7%	33.1%
G. <u>Past Contributions</u>		
1. Total contribution required (previous valuation)	\$ 1,774,777	\$ 2,004,257
2. Actual contributions made:		
a. Employees (not including service purchases)	\$ 282,788	N/A
b. State (net)	332,249	N/A
c. City	1,137,419	N/A
d. Total	\$ 1,752,456	N/A
H. <u>Net Actuarial Gain (Loss)</u>	\$ (1,166,564)	\$ (877,228)
I. <u>Disclosure of Following Items:</u>		
1. Actuarial present value of future salaries - attained age	\$ 39,744,444	\$ 36,388,230
2. Actuarial present value of future employee contributions - attained age	\$ 2,384,667	\$ 2,183,294
3. Actuarial present value of future contributions from other sources	N/A	N/A
4. Amount of active members' accumulated contributions	\$ 3,280,687	\$ 3,255,781
5. Actuarial present value of future salaries and future benefits at entry age	N/A	N/A
6. Actuarial present value of future employee contributions at entry age	N/A	N/A

¹ Percent of pay applied to expected 2010/2011 covered payroll (\$4,555,879)

² Percent of expected 2011/2012 covered payroll (\$4,555,879)

³ Percent of pay applied to expected 2011/2012 covered payroll (\$4,715,335)

⁴ Percent of expected 2011/2012 covered payroll (\$4,715,335)

Table XVIII
(Cont'd)

City of Winter Park
Firefighters' Retirement System

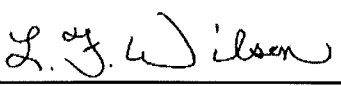
State Required Exhibit

	<u>Unfunded Actuarial Accrued Liabilities</u>	<u>Current Unfunded Liabilities</u>	<u>Amortization Payment</u>	<u>Remaining Funding Period</u>
10/01/2009	Combined Charge & Credit Bases	\$ 4,640,880	\$ 511,778	11 years
10/01/2007	Actuarial Loss (Gain)	114,552	11,797	12 years
10/01/2008	Actuarial Loss (Gain)	(13,458)	(1,303)	13 years
10/01/2008	Assumption Changes	1,288,578	75,194	28 years
10/01/2009	Actuarial Loss (Gain)	1,212,842	89,504	19 years
10/01/2010	Actuarial Loss (Gain)	<u>877,228</u>	<u>62,587</u>	20 years
	TOTAL	\$ 8,120,622	\$ 749,557	

This actuarial valuation and/or cost determination was prepared and completed by me or under my direct supervision, and I acknowledge responsibility for the results. To the best of my knowledge, the results are complete and accurate, and in my opinion, the techniques and assumptions used are reasonable and meet the requirements and intent of Part VII, Chapter 112, Florida Statutes. There is no benefit or expense to be provided by the plan and/or paid from the plan's assets for which liabilities or current costs have not been established or other wise provided for in the valuation. All known events or trends which may require material increase in plan costs or required contribution rates have been taken into account in the valuation.

Enrollment Number: 11-02802

Dated: April 6, 2011



Lawrence F. Wilson, A.S.A.



Budget

Undergrounding strategy

Winter Park Electric Under Grounding Strategies

Existing

As of March 31, 2012 the electric system undergrounding project funded by the 2007 bond proceeds and as modified by the City Commission on February 14, 2011, has largely been completed. Pole removal on the Temple project is awaiting the removal of Brighthouse facilities. As a result of those bond projects, 8.6 miles of mainline feeders have been placed underground. Through 10 PLUG-IN projects, another 1.8 miles of primary overhead conductor have been placed underground. Staff estimates 79.2 miles of primary overhead conductor remain to be placed underground (does not include secondary conductor or customers' overhead electric services). Staff estimates that there is approximately 37 miles of secondary overhead conductor to be placed underground. The majority of secondary conductor is underbuild to overhead primary conductor and will be placed underground at the same time as the primary conductor is placed underground. Staff estimates that there are 10-15 miles of secondary conductor that are separate from primary construction that will require undergrounding. Approximately 79 miles of primary electric system wire have been already placed underground (most of which was already underground at the time the system was purchased from Progress Energy Florida) however, approximately 35 miles of the existing "Progress" underground is due to be or near replacement age. Staff has not estimated the amount of secondary already placed underground. Alabama will be completed, all poles removed, by month's end.

Go Forward Strategy

Approximately 90 pole miles of overhead electric remain to be placed underground. The estimated cost to complete undergrounding is shown below:

Cost Category	Estimate \$ (000)
U/G primary and secondary	\$26,847
Premium Labor for FDOT projects and Management of Traffic	243
Landscape restoration	2,000
Subtotal Undergrounding	\$29,090
Other undergrounding Costs:	
Decorative Street Light Fixtures	\$15,706
Underground Services	25,000
Subtotal other undergrounding costs	\$40,706
Total Estimated Undergrounding Cost	\$69,796

Staff has identified three go forward strategies from a schedule/funding point of view and are summarized in the following table:

Funding		Expected Rate Impact	Estimated time
Source	\$(000)		
1. Annual System Revenues (pay as you go)	4,200	0%	17 years
2. Annual System Revenues + 10% rate surcharge	8,900	10%	8 years
3. Bond Financing	75,000	0% ??	6-8 years??

Essentially there are three strategies:

- 1) Pay as you go strategy from electric system revenues. Staff believes that strategy can be implemented with little or no rate impact. That strategy would take 17 or more years to complete.
- 2) Implement a temporary surcharge to generate additional electric system revenues in order to accelerate undergrounding. A 10% surcharge would generate an additional \$4.7 million per year which would allow completion of the undergrounding within 8 years and would require increasing rates by 10% for the eight year period.
- 3) The third strategy would be to borrow approximately \$75 million to provide reserve funds and the funding for the undergrounding project. Debt service would be paid for by the same funds that would be used to fund the first strategy. No increases in rates are expected. In terms of schedule, the financing approach would probably not significantly accelerate undergrounding sooner than the estimated 8 years for strategy 2 above. The advantages of bonding are to not increase current rates, and to spread the costs of undergrounding among existing and future Winter Park Electric issues. The biggest disadvantages are it adds debt to the Winter Park Electric balance sheet and it increases the cost as a result of 30 years of accrued interest.

The above three strategies boil down to three basic approaches. 1) Pay as you go and complete undergrounding in about 17 years. 2) Raise rates and accelerate undergrounding 3) borrow money and accelerate undergrounding.

Difficult Issues:

Decorative Lighting -The cost of undergrounding includes the cost of installing decorative lighting community wide which adds \$15.7 million to the undergrounding cost. Currently decorative lighting is installed via an assessment driven decorative project in which our citizens vote and pay an adder to their electric bills over time. Some decorative lighting is installed as a part of streetscape projects funded by the City.

Overhead Services - Additionally, the above estimate includes \$25 million to place customer overhead services underground. Heretofore, we have required customers to pay for the undergrounding of their overhead services. Unfortunately, our experience with customers

funding the undergrounding of their services, even with deeply discounted offers provided by the electric utility as a part of primary undergrounding such as Temple Dr. has not be very positive. Staff has therefore included the \$25 million cost in the above estimate to completely underground the electric system.

The above estimates include no dollars to move Brighthouse (BHN) or other pole attachment facilities underground. Staff believes the City should take a tough position with BHN, Century Link and others that would require them to place company facilities underground.

Tree trimming- Electric system reliability and safety requires adequate clearance between primary and trees. Typically utilities, (even municipal utilities in tree cities) require 10' of clearance. There are two camps within the City of Winter Park. One very vocal camp complains about even modest trimming and it goes ballistic at 10'. Another significant camp (but less vocal) wants adequate clearance to insure electric system reliability. The adopted go forward strategy for undergrounding should take into consideration this issue. Staff believes a comprehensive plan/schedule may provide helpful perspective debate.

Cost considerations – a \$79 million price tag for undergrounding is significant and exceeds the City's investment in existing facilities. In order to reduce the costs associated with undergrounding, several go forward strategies should be considered. In lieu of contracting out directional boring to subcontractors, ENCO is bringing on lineman with directional boring experience. As an experiment, we will be evaluating the costs of allowing ENCO to the directional boring in lieu of hiring other outside subcontractors. ENCO believes that the per foot cost of directional boring can be driven down by approximately 50%.

In addition to directional boring included in the above undergrounding cost, \$2 million has been included in the estimate for landscape restoration. That estimate is based on experience to date we have experienced on recent undergrounding projects. A possible cost reduction strategy for landscape restoration would be to have the City provide such services.

Plan the Possibilities

Cady Way Pool
Central Park West Meadow
Denning Drive
Northwest Sports Complex
Parking
Progress Point
Train Station parking lot
United States post office
Winter Park City Hall
Winter Park Public Library
Potential future property acquisitions





Plan the Possibilities

Cady Way Pool

CITY COMMISSION WORK SESSION

August 22, 2011

The work session was called to order by Mayor Bradley at 6:31 p.m. in the Commission Chambers, 401 Park Avenue South, Winter Park, Florida.

Members present:

Mayor Kenneth Bradley
Commissioner Steven Leary
Commissioner Sarah Sprinkel
Commissioner Tom McMacken
Commissioner Carolyn Cooper

Also present:

City Manager Randy Knight
City Attorney Larry Brown
Deputy City Clerk Michelle Bernstein
Wes Hamil, Finance Director

This meeting was a work session with no public input.

Budget discussion:

Mayor Bradley spoke briefly about the overall budget approval process that will take place at the next Commission meeting and shared his thoughts on how they should proceed.

It was agreed that during today's meeting each Commissioner would share their budget suggestions and if there was a consensus on the item, City Manager Knight will make note of it to ensure they are included when he presents the budget for first reading on September 12, 2011. The budget recommendations that were submitted in writing from each Commissioner are attached at the end of these minutes. Not all suggestions on the individual lists were discussed in the meeting.

There was an overall discussion which included the following budget suggestions:

Suggested Item	Recommendation
Public Arts Advisory Board (\$13-26K)	Consensus to add \$13,000 from General Fund
Small bucket truck for forestry	No consensus
Funding for Mead Gardens	Budget neutral – Percentage to be determined between capital and potential operating from General Fund
Brick Morse Blvd. - Interlachen to Lake Osceola	No consensus
Fleet Peeples Park	Consensus to add \$85,000 from General Fund
Task force to look into Non Profits to contribute in lieu of taxes	No consensus
Pension reform/reductions	No consensus
Eliminate lobbyist	No consensus
Economic Development Advisory Board (\$50,000 for plans/\$50,000 incentives)	No consensus
Cemetery headstone maintenance	Outsource through attrition (Cemetery Trust Fund)
Share utility costs for tennis center	No consensus
Sidewalks and bike paths	No consensus
Water & sewer line maintenance	No consensus
Funding for Cady Way pool	Parks and Recreation Department to bring back a plan for 2013 & work with YMCA as a funding partnership and look at City pools in general
Increase funding for raises from 2% to 2.5%	Consensus to possibly treat the 0.5% as a one-time bonus. City Manager Knight to use his discretion
Engineering work on Denning Avenue	Use in-house staff for advancement
Parking for SunRail stop	Plan for 2013 budget

CADY WAY POOL

- Phased implementation of improvements to the Cady Way Pool.
- Proposal consists of a multiyear approach in making substantial capital improvements to the pool.
- The WP YMCA along with the Cady Way citizen group has and will continue to seek funding from additional partners.
- To date several funding partners have been approached to make needed capital improvements:
 - Edith Bush Foundation
 - Track Shack
 - Full Sail
 - Winter Park Health Foundation
- It is the consensus that once the pool has been improved to the level that allows it to be operated year round it will be easier to attract partners.

PHASE 1:

• Geo-Thermal	\$140,000*
• Bath hot water	\$20,000*
• Splash pad	\$80,000
• Parking lot resurfacing	\$50,000
• Landscaping	\$15,000
• Pavers around pool area	\$20,000
• Security	\$5,000
• Renovations to front of building	\$10,000
	<i>*required in order to operate pool year round</i>
TOTAL:	\$340,000

PHASE 2:

- Locker room improvements
- Starting blocks
- Diving board
- Pool lighting
- Pool furniture
- Bleachers
- Picnic areas

FUTURE:

- Renovations to building
- Pavilion



Plan the Possibilities

Central Park West Meadow

Central Park West Meadow



Recurring Events in Central Park West Meadow include:

- | | |
|--|--------------------------|
| • Sidewalk Art Festival (uses it for Artist Parking) | March |
| • Easter Egg Hunt | April |
| • Fashion Week | October/November |
| • Harvest Festival | November |
| • Concours de Elegance | November |
| • “Winter in the Park” Holiday Ice Skating Rink | November through January |

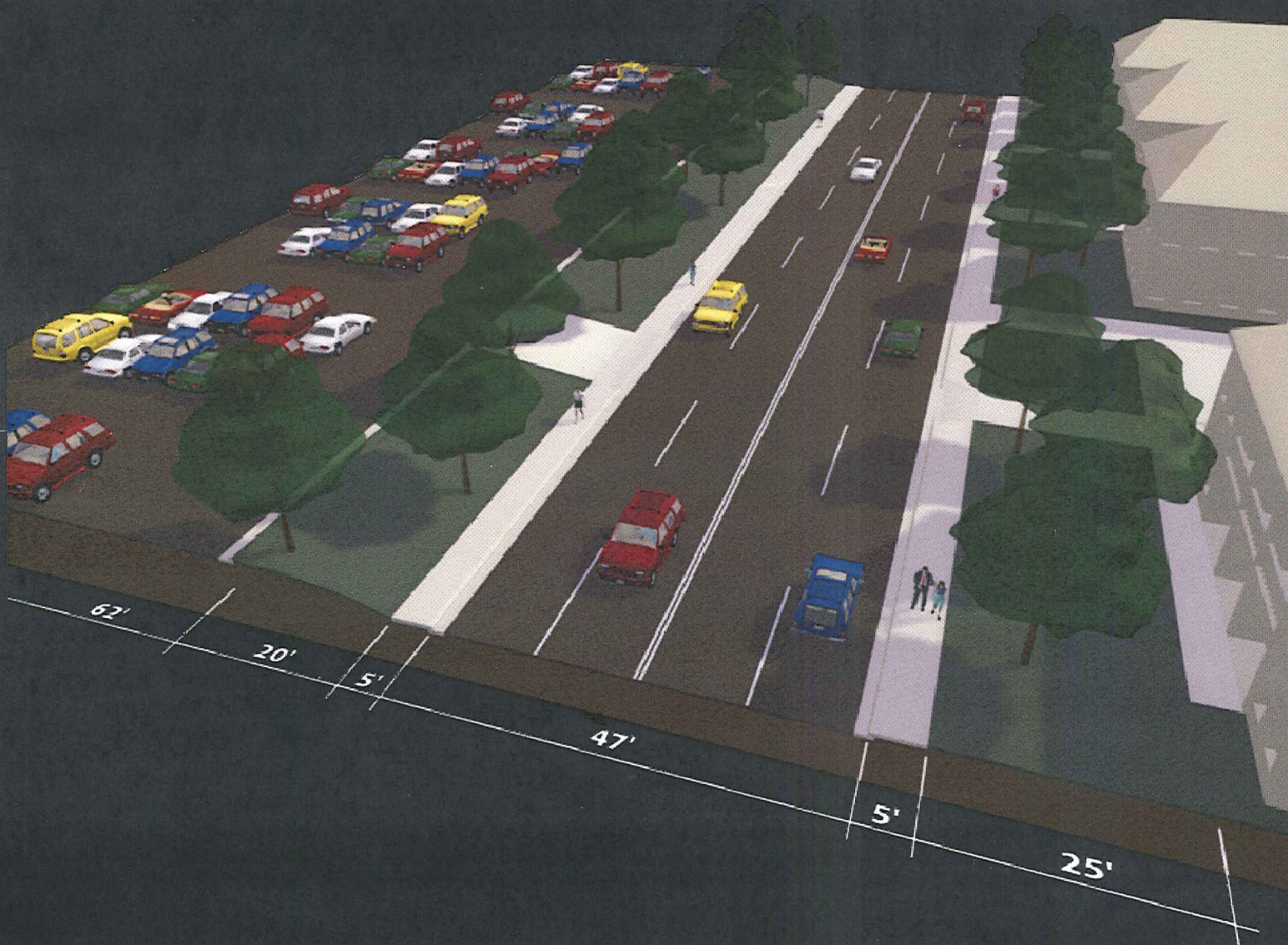


Plan the Possibilities

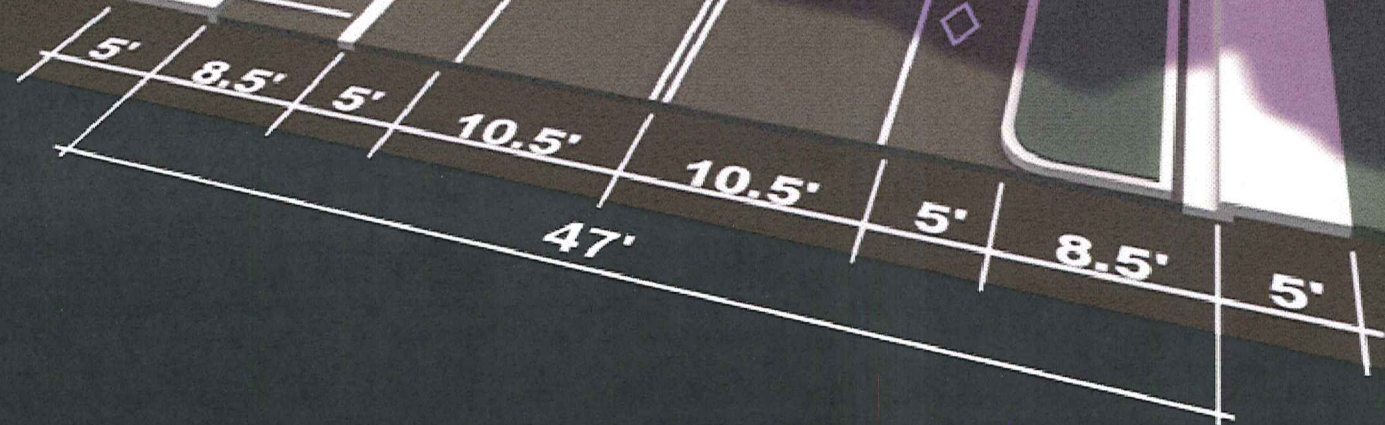
Denning Drive



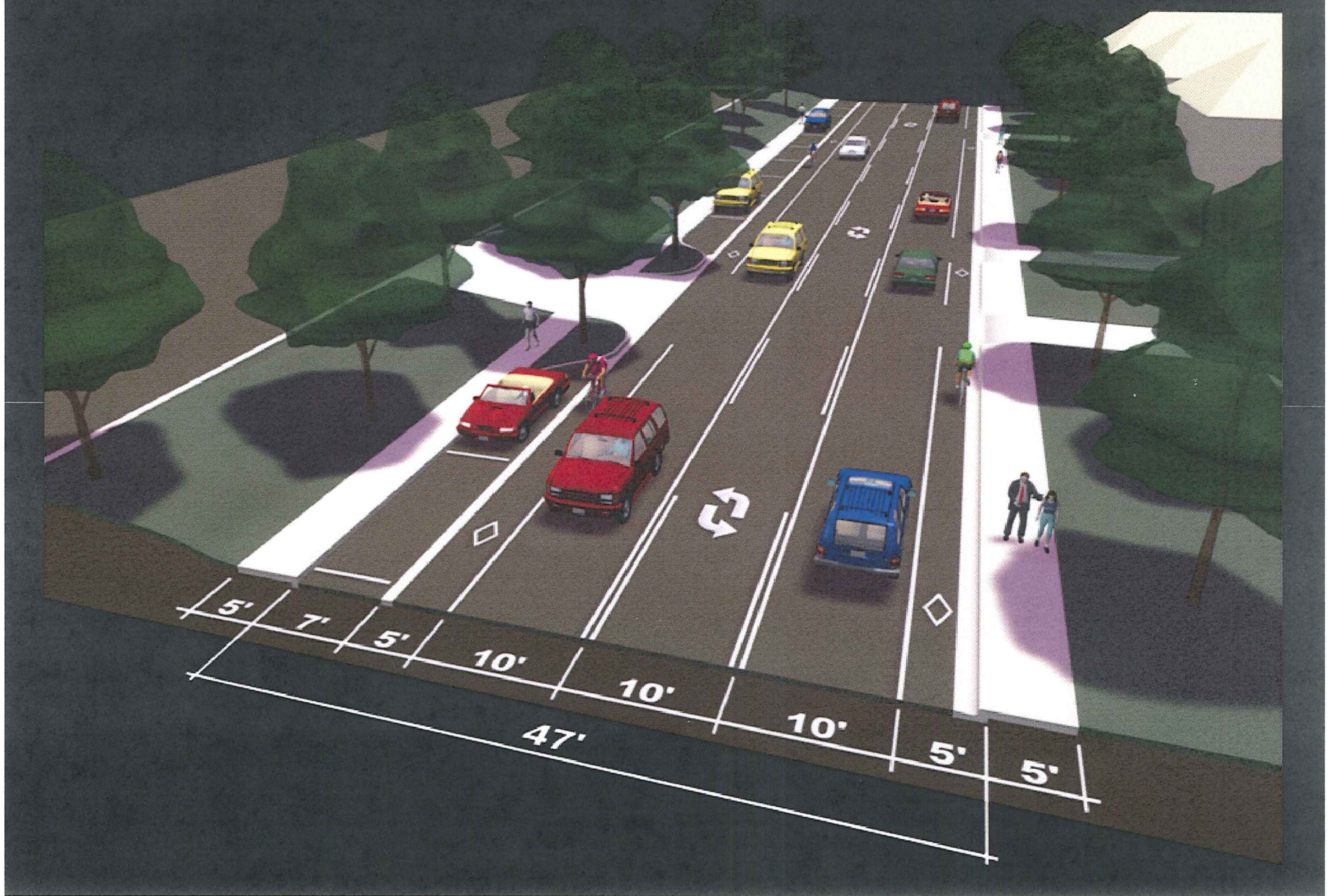
Denning Drive (Today)



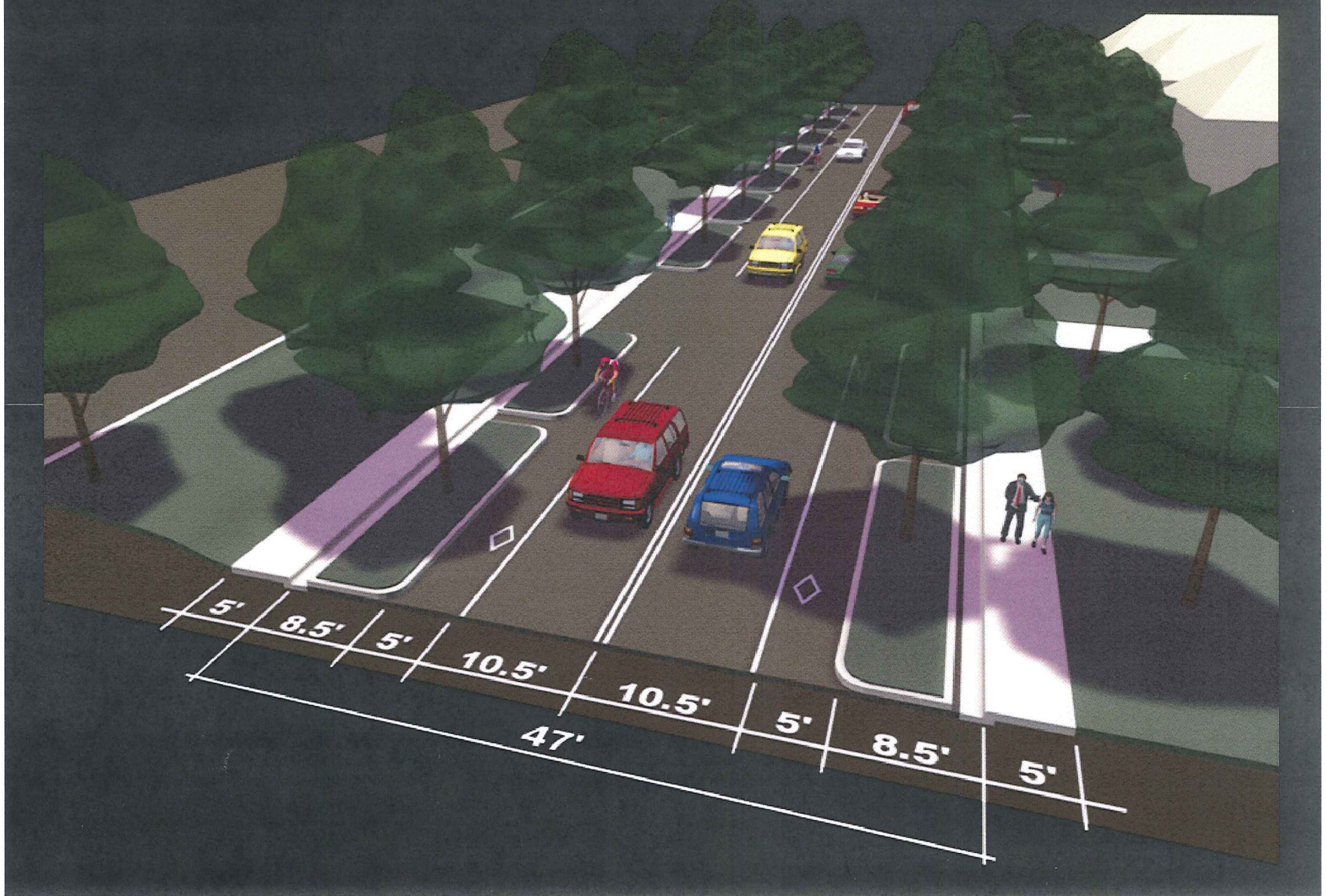
Denning Drive – Mixed Section



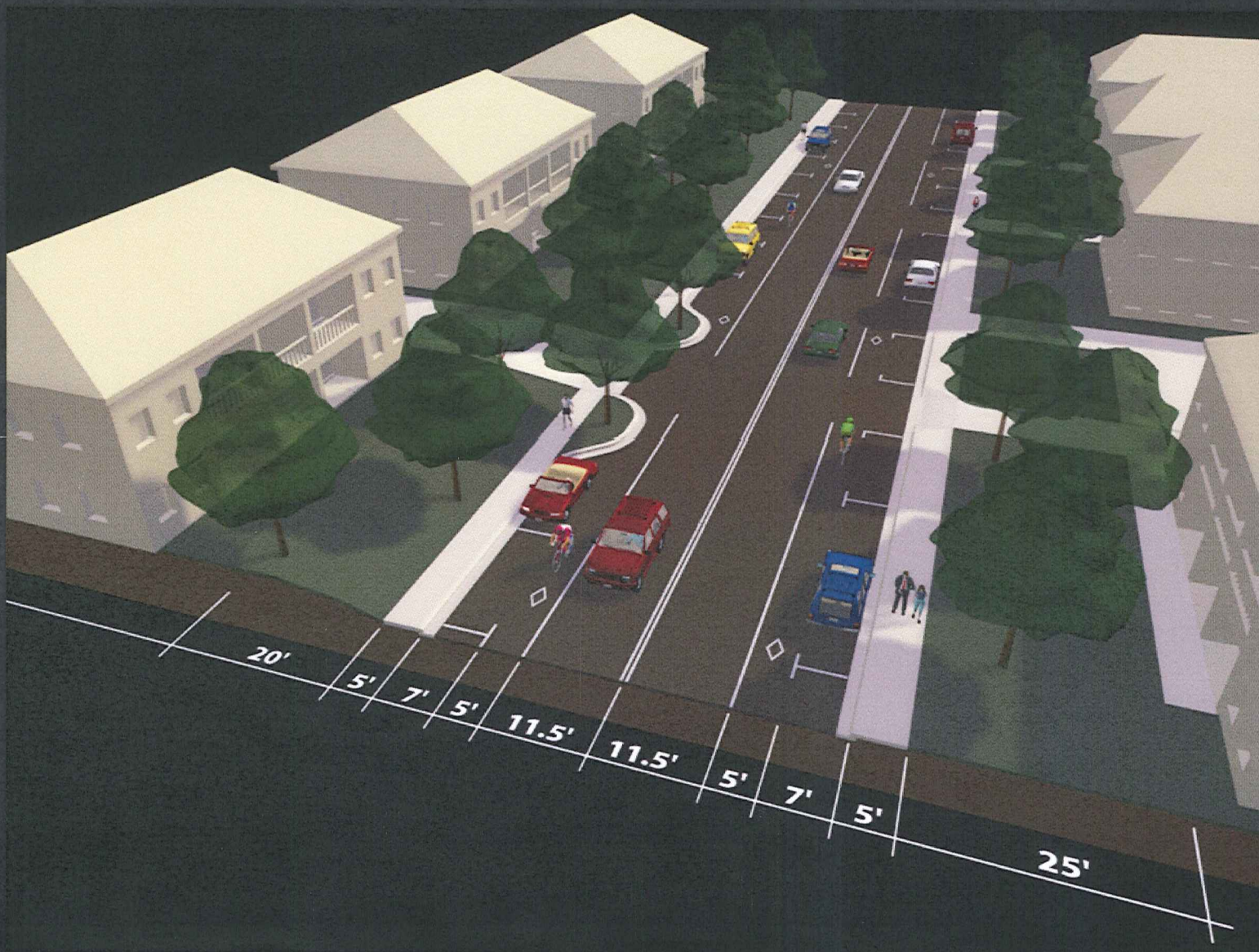
Denning Drive – Commercial Section High Turning Volumes (Pending Study)



Denning Drive – Residential Section

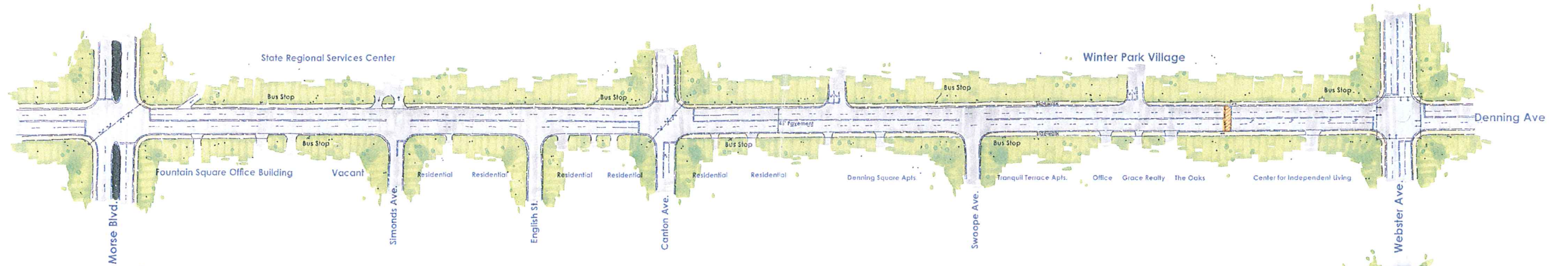


Denning Drive – Commercial Section



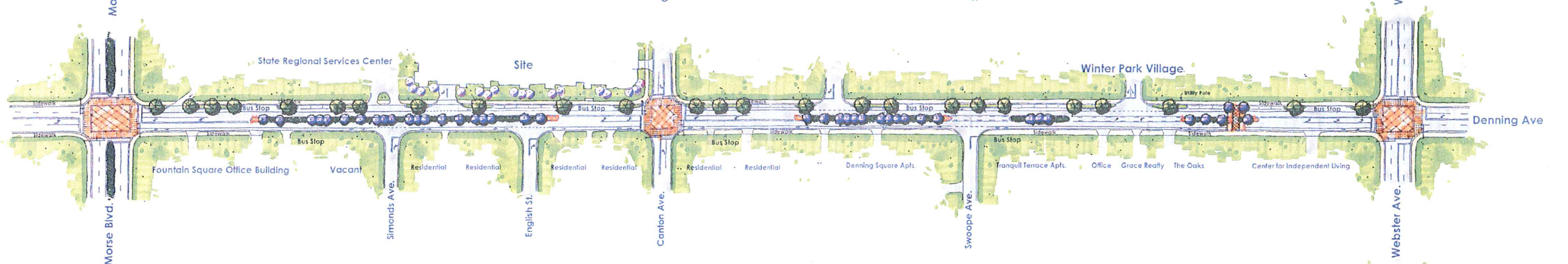
EXISTING

4 Lanes



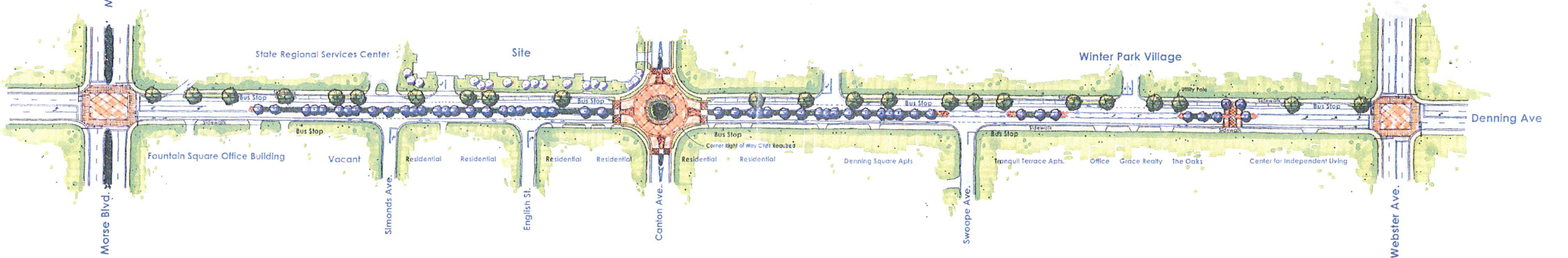
OPTION A

2 Thru Lane
Center Turn Lane
Median
Bike Lanes
Parking on west side



OPTION B

Same as OPTION A
Roundabout at
Canton Avenue



DENNING AVENUE CONCEPTUAL ALTERNATIVES

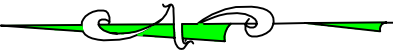


Plan the Possibilities

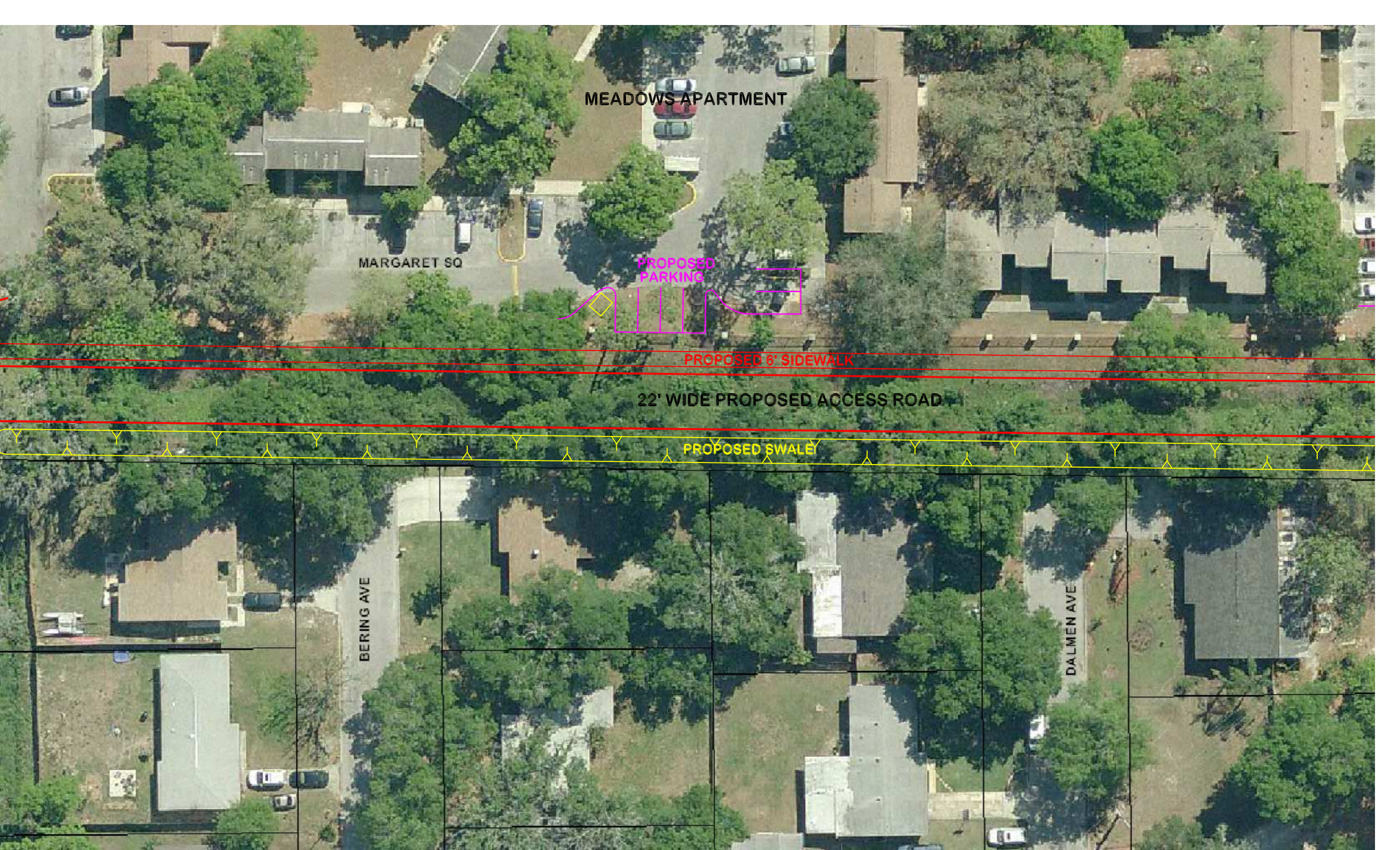
Northwest Sports Complex

**SUMMARY OF CAPITAL PROJECTS
GENERAL CAPITAL PROJECTS**

Department	Description	Funding Source	Estimated Total Cost	Schedule of Planned CIP Expenditures					
				FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Other Long-term Needs
Public Works	Pavement Resurfacing and Brick Road Repairs	General Fund	4,100,000	775,000	800,000	820,000	845,000	860,000	on-going
Public Works	Sidewalk, bikepath and curb repairs	General Fund	1,650,000	330,000	330,000	330,000	330,000	330,000	on-going
Public Works	Facility replacement account funding (replacement of flooring, roofing, air conditioning and painting)	General Fund	1,072,477	197,477	210,000	215,000	225,000	225,000	on-going
Fire	Renovate the existing Fire Station 64 to accommodate minimum staffing levels and additional personnel during inclement weather	General Fund	800,000						800,000
ITS	Information Technology Upgrades (50% General Fund, 25% Water and Sewer Fund and 25% Electric Services Fund)	General Fund	395,000	70,000	75,000	75,000	85,000	90,000	on-going
Parks	General Parks Major Maintenance	General Fund	1,000,000	200,000	200,000	200,000	200,000	200,000	on-going
Parks	Sports field multipurpose complex conceptals	General Fund	70,000		70,000				
Parks	Convert City Tree Farm to park facility	General Fund	1,500,000			350,000	575,000	575,000	
Parks	Mead Garden Master Plan Renovation	Bond Issue/Fund Raising	4,160,000	200,000	200,000	50,000	100,000	100,000	3,510,000
		General Fund	900,000	100,000	200,000	200,000	200,000	200,000	on-going
Parks	Ward Park Master Plan	General Fund	219,000	219,000					
Parks	Civic Center parking lot expansion	General Fund	200,000					200,000	
Parks	Lake Island shade structure	General Fund	25,000	25,000					
Parks	Fleet Peeples park improvements phase 1	Fund Raising	183,000	69,000	114,000				
Parks	Golf Course consultant recommendation implementation (resurface the tees and rebuild all greens on the golf course except for hole No. 3 and the nursery green which were rebuilt in 2007)	General Fund	200,000						200,000
Parks	Restrooms (Ward, Lake Island)	General Fund	200,000			100,000	100,000		
Parks	Athletic field lighting (Four fields at Ward Complex)	General Fund	728,000	231,000	243,000	254,000			
Parks	Restroom (Fleet Peeples Park)	General Fund	85,000	85,000					
Public Works	Bicycle/pedestrian improvements plan	General Fund	300,000		75,000	75,000	75,000	75,000	on-going
Public Works	Rebuild Sterling bridge	General Fund	150,000		150,000				
Public Works	Install pedestrian signals and rebuild antiquated traffic signals at various locations throughout the city	General Fund	375,000	75,000	75,000	75,000	75,000	75,000	on-going
Public Works	Railroad crossing quiet zones	Grant/Bond Issue	2,000,000		2,000,000				
General	Construct new City Hall (50,000 square feet)	General Obligation Bonds - Subject to Referendum	12,500,000					250,000	12,250,000
General	City Hall Parking Garage (250 spaces at \$20,000 per space)	General Obligation Bonds - Subject to Referendum	5,000,000					100,000	4,900,000



SCALE 1"= 100'



MEADOWS APARTMENT

MARGARET SQ

PROPOSED
PARKING

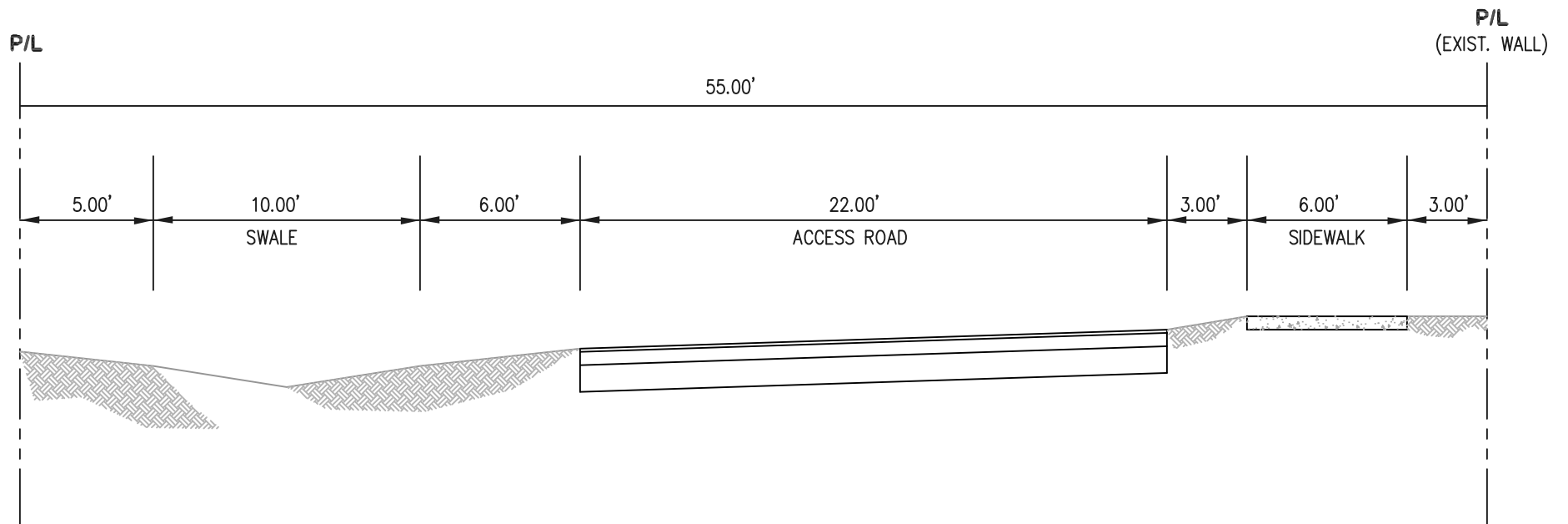
PROPOSED 6' SIDEWALK

22' WIDE PROPOSED ACCESS ROAD

PROPOSED SWALE

BERING AVE

DALMEN AVE



**ACCESS ROAD
TYPICAL SECTION**

"TREE FARM SEC H12"
PLT30

N.T.S.



Plan the Possibilities

Parking



city commission agenda item

item type	Non- Action Item	meeting date	December 12, 2011
prepared by department division	Jeff Briggs Planning Department	approved by	<input checked="" type="checkbox"/> City Manager <input type="checkbox"/> City Attorney <input type="checkbox"/> N/A
board approval	<input type="checkbox"/> yes <input type="checkbox"/> no <input checked="" type="checkbox"/> N/A final vote		

Subject: Downtown Parking Study

The parking situation in Winter Park's central business district (CBD) is similar to that in downtowns across the nation. Historically, it was a generally accepted philosophy that local government was responsible for providing the public parking necessary for the economic viability of their downtown. Before the advent of shopping malls and shopping centers, the downtown was the center of commerce for cities so it was generally accepted practice for cities to accept that responsibility. Winter Park did not require any private off-street parking as the CBD developed until 1975 when the City Commission realized that we could not keep up with the rising parking demand and the zoning code was changed to require new off-street private parking for new net floor space additions. Thus, there exists in the CBD either a parking deficit or at least the perception of one.

Previous Parking Studies:

The City Commission appointed parking task forces or study committees in 1968, 1974, 1982, 1986 and 2004. Various modifications were made each time to more efficiently utilize the supply of public parking and to make it more visible and available for customers and clients of downtown businesses. The 1986 parking study proposed a single level parking garage for both the city parking lot "A" adjacent to the Amtrak station and Lot "B" which is now the Central Park Meadow. Those parking garages would have added 240 net new parking spaces. Financing for this \$5 million project was to be 25% by the general fund and 75% from assessments of the 133 benefiting downtown property owners on a sliding scale based on proximity to the garages. That referendum of the downtown property owners was voted down.

2004 Parking Study:

The most recent parking study/ task force in 2004 considered parking garage options for City Hall, the St. Margaret Mary Church lot and the lot at Knowles and New England but due to neighbor concerns and financing challenges those projects were not pursued. That study however, resulted in several beneficial improvements that were implemented by the City Commission:

1. Completed a complete inventory of public and private parking in the CBD; revised some of the on-street parking enforcement rules and created 48 new on-street public parking spaces.

2. Was the impetus for the joint venture for the Bank of America project that expanded the first two floors of that building, completely remodeled/upgraded the exterior facades and expanded the existing parking garage. As part of that effort, the City funded the creation of 28 new public parking spaces that are on the ground floor of that garage (near the drive-in tellers).
3. Was the impetus for the joint venture with the Morse/Genius Foundations for the Park Place project including the construction of their parking garage. As part of that effort, the City funded the creation of 60 new public parking spaces that are on the top floor of that parking garage and replaced the existing 86 spaces previously on-site.
4. Instituted the valet parking program for the downtown.

America's Research Group Avenue Shopping Study:

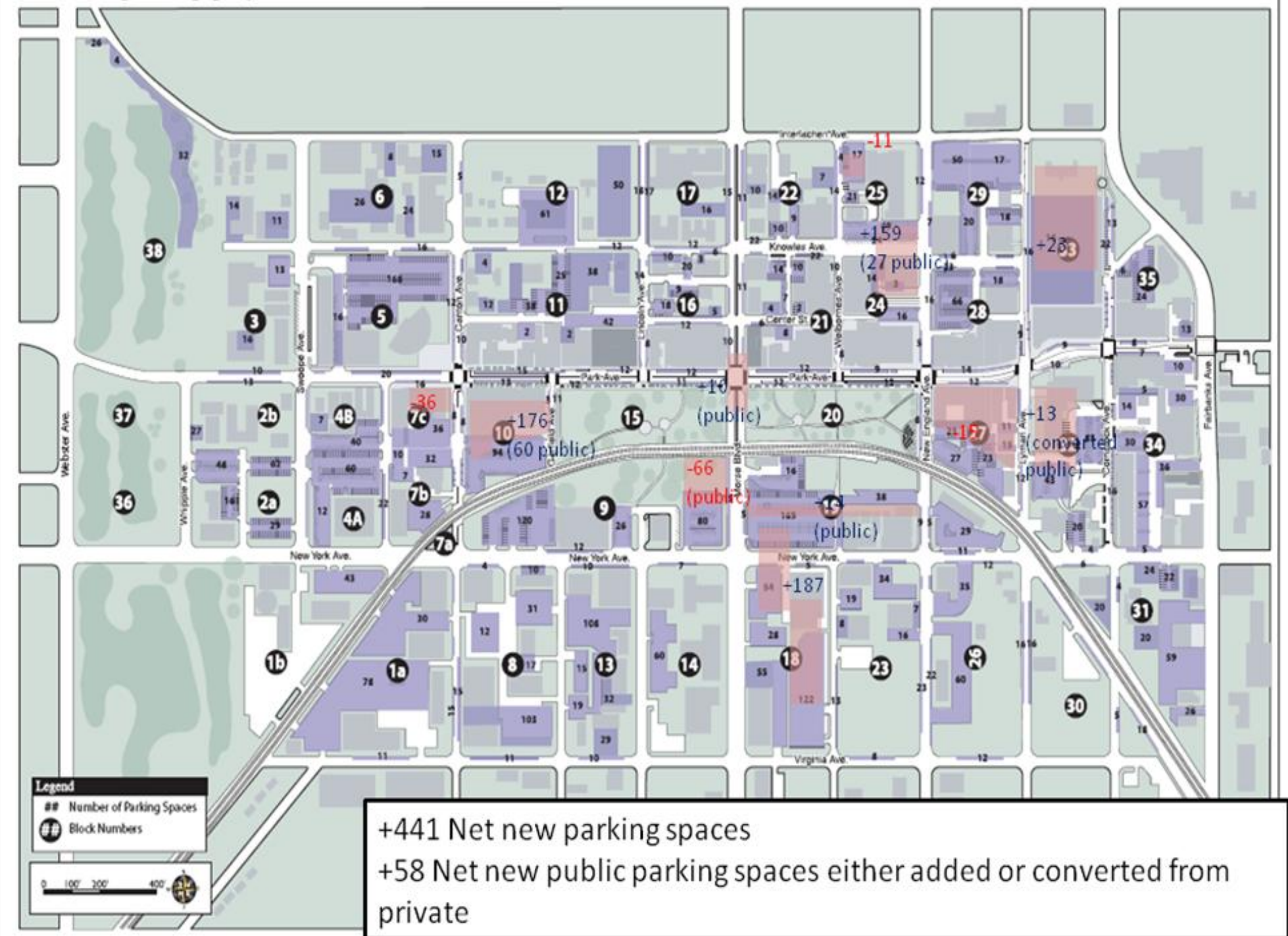
Completed in early 2009 and conducted by Britt Beamer of ARG, this study involved extensive interviews with 1000 shoppers in an effort to gauge opinion and areas of improvement for the district. The portion of the study that interviewed 500 existing shoppers found that 1 in 7 cited nearby parking as something that "very much" affected their shopping in the Park Ave area. Over 1 in 2 found parking to be a problem on the weekends, and over 1 in 2 said parking in the area is "inconvenient." Mr. Beamer mentioned in public meetings that he did not feel that parking was a major issue affecting purchase decisions based on his study findings.

Strategic Objective

Park Avenue Area Strategic Plan:

The Plan outlines six goals for completion by a task force. Adopted in 2009, goal #2 called for updating the parking study performed in 2004. The Park Avenue Area Task Force designated a subcommittee to physically count the net change in the parking inventory of the downtown as many changes had been made over the years subsequent to the work done in 2004. The net result was the addition of 441 net new parking spaces since 2004, with 58 spaces being net new public parking that was either added or converted from private spaces. The vast majority of the additional space was created by the development of the Park Place Building garage, the Douglas Grand parking garage, and the Bank of America remodel to the parking garage. The subcommittee acknowledged that there was still a legitimate parking deficit on the south end of Park Avenue as pointed out in the 2004 study but that further analysis should be withheld until the implementation of wayfinding signage. Additionally they desired to consider an employee parking program for Park Avenue but a final method could not be decided upon regarding how to implement and enforce it. The work of the subcommittee also underscores the opportunity that public/private partnerships may play in increasing public access to parking through reaching parking arrangements with private garage owners.

Parking Supply



Draft

Downtown Parking Study Summary and Update

4/2/07



Planning and Community Redevelopment

**Peter Moore
Assistant CRA Manager**

Downtown Parking Study Summary and Update

History:

In 2003 Glatting Jackson was commissioned to conduct a study of the Winter Park downtown parking situation and with City Staff and citizens they performed a 6 month study that divided downtown into seven sub-areas and analyzed supply and demand based on parking type. (See attached Figure 1: Parking Analysis Sub-Areas and Block Numbers)

Summary Update:

The study area had a total of 5,520 parking spaces broken down by On-Street, Surface Lots, and Structured Parking.

Based on Full Occupancy and the type of land use in the downtown area a scenario outlining estimated parking demand was generated based on the Institute of Transportation Engineers (ITE) rates, Winter Park Code Requirements, and Actual Observed Use in the downtown area. (See attached Figure 6: Full Occupancy Scenario...) The results showed that Winter Park is deficient in total parking as compared to its code requirements but has a surplus over what is estimated by ITE and by actual use. This would indicate that the issue is not the total amount of parking spaces available but the use and distribution of those spaces.

Figure 7: Existing Parking Supply

Parking Type	Spaces
On-street	1,074
Park Avenue	239
Other Streets	835
Surface Lots	3,885
Public Lots*	1,328
Private Lots	2,557
Structured Parking**	561
Public Garage*	140
Private Garage	421
Total	5,520

Source: City survey

* Parking is considered public if spaces are accessible by the public without prior arrangement (i.e. monthly rentals, lease agreements, etc.) Public parking can be free or paid.

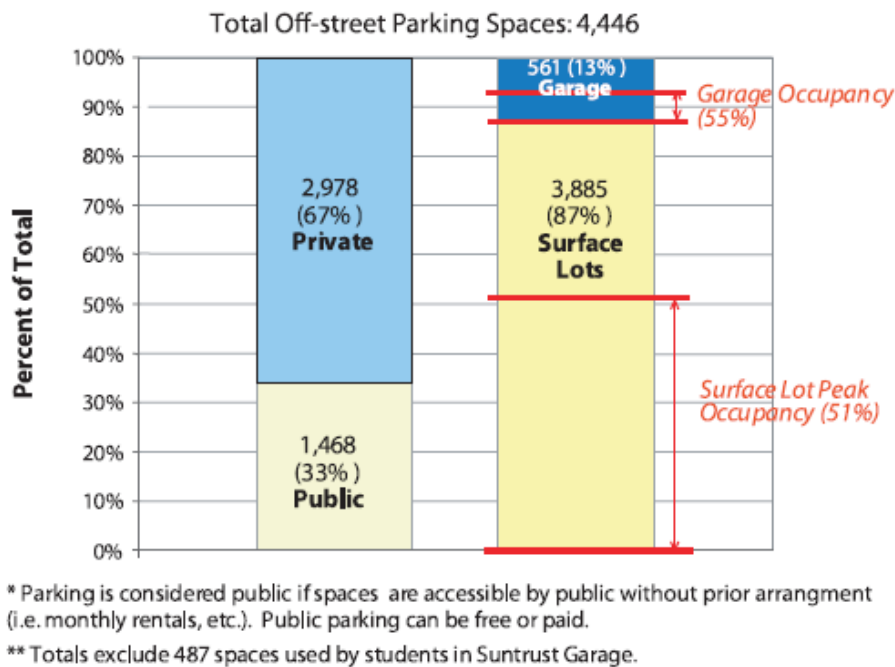
** For the purposes of this study, 487 spaces of the 882-space Suntrust Garage was excluded as part of the supply. These 487 spaces are dedicated to Rollins College students and their demand is not accounted for in the study.

Off-Street Parking:

There are 4,446 off-street parking spaces of which 3,885 (87.4%) are surface lots and 561 (12.6%) are structured parking.¹ Private spaces account for 67% of the off-street availability while Public spaces account for 33%. During the peak time period of 11 am – 2 pm only 51% of the surface lot spaces and 55% of the structured parking spaces were utilized.

¹ Glatting Jackson excluded 487 spaces in the Rollins College parking garage from the study, citing that they were earmarked solely for student use.

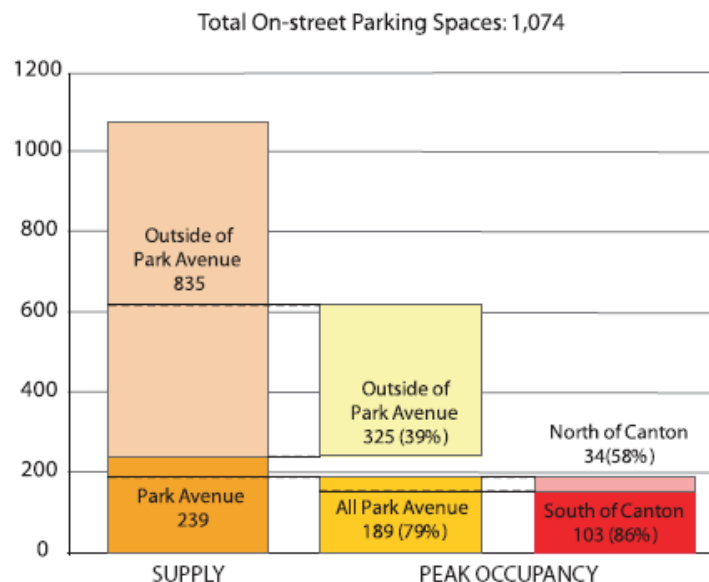
Figure 7: Off-street Parking Spaces Breakdown



On-Street Parking:

There are 1,074 on-street parking spaces of which Park Ave has 239 (22% of on-street total) while all other areas make up the remaining 835 spaces. Demand for parking is highest on Park Ave with 86% occupancy for spaces south of Canton and 58% occupancy for spaces north of Canton. On-street parking demand for spaces outside of Park Ave is low at 39%. (See attached Figure 8: Park Avenue Parking Utilization)

Figure 11: On-street Parking Spaces Breakdown



Average Parking Duration for Park Ave:

License plate studies were used to determine parking turnover for the avenue and showed that the average stay during peak hours on a weekday was less than an hour while the average stay on a weekend during peak time was slightly greater than an hour. (See

attached Figure 9: Park Avenue Parking Duration) It was noted that turnover was far below the 2-3 hour posted time limits.

Long-term & Short-term Parking:

The study delineates that short-term parking is that which caters to customers and visitors and is usually time restricted and publicly owned. For the study all on-street parking was considered short-term. Long-term parking applies more to employees and residents, have no time limits, and can be in a garage or surface lot. Based on the existing use of parking in the downtown area the study showed what the surplus and deficits of long and short-term parking would be in each of the 7 sub-areas if full occupancy was achieved. Across the board there was a surplus of long-term parking while short-term showed substantial deficits in sub-areas 4 and 6; those areas that comprise the major retail areas of Park Avenue. The south end of the avenue showed the greatest need for short-term parking while the north showed a deficit when the avenue was at full occupancy. (See attached Figures 15 & 16: Existing Parking Surplus & Deficits & Full Occupancy Parking Surplus and Deficit) Total short-term deficit for the Full Occupancy model showed a need for 440 spaces, while long-term had a surplus of 2,747 spaces.

Figure 15: Existing Parking Surplus & Deficits

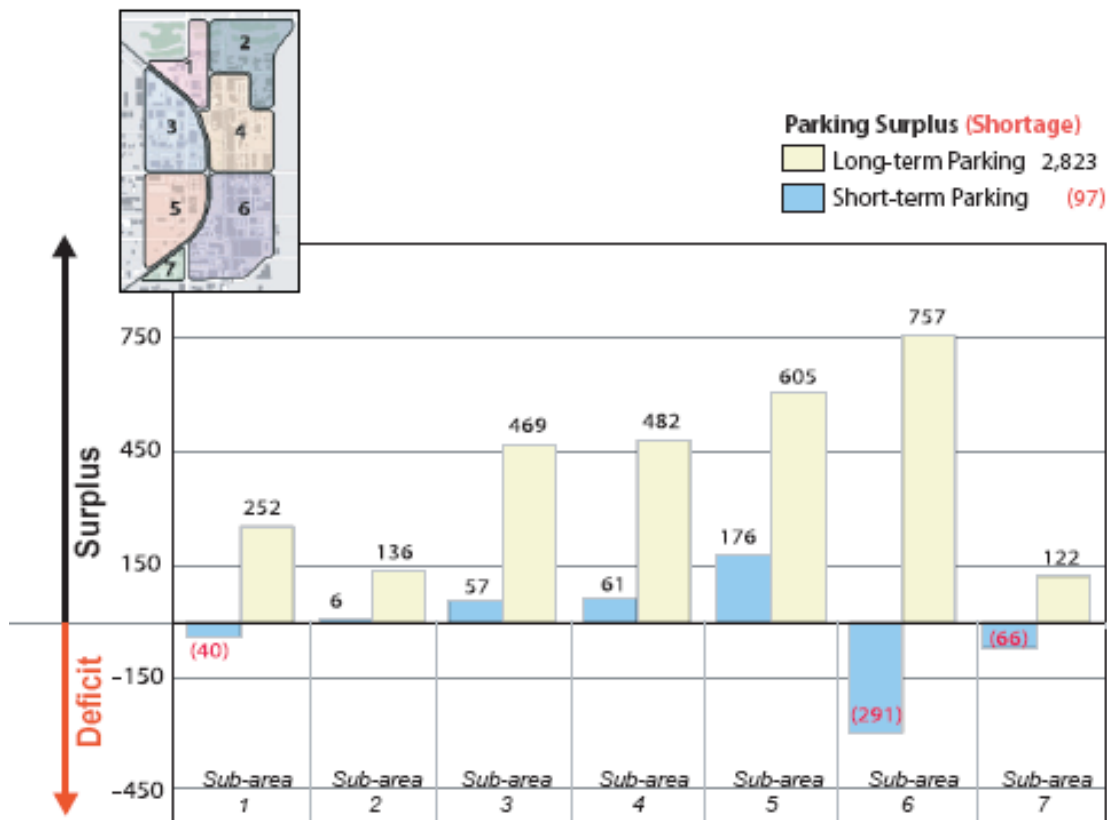
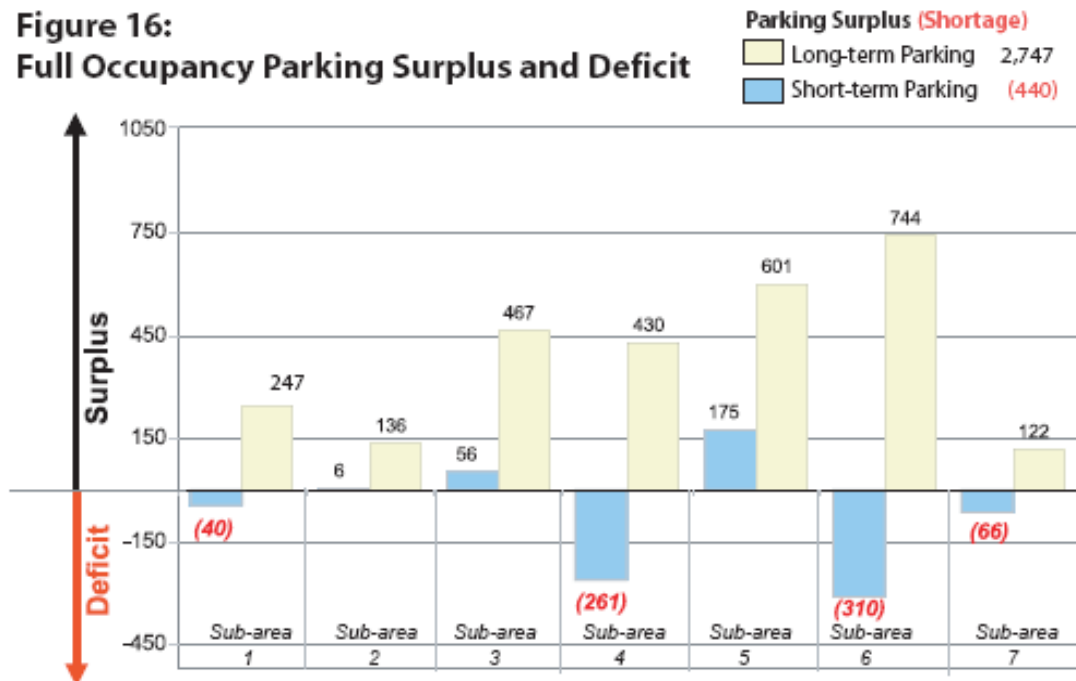


Figure 16:
Full Occupancy Parking Surplus and Deficit



Study Findings:

Based on the data gathered the study concluded the following:

- 1) Surplus of long-term parking indicates that City code requirements surpass that of what is actually used by the downtown. Peak utilization of downtown is 62% of the total number of spaces required by code.
- 2) Allocate Parking Credits for mixed use developments that provide for alternative modes of transportation such as bike paths, pedestrian friendly walkway areas, opportunities for shared parking, and links to mass transit.
- 3) Encourage development that operates during non-peak times such as theaters, restaurants, and museums.
- 4) Allow mitigation payments, when appropriate, for developers that cannot provide adequate parking so that a parking fund may be created that can be used to purchase or build parking in other parts of the City.
- 5) Surplus of long-term parking could also indicate a misuse of parking by long-term users choosing to occupy the more visible and accessible short-term spaces. This would include the use of Park Ave spaces by employees of local stores and offices who prefer to take the more convenient street parking in lieu of public parking provided at municipal

lots or private parking areas. The need for strategic management of parking for its intended use led Glatting Jackson to suggest alternative time restrictions for on-street parking in the downtown area with those areas being closest to Park Ave having the shortest time limit (1 hour) with limits increasing the farther from Park Ave one travels. (See attached Figure 20: A Concept for Parking Time Restriction in Downtown)

6) Need for a Way-finding program to properly educate and direct users to short and long-term parking. The initial phases of this program are already underway in tandem with the opening of the Welcome Center. Blue directional parking signs were also posted to help route traffic to available parking areas.

7) Establish a Parking Authority with a Winter Park Parking Division to be overseen by Planning and Economic Development.

8) Institute free Valet parking to redistribute vehicles to underutilized lots. This has been implemented and currently One Way Valet operates stands on Park Ave and Hannibal Square to redistribute vehicles to public and private lots for which joint use agreements have been made.

Site-Specific Suggestions:

1) Convert City-owned lot with 94 spaces behind Jacobsons to short-term parking. (This site is now the location of the Park Place development and now has a new parking structure with 270 spaces.)

2) Convert City Hall lot at Lyman to short term use. (Three on-street spaces were added and the parking lot was re-striped at 90o to add more parking.)

3) St. Margaret Mary joint use agreement to utilize space for parking.

4) 250 Park Ave (Bank of America Building) was currently in development at the time of the study and was to add 40 new parking spaces; 27 on the ground floor of the parking garage and 13 to be added along Welbourne. The City, to date, has the 27 short term parking spaces on the ground floor and has a temporary lease on 66 spaces in an adjacent surface lot. The lease on the spaces will run out in February of 2008 at which point the City will lose the 66 places.

5) Re-stripe New York between New England and Canton along the east side to add 44 spaces. The idea was to utilize some of the road width to add parallel parking along the east side. The development of the Douglas Grand has temporarily narrowed the street and made re-striping, at this time, impossible. Once the development is complete the idea may be revisited again however the Fire Department has expressed some concern about the narrowing of the road width for passing emergency vehicles.

6) Municipal lots A&B just east of New York and proposed as part of the Central Park Master Plan to become park space, have a combined total of 249 parking spaces which are used primarily by employees for the surrounding businesses. To mitigate the parking

that would be lost by the removal of the lots, Glatting Jackson suggested retaining some of the lots along New York and Welbourne to become new on-street parking. This would allow the City to keep approximately 122 of the lost spaces but would require a slightly smaller expansion of Central Park. The expansion of Central Park was rejected by the Parking Task Force at the time this study was conducted. (The northern municipal lot B has become park area with no replacement of spaces.)

7) Morse Ave, from the RR tracks to the Scenic Boat Tour, was suggested as a location to add additional on-street parking by removing the medians and replacing them with approximately 48 angled parking spaces. A few additional spaces were added to Morse near the RR tracks but the medians east of Park Ave were acknowledged to have historic value and were not removed.

Interviews with 500 Former Shoppers

X

61. One in five said they would "most definitely shop" at a "bookstore" on Park Avenue.
62. One in five said they would "most definitely shop" at a "moderately priced men's clothing store" store on Park Avenue.
63. One in sixteen said they would "most definitely shop" at a "Monkey Jo's/My Gym/Mommy & Me—a kids fitness and fun class store" on Park Avenue.
64. One in seven said "low prices" would motivate them to shop at retailers on Park Avenue in the future.
65. One in eight said "good sale prices" would motivate them to shop at retailers on Park Avenue in the future.
66. Four in nine said they think of the stores on Park Avenue as stores for clothes for special events.
67. Three in ten said a "nice gift for a wedding" is an event that would motivate them to shop on Park Avenue.
68. Only one in five said the lack of nearby parking "very much" affects their shopping on Park Avenue.
69. Over two in five said a 10% off coupon in the mail from Park Avenue retailers would motivate them to return to Park Avenue to shop.
70. Four in nine said they prefer more new stores selling items other than apparel on Park Avenue.
71. Only two in five said they feel the people working in the Park Avenue stores truly cared about them.
72. Three in ten said they feel the people working in the stores were stand-offish because they might not be spending that much money.
73. One in nine said someone from a Park Avenue store called and sent them a thank you note for their business.
74. Over seven in ten said nobody from a Park Avenue store called or sent them a thank you note for their business.

Interviews with 500 Existing Shoppers

xi

59. Dexters had a total response of 14.8%.
60. Over three in five said they eat at a particular restaurant in the Park Avenue/Hannibal Square area more for lunch.
61. Four in nine said they usually shop before they eat lunch in the Park Avenue area.
62. Three in five said they usually shop before they eat dinner in the Park Avenue area.
63. Of those who usually shop after they eat dinner in the Park Avenue area, nine in ten said it is difficult to find stores open later in the evening.
64. Over three in four said they normally go to a number of stores during a typical shopping trip.
65. Two in five said they go to the Park Avenue area to just browse.
66. Three in five said they normally have an item in mind when they go to the Park Avenue area.
67. One in nine first mentioned they shop most often at Talbot's.
68. Talbot's had a total shopping response of 26.8%.
69. The Gap had a total shopping response of 18.0%.
70. Pottery Barn had a total shopping response of 17.8%.
71. One in seven said the lack of nearby parking "very much" affects their shopping in the Park Avenue area.
72. Over one in two said they find parking to be a problem in the Park Avenue area on the weekend.
73. Over one in two said the parking in the Park Avenue area is inconvenient.
74. Only about one in three said they feel the people working in the Park Avenue area stores truly care about them.

Mayor Bradley recommended that a copy of the resolution also be sent to the Florida Cabinet. The request was acknowledged.

Motion made by Commissioner McMacken to approve the revised resolution; seconded by Commissioner Sprinkel. Upon a roll call vote, Mayor Bradley and Commissioners Leary, Sprinkel, Cooper and McMacken voted yes. The motion carried unanimously with a 5-0 vote.

City Manager Knight reminded everyone that due to the holidays, the next Commission meeting is scheduled for January 9, 2012 at the Civic Center.

City Attorney's Report

No items to report.

Non-Action Item

- a. Economic Impact and Research Analysis of the Farmer's Market Presented by Rollins College Crummer Graduate School of Business Students

Assistant CRA Director Peter Moore introduced the students from Rollins College Crummer School of Business and Bill Seyfried, Economics Professor. Rollins students Ashley Watkins and Christina Grass provided a powerpoint presentation and background regarding the economic impact and research analysis of the Farmer's Market and recommendations for continued success.

- b. Downtown Parking Study

Planning Director Jeff Briggs explained that there were previous parking studies performed in 1968, 1974, 1982, 1986 and 2004. Various modifications were made each time to more efficiently utilize the supply of public parking and to make it more visible and available for customers and clients of downtown businesses. He advised that the most recent parking study/task force in 2004 considered parking garage options for City Hall, the St. Margaret Mary Church lot and the lot at Knowles and New England, but due to neighbor concerns and financing challenges those projects were not pursued. That study; however, resulted in several beneficial improvements that were implemented by the City Commission:

1. Completed a complete inventory of public and private parking in the CBD; revised some of the on-street parking enforcement rules and created 48 new on-street public parking spaces.
2. Was the impetus for the joint venture for the Bank of America project that expanded the first two floors of that building, completely remodeled/upgraded the exterior facades and expanded the existing parking garage. As part of that effort, the City funded the creation of 28 new public parking spaces that are on the ground floor of that garage (near the drive-in tellers).
3. Was the impetus for the joint venture with the Morse/Genius Foundations for the Park Place project including the construction of their parking garage. As part of that effort, the City funded the creation of 60 new public parking spaces that are on the top floor of that parking garage and replaced the existing 86 spaces previously on-site.

4. Instituted the valet parking program for the downtown.

Mr. Briggs further explained that in 2009 a shopping study was performed in an effort to gauge opinion and areas of improvement for the district. At that time it was found that parking was not a major issue affecting purchase decisions.

Mr. Briggs advised that the Park Avenue Area Task Force designated a subcommittee to physically count the net change in the parking inventory of the downtown as many changes had been made over the years subsequent to the work done in 2004. The net result was the addition of 441 net new parking spaces since 2004, with 58 spaces being net new public parking that was either added or converted from private spaces. The vast majority of the additional space was created by the development of the Park Place Building garage, the Douglas Grand parking garage, and the Bank of America remodel to the parking garage. The subcommittee acknowledged that there was still a legitimate parking deficit on the south end of Park Avenue as pointed out in the 2004 study but that further analysis should be withheld until the implementation of wayfinding signage. Additionally, they desired to consider an employee parking program for Park Avenue but a final method could not be decided upon regarding how to implement and enforce it. The work of the subcommittee also underscores the opportunity that public/private partnerships may play in increasing public access to parking through reaching parking arrangements with private garage owners. Mr. Briggs then asked the Commission for direction.

Questions were asked regarding the status of the wayfinding signs, the internal wayfinding signage to direct drivers to available parking spaces, and if the SunRail has been factored into this plan. Public Works Director Troy Attaway provided information and explained that the SunRail station will be a 'kiss and ride' stop with no dedicated parking spaces at this time; but that they will be implementing some control over Lot "A" parking spaces by reducing the time period of that parking lot. Commissioner Cooper shared her concern regarding Park Avenue employees parking on the street versus the parking garage and suggested implementing a decal program to keep track of them.

Motion made by Mayor Bradley that they refer this to the Park Avenue Area Task Force for further studies since the last study was done in 2004 and then enhanced in 2009 because there have been changes that have occurred since then and to bring a recommendation if there is any about including employee parking; seconded by Commissioner Sprinkel.

CRA Director Dori DeBord advised that the Park Avenue Area Task Force has already researched these issues and looked at the parking situation in the downtown area. They also met with merchants regarding employee parking and possibly implementing an employee tag or sticker but felt it would be very difficult to implement. Ms. DeBord said in the meantime the merchants have been talking to their employees about where they should park.

Ms. DeBord offered to meet with the Park Avenue Area Task Force and ask them to make a formal recommendation to the Commission as to the parking issue. Mayor Bradley said that would be appropriate if the motion on the table passes.

Motion amended by Commissioner Cooper that the Park Avenue Area Task Force be asked to look at how we can deal with encouraging employees to park in more remote

areas and also that they would ask staff, the transportation experts, to look at our parking in the downtown area; seconded by Commissioner McMacken.

Upon a roll call vote on the amendment, Mayor Bradley and Commissioners Cooper and McMacken voted yes. Commissioners Leary and Sprinkel voted no. The motion carried with a 3-2 vote.

Upon a roll call vote on the main motion as amended, Mayor Bradley and Commissioners Leary, Sprinkel, Cooper and McMacken voted yes. The motion carried unanimously with a 5-0 vote.

Consent Agenda

- a. Approve the minutes of 11/28/11.
- b. Approve the following contracts and bids:
 1. Piggybacking the City of Denver/US Communities contract with Kone, Inc. for elevator maintenance & service and authorize the Mayor to execute the piggyback contract.
 2. IFB-6-2012 to Pierce Manufacturing, Inc. for purchase of aerial fire apparatus; not to exceed \$982,647.00.
 3. IFB-5-2012 to Wesco Distribution for purchase of circuit breakers; \$92,855.00.
- c. Approve the Historic Preservation Façade Easement donation for 121 West Garfield Avenue, commonly known as the Kummer-Kilbourne House and authorize the Mayor to execute the agreement. – **PULLED FROM CONSENT AGENDA FOR DISCUSSION – SEE BELOW**
- d. Approve the upgrade of City wireless and voice network with Centurylink/Embarq, piggybacking State of Florida contract 250-000-09-1 for the purchase of equipment to upgrade IT infrastructure.

Motion made by Commissioner Leary to approve Consent Agenda Items, ‘a’, ‘b.1-3’ and ‘d’; seconded by Commissioner McMacken and carried unanimously with a 5-0 vote.

Consent Agenda Item ‘c’ - Approve the Historic Preservation Façade Easement donation for 121 West Garfield Avenue, commonly known as the Kummer-Kilbourne House and authorize the Mayor to execute the agreement.

Commissioner McMacken gave his thanks because of this being a major historical asset to the downtown area and community.

Commissioner Cooper followed up on her comments to staff regarding the wording of the easement pertaining to the historical significance and asked if any changes have been made. Senior Planner Lindsey Hayes explained that she has been working with Attorney Katie Reischmann to provide additional clarification in the “Whereas” portions of the easement. She noted that the clarifications pertain to the historical significance of the property and noted that the word “architectural” has been replaced with the word “historical”. The North Building, not included in the easement, was deemed historical by the National Park Service.

Commissioner Sprinkel shared her concern with not being notified of the proposed changes before today’s meeting and noted that she is uncomfortable with making these changes on the dais.



city commission agenda item

item type	Non-Action Item	meeting date	February 27, 2012
prepared by department division	Dori Stone Economic Development/CRA	approved by	<input checked="" type="checkbox"/> City Manager <input type="checkbox"/> City Attorney <input type="checkbox"/> N/A
board approval	PAATF	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> N/A	7-0 final vote

subject

Update of Park Avenue Area Task Force (PAATF) Downtown Parking Recommendations

motion | recommendation

Concurrence that the PAATF has reviewed the downtown parking concerns and provided recommendations for consideration to the City Commission

background

At the December 12, 2011 City Commission meeting, the Commission reviewed a non-action item from Jeff Briggs, Planning Director about parking in the downtown (CBD) area. Mr. Briggs provided a history of previous parking studies that have been completed in the downtown and the alternatives that have come forward based on those studies. These alternatives include:

1. Parking garages
2. Public/private partnerships with Bank of America and Morse/Genius Foundation
3. Valet service for downtown patrons

The Commission expressed concern about the perception that parking is not available in the downtown and that an employee parking program needs to be considered.

At this meeting, the City Commission asked for a formal recommendation from the Park Avenue Area Task Force regarding the findings of the inventory update completed in 2010 and any recommendations that the Commission should consider when addressing parking issues in the downtown. Staff explained that the Task Force had reviewed this item as part of Goal 2 of the Park Avenue Area Strategic Plan and had recommended continued effort after the wayfinding program is implemented. The Task Force also discussed an employee parking program but there was no agreement as to the type or operation of this program.

Staff included the agenda item from Mr. Briggs to the City Commission on this item as well as the updated parking plan that was completed by the Task Force in the summer of 2010.

After discussion, the PAATF broke their recommendation into two steps:

Year 2012

- Create a map of free and long-term parking areas for business owners to distribute to employees.
- Install wayfinding signs for downtown parking as soon as possible
- Encourage the Commission to consider a valet ordinance to standardize the valet services in the downtown area
- Direct staff to discuss additional public/private partnerships within private lots with emphasis on peak parking periods (weekends, large events, holidays etc.)

Year 2013

- Conduct a revised downtown parking study prior to the opening of the SunRail station

alternatives | other considerations

N/A

fiscal impact

Funding is available for the wayfinding project. There is no additional funding currently allocated for the additional work recommended by the PAATF.

long-term impact

strategic objective

Commissioner Cooper asked about receiving the information on the pension plan. City Manager Knight will provide the numbers in the next two weeks and this will be further discussed in early May.

Motion made by Commissioner McMacken to approve this plan going forward, seconded by Commissioner Sprinkel and carried unanimously with a 5-0 vote.

Under the City Manager's Report, the following was discussed: They are moving into the pro shop this week and the need to acknowledge this and all the people involved in this project; advertise the Hazardous Waste Day; identify the schedule for repaving/re-bricking streets to be posted on the website, and dead tree removal and trimming around electrical lines.

City Attorney's Report

No items.

Non-Action Item

The Non-Action Item was moved after the One-Valet discussion.

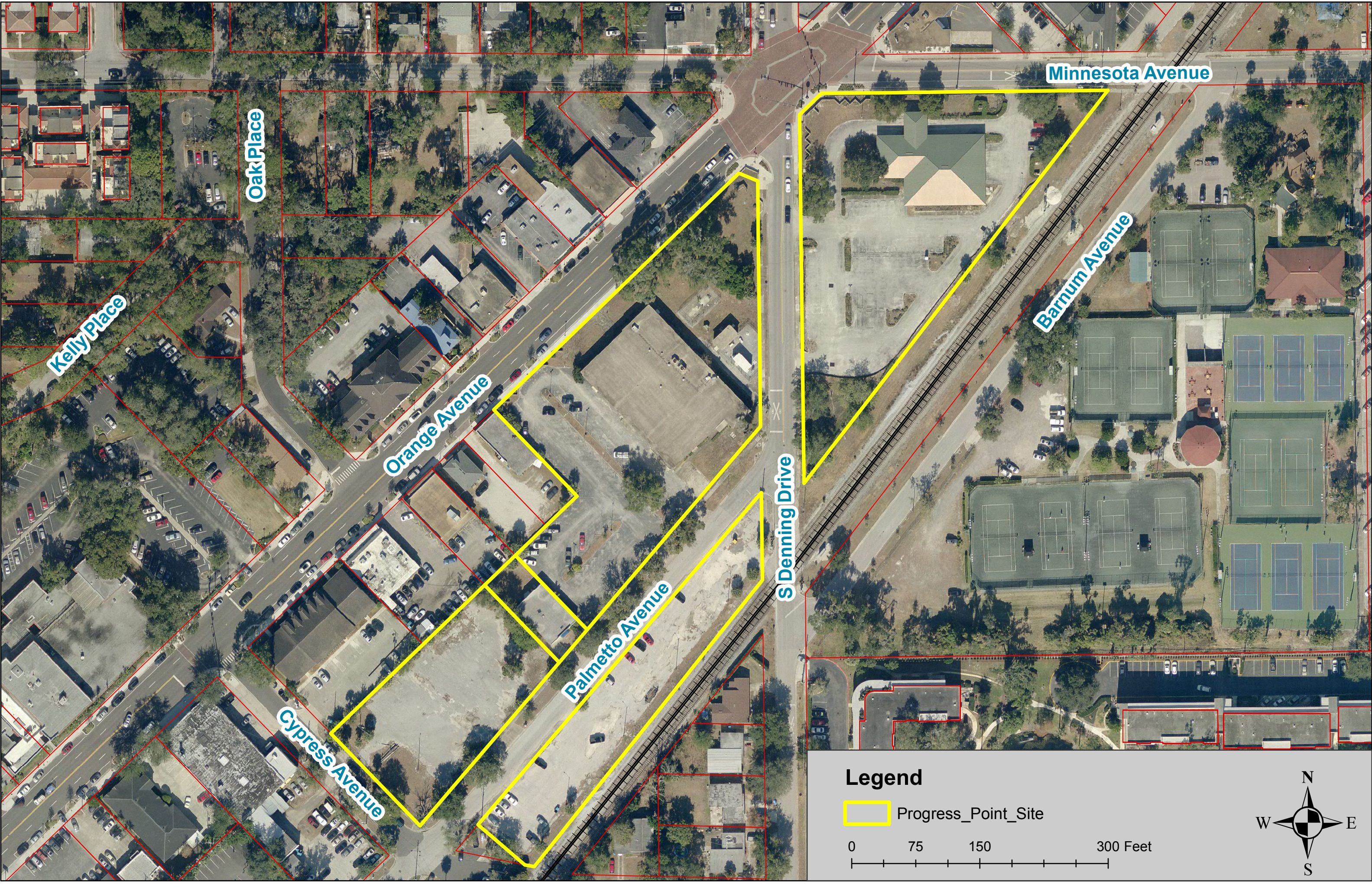
Consent Agenda

- a. Approve the minutes of 2/13/12.
- b. Approve the following purchases and contracts:
 1. After-the-fact Purchase Order 146416 to Heart Utilities of Jacksonville for undergrounding of electric; \$63,938.70
 2. PR 148636 to Suntree Technologies, Inc. to purchase baffle boxes; \$90,616.25
 3. Contract renewal with High Performance Sports Management, Inc. (RFP-2-2010) for Tennis Management Services and authorize the Mayor to execute the contract renewal and lease agreement. **PULLED FOR DISCUSSION. SEE BELOW.**
 4. Continuing services contract with GAI Consultants, Inc. (RFQ-2- 2012) for Professional, Architectural & Engineering Services (Discipline: General Civil & Public Facility Engineering) and authorize the Mayor to execute the contract.
 5. Continuing services contract with Comprehensive Engineering Services, Inc. (RFQ-2-2012), Continuing Contracts for Professional, Architectural & Engineering Services (Discipline: Transportation Planning & Engineering) and authorize the Mayor to execute the contract.
 6. Continuing services contract with CDM Smith Inc. (RFQ-2-2012), Continuing Contracts for Professional, Architectural & Engineering Services (Discipline: Stormwater Management & Design) and authorize the Mayor to execute the contract.



Plan the Possibilities

Progress Point



Minnesota Avenue

Oak Place

Kelly Place

Orange Avenue

Cypress Avenue

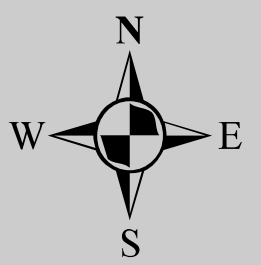
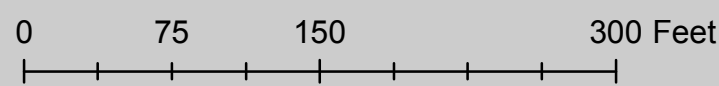
Palmetto Avenue

S Denning Drive

Barnum Avenue

Legend

 Progress_Point_Site





OPTION 1					
Multifamily - 2.45 acres					
Bldg. Type	1 Bedr.	2 Bedr.	3 Bedr.		Total Units
CCBB		10	8		18
BABB	6	18			24
BAAA	18	6			24
Total	24	34	8		66
Offices/Retail - 2.0 acres 39,204 sq.ft allowed (45% F.A.R.)					
Bldg 1					18,000
Bldg 2					19,000
				Total	37,000
Multifamily					
Proposed Parking:	1.5/1 bedr.		24		36
	2/2 bedr.		34		68
	2/3 bedr.		8		16
			Sub-Total		120
Office					
Proposed	1/250 sq. ft		37,000		148
			Total		268
Parking Shown:					242

1 LAND DEVELOPMENT PLAN - OPTION 1
SCALE: 1" = 40'-0"

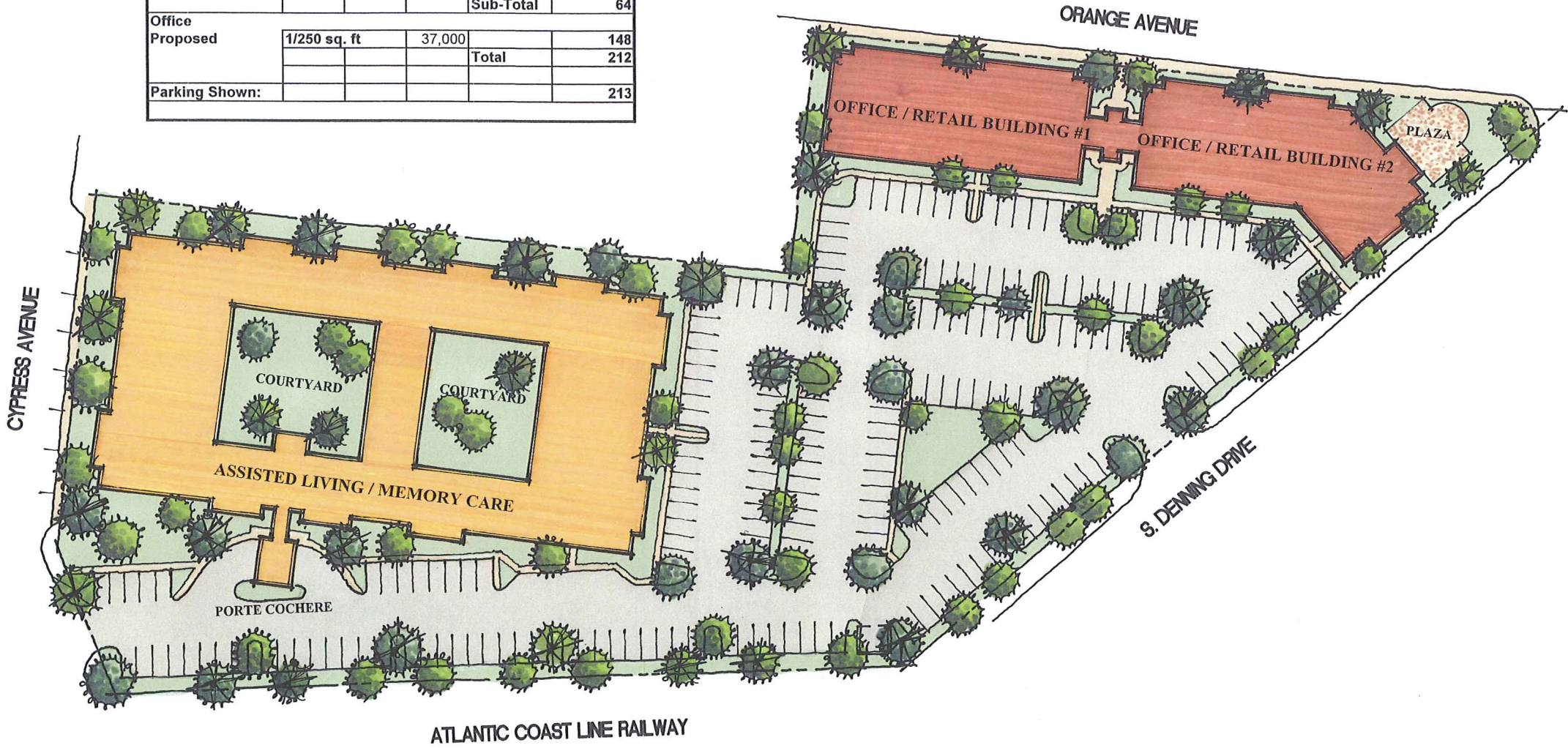


REVISIONS

LAND DEVELOPMENT PLAN - OPTION 1
 PROGRESS ENERGY SITE
 1150 ORANGE AVENUE
 WINTER PARK, FLORIDA

DRAWN	CAD
CHECKED	WPP
DATE	
SCALE	AS NOTED
JOB NO.	
SHEET	

OPTION 2					
Assisted Living and Memory Care - 2.45 acres					
Memory Care Units					30
Assisted Living Units					65
				Total	95
Offices/Retail - 2.0 acres 39,204 sq.ft allowed (45% F.A.R.)					
Bldg 1					18,000
Bldg 2					19,000
				Total	37,000
Assisted Living					
Proposed Parking: .75/Unit					49
Employees					15
				Sub-Total	64
Office					
Proposed	1/250 sq. ft	37,000			148
				Total	212
Parking Shown:					213



1 LAND DEVELOPMENT PLAN - OPTION 2
SCALE: 1" = 40'-0"



REVISIONS	

LAND DEVELOPMENT PLAN - OPTION 2

PROGRESS ENERGY SITE
1150 ORANGE AVENUE

WINTER PARK FLORIDA

DRAWN
CAD
CHECKED
WFP
DATE

SCALE
AS NOTED
JOB NO.

SHEET

[illegible]

OPTION 3				
Offices/Retail - 4.45 acres 87,289 sq.ft allowed (45% F.A.R.)				
Bldg 1				18,000
Bldg 2				19,500
Bldg 3				21,000
Bldg 4				22,000
Total				80,500
Office Proposed	1/250 sq. ft			322
		Total		322
Parking Shown:				323

ORANGE AVENUE

CYPRESS AVENUE

OFFICE / RETAIL BUILDING #1

OFFICE / RETAIL BUILDING #2

PLAZA

OFFICE BUILDING #3

OFFICE BUILDING #4

S. DENNING DRIVE

ATLANTIC COAST LINE RAILWAY

ATLANTIC COAST LINE RAILWAY



WINTER PARK
FLORIDA

SHEET



Plan the Possibilities

Train station parking lot



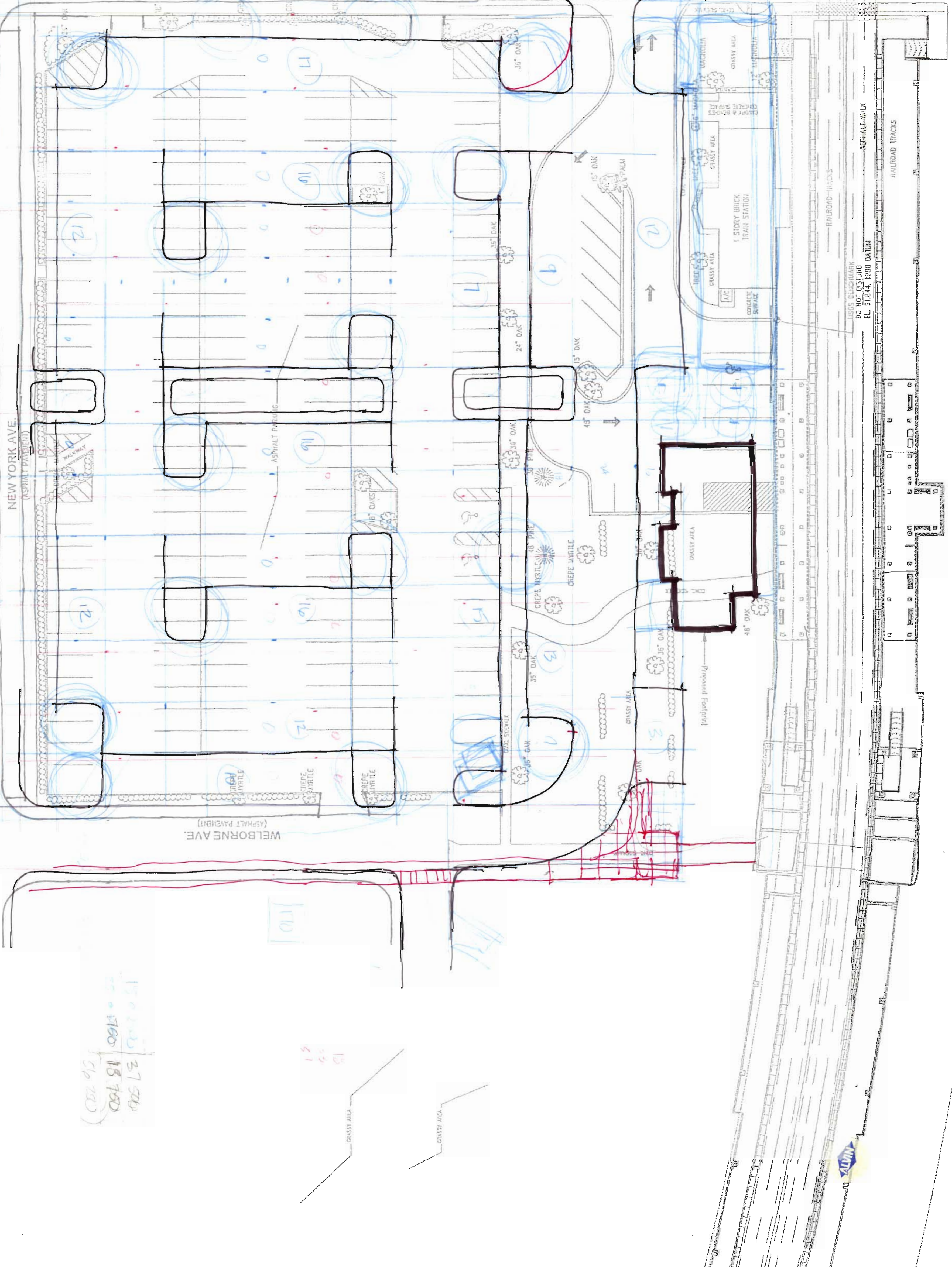


MORSE BLVD.
(ASPHALT PAVEMENT)

MORSE BLVD.

NEW YORK AVE.
(ASPHALT PAVEMENT)

WELBORNE AVE.
(ASPHALT PAVEMENT)



17' x 20' x 3' 7\"/>
17' x 20' x 18' 7\"/>
50' 7\"

18'
4'
1'

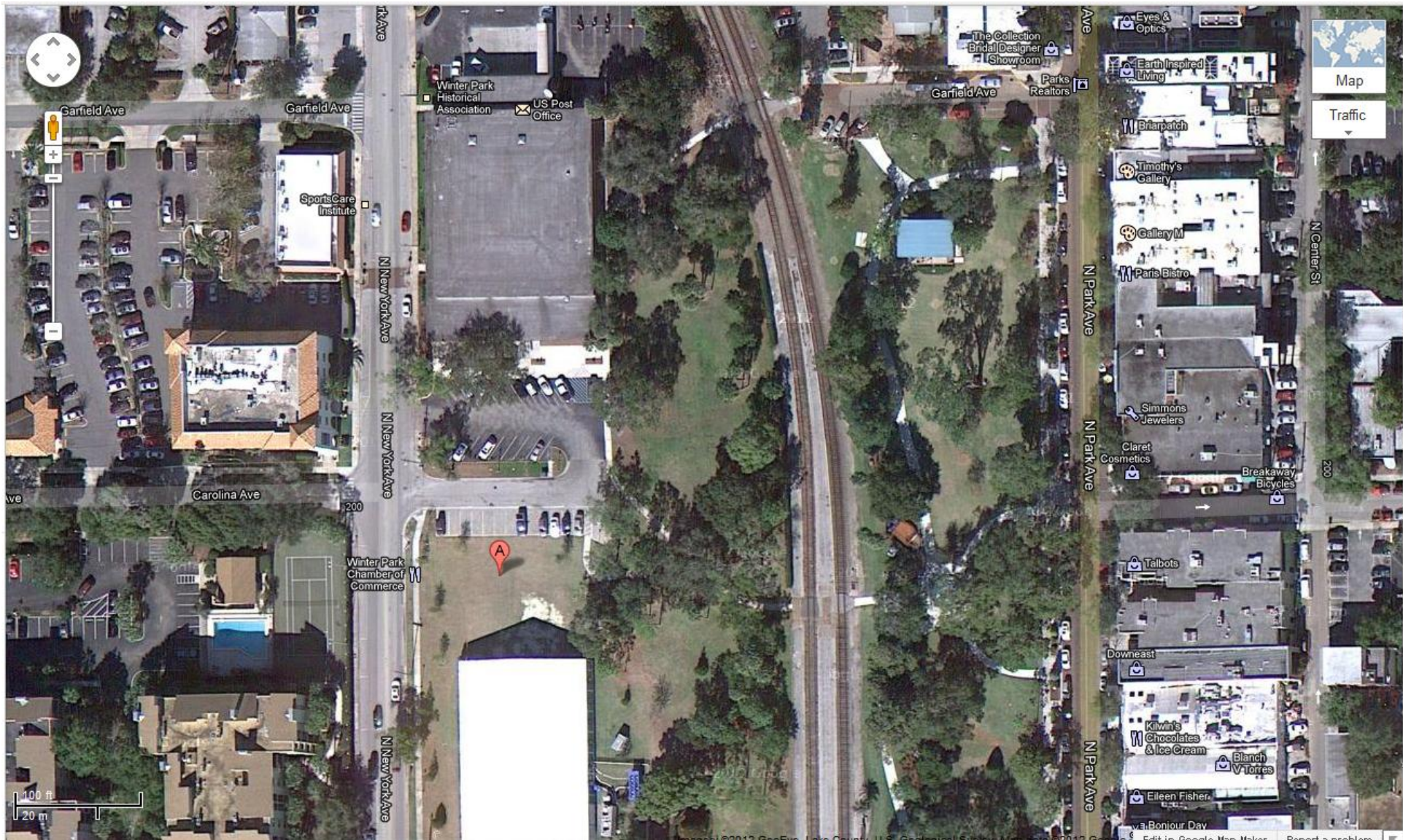
GRASSY AREA

GRASSY AREA



Plan the Possibilities

United States post office



Consent Agenda

- a. Approve the minutes of 1/9/12.
- b. Approve the following purchase and contracts:
 1. Emergency Purchase Order 1046 to T.V. Diversified, Inc. for Emergency Repair to Lift Station #40 (Glenwood); \$74,032.95.
 2. Blanket Purchase Order to Reynolds Inliner, LLC for Sewer Line Rehabilitation Cleaning and Video Recording; \$600,000.
 3. Purchase order to Musco Sports Lighting, Inc. for installation of new poles and fixtures at Azalea Lane; \$72,196.
 4. Piggybacking the State of Florida contract 445-001-11-1 with W.W. Grainger for Tools: Hand Held, and Hand Held Power Tools and authorize the Mayor to execute the Piggyback Contract.
 5. Piggybacking the State of Florida contract 071-000-12-1 for Motor Vehicles and authorize the Mayor to execute the Piggyback Contract as required for specific purchases.
 6. Authorize staff to enter into negotiations with the top two ranked firms ACi and Helman Hurley Charvat Peacock Architects, Inc. (RFQ-2-2012) Continuing Contracts for Professional, Architectural & Engineer Services (Discipline: Architectural Services).
- c. Approve the Winter Park Neighborhood Enhancement Matching Grant requests as follows:

Chateaux du Lac	\$ 4,000.00
Hannibal Square CLT Neighborhood Association	\$ 2,500.00
Park Green Community Association	\$ 4,000.00
Temple Sunset Neighborhood Association	\$ 428.00
- d. Approve the expenditures of State Law Enforcement Forfeiture Funds (\$6,000) as follows: \$1,000 to Mothers Against Drunk Drivers (MADD) for the 4th annual Chief Challenge fundraiser; and \$5,000 to assist the Prescription Drug Monitoring Program (PDMP) to aid in reducing the scope of prescription drug abuse and diversion in Florida.
- e. Approve the request to waive fees in Central Park for the Michael Andrews/Swingerhead concert.

Motion made by Commissioner Sprinkel to approve the Consent Agenda; seconded by Commissioner McMacken and carried unanimously with a 5-0 vote.

Action Items Requiring Discussion

- a. Negotiation for First Right of Refusal for acquisition of the Post Office Property on New York Avenue

City Manager Knight advised that on December 14, 2011; Commissioner Cooper, City Attorney Brown, Lobbyist Kurland and himself met via conference call with representatives of the Post Office to discuss options. While the USPS stopped short of saying they would agree to some type of future right for the City to acquire the property they did agree to the City providing them with a draft agreement to consider. He then asked the Commission for direction.

Motion made by Commissioner Cooper to approve (the sending of the agreement); seconded by Commissioner Sprinkel. City Manager Knight answered questions pertaining to maintenance of the grounds and parking area. **Upon a roll call vote, Mayor Bradley and**

Commissioners Leary, Sprinkel, Cooper and McMacken voted yes. The motion carried unanimously with a 5-0 vote.

Public Hearings

Request of Jim Veigle Properties, LLC:

Mayor Bradley commented that this would be a simultaneous public hearing on both ordinances. Attorney Brown read both ordinances by title.

- a. ORDINANCE NO. 2865-12: AN ORDINANCE OF THE CITY OF WINTER PARK, FLORIDA AMENDING CHAPTER 58, "LAND DEVELOPMENT CODE", ARTICLE I "COMPREHENSIVE PLAN" FUTURE LAND USE MAP SO AS TO CHANGE THE FUTURE LAND USE DESIGNATION OF SINGLE FAMILY RESIDENTIAL TO OFFICE AND PROFESSIONAL ON THE PROPERTY AT 1210 DALLAS AVENUE, MORE PARTICULARLY DESCRIBED HEREIN; AND AMENDING PLANNING AREA "J" POLICY 1-4.1.J.11 IN THE FUTURE LAND USE ELEMENT TO ADD AN EXCEPTION TO THE ENCROACHMENT OF NON-RESIDENTIAL LAND USE; PROVIDING FOR CONFLICTS, SEVERABILITY AND EFFECTIVE DATE. Second Reading

Motion made by Commissioner Leary to adopt the first ordinance (amending the Comprehensive Plan); seconded by Commissioner Sprinkel.

ORDINANCE NO. 2866-12: AN ORDINANCE OF THE CITY OF WINTER PARK, FLORIDA AMENDING CHAPTER 58, "LAND DEVELOPMENT CODE", ARTICLE III, "ZONING" AND THE OFFICIAL ZONING MAP SO AS TO CHANGE THE EXISTING ZONING DESIGNATION OF SINGLE FAMILY (R-1A) DISTRICT TO PARKING LOT (PL) DISTRICT ON THE PROPERTY AT 1210 DALLAS AVENUE, MORE PARTICULARLY DESCRIBED HEREIN; PROVIDING FOR CONFLICTS, SEVERABILITY AND EFFECTIVE DATE. Second Reading

Motion made by Commissioner Leary to adopt the second ordinance (amending the Zoning Code); seconded by Commissioner Sprinkel.

Planning Director Jeff Briggs provided background and explained that in this case since the applicant is bringing the office building into conformance with today's current parking code they cannot go back at a later date and construct an office building on this property and rezone it.

Motion made by Commissioner Cooper to amend the language in the first ordinance (the Comprehensive Plan) Section 2, Policy 1-4.1.J.11, second sentence, change the word "should" to "must" and delete "if necessary"; seconded by Commissioner McMacken.

Mr. Briggs answered questions and explained that this policy is to allow for parking lots in this neighborhood area only and is not global, meaning there could be a continuation of this for other properties on Dallas Avenue or Grove Street. Mr. Briggs also explained that the City should establish a future land use designation for parking lots to match the parking zoning district.

Upon a roll call vote on the amendment to the first ordinance (amending the Comprehensive Plan), Mayor Bradley and Commissioners Leary and Sprinkel voted no. Commissioners and McMacken and Cooper voted yes. The motion failed with a 3-2 vote.

- g. Authorize Commissioner Cooper and City Manager Knight to investigate/explore options with the United States Postal Service for possible future acquisition of the New York Avenue property

City Manager Knight provided a brief summary explaining that at the last Commission meeting, Commissioner Cooper requested that she be allowed to pursue other options for the acquisition of the Post Office property. He said the purpose of this agenda item is to formally authorize that representation and set forth a preliminary plan.

Motion made by Commissioner Dillaha to authorize Commissioner Cooper (and City Manager Knight) to investigate/explore options with the U.S. Postal Service for possible future acquisition of the New York Avenue property; seconded by Commissioner Anderson. Mayor Bradley reminded them that this is a \$6 million option. **Upon a roll call vote, Mayor Bradley voted no. Commissioners Anderson, McMacken, Dillaha and Cooper voted yes. The motion carried with a 4-1 vote.**

Public Hearings

- a. ORDINANCE NO. 2836-11: AN ORDINANCE OF THE CITY OF WINTER PARK, FLORIDA VACATING AND ABANDONING THE UTILITY EASEMENT LOCATED AT 1211 COLLEGE POINT, MORE PARTICULARLY DESCRIBED HEREIN; PROVIDING AN EFFECTIVE DATE. Second Reading

Attorney Brown read the ordinance by title. No public comments were made. **Motion made by Commissioner Dillaha to adopt the ordinance; seconded by Commissioner Cooper.** There was a brief discussion regarding the name and ownership of this property. **Upon a roll call vote, Mayor Bradley and Commissioners Anderson, Dillaha, Cooper and McMacken voted yes. The motion carried unanimously with a 5-0 vote.**

Motion made by Mayor Bradley to have staff determine for purposes of taxation and others, the ownership of this property; seconded by Commissioner McMacken. City Manager Knight stated that according to the Orange County Property Appraiser's website the assessed value is \$100 and the owner is listed as "owners of property in Virginia Heights."

Upon a roll call vote, Mayor Bradley and Commissioners McMacken and Dillaha voted yes. Commissioners Anderson and Cooper voted no. The motion carried with a 3-2 vote. Mayor Bradley requested that City Manager Knight bring a report back. It was acknowledged.

- b. RESOLUTION NO. 2074-11: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WINTER PARK, FLORIDA, PURSUANT TO SECTION 170.03, FLORIDA STATUTES, CALLING FOR A PUBLIC HEARING TO DISCUSS ALL ASPECTS OF THE UNDERGROUNDING OF ELECTRIC/CATV FACILITIES WITHIN THE MUNICIPAL BOUNDARIES OF THE CITY OF WINTER PARK, CONSISTING OF PROPERTIES ABUTTING NORTH PHELPS AVENUE AND BRYAN AVENUE; WHICH IMPROVEMENTS BE PAID IN PART BY SPECIAL ASSESSMENTS LEVIED AGAINST ALL PROPERTIES WITHIN THE ABOVE DESCRIBED AREA; PROVIDING AN EFFECTIVE DATE.

Attorney Brown read the resolution by title. **Motion made by Mayor Bradley to adopt the resolution; seconded by Commissioner Dillaha.** Assistant Utility Director Terry Hotard



Plan the Possibilities

Winter Park City Hall



SUB-SYSTEM 29

**SUMMARY OF CAPITAL PROJECTS
GENERAL CAPITAL PROJECTS**

Department	Description	Funding Source	Estimated Total Cost	Schedule of Planned CIP Expenditures					
				FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Other Long-term Needs
Public Works	Pavement Resurfacing and Brick Road Repairs	General Fund	4,100,000	775,000	800,000	820,000	845,000	860,000	on-going
Public Works	Sidewalk, bikepath and curb repairs	General Fund	1,650,000	330,000	330,000	330,000	330,000	330,000	on-going
Public Works	Facility replacement account funding (replacement of flooring, roofing, air conditioning and painting)	General Fund	1,072,477	197,477	210,000	215,000	225,000	225,000	on-going
Fire	Renovate the existing Fire Station 64 to accommodate minimum staffing levels and additional personnel during inclement weather	General Fund	800,000						800,000
ITS	Information Technology Upgrades (50% General Fund, 25% Water and Sewer Fund and 25% Electric Services Fund)	General Fund	395,000	70,000	75,000	75,000	85,000	90,000	on-going
Parks	General Parks Major Maintenance	General Fund	1,000,000	200,000	200,000	200,000	200,000	200,000	on-going
Parks	Sports field multipurpose complex conceptals	General Fund	70,000		70,000				
Parks	Convert City Tree Farm to park facility	General Fund	1,500,000			350,000	575,000	575,000	
Parks	Mead Garden Master Plan Renovation	Bond Issue/Fund Raising	4,160,000	200,000	200,000	50,000	100,000	100,000	3,510,000
		General Fund	900,000	100,000	200,000	200,000	200,000	200,000	on-going
Parks	Ward Park Master Plan	General Fund	219,000	219,000					
Parks	Civic Center parking lot expansion	General Fund	200,000					200,000	
Parks	Lake Island shade structure	General Fund	25,000	25,000					
Parks	Fleet Peeples park improvements phase 1	Fund Raising	183,000	69,000	114,000				
Parks	Golf Course consultant recommendation implementation (resurface the tees and rebuild all greens on the golf course except for hole No. 3 and the nursery green which were rebuilt in 2007)	General Fund	200,000						200,000
Parks	Restrooms (Ward, Lake Island)	General Fund	200,000			100,000	100,000		
Parks	Athletic field lighting (Four fields at Ward Complex)	General Fund	728,000	231,000	243,000	254,000			
Parks	Restroom (Fleet Peeples Park)	General Fund	85,000	85,000					
Public Works	Bicycle/pedestrian improvements plan	General Fund	300,000		75,000	75,000	75,000	75,000	on-going
Public Works	Rebuild Sterling bridge	General Fund	150,000		150,000				
Public Works	Install pedestrian signals and rebuild antiquated traffic signals at various locations throughout the city	General Fund	375,000	75,000	75,000	75,000	75,000	75,000	on-going
Public Works	Railroad crossing quiet zones	Grant/Bond Issue	2,000,000		2,000,000				
General	Construct new City Hall (50,000 square feet)	General Obligation Bonds - Subject to Referendum	12,500,000					250,000	12,250,000
General	City Hall Parking Garage (250 spaces at \$20,000 per space)	General Obligation Bonds - Subject to Referendum	5,000,000					100,000	4,900,000



Plan the Possibilities

Winter Park Public Library

**SUMMARY OF CAPITAL PROJECTS
GENERAL CAPITAL PROJECTS**

Department	Description	Funding Source	Estimated Total Cost	Schedule of Planned CIP Expenditures						
				FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	Other Long-term Needs	
General	New Library (60,000 square feet)	General Obligation Bonds - Subject to Referendum	15,000,000					300,000	14,700,000	
Public Works	Construct a linear park along St. Andrews Blvd. south of Aloma as part of a stormwater improvement project that includes filling in the ditch to the east of the road (No grant prospects as of July 2010)	State Grant	2,000,000						2,000,000	
				54,812,477	2,576,477	4,742,000	2,744,000	2,810,000	3,580,000	38,360,000
Totals by Funding Source:										
General Fund			13,969,477	2,307,477	2,428,000	2,694,000	2,710,000	2,830,000	1,000,000	
Grants			2,000,000	-	-	-	-	-	2,000,000	
Grants/Fund Raising			4,343,000	269,000	314,000	50,000	100,000	100,000	3,510,000	
Grants/Bond Issue			2,000,000	-	2,000,000	-	-	-	-	
General Obligation Bonds			32,500,000	-	-	-	-	650,000	31,850,000	
				54,812,477	2,576,477	4,742,000	2,744,000	2,810,000	3,580,000	38,360,000



Plan the Possibilities

Potential future property acquisitions

Potential future property acquisition

If, or when, any of the properties listed below are up for sale, would the city be interested in acquiring the following properties?

- Christian Science Church
- Dr. Pfost property on Howell Branch
- Genius property on Lake Virginia
- Holler building next to the Public Safety Building
- Post office property
- Property behind City Hall
- Property fronting Fairbanks next to Lake Island Park
- Remainder of Blake/Lyman/Virginia block

Properties that need to be re-purposed:

- Northwest Sports Complex (tree farm)
- Progress Point property
- Swoop Water Plant site

Additional properties for future stormwater use:

- 808 and 666 Nicolet Avenue

See following document for properties that can be potentially added for park acreage.

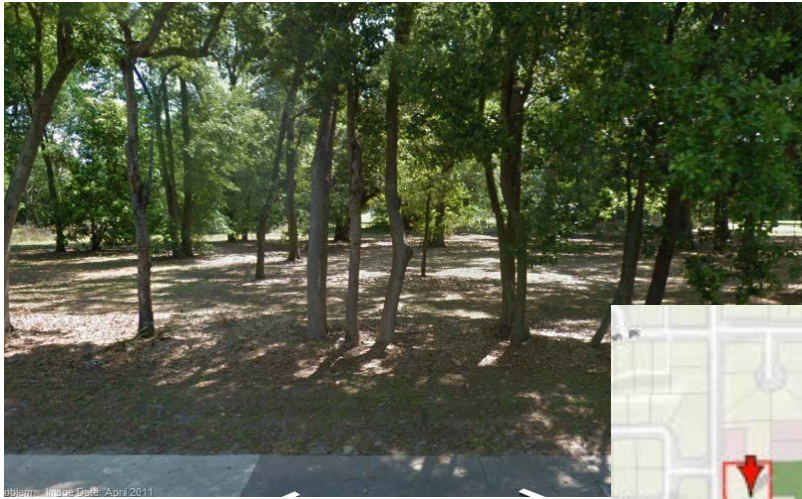
Properties identified by the
Parks and Recreation Department that are
possibilities to be added to the Park Acreage.



1. 1004 North Pennsylvania Avenue, Vacant Wooded Lot	.87 acres
2. 250 North Interlachen Avenue, Vacant Lakefront Lot, two Parcels	3.65 acres
3. 317 Perth Lane (address is approximate), Vacant, Wooded.	1.31 acres
4. 100 St. Andrews Boulevard	1.35 acres
5. St. Andrews Boulevard Right of Way	.86 acres
6. Halifax Avenue	8.00 acres
7. Lake Waumpi Conservation Property	26.40 acres
TOTAL (approximate) Acreage Possible	42.44 acres

March 2012

1. 1004 North Pennsylvania Avenue, Vacant Wooded Lot.



STREET ADDRESS	1004 N PENNSYLVANIA AVE
NAME (1)	ELIZABETH MORSE GENIUS FOUNDATION
MAILING ADDRESS	PO BOX 40
CITY, STATE, ZIP	WINTER PARK, FL. 32790
COUNTRY	
CITY CODE	Winter Park
MILLAGE CODE	06
PROPERTY USE CODE	<u>0001</u>
ST PLANE X-COORD	541719.73
ST PLANE Y-COORD	1553298.85
PARCEL	302206858002070
TAX YEAR 2012 WORKING VALUE	
LAND (MKT) VALUE	\$185,955
BUILDING VALUE	\$0
EXTRA FEATURE VALUE	\$0
MARKET (JUST) VALUE	\$185,955

.87 Acres

2. 250 North Interlachen Avenue, Vacant Lakefront Lot, two Parcels.



PARCEL ID: 05-22-30-9400-28-507
STREET ADDRESS: N INTERLACHEN AVE
NAME (1) : CHARLES HOSMER MORSE FOUNDATION INC
MAILING ADDRESS PO BOX 40:
CITY, STATE, ZIP WINTER PARK, FL. 32790
CITY CODE Winter Park
MILLAGE CODE 06
PROPERTY USE CODE 9600
ST PLANE X-COORD 544584.57
ST PLANE Y-COORD 550748.29
PARCEL 302205940028507
TAX YEAR 2012 WORKING VALUE
LAND (MKT) VALUE \$2,000
BUILDING VALUE \$0
EXTRA FEATURE VALUE \$0
MARKET (JUST) VALUE \$2,000
ASSESSED VALUE \$2,000

05-55-30-9400-25-505
250 N INTERLACHEN AVE
ELIZABETH MORSE GENIUS FDN
PO BOX 40
WINTER PARK, FL 32790
Winter Park
06
9600
544579.81
1550907.96
302205940025805
\$2000
\$0
\$6000
\$8000
\$8000

TOTAL ACREAGE OF BOTH PARCELS APPROXIMATELY 3.65 Acres

3. 317 Perth Lane (address is approximate), Vacant, Wooded



PARCEL ID	09-22-30-0120-98-160
STREET ADDRESS	400 S LAKEMONT AVE
NAME (1)	WINTER PARK PRESBYTERIAN CHURCH INC
MAILING ADDRESS	400 S LAKEMONT AVE
CITY, STATE, ZIP	WINTER PARK, FL. 32792
COUNTRY	
CITY CODE	Winter Park
MILLAGE CODE	06
PROPERTY USE CODE	7100
ST PLANE X-COORD	551578.34
ST PLANE Y-COORD	1548737.36
PARCEL	302209012098160
TAX YEAR 2012 WORKING VALUE	
LAND (MKT) VALUE	\$1,054,500
BUILDING VALUE	\$1,720,678
EXTRA FEATURE VALUE	\$58,500
MARKET (JUST) VALUE	\$2,833,678
ASSESSED VALUE	\$2,833,678

Acreage of wooded lot approximately 1.31 acres

4. 100 St. Andrews Boulevard.



PARCEL ID	09-22-30-0000-00-016
STREET ADDRESS	100 ST ANDREWS BLVD
NAME (1)	ST ANDREWS UNITED METHODIST CHURCH
MAILING ADDRESS	100 SAINT ANDREWS BLVD
CITY, STATE, ZIP	WINTER PARK, FL. 32792
COUNTRY	
CITY CODE	Winter Park
MILLAGE CODE	06
PROPERTY USE CODE	7100
ST PLANE X-COORD	553610.98
ST PLANE Y-COORD	1549734.72
PARCEL	302209000000016
TAX YEAR 2012 WORKING VALUE	
LAND (MKT) VALUE	\$705,000
BUILDING VALUE	\$168,311
EXTRA FEATURE VALUE	\$5,994
MARKET (JUST) VALUE	\$879,305
ASSESSED VALUE	\$879,305

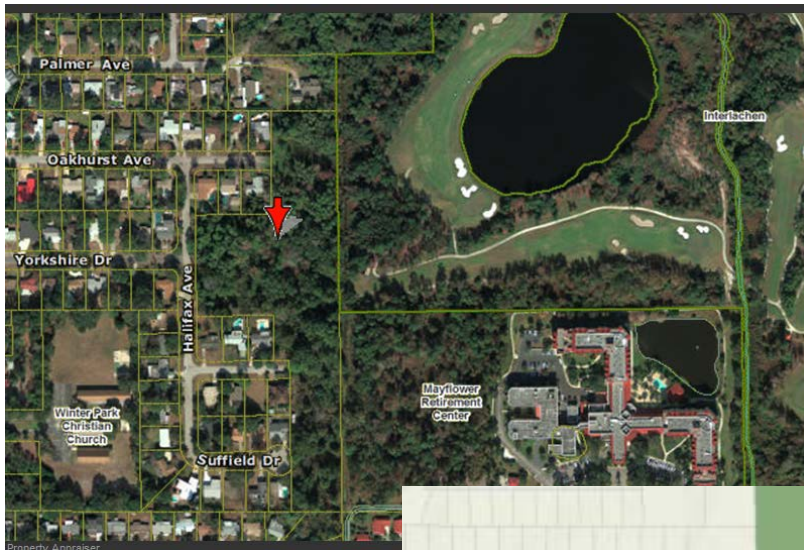
Wooded Portion of St. Andrews United Methodist Property is approximately 1.35 acres.

5. St. Andrews Boulevard Right of Way.

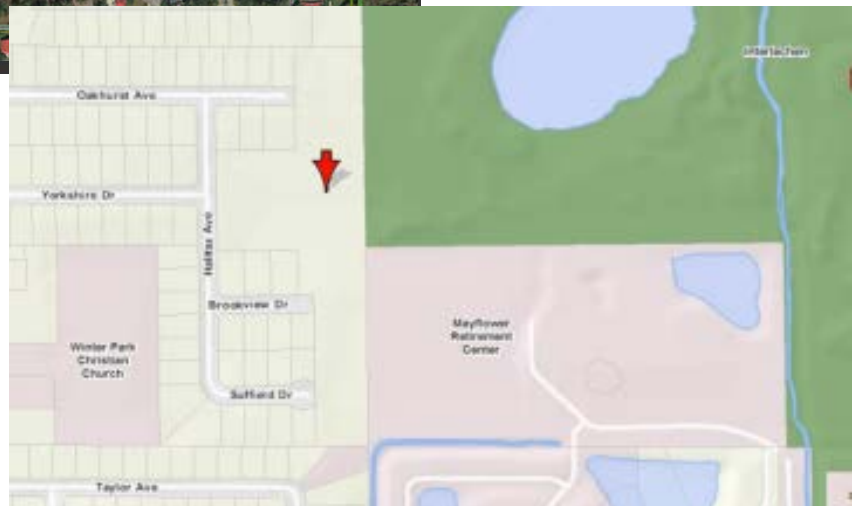


City Right of Way. Open ditch, proposal to enclose ditch and develop linear Park, approximate acreage is .86 acres.
Approximately 1100 ft by 50 feet wide.

6. Halifax Avenue

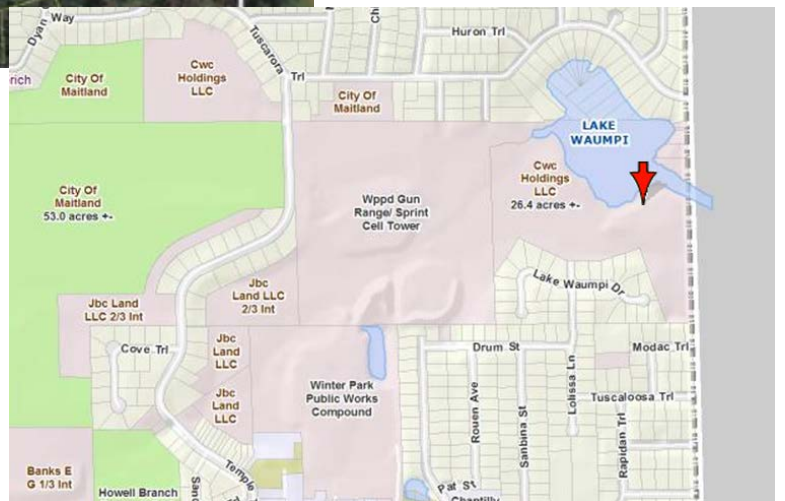


Wooded, Vacant
Approximately
8 acres



PARCEL ID	04-22-30-0000-00-005
STREET ADDRESS	2141 OAKHURST AVE
NAME (1)	OXFORD LAND CO
MAILING ADDRESS	C/O BEVERLY BIDWELL
ADDRESS 2	1395 DOLIVE DR
CITY, STATE, ZIP	ORLANDO, FL. 32803
COUNTRY	
CITY CODE	Winter Park
MILLAGE CODE	06
PROPERTY USE CODE	0001
ST PLANE X-COORD	551963.46
ST PLANE Y-COORD	1553403.31
PARCEL	302204000000005
TAX YEAR 2012 WORKING VALUE	
LAND (MKT) VALUE	\$169,013
BUILDING VALUE	\$0
EXTRA FEATURE VALUE	\$0
MARKET (JUST) VALUE	\$169,013

7. Lake Waumpi Conservation Property



PARCEL ID	29-21-30-0000-00-028
STREET ADDRESS	2981 LOLISSA LN
NAME (1)	CWC HOLDINGS LLC
MAILING ADDRESS	1190 N PARK AVE
CITY, STATE, ZIP	WINTER PARK, FL. 32789
COUNTRY	
CITY CODE	Winter Park
MILLAGE CODE	06
PROPERTY USE CODE	9600
ST PLANE X-COORD	550209.86
ST PLANE Y-COORD	1562286.30
PARCEL	302129000000028
TAX YEAR 2012 WORKING VALUE	
LAND (MKT) VALUE	\$1,946
BUILDING VALUE	\$0
EXTRA FEATURE VALUE	\$0
MARKET (JUST) VALUE	\$1,946
ASSESSED VALUE	\$1,946

26.4 acres.

the City of
Winter Park
125th
ANNIVERSARY

1887-
2012

