

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

Suggested Item	Recommendation
Move maintenance building in Central Park	Plan for future allocations
Legal Council Representation for possible CDD creation	(Possibly increase Attorney Fees)
Tree Fund/Forestry	\$100,000 Tree Fund Reduction. City Manager Knight to review impact
Revise Tree Policy as required by our current tree ordinance	Plan for 2013. Ask citizens to maintain trees in front of their houses
Code Enforcement & Planning staffing reduction	No recommendation given.
Fleet Management	Plan for 2013. Goal is to reduce City's Fleet by 5%
Library pay increase	Contribute enough to the library to allow their employees to have same raise as City employees. Amount to be determined.
ADA Accessibility for Parks	Perform under the current budget/capital

There was consensus for City Manager Knight to review these items, clarify the funds that were questioned and adjust the budget according to the above recommendations for their review and input.

The meeting was adjourned at 8:33 p.m.



City Clerk Cynthia Bonham

City of Winter Park
2011-2012 Proposed Budget
Recommendations from Mayor Bradley

Category	Department/ Description	Recommendation	Financial Impact	Decrease/(Increase)	Operational Impact
Personnel	Building and Code Enforcement / Staff	Decrease Code enforcement staff by 1 FTE	\$	(60,000)	Would reduce the amount of proactive code enforcement significantly. Would delay responsiveness to complaints.
Personnel	Planning / Staff	Decrease Planning FT staff by 1 FTE	\$	(75,000)	This would create a delays in review of development applications, review of plans, responsiveness to citizens/developers/applicants and issuance of certain permits.
Personnel	Planning / OT	Freeze all work in planning weekly to avoid Overtime costs.	\$	(5,000)	These overtime costs are incurred by covering the audio at city meetings. The savings can be realized by reducing hours worked during the week. Elimination of those hours will create some minor delays in the department's responsiveness.
Public Art	Planning	Increase Public Art allocation per request	\$	26,000	None
Operating	Fleet Management	Decrease City vehicles by 5%	\$	(75,000)	Unknown at this time. It will create some operational inefficiencies but a plan would have to be developed before actual impact known.
Operating	Forestry	Request Citizens to maintain parkway trees / decrease schedule	\$	(100,000)	This would be a major policy shift and if fully implemented could actually save more than \$100k. There are questions of liability that would need to be resolved.
Grants	Contributions/Historical Society	Utilize \$ 10,000 with the Library to create a City History book and historical DVD for the 125th anniversary	\$	10,000	none
Grants	Administration/United Arts, Historical Association	Require 100% fund raising matches for any grants	\$	-	none
Grants	Administration / Library	Increase FY 2012 allocation	\$	15,000	
Operating	Lakes and Waterways	Decrease increase to 2011 levels	\$	(100,000)	The overall spending is the same as 2011 levels. This was shift from capital to maintenance because of the numerous storm water treatment devices built in previous years that need to be maintained to be effective.
Capital	Parks and Recreation	Shift FY 2013 funding to FY 2012 for Fleet Peoples restroom project	\$	100,000	Seek Friends contribution of \$ 50,000 to combine with City's capital contribution to complete the project.
Capital	Parks and Recreation	Improve ADA accessibility in Parks	\$	50,000	none
		Sub-total	\$	(214,000)	

Note: The operational impact comments in blue were input by staff. The impact comments in black were from the Mayor.

City of Winter Park
2012 Proposed Budget

Recommendations from Commissioner Cooper

Category	Department/ Description	Recommendation	Financial Impact	Operational Impact
Suggestions				
Grants	Public Arts Advisory Board	Public Art Request	\$13,000	Recommend funding of PAAB request up to \$13,000 matching for fundraising.
CIP (pg 210)	Parks/Forestry	Small Bucket Truck	\$80,000	Permits dedicated bucket truck for tree care in each of WP four quadrants.
CIP (pg 210)	Public Works/Mead Gardens	Commission review and approval of capital improvements plan included in 200K request	TBD	Reiterate 11-22-10 Commission action that funding is "pending a presentation of an improvement plan and a governance strategy" and that funds are limited to "capital improvements required to implement the seven Mead Gardens Strategic Plan priorities." Recommend up to \$200K matching for fundraising after plan approval.
CIP (pg 210)	Public Works/E Morse Bricking	Brick Morse travel lanes from Interlachen to Lake Osceola.	\$200,000	Improve appearance and consistency of key tourist area, the Historic Central Business District. Use funds from reduction in Bike/Sidewalks.
CIP (pg210)	Parks	Fleet Peoples Restroom	\$85,000	Recommend up to \$85,000 matching for fundraising in FY12 budget. Prior cost estimate showed Restroom facility with 2 ADA compliant baths within picnic shelter at \$60K now 160K. Why?
Revenue (pg22)	Non-profits	Initiate conversations and task force with local non-profits regarding future voluntary contributions in lieu of taxes.	Future impact.	The City acknowledges non-profit contributions to community and revenue from franchise fees and utility tax, however; in the future years our GF will be challenged. Discuss voluntary contributions towards General Fund for fire, police, public works and parks. Example: Princeton pays \$1.2M to the Borough of Princeton and \$540K to the township. Boston has long collected voluntary payments from its nonprofit institutions. A study last year by the Lincoln Institute of Land Policy, a research institute in Cambridge, found voluntary payments had already been made in a least 117 municipalities and 18 states. (Ref: NYT, 5-11-11, "Squeezed Cities Ask Nonprofits for More Money.")
Pension (pg28)	Fire/Police	Initiate Pension Reform in FY12 budget.	(\$200,000)	Immediate adjustments to pension benefits going forward not impacting basic 175/185 funding. Exercise contract reopener for pensions. This reduction in ARC results in substantial savings in out years. Requires negotiations. Reducing budget encourages action this year. Start negotiations now..not later.
Operations (pg50)	Lobbyist	Delete Federal Lobbyist	(\$60,000)	Work directly with Rep Mica on Quiet Zone Funding. Use funds for infrastructure maintenance and creating jobs.
Operations (pg50)	Lobbyist	Delete State Lobbyist	(\$50,000)	Redistricting and pension priority. Neither require WP dedicated lobbyist. Use funds for infrastructure maintenance and creating jobs.

City of Winter Park
2012 Proposed Budget

Recommendations from Commissioner Cooper

Category	Department/Description	Recommendation	Financial Impact	Operational Impact
Operations (pg71)	Economic Development Plan	Jobs not more studies. Increase available funds for incentives to attract and retain targeted industries outside CRA. Reallocate funding of Economic Development Plan. This item offset by refining corridor study below.	\$50,000	I recommend we use these funds to incentivize private market development, retain existing targeted firms and professional jobs and attract targeted industries and jobs to Winter Park. The Targeted Industry Enhancement (TIE) Program offers incentives to employers who bring over 50 jobs to Winter Park. This program was used to incentivize Ruth Chris headquarters to bring 90 jobs to Winter Park. These funds could be used to enhance the TIE program and help retain existing employers, with high paying jobs who may be leaving Winter Park. This recommendation is consistent with Economic Development Plan Strategy to leverage ED programs to grow targeted business clusters.
Operations (pg71)	Economic Development Plan	Jobs not more studies. Reduce funding and refine corridor study scope included in Economic Development Plan. This item offset by increasing funding to attract and retain targeted businesses above.	(\$50,000)	Reduce funding budgeted for Corridor Studies in Economic Development Plan from 100K to 50K. Use remaining budgeted \$50,000 to review existing studies and define deficiencies. Complete Denning Corridor Study in FY12. Prioritize corridor studies based on near term private sector development activities. Utilize staff analyst with EDAB support to quantify tax revenue alternatives for W. Fairbanks. This recommendation supports the Economic Development Plan Strategy to Develop Corridor Plans.
Operations (pg71)	Economic Development Plan	Aid existing businesses-- not hire consultants to tell us what we already know. Fund Façade Improvement Grants for existing small businesses outside the CRA who do not currently qualify for the CRA Façade Improvement Grants. This item offset by deleting consultant to review codes.	\$30,000	Use funding for expanding the Façade Matching Grant program to 17/92, Aloma, Orange and W Fairbanks. According to the Economic Development Plan (EDP) the Façade Matching Grant program has already leveraged over \$7M in private investment in the CRA. (leverage ratio of 1:17) and is one of the city's most popular programs. This recommendation will help to support existing small businesses as they work to improve the gateways into our City. It also supports the EDP Strategy of finding funding options to expand Façade Matching Grant Program city-wide.
Operations (pg71)	Economic Development Plan	Delete consultant to review WP codes to recommend changes to encourage growth. This item offset by expanding the Façade Improvement program.	(\$30,000)	We have adequate professional planning talent in-house and on both P&Z and EDAB to accomplish this task. Funds are better used to encourage small buildings along gateway corridors to upgrade their facades.

City of Winter Park
2012 Proposed Budget

Recommendations from Commissioner Cooper

Category	Department/Description	Recommendation	Financial Impact	Operational Impact
Operations (pg113)	Parks/Forestry	Return staffing to FY10 levels: +3 positions	\$100,000	Tree canopy key aspect of community. Canopy aging and suffering from hurricane damage. 46 trees remain on list of structurally damaged needing removal due to hurricane damage. Staffing in FY08 14 FTE. FY10 13 FTE. FY11 10 FTE. To maintain a crew for each of the 4 quadrants of the city a minimum of 2.5 FTE per quadrant is required. With 3 administration slots and 2.5 FTE per quadrant (13 people) a minimum level of service could be maintained. \$100,000 would add one supervisor and two forestry apprentice for a year. Option: Use \$100K for outsourcing contract. Last years \$118K contract covered 10 weeks of tree work. Give public works responsibility to pursue grant opportunities.
Operations (pg115)	Parks/Cemetery	Outsource grounds maintenance at Palm Cemetery: -2 positions	(\$30,000)	Currently Pineywood Cemetery headstone and grounds maintenance outsourced. Headstone maintenance at Palm Cemetery already outsourced. Savings is net cost of outsourcing provided by Parks.
Operations (pg119)	Parks/Tennis	Sharing arrangement on utilities.	(\$6,000)	At contract renewal implement sharing on utilities to motivate conservation. Estimate based on 50/50 sharing. Contract expires 3-16-12. Utilities budget increased from \$20.5K in FY11 to \$25K in FY12.
Operations (pg167)	Sidewalk/Bike Path/Curbs	Return contract activity to FY10+ levels of \$230K	(\$100,000)	Expenditures on sidewalks/bikepaths/curbs has grown from 124K to 330K in the last 5 years. Recommend some of these resources be allocated to other aging infrastructure needs. Revised spending of \$230K here is still 20K greater than FY10 expenditures. Return on investment dwindling...in FY11 budget, \$240K was projected to provide replacement of 2 miles of sidewalk and 1 1/4 miles of curbing. In FY12 budget, \$330K is projected to provide 1/2 mile of new sidewalks and 3/4 miles of curbing.
Operations (pg 180,189,192,195,197,203)	Street Drainage Water Wastewater	Return maintenance of aging infrastructure to at least 3 year average of prior year funding.	\$162,000	Reference attached chart (sheet(2)). WATER PLANT MAINTENANCE WASTEWATER PLANT MAINT WATER LINE MAINTENANCE SEWER LINE MAINTENANCE LIFT STATION MAINTENANCE Enterprise Fund
Operations All departments	Copier	Reduce copier costs by 10%	(\$10,000)	Copier costs have increased as much as 10x in many departments. Copier cost grew from 38K in FY09 to 109K in FY12. Advised this now includes equipment cost. In the last few years the City consolidated printer functions to reduce copy costs and a few years ago Building Dept purchased a printer with large drawing copy capability. Consider a cost benefit analysis of consolidation and propose reduction. Recommend 10%.
		Sub-total	\$184,000	

