

REGULAR MEETING OF THE CITY COMMISSION
August 28, 2017

Prior to the regular Commission meeting, an attorney/client executive session was held in the Chapman Room at 2:30 p.m. to discuss the case of Glenna M. Harmon, Trustee v. William E. Crosby, Lauren R. Brewer, Joel A. Brewer, Christy R. Frazier, Gay B. Arnold, Z Properties Group, Inc., and the City of Winter Park Case No.: 2017-CA-001326. This meeting was adjourned in the Commission Chambers.

The meeting of the Winter Park City Commission was called to order by Mayor Steve Leary, at 3:30 p.m. in the Commission Chambers, 401 Park Avenue South, Winter Park, Florida. The invocation was provided by Reverend Dr. Jason T. Micheli, Winter Park Presbyterian Church followed by the Pledge of Allegiance.

Members present/absent:

Mayor Steve Leary
Commissioner Pete Weldon (absent)
Commissioner Greg Seidel
Commissioner Sarah Sprinkel
Commissioner Carolyn Cooper

Also Present:

City Manager Randy Knight
City Clerk Cynthia Bonham
City Attorney Kurt Ardaman

Approval of agenda

Motion made by Commissioner Cooper to approve the agenda; seconded by Commissioner Sprinkel and carried unanimously with a 4-0 vote.

Mayor's Report

- a. Presentation – Business Recognition Award Q2 2017 – DePrince, Race & Zollo Inc.

Kyle Dudgeon and Mayor Leary presented the Business Recognition Award to Kurt Wood, Partner and Director of Client Service; Laurie Harlan, Partner and Senior Research Analyst; Erica Fox, Client Service Associate; and John Race, Co-Chief Executive Officer and Co-Founding Partner.

- b. Recognition – 2017 Summer Youth Enrichment Program

Laura Neuforffer recognized the following providers and participants: Shawn Shaffer, WP Library; Robynn Demar, Welbourne Ave Nursery; Ronnie Moore (Parks Department); Ali DeMaria, Winter Park Day Nursery; Tres Loch, Rollins College; and Linda Puritz, Rollins College. Participants present: Destiny Walton, Titus Law, Antonion Ingram, Daniel Hughley, Izarian Derby, Elisha Morris, and Naryha Lewis.

Purple Heart recipient dedicated parking space

Mayor Leary asked that a dedicated parking space for purple heart recipients be placed close to the entrance of the back lot. There was a consensus to move forward.

c. Library/Events Center discussion

Mayor Leary spoke about the library/events center discussions happening that are not official discussions and wanted to form a task force to make sure the interest of the citizens are represented and everyone is on the same page moving forward. He will provide names at the next meeting to be placed on the task force. There was a consensus to move forward.

Commissioner Sprinkel spoke about the need for a naming policy to utilize when naming the new facility. Mayor Leary stated he and the City Manager met with members of the Library Board to discuss issues they have had with the naming policy who will report back to the Commission at a later date. Mayor Leary explained the task force will be reporting back to the Commission with the status of the project and will not be fundraising but working with the Library Board and the City. There will be more to come at the next meeting.

Commissioner Sprinkel addressed the Children and Family Board that she wanted to look into.

City Manager's Report

a. Winter Park Historical Association Presentation

Susan Skolfield, Executive Director, thanked the Commission for their support over the last year. She summarized their annual accomplishments, the number of visitors, Be My Neighbor Day, the Penelope weekly show for the children, and their exhibits.

City Manager Knight reminded the Commission of the special meeting being held on September 27 at 5:30 at the Alford Inn regarding the proposed library/events center conceptual plans.

Commissioner Sprinkel asked to be provided the summary reports from the various organizations that the City provides funding to.

Commissioner Sprinkel asked about the status of a new Parks and Recreation Director with the retirement of John Holland. City Manager Knight responded that Michelle Neuner is Acting Director until the position is filled. After Mr. Holland's last day, they will move forward with the hiring process.

City Attorney's Report

City Attorney Ardaman addressed the upcoming mediation scheduled for Friday for the Morgan Bellows/Winter Park litigation. After comments, there was a consensus that City Manager Knight be the City's representative for that mediation. Each Commissioner will be briefed individually.

Non-Action Items

a. Parks Master Plan status presentation

Leif Bouffard, Parks and Recreation Department, summarized the status of the master plan, the portions of the 2008 master plan that have been accomplished (Ward Park and Howell Branch Preserve), and the ones not started but under consideration (Tree Farm and Lake Baldwin Park).

Mr. Bouffard spoke about what is happening now that was not in the 2008 master plan to include the Martin Luther King, Jr. Park master plan and the Mead Garden Inc. master plan just being started. He summarized what has changed since 2008, the support for the master plan process (to implement the vision themes, required by the comprehensive plan and is necessary to retain their accreditation). He addressed the two options for updating the master plan: do an administrative update of the current plan or to complete a new master plan. He stated with either option a statistically valid survey needs completion. He spoke about the timeline to complete because of the statistically valid survey, will hold many workshops and public meetings, complete a new park inventory and the final presentation would be provided to the Commission for approval.

Mr. Bouffard provided staff's recommendation to invest in a new master plan to be completed over two fiscal years, to coordinate the plan with all the existing master plans currently happening, and to include a connectivity plan to tie together the parks, trails and all facilities. He asked the Commission to establish an annual implementation budget and wanted to update the concept portion of the comprehensive plan every 10 years.

Discussion ensued regarding the need to move forward with the master plan. It was clarified that there are no monies in the budget at this time. Mayor Leary suggested waiting until the new Parks Director is on board to receive their input.

After comments, Ms. Neuner will bring back a quote for advancing just the portion of the project related to connectivity.

Commissioner Sprinkel expressed concerns with the timeline to complete of two years because the data is already available. Ms. Neuner stated that information related to usage and the kind of offering the City has is already available and they can provide a management tool internally but that the statistically valid survey, the parks inventory, drawing conceptual plans for various parks areas, putting together a ten year funding plan for the park will take time that will extend the timeline for the project. Ms. Neuner will bring back more detail for each plan with a timeline for each plan.

Consent Agenda

- a. Approve the minutes of August 14, 2017. **PULLED FROM AGENDA FOR DISCUSSION.**
- b. Approve the Piggyback Contract with Chuck Robinson Concrete and Bob Cat Service, Inc., RFP-602766-17/TLR - Aquatic Maintenance Services and authorize the Mayor to execute contract.
- c. Approve the following contracts:
 1. RFQ-16-2017 - Continuing Contract for Professional Green Planning, Engineering & Financial Services - Commission approve contract with TLC Engineering for Architecture and authorize the Mayor to execute contract. Amount: As-Needed Basis.
 2. RFQ-16-2017 - Continuing Contract for Professional Green Planning, Engineering & Financial Services - Commission approve contract with Hanson Professional Services, Inc. and authorize the Mayor to execute contract. Amount: As-Needed Basis. **PULLED FROM AGENDA BY COMMISSIONER SEIDEL BECAUSE OF A CONFLICT OF INTEREST.**

Motion made by Mayor Leary to approve Consent Agenda items b and c-1; seconded by Commissioner Sprinkel. The motion carried unanimously with a 4-0 vote. No public comments were made.

Consent Agenda Item a – Minutes:

Commissioner Cooper asked to add more of an explanation of Mr. Peterson's fiber comments. After discussion, there was no consensus to change the minutes.

Motion made by Commissioner Cooper to submit Mr. Peterson's comments for the public record. Motion failed for lack of a second.

Motion made by Mayor Leary to approve Consent Agenda item 'a', Minutes; seconded by Commissioner Sprinkel and carried unanimously.

Consent Agenda Item c-2:

Motion made by Commissioner Cooper to approve Consent Agenda item c-2, seconded by Mayor Leary and carried with a 3-0 vote with Commissioner Seidel abstaining from voting due to a conflict of interest. Form 8b has been submitted as part of these minutes.

Action Items Requiring Discussion

- a. Budget discussion

Each Commissioner provided their list of budget items they wanted to discuss and potentially add to the budget. After discussion on each item (excluding

Commissioner Weldon's because of his absence), Budget Manager Peter Moore will take those comments and add/subtract from the budget according to each consensus reached. The matrix provided by Mr. Moore is attached. There will be on-going discussions on the budget. City Manager Knight stated at the next meeting the items receiving a consensus will be modified in the budget to reflect those items, will be advertised for the public and have a budget ordinance before them on September 11 and September 25.

PUBLIC COMMENTS (ITEMS NOT ON AGENDA)

Charles Williams, 767 Antonette Avenue, spoke in favor of the parks master plan being updated every five years, the Howell Branch purchase, and the parks budget. He provided a visual of what he envisioned MLK Park could look like.

Jeffrey Blydenburgh, 204 Genius Drive, spoke in favor of the parks master plan and the importance to retain open space.

Aliza Silver, Never Stand Alone 501(c)3 non-profit, 1541 Lyndale Boulevard, Maitland, FL asked for approval to hold a free Octoberfest celebration on two blocks of Park Avenue on Sunday, October 29. She addressed the restaurants that would be participating and who has supported this idea. Matthew Coltran, 136 South Park Avenue, owner of The Parkview Restaurant spoke in favor of approving the event.

City Manager Knight explained why he denied the request which is why Ms. Silver was present this evening asking the Commission for approval and to override his decision. Commissioner Cooper expressed concerns with not receiving any information beforehand detailing their request and the need to be cautious as to what is approved on Park Avenue.

Discussion ensued regarding other options/locations that could be considered and the special event process. Mayor Leary stated he would like to see this happen but cannot support it on Park Avenue at this time. Commissioner Sprinkel agreed that she would like to see this happen but there are rules that need to be overseen and asked if staff could work with them to see what can be done to come up with an alternative. Commissioner Seidel expressed concerns with the lack of information this evening and that all parties involved need to be on board when approving requests such as this. Mayor Leary concluded that there is general support to try and assist but not on Park Avenue or Central Park. He asked that the City Manager work with Ms. Silver to try and find alternatives.

Public Hearings:

- a. ORDINANCE NO. 3082-17: AN ORDINANCE OF THE CITY OF WINTER PARK, FLORIDA, AMENDING CHAPTER 40, ARTICLE IV OF THE CITY CODE REGARDING COMMUNICATIONS FACILITIES IN THE PUBLIC RIGHTS-OF-WAY; IMPLEMENTING THE ADVANCED WIRELESS INFRASTRUCTURE DEPLOYMENT ACT; MAKING FACTUAL AND LEGISLATIVE FINDINGS; ADOPTING AND AMENDING CITY REGULATIONS RELATED TO, WITHOUT

LIMITATION, PLACEMENT, MAINTENANCE, AND REPLACEMENT OF WIRELESS AND OTHER COMMUNICATIONS FACILITIES IN THE CITY'S RIGHTS-OF-WAY, COLLOCATION OF SMALL WIRELESS FACILITIES ON EXISTING UTILITY POLES, PLACEMENT OF NEW UTILITY POLES, INSURANCE AND SURETY BOND REQUIREMENTS, PERMITTING PROCEDURES AND REQUIREMENTS, APPEALS, SAFETY REQUIREMENTS, WAIVERS, REVIEW DEADLINES, DEFINITIONS, REGISTRATION OF COMMUNICATIONS SERVICE PROVIDERS, AND FEES; PROVIDING OBJECTIVE DESIGN STANDARDS; PROVIDING AND INCORPORATING EXHIBITS; PROVIDING FOR CITY COMMISSION AUTHORITY, CODIFICATION, SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE Second Reading

Attorney Ardaman read the ordinance by title.

Motion made by Commissioner Sprinkel to adopt the ordinance; seconded by Mayor Leary. No public comments were made. **Upon a roll call vote, Mayor Leary and Commissioners Seidel, Sprinkel, and Cooper voted yes. The motion carried unanimously with a 4-0 vote (Commissioner Weldon was absent).**

- b. RESOLUTION NO. 2192-17: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WINTER PARK, FLORIDA, DESIGNATING 1167 LAKEVIEW DRIVE, WINTER PARK, FLORIDA AS A HISTORIC RESOURCE ON THE WINTER PARK REGISTER OF HISTORIC PLACES

Attorney Ardaman read the resolution by title. Brooks Weiss, City Architect, explained the delay with this because of waiting to resolve the purchase of the property.

Motion made by Commissioner Cooper to adopt the resolution; seconded by Commissioner Sprinkel. No public comments were made. **Upon a roll call vote, Mayor Leary and Commissioners Seidel, Sprinkel, and Cooper voted yes. The motion carried unanimously with a 4-0 vote. (Commissioner Weldon was absent).**

- c. Request of the Albertson-Williams Partnership II: Conditional Use Approval to redevelop the former Sun Trust drive-in teller location at 345 Carolina Avenue with a new Three-Story Office Building of 9,926-Square-Feet and including one bank Drive-Thru Teller Lane, Zoned Office (O-1)

City Planner Jeff Briggs explained the location, the building size, complies with the FAR, the parking spaces needed, variances for the height because of the roof slope, other building heights surrounding this building, the elevation, and the positive recommendation from the Planning and Zoning Board.

Motion made by Commissioner Cooper to approve the request with the comments incorporated by the Planning and Zoning Board (that the project be restricted to a non-interior illuminated monument sign and non-interior illuminated wall signage in conformance with the CBD façade design

guidelines); seconded by Commissioner Seidel. No public comments were made.

Upon a roll call vote, Mayor Leary and Commissioners Seidel, Sprinkel, and Cooper voted yes. The motion carried unanimously with a 4-0 vote. (Commissioner Weldon was absent).

- d. Request of the City of Winter Park to Amend the "Comprehensive Plan" Future Land Use Map to change from Institutional to Open Space and Recreation Future Land Use Designation, and to Amend the Official Zoning Map from Public, Quasi-Public (PQP) to Parks and Recreation (PR) District Zoning on the Property Located Between 652 and 700 West Morse Boulevard

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 INSTITUTIONAL TO OPEN SPACE AND RECREATION ON THE PROPERTY LOCATED BETWEEN 652 AND 700 WEST MORSE BOULEVARD, MORE PARTICULARLY DESCRIBED HEREIN, PROVIDING FOR SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE First Reading

AN ORDINANCE AMENDING CHAPTER 58 "LAND DEVELOPMENT CODE" ARTICLE III, "ZONING" AND THE OFFICIAL ZONING MAP SO AS TO CHANGE PUBLIC, QUASI-PUBLIC (PQP) DISTRICT ZONING TO PARKS AND RECREATION (PR) DISTRICT ZONING ON THE PROPERTY LOCATED BETWEEN 652 AND 700 WEST MORSE BOULEVARD, MORE PARTICULARLY DESCRIBED HEREIN, PROVIDING FOR SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE First Reading

Attorney Ardaman read both ordinances by title. Planning Manager Jeff Briggs explained the intent and the sale conditioned was on this becoming Parks and Recreation zoning. No public comments were made.

Motion made by Commissioner Sprinkel to accept the first ordinance on first reading; seconded by Mayor Leary. Upon a roll call vote, Mayor Leary and Commissioners Seidel, Sprinkel, and Cooper voted yes. The motion carried unanimously with a 4-0 vote. (Commissioner Weldon was absent).

Motion made by Commissioner Sprinkel to accept the second ordinance on first reading; seconded by Commissioner Cooper. Upon a roll call vote, Mayor Leary and Commissioners Seidel, Sprinkel, and Cooper voted yes. The motion carried unanimously with a 4-0 vote. (Commissioner Weldon was absent).

- e. Request of Aloma Holdings, LLC to amend the Official Zoning Map to change from Medium Density Multiple-Family Residential (R-3) District Zoning to Office (O-2) District Zoning on the properties at 407 St. Andrews Boulevard and 2291, 2295, 2301 and 2305 Glenwood Drive

AN ORDINANCE OF THE CITY OF WINTER PARK, FLORIDA AMENDING, CHAPTER 58 LAND DEVELOPMENT CODE, ARTICLE II, ZONING AND THE OFFICIAL ZONING MAP TO CHANGE FROM MEDIUM DENSITY MULTIPLE-FAMILY RESIDENTIAL (R-3) DISTRICT ZONING TO OFFICE (O-2) DISTRICT ZONING ON THE PROPERTIES AT 407 ST. ANDREWS BOULEVARD AND 2291/2295/2301 AND 2305 GLENWOOD DRIVE, MORE PARTICULARLY DESCRIBED HEREIN, PROVIDING FOR CONFLICTS, SEVERABILITY AND AN EFFECTIVE DATE First Reading

Attorney Ardaman read the ordinance by title. Planning Manager Jeff Briggs explained the expansion of the doctor's office per the request. He explained this only approves the zoning.

Motion made by Commissioner Sprinkel to accept the ordinance on first reading; seconded by Commissioner Seidel. Upon a roll call vote, Mayor Leary and Commissioners Seidel, Sprinkel, and Cooper voted yes. The motion carried unanimously with a 4-0 vote. (Commissioner Weldon was absent).

City Commission Reports:

Commissioner Seidel – Spoke about his "Coffee Talk" and a question about the Library Board, traffic and to look at the Pennsylvania/Fairbanks intersection and the stripping there to help with the left turn blocking traffic. He asked about the task force being formed to help with the new library/events center being built.

Commissioner Sprinkel – Spoke about the Library 'Bash For Books' fundraiser scheduled for Saturday. She commented about the rules for signs and that the City should consider the type of signs they put up, including blinking ones.

Commissioner Cooper – Addressed the Florida League of Cities conference last week and that Michael Miller was selected as 'Home Rule Hero.' Spoke about the constitution revisions coming and to speak with members of that Commission if you are for or against any of them.

Mayor Leary – Addressed attending the Florida League of Mayors convention and was appointed to the Executive Board. Regarding the Constitutional Review Committee, they are looking to take some action to try to make them understand the home rule issue and will be working to make sure the representatives of the state level recognize the importance that citizens put on their local government.

The meeting adjourned at 6:10 p.m.

Mayor Steve Leary

ATTEST:

City Clerk Cynthia S. Bonham, MMC

City Commission Budget Questions & Staff Comment

August 28th, 2017

Item	Commissioner	Fund	Budget Amt	Budget Source	Commissioner Comments	Staff Notes
Drainage Arbor Park	Cooper	Stormwater Capital (303)	\$400k additional	Existing Project Balance (Rollins and Lincoln)	Applied Sciences: \$700K addresses localized flooding along Arbor Park Drive (Out year CIP for further reduction of flood stages \$1.8M) Supported by Basis of Design Report, Tanglewood Canal Drainage Improvements June 2017 , recommended by Applied Sciences Engineering Consultants based on modeling of geographic area Tanglewood and Temple Terrace subdivisions. (Lake Howell Road, Palmer Ave, Temple Drive and Hibiscus)	Staff has allocated \$300k to this project for FY18. An additional \$300k is available in existing projects that can be reallocated if needed.
Parks Master Plan	Cooper	General Fund	\$100k	Contingency Balance	Spoke with Leiff Bouffard in Parks Department and his estimate for updating plan including addition of pedestrian/bike connectivity was \$100K. Master Plan required by Comp Plan and Park's Accreditation Standards. (Pol 6-2.5.4) Current Wade Trim Plan is substantially complete, requires considerable updating and needs to incorporate bicycle/pedestrian connectivity. (Policy 6-3.4.4)	Staff will be presenting options at the Commission meeting. Cost is expected to be between \$60k - \$100k.
Mixed Use Design Standards	Cooper	General Fund	\$40,000	Contractual Services (Planning) or Contingency Balance	The private sector is considering major investment in the Orange Ave corridor. Our residents expect us to plan for new growth not react to it. Our Comp Plan recent revision called for Design Guidelines for our major corridors and staff identified Orange Ave as our first priority. This quote is based on Placemakers proposal for W Fairbanks.	
Wage Benchmark Study	Cooper	All Funds	Not determined	Contingency Balance	Perform a wage benchmark study and receive consultant advice regarding use of signing bonus for the Police Dept.	
Street Trees, Irrigation, and Furniture for 17/92 PD&E	Cooper	CRA	Est. \$100k - 200k	City Contingency & CRA unallocated funding	Funding would provide for landscape and furniture as part of the 17/92 PD&E improvements.	Still working on estimates but Oak tree costs component would be \$78k and irrigation would be about \$80k.

City Commission Budget Questions & Staff Comment

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Item	Commissioner	Fund	Budget Amt	Budget Source	Commissioner Comments	Staff Notes
Adaptive Signalization on Aloma - Partner with FDOT	Cooper	General Fund	\$150k estimate	General Fund Contingency		
Fiber optic connection to water plants	Cooper	Water & Sewer Fees	\$600K savings		Savings of 3rd party connection costs of \$50K annually is not supportive of this major investment.	Saving \$50k per year for a \$600k investment equates to an 8% annual return. The city currently uses 5% savings as it's deciding point to refinance debt and this would allow for savings beyond that. In addition adding to security of our plants, we'll also enhance service speeds while reducing costs.
CRA Parking Officer	Cooper	CRA 2018	\$42K	CRA Contingency	Recommended as parking strategy by Kimley Horn. Requested by Park Ave merchants in stakeholders meeting.	
MLK Park Improvements	Cooper	CIP/CRA Out year	TBD		Add dollars to CIP in year following Library construction	
Acquisition of PO Property	Cooper	CIP/CRA Out year	\$7M		Add dollars to CIP Long Term Needs. Estimate based on latest appraisal.	
Reconsider Fee for Removal of Healthy Trees	Cooper	General Fund	\$50K increased revenue		For the 5 years prior to the weakening of WP's tree preservation ordinance in November 2012, our Tree Fund collected an average of \$100,000 per year...enough to plant 200 top grade oak trees annually. Recommend we direct the TPB to review compensation to define a fee that is fair to single family home owners but also provides reasonable but meaningful compensation for removal of healthy trees from commercial/residential building lots.	

City Commission Budget Questions & Staff Comment

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Item	Commissioner	Fund	Budget Amt	Budget Source	Commissioner Comments	Staff Notes
Establish Commercial Parks Usage Fee	Cooper	General Fund	Increased Revenues. Requires analysis of future development projections.		Comprehensive Plan policy 6-3.1.1. requires "all new development" to pay its fair-share of the cost to acquire new parks. Currently the fee is only assessed on residential properties in excess of 10 units. The WRT, Analysis of Potential Impediments to Economic Development, in September 2013, recommended developing " a non-residential system development charge (SDC) allowing the city to require non-residential development to pay a fee or dedicate park land as a condition of building permit approval." (pg 32) We have not evaluated this source of parks acquisition contribution.	
Establish a Transportation Impact Fee for Commercial Development.	Cooper	General Fund	Increased Revenues. Requires analysis of future development projections.		Recently a resident advised, "Transportation impact fees on 72,000 SF in Orlando is \$778,000." Winter Park does not collect transportation impact fees or multi-modal fees for impacts of new development on our roads or multi-modal facilities.	
Public Safety Pensions Drop Rate of Return	Cooper	General Fund	Reduced Costs: Requires Actuarial Computation Due to Assumptions		Public Safety employees participating in DROP may elect rate of return earned by Fund or 6.5% return on DROP invested retirement benefits regardless of performance of pension investments. Recommend we negotiate lower guaranteed rate and set a base and ceiling for rate tied to performance of plan .	
Public Safety Pensions Employee Contributions	Cooper	General Fund	Reduced Costs: Requires Actuarial Computation Due to Assumptions		Public safety employees contributed 6% of payroll to their pension plan: the City contributed 54.9% police/46.5% fire of payroll. A comparative study of employee contribution should be prepared and if warranted, negotiate increase in employee contribution consistent with surrounding municipalities.	

City Commission Budget Questions & Staff Comment

August 28th, 2017

Item	Commissioner	Fund	Budget Amt	Budget Source	Commissioner Comments	Staff Notes
Move Streetlight Costs back to General Fund	Seidel	Electric Fund and General Fund	Streetlights cost \$425k annually.	General Fund Contingency		The Electric Utility pays for the annual cost of streetlights which average about \$425k a year.
Traffic Management Cooperation with FDOT	Seidel	General Fund and CRA	\$100k	General Fund Contingency & CRA unallocated funding		Funding would be earmarked for traffic management projects. Depending upon location and project the CRA may be able to participate. Otherwise funding would be allocated from Contingency in the General Fund.
Go Paperless and Remove all Copier Charges	Sprinkel	All Funds	\$10 - 15k savings annually	Minor reduction to copier charges across all depts.		The city has continually reviewed its processes to improve efficiency. The city has increasingly moved away from paper checks, went to electronic Purchase Orders, and the implementation of the new ERP software will further allow the city to bring many paper based records into an electronic format (online payroll, electronic backup for financial transactions, internal forms). The city would have some difficulty going completely paperless as many functions are required in a printed and mailed format (bills, official letters, citations, notifications, etc.). The city's copier costs would also be difficult to eliminate as the copy machines also perform all fax and scanning functions for city operations.
Fleet Maintenance & Vehicle Replacement	Sprinkel	All Funds	Reduce budget by \$200k to both Fleet Maintenance and Vehicle Replacement.		The 335 vehicle list, 11 full time FTYE's carries a costs of almost 4 million dollars of which 1.8 is used for new vehicles every 8 years. Use a cost analysis that would allow for car mileage reimbursement vs. access to city owned vehicle, not age of vehicle but mileage of vehicle. The 1.5 million dollars in insurance, recently increased half a million dollars is required to insure so many vehicles. The increase last year in vehicle replacement is an issue. I recommend a \$200,000 decrease in both the operating budget and the vehicle replacement program.	The combined budget for Fleet Maintenance and annual reserves for Capital Equipment Replacement total \$3.4 million. Of that total \$1.85 million is for capital equipment replacement and this funding level has remained the same for three years. All divisions in the city make a payment to the Equipment Replacement Fund to pay for future capital replacement needs for the number and type of vehicles and heavy equipment they currently utilize. In some years the city's actual needs may exceed or be below this amount but this is the long term investment needed for budget smoothing purposes. Of the vehicles being replaced in FY 18, the average age of non-public safety vehicles being replaced is 16 years. Police cars are 10 years and the one Fire vehicle is 11.5 years. The average age of a vehicle on the road in the US is 11.2 years as of summer 2017. Reducing Fleet Maintenance by \$200k will most likely necessitate removing three positions which will have an adverse effect on vehicle downtime and productivity in the departments that rely on that equipment. Reducing capital reserves will effect the city's future ability to not have budget shocks when more expensive vehicles need to be replaced in any given year, such as fire trucks or vac cons.
Budget Effect on Taxpayer	Sprinkel	All Funds	NA			(See Tab, Resident Profile)
Reduce FTE by 5	Sprinkel	All Funds	Varies per position		Limit city personnel with the costly benefit package to a -5 FTE decrease this year with a long range plan of decreasing personnel costs.	
Surplus City Owned Property	Sprinkel				Surplus city owned properties that are sold can use proceeds for 5 year long range plan.	

City Commission Budget Questions & Staff Comment

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Item	Commissioner	Fund	Budget Amt	Budget Source	Commissioner Comments	Staff Notes
Lower Operating Millage Rate	Weldon	General Fund & CRA	\$1 million GF, \$100k CRA	General Fund Budget & CRA unallocated funding	Reduce millage rate so as to lower property taxes by \$1 million. (Reduces CRA funding by \$100k.)	Dropping the millage rate to reduce property tax revenue by \$1 million would reduce the operating millage rate to about 3.8960. Reductions beyond using up contingency would be necessary to reach the million dollar target. The City provides a high level of service and has one of the lowest operating millages in all of Orange County. Currently the City has \$568k in General Fund Contingency in the proposed budget. In FY20 the city is likely to experience a further negative impact to property tax revenue with the probable passage of the additional homestead exemption.
Police Dept.	Weldon	General Fund	Reduce spending by \$402k		Limit increase in Police budget to \$500k (3.6%). Chief and City Manager to prioritize use of increase (adjust headcount and employment costs as needed to manage within the \$500k increase).	The Police Dept. budget is proposed to increase by 6.47% or \$880k in FY18. This would necessitate a reduction of about \$380k from the budget.
Mead Garden Capital	Weldon	General Fund & Capital Project Fund	Defer \$100k in Capital	Returns \$100k to GF reserves.	Defer additional \$100k in capital for Mead Garden Inc. pending reporting on 2017 capital usage and detailed plans for commission approval.	The city receives quarterly financial reporting from Mead Gardens and has requested a summary of FY 17 and planned FY 18 capital spending.
Parks Master Plan	Weldon	General Fund		Parks Operating Budget	(See attached letter from Commissioner Weldon)	Staff is currently reviewing preparing a clerical update to the plan.
Master Site File	Weldon	General Fund	Reduce Planning by \$30k	Planning	(See attached letter from Commissioner Weldon)	
Fiber Optic CIP	Weldon	Water & Sewer Fund	\$600k is currently allocated in Water & Sewer CIP in the proposed budget		I support the connection of all city facilities with fiber optic data lines controlled by the city. However, I think it important that staff provide a detailed plan for this CIP item prior to commission funding approval. Plan should show cost projections comparing city laid conduit and fiber with dedicated leased fiber available from private providers.	Staff is currently in conversation with FDOT as well as evaluating multiple means of connecting its city facilities, including leasing and construction, as well as cooperative agreements. Staff is requesting that the \$600k asked for in the budget be reserved as a placeholder and that as more specific details are finalized, Commission approval will be required to spend any funds. Staff estimates 67k LF of fiber will be required to complete Phase 1 which puts all city facilities connected on a redundant loop network. FDOT has been contacted to evaluate partnership options along I-4, Lee Rd. and 17/92. The Electric Utility will underground W. Fairbanks as part of the FDOT/Duke project. The remaining portions of Phase 1 could be completed with \$600k using a price of about \$15 LF. Any cooperative agreements, either purchase or lease of existing 3rd party dedicated fiber, could further reduce cost estimates. Phase 1 will also put fiber next to 42 out of 50 signalized intersections in the city, offering opportunities for traffic management improvements.
Water & Sewer	Weldon	Water & Sewer Fund, General Fund, and Electric Fund	\$1 million to electric fund. \$1 million to general fund. \$2 million from water and sewer fund.	Water & Sewer Fund	(See attached letter from Commissioner Weldon)	

City Commission Budget Questions & Staff Comment

August 28th, 2017

Item	Commissioner	Fund	Budget Amt	Budget Source	Commissioner Comments	Staff Notes
Employee Pay Increases	Multiple	All Funds	Each 1% change is about \$126k across all funds		Consider 2% cap on merit pay increase.	The proposed budget includes a merit based increase of up to 3.5%. The city does not offer any other pay increase types (e.g. Cost of Living Adjustments (COLA)). Many cities in the area are offering 3% COLA next year. Proposed rates of increase are based on other jurisdiction's planned increases as well as benchmarking against the Atlanta Federal Reserve's Wage Tracker Index for Public Employees (See Tab Wage Growth Data). A 3.5% budgeted merit generally equates to an annual increase in employee pay of 2.5%.
Removal of Body Cameras	Multiple	General and Forfeiture	\$115k savings in forfeiture; \$23k savings in GF			This was supported by a majority of Commissioners at the Budget Worksession.
25% Reserves Percentage	Multiple	General Fund	Each 1% of FY18 projected GF reserves is \$522k.			Currently the city has a target of unencumbered General Fund reserves at 30% (\$15.7 million) of reoccurring annual expenses. Given some assumptions on sale of property the city is estimated to be at 26.2% (\$13.7 million) by the end of FY18. Changing the goal to 25% (\$13.1 million) would allow the city to reach that goal by the end of the FY18 fiscal year.