

**CITY OF WINTER PARK  
CITY COMMISSION SERVICE LEVEL REVIEW MEETING  
FEBRUARY 19, 2007  
3:30 p.m.**

The meeting of the Winter Park City Commission was called to order by Mayor David Strong at 3:30 p.m. in Commission Chambers, 401 Park Avenue South, Winter Park, Florida.

Members present:

Mayor David Strong  
Commissioner Douglas Metcalf

Also present:

City Manager James Williams  
City Clerk Cynthia Bonham

Members absent:

Commissioner John Eckbert  
Commissioner Douglas Storer  
Commissioner Barbara DeVane

Building and Code Enforcement Department

Building Director George Wiggins presented a power point presentation. He summarized the mission of the department, the organizational chart, functions within the Building Division, codes that are enforced, operational statistics, construction activity and budgets, permits issued, expenditures/employees, staff experience, Insurance Service Organization grading, benchmarks, and a comparison with other governments – Plan Review time.

Mr. Wiggins also addressed enhancements made within the Building and Code Enforcement Departments, limitations on permit fee usage per Florida Statute, code enforcement functions today, specific enforcement actions, City codes generally cited, code enforcement inspections, serving of violation notices, other additional services provided by code enforcement, enforcement tools, examples of violations enforced, the Code Enforcement Board, comparison with other cities regarding how long it takes to investigate complaints as well as average cases taken to the Code Board and whether they provide weekend services, specific code enforcement services compared to other jurisdictions, code enforcement three year activity level report, the number of code enforcement cases from 2002-2006, origination of cases from 2002-2006, and the challenges of the code enforcement staff. Mayor Strong asked Mr. Wiggins questions which were answered by Mr. Wiggins.

Mayor Strong commented that the City needs to periodically update the public regarding the responsibilities of property owners. He stated that every year they should report the common violations and let the public be aware that these are code violations and they will be enforced. Mr. Wiggins explained that they have building violations on the website for contractors so they can remain compliant.

Mayor Strong stated that during the budget period staff will need to explain the increased pay scale for the average employees and to address the permitting issue and whether they need more or less in that particular area.

A recess was taken from 4:45 – 4:50 p.m.

### Planning and Community Development Department

Planning Director Jeff Briggs and Planner Stacey Scowden provided a power point presentation regarding the General Fund 2006-2007 fiscal year budget by department; the duties of the Planning and Community Development Department including comprehensive plan preparation/update, current planning program, town design and neighborhood planning, preservation planning, Community Redevelopment Program (CRA), economic development, boards that they administer, and the number of staff.

### CRA

CRA Manager Sherry Gutch summarized the CRA mission, the CRA staff, the breakdown of the FY 2006/2007 budget, CRA function areas, goals, services performed, strengths, challenges, improvements, and 2007/2008 benchmarks. Various questions were asked by Mayor Strong and Commissioner Metcalf and responded to by Ms. Gutch.

### Economic and Cultural Development

Director Chip Weston and Assistant Director Peter Moore provided a presentation to include their mission, their staff and duties, staff functions, the 2006/2007 budget, the challenges they are faced with; a snapshot of Winter Park today concerning population, household information, median income, number of commuters, and number of workers in the City. Mr. Weston provided information regarding property taxes and taxable value, the challenges of sustainability of business and opportunities for continued growth, the distribution of businesses as compared to the region, challenges with affordable housing, largest single employers, and decision points needed regarding the expansion of Central Park, redeveloping City Hall, the State building site, extending the CRA, West Fairbanks Avenue improvements, and the Central Business District parking.

Various questions were asked by Mayor Strong and Commissioner Metcalf and responded to by Mr. Weston and Mr. Moore.

Mr. Weston asked the Commission to help with the direction of an Economic and Cultural Development vision for the future. He explained that they have a draft with a list of things that they can make decisions on over the next few months. This consisted of: if and how to expand Central Park; if City Hall should be redeveloped; if there should be a Cultural Center as part of that redevelopment; what should be done with the State office building site and how long will the existing building stay on that property; can we extend the size or the length of the CRA; what it will cost to redevelop Fairbanks Avenue; and what would be the cost and opportunities associated with adding back the parking deficiency presently in the Central Business District.

Commissioner Metcalf stated it was a good report and an interesting challenge. He suggested that staff and the Economic Development Advisory Board focus on long term issues of how to set up the City to sustain itself 20 years from now. Mayor Strong agreed with Commissioner Metcalf's approach and stated the long term issues need to

be clearer, however he felt the City has a good long term Strategic Plan. He stated he had concerns with what the City is doing for the merchants and how much the City should do for the merchants and that there should be a coherent plan for the merchants. Mayor Strong asked for some short and long term thinking regarding a good mechanism for maintaining the prosperity that is presently occurring in the City. Mr. Weston explained that he would work on that and give the Commission examples of best practices that take place in other cities.

Mayor Strong adjourned the meeting at 6:07 p.m.

A handwritten signature in cursive script, reading "Cynthia S. Bonham". The signature is written in dark ink and is positioned above a horizontal line.

Cynthia S. Bonham, City Clerk