

CITY OF WINTER PARK
CITY COMMISSION SERVICE LEVEL REVIEW MEETING
April 16, 2007
2:00 p.m.

The meeting of the Winter Park City Commission was called to order by Mayor David Strong at 2:00 p.m. in Commission Chambers, 401 Park Avenue South, Winter Park, Florida.

Members present:

Mayor David Strong
Commissioner Margie Bridges
Commissioner Doug Metcalf (arrived at 2:10 p.m.)
Commissioner Karen Diebel (arrived at 2:28 p.m.)
Commissioner John Eckbert (arrived at 2:55 p.m.)

Also present:

City Manager James Williams
Deputy City Clerk Nancy McLean

**Admin/Communications/Finance/Human Resources/City Clerk/Purchasing/
IT/ Risk Management**

City Manager Jim Williams provided a power point presentation regarding the Fiscal 2008 Service Level Review for the administrative departments. He explained the Charter provisions of Section 4.05 Powers and Duties and the organizational chart for the City of Winter Park.

City Manager Randy Knight spoke on behalf of the City Clerk Cindy Bonham. He addressed the current budget, employees, duties of the Clerk's office, accomplishments of the current City Clerk, accomplishments, statistics, and staffing requests for an additional employee to offset the growth and increased workload.

City Manager Randy Knight spoke briefly on the Risk Management Division. Risk Manager Keri Martin gave the presentation. Ms. Martin spoke about the Aggregate Program for Property Coverage in June 1, 2006 -2007, and All other lines in October 1, 2006-2007. She explained claims versus maximum exposure, the duties of the Risk Manager, showed a chart on the average annual number of claims, and the future services in Risk Management.

Human Resources Director Anna Currie explained their mission statement, their responsibilities, the baby boomer syndrome, employee retirement projection, pension benefit comparison, benefit budget, 1 to 3 year goals, and the human resource employee comparison. Mayor Strong asked Ms. Currie to see how our benefits and our jobs compare from a compensation stand point with the private sector. Ms. Currie agreed to do so.

Purchasing Manager Carrie Woodell discussed their mission statement, staffing, formal solicitations for 2006 versus 2007, the purchasing card program which was implemented in October 2006, purchasing card FY 2007 expenditures, and purchase orders.

Information Technology Manager Parsram Rajaram spoke on the department's goals, supported systems and sites, their staffing, recent achievements, cost savings, and their five year plan.

Director of Finance Wes Hamil explained that Finance consists of two divisions, Finance and Utility Billing. He spoke about the costs of services and staffing, the Finance Department preparation of the annual budget and the financial report, their primary responsibilities; their recent accomplishments and goals, performance measurement, and the organizational structure of the department. He also addressed the Utility Billing Department's primary responsibilities, their recent accomplishments and goals, their performance measurements, and the organizational structure of their department.

Communications Director Clarissa Howard talked about their budget, staff, mission statement, press releases/media alerts, media coverage, newspaper coverage, story placement and articles, their strong relationship with the Winter Park Maitland Observer (City Talk), comprehensive tools, the City's website, City Speak, information boards/kiosks, Coffee Talk, direct mail pieces, the Winter Park Update, utility bill inserts, City-wide notices, additional communication tools, types of City wide mailings, marketing assistance, internal communications, additional communications responsibilities, and Communications being an award winning department.

Mayor Strong adjourned the meeting at 3:48 p.m.



Cynthia S. Bonham, City Clerk