

**CITY OF WINTER PARK CITY COMMISSION  
WORK SESSION  
APRIL 21, 2003**

**COMMISSION CHAMBER**

**4:00 p.m.**

**PRESENT:** Mayor Kenneth R. Marchman; Commissioners Barbara DeVane, John Eckbert (arrived at 4:25 p.m.), Doug Storer, and Doug Metcalf ; City Attorney C. Brent McCaghren; City Manager James Williams; City Clerk Cindy Bonham and Deputy City Clerk Tania Haas.

**INVOCATION:** Parks and Recreation Director John Holland

1. Winter Park Neighborhood Council 2003 grant recommendations.

Grants Coordinator Lindsey Hayes presented this item. Ms. Hayes reported that eight applications have been received and four are recommended for funding by the Winter Park Neighborhood Council Board (WPNCB). She said neighborhood representatives were in attendance in the event of any questions that would need to be addressed. She said all of the applications have met the eligibility requirements and provided an explanation of the requirements. Mayor Marchman sought clarification regarding a follow-up request from the Quail Hollow neighborhood association. Ms. Hayes clarified that the WPNCB decided that the Quail Hollow request was related more to routine maintenance instead of enhancement activities. She continued that the WPNCB felt that the \$100 funding request would not unduly burden the residents and therefore could be taken care of by the residents themselves.

Commissioner Storer commented on the success of this program. He said the Quail Hollow issue should not be funded from the Neighborhood Grant Program. He expressed that something needs to be done because it is a utility maintenance issue that should have been taken care of at the time of construction. Commissioner DeVane commended the WPNCB for their efforts. She spoke that the sod issue could be resolved by the Public Works or Utility Departments.

Consensus was to approve four matching grant awards totaling \$15,558.00 from the Neighborhood Enhancement account budget as recommended by the Neighborhood Council Board as follows: 1) Park Grove Association, entrance & perimeter wall beautification; \$5,000 with a leveraged match of \$5,856.00 cash; 2) Phillips Place Association, entrance illumination, \$750.00 with a leveraged match of \$750.00 cash; 3) Tuscany Place Association, entryway and island bed illumination, \$4,808.00 with a leveraged match of \$120.00 value of volunteer hours and \$4,688.00 cash; and 4) Winter Park Hills Association, Cochise entrance beautification, \$5,000.00 with a leveraged match of \$768.00 value of volunteer hours and \$4,786.61 cash.

**CONSENT AGENDA**

2. Report by Dr. Dan Buckman, Orange County Public Schools, on facilities and instructional issues within their school district.

City Manager Williams presented this item. Orange County School Board Senior Executive Director Dr. Dan Buckman provided an update on facilities and instructional issues. He reported on the status of the deed pending execution from the school board relating to the extension of the right-of-way for General Rees and the existing Glenridge Middle School site.

The following Orange County Public School Officials and Principals provided updates on the programs offered at their facilities: Central Learning Community Area Superintendent Dr. Jennifer Reeves, Winter Park High School Assistant Principal Kimrey Ross-Myers, Lakemont Elementary Principal Susan Stephens, Brookshire Elementary Principal Suzanne Ackley, Killarney Elementary Principal Rob Bixler, Winter Park Tech Director Diane Culpepper, and School Board Member Joie Cadle. Discussion ensued regarding the timeline of the opening of the new Glenridge Middle School.

Consensus was to receive the reports by Dr. Dan Buckman, Orange County Public Schools, School Board member Joie Cadle, and area school principals and directors on their facilities and programs.

**CONSENT AGENDA**

3. **Financial resources for mitigation of Baldwin Park impacts.**

City Manager Williams presented this item. He spoke that the letter is requesting assistance to continue the City's traffic calming project along Glenridge Way. The Commission reviewed the letter and expressed the modifications needed. Commissioner DeVane noted the specific language she wanted inserted into the letter. There was discussion on whether an escalation/inflation factor was included and the importance of resolving this as soon as possible.

Consensus was to authorize the Mayor to execute the letter with recommended changes to Orange County requesting their participation in funding the enhancement, beautification and bricking of Glenridge Way as requested by the Coalition of Glenridge homeowners. **CONSENT AGENDA**

4. **Public Art Advisory Board presentation of a proposed "Percent for the Arts" ordinance.**

City Manager Williams presented this item. Public Art Advisory Board Chairperson Anne Grey introduced fellow board members. She briefed the Commission on what the Board has been charged with by the Commission. Board member Jan Clanton spoke of the need to devise a plan that would generate funds for acquiring public art for the City. Ms. Grey explained the "Percent for the Arts" concept. Economic and Cultural Development Assistant Director Gordon Blich provided additional information on the program proposed. He spoke this is a fee based on permits for new construction or rehabilitation of capital projects. Building Official George Wiggins explained the breakdown of the City's impact and building permit fees.

There was discussion regarding the reasons for including private development in the proposed ordinance. City Attorney McCaghren provided comments related to pending legislation on the limitations placed on building fees, charging more than the actual costs of administration and inspection fees. Commissioners provided supportive comments related to the proposed ordinance and the need to obtain further information and details. Mayor Marchman spoke that there are additional responsibilities involved other than the acquisition of the artwork itself. He expressed his concern of the impact to future development. Commissioner DeVane suggested that the Board return with additional figures and to raise the minimum cost of the project. Commissioner Eckbert expressed that a funding mechanism needs to be established but cautioned about overburdening and affecting the viability of potential projects. Commissioner Metcalf spoke about the numbers that this assessment would generate. Mayor Marchman commented on the competitive nature of the development industry. Ms. Grey spoke of the development opportunities that exists within the City at this time. Commissioner Metcalf commented that the Art Board should provide a plan and recommendations for the Commission to review. Mr. Blich spoke that more specific and detailed information will be returned to the Commission for review.

Consensus was to revisit the proposed 'Percent for the Arts' ordinance. Public Arts Board to bring back to the Commission for review of additional changes as discussed. **CONSENT AGENDA**

5. Presentation of tablet PC's.

ITS Assistant Manager Steve Narvaez presented this item. He provided a brief explanation of the tablet PC's and said that they are currently the alternatives to laptops. Executive Source representative Mark Schuk demonstrated the product and the benefits and possibilities associated with utilizing this type of equipment. Mayor Marchman sought clarification on whether the purchase of either the tablet PC's or laptops would have to be an all or nothing purchase and whether each Commissioner would have a choice between this technology or a laptop. Commissioner Eckbert suggested that representatives from Executive Source meet individually with each Commissioner to evaluate the differences between the two types of equipment. Commissioner Metcalf elaborated on the differences between the two items being considered. Executive Source President Ray Bazzi addressed the practical uses of tablet PC's. Commissioner Storer suggested that an electronic sample agenda be used during the individual demonstrations. Mayor Marchman asked that a decision be made by each Commissioner by the next work session. There was discussion on the possibility of whether these would be able to be recycled when a change occurs with a Commission member.

Consensus was to receive the presentation of tablet PC's. ITS to provide individual presentations and training to aid each Commissioner in deciding their preference of utilizing a tablet PC or notebook as part of the paperless agenda project. **CONSENT AGENDA**

6. Additional bricking at the Sevilla entrance island as part of the Pennsylvania/Lake Sue Corridor project.

City Manager Williams presented this item. He reported on the project cost. He said Staff recommends the project and to accept the payment schedule as shown.

Consensus was to approve the request for additional bricking at the Sevilla entrance island as part of the Pennsylvania/Lake Sue Corridor project with the additional cost of \$7,411 to be provided by the neighborhood and following a two year payment schedule. **CONSENT AGENDA**

7. Budget process.

Finance Director Wes Hamil presented this item. Discussion ensued regarding what is required for charitable organizations to submit in order to be considered for organizational support. Commissioner DeVane spoke that Staff should verify how the money is spent. Commissioner Eckbert expressed his preference of obtaining summaries from charitable organizations instead of organizational presentations. He said organizations should request fee waivers during the budget process. There was discussion about creating an application that organizations can submit to be considered for funding.

Consensus was to discuss the current budget process and make enhancements to include receiving capital improvement projects earlier in the process, providing an estimate of the cost of funding a facility replacement fund, and requiring a checklist of items required to be submitted by any organization seeking monetary support from the City in the FY 2004 budget. Staff to provide

a list of organizational support and fee waivers granted after this fiscal year began for the Commission's information. Staff will also provide a list of all fee waivers granted in the previous year for the Commission to review and determine which will be waived on an annual basis. Organizations not granted fee waivers for next year will be notified so they can include City fees in planning their events.

**CONSENT AGENDA**

8. City board orientation and review.

City Manager Williams presented this item. Commissioner Metcalf expressed comments about whether all of the boards currently in existence are necessary. Discussion ensued regarding the status of the Lake Killarney annexation initiative. Mayor Marchman discussed that some boards may require a more specific orientation. Mayor Marchman spoke about the problems that have occurred during the public input portions of the Planning and Zoning Commission meeting. Regarding the issue of term limits, Assistant City Manager Knight spoke about the Resolution that was adopted which specifies no more than two full terms. He explained the process that has occurred when someone serves a partial term. There was discussion about the attendance policy which applies to all of the boards with the exception of the Civil Service Board.

Consensus was to Authorize staff to draft the appropriate ordinance/resolution to disband the Personnel Review Board, Nuisance Abatement Board and Stormwater Board of Appeals effective May 2004. Amend the appropriate ordinance/resolution to transfer their board responsibilities to another existing board as appropriate. Provide an individual board orientation to each board at their respective meetings on an annual basis. Leave the current term limit policy in place with no changes.

**CONSENT AGENDA**

9. Interlocal agreement between Orange County and Winter Park regarding the Intergovernmental Radio Communications Program.

Police Chief Ball presented this item. He recommended the execution of the agreement once the latest draft from the City of Orlando and from Orange County is received. Discussion ensued regarding enforcement of parking along Park Avenue.

Consensus was to authorize the Mayor to execute the interlocal agreement between Orange County and Orange County municipalities regarding the Intergovernmental Radio Communication Program. Repay to the County any monies expended by the County on behalf of the City if the law should change.

**CONSENT AGENDA**

10. Cancellation of the May 26, 2003, work session due to the Memorial Day Holiday.

Consensus was to approve the cancellation of the May 26, 2003, Work session due to the Memorial Day Holiday.

**CONSENT AGENDA**

11. Budget Adjustments:

- a) Transfer \$107,805 from Federal Forfeiture Funds to the Vehicle Replacement Fund to purchase five patrol cars. One is for the detective associated with the Fairbanks Avenue annexation and four are associated with the four officers that will be hired with the Lee Road annexation. If the Lee Road annexation does not occur, the vehicles will not be ordered and the funds will be returned to the Federal Forfeiture Fund
- b) Transfer \$2,237 from the Parks Department to the ITS Internal Service Fund to purchase a new computer.

Consensus was to approve the Budget Adjustments.

**CONSENT AGENDA**

12. Bids, Purchases, and Change Orders:

- a) Extension of WP-6-2002, Installation of Street Brick Pavers with U.S. Brick & Block. Prices, terms and conditions remain the same. (Budget: Public Works/Streets)
- b) PR 101982 to Don Reid Ford from State Contract 070-001-03-01 for Ford F450 Super Duty Truck for Utilities, \$26,930.00.  
PR 101983 to L. J. Ruffin & Associates for swivel mount frame & kit to be installed on above reference vehicle. Sole source supplier, \$44,117.44.  
(Budget: Vehicle Replacement)

Consensus was to approve the Bids, Purchases, and Change Orders.

**CONSENT AGENDA**

13. Calendar review.

Consensus was to update the calendar with upcoming events.

**CONSENT AGENDA**

14. Updates concerning:

- Progress Energy (Florida Power Corporation)

No update was provided.

S City Hall redevelopment

No update was provided.

**CONSENT AGENDA**

New Business:

1. Mayor Marchman asked for clarification regarding the number and member composition of the Parking Task Force.
2. Mayor Marchman suggested that each Commissioner meet individually with the City Manager to discuss his compensation package.
3. Commissioner Eckbert asked Staff to contact the City's lobbyist to see if there is anything that can be pursued during the legislative session concerning municipalization.
4. Commissioner Storer spoke of the need for a four way stop on Blue Ridge and East Lake Sue. Public Works Director Jim English stated he will review the area and provide a report.

5. City Manager Jim Williams spoke of the plaque that needs to be selected for the New Public Safety building.
6. Planning Director Martin reported that the dedication date for the new Public Safety Building is Friday, June the 6<sup>th</sup> and the public open house is Saturday, June the 7<sup>th</sup>.

Mayor Marchman adjourned the meeting at 6:10 p.m.

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**Deputy City Clerk**