



# City Commission Regular Meeting

## Agenda

**May 12, 2021 @ 3:30 pm**

Winter Park Community Center  
721 West New England Avenue

[Access the Live Virtual Meeting](#)

### welcome

Agendas and all backup material supporting each agenda item are accessible via the city's website at [cityofwinterpark.org/bpm](http://cityofwinterpark.org/bpm) and include virtual meeting instructions.

### assistance & appeals

Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office ([407-599-3277](tel:407-599-3277)) at least 48 hours in advance of the meeting.

"If a person decides to appeal any decision made by the Board with respect to any matter considered at this hearing, a record of the proceedings is needed to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." (F.S. 286.0105).

### city commission regular meeting

Virtual Participation Procedures: Link for instructions on providing public comment: <https://cityofwinterpark.org/cclive>. If you would like to provide comments prior to the meeting, please send them to [MayorAndCommissioners@cityofwinterpark.org](mailto:MayorAndCommissioners@cityofwinterpark.org). These comments will be received by the City Commissioners and staff, however, will not be read publicly into the record during the meeting. This is consistent with our normal procedures for emails received prior to a City Commission meeting.

### please note

Times are projected and subject to change.

- 
- 1. Meeting Called to Order**
  - 2. Invocation**
    - a. Parsram Rajaram, Director of Information Technology 1 minute

**Pledge of Allegiance**
  - 3. Approval of Agenda**
  - 4. Mayor's Report**
    - a. Presentation by Historic Preservation Board 5 minutes
    - b. Employee Recognition: Milestone anniversaries with the city. 5 minutes
  - 5. City Manager's Report**
    - a. City Manager's Report 5 minutes
    - b. CIP Update Report 1 minute
  - 6. City Attorney's Report**
  - 7. Non-Action Items**
    - a. Presentation from Park Avenue District 20 minutes
    - b. Appointment of Douglas Bond to the Code Compliance Board to replace Maria Bryant. (Commissioner DeCiccio) 1 minute
    - c. Board Appointments - Additional appointments by Mayor Anderson. 5 minutes
    - d. Financial report for the six months ended March 31, 2021 5 minutes
  - 8. Citizen Comments | 5 p.m. or soon thereafter**  
 (if the meeting ends earlier than 5:00 p.m., the citizen comments will be at the end of the meeting)  
 (Three (3) minutes are allowed for each speaker)
  - 9. Consent Agenda**
    - a. Approval of minutes of the Work Session, April 21, 2021 1 minute
    - b. Approval of the minutes of the Work Session, April 28, 2021 1 minute
    - c. Approval of the minutes of the Regular Meeting, April 28, 2021 1 minute
    - d. Approval of the minutes of the Work Session, April 29, 2021 1 minute

- e. [Accept Housing Authority Board recommendations to fill vacancies on the Housing Authority Board:](#) 1 minute
  - Tammie Holiday, resident member, to replace Dorothy Felton (Term expires 2022)
  - Dawn Ofodile to replace Judith Kovisars (Term expires 2022)
  
- f. [Approval of the following contracts:](#) 1 minute
  1. Allcrete, Inc. - RFP13-17A - Continuing Concrete Services; Amount \$500,000;
  2. Johnson-Laux Construction, LLC - RFQ11-18B - Repair & Construction Services (< \$200k/project); Amount \$500,000;
  3. SGM Engineering, Inc - RFQ9-19A - Professional MEP Engineering Services; Amount \$30,000;
  4. Calvin, Giordano & Associates, Inc. - RFQ9-19A - Professional MEP Engineering Services; Amount \$30,000;;
  5. Smithson Electric, Inc - IFB13-19B - Electrician Services; Amount \$150,000;
  6. Yang, Inc. - IFB13-19B - Electrician Services; Amount \$150,000;
  7. Tom's Sod Services Inc. - IFB26-18A - Purchase, Delivery & Installation of Sod; Amount \$175,000.
  
- g. [Approval of the formal solicitations:](#) 1 minute
  1. Paterson Pope, Inc. - IFB21-21 Winter Park Library Shelving; Amount \$298,935.
  
- h. [Approval of the following piggyback contracts:](#) 1 minute
  1. Cain Enterprises, LLC - Volusia County - RFP S-802BC – Water and Wastewater Facilities – Operations and Maintenance; Amount \$75,000. Term through 5/26/2024;
  2. Tyco Integrated Security, LLC - Sourcewell #031517-TIS - Facility Security Equipment, Systems & Services; Amount \$165,000;
  3. Control Technologies, Inc. - FDOT DOT-ITB-20-9034-GH - APL Traffic Equipment; Amount \$100,000. Term through 11/3/2022.

**10. Action Items Requiring Discussion**

- a. [Appeal of Tree Permit Denial -1601 Pine Ave](#) 20 minutes
- b. [Library and Events Center Room/Area Naming Proposals](#) 10 minutes
- c. [Potential Improvements/Modifications at Fairbanks Avenue & Denning Drive](#) 25 minutes

d. Review of American Rescue Plan allocations. 20 minutes

**11. Public Hearings**

a. Ordinance amending Article III, Chapter 2 of the City of Winter Park Code of Ordinance regarding Subsidiary City Boards (2nd Reading) 20 minutes

**12. City Commission Reports**

**13. Summary of Meeting Actions**

**14. Adjournment**



City Commission  
Regular Meeting

# agenda item

item type Invocation	meeting date May 12, 2021
prepared by Kim Breland	approved by
board approval	
strategic objective	

**subject**

Parsram Rajaram, Director of Information Technology

**motion / recommendation**

**background**

**alternatives / other considerations**

**fiscal impact**



# City Commission Regular Meeting

# agenda item

item type Mayor's Report	meeting date May 12, 2021
prepared by Jeffrey Briggs	approved by Michelle Neuner, Randy Knight
board approval Completed	
strategic objective	

## subject

Presentation by Historic Preservation Board

## motion / recommendation

## background

## alternatives / other considerations

## fiscal impact

## ATTACHMENTS:

[HPB Presentation.pptx](#)

# Historic Preservation Board



City Commission Meeting  
May 12, 2021 @ 3:30 pm.

# Historic Preservation Board

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## Members

John Skolfield

Lee Rambeau

Aimee Spencer

Karen James

Wade Miller

Anne Sallee

Drew Henner

Meets the 2<sup>nd</sup> Wednesday of each month



# Member requirements

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- Members must be residents of the city and shall have demonstrated civic pride, interest in historic preservation and the knowledge, experience and mature judgment to act in the public interest to make informed and equitable decisions concerning the conservation of historic resources.
- Board must consist of a licensed architect, a member versed in local history, and one member who owns or lives in a designated resource or district.
- Requires filing annual Financial Disclosure Form.

# Historic Preservation Board

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## Purpose

- Responsible for the development and administration of a comprehensive historic preservation program.
- The board shall identify and maintain the city's historic resources for the benefit of present and future residents.

# Historic Preservation Board



## Awareness & Visibility Campaign

- Working with the city's Communication Department to use the following tools since March 2021:
  - Winter Park Update newsletter
  - Utility Bills
  - Press Release
  - Proclamation
  - Social Media
- Partnering with Winter Park History Museum, Casa Feliz and the Winter Park Public Library.

# Winter Park Update Newsletter



2021

winter park  
**update**  
march thru may

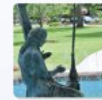


like, follow & watch us on



vision

*Winter Park is the city of arts and culture, cherishing its traditional scale and charm while building a healthy and sustainable future for all generations.*



it's all about  
**community**

## Resources devoted to Winter Park's history



The city celebrates, honors and treasures its history in many ways. Within its 10 square miles, the city is home to two history museums, the Winter Park History Museum and Mainhall Square Heritage Center. In addition, the Winter Park Public Library has an extensive archival collection that preserves historical documents, artifacts and photos. Each of these organizations share the love for Winter Park's rich history for the community to enjoy.

History is also exemplified in its buildings and homes. Nestled along the northern edge of downtown Winter Park is Casa Feliz Historic Home & Museum. This home was built in 1933 in the Andalusian Cortijo style by Architect James Gamble Rogers II. In 2001 the community came together to save the house from demolition and carefully moved the home in its entirety from its original location at 656 N. Interlachen Ave., to its new home on North Park Avenue. The home was restored and now is home to many weddings, musical performances, art gatherings, and other cultural activities.

Similarly, in 2013, the community once again came together to save another home, the historic Casen House, from demolition. The 200-ton building was cut in half, nicknamed Fred and Ginger, then hoisted separately across Lake Osceola to its new home at the Albin Polasek Museum & Sculpture Garden on Osceola Avenue. The 4,200 square-foot home is now a place where history, artwork and collections from The Polasek are showcased. In addition to hosting workshops, meetings and special events.

The city values its history and has a Historic Preservation Ordinance as well as a citizen advisory board. The Historic Preservation Board is responsible for the development and administration of a comprehensive historic preservation program. Members are tasked to identify and maintain the city's historic resources for the benefit of past and future residents, and ultimately give advice and recommendations to the City Commission related to historic preservation. For more information about this board, please access [cityofwinterpark.org/government/boards-the-historic-preservation-board](http://cityofwinterpark.org/government/boards-the-historic-preservation-board).

With the help of city staff and the Historic Preservation Board, historic districts and institutions can apply for designation to be placed on the Local and National Register Listings. For more information regarding historic preservation, please access [cityofwinterpark.org/historicpreservation](http://cityofwinterpark.org/historicpreservation) and stay tuned for updates on the city's social media channels.

# Utility Bill Insert



## info & updates

as of 02.2021



### Resources devoted to Winter Park's history

The city celebrates, honors and treasures its history in many ways. Within its 10 square miles, the city is home to two history museums, the Winter Park History Museum and Hannibal Square Heritage Center. In addition, the Winter Park Public Library has an extensive archival collection that preserves historical documents, artifacts and photos. Each of these organizations share the love for Winter Park's rich history for the community to enjoy.

History is also exemplified in its buildings and homes. Nestled along the northern edge of downtown Winter Park is Casa Feliz Historic Home & Museum. This home was built in 1933 in the Andalusian Cortijo style by Architect James Gamble Rogers II. In 2001 the community came together to save the house from demolition and carefully moved the home in its entirety from its original location at 656 N. Interlachen Ave., to its new home on North Park Avenue. The home was restored and now is host to many weddings, musical performances, art gatherings, and other cultural activities.



Casa Feliz Historic Home Museum

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building was cut in half, nicknamed Fred and Ginger, then floated separately across Lake Osceola to its new home at the Albin Polasek Museum & Sculpture Gardens on Osceola Avenue. The 4,200-square-foot home is now a place where history, artwork and collections from the Polasek are showcased, in addition to hosting workshops, meetings and special events.

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With the help of city staff and the Historic Preservation Board, homes, districts and institutions can apply for designation to be placed on the Local and National Register listings. For more information regarding historic preservation, please access [cityofwinterpark.org/historicpreservation](http://cityofwinterpark.org/historicpreservation) and stay tuned for updates on the city's social media channels.

### please note

Winter Park  
Sidewalk  
Art Festival

virtual  
**MAR 15 thru MAR 31**  
in-person  
**MAY 14 thru MAY 16**

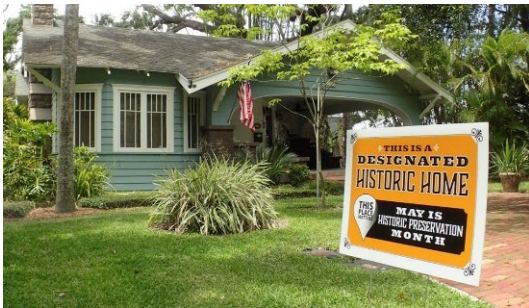


more information & current updates » [wpsaf.org](http://wpsaf.org)



due to COVID-19, many events have been canceled or rescheduled for updates on upcoming things to enjoy, please access [cityofwinterpark.org/events](http://cityofwinterpark.org/events)

# Historic Preservation Month



# Historic Preservation Month



401 South Park Avenue • Winter Park, Florida 32789  
Media Inquiries: Clarissa Howard  
407-599-3428 • 407-948-2044 cell

Communications

## PRESS RELEASE

### City celebrates Historic Preservation Month this May

**WINTER PARK, FL, an internationally recognized, award winning city with multiple accredited agencies (April 27, 2021)** Throughout the month of May, the City of Winter Park will celebrate Historic Preservation Month. The city is encouraging interested residents to submit a Historic Designation application if they believe their property may be eligible for designation. In addition, homeowners will be given a free yard sign (upon request) to showcase their house as a historically designated home.



Historic home photos by Rob Kirby

If you would like to help feature the importance of historic preservation or are already a historic homeowner, please email Susan Omoto, Executive Director of Casa Feliz at [susan@casafeliz.us](mailto:susan@casafeliz.us) for a sign to be delivered to your home. Please proudly display these signs beginning Saturday, May 1, through Monday, May 31, in your yard (not rights of way).

Winter Park is a city recognized for its old Florida sense of place and its unique character, due in part to its historic architecture as reflected in its vibrant downtown, gracious neighborhoods and landmark buildings. The city has two historic districts listed on the National Register of Historic Places, Downtown Winter Park and Interlachen Avenue. Winter Park also has an established Historic Preservation Board to safeguard 195 historic homes within the College Quarter and Virginia Heights historic districts.

The National Trust for Historic Preservation® established a Historic Preservation Week during May 1973. In 2005, the National Trust extended the celebration to the entire month as a way to promote historic places for the purpose of instilling community pride, promoting heritage tourism, and showing the social and economic benefits of historic preservation.

For more information regarding the Historic Preservation Board, historic designation and the city's history, please access [cityofwinterpark.org/historicpreservation](http://cityofwinterpark.org/historicpreservation). # # #

[cityofwinterpark.org](http://cityofwinterpark.org) • Facebook • Twitter • Instagram • Vimeo • YouTube • @YourRequest  
Certified WCAG 2.1 Level AA compliant and usable with JAWS and NVDA by SWH

## CITY OF WINTER PARK proclamation

### Historic Preservation Month | May 2021

WHEREAS, the National Trust for Historic Preservation® established a Historic Preservation Week during May 1973; and in 2005, the National Trust extended the celebration to the entire month as a way to promote historic places for the purpose of instilling community pride, promoting heritage tourism, and showing the social and economic benefits of historic preservation; and

WHEREAS, historic preservation is relevant for communities across the nation, both urban and rural, and for Americans of all ages, walks of life and ethnic backgrounds; and

WHEREAS, it is important to celebrate the history in our community and the contributions made by individuals who are dedicated to helping preserve the tangible aspects of the heritage that has shaped our city; and

WHEREAS, the City of Winter Park is a city recognized for its old Florida sense of place and its unique character, due in part to its historic architecture as reflected in its vibrant downtown, gracious neighborhoods and landmark buildings; and

WHEREAS, the city's Planning & Transportation Department serves as a liaison to the Historic Preservation Board to safeguard 195 historic homes within the city; and

WHEREAS, the city has two historic districts listed on the National Register of Historic Places, Downtown Winter Park and Interlachen Avenue; and

WHEREAS, the Historic Preservation Board offers a variety of incentives to encourage residents to apply for historic designation of their homes.

NOW, THEREFORE, I, Phillip M. Anderson, by virtue of the authority vested in me as Mayor of the City of Winter Park in the state of Florida, do hereby proclaim the month of May 2021 as "Historic Preservation Month" in Winter Park, Florida.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Winter Park, Florida, to be affixed this 29<sup>th</sup> day of April 2021.



Phillip M. Anderson  
Mayor

City of Winter Park - Government  
Published by Stephanie Silva • April 28 at 1:45 PM

Throughout the month of May, we will be celebrating Historic Preservation Month. We're encouraging any interested residents to submit a Historic Designation application if they believe their property may be eligible for designation. In addition, homeowners will be given a free yard sign (upon request) to showcase their house as a historically designated home. ❤️🏡

Thank you for helping us preserve the old Florida sense of place and unique character our city has to offer.

full details <https://bit.ly/3gNnAiy>



# Social media posts



City of Winter Park - Government  
April 14, 2024

Guess Where 📍 Can you guess this building? Here's a hint: this new structure was built to replace an old location for this specific facility that was built in 1915. We'll post the full photo in the comments on Monday.

Guess Where is an initiative from the Historic Preservation Board. For more information on the board access <https://wp.historic.org/>

#WPHistoricPreservation

City of Winter Park - Government  
April 27 at 10:00 AM

DYK - 102 North Park Avenue (now home to Blue Mercury) is rich with history? Oliver Chapman and Loring Chase, founders of Winter Park, built a two-story wooden building in the summer of 1892 and leased it to John Ergood and Robert White. In the two men opened a general merchandise store called the Pioneer Store, also known as Ergood's Store. Ergood's was the first business on Park Avenue and the third building built in Winter Park. The second floor served as the post office, town hall, school and church.

Historic Fun Facts: an initiative from the Historic Preservation Board. Information and photos from our Winter Park Public Library's archives. Access more information here <https://omeka.wppil.libraryarknet.org/>

#WPHistoricPreservation

City of Winter Park - Government  
March 12

Guess Where 📍 Can you guess who this lady is? Here's a hint: she has a great view of the Sunnival.

We'll post the full photo in the comments on Monday.

Guess Where, an initiative from the Historic Preservation Board. For more information on the board access <https://wp.historic.org/>

#WPHistoricPreservation

City of Winter Park - Government  
March 23

DYK - The Wilcardo Fruit Company owned a packing house near what is now New York and Canton Avenues, and about 50 acres of citrus tree groves at Lake Mastand. Here is where the Temple Orange was developed, named after William Chase Temple, who was at one point President of the Wilcardo Fruit Company and also served as our fifth, eighth, and twentieth mayor.

Historic Fun Facts: an initiative from the Historic Preservation Board. Information and photos from our Winter Park Public Library's archives. Access more information here <https://omeka.wppil.libraryarknet.org/>

#WPHistoricPreservation

City of Winter Park - Government  
March 18

Then & Now - Park Avenue (~1955/1956 to 2021) This street has been home to so many memories, events, small businesses, family gatherings, celebratory dinners and more. 📍 What's your favorite Park Ave memory?

An initiative from the Historic Preservation Board. Photo from the Winter Park History Museum archive collection. Access more information about the museum here [wpshistory.org/](http://wpshistory.org/) or stop by and visit the latest exhibit.

#WPHistoricPreservation

City of Winter Park - Government  
April 13 at 4:14 PM

Then & Now - Morse Boulevard (~1920 to 2021) This street has been traveled many times throughout the years by foot, horse and automobile!

An initiative from the Historic Preservation Board. Photo from the Winter Park History Museum archive collection. Access more information about the museum here [wpshistory.org/](http://wpshistory.org/) or stop by and visit the latest exhibit.

#WPHistoricPreservation

City of Winter Park - Government  
March 2

DYK - The 1902 Winter Park Public Library was designed by a Winter Park Mayor! The building committee was contracted to build a public library, 24 by 50 feet in size, at a cost of \$1,500. The property of the new library was on Interlachen Ave. Building plans were drawn by Boston architect, George D. Kirtz who was our mayor in 1895. The library opened on the last week of April 1902.

Historic Fun Facts: an initiative from the Historic Preservation Board. Information and photos from our Winter Park Public Library's archives. Access more information here <https://omeka.wppil.libraryarknet.org/>

#WPHistoricPreservation

City of Winter Park - Government  
April 27 at 10:00 AM

It's the Emily Fountain! A replica of the original sculpture by Albin Polasek, the city installed the sculpture in Central Park in 1983.

City of Winter Park - Government  
March 23

SIDEWALK ART SHOW  
ON FRIDAY W/ WHITE LIONS



# Social media posts



**City of Winter Park** @WinterParkFla

Then & Now - Park Avenue (~1955/1956 to 2021) This street has been home to so many memories, what's your favorite one? 📸

An initiative from the Historic Preservation Board. Photo from the @wphistmuseum archive collection.

#WPHistoricPreservation

1:22 PM · Mar 18, 2021 · Twitter Web App

**City of Winter Park** @WinterParkFla · Mar 30

DINK - The Women's Club of WP was formed in the home of Mr. & Mrs. Charles Palmer Morse! In Jan. 1915, 50 women met in the Okeola Lodge which was the home of the Morses at the time. By 1920 the group had grown large enough to need a clubhouse & their building was completed in 1921.

**City of Winter Park** @WinterParkFla

The Women's Club of Winter Park is celebrating 100 years!

**City of Winter Park** @WinterParkFla · Apr 12

Replying to @WinterParkFla

It's City Hall! The original City Hall was designed to serve a population of 787 so by 1963 we were due for an upgrade.

**City of Winter Park** @WinterParkFla · Apr 12

Replying to @WinterParkFla

It's the original City Hall! The original City Hall was designed to serve a population of 787 so by 1963 we were due for an upgrade.

**City of Winter Park** @WinterParkFla

Historic Fun Facts: An initiative from the Historic Preservation Board. Information and photos from our Winter Park Public Library archives. Access more information here: [www.wppilibrarymarket.com](https://www.wppilibrarymarket.com)

#WPHistoricPreservation

**City of Winter Park** @WinterParkFla · Apr 9

Guess Where 📍 - Can you guess the building? Here's a hint: the new structure was built to replace an old location for this specific facility that was built in 1915. We'll reply tweet the full photo in the comments on Monday.

**City of Winter Park** @WinterParkFla · Apr 17

2018 - 1918 - An anniversary that brought us all together! One hundred years ago, a historic event took place in the heart of WP. The first City Hall was built in 1915. It was a grand structure that served the community for many years.

**City of Winter Park** @WinterParkFla

Historic Fun Facts: An initiative from the Historic Preservation Board. Information and photos from our Winter Park Public Library archives. Access more information here: [www.wppilibrarymarket.com](https://www.wppilibrarymarket.com)

#WPHistoricPreservation

**City of Winter Park** @WinterParkFla · Mar 23

(1/2) DINK - a variation of the orange was developed here in Winter Park! The Willcardo Fruit Company owned a packing house near what is now York and Carlton Avenues & ~30 acres of citrus tree groves at Lake Madrona, near a valley where the Tenney George was developed.

**City of Winter Park** @WinterParkFla

Then & Now - Morse Boulevard (~1920 to 2021) This street has been traveled many times throughout the years by foot, horse and automobile!

An initiative from the Historic Preservation Board. Photos from the @wphistmuseum archives

#WPHistoricPreservation

9:10 AM · Mar 23, 2021 · Twitter Web App

**City of Winter Park** @WinterParkFla · Mar 30

Historic Fun Facts: an initiative from the Historic Preservation Board. Information & photos from our Winter Park Public Library archives. More info here: [www.wppilibrarymarket.com](https://www.wppilibrarymarket.com)

#WPHistoricPreservation

10:21 AM · Mar 30, 2021 · Twitter Web App

**City of Winter Park** @WinterParkFla

Then & Now - Morse Boulevard (~1920 to 2021) This street has been traveled many times throughout the years by foot, horse and automobile!

An initiative from the Historic Preservation Board. Photos from the @wphistmuseum archives

#WPHistoricPreservation

8:18 AM · Apr 16, 2021 · Twitter Web App

**City of Winter Park** @WinterParkFla

Guess Where 📍 - Can you guess who this lady is? Here's a hint: she has a great view of the SunRail. We'll tweet the full photo in the thread on Monday.

**City of Winter Park** @WinterParkFla

Historic Fun Facts: an initiative from the Historic Preservation Board. Board Info - [bit.ly/2OhtVh7](https://bit.ly/2OhtVh7)

#WPHistoricPreservation

1:02 AM · Mar 11, 2021 · Twitter Web App

**City of Winter Park** @WinterParkFla

DINK - The @WPPILibrary archives has the very first Winter Park Sidewalk Art Festival poster from 1960!

Historic Fun Facts: an initiative from the Historic Preservation Board. Access more archive info: [www.wppilibrarymarket.com](https://www.wppilibrarymarket.com)

#WPHistoricPreservation

1: The Winter Park Sidewalk Art Show

**City of Winter Park** @WinterParkFla · Mar 13

It's the only Fountain! A replica of the original sculpture by Allen Powers, the city installed the sculpture in Central Park in 1983.

#WPHistoricPreservation

**City of Winter Park** @WinterParkFla · Mar 18

Guess Where 📍 - Can you guess the building? Here's a hint: the new structure was built to replace an old location for this specific facility that was built in 1915. We'll reply tweet the full photo in the comments on Monday.

**City of Winter Park** @WinterParkFla

Throughout the month of May, we will be celebrating Historic Preservation Month! 📸

Thank you for helping us preserve the old! It's the reason all places and cultures are a part of who we are!

Full details on design this year, check out [www.wppilibrarymarket.com](https://www.wppilibrarymarket.com)

9:10 PM · Apr 16, 2021 · Twitter Web App

# Social media posts



# Historic Preservation 2021

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## Upcoming Projects/Goals:

- Design Guideline Update (from 2003 version) to also provide standards for the Virginia Heights Historic district ).
- Design Guidelines for Hannibal Square
- Outreach for New Designations
- Funding for plaques/rehabilitation grants



City Commission  
Regular Meeting

# agenda item

item type Mayor's Report	meeting date May 12, 2021
prepared by Rene Cranis	approved by
board approval	
strategic objective	

**subject**

Employee Recognition: Milestone anniversaries with the city.

**motion / recommendation**

**background**

**alternatives / other considerations**

**fiscal impact**



# City Commission Regular Meeting

# agenda item

item type City Manager's Report	meeting date May 12, 2021
prepared by Jennifer Guittard	approved by Peter Moore, Michelle Neuner, Randy Knight
board approval Completed	
strategic objective	

## subject

City Manager's Report

## motion / recommendation

## background

## alternatives / other considerations

## fiscal impact

## ATTACHMENTS:

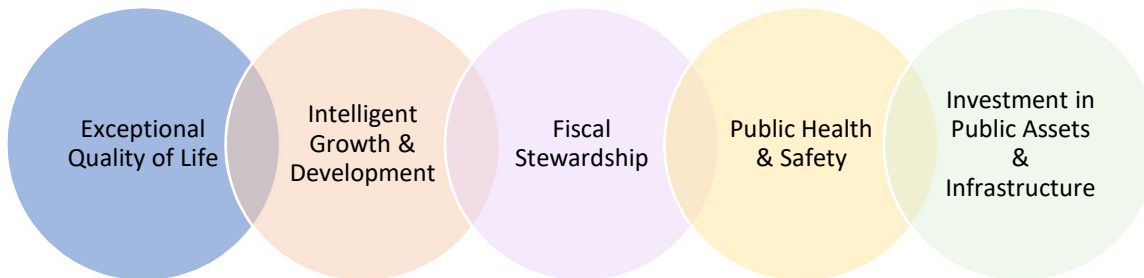
[90Day Report 5.12.21.pdf](#)



## 90-Day Report

This outline provides a timetable for issues and items that are planned to come before the commission over the next three months as well as the status of initiatives that do not have any determined completion date. These are estimates and will be updated on a monthly basis.

### City of Winter Park Strategic Objectives



## Upcoming Commission Items

### Title 1: Exceptional Quality of Life

Item	Description	Item Department	Item Date
<b>Tree Preservation Ordinance</b>	Tree Preservation Board met in February to reconvene discussions related to the Tree Preservation Ordinance, but no final approval or acceptance was made. Board will continue to work on finalizing language of the ordinance and once completed will bring proposed ordinance to Planning and Zoning for review and approval.	Parks	May

Item	Description	Item Department	Item Date
<b>MLK Park Plan</b>	The City's consultant Dix-Hite has completed their initial concept plan for MLK Park. An initial opinion of costs has been developed and provided as part of the CRA Capital Improvement Plan over a two year period beginning in FY2023. The next step will involve a joint meeting in June between both Parks and Recreation Advisory Board and Community Redevelopment Agency Board where initial concept plan for the park will be reviewed and staff provided with public feedback. Conceptual design and upgrades to Shady Park have been approved and include removal of the spray play. Funds are budgeted for the current fiscal year and project should begin in late summer 2021.	Parks	June

## Title 2: Intelligent Growth & Development

Item	Description	Item Department	Item Date
<b>Planning Public Hearings</b>	Lot split & FLU Change (one two-part item); 1. Request to subdivide the vacant property, platted as Lots 25 &26 on Loch Lomond Drive located between 2141 Loch Lomond Drive and 162 Moray Lane into two buildable single-family home Lots, with variances for Lot widths of 60ft in lieu of the required 75ft under the R-1a Zoning, 2. To change the future land use designation of Office to Single-Family Residential on Lots 25,26, and 27 on the corner of Loch Lomond Drive and Moray Lane.	Planning & Transportation	May

## Title 3: Fiscal Stewardship

Item	Description	Item Department	Item Date
<b>Adoption of Tentative Millage Rate</b>	Adoption of the Tentative Millage rate that will become part of TRIM notice for the 2021 property tax year.	Administration	July
<b>Budget Presentation</b>	Presentation of the Fiscal Year 2021-2022 Budget to the City Commission.	Administration	July

# Additional Items of City Interest

## Title 4: Exceptional Quality of Life

Item	Description	Item Department
<p><b>Library &amp; Events Center</b></p>	<p>The Library/Events Center construction continues on schedule however a budget shortfall has arisen due to the lack of donor funding for the outdoor amphitheater which is currently 75% complete. The inside of the Library system rough-ins are nearing completion and installation of drywall is approximately 75% complete. The concrete floors are currently being polished and sound attenuation material is being installed on the second floor barrel vaults. The roof top HVAC systems have been mounted and are currently being utilized with proper filtration. On the events center, interior framing and system rough-ins are nearing completion with drywall currently underway. The monumental staircase is being fabricated and installed and the HVAC is functioning. The ceiling framing is underway in the ballroom area. The installation of the outdoor amphitheater raked tiers and the plinth wall are nearly complete with plinth bench wall under construction. The parking lot construction is underway beginning in the south west corner of the project which includes new curbing and excavation of soil to make room for the granite stormwater storage system under the pervious pavers.</p>	<p>Public Works</p>
<p><b>Public Art for I-4</b></p>	<p>This \$150,000 public art project, paid for by FDOT, will be installed at the NE corner of W. Fairbanks and I-4. Design selection company, RLF, is finalizing their installation schedule to meet project deadline of June 30, 2021. The second and final grant installment of \$120,000 from I-4 Ultimate has been received.</p>	<p>Administration</p>



## Title 5: Fiscal Stewardship

Item	Description	Item Department
<b>Vacant Storefront Program</b>	Economic Development staff is working with the Economic Development Advisory Board (EDAB), merchants, and property owners on developing an incentive program to provide elevated aesthetics for vacant storefronts. The program was unanimously approved by EDAB on 3/9/21. Staff is now working with vacant property owners to provide technical assistance on the program.	CRA

## Title 6: Intelligent Growth & Development

Item	Description	Item Department
<b>Sustainability Plan</b>	The KWPB&S Board will review the current Sustainability Action and refresh it with updated goals in the shorter term (2025) and longer term (2050). These proposed updates will be presented to related City Boards for feedback and support.	Sustainability & Planning

## Title 7: Investment in Public Assets & Infrastructure

Item	Description	Item Department
<b>Electric Undergrounding</b>	<p><b>Miles of Undergrounding performed</b></p> <p>Project G: 4.1 miles 94% complete</p> <p>Project I: 6.9 miles 89% complete</p> <p>Project W: 0.26 miles Complete</p> <p><b>TOTAL so far for FY 2021: 4.7 miles</b></p>	Electric
<b>Lakes Health Analysis</b>	The Natural Resources Division of Parks along with Public Works, has prepared a presentation detailing historic and existing lake water quality along with previously implemented improvement projects and proposed future projects for information and discussion. This item will be presented to the Lakes Advisory Board then Commission.	Parks

## Upcoming Advisory Board Meetings

This report provides a summary of upcoming board meetings currently scheduled on the calendar for the next month. The full calendar is accessible on the City's website at: <https://cityofwinterpark.org/government/board-public-meetings/>

Additional information relating to all of the City's boards such as meeting schedules, agendas, minutes, and board membership can be located on the City website at: <https://cityofwinterpark.org/government/boards/>

## May Board Meetings

Advisory Board	Meeting Date	Meeting Time
<b>Civil Service Board</b>	5/4/21	4 p.m.
<b>Planning &amp; Zoning Board</b>	5/4/21	6 p.m.
<b>WP Police Officers' Pension Board</b>	5/6/21	4:00 p.m.
<b>WP Firefighters' Pension Board</b>	5/6/21	6:00 p.m.
<b>Economic Development Advisory Board</b>	5/11/21	8:15 a.m.
<b>Lakes and Waterways Advisory Board</b>	5/11/21	Noon
<b>Historic Preservation Board</b>	5/12/21	9 a.m.
<b>Public Art Advisory Board</b>	5/17/21	Noon
<b>Transportation Advisory Board</b>	5/17/21	4 p.m.
<b>Keep Winter Park Beautiful and Sustainable Advisory Board</b>	5/18/21	11:45 a.m.
<b>Board of Adjustments</b>	5/18/21	5 p.m.
<b>Parks &amp; Recreation Advisory Board</b>	5/19/21	5:30 p.m.
<b>Utilities Advisory Board</b>	5/25/21	Noon
<b>Tree Preservation Board</b>	5/25/21	5 p.m.
<b>Community Redevelopment Advisory Board</b>	5/27/21	Noon

*Note: This calendar does not include work sessions.*



City Commission  
Regular Meeting

# agenda item

item type City Manager's Report	meeting date May 12, 2021
prepared by Jennifer Guittard	approved by Peter Moore, Michelle Neuner, Randy Knight
board approval Completed	
strategic objective	

**subject**

CIP Update Report

**motion / recommendation**

**background**

**alternatives / other considerations**

**fiscal impact**

**ATTACHMENTS:**

[CIP Report 5.12.21.pdf](#)



This report is updated monthly to monitor capital projects occurring throughout the city and to provide information about recently completed projects. The project status options have been adjusted to (Planning, Active, Pending). To define; all projects in design, research, or review are in the Planning status. All projects with purchases, construction, and implementation are in the Active status. The remaining projects have a Pending status that have stopped the planning or active work of a project such as pending review and approval, additional funding, and scheduling.

### Count by Status

<b>Project Status</b>	<b>Planning Status</b>	<b>Active Status</b>	<b>Pending Status</b>
<b>Count Total 53</b>	19	20	14

### Title 1: Planning Status

<b>Project</b>	<b>Project Update</b>	<b>Strategic Objective</b>	<b>Division</b>
<b>1792 Streetscape Imp.</b>	MOU amendment approved at CRA meeting 1/27/20. Design review underway by FDOT and staff. The latest FDOT public meeting was held on April 29th. Final plans are anticipated end of 2021.	Intelligent Growth & Development	CRA
<b>Cemetery Improvements</b>	Monument Warehouse was awarded the contract for fabrication/installation of Pineywood Columbarium in late March. Staff will be finalizing design and seeking PRAB approval prior to beginning fabrication. Fabrication and Installation take upwards of 6 months so expected completion is January 2022.	Investment in Public Assets & Infrastructure	Parks
<b>Downtown Enhancements</b>	Design for new Central Park stage approved by CRA Agency. Architect contract approved and design underway for review upon completion. Staff anticipates a 3-4 month timeline. Funding for this project is currently scheduled in FY24 in the CRA CIP. Additional completed improvements include 18 trash cans/recycle bins replaced and 204 streetlights repainted.	Exceptional Quality of Life	CRA
<b>Fire Safety Equipment</b>	Finalizing interfaces with IT with expectations of going to bid to upgrade the alerting system.	Public Health & Safety	Fire

Project	Project Update	Strategic Objective	Division
<b>Golf Course Enhancements</b>	Dix Hite provided final conceptual design for country club patio improvements. Golf Advisory received design on 2/16 and will be providing comments and direction at March meeting. Work is tentatively scheduled to commence in mid-summer.	Exceptional Quality of Life	Parks
<b>Improve Mead Garden</b>	City and Mead are coordinating major CIP projects related to ADA restrooms, parking lot improvements, and ADA pathways. Parking lot renovations slated to begin in May/June 2021. ADA restrooms will begin construction in June/July 2021.	Exceptional Quality of Life	Parks
<b>Kennedy Rd Wide Force Mn</b>	Received roadway documents from County and reviewing for existing force main conflicts. Construction estimated for May 2023.	Investment in Public Assets & Infrastructure	Water & Sewer
<b>Killarney Estates Parklet</b>	Quotes are being collected for the contractual work for construction of a parklet at the intersection of Broadview Avenue, Grove Avenue, and Dallas Avenue. This intersection will be altered to minimize traffic through the neighborhood. This project is a compilation of in house work and contracted work. In house work will be joint effort with Transportation, Parks, Electric, and Public Works. After contractual selection the work is anticipated to begin in June 2021. This project is planned for 3-4 months depending on staff availability.	Exceptional Quality of Life	Transportation
<b>Lift Station R&amp;R</b>	Designing upgrades for Lift Station #47 (Ranger). Reviewing lift station conditions for future rehabilitations next fiscal year.	Intelligent Growth & Development	Water & Sewer
<b>MLK Weather Monitoring Station</b>	Currently working with Orange County EPD and State DEP on building options for replacement at the western portion of the park adjacent to the Parks Maintenance building. Construction planned for June 2021 with completion and removal of existing building by October 2021.	Intelligent Growth & Development	Public Works
<b>Progress Pointe Redevelopment</b>	City staff are working to construct a plan for a City Park, potential parking garage, and small commercial buildings to present to commission.	Investment in Public Assets & Infrastructure	Transportation

Project	Project Update	Strategic Objective	Division
<b>Ravadauge Lift Station</b>	Location with developer has been accepted. Coordinating with developer to update design flows for Ravadauge development and lift station. Design work anticipated to be completed by end of 2021.	Investment in Public Assets & Infrastructure	Water & Sewer
<b>Richard Crotty Pkw</b>	Project construction scheduled per Orange County for Spring 2022. Water and wastewater utilities design 95% complete.	Investment in Public Assets & Infrastructure	Water & Sewer
<b>Shady Park Area Improvements</b>	Plan concept reviewed by CRA Agency. Evaluation of splash pad area reutilization underway. Staff is coordinating with the Parks Department and public on feedback for reclaimed splash pad area. Staff anticipates review by the Agency in July/August.	Exceptional Quality of Life	CRA
<b>Showalter Improvements</b>	Stadium Concession Stand improvements planned for late Spring 2021. Staff currently securing quotes for pavilion structure and installation.	Exceptional Quality of Life	Parks
<b>Solar Awning Construction</b>	RFP is out and vendors have had initial onsite meeting. Responses due by May 6th. Presentations scheduled for the following week. Commission consent in June.	Intelligent Growth & Development	Electric
<b>Stormwater Improvements</b>	Final report received by staff. Plan includes options for improvements at Lake Mendon, Canton Ave, and 9th Grade Center Pond. Additional review of Lake Mendon as priority project underway. Awaiting scope of work from geotechnical consultant.	Investment in Public Assets & Infrastructure	CRA
<b>UT Lines 434 Road Widening</b>	Design is 90% complete. FDOT has delayed roadway project bid until December 2022.	Investment in Public Assets & Infrastructure	Water & Sewer
<b>Winter Park Sports Complex</b>	Department is working with Field Turf for design and formal quote for Ward fields. Grass Field renovations of A1/A2 are scheduled to begin late May. Baseball field renovations are also slated to begin on field 1, 4, and 5 this summer. Parks has met with Public Works to also begin planning of sidewalks.	Investment in Public Assets & Infrastructure	Parks

## Title 2: Active Status

Project	Project Update	Strategic Objective	Division
<b>Bicycle &amp; Pedestrian Improvement</b>	Construction of sidewalk on Dundee is 90% completed. Garden Drive sidewalk project phase 1, Denning to Orchid, is starting Wednesday May 5th. City staff is working with FDOT regarding permits for Phase 2, Orchid to 17-92. Camellia Avenue sidewalk project will commence after Garden Drive.	Exceptional Quality of Life	Transportation
<b>CRA Small Projects</b>	Canton & Garfield pedestrian connection. Project provides access and pedestrian safety as an enhanced route adjacent to the railroad tracks. It also includes a cooperative effort to mitigate the exposed dumpster location at the end of Garfield Avenue. Permits with FDOT being coordinated. Staff is working to resolve comments for permitting with FDOT over the next quarter.	Intelligent Growth & Development	CRA
<b>Denning/ Fairbanks Traffic &amp; SW</b>	Purchase of 901 W. Fairbanks approved by CRA Agency. Due diligence period underway. Property purchase scheduled for June to address park acquisition and transportation needs consistent with CRA plan.	Investment in Public Assets & Infrastructure	CRA
<b>Electric Undergrounding Project</b>	Miles of Undergrounding performed Project G: 4.1 miles 94% complete Project I: 6.9 miles 89% complete Project W: 0.2 miles Complete  TOTAL so far for FY 2021: 4.7 miles	Investment in Public Assets & Infrastructure	Electric
<b>ERP Software Project</b>	Parking Tickets are now live. Currently implementing software modules for Utility Billing scheduled to go live July 2021 and Code Enforcement September 2021.	Fiscal Stewardship	IT
<b>Facility Capital Improvements</b>	Floor cleaning for Public Safety is scheduled to be complete by the end of May. Tennis Center Restroom showers are in the process of being repaired and should be complete in a few weeks. Replacement HVAC for the Winter Park Country Club is being scheduled.	Investment in Public Assets & Infrastructure	Public Works

Project	Project Update	Strategic Objective	Division
<b>Improve Howell Branch Preserve Property</b>	The FDEP approved the restrictive covenant and our commencement request. The Commission approved the contract for exotic vine control by Aquatic Weed Control, Inc. Work should begin by the end of May. We are in the procurement process to hire a consultant to develop routes and design of the trail system and a public outreach plan. We will be invoicing FDEP for the purchase of the properties (up to the appraised value) and closing costs.	Investment in Public Assets & Infrastructure	Parks
<b>IT Infrastructure Upgrade</b>	Funding being utilized for modernization of access controls and video management systems throughout the City.	Fiscal Stewardship	IT
<b>Library</b>	The Library/Events Center construction continues on schedule however a budget shortfall has arisen due to the lack of donor funding for the outdoor amphitheater which is currently 75% complete. The inside of the Library system rough-ins are nearing completion and installation of drywall is approximately 75% complete. The roof top HVAC systems have been mounted and are currently being utilized with proper filtration. On the events center, interior framing and system rough-ins are nearing completion with drywall currently underway. The monumental staircase is being fabricated and installed. The porte cochere steel framing and precast installation are complete. The outdoor amphitheater stage structural slab has been poured and the pond reshaping is complete. The installation of the outdoor amphitheater raked tiers and the plinth wall are nearly complete with plinth bench wall under construction. The parking lot construction is underway beginning in the south west corner of the project.	Exceptional Quality of Life	Public Works
<b>N Lakemont Seminole Ditch</b>	Agreement with Seminole County is being finalized. Preapplication meeting and a field investigation have been completed with the SJRWMD. Agreement anticipated to be brought to Commission in June 2021.	Investment in Public Assets & Infrastructure	Stormwater



Project	Project Update	Strategic Objective	Division
<b>New York Streetscape</b>	Signed plans and permits received. Coordination with Procurement and solicitation for bids complete. Improvement highlights include pedestrian crosswalks, ADA compliant intersection improvements, and mast arms at Fairbanks and New York. Vendor contracted for developing mast arm design and construction. Delivery is expected near Labor Day. Due to increased costs, a review of remaining intersections along New York Avenue for improvement are underway.	Intelligent Growth & Development	CRA
<b>Post Office Acquisition</b>	Pending Negotiations with Post Office Underway.	Investment in Public Assets & Infrastructure	CRA
<b>Sewer Capacity</b>	Purchase of additional wastewater treatment capacity with City of Altamonte Springs in contract negotiations. Scheduling follow up negotiations for June 2021.	Investment in Public Assets & Infrastructure	Water & Sewer
<b>Signalization Upgrade</b>	New Traffic controllers have been purchased with updated technology to collect wireless data. City staff and FROG are working to test some intersections with the wireless technology.	Investment in Public Assets & Infrastructure	Transportation
<b>Stormwater Rehab</b>	Under drains on Langholm are complete. Currently working Morse blvd drainage with anticipated completion in June. Projects being scheduled for construction are: the weir on Beachview, fleet wash down area, lake maintenance access ramp to Lake Osceola, ponds construction at Ward Park, Greentree drive drainage, Sherbrooke Road drainage.	Investment in Public Assets & Infrastructure	Stormwater
<b>Upgrade Water Mains</b>	Currently working on water main upgrades on Hawick Lane, Tyree Avenue, St. Andrews Blvd. and Nairn Drive with expected completion end of May. Lake Knowles Terrace, Flora Park, Winter Park Heights and Conwell Estates subdivision planned for water main upgrades to start work after fiber optic conduits filled with cable and can be located expected Winter 2021.	Investment in Public Assets & Infrastructure	Water & Sewer

Project	Project Update	Strategic Objective	Division
<b>Ward Park Improvements</b>	Playground pieces and landscaping at North side of park are scheduled for this month.	Exceptional Quality of Life	Parks
<b>Winter Park Rd SW Pond</b>	Land to be cleared by end of May. Construction of stormwater conveyance system and stormwater outfall will be scheduled while school is out this summer 2021.	Investment in Public Assets & Infrastructure	Stormwater
<b>Water Treatment Plants R&amp;R</b>	Replacing sodium hypochlorite tanks at Magnolia, Aloma and Swoope WTPs. Replaced ozone generator transformer at Swoope WTP.	Investment in Public Assets & Infrastructure	Water & Sewer
<b>WP Estates WW Plant</b>	Procuring emergency generator replacement	Investment in Public Assets & Infrastructure	Water & Sewer

### Title 3: Pending Status

Project	Project Update	Strategic Objective	Division
<b>Decorative Lights and Trees in CRA</b>	140 total decorative lights have been installed. Coordination with Electric Utility on assessment of light replacements/additions as needed.	Intelligent Growth & Development	CRA
<b>Denning Dr. Intersection</b>	Approved project complete. Extension to railroad north under consideration. Early extension estimated at \$400k, but requires further review. Staff anticipates bringing forward for discussion in the next fiscal year.	Investment in Public Assets & Infrastructure	CRA
<b>Dinky Dock Renovations</b>	Beach rehab/dredge and parking improvements on hold for Rollins construction to complete. Swimming pier and boardwalk repair and renovation began July 20 out of necessity.	Exceptional Quality of Life	Parks
<b>East OC Service Improvement</b>	Pending in house availability to planning redirection of flow to East plant. Anticipated priority for fall 2021.	Investment in Public Assets & Infrastructure	Water & Sewer
<b>Field &amp; Tennis Lighting</b>	Replacement lights pending future funding. FY21 replacements were pushed out in the budget.	Exceptional Quality of Life	Parks
<b>Harper Parking</b>	Scope of work removed from the Library Project. Could be implemented in the future if needed.	Investment in Public Assets & Infrastructure	Public Works

Project	Project Update	Strategic Objective	Division
<b>Lake Bell Weir Improvements</b>	Pending monitoring assessment	Investment in Public Assets & Infrastructure	Stormwater
<b>Meter Data Management Upgrade</b>	Implementation of new cloud based software and integration with Tyler. This is dependent upon Tyler's schedule for the Utility Billing module. There is some coordination involved between Harris SmartWorks MDM software and Tyler Munis. Harris is waiting for information from Tyler and are on hold until Tyler provides it.	Investment in Public Assets & Infrastructure	Water & Sewer
<b>Sewer Main Extensions</b>	Extension of sewer mains to support new development or redevelopment. Harold Avenue sewer main extension pending finalizing negotiations with City of Altamonte Springs. Anticipated work to begin after contract finalization in Fall 2021.	Investment in Public Assets & Infrastructure	Water & Sewer
<b>St. Andrews Trail</b>	Design completed for which the City has been reimbursed by the FDOT. Construction is on hold until FDOT funding is released in 2023.	Investment in Public Assets & Infrastructure	Transportation
<b>Stirling Bridge Replace</b>	Pending permits determination and labor availability.	Investment in Public Assets & Infrastructure	Stormwater
<b>Storage Building Cemetery/Golf</b>	Pending property determination	Exceptional Quality of Life	Parks
<b>Substation Transformers</b>	Pending monitoring assessment of transformer	Fiscal Stewardship	Electric
<b>Sunrail Safety Mitigation</b>	Pending FDOT permitting approval of improvements to fencing and walkway along railway at Garfield to Canton. City staff is in the process of addressing FDOT & SunRail/HNTB's additional comments on the plans we submitted for permitting. FDOT is requesting the City to provide Geotech analysis, which will take some time.	Investment in Public Assets & Infrastructure	Transportation

## Recently Completed Projects

### Parks & Recreation

The Parks department completed the Ward Park resurface with the addition of 6 pickleball courts as part of the City's Exceptional Quality of Life strategic objective. The photos show the before and after resurfacing.



### Major Non-City ROW Work

#### TECO Gas

The utility will be working in Winter Park to locate, repair, and replace gas mains along Palmer Ave. and side streets in a multi phased improvement project. They are currently on phase 4 of 4. We receive planned updates as they submit permitting. Estimated completion summer 2021.



City Commission  
Regular Meeting

# agenda item

item type Non-Action Items	meeting date May 12, 2021
prepared by Michelle Neuner	approved by
board approval	
strategic objective	

**subject**

Presentation from Park Avenue District

**motion / recommendation**

**background**

Sarah Grafton, President, of Park Avenue District will provide an overview of the work being done by the District.

**alternatives / other considerations**

**fiscal impact**



## City Commission Regular Meeting

# agenda item

item type Non-Action Items	meeting date May 12, 2021
prepared by Rene Cranis	approved by
board approval	
strategic objective	

### subject

Appointment of Douglas Bond to the Code Compliance Board to replace Maria Bryant.  
(Commissioner DeCiccio)

### motion / recommendation

### background

This appointment will fill the vacancy created by Maria Bryant's appointment to the Community Redevelopment Advisory Board. Term will expire in 2023.

### alternatives / other considerations

### fiscal impact



City Commission  
Regular Meeting

# agenda item

item type Non-Action Items	meeting date May 12, 2021
prepared by Rene Cranis	approved by
board approval	
strategic objective	

**subject**

Board Appointments - Additional appointments by Mayor Anderson.

**motion / recommendation**

**background**

**alternatives / other considerations**

**fiscal impact**



City Commission  
Regular Meeting

# agenda item

item type Non-Action Items	meeting date May 12, 2021
prepared by Wes Hamil	approved by Wes Hamil, Michelle Neuner, Randy Knight
board approval Completed	
strategic objective Fiscal stewardship	

**subject**

Financial report for the six months ended March 31, 2021

**motion / recommendation**

No action necessary

**background**

Attached for your review is a financial report for the six months ended March 31, 2021

**alternatives / other considerations**

**fiscal impact**

None

**ATTACHMENTS:**

[03\\_21 Commission Statements.pdf](#)



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# Financial Report

For the Month of March (50% of fiscal year lapsed) Fiscal Year 2019

## **General Fund**

At its February 21 meeting, the City Commission approved adjustments to the General Fund budget that reflected an updated expectation for the continued impact COVID-19 is having on the City's revenues. This adjustment recognized the continued negative impact the pandemic is having on the City's half-cent sales tax revenue and facility rentals as well partially offsetting increases in golf, tennis and communications services tax revenues.

Two other areas we will be monitoring are fines and forfeitures and investment earnings. Investment earnings are trending downward in all funds due to unrealized losses on the City's fixed income investment portfolio. Market indications are that interest rates will rise which negatively impacts current holdings. In the long-term, the changes in market value do not impact what the City will earn on its investments as we practice a buy and hold to maturity investment strategy. As noted in the investment report attached, the total market value of investments at March 31, 2021 exceeded cost by \$110,808.

Departmental expenditures are in line with budget overall. Staff will continue to monitor and propose adjustments to the budget where needed.

## **Community Redevelopment Agency Fund**

The CRA was credited with the annual tax increment revenue from both the City and County in December. The County portion is on the Intergovernmental revenue line item and the City portion is reflected in the Operating Transfers In. Incremental valuation in the CRA increased by 19.27%.

The negative miscellaneous revenue is due to unrealized investment losses.

Principal on CRA debt is due January 1. While debt service appears to be going over budget at this point, it will equal the annual budget by fiscal year end.

## **Water and Sewer Fund**

Sales of water and sewer overall are trailing budget and the prior year but, projected savings in costs are on track to be adequate to offset any revenue shortfalls.

The bottom line reflects a decrease in funds of \$106,341, which results from a planned use of reserves for certain capital projects. Most notably, to date \$404,081 has been spent on improvements to the Iron Bridge wastewater treatment facility.

## **Electric Services Fund**

Sales in terms of kWh are trending towards exceeding 420,000,000. The FY 2021 budget was built on projected sales of 407,000,000 anticipating a decline in sales due to COVID-19. While commercial sales have declined, residential sales to date have increased enough to offset that decline. The higher than projected sales are responsible for the positive projected variances in electric sales and negative projected variances in power purchases. Overall, the projected variance is positive.

In February, natural gas prices in the FMPA and OUC invoices were much higher than normal due to the extreme cold winter conditions experienced across the United States during mid-February. Both contracts have fuel pricing tied to natural gas. The average natural gas price from the January FMPA invoice was \$19.8194/MWh. The average natural gas price from the February invoice was \$38.5748/MWh, nearly double. OUC natural gas prices were similar. The high prices were due to the very high natural gas prices that occurred between February 12 and February 22. As a result, the City under recovered fuel costs in February by \$454,274 which brought our balance down to \$770,163. In March, we further under recovered by \$65,064, bringing the balance to \$705,099. Our target balance for 12/31/21 is \$745,000. Fuel prices returned to much more normal levels in March and staff will continue to monitor costs and recoveries and will adjust rates if necessary.

The bottom line for the six months ended March 31 is a positive addition to working capital of \$1,305,379 and we are on track to achieve our projected addition of \$2,158,113.

## **Investment Report**

This three page report summarizes the City's cash and investment holdings as of March 31, 2021. The overall portfolio has a blended rate of return of 0.85% and the average maturity of the long-term investment securities held was 4.29 years. All investment holdings were within the parameters of the City's current Investment Policy as of March 31, 2021 with the exception of the total percentage of the long-term portion invested in federal instrumentalities. The negative balance in the American Municipal Securities Money Market Fund reflects the purchase of a bond on March 31 to replace a bond called on April 1. It is just a timing difference. The total at March 31 was 81.72% and the policy limitation was 80.00%. Steps will be taken to rebalance the portfolio as securities mature before the fiscal year ends on September 30.

**The City of Winter Park, Florida**  
**Monthly Financial Report - Budget vs. Actual**  
**General Fund**  
**For the Months Ended March 31, 2021 and 2020**  
**50% of the Fiscal Year Lapsed**

	Fiscal YTD March 31, 2021						Fiscal YTD March 31, 2020				
	Actual		Budget			Variance from Prorated Adj. Annual	Actual		Budget		Variance from Prorated Adj. Annual
	YTD	YTD %	Original Annual	Adjusted Annual *	Prorated Adj. Annual		YTD	Adjusted Annual	Prorated Adj. Annual		
Revenues:											
Property Tax	\$ 21,158,811	160%	\$ 26,396,984	\$ 26,396,984	\$ 13,198,490	\$ 7,960,321	\$ 21,176,446	\$ 24,461,639	\$ 12,230,822	\$ 8,945,624	
Local Option Gas Tax	432,527	102%	909,717	849,717	424,859	7,668	491,480	1,027,968	513,984	(22,504)	
Utility Tax	2,307,023	98%	4,616,680	4,685,680	2,342,840	(35,817)	2,251,372	4,650,374	2,325,187	(73,815)	
Communication Services Tax	874,891	103%	1,618,998	1,698,998	849,499	25,392	888,461	1,794,314	897,157	(8,696)	
Local Business Tax	307,012	135%	453,250	453,250	226,625	80,387	442,638	473,000	236,500	206,138	
Building Permits	1,338,491	129%	2,080,494	2,080,494	1,040,247	298,244	1,555,677	2,653,650	1,326,825	228,852	
Franchise Fees	350,474	90%	837,120	777,120	388,560	(38,086)	396,989	850,956	425,478	(28,489)	
Other Licenses & Permits	57,988	84%	137,650	137,650	68,825	(10,837)	109,850	202,000	101,000	8,850	
Intergovernmental	2,988,601	105%	6,396,491	5,673,491	2,836,746	151,855	3,459,990	7,502,888	3,751,444	(291,454)	
Charges for Services	4,545,574	99%	9,109,710	9,209,710	4,604,855	(59,281)	4,655,576	9,343,810	4,671,905	(16,329)	
Fines and Forfeitures	399,574	64%	1,284,915	1,254,915	627,458	(227,884)	526,539	1,414,449	707,225	(180,686)	
Miscellaneous	36,258	11%	648,500	638,500	319,250	(282,992)	920,695	665,700	332,850	587,845	
Fund Balance	-	-	190,500	190,500	95,250	(95,250)	-	640,214	320,107	(320,107)	
<b>Total Revenues</b>	<b>34,797,223</b>	<b>129%</b>	<b>54,681,009</b>	<b>54,047,009</b>	<b>27,023,504</b>	<b>7,773,719</b>	<b>36,875,714</b>	<b>55,680,962</b>	<b>27,840,484</b>	<b>9,035,230</b>	
Expenditures:											
City Commission	55,061	132%	83,393	83,393	41,697	(13,364)	15,763	30,188	15,094	(669)	
Lobbyists	15,000	50%	60,000	60,000	30,000	15,000	32,500	102,000	51,000	18,500	
Legal Services - City Attorney	271,827	155%	350,000	350,000	175,000	(96,827)	215,254	350,000	175,000	(40,254)	
Legal Services - Other	1,892	8%	50,000	50,000	25,000	23,109	21,901	65,000	32,500	10,599	
City Management	341,114	101%	672,686	672,686	336,343	(4,771)	318,517	673,470	336,735	18,218	
Budget and Performance Measurement	139,678	0%	290,473	290,473	145,237	5,559	147,626	311,590	155,795	8,169	
City Clerk	148,941	114%	262,219	262,219	131,110	(17,831)	68,847	191,323	95,662	26,815	
Information Technology Services	931,904	98%	1,904,251	1,904,251	952,126	2,024,222	1,067,153	2,071,283	1,035,641	(31,512)	
Finance	557,662	111%	1,008,429	1,008,429	504,215	(53,447)	462,497	993,998	496,999	34,502	
Communications Dept.	367,691	89%	804,945	821,770	410,885	43,194	363,416	901,155	450,578	87,162	
Human Resources	256,981	93%	550,942	550,942	275,471	18,490	261,601	500,295	250,148	(11,453)	
Purchasing	159,171	89%	357,815	357,815	178,908	19,737	164,907	355,347	177,674	12,767	
Planning & Community Development	424,655	75%	1,139,392	1,139,392	569,696	145,041	386,959	897,137	448,569	61,610	
Building	981,700	97%	2,021,665	2,029,558	1,014,779	33,079	988,028	2,326,833	1,163,417	175,389	
Public Works	4,516,468	92%	9,785,451	9,809,652	4,904,826	388,358	4,483,875	10,100,657	5,050,328	566,453	
Police	7,849,097	101%	15,549,947	15,549,947	7,774,974	(74,123)	7,450,222	15,541,958	7,770,979	320,757	
Fire	6,734,022	100%	13,451,169	13,490,777	6,745,389	11,367	6,374,657	13,442,333	6,721,167	346,510	
Parks & Recreation	4,202,204	98%	8,576,596	8,578,928	4,289,464	87,260	4,352,063	8,634,443	4,317,222	(34,841)	
Organizational Support	828,502	100%	1,657,004	1,657,004	828,502	-	1,256,753	1,657,004	828,502	(428,251)	
Non-Departmental	-	-	382,567	(251,433)	(125,717)	(125,717)	-	595,385	297,693	297,693	
<b>Total Expenditures</b>	<b>28,783,569</b>	<b>99%</b>	<b>58,958,944</b>	<b>58,415,803</b>	<b>29,207,905</b>	<b>424,336</b>	<b>28,432,540</b>	<b>59,741,399</b>	<b>29,870,703</b>	<b>1,438,163</b>	
<b>Revenues Over/(Under) Expenditures</b>	<b>6,013,654</b>	<b>-275%</b>	<b>(4,277,935)</b>	<b>(4,368,794)</b>	<b>(2,184,401)</b>	<b>8,198,055</b>	<b>8,443,174</b>	<b>(4,060,437)</b>	<b>(2,030,219)</b>	<b>10,473,393</b>	
Operating transfers in	4,693,006	100%	9,386,011	9,386,011	4,693,006	(0)	4,733,996	9,467,993	4,733,997	(1)	
Operating transfers out	(4,236,924)	166%	(5,097,636)	(5,097,636)	(2,548,817)	(1,688,107)	(4,082,568)	(5,407,556)	(2,703,778)	(1,378,790)	
Other Financing Sources/(Uses)	<b>456,082</b>	<b>21%</b>	<b>4,288,375</b>	<b>4,288,375</b>	<b>2,144,189</b>	<b>(1,688,107)</b>	<b>651,428</b>	<b>4,060,437</b>	<b>2,030,219</b>	<b>(1,378,791)</b>	
<b>Total Revenues Over Expenditures</b>	<b>\$ 6,469,736</b>		<b>\$ 10,440</b>	<b>\$ (80,419)</b>	<b>\$ (40,212)</b>	<b>\$ 6,509,948</b>	<b>\$ 9,094,602</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,094,602</b>	

\* As adjusted through March 31, 2021

The City of Winter Park, Florida  
Monthly Financial Report - Budget vs. Actual  
Community Redevelopment Fund  
For the Months Ended March 31, 2021 and 2020  
50% of the Fiscal Year Lapsed

	Fiscal YTD March 31, 2021						Fiscal YTD March 31, 2020			
	Actual		Budget				Actual	Budget		
	YTD	YTD %	Original Annual	Adjusted Annual *	Prorated Adj. Annual	Variance from Prorated Adj. Annual	YTD	Adjusted Annual	Prorated Adj. Annual	Variance from Prorated Adj. Annual
Revenues:										
Intergovernmental	\$ 3,008,287	191%	\$ 3,142,034	\$ 3,142,034	\$ 1,571,017	\$ 1,437,270	\$ 2,716,156	2,753,423	\$ 1,376,712	\$ 1,339,444
Charges for services	-	0%	-	-	-	-	-	-	-	-
Miscellaneous	(64,733)	-99%	130,801	130,801	65,401	(130,134)	221,327	100,000	50,000	171,327
Fund Balance	-	0%	1,876,351	5,398,982	2,699,491	(2,699,491)	-	6,396,733	3,198,366	(3,198,366)
<b>Total Revenues</b>	<b>2,943,554</b>	<b>68%</b>	<b>5,149,186</b>	<b>8,671,817</b>	<b>4,335,909</b>	<b>(1,392,355)</b>	<b>2,937,483</b>	<b>9,250,156</b>	<b>4,625,078</b>	<b>(1,687,595)</b>
Expenditures:										
Planning and Development	464,854	45%	1,853,870	2,076,465	1,038,232	573,378	459,173	1,532,193	766,097	306,924
Capital Projects	113,485	0%	4,975,000	8,275,036	4,137,518	4,024,034	308,638	6,830,529	3,415,264	3,106,626
Debt service	1,389,033	186%	1,491,056	1,491,056	745,528	(643,505)	1,375,378	1,499,412	749,706	(625,672)
<b>Total Expenditures</b>	<b>1,967,372</b>	<b>33%</b>	<b>8,319,926</b>	<b>11,842,557</b>	<b>5,921,278</b>	<b>3,953,906</b>	<b>2,143,189</b>	<b>9,862,134</b>	<b>4,931,067</b>	<b>2,787,878</b>
<b>Revenues Over/(Under) Expenditures</b>	<b>976,181</b>	<b>-62%</b>	<b>(3,170,740)</b>	<b>(3,170,740)</b>	<b>(1,585,370)</b>	<b>2,561,551</b>	<b>794,294</b>	<b>(611,978)</b>	<b>(305,989)</b>	<b>1,100,283</b>
Operating transfers in	3,337,341	199%	3,351,094	3,351,094	1,675,547	1,661,794	2,798,189	2,838,798	1,419,399	1,378,790
Operating transfers out	(90,177)	100%	(180,354)	(180,354)	(90,177)	-	(47,022)	(2,226,820)	(1,113,410)	1,066,388
Other Financing Sources/(Uses)	3,247,164	0%	3,170,740	3,170,740	1,585,370	1,661,794	2,751,167	611,978	305,989	2,445,178
<b>Total Revenues Over/(Under) Expenditures</b>	<b>\$ 4,223,345</b>		<b>\$ -</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 4,223,345</b>	<b>\$ 3,545,461</b>	<b>-</b>	<b>\$ -</b>	<b>\$ 3,545,461</b>

\* As adjusted through March 31, 2021

**WINTER PARK WATER AND WASTEWATER METRICS**  
**March 31, 2021**

	FY 2021 YTD				FY 2020 YTD	
	FY 2021 YTD	FY 2021 Annualized	FY 2021 Budget	Variance from Budget	FY 2020 YTD	FY 2020 in Total
<b>Operating Performance:</b>						
<b>Water and Irrigation Sales (thousands of gallons)</b>						
Sewer - inside city limits	513,822	1,026,412	1,015,000	11,412	525,383	1,042,266
Sewer - outside city limits	440,992	873,837	890,000	(16,163)	435,828	864,206
Water - inside city limits	781,604	1,595,353	1,500,000	95,353	803,106	1,648,234
Irrigation - Inside City	257,528	536,143	585,000	(48,857)	283,023	600,301
Water - outside city limits	596,044	1,190,955	1,235,000	(44,045)	600,557	1,183,691
Irrigation - Outside City	50,843	105,788	115,000	(9,212)	50,291	113,192
<b>Total</b>	<b>2,640,833</b>	<b>5,328,487</b>	<b>5,340,000</b>	<b>(11,513)</b>	<b>2,698,188</b>	<b>5,451,890</b>
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<b>Operating revenues:</b>						
Sewer - inside city limits	\$ 3,463,676	\$ 6,927,352	\$ 6,848,968	\$ 78,384	3,410,238	6,870,798
Sewer - outside city limits	3,664,466	7,328,932	7,156,936	171,996	3,564,926	7,225,392
Water - inside city limits	4,579,294	9,158,588	9,740,853	(582,265)	4,729,421	9,977,058
Water - outside city limits	2,970,706	5,941,413	5,922,962	18,451	2,890,973	5,959,849
Other operating revenues	728,688	1,457,377	1,634,782	(177,405)	967,167	1,773,249
<b>Total operating revenues</b>	<b>15,406,830</b>	<b>30,813,660</b>	<b>31,304,501</b>	<b>(490,841)</b>	<b>15,562,726</b>	<b>31,806,347</b>
<b>Operating expenses:</b>						
General and administration	982,615	1,965,229	1,895,187	(70,042)	943,551	2,081,314
Operations	6,067,678	13,238,571	13,720,842	482,271	5,919,247	12,567,762
Labor costs capitalized	215,275	430,550	400,000	(30,550)	96,532	361,735
Wastewater treatment by other agencies	2,989,539	5,979,079	6,002,384	23,305	2,729,434	5,316,122
<b>Total operating expenses</b>	<b>10,255,107</b>	<b>21,613,429</b>	<b>22,018,413</b>	<b>404,984</b>	<b>9,688,763</b>	<b>20,326,933</b>

**WINTER PARK WATER AND WASTEWATER METRICS**  
**March 31, 2021**

	FY 2021 YTD				FY 2020 YTD	
	FY 2021 YTD	FY 2021 Annualized	FY 2021 Budget	Variance from Budget	FY 2020 YTD	FY 2020 in Total
<b>Net Operating income</b>	<b>5,151,723</b>	<b>9,200,231</b>	<b>9,286,088</b>	<b>(85,857)</b>	<b>5,873,963</b>	<b>11,479,414</b>
<b>Other sources (uses):</b>						
Investment earnings	(81,422)	(162,843)	129,400	(292,243)	(29,049)	222,203
Miscellaneous revenue	14,967	29,934	10,000	19,934	6,610	22,698
Transfer to Renewal and Replacement Fund	(975,126)	(1,950,252)	(1,950,252)	-	(815,394)	(1,630,789)
Transfer to General Fund	(1,273,911)	(2,547,821)	(2,547,821)	(0)	(1,273,470)	(2,546,941)
Transfer for Organizational Support	(39,253)	(78,506)	(78,506)	(0)	(38,825)	(77,650)
Transfer to Capital Projects Fund	(123,750)	(247,500)	(247,500)	-	(103,750)	(207,500)
Other Capital Spending	(439,331)	(878,663)	(1,358,696)	480,033	(411,947)	(181,995)
Debt service sinking fund deposits	(2,340,239)	(4,542,229)	(4,655,409)	113,180	(2,424,937)	(4,846,491)
<b>Total other sources (uses)</b>	<b>(5,258,064)</b>	<b>(10,377,880)</b>	<b>(10,698,784)</b>	<b>320,904</b>	<b>(5,090,762)</b>	<b>(9,246,464)</b>
<b>Net increase (decrease) in funds</b>	<b>\$ (106,341)</b>	<b>\$ (1,177,649)</b>	<b>\$ (1,412,696)</b>	<b>\$ 235,047</b>	<b>783,201</b>	<b>2,232,949</b>
<b>Debt service coverage</b>	<b>2.26</b>	<b>2.09</b>				<b>2.44</b>

**WINTER PARK ELECTRIC UTILITY METRICS**

**March 31, 2021**

	<b>FY'21</b>	<b>FY'21</b>	<b>FY'21</b>	<b>Variance</b>				
	<b><u>YTD</u></b>	<b><u>Annualized</u></b>	<b><u>Budget</u></b>	<b><u>from</u></b>	<b><u>FY'20</u></b>	<b><u>FY'19</u></b>	<b><u>FY'18</u></b>	<b><u>FY'17</u></b>
				<b><u>Budget</u></b>				
<b><u>Technical Performance</u></b>								
Net Sales (kWh)	197,273,681	424,081,211	407,000,000	17,081,211	422,834,590	425,487,483	414,329,035	424,821,271
Average Revenue/kWh	0.1037	0.1057			0.1019	0.1098	0.1137	0.1043
Wholesale Power Purchased (kWh)	194,916,264	439,178,946	428,421,053	10,757,893	437,181,072	439,804,052	434,246,377	429,845,391
Wholesale Power Cost/kWh	(0.0458)	(0.0451)			(0.0432)	(0.0591)	(0.0632)	(0.0627)
Gross margin	0.0579	0.0606			0.0587	0.0507	0.0506	0.0415
Sold vs. Purchased kWh Ratio	101.21%	96.56%	95.00%		96.72%	96.74%	95.41%	98.83%
<b><u>Revenues and Expenses Directly Related to Sales of Electricity:</u></b>								
Electric Sales:								
Customer charges - residential	1,231,472	2,462,944	2,482,314	(19,369)	2,462,962	2,232,225		
Customer charges - commercial and public authority	269,941	539,881	548,363	(8,482)	543,319	499,223		
Demand charges	1,409,045	2,818,090	2,916,488	(98,398)	2,866,683	2,694,021		
Street Lighting	188,928	377,856	383,100	(5,244)	377,120	380,733		
Non-Fuel kWh charges	12,943,220	27,824,169	26,565,263	1,258,906	27,749,383	28,308,084	33,381,040	30,628,559
Fuel	4,423,210	10,809,040	10,054,482	754,558	9,091,571	12,623,109	13,739,354	13,663,392
Purchased Power :								
Fuel	(5,033,511)	(11,341,342)	(10,054,482)	(1,286,860)	(9,057,266)	(12,616,487)	(13,739,354)	(12,619,342)
Non-Fuel	(2,671,170)	(6,018,594)	(5,466,115)	(552,479)	(6,708,454)	(9,916,779)	(10,180,683)	(10,778,312)
Transmission Power Cost	(1,225,632)	(2,451,265)	(2,735,462)	284,197	(3,139,275)	(3,468,020)	(3,510,746)	(3,558,875)
<b>Net Revenue from Sales of Electricity</b>	<b>11,535,502</b>	<b>25,020,780</b>	<b>24,693,950</b>	<b>326,830</b>	<b>24,186,043</b>	<b>20,736,109</b>	<b>19,689,611</b>	<b>17,335,422</b>
<b><u>Other Operating Income (Expenses):</u></b>								
Other Operating Revenues	174,010	348,020	200,500	147,520	255,681	319,801	350,997	276,212
General and Administrative Expenses	(1,018,837)	(2,037,674)	(2,338,326)	300,652	(2,100,245)	(2,011,213)	(1,804,767)	(1,705,609)
Operating Expenses	(2,587,518)	(5,175,036)	(6,094,378)	919,342	(5,421,884)	(5,721,815)	(5,616,455)	(7,170,834)
Total Other Operating Income (Expenses)	(3,432,345)	(6,864,690)	(8,232,204)	1,367,514	(7,266,447)	(7,413,227)	(7,070,224)	(8,600,231)
<b>Net Operating Income</b>	<b>8,103,157</b>	<b>18,156,090</b>	<b>16,461,746</b>	<b>1,694,344</b>	<b>16,919,595</b>	<b>13,322,883</b>	<b>12,619,387</b>	<b>8,735,191</b>

**WINTER PARK ELECTRIC UTILITY METRICS**  
**March 31, 2021**

	<b>FY'21</b>	<b>FY'21</b>	<b>FY'21</b>	<b>Variance</b>	<b>FY'20</b>	<b>FY'19</b>	<b>FY'18</b>	<b>FY'17</b>
	<b><u>YTD</u></b>	<b><u>Annualized</u></b>	<b><u>Budget</u></b>	<b><u>from</u></b>				
				<b><u>Budget</u></b>				
<b>Nonoperating Revenues (Expenses):</b>								
Investment Earnings	(31,664)	(63,328)	(30,000)	(33,328)	(35,720)	(386,874)	(34,021)	(35,398)
Principal on Debt	(1,505,000)	(3,010,000)	(3,010,000)	-	(2,915,000)	(2,670,000)	(2,530,000)	(2,450,000)
Interest on Debt	(873,544)	(1,747,088)	(1,769,588)	22,500	(1,854,026)	(2,218,854)	(2,913,548)	(2,995,826)
Miscellaneous Revenue	34,986	69,973	-	69,973	36,910	22,635	83,427	21,910
Proceeds from Sale of Assets	4,149	8,298	25,000	(16,702)	55,398	25,886	32,599	18,592
Contributions in Aid of Construction (CIAC)	178,090	356,181	500,000	(143,819)	264,227	479,648	789,480	498,577
Residential Underground Conversions	47,585	95,170	70,000	25,170	92,280	68,245	81,158	94,004
Capital (including the costs of improvements paid for by CIAC revenues)	(725,991)	(2,703,600)	(2,703,600)	-	(1,058,970)	(2,174,625)	(1,678,010)	(1,546,321)
Reimbursement of Hurricane Irma recovery costs	-	-	-	-	356,943			
Reimbursement of Fairbanks Distribution Line Costs	29,881	29,881	-	29,881	2,092,676	1,333,048		
Undergrounding Fairbanks Distribution Lines	(167,808)	(167,808)	-	(167,808)	(3,260,841)	(1,333,048)	(1,029)	-
Undergrounding of Power Lines	(2,613,310)	(5,226,620)	(5,000,000)	(226,620)	(4,171,735)	(3,851,032)	(4,429,125)	(3,303,800)
<b>Total Nonoperating Revenues (Expenses)</b>	<b>(5,622,626)</b>	<b>(12,358,942)</b>	<b>(11,918,188)</b>	<b>(440,754)</b>	<b>(10,397,857)</b>	<b>(10,704,970)</b>	<b>(10,599,071)</b>	<b>(9,698,262)</b>
<b>Income Before Operating Transfers</b>	<b>2,480,531</b>	<b>5,797,148</b>	<b>4,543,558</b>	<b>1,253,590</b>	<b>6,521,738</b>	<b>2,617,913</b>	<b>2,020,317</b>	<b>(963,071)</b>
<b>Operating Transfers In/Out:</b>								
Transfers from Water and Sewer Fund	74,180	148,360	148,360	-	181,995	188,431	146,561	1,151,088
Transfers to General Fund	(1,122,674)	(2,413,423)	(2,280,488)	(132,935)	(2,376,904)	(2,577,382)	(2,557,836)	(2,463,692)
Transfers for organizational support	(57,909)	(115,817)	(115,817)	-	(123,198)	(126,258)	(120,705)	(118,947)
Transfers to capital projects	(68,750)	(137,500)	(137,500)	-	(132,500)	(99,615)	(122,500)	(179,771)
<b>Total Operating Transfers</b>	<b>(1,175,152)</b>	<b>(2,518,380)</b>	<b>(2,385,445)</b>	<b>(132,935)</b>	<b>(2,450,607)</b>	<b>(2,614,824)</b>	<b>(2,654,480)</b>	<b>(1,611,322)</b>
<b>Net Change in Working Capital</b>	<b>1,305,379</b>	<b>3,278,768</b>	<b>2,158,113</b>	<b>1,120,655</b>	<b>4,071,131</b>	<b>3,089</b>	<b>(634,164)</b>	<b>(2,574,393)</b>
<b>Other Financial Parameters</b>								
Debt Service Coverage	3.39	3.80			3.38	2.59	2.53	1.67
Fixed Rate Bonds Outstanding	52,935,000				55,945,000	56,595,000	62,185,000	64,685,000
Auction Rate Bonds Outstanding	-				-	-	1,000,000	1,030,000
Total Bonds Outstanding	52,935,000				55,945,000	56,595,000	63,185,000	65,715,000
Principal Retired	3,010,000				2,915,000	2,670,000	2,530,000	2,450,000
Cash Balance					(1,751,415)	(4,187,304)	(2,377,803)	(324,693)
<b>Current year change in cash balance</b>								
<b>Fuel Cost Stabilization Fund Balance:</b>								
Beginning Balance	1,320,208						1,998,073	2,127,701
Fuel Revenues	4,418,401						13,516,532	13,821,741
Fuel Expenses	(5,033,511)						(14,211,039)	(13,951,369)
Ending Balance	705,099						1,303,566	1,998,073
<b>Current year change in fuel stabilization fund</b>	<b>(615,109)</b>						<b>(694,507)</b>	<b>(129,628)</b>

Notes

Fiscal Years run from October to September; FY'20 is 10/1/20 to 9/30/21



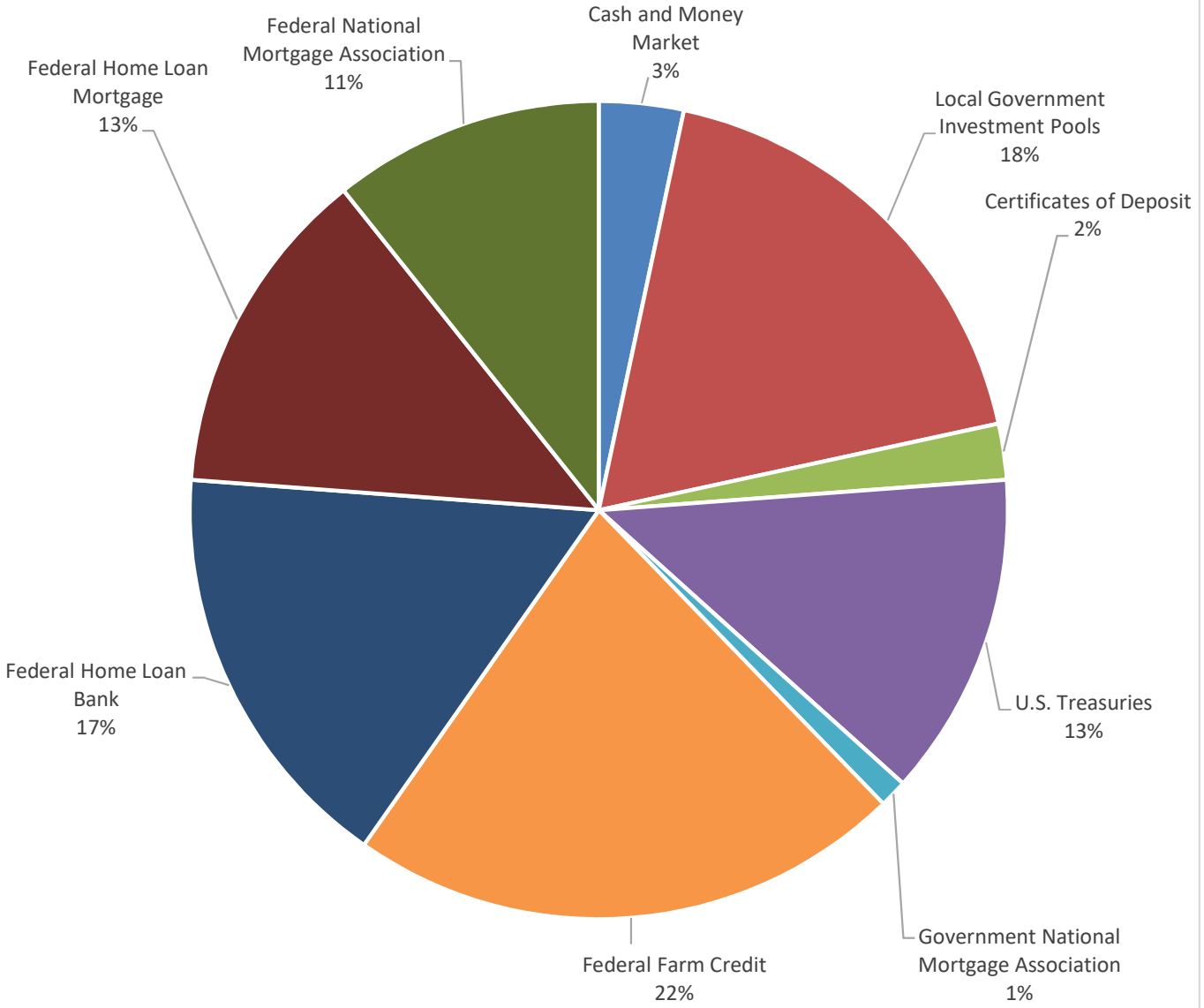
**Cash and Investment Portfolio (excluding pension funds and bond proceeds)**  
**31-Mar-21**

Issuer	CUSIP	Purchase Date	Quantity	Estimated Price	Coupon Rate	Cost	Market Value	Maturity Date	Moody's Rating	S & P Rating	Percentage of Total Cash and Investments	Percentage of Long-Term Investments
<b>Short-term funds:</b>												
Bank of America					0.19%	\$ 5,585,298	\$ 5,585,298					
SeacoastBank					0.20%	\$ 102,647	\$ 102,647					
FL Safe - Local Government Investment Pool					0.06%	\$ 10,102,088	\$ 10,102,088					
FL PALM - Local Government Investment Pool					0.08%	\$ 8,886,963	\$ 8,886,963					
American Municipal Securities Money Market Fund					0.01%	\$ (2,210,073)	\$ (2,210,073)					
State Board of Administration (SBA)					0.13%	\$ 20,481	\$ 20,481					
Certificate of Deposit - First Colony Bank					0.35%	\$ 1,040,609	\$ 1,040,609					
Certificate of Deposit - Seacoast Bank					0.60%	\$ 1,260,516	\$ 1,260,516					
<b>Total short-term funds</b>						<b>\$ 24,788,529</b>	<b>\$ 24,788,529</b>				<b>23.82%</b>	
<b>Long-term investments:</b>												
<b>US Treasury Note Investments (backed by full faith and credit of the United States Government):</b>												
US TREASURY NOTES	912828S27	07/05/16	\$ 1,000,000	100.262	1.13%	\$ 1,010,156	\$ 1,002,620	06/30/21	AAA			
US TREASURY NOTES	912828YC8	08/12/20	\$ 1,550,000	100.609	1.50%	\$ 1,010,156	\$ 1,559,440	08/31/21	AAA			
US TREASURY NOTES	912828G53	09/09/15	\$ 1,000,000	101.210	1.88%	\$ 1,002,188	\$ 1,012,100	11/30/21	AAA			
US TREASURY NOTES	912828H86	10/31/19	\$ 2,000,000	101.187	1.50%	\$ 2,000,000	\$ 2,023,740	01/31/22	AAA			
US TREASURY NOTES	9128282S8	09/14/17	\$ 2,300,000	102.117	1.63%	\$ 2,285,625	\$ 2,348,691	08/31/22	AAA			
US TREASURY NOTES	91282CBR1	03/08/21	\$ 1,000,000	99.734	0.25%	\$ 1,000,000	\$ 997,340	03/15/24	AAA			
US TREASURY NOTES	91982CAZ4	12/22/20	\$ 2,000,000	97.816	0.38%	\$ 2,000,000	\$ 1,956,320	11/30/25	AAA			
US TREASURY NOTES	91282CBQ8	03/08/21	\$ 2,500,000	98.046	0.50%	\$ 2,500,000	\$ 2,451,150	02/28/26	AAA			
<b>Total US Treasury Note Investments</b>			<b>\$ 13,350,000</b>			<b>\$ 12,808,125</b>	<b>\$ 13,351,401</b>				<b>12.83%</b>	<b>16.84%</b>
<b>Government National Mortgage Investments (backed by full faith and credit of the United States Government):</b>												
GNMA II ARM PASS THRU POOL 8258	36202KE76	05/04/99	\$ 490,000	100.694	1.75%	\$ 356	\$ 358	08/20/23				
GNMA PASS THRU POOL 372024	36204KG98	05/21/98	\$ 1,730,000	111.667	6.50%	\$ 8,491	\$ 9,482	01/15/24				
GNMA PASS THRU POOL AD1605	36180CYA1	02/01/13	\$ 1,000,000	102.933	2.00%	\$ 254,235	\$ 261,692	01/15/28				
GNMA II PASS THRU POOL 2562	36202CZ30	02/08/01	\$ 2,500,000	113.061	6.00%	\$ 12,734	\$ 14,397	03/20/28				
GNMA PASS THRU POOL 497581	36210NXJ3	02/11/99	\$ 500,000	112.504	6.00%	\$ 9,854	\$ 11,086	01/15/29				
GNMA II PASS THRU POOL 2795	36202DC82	02/08/01	\$ 2,000,000	114.809	6.50%	\$ 8,096	\$ 9,295	08/20/29				
GNMA II PASS THRU POOL 2997	36202DKJ9	01/31/01	\$ 1,717,305	101.171	6.50%	\$ 1,694	\$ 1,714	11/20/30				
GNMA II PASS THRU POOL 3839	36202EHQ5	01/30/08	\$ 1,000,000	109.388	4.50%	\$ 57,886	\$ 63,320	04/20/36				
GNMA II PASS THRU POOL 4071	36202EQY8	01/18/08	\$ 1,000,000	114.309	5.00%	\$ 22,062	\$ 25,219	01/20/38				
GNMA PASS THRU POOL 702875	36296VZG2	05/10/10	\$ 1,015,000	115.580	4.00%	\$ 378,146	\$ 437,061	07/15/39				
GNMA 13-28 DE REMIC MULTICLASS CMO	38378FWG1	02/08/13	\$ 1,000,000	102.455	1.75%	\$ 233,692	\$ 239,429	12/20/42				
GNMA 13-42 DE REMIC MULTICLASS CMO	38378JFT4	03/13/13	\$ 1,000,000	102.216	1.75%	\$ 67,583	\$ 69,081	01/20/43				
<b>Total Government National Mortgage Investments</b>			<b>\$ 14,952,305</b>			<b>\$ 1,054,829</b>	<b>\$ 1,142,134</b>				<b>1.10%</b>	<b>1.44%</b>
<b>Agencies which are non-full faith and credit):</b>												
<b>Federal Farm Credit Investments:</b>												
FEDERAL FARM CREDIT	3133EJXP1	05/14/18	\$ 1,250,000	104.682	2.88%	\$ 1,250,000	\$ 1,308,525	12/21/22	AAA	AA+		
FEDERAL FARM CREDIT	3133ELVA9	03/24/20	\$ 2,250,000	100.000	1.20%	\$ 2,250,000	\$ 2,250,000	04/01/24	AAA	AA+		
FEDERAL FARM CREDIT	3133ELH80	06/08/20	\$ 4,360,000	100.248	0.68%	\$ 4,360,000	\$ 4,370,813	06/10/25	AAA	AA+		
FEDERAL FARM CREDIT	3133ELK37	06/09/20	\$ 2,800,000	100.092	0.78%	\$ 2,800,000	\$ 2,802,576	06/16/25	AAA	AA+		
FEDERAL FARM CREDIT	3133EMCP5	10/14/220	\$ 3,500,000	97.731	0.52%	\$ 3,500,000	\$ 3,420,585	10/14/25	AAA	AA+		
FEDERAL FARM CREDIT	3133EMUK6	03/18/21	\$ 2,000,000	99.631	1.05%	\$ 2,000,000	\$ 1,992,620	03/25/26	AAA	AA+		
FEDERAL FARM CREDIT	3133EMHW5	11/30/20	\$ 2,000,000	97.278	0.70%	\$ 2,000,000	\$ 1,945,560	11/30/26	AAA	AA+		

**Cash and Investment Portfolio (excluding pension funds and bond proceeds)**  
**31-Mar-21**

Issuer	CUSIP	Purchase Date	Quantity	Estimated Price	Coupon Rate	Cost	Market Value	Maturity Date	Moody's Rating	S & P Rating	Percentage of Total Cash and Investments	Percentage of Long-Term Investments
FEDERAL FARM CREDIT	3133EMKZ4	12/24/20	\$ 2,000,000	97.142	0.79%	\$ 2,000,000	\$ 1,942,840	06/21/27	AAA	AA+		
FEDERAL FARM CREDIT	3133EMHZ8	12/16/20	\$ 3,000,000	95.022	1.13%	\$ 3,000,000	\$ 2,850,660	06/01/29	AAA	AA+		
<b>Total Federal Farm Credit Investments</b>			<b>\$ 23,160,000</b>			<b>\$ 23,160,000</b>	<b>\$ 22,884,179</b>				21.99%	28.87%
<b>Federal Home Loan Banks Investments:</b>												
FEDERAL HOME LOAN BANK	3130AGUY1	12/03/15	\$ 2,500,000	101.438	2.00%	\$ 2,500,000	\$ 2,535,950	12/30/21	AAA	AA+		
FEDERAL HOME LOAN BANK	3130AJSF7	06/25/20	\$ 3,000,000	98.684	0.65%	\$ 3,000,000	\$ 2,960,520	01/08/25	AAA	AA+		
FEDERAL HOME LOAN BANK	3130ALTF1	03/24/21	\$ 2,600,000	99.832	1.00%	\$ 2,600,000	\$ 2,595,632	06/30/26	AAA	AA+		
FEDERAL HOME LOAN BANK	3130ALWS9	03/31/21	\$ 2,250,000	100.000	1.10%	\$ 2,250,000	\$ 2,250,000	07/14/26	AAA	AA+		
FEDERAL HOME LOAN BANK	3130AKQW9	01/12/21	\$ 5,000,000	96.867	1.00%	\$ 5,000,000	\$ 4,843,350	01/28/28	AAA	AA+		
FEDERAL HOME LOAN BANK	3130AKSP2	01/15/21	\$ 2,000,000	96.323	0.95%	\$ 2,000,000	\$ 1,926,460	01/28/28	AAA	AA+		
<b>Total Federal Home Loan Banks Investments</b>			<b>\$ 17,350,000</b>			<b>\$ 17,350,000</b>	<b>\$ 17,111,912</b>				16.44%	21.59%
<b>Federal Home Loan Mortgage Investments:</b>												
FEDERAL HOME LN MTG CORP	3134GA5C4	02/16/17	\$ 3,000,000	100.880	2.00%	\$ 3,000,000	\$ 3,026,400	09/16/21	AAA	AA+		
FEDERAL HOME LN MTG CORP	3134GVPK8	04/28/20	\$ 1,000,000	99.622	0.85%	\$ 1,000,000	\$ 996,220	04/29/25	AAA	AA+		
FEDERAL HOME LN MTG CORP	3134GVQF8	04/29/20	\$ 750,000	99.898	0.75%	\$ 750,000	\$ 749,235	04/30/25	AAA	AA+		
FEDERAL HOME LN MTG CORP	3134GVR26	06/15/20	\$ 1,500,000	99.671	0.70%	\$ 1,500,000	\$ 1,495,065	06/25/25	AAA	AA+		
FEDERAL HOME LN MTG CORP	3134GWB70	08/27/20	\$ 2,400,000	98.788	0.63%	\$ 2,400,000	\$ 2,370,912	09/15/25	AAA	AA+		
FEDERAL HOME LN MTG CORP	3134GWW93	09/23/20	\$ 500,000	97.742	0.55%	\$ 500,000	\$ 488,710	09/30/25	AAA	AA+		
FEDERAL HOME LN MTG CORP	3134GWZY5	10/15/20	\$ 2,125,000	97.510	0.50%	\$ 2,125,000	\$ 2,072,088	10/23/25	AAA	AA+		
FEDERAL HOME LN MTG CORP	3134GW5B8	10/20/20	\$ 1,000,000	98.126	0.50%	\$ 1,000,000	\$ 981,260	10/29/25	AAA	AA+		
FEDERAL HOME LN MTG CORP	3134GW6V3	10/26/20	\$ 475,000	97.360	0.75%	\$ 475,000	\$ 462,460	10/30/26	AAA	AA+		
FEDERAL HOME LN MTG CORP	3134GW6P6	11/09/20	\$ 1,000,000	97.089	0.75%	\$ 1,000,000	\$ 970,890	12/30/26	AAA	AA+		
FHLMC GOLD PASS THRU POOL C91020	3128P7DZ3	03/21/07	\$ 1,000,000	111.570	5.50%	\$ 16,337	\$ 18,227	03/01/27	AAA	AA+		
<b>Total Federal Home Loan Mortgage Investments</b>			<b>\$ 14,750,000</b>			<b>\$ 13,766,337</b>	<b>\$ 13,631,467</b>				13.10%	17.20%
<b>Federal National Mortgage Association Investments:</b>												
FEDERAL NATL MTG ASSN	3136G2CS4	01/12/15	\$ 1,000,000	101.568	2.00%	\$ 1,000,000	\$ 1,015,680	01/27/22	AAA	AA+		
FEDERAL NATL MTG ASSN	3135GOW66	11/21/19	\$ 4,500,000	103.895	1.63%	\$ 4,496,355	\$ 4,675,275	10/15/24	AAA	AA+		
FEDERAL NATL MTG ASSN	3136G4C43	07/24/20	\$ 3,500,000	99.003	0.65%	\$ 3,500,000	\$ 3,465,105	08/14/25	AAA	AA+		
FEDERAL NATL MTG ASSN	3135GA4Q1	11/10/20	\$ 2,000,000	98.302	0.70%	\$ 2,000,000	\$ 1,966,040	05/28/26	AAA	AA+		
FNMA PASS THRU POOL 255994	31371MKF3	03/12/07	\$ 1,605,000	111.480	5.50%	\$ 28,411	\$ 31,673	11/01/25	AAA	AA+		
<b>Total Federal National Mortgage Association Investments:</b>			<b>\$ 12,605,000</b>			<b>\$ 11,024,766</b>	<b>\$ 11,153,773</b>				10.72%	14.07%
<b>Total Federal Instrumentalities (United States Government Agencies which are non-full faith and credit):</b>												
			<b>\$ 67,865,000</b>			<b>\$ 65,301,103</b>	<b>\$ 64,781,330</b>				62.25%	81.72%
<b>Total Long-Term Investments</b>			<b>\$ 96,167,305</b>			<b>\$ 79,164,057</b>	<b>\$ 79,274,865</b>					
<b>Total Short-Term Funds and Long-Term Investments</b>						<b>\$ 103,952,586</b>	<b>\$ 104,063,394</b>					
<b>Blended Portfolio Rate of Return</b>												0.85%
<b>Average Maturity of Long-Term Investments (in years)</b>												4.29

### Cash and Investment Allocation





City Commission  
Regular Meeting

# agenda item

item type Consent Agenda	meeting date May 12, 2021
prepared by Rene Cranis	approved by Michelle Neuner, Randy Knight
board approval Completed	
strategic objective	

**subject**

Approval of minutes of the Work Session, April 21, 2021

**motion / recommendation**

**background**

**alternatives / other considerations**

**fiscal impact**

**ATTACHMENTS:**

[042121ws OAO.pdf](#)



# City Commission Work Session Minutes

April 21, 2021 at 3:00 p.m.

Virtual

## Present

Mayor Phil Anderson  
Commissioner Marty Sullivan  
Commissioner Sheila DeCiccio  
Commissioner Carolyn Cooper  
Commissioner Todd Weaver

City Manager Randy Knight  
City Clerk Rene Cranis

## Also Present

Director of Planning and Transportation Bronce Stephenson  
Planner Allison McGillis  
Transportation Manager Sarah Walter

### 1) Call to Order

Mayor Anderson called the meeting to order at 3:00 p.m.

### 2) Discussion Item(s)

- a. Page by page review of OAO zoning code.

Mayor Anderson advised that this work session will be a page by page review of the draft zoning ordinance dated April 13, 2021. Consensus was reached on the following:

- Remove Subarea G: add note "not used" (Remove throughout document).
- Page 2, Item 2b: delete the word "section" and change to reference provisions
- Page 4, Item 13: leave as is (remove suggested revision)
- Page 5, Item c2: add "51% of sales are from food sales."
- Page 5, Item c4: add with minimal food and beverage operations, no banquet facilities (100 rooms or less)
- Page 5, Item c17: add "massage services must be part of a spa, cannot be a stand-alone business."
- Page 5, Item c15 add "(vertical or horizontal)"
- Page 6, Item 22 delete "excluding single-family detached homes."
- Page 6, Item 24: leave as is
- Page 6, Item d: add #6 Resale/antique stores (as a conditional use)

- Page 6, Item 26, leave as is
- Page 6: add #27 Shared Office Space
- Page 6 d5, change to "Buildings or permitted uses within this section..."
- Page 6 Add #7 "Vehicle sales showrooms meeting provisions of 58-76(c) and (p)
- Page 7, Item 2, leave as is
- Page 8 Item g: Topic for discussion in future work session.
- Page 9, Item i, Change title to "Block Structure and Circulation Requirements."
- Page 9, Item 3: leave as presented
- Page 9, Item c: change "1800 linear feet" to "1500 linear feet"
- Page 10, Item j1: define parking garages in terms of levels rather than floors. Change parenthetical example to "A 3-story wraps around a 4-level interior parking garage. Change maximum height of first floor to 12 feet.
- Page 11, Item 2: add separate sentence "The build-to line is established by the ...." and add as note in all figures. Add "\* maximum setbacks for Subareas A and B"
- Throughout document: change floor to ceiling height to match code. Change from state roads to all roads for a 10 ft. setback.
- Page 37: establish 35-foot setback from back of sidewalk for Fairbanks and 45 feet beginning at third story. (update figures in document).
- Page 12, delete references to six stories.
- Page 13, last sentence in first paragraph under Figure 3: change "at a minimum of every 4 feet" to "offset at a minimum of four feet."
- Page 14, first paragraph: change to read "façade break-up at least every 30 feet."
- Page 14, Section 2: delete and renumber subsequent sections.
- Page 14, new c: leave as presented.
- Page 18, 2<sup>nd</sup> full paragraph: change to read "... encompassing no more than 15% of the building roof area or 15% of building street facing facade width not to exceed 30 linear feet of a given façade..." Add "roof garden, green roof features, solar panels permitted 30%."
- Page 18, Item 10: change to read "All external renovation or development projects and conditional use request within the OAO..."
- Page 19, Section k2: change minimum street travel to 12 feet from 24 feet to indicate single lane width.
- Page 19, Item k2: add sentence "No on-street parking permitted on a roadway with a curve where the curve exceeds 60 degrees." (include linear footage)
- Page 19, Item 3d0): revise to "...shall be required to provide parking in accordance with the off-street parking requirements defined in Section 58-86 subject to credit of 50% of the rooms."

- Page 20, Item 3f: revise parking requirements to: one-bedroom or studio - 1.25 dedicated parking spaces per unit, two-bedroom – 2.0 dedicated parking spaces per unit; three-bedroom or above - 2.5 dedicated parking spaces per unit.
- Page 21, Item 7a: renumber to 8 and subsequent paragraphs.
- Page 21, Item 8: revise to read "...developments that provide parking at least 10% above what is required by minimum code requirements..."
- Page 22, Item d: revise to read: "...comparables) to small businesses in the OAO located in Subarea A.
- Page 22, Item h: revise to read "Subarea A properties shall be offered priority for parking spaces that are..."
- Page 24, Item m: change to "At least 50% of open space areas provided shall be green space" and delete "and 80% of open space areas shall be pervious or semi-pervious."
- Page 25, Item n4: change minimum clearance to 7 1/2 feet from the sidewalk.
- Page 26, Item s: leave as presented.
- Page 27, Item r: add "or Director of Public Works"
- Page 29: To be discussed as part of review of each subarea.

The next work session is scheduled from April 29 at 1:00 p.m.

### 3) Adjournment

The work session adjourned at 6:32 p.m.

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Mayor Phillip M. Anderson

ATTEST:

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City Clerk Rene Cranis



# City Commission Regular Meeting

# agenda item

item type Consent Agenda	meeting date May 12, 2021
prepared by Rene Cranis	approved by Michelle Neuner, Randy Knight
board approval Completed	
strategic objective	

## subject

Approval of the minutes of the Work Session, April 28, 2021

## motion / recommendation

## background

## alternatives / other considerations

## fiscal impact

## ATTACHMENTS:

[042821ws Priorities.pdf](#)





# City Commission Work Session Minutes

April 28, 2021 at 10:00 a.m.

Virtual

## Present

Mayor Phil Anderson  
Commissioner Marty Sullivan  
Commissioner Sheila DeCiccio  
Commissioner Carolyn Cooper  
Commissioner Todd Weaver

City Manager Randy Knight  
Deputy City Clerk Kim Breland

## 1) Call to Order

Mayor Anderson called the meeting to order at 10:00 a.m.

## 2) Discussion Item(s)

- a. Continuation of discussion of Commission priorities and projects.

Mayor Anderson stated the purpose of this work session is to review the list of projects and programs for use of federal funding under the American Recovery Act. A spreadsheet was displayed showing short-term projects and cost and future projects that are not ready or may not be eligible for ARA funds but may be eligible for future funding opportunities, i.e. federal infrastructure funding.

Mr. Knight stated the city will receive over \$12 million from the ARA, half in May and one-half one year from now and reviewed the guidance on revenue replacement.

Members of the Commission discussed the projects, timing and funding. Consensus was reached as follows:

Reimbursement for COVID Related Revenue Shortfall:

- Restore Reserves, \$800,000
- Traffic Enhancements, \$750,000 (can be covered by future transportation impact fee, potential federal infrastructure funding, or share of state ARA funding)
- Neighborhood Traffic Calming, \$250,000
- Park Improvements, zero (funding source identified, CRA funds for MLK improvements)
- Downtown Circulator, zero (long-term)
- Amphitheater, zero (working with potential donor)

- Old Library Building roof and A/C, (Schedule work session to discuss improvements and future use of building after Library moves to new location) \$300,000 for asset preservation.
- Central Park - USPS additional funding, (Schedule work session), zero.
- Progress Point Park, \$2,000,000
- Progress to Mead Connector (just the trail), \$500,000
- Strategic Land Acquisitions (geared toward Fairbanks improvements - use CRA or parks acquisition funds), \$1,000,000
- Cybersecurity Enhancements, \$500,000
- Parking Garage (potentially funded from other sources), zero
- Solar, zero (Congressional earmark funding request)
- Affordable Housing, change to Housing Authority improvements, zero (Congressional earmark funding request)
- Station 62 Improvements, zero (potential infrastructure funding)
- Fire Training Facility, \$550,000
- Bike and Mobility Plan, zero (potential infrastructure funding)
- 2016 Vision and Traditional Neighborhood Design, \$50,000 for resident survey
- Sustainability Program - vehicles, equipment, \$350,000

Transfer to state for Winter Park state road improvements, \$2,000,000 (infrastructure bill).

Recurring Non-profit partners (excluding Dr. Phillips):

- Winter Park Library Art and Furnishings, \$800,000
- Mead Garden - Capital, (Congressional earmark request), zero
- Non-Profit Operational Support, \$1,100,000 (50% of 2021 city contribution)
  - Library
  - Mead Garden operational support
  - All other non-profits

Household and Small Businesses, \$700,000. Develop macro for this group.

- Utility Payment Assistance Program (forgiveness of remaining payment plan)
- Business façade program
- Business recruitment program
- Humanitarian support

Tourism, Travel and Hospitality

- Central Park Stage, \$800,000
- Downtown restroom, zero

- Boat tour (dredge canal and property clean-up, \$100,000
- Other (marketing, events, etc.), \$200,000
- Dinky Dock, \$154,000

Broadband:

- Connect facilities with fiber (reimburse electric fund), \$962,000
- Public WIFI (expansion), \$250,000

Long term projects included: City Hall, septic to sewer conversion, fiber to the home, potential annexation related expenses, outfalls to lakes, parking garages, Orange Avenue traffic solutions (\$5 million), Fairbanks ped/bike crossing, long-term strategic plan 25-50 years, trees and rights-of-way for 17/92 project.

Mr. Knight pointed out that all of the funding does not need to be allocated at this time since the city will only receive ½ of funds this year.

### 3) Adjournment

The work session adjourned at 12:21 p.m.

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Mayor Phillip M. Anderson

ATTEST:

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City Clerk Rene Cranis



City Commission  
Regular Meeting

# agenda item

item type Consent Agenda	meeting date May 12, 2021
prepared by Rene Cranis	approved by Michelle Neuner, Randy Knight
board approval Completed	
strategic objective	

**subject**

Approval of the minutes of the Regular Meeting, April 28, 2021

**motion / recommendation**

**background**

**alternatives / other considerations**

**fiscal impact**

**ATTACHMENTS:**

[042821rs.pdf](#)



# City Commission Regular Meeting Minutes

April 28, 2021 at 3:30 p.m.

WP Community Center  
721 W. New England Avenue | Winter Park, Florida

## Present

Mayor Phil Anderson  
Commissioner Marty Sullivan  
Commissioner Sheila DeCiccio  
Commissioner Carolyn Cooper  
Commissioner Todd Weaver

City Manager Randy Knight  
City Attorney Kurt Ardaman  
Deputy City Clerk Kim Breland

## 1) Meeting Called to Order

Mayor Anderson called the meeting to order at 3:30 p.m.

## 2) Invocation

The invocation was offered by Pastor Rachel DeLaune, First United Methodist Church of Winter Park, followed by the Pledge of Allegiance.

## 3) Approval of Agenda

**Motion made by Mayor Anderson to move Item 7c ahead of Items 7 a and b; seconded by Commissioner DeCiccio. Motion carried unanimously with 5-0 vote.**

## 4) Mayor's Report

- Met with Library Board to discuss future of old library and stated that the city continues to support the Library and that the Library is still accepting donations.
- Gave an update on the work sessions on Commission priorities and the OAO.

## 5) City Manager's Report

## 6) City Attorney's Report

## 7) Non-Action Items

### c. Economic Recovery Task Force Final Report

Drew Madsen, Economic Development Advisory Board member, and Betsy Gardener Eckbert, President of Chamber of Commerce, were present to give the final report of the Economic Recovery Task Force. Mr. Madsen reported on its purpose, strategies,

achievements and associated costs, current economic conditions, activities and changes moving forward. He recommended next steps which include transition of work to the EDAB, discussions with stakeholders, and developing a framework for economic development. He reviewed a proposal from IDEAS to conduct an economic study.

Mr. Madsen and Ms. Eckbert responded to the comments and questions. Mrs. Eckbert spoke about surveys conducted and reviewed the results of the survey of the Curbside To-Go Program with support to continue the program at least for another month and longer. Additional comments were heard with appreciation expressed for the Chamber, Mr. Madsen and Assistant City Manager Michelle Neuner who served on the Task Force.

a. Board Appointments - Mayor Anderson

- Board of Adjustments: Michael Clary (reappointed), Cathy Sawruk, Jason Johnson
- Code Compliance Board: Paul Mandelkern (reappointed), John Schmaltz, Wayne Johnson
- Community Redevelopment Advisory Board: Anjali Vaya, Maria Bryant
- Economic Development Advisory Board: Bill Segal and Betsy Gardener Eckbert (reappointed), Ginny Enstad
- Historic Preservation Board: John Skofield (reappointed), Drew Henner
- KWPB and Sustainable Advisory Board: Ben Ellis (reappointed), Lynne Bachrach, Kay Hudson
- Lakes and Waterways Advisory Board: Ed Webman, Chase Heavener, Warren Bloom
- Parks and Recreation Advisory Board: Krystal Dawkins, Shannon Sarkarati, John Griffin
- Planning and Zoning Board: Vashon Sarkisian, Alex Stringfellow, Melissa Vickers Thomas
- Public Art Advisory Board: Danny Humphress (reappointed)
- Transportation Advisory Board: Jeffrey Sievers (reappointed), Michael Sasse, Mira Lines
- Tree Preservation Board: Kim Ashby, Christina Schloot, Steve Carras
- Utilities Advisory Board: Leon Huffman, Linda Lindsey, Fred Guitton

b. Board Appointment - Mr. Michael Dick to the Economic Development Advisory Board (Commissioner Cooper

Commissioner Cooper appointed Melanie Love to replace Margie Bridges on the Tree Preservation Board and Michael Dick to replace James Petrakis on the Economic Development Advisory Board. (Terms expire 2022)

Commissioner DeCiccio stated that with the appointment of Maria Bryant to the CRA Advisory Board, she will be appointing her replacement on the Code Compliance Board.

d. Presentation of Comprehensive Annual Financial Report for the Year Ended September 30, 2020

Finance Director Wes Hamil presented the CAFR for FY 2020 highlighting revenues, expenditures, general fund reserves and COVID impacts. Joel Knopp, MSL, city auditor, gave an overview of audit standards, process and results with a compliant report and commended staff on its work toward this clean audit. He and city staff responded to questions. Members of the Commission also commended city staff on their work.

**8) Citizen Comments | 5 p.m. or soon thereafter**

Michael Perleman, 1010 Greentree Drive, said he feels the March minutes of the Utilities Advisory Board lack transparency and provide no detail on the discussions. Mr. Knight stated that it has been a policy that the Commission and city board minutes record the actions taken at meetings, not to report the complete discussion(s) in the meeting.

Mayor Anderson declared a recess at 5:21 p.m. and reconvened the meeting at 5:31 p.m.

The agenda was revised moving Item 10c to discuss prior to convening the Community Redevelopment Agency meeting (if needed).

**9) Consent Agenda (addressed after Item 10a)**

**10) Action Items Requiring Discussion**

c. Potential Purchase Agreement for 929 to 957 W. Fairbanks Ave.

Mr. Knight summarized previous discussions and explained the terms of the purchase agreement and stated that if approved, funding would have to be determined. If CRA funds are proposed, this meeting will adjourn to convene the CRA Agency meeting to approve the use of CRA funds for this purchase.

Attorney Ardaman advised that lease information should not be discussed in detail since that information is confidential.

Mr. Knight and city staff responded to questions and in-depth discussion ensued on property needed and intersection design and improvements at this and other intersections, particularly Orange/Fairbanks and Orange/17-92, FDOT requirements and design alternatives.

Jackie Oswalt said she is willing to work with the city and retain her business. She questioned the CRA language from 20 years ago regarding the purchase of these properties and feels it needs to be rewritten to reflect the current climate.

Kira Calvaresi, 1415 Sherbourne, Winter Garden, encouraged the Commission to review and consider revising the CRA language to address present traffic issues.

**Motion made by Commissioner Weaver to proceed with the purchase; seconded by Commissioner Sullivan.**

Darryl Hoffman, JLL Brokerage, explained their processes and sales data used to determine land value and discussion followed.

**Commissioner Weaver clarified his motion to include funding of \$1 million from the Parks Acquisition Fund and \$2 million from the CRA and subject to review and approval by the City Attorney. Accepted by Commissioner Sullivan.**

**Motion made by Mayor Anderson to table this matter until review of what may be needed to establish the right of way for safety purpose to widen the lanes to 12 feet and a turn lane purpose; seconded by Commissioner DeCiccio.**

**Upon a roll call vote on the motion to table, Mayor Anderson and Commissioners DeCiccio and Cooper voted yes. Commissioners Sullivan and Weaver voted no. Motion carried with a 3-2 vote.**

With the tabling of this matter, the Community Redevelopment Agency meeting was cancelled.

**9) Consent Agenda**

- a. Approval of the minutes of the regular meeting, April 14, 2021 (removed by Mayor Anderson)
- b. Approval of the minutes of the Work Session, April 14, 2021
- c. Approval of the minutes of the Work Session, April 15, 2021 (removed by Mayor Anderson)
- d. Approval of the following Piggyback contracts:
  1. Audio Visual Innovations, Inc. - State of Florida 52161500-ACS-16-1 - Audio Visual Equipment and Accessories -Crestron; \$75,000. Term through April 14, 2023.
  2. Aquatic Weed Control, Inc. - Orange County Y18-178 - Aquatic Restoration & Management Services; Additional \$75,000.
- e. Approval of the following contracts:
  1. Gary Munson Heating & AC Services, Inc. - IFB-19-2019 -HVAC Installation, Repair & Replacement; Amount \$90,000;
  2. Ceres Environmental Services, Inc. - RFP5-18 - Emergency Debris Management Services; Amount \$200,000;
  3. Tetra Tech, Inc. - RFP4-18 - Emergency Debris Monitoring Services; Amount \$200,000;
  4. Trane Company - FY17-28 - Extended Warranty Services; Additional \$73,000 for term;



5. Trane Company - FY17-46 - Chiller/HVAC Maintenance; Additional \$74,000 for term.
- f. Approve the following contract:
  1. Duke Energy Florida LLC - Modification to the Territorial Agreement Amendment (removed by Commissioner Cooper)

**Motion made by Commissioner Cooper to approve Consent Agenda Items b, d and e; seconded by Mayor Anderson. Motion carried unanimously with a 5-0 vote.**

**Item 9a: Motion made by Mayor Anderson to amend his comments under Commissioner Weaver's report to read "...to install non-exclusive communication conduit for broadband."; seconded by Commissioner Cooper. Motion carried unanimously with a 5-0 vote.**

**Item 9c: Motion made by Mayor Anderson to change in the first paragraph under Item 2a 125% to 150%; seconded by Commissioner Cooper. Motion carried unanimously with a 5-0 vote)**

Item 9f: Responding to questions by Commissioner Cooper, Mr. Knight explained the changes to the territorial agreement.

**Motion made by Commissioner Cooper to approve Item 9f; seconded by Commissioner Weaver. Motion carried unanimously with a 5-0 vote.**

## **10) Action Items Requiring Discussion (continued)**

- a. Appointments to Winter Park Firefighters' and Winter Park Police Officers' Pension Board

**Motion made by Commissioner Cooper to appoint Tony Grey to the Winter Park Police Officers' Pension Board (term expires 2023); seconded by Commissioner DeCiccio. Motion carried unanimously with a 5-0 vote.**

**Motion made by Commissioner DeCiccio to reappoint Wayne Kalish to the Winter Park Firefighters' Pension Board (term expires 2023); seconded by Commissioner Weaver. Motion carried unanimously with a 5-0 vote.**

- b. Appoint alternate member to MetroPlan Orlando.

**Motion made by Commissioner to appoint Commissioner Weaver as alternate on the Municipal Advisory Committee; seconded by Commissioner DeCiccio. Motion carried unanimously.**

Commissioner Cooper suggested that Commissioner Sullivan begin attending FLC committee meetings in preparation to take her place on those committees when her tenure on the commission ends in 2022. Approved by consensus.

## 11) Public Hearings

- a. Ordinance amending Article III, Chapter 2 of the City of Winter Park Code of Ordinances regarding Subsidiary City Boards (1st Reading)

Attorney Ardaman read the ordinance by title.

Mayor Anderson suggesting considering increasing the EDAB to eight members with the Chamber president or his/her designee and a representative of the Park Avenue as standing (ex-officio) members with voting privileges.

Commissioner Weaver opposed the Chamber's and Park Avenue District's representative having voting rights.

Commissioner DeCiccio spoke in opposition to increasing the size of the board and an automatic appointment, allowing a designee to attend, and establishing a budget for any boards.

Commissioner Sullivan opposed expanding the EDAB but supported changing the residency requirements to allow Winter Park business owners to serve on the EDAB.

Commissioner Cooper opposed Chamber president's automatic appointment to the EDAB and increasing the size of city boards.

**Motion made by Commissioner Cooper to amend Section 2.56(1) deleting the last sentence providing for the Winter Park Chamber of Commerce President to be one of the mayor's appointed members to the EDAB; seconded by Commissioner DeCiccio. (withdrawn and restated below)**

**Motion made by Commissioner Cooper to approve the ordinance (as presented) on first reading with the amendment striking the last sentence in Section 2-56(1) and deleting new language; seconded by Commissioner DeCiccio. (It was clarified later that deletion of new language included only that relating to budget allocation.)**

There were no public comments.

**Commissioner Cooper expanded her motion to strike all of the new language that was entered for the Commission's consideration.**

**Motion made by Commissioner Sullivan to amend the ordinance to allow up to two non-residential members that have a business within the city limits on EDAB; seconded by Commissioner Weaver.**

**Upon a roll call vote on the amendment, Mayor Anderson and Commissioners Sullivan, DeCiccio, Cooper and Weaver voted yes. Motion carried unanimously with a 5-0 vote.**

Upon comments by Commissioner Cooper, Mr. Knight stated that the motion approves the ordinance as presented including deletion of Golf Course Advisory Board. After discussion, it was clarified that the motion includes removal of the money authorization and the Chamber's standing membership and retains seven-person membership.

**Upon a roll call vote on the main motion with the amendment, Mayor Anderson and Commissioners Sullivan, DeCiccio, Cooper and Weaver voted yes. Motion carried unanimously with a 5-0 vote.**

It was clarified further that the ordinance contains creation of the OAO Appearance Review Board and that this board will become active upon adoption of the OAO.

## 12) City Commission Reports

### Commissioner Sullivan

- Spoke on the new Orange County Solar Co-op that allows residents to create a group that would provide group discounts for solar roof installation.

### Commissioner DeCiccio

- Commended Police Department on video that was released two years ago as part of Law Enforcement Lip Sync Video Challenge.

### Commissioner Cooper

- Reminded everyone of Biodiversity Day on Saturday.
- Asked for a work session to discuss the Post Office. Mayor Anderson asked staff to coordinate work session that includes discussion of the post office and use of old Library.
- Thanked city staff for the high-quality minutes and making them available quickly after meetings.

### Commissioner Weaver

- Thanked Mayor Anderson for his suggestion regarding installing fiberoptic conduit simultaneously with electric undergrounding.
- Suggested that the Commission consider requiring a supermajority vote of the commission to change PQP zoning to anything but R1. Attorney Ardaman reviewed the processes to initiate this change which requires a charter amendment and voter approval. Consensus was to schedule a work session to begin the process.
- Suggested that the city consider sunsetting the use of gas leaf blowers. Mayor Anderson suggested addressing the noise issue as well. Consensus was to add to a future agenda.

- Said he would like to include in upcoming budget discussions the purchase of electric vehicles for Police Department.

Mayor Anderson

- Expressed his enthusiasm about the role of EDAB and is looking forward to working closely with that board. He encouraged the Commission to become more engaged with the city boards.

**13) Summary of Meeting Actions**

- Received report from Economic Recovery Task Force
- Requested Statement of Work and proposal from IDEAS.
- Received Mayor's annual board appointments and Commissioner Cooper's appointments to fill vacancies.
- Received report on Comprehensive Annual Financial Report
- Approved the Consent Agenda with amendments to minutes.
- Appointed Commissioner Weaver as alternate to the MPO Municipal Advisory Board.
- Tabled the purchase of 929-957 W. Fairbanks Avenue
- Appointed Tony Grey to Police Officers Pension Board and reappointed Wayne Kalish to Firefighters' Pension Board
- Approved the ordinance on city boards to exclude mandatory appointment of the Winter Park Chamber president and budget allocation and changing the residency requirement to allow up to two members to be non-residents but business owners.
- Directed staff to coordinate a work session to discuss the post office and old library.
- Directed staff to begin process to amend the charter to allow supermajority vote.
- Directed staff to prepare agenda item to address sunseting use of gas-powered leaf blowers.

The meeting was adjourned at 7:44 p.m.

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Mayor Phillip M. Anderson

ATTEST:

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City Clerk Rene Cranis



# City Commission Regular Meeting

# agenda item

item type Consent Agenda	meeting date May 12, 2021
prepared by Rene Cranis	approved by Michelle Neuner, Randy Knight
board approval Completed	
strategic objective	

## subject

Approval of the minutes of the Work Session, April 29, 2021

## motion / recommendation

## background

## alternatives / other considerations

## fiscal impact

## ATTACHMENTS:

[042921ws OAO.pdf](#)



# City Commission Work Session Minutes

April 29, 2021 at 1:00 p.m.

Virtual

## **Present:**

Mayor Phil Anderson  
Commissioner Marty Sullivan  
Commissioner Sheila DeCiccio  
Commissioner Carolyn Cooper  
Commissioner Todd Weaver

Asst. City Manager Michelle Neuner  
Deputy City Clerk Kim Breland

## **Also Present:**

Planning and Transportation Director Bronce Stephenson  
Planner Allison McGillis  
Transportation Manager Sarah Walter

## **1) Call to Order**

Mayor Anderson called the meeting to order at 1:03 p.m.

## **2) Discussion Item(s)**

### a. OAO Discussion: Zoning Code Ordinance Page by Page Review

Mayor Anderson stated that review will continue of the zoning ordinance beginning on Page 29.

Initial discussion was held on the inclusion of Subarea G, purchase of Fairbanks Avenue properties, utilizing the Future Land Use Map change to add properties back into the OAO, and future development of the Fairbanks properties and restricting the future use to parkland. and area traffic conditions.

During review of the ordinance, consensus was reached on the following:

### Subarea G:

- Add Subarea G d back into OAO
- Development Standards: Setbacks at 25 feet
- Additional Development Requirements. – Remove the following language: "at a failing intersection. and Any properties acquired by the City of Winter Park shall be dedicated as parkland or towards transportation improvements."

Orange Avenue Overlay District Subareas and Standards for Development

- Last paragraph, add the sentence: "Mixed-use can be vertical or horizontal."
- \*Residential units limited on the first floor along Orange Avenue and Fairbanks (limit on units or linear feet frontage [20 to 25 feet]). By consensus.

Subarea A

- No change. Lengthy discussion was held on stormwater retention requirements.

Historic Preservation, in the document: Leave as is.

Subarea B.

- Setbacks: Front/Street: 25 feet within 100 feet of the Fairbanks and Denning intersection, otherwise front setback is 20 feet.

Subarea C.

- Item (3)(a)(3), Subarea C Development Standards: Change maximum height to 2 Stories or 35 feet (including any awnings or shade structures) for Commercial Structures and Parking garage shall be allowed up to 4-levels including the rooftop. Add "Total FAR must be divided between multiple buildings."
- Maximum Impervious Coverage: 75%

(7) (d) Additional Development Requirements. Revise #7 to state "Walkways that are at least 5 feet wide (paved or bricked) must exist between buildings onsite and extend from the park area to Cypress Ave. "

Subarea D.

- (a) Subarea D Development Standards: Change: (a)3: Maximum Height: 5 Stories or 56 feet
- (c) Road Realignment, add "No on-street parking permitted on a roadway with a curve where the curve exceeds 60 degrees." (staff to add linear distance).

Subarea E: No changes/

Subarea F: No changes.

Subarea H: No changes.

Subarea I: No changes.

Subarea J:

- Development Standards: add #7 "Vehicle access to the property shall only be allowed from Capen Avenue or Holt Avenue. A service alley of 30 feet service the buildings on the property is required running from Holt to Capen."
- (b) Required Development Enhancements: add "The City of Winter Park shall determine the area required to be dedicated for intersection improvements and the required land may be property under common ownership located offsite from Subarea J."
- (4) Section to be reviewed by City Attorney. Add requirement for a Development Agreement acceptable to the City Attorney.
- (u): duplicate language throughout stating boutique hotel has minimal food and beverage operations, no banquet facilities and has 100 rooms or less. Change second sentence to read "It is largely characterized ..."
- Enhancement menus: Revise enhancement table label fourth column" Incentive Achievement Maximum."

b. OAD Discussion on Traffic

Mayor Anderson opened the discussion for Commission comments. Commissioner Weaver expressed traffic concerns about the intersection of Denning and Fairbanks. Mrs. Walter noted that Kimley-Horn had conducted different scenarios for the Denning/Fairbanks intersection with north/southbound turn lanes and east/west bound turn lanes as well as a few other scenarios. She gave a brief overview of the findings and answered questions from the Commission. Mrs. Walter will provide more detailed information to the Commission in the next packet.

Commissioner Sullivan asked for an update on real world examples of six-point intersection. Mr. Stephenson stated that he has found images of real-world examples and is working on locating the data to support his findings.

Discussion was held on a safety and signalized improvements for Orange Avenue. The following points were discussed:

- Widening of sidewalks, two-laning Orange Avenue with a third turn lane and the six-point intersection.
- Through-put analysis of roundabout vs. signalized intersection
- Anticipated macro numbers after all road improvements are completed (FDOT and City)
- Impact of right-of-way additions at the intersection of Fairbanks and Denning
- Bike/ped safety
- Lane configuration for safety



- Palmetto realignment location, utilities placement.
- D parcels ownership and impact on Palmetto realignment
- Denning intersection, 17-92 intersection, and overall corridor vision

Mr. Stephenson summarized the Commission's request for Kimley-Horn to conduct a study of the roundabout vs. a signalized intersection at Minnesota/Orange/Denning and reviewed the traffic analysis that will be conducted by staff.

The next OAO work session will be held Thursday, May 13, 2021 at 1:00 p.m.

### **3) Adjournment**

The work session adjourned at 4:35 p.m.

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Mayor Phillip M. Anderson

ATTEST:

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City Clerk Rene Cranis



## City Commission Regular Meeting

# agenda item

item type Consent Agenda	meeting date May 12, 2021
prepared by Rene Cranis	approved by Michelle Neuner, Randy Knight
board approval Completed	
strategic objective	

### subject

Accept Housing Authority Board recommendations to fill vacancies on the Housing Authority Board:

### item list

- Tammie Holiday, resident member, to replace Dorothy Felton (Term expires 2022)
- Dawn Ofodile to replace Judith Kovisars (Term expires 2022)

### motion / recommendation

### background

### alternatives / other considerations

### fiscal impact

#### ATTACHMENTS:

[Tammie Holiday WPHA Board Application.pdf](#)

#### ATTACHMENTS:

[Dawn Ofodile - Housing Authority.pdf](#)

**THE HOUSING AUTHORITY OF THE CITY OF WINTER PARK**

718 MARGARET SQUARE • WINTER PARK, FLORIDA 32789

PHONE: 407-645-2869

FAX: 407-629-4575

TDD: 800-955-8771

**Winter Park Housing Authority  
Resident Board Commissioner Application**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*Please check all that apply to you residing at the Winter Park Housing Authority:*

- The Meadows Resident  Tranquil Terrace Resident  The Plymouth Resident
- Tuscany at Aloma Resident  Winter Park Oaks Resident  Railroad Apartments Resident

**Your Details:**

Are you registered to vote? Yes \_\_\_ No \_\_\_

Are you employed by the City of Winter Park? Yes \_\_\_ No \_\_\_

Available to attend meetings:  Evenings  Daytime  Morning

*Present employer/occupation (if retired, please indicate former occupation):*

\_\_\_\_\_

Phone: \_\_\_\_\_

*Occupational history/background:*

\_\_\_\_\_

\_\_\_\_\_



*Professional/community activities (orgs., clubs, service groups, etc.):*

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*Hobbies/interests:*

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*Qualifications related to this position:*

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*If you have previously served on one a board/commission, please provide details:*

---

---

*Describe why you would be a good fit on the WPHA Board of Commissioner:*

---

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Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Upon submission, all information on this form becomes public record. For further clarification regarding this application or more information regarding the boards of commissions, please call the main office at 407-645-2869 ext: 204.



**City Clerk: Citizen Board Application : Entry # 3525**

**Contact Information**

**Name**

Dawn Ofodile

**Phone**

(504) 259-1761

**Email**

[dawn.ofodile@53.com](mailto:dawn.ofodile@53.com)

**Home address**

1519 INDIANA AVE  
WINTER PARK, Florida 32789  
United States  
[Map It](#)

**Business address**

Fifth Third Bank  
Suite 1000  
Orlando, Florida 32801  
United States  
[Map It](#)

**Your Requested Board(s)**

**Board (First)**

Housing Authority Board

**Skills 1**

Cultivating partnerships with nonprofit organizations, government entities, and private companies. Leveraging organizations' time, talent and treasure to uplift communities. Achieving consensus. Communicating clearly and concisely.

**Your Requested Commission Member**

**Option**

I would like my application to be considered by a specific member of the Commission.

**City Commision Member**

Mayor Phil Anderson

**Race**

african-american

**Gender**

**City Clerk: Citizen Board Application : Entry # 3525**

Female

**Physically disabled?**

No

**Your Details**

**Are you a registered voter?**

Yes

**Are you a resident of the city?**

No

**Do you own property in the city?**

No

**Are you employed by the City?**

No

**May we automatically submit your application when vacancies occur?**

Yes

**Do you have any potential conflicts of interest that may arise from time to time if you serve on one of these boards?**

No

**Are you currently serving on a City board(s)?**

No

**Have you previously served on a City board(s)?**

No

**List any other community involvement**

I currently serve on several community boards and committees, including the Parramore Community Engagement Council Housing Committee, the Orlando Economic Partnership Investor Relations Committee, the United Negro College Fund Orlando Leadership Council, the City of Orlando Mayor's Martin Luther King, Jr. Commission, and the United Way of Volusia-Flagler Counties Campaign for Working Families Committee. I am also a graduate of Leadership Winter Park Class XXVI and currently serve as the LWP Alumni Council president and the Leadership Winter Park representative on the Winter Park Chamber board.

**List any work/career experience**

In my current role as the Community & Economic Development Relationship Manager at Fifth Third Bank, I partner with local nonprofit and economic development organizations to support affordable housing, entrepreneurship, and financial stability programs in the Orlando, Daytona and Jacksonville markets. Prior to joining Fifth Third, I served as the Community Relations Manager at UCF for 7 years. Before that, I held communications and sales/marketing positions in both the private and non-profit sectors in Orlando, New Orleans and Chicago.

**City Clerk: Citizen Board Application : Entry # 3525**

**List your educational experience**

I have a BA in mass communication from Loyola University New Orleans and an MPA from Bernard M. Baruch College in New York.



## City Commission Regular Meeting

# agenda item

<b>item type</b> Consent Agenda	<b>meeting date</b> May 12, 2021
<b>prepared by</b> Jennifer Maier	<b>approved by</b> Michelle Neuner, Randy Knight
<b>board approval</b> Completed	
<b>strategic objective</b> Fiscal Stewardship.	

### subject

Approval of the following contracts:

### item list

1. Allcrete, Inc. - RFP13-17A - Continuing Concrete Services; Amount \$500,000;
2. Johnson-Laux Construction, LLC - RFQ11-18B - Repair & Construction Services (< \$200k/project); Amount \$500,000;
3. SGM Engineering, Inc - RFQ9-19A - Professional MEP Engineering Services; Amount \$30,000;
4. Calvin, Giordano & Associates, Inc. - RFQ9-19A - Professional MEP Engineering Services; Amount \$30,000;;
5. Smithson Electric, Inc - IFB13-19B - Electrician Services; Amount \$150,000;
6. Yang, Inc. - IFB13-19B - Electrician Services; Amount \$150,000;
7. Tom's Sod Services Inc. - IFB26-18A - Purchase, Delivery & Installation of Sod; Amount \$175,000.

### motion / recommendation

Commission approve items as presented and authorize Mayor to execute.

### background

A formal solicitation process was conducted to award these contracts.

### alternatives / other considerations

N/A

### fiscal impact

Total expenditures included in approved budgets.





## City Commission Regular Meeting

# agenda item

<b>item type</b> Consent Agenda	<b>meeting date</b> May 12, 2021
<b>prepared by</b> Amanda LeBlanc	<b>approved by</b> Jennifer Maier, Michelle Neuner, Randy Knight
<b>board approval</b> Completed	
<b>strategic objective</b> Fiscal Stewardship.	

### subject

Approval of the formal solicitations:

### item list

1. Paterson Pope, Inc. - IFB21-21 Winter Park Library Shelving; Amount \$298,935.

### motion / recommendation

Commission approve items as presented and authorize Mayor to execute.

### background

A formal solicitation process was conducted to award this contract.

### alternatives / other considerations

N/A

### fiscal impact

Total expenditures included in approved budgets.



## City Commission Regular Meeting

# agenda item

<b>item type</b> Consent Agenda	<b>meeting date</b> May 12, 2021
<b>prepared by</b> Amanda LeBlanc	<b>approved by</b> Jennifer Maier, Michelle Neuner, Randy Knight
<b>board approval</b> Completed	
<b>strategic objective</b> Fiscal Stewardship.	

### subject

Approval of the following piggyback contracts:

### item list

1. Cain Enterprises, LLC - Volusia County - RFP S-802BC – Water and Wastewater Facilities – Operations and Maintenance; Amount \$75,000. Term through 5/26/2024;
2. Tyco Integrated Security, LLC - Sourcewell #031517-TIS - Facility Security Equipment, Systems & Services; Amount \$165,000;
3. Control Technologies, Inc. - FDOT DOT-ITB-20-9034-GH - APL Traffic Equipment; Amount \$100,000. Term through 11/3/2022.

### motion / recommendation

Commission approve items as presented and authorize Mayor to execute.

### background

A formal solicitation process was conducted by the originating agencies to award these contracts.

### alternatives / other considerations

N/A

### fiscal impact

Total expenditures included in approved budgets.



# City Commission Regular Meeting

# agenda item

<b>item type</b> Action Items Requiring Discussion	<b>meeting date</b> May 12, 2021
<b>prepared by</b> Kesha Thompson	<b>approved by</b> Michelle Neuner, Randy Knight
<b>board approval</b> Completed	
<b>strategic objective</b>	

## subject

Appeal of Tree Permit Denial -1601 Pine Ave

## motion / recommendation

Staff recommends denial of the appeal

## background

### 1601 Pine Ave – Appeal of Denied Tree Removals

#### *Synopsis.*

- On February 18<sup>th</sup>, 2021 David Montalto of M. Lahr Homes applied for a tree removal permit on behalf of Wilson McDowell for a residential lot under development at 1601 Pine Ave.
- On March 1<sup>st</sup>, 2021 the Urban Forestry issued a tree removal permit for 1601 Pine Ave.
  - Removal approved for eleven trees on the lot based upon the following:
    - In proposed building footprint.
    - In poor condition.
  - Removal denied for three trees on the lot based upon the following:
    - #1 on survey
      - Live oak 16" DBH in good condition, outside proposed building footprint.
    - #2 on survey
      - Live oak 21" DBH in fair condition, outside proposed building footprint.
        - Requires redesign of entry walkway.

- #3 on survey
  - Slash pine 20" DBH in good condition, outside proposed building footprint.
- On March 23<sup>rd</sup>, 2021 the Tree Preservation Board heard an appeal of the denied removals
  - The decision of Urban Forestry staff was upheld by the board.
  - The applicant requested to appeal the board's decision to the City Commission.

### alternatives / other considerations

### fiscal impact

ATTACHMENTS:

[1601 Pine Ave TRP.pdf](#)

ATTACHMENTS:

[1601 Pine Ave - footprint\\_trees.pdf](#)

ATTACHMENTS:

[0323.21 TPB Minutes.pdf](#)



**City of Winter Park**  
401 S Park Ave, Winter Park, FL 32789

Permit NO.: TRP-2021-0192 Permit IVR Number: 273,659.00

# Permit

Permit Type: Tree Removal  
Work Classification: Tree Removal  
Permit Status: Issued

Issue Date: 03/01/2021

**Expiration: 03/01/2022**

**Location Address**

**Parcel Number**

**1601 PINE AVE, WINTER PARK, FL 32789-2675**

**302132453604110**

**Contacts**

Wilson McDowell

**Property Owner**

(407)702-4315

David Montalto

**Applicant**

PO BOX 547103, ORLANDO, FL 32854  
(321)315-1901

david@mlahrhomes.com

**Description:** DENIED: live oaks 21", 16" and slash pine 20".  
APPROVED: laurel oaks 18", 11", 20", 11", 15" and slash pines 15", 19".  
Requires replanting of nine 3" FL#1 shade trees or eighteen FL#1 understory trees. A payment in lieu of planting of \$11,990.00 may be made into the tree trust fund.  
All other trees to be removed are under 9" DBH or are non-protected species.

**Valuation:**           \$0.00            
**Total Sq Feet:**           0.00          

**Inspection Requests:**

407-599-3350

Fees	Amount
Residential Tree Removal	\$35.00
<b>Total:</b>	<b>\$35.00</b>

Payments	Amt Paid
<b>Total Fees</b>	<b>\$35.00</b>
Check # vvbQJFwCIU	\$35.00
<b>Amount Due:</b>	<b>\$0.00</b>

Inspections:	
Inspection Type	IVR
Arborist Inspection	

**Additional Information**

**Minimum Mandated Planting::** 9 shade trees or 18 understory trees

\_\_\_\_\_  
Issued By: Josh Nye

\_\_\_\_\_  
March 01, 2021  
Date

\_\_\_\_\_  
Permit\_Detailed\_Dept\_A\_Signature\_1

\_\_\_\_\_  
Date

\_\_\_\_\_  
Permit\_Detailed\_Dept\_A\_Signature\_2

\_\_\_\_\_  
Date

**The McDowell Residence**  
 1601 Pine Ave.  
 Winter Park, Florida 32789

**David E. Runnels, AIA, P.A.**  
 Architect  
 233 West Park Avenue  
 Winter Park, FL 32789  
 State License No. AR 0011659

LOT AREA	
HOUSE FOOTPRINT	4,307.13
DRIVEWAYS & WALKS	843.84
EQUIPMENT PAD, ETC.	1,076.04
POOL DECK	1,092.85
MASTER PATIO	716.52
SCREENED PATIO	1,079.79
TOTAL PROPOSED AREA	10,595.17
TOTAL EXISTING AREA	11,450.00
TOTAL LOT AREA	11,450.00

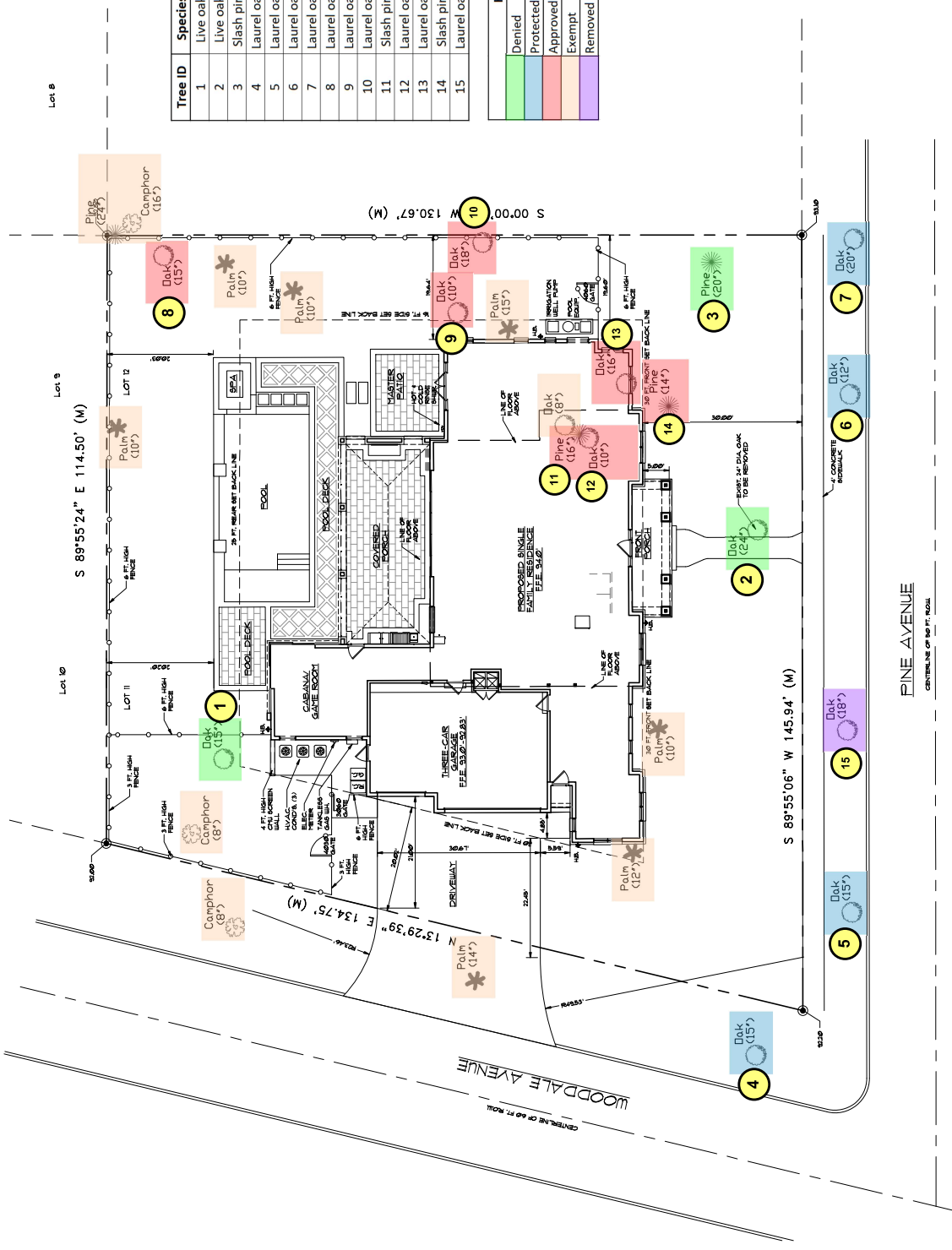
CODE INFORMATION: PLANS REVIEWED  
 THIS STRUCTURE HAS BEEN DESIGNED IN ACCORDANCE WITH THE  
 FLORIDA BUILDING CODE WITH MINOR DEVIATIONS.

**GENERAL NOTES:**  
 1. THE CLIENT HAS REQUESTED TO REMOVE THE EXISTING TREES AND PLANTS TO BE REPLACED WITH NEW TREES AND PLANTS TO BE DETERMINED BY THE ARCHITECT. ANY TREES OR PLANTS TO BE REMOVED MUST BE REMOVED AT THE LOCATION AND TIME SPECIFIED IN THESE PLANS.

Tree ID	Species	DBH (in.)	Removal Status
1	Live oak	16	Denied
2	Live oak	21	Denied
3	Slash pine	20	Denied
4	Laurel oak	15	Approved
5	Laurel oak	15	Approved
6	Laurel oak	12	Approved
7	Laurel oak	20	Approved
8	Laurel oak	15	Approved
9	Laurel oak	20	Approved
10	Laurel oak	11	Approved
11	Slash pine	19	Approved
12	Laurel oak	11	Approved
13	Laurel oak	18	Approved
14	Slash pine	15	Approved
15	Laurel oak	18	Removed by the city

**Key**

- Denied
- Protected right-of-way trees
- Approved w/ mitigation
- Exempt
- Removed by the city



**LEGAL DESCRIPTION:**  
 LOTS 11 AND 12, BLOCK 4, LAKE KNOLLER TERRACE, PLAT BOOK 17 PAGE 4, AS RECORDED IN PUBLIC RECORDS OF ORANGE COUNTY, FLORIDA.

PINE AVENUE  
 CENTERLINE OF 40 FT. ROAD

ARCHITECTURAL SITE PLAN  
 NORTH

SCALE: 1/8" = 1'-0"



# Tree Preservation Board Minutes

March 23, 2021

Hybrid

Winter Park Commission Chamber  
401 Park Ave South, Winter Park FL 5:00pm

## **Board Members Present**

Chuck Bell, Jill Bendick, John Nico, Tom McMacken, Lawrence Lyman

## **Board Members Absent**

Meggen Wilson

## **Administrative**

Meeting called to order by Chairman Tom McMacken at 5:05pm

Motion made by Jill Bendick to approve the February 23, 2021 meeting minutes; seconded by Chuck Bell. Motion carried unanimously

## **Action Items**

### **Permit Denial Appeal 1601 Pine Ave**

Staff informed the board of the three trees that were denied for removal and the reasons for each denial. David Montalto; representing the family addressed the board. Clients are requesting to remove all the trees for aesthetic reasons. After further discussion; a *motion was made by Charles Bell to uphold the staff's recommendation of denial of the tree permit application for 1601 Pine Ave; seconded by John Nico motion carried unanimously.*

### **Tree Code Revisions- Continued**

Staff created and presented a mitigation matrix to the board. Board members researched other tree ordinances, in comparison to the City of Winter Park's current ordinance. Some of the other ordinances offered incentives, the option to relocate trees, and a species diversity program. Some suggestions for the current city's ordinance are to simplify the ordinance, with clear explanations and tables, to use the matrix as a base and make decisions case by case. After further discussion regarding the value and mitigation matrix, and regulations on landmark (significant) trees, and review of the current fee schedule; direction was made for staff to draft a final tree ordinance and present at the next meeting.

## **Reports**

## **Discussion**

## **New Business**

Howell Branch Preserve Restoration project will begin soon

**Adjourn** Motion made by Tom McMacken to adjourn the meeting seconded by Jill Bendick; motion carried unanimously. Meeting adjourned at 6:55pm

**Next Meeting:** April 27, 2021





City Commission  
Regular Meeting

# agenda item

<b>item type</b> Action Items Requiring Discussion	<b>meeting date</b> May 12, 2021
<b>prepared by</b> Brenda Moody	<b>approved by</b> Michelle Neuner, Randy Knight
<b>board approval</b> Completed	
<b>strategic objective</b>	

**subject**

Library and Events Center Room/Area Naming Proposals

**motion / recommendation**

Approval of Room/Area Naming Proposal List and approve the Donor Agreement to name the Amphitheater the Tiedtke Amphitheater.

**background**

From the beginning, fund raising was an important component to provide the resources to construct the Library and Events Center campus. On January 22, 2018, the City Commission approved Ordinance 3104-18 adopting a naming policy for the City's Library and Events Center. That Ordinance requires the naming of facilities to be approved by the City Commission unless otherwise delegated to the City Manager.

The Library Board has received ten donations for room sponsorships. Those naming opportunities are on the attached list.

I am pleased to announce that Phillip and Sigrid Tiedtke, through the Florida Charities Foundation, have graciously pledged \$750,000 to name the Amphitheater the "Tiedtke Amphitheater". The donor agreement is attached.

**alternatives / other considerations**

**fiscal impact**

ATTACHMENTS:  
[ORD3104-18.pdf](#)

ATTACHMENTS:  
[ROOM NAMING LIST.pdf](#)

ATTACHMENTS:

[Donor Agreement Library and Events Center 5-6-21 pdf.pdf](#)

**ORDINANCE NO. 3104-18**

**AN ORDINANCE OF THE CITY OF WINTER PARK, FLORIDA, ADOPTING A NAMING POLICY FOR THE CITY'S LIBRARY AND EVENTS CENTER; PROVIDING FOR AUTHORIZATION TO THE MAYOR AND CITY MANAGER WITH RESPECT TO SUCH NAMING POLICY; MAKING FINDINGS; PROVIDING FOR SEVERABILITY, NON-CODIFICATION, CONFLICTS, AND AN EFFECTIVE DATE.**

**WHEREAS**, the Winter Park Library and Events Center is funded primarily by bonds duly approved by referendum of the electors of the City; and

**WHEREAS**, additional features have been proposed for the Library and Events Center, including but not limited to a roof top venue for the Events Center, an outdoor amphitheater, a raked auditorium in the Library, and a portico entry feature, which necessitate the raising of additional funds in excess of the funds provided by the bond issuance; and

**WHEREAS**, on November 27, 2017, the City Commission approved the City of Winter Park Library and Events Center Naming Policy, with the purpose of providing a mechanism for raising funds for the Library and Events Center via donations and naming of facilities related thereto; and

**WHEREAS**, the City Commission finds that it is advisable to further clarify the City's naming policy with respect to the Library and Events Center, and to adopt such policy via ordinance.

**NOW, THEREFORE, BE IT ENACTED** by the City of Winter Park, Florida as follows:

**SECTION 1: Recitals.** The above recitals are true and correct, constitute findings of the City Commission, and are incorporated herein as a material part of this Ordinance.

**SECTION 2: Naming Policy.** The City of Winter Park Library and Events Center Naming Policy adopted by the City Commission on November 27, 2017 is hereby repealed in full and replaced with the policy of the same name attached to this Ordinance as Exhibit "A." The City Manager and Mayor shall have authority under this Ordinance as described in the attached policy.

**SECTION 3: Severability.** If any section, subsection, sentence, clause, phrase, word or provision of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, whether for substantive, procedural, or any other reason, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions of this Ordinance.

**SECTION 4. Non-Codification.** This Ordinance and adopted policy shall not be codified but shall have the full force and effect of an ordinance of the City of Winter Park and any amendment of this Ordinance and adopted policy shall require an amendment by ordinance. No decisions or actions authorized or contemplated by the attached policy shall require approval by ordinance.

**SECTION 5: Conflicts.** In the event of any conflict between this Ordinance and any other ordinance or portions of ordinances, this Ordinance controls.

**SECTION 6: Effective Date.** This ordinance shall take effect immediately upon its passage and adoption by the City Commission of Winter Park, Florida.

**ADOPTED** at a regular meeting of the City Commission of the City of Winter Park, Florida on this 12<sup>th</sup> day of February, 2018.

CITY COMMISSION  
CITY OF WINTER PARK

  
\_\_\_\_\_  
Mayor Steve Leary

ATTEST:

  
\_\_\_\_\_  
City Clerk Cynthia S. Bonham

## Exhibit "A"

### CITY OF WINTER PARK (CWP) LIBRARY AND EVENTS CENTER NAMING POLICY FACILITY NAMING POLICY – Library and Events Center and Complex

This Policy sets forth the requirements and conditions that must be met by donors in order for their name, or a name they select, to be applied to a City Library or Events Center facility or the Complex as a whole and matters related thereto. In all cases, final determination of whether any building, facility, exterior or interior space may be named for an individual rests with the City as provided herein. Fundraising to accomplish naming of facilities may be in partnership with the Winter Park Library Association (WPLA) and its board and leadership.

1. **General:** Donors who wish to name a building, addition to an existing building, interior space, exterior space, or any other facility or portion thereof (herein sometimes collectively referred to as "facility") of the Library and Events Center Complex (LECC) must agree to the terms of the gift in an irrevocable and enforceable pledge/gift agreement.

2. **Requirements and Criteria for Naming a Facility:**

(a) The required donation for naming a building, facility, or interior/exterior space of the LECC, or any portion thereof, shall be determined based on the following criteria: For large items such as the Library Building, the Event Center Building and the Complex as a whole, single donor naming rights must be at least 50 percent of the actual cost of the facility. With respect to the Rooftop Venue, the Belvedere and the Amphitheater – if approved at a later date – the cost for naming of these facilities shall be no less than 100 percent of the estimated cost. The City Manager shall have the responsibility for making the foregoing determinations regarding required donations subject to the requirements and criteria established under this Policy and any direction by the City Commission. The Mayor and the counsel to the WPLA and any other persons deemed appropriate by the City Manager may provide advice to the City Manager regarding the required donation. The Mayor and the WPLA counsel are authorized to consult with and provide input to the City Manager regarding implementation and execution of this Policy, and to solicit donations and take other actions consistent with this Policy and any requirements/criteria adopted hereunder, all subject to the City Manager's authority as provided in this Policy.

(b) The final authority for naming the Library, Events Center, and the LECC as a whole rests exclusively with the City Commission. Final authority for naming a facility or exterior space rests exclusively with the City of Winter Park although the City Commission may assign or provide authority to the City Manager for naming certain portions of the LECC. The City may take into consideration recommendations of the Board of Trustees of the WPLA. Furthermore, the City in partnership with the WPLA (through the Board of Trustees) shall create a "pre-approved list of naming opportunities" and the associated costs therefor. Staff of the WPLA and the City may rely upon said approved lists and proceed with donors independent of consultation with the Board of Trustees; however, the City has final naming authority of any new or existing building, facility or exterior space.

(c) Generally, naming rights shall not be granted "in perpetuity" but for the useful life of the structure subject to changed circumstances as noted in a written gift agreement.

(d) The City shall not approve any naming option that is inconsistent with the City's image, brand, and a family atmosphere. All decisions of the City Manager under this Policy shall be consistent with the foregoing principles, the requirements of this Policy, any direction by the City Commission, and shall advance the purposes of this Policy.

3. **Approval of Exceptions.** All exceptions to the Naming Costs will be weighed against their future cost, as all exceptions granted weaken this policy, and any exception granted may be viewed by past or prospective donors as a precedent, making it more difficult to deny future requests for exceptions. Exceptions may be denied by the City Manager or recommended for approval by the City Commission.

4. **Morals Clause.** If at any time the donor commits any act or becomes involved in any situation, incident, or occurrence tending to degrade the donor in the community, or which brings the donor into public contempt or scandal, or which materially and adversely affects the reputation or business of the City or the WPLA, whether or not information in regard thereto becomes public, all in the City's sole discretion, the City shall have the right to remove donor's recognition rights, which right by the City shall be memorialized in a previously executed pledge/gift agreement.
5. **Prior Names.** Prior names on existing facilities will not carry over to the new Library and Events Center or the Complex as a whole. All donor pledges and gift agreements shall specifically acknowledge that any naming of all or a portion of the Library, the Events Center, or the Complex as a whole are limited to this project only and will not be carried forward to other, future facilities.
6. **City and Library Partnership.** The City and the WPLA may work in tandem on this joint project owned by the City. All donor solicitations shall be conducted so as to preclude multiple parties soliciting contributions from the same potential donor. The City and the WPLA have acknowledged the WPLA's commitment to raise \$2,500,000 towards this project. Funds may be contributed to either the WPLA or to the Foundation established by the City provided that in the case of the City Foundation, contributed funds shall count towards the WPLA's commitment unless a donor specifies otherwise. Funds raised for naming the Amphitheater, Rooftop Venue, Raked Auditorium, Belvedere and Portico will first be applied to the additive cost thereof and any excess above their actual cost shall be credited to the WPLA's \$2,500,000 commitment.
7. **Disclaimer.** Nothing in this Policy, or any requirements or criteria adopted in accordance with this Policy, shall be construed to create any obligation by the City or any right or expectation of prospective donors with respect to the subject matter of this Policy. The City retains the sole discretion, to the maximum extent allowable by law, to reject any donation or naming proposal for any reason. The decision to associate any name with a City-owned facility, property, or any portion thereof, is made by the City in its proprietary capacity. It is not the City's intention to create a public forum of any kind with respect to the naming of City property under this Policy

# Room/Area

# Naming Proposal

Library:

Raked Auditorium:

Second Floor Pavilion/Lobby:

Community Room:

Memory Lab/Archives:

Early Literacy Discovery Center:

Imagination Room:

Computer Lab:

New Leaf Bookstore:

Collaboration Room (1 of 3):

Study Room (1 of 8):

Edyth Bush Charitable Foundation Theater

AdventHealth Children's Pavilion

Kenneth and Rachel Murrah Community Room

Joan Bennett Clayton Memory Lab

Daniel and Elizabeth McIntosh Early Literacy Discovery Center

Eric and Diane Holm Story/Imagination Room

Fred Szydlik Computer Lab

Polly Seymour New Leaf Bookstore

Craig and Marina Nice Collaboration Room

Sarah and George Sprinkel Study Room

Exterior Amphitheater

Tiedtke Amphitheater

## Winter Park Library and Events Center Capital Campaign Gift Agreement

This Gift Agreement (“Agreement”), effective as of \_\_\_\_\_, 2021 (“Effective Date”), is made and entered into by and between FLORIDA CHARITIES FOUNDATION, whose address is 320 Holt Avenue, Winter Park, Florida 32789 (“Donor”) and the City of Winter Park (the “City”) for the use and benefit of the City. Based upon the Recitals below, and in consideration of the mutual promises and benefits hereunder, the parties hereto hereby agree as follows:

### RECITALS

Donor wishes to make a charitable gift to the City for the use and benefit of the Winter Park Library and Events Center subject to the terms and conditions as set forth in this Agreement.

The City desires to accept such gift, subject to the terms and conditions set forth in this Agreement.

### AGREEMENT

1. **Gift.** Donor hereby pledges to the City for the use and benefit of the City for the Library and Events Center the following gift: \$750,000.00 (“Gift”).
2. **Payment of the Gift.** The Gift is a pledge that will be paid to the City by ten (10) days after the Library and Events Center and the Amphitheater are open to the public and operating.  
  
Donor may accelerate the payment of any or all of this pledge at any time in the Donor’s. Payments shall be paid by Donor to the City of Winter Park via check, electronic funds transfer, stocks or other securities, or other methods acceptable to the Donor and the City.
3. **Use of the Gift.** The Gift shall be used for the sole purpose of funding the Capital Campaign for the new Library and Events Center complex within the Martin Luther King Jr. Park located in Winter Park, Florida. The purpose of the use of this gift within the parameters of the Capital Campaign are to be met between the Donor and the City.
4. **Acknowledgment.** In consideration for the Gift, the City will acknowledge the Gift by naming the Amphitheater as the “Tiedtke Amphitheater” (the “Naming”). Before the Naming is erected, Donor shall demonstrate the financial ability to make payment of the Gift. Subject to the terms of this Agreement, the Naming will last for the useful life of the Facility. Donor shall have the right to change the Naming once during the useful life of the Amphitheater, in which event Donor shall pay the expense of changing the Signage (as defined below) to reflect the new name. **The City** shall (i) cause any and all announcements relating to the Amphitheater or any event to be held at the Amphitheater in print, broadcast, electronic format, digital format, or otherwise to refer to the Amphitheater as the “Tiedtke Amphitheater”; (ii) identify the Amphitheater as the " Tiedtke Amphitheater" in all official documents, contracts, press releases, publications, websites, or otherwise; (iii) request that others, particularly those entities and individuals using the Amphitheater for events, to identify the Amphitheater as the " Tiedtke Amphitheater"; (iv) use signage on the outside and inside of the Amphitheater to identify the Amphitheater as the “Tiedtke Amphitheater” at the locations as more particularly set forth in Section 5 below ; and (v) not reference the Donor, the Tiedtke family, or members of the Tiedtke family, in any negative, deceptive, misleading, or other manner which reflects negatively on the goodwill, reputation, or image of the Donor, Tiedtke family, or members of the Tiedtke family
5. **Agreement to Display Signage.** Throughout the useful life of the Amphitheater, the City agrees that the City shall display at least two signs designating the Amphitheater as the “Tiedtke Amphitheater” (the “Signage”). At least one sign shall be located at the approach to the the Amphitheater from the library and events center at an elevation and size to be easily readable. The signs must be consistent with the location and appearance to be agreed upon by the Donor and the City, which agreement shall not be unreasonably withheld by either party. In addition, any Signage on the property recognizing major donors to the project shall include recognition of the Tiedtke family. The Signage shall be installed at the expense of the City prior to the opening of the Amphitheater to the public. Replacement, alteration, or amendment of the Signage (other than repairs to the Signage or replacement of the Signage due to casualty or wear and tear), in any manner whatsoever, must first be approved in writing by the Donor, which approval shall not be



unreasonably withheld. The City shall have the sole duty and obligation to provide and maintain the Signage and maintain the Library and Event Center and the Amphitheater in manner consistent with other first-class City buildings within the City of Winter Park, Florida.

6. **Termination of Naming.** In addition to any rights and remedies available at law, the City may terminate this Agreement and all rights and benefits of the Donor hereunder, including terminating the Naming:
  - a. In the event of any default in payment of the Gift as provided in this Agreement, or
  - b. In the unlikely event the City Commission determines in its reasonable and good faith opinion that circumstances have changed such that the Naming chosen by the Donor would materially adversely impact the reputation, image, mission or integrity of the Winter Park Library and Events Center or the City of Winter Park, in the event of a continued association with Donor and the continuation of the Naming provided for herein.

In addition, the Donor shall have the sole absolute, irrevocable right to terminate the Naming and Signage Rights whereupon the City, after sixty (60) days' written notice, shall remove any and all Signage, and cease any and all reference, use, or promotion of the Donor or its name.

Upon any such termination of this Agreement and/or the Naming hereunder, the City of Winter Park shall have no further obligation or liability to Donor and shall not be required to return any portion of the Gift already paid. The City Commission, however, may in its sole and absolute discretion determine an alternative recognition for the portion of the Gift already received.

7. **Future Remodeling or Destruction** Should the Amphitheater and/or Library and Events Center be remodeled or otherwise altered, the rights, duties, and obligations of this Agreement shall survive, and the location and character of replacement Signage shall be mutually and reasonably agreed upon by the Parties, which agreement shall not be unreasonably withheld by either party. If during the useful life of the Amphitheater, the Amphitheater is closed, deconstructed, destroyed or severely damaged without being restored or repaired, then the Naming will cease. In such event, however, the Donor, if available, and in consultation with and as mutually agreed by the City, will have the right, for no additional payment, to have another available and equivalent Winter Park facility named after the Donor.

8. **Additional Agreements.** In consideration of the Gift, the City agrees:
  - a. Donor's affiliate, the Enzian Theater (the "Enzian") shall have the right, upon giving the City at least ten (10) months' prior written notice, to reserve and use free of charge the Amphitheater and/or Library and Events Center theater annually for Enzian's major annual film festival, and to hold up to ten (10) events in the Amphitheater or the Library and Events Center theater during each such film festival.
  - b. During each such film festival, the City shall reserve no less than fifty (50) parking spaces on the Library and Events Center property for the exclusive use of film festival patrons and volunteers and Enzian employees.
  - c. The City shall not schedule any events on the outside terrace outside the Amphitheater during the period when any such film festival events are taking place, and such outside terrace shall not be used during the time any such film festival events are taking place.
  - d. The City shall ensure that the Amphitheater turf shall be in good condition and order at all times during any such film festival.

9. **Publicity**

For purposes of publicizing the Gift and the Naming, the City will have the right, without charge, to photograph the Donor and use the names, likenesses, and images of the Donor in photographic, audiovisual, digital or any other form of medium (the "Media Materials") and to use, reproduce, distribute, exhibit, and publish the Media Materials in any manner and in whole or in part, including in brochures, website postings, informational and marketing materials, and reports and publications describing the Winter Park Library and Events Center's development and business activities. All references to the amphitheater shall be by the named designation of the amphitheater, as in the "Tiedtke Amphitheater".

10. **Assignment.** This Agreement and the rights and benefits hereunder may not be assigned by either party without the prior written consent of the other party, which consent shall be in the sole and absolute discretion of the non-assigning party.
  
11. **Default.** Failure of either party to uphold any and all of its duties and obligations under this Agreement shall constitute default herein. The defaulting party must receive written notice of such default and be allowed thirty (30) calendar days to cure such default. If the default specified in such notice is curable but of a nature such that it cannot be cured through the exercise of reasonable diligence within the thirty (30) day curative period, then such thirty (30) day curative period shall be extended to a period which is reasonable (but in no event more than an additional one hundred fifty (150) days) to cure such default, provided the non-performing party has proceeded at all times and is continuing to proceed in a diligent and reasonable manner to cure such default.  
  
Should the defaulting party fail to properly and reasonably cure said default within the cure periods set forth above, the defaulting party shall have all remedies available in law or equity, specifically including the right of specific performance. In the event of any action or proceeding brought by either party against the other under this Agreement, the prevailing party shall be entitled to recover all reasonable attorney's fees, including attorneys' fees on appeal, and all costs. If an action or proceeding is not commenced, but is necessary for the party who sought compliance with this Agreement to retain the services of legal counsel in the process, then that party shall be entitled to receive from the party who has failed to perform all reasonable attorneys' fees and related costs. For the purposes of this paragraph, attorneys' fees and costs shall include such fees and costs incurred to establish the right to recover such fees and costs and the amount to be recovered.
  
12. **Entire Agreement.** This Agreement constitutes the entire agreement of the parties with regard to the matters referred to herein, and supersedes all prior oral and written agreement, if any, of the parties in respect hereto. This Agreement may not be modified or amended except by written agreement executed by both parties hereto. The captions inserted in this Agreement are for convenience only and in no way define, limit, or otherwise describe the scope or intent of this Agreement, or any provision hereof, or in any way affect the interpretation of this Agreement.
  
13. **Governing Law and Venue.** This Agreement will be governed by and construed in accordance with the laws of the State of Florida without regard to any conflict of laws rule or principle that might refer the governance or construction of this Agreement to the laws of another jurisdiction. Subject to the sovereign immunity of the State of Florida, any legal proceeding brought in connection with disputes relating to or arising out of this Agreement will be filed and heard in Orange County, Florida, and each party waives any objection that it might raise to such venue and any right it may have to claim that such venue is inconvenient.
  
14. **City Commission Approval.** This Agreement and the recognition and Naming provided for herein are subject to the approval by the City Commission and this Agreement will not be effective unless and until approved by the City Commission.

ACCEPTED AND AGREED TO:

FLORIDA CHARITIES FOUNDATION

CITY OF WINTER PARK, FLORIDA

By: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

By: \_\_\_\_\_  
 Phillip Anderson, as Mayor



# City Commission Regular Meeting

# agenda item

<b>item type</b> Action Items Requiring Discussion	<b>meeting date</b> May 12, 2021
<b>prepared by</b> Sarah Walter	<b>approved by</b> Bronce Stephenson, Michelle Neuner, Randy Knight
<b>board approval</b> Completed	
<b>strategic objective</b>	

## subject

Potential Improvements/Modifications at Fairbanks Avenue & Denning Drive

## motion / recommendation

Determine whether to move forward with the purchase of 929-957 W. Fairbanks.

## background

The City Commission has been discussing the potential purchase of 929 to 957 West Fairbanks Avenue. During the April 28, 2021 City Commission meeting, the Commission tabled the purchase and requested City Staff evaluate two scenarios at the intersection of Fairbanks Avenue & Denning Drive:

- widen each travel lane on Fairbanks Avenue to 11 feet in width (in the proximity of the above intersection) and
- widen each travel lane on Fairbanks Avenue to 11 feet in width (in the proximity of the above intersection) and add eastbound and westbound left-turn lanes at the intersection of Fairbanks Avenue at Denning Drive.

### *Existing Conditions*

Fairbanks Avenue (SR 426) is a Florida Department of Transportation (FDOT) roadway. As such, any modifications within the existing FDOT right-of-way (ROW) would require FDOT approval.

The current ROW on Fairbanks Avenue is approximately 50 feet wide. This consists of four travel lanes that measure 10 feet in width each (40 feet total) and two sidewalks that measure approximately 5 feet in width each (one on the north side of the roadway and one on the southside of the roadway).

The travel lanes on Fairbanks Avenue west of 17-92 measure approximately 11 feet in width. On the east side of 17-92 the travel lanes measure approximately 12 feet in width before transition to 10 feet in width just east of Harper Street.

## alternatives / other considerations

### Scenario One

The first scenario City Staff was asked to evaluate was the widening of each travel lane on Fairbanks Avenue in the vicinity of Denning Drive to a width of 11 feet. This would require an additional 4 feet (1 foot for each of the four lanes) so that each lane would measure 11 feet in width. Additionally, space would be needed for a 5 foot buffer and a 10 foot sidewalk (both on the north side of the roadway). This scenario assumes that the width of the south sidewalk remains at a width of 5 feet. In total, the width needed to accommodate this scenario would be 64 feet, which means an additional 14 feet would be required.

### Scenario Two

The second scenario City Staff was asked to evaluate included the widening discussed in Scenario #1 as well as the addition of eastbound and westbound left-turn lanes on Fairbanks Avenue (each 11 feet in width). Combining this additional 11 feet with the 14 feet required under Scenario #1 would total 25 feet. 25 feet of additional width would be required for Scenario #2 when compared to existing conditions. (This width does not account for a median at the intersection of Fairbanks & Denning. Per the current FDOT Design Manual (FDM), the minimum median width to provide pedestrian refuge is 6' and the recommended width is 8').

## fiscal impact



## City Commission Regular Meeting

# agenda item

<b>item type</b> Action Items Requiring Discussion	<b>meeting date</b> May 12, 2021
<b>prepared by</b> Randy Knight	<b>approved by</b> Randy Knight
<b>board approval</b> Completed	
<b>strategic objective</b>	

### subject

Review of American Rescue Plan allocations.

### motion / recommendation

Review American Rescue Plan allocations.

### background

At the April 28th work session the Commission tentatively allocated the American Rescue Plan funding. Attached is a compilation of that allocation along with staff suggestions of how to spread those allocations over the two year funding window.

Also attached is a spreadsheet showing how staff understood the commission wanted the non-profit allocation to take place.

Commissioner Sullivan has submitted a separate spreadsheet (attached) for discussion purposes on the allocation of non-profit funding.

Commissioner Cooper has requested we add back the Woman's Club for support and Commissioner Weaver has suggested we add the Alzheimer's & Dementia Resource Center for support.

### alternatives / other considerations

### fiscal impact

ATTACHMENTS:

[ARP Allocation from 4-28-21 Work Session.pdf](#)

ATTACHMENTS:

[ARP Allocation with staff suggestion of two year approach.pdf](#)

ATTACHMENTS:

[Non Profit Support at 50%.pdf](#)

ATTACHMENTS:

[Comm Sullivan spreadsheet on non-profit support.pdf](#)

**American Recovery Act Allocation**  
4/28/2021

	Category	Ideas	Selected	Amount Available	
Estimated Reimbursement for COVID Related Revenue Shortfall	1(C)			\$ 7,426,723	Estimated for 20 and 21 Lost Revs.
Potential Uses of Those funds:					
Restore Reserves		\$ 800,000	\$ 800,000		
Traffic Enhancements		\$ 2,000,000	\$ 750,000		
Neighborhood Traffic Calming		\$ 500,000	\$ 250,000		
Park Improvements		\$ 2,000,000	\$ -		MLK funded by CRA
Downtown Circulator		\$ 450,000	\$ -		Long-term
Amphitheater		\$ 750,000	\$ -		Donor
Old Library Building roof and A/C		\$ 500,000	\$ 300,000		Asset preservation
Central Park - USPS additional funding		\$ 4,500,000	\$ -		Schedule Work Session
Progress Point Park		\$ 2,000,000	\$ 2,000,000		
Progress to Mead Connector		\$ 1,500,000	\$ 500,000		Just the Trail
Strategic Land Acquisitions		\$ 4,000,000	\$ 1,000,000		
Cybersecurity Enhancements		\$ 500,000	\$ 500,000		
Parking Garage		\$ 7,500,000	\$ -		
Solar		\$ 400,000	\$ -		requested from Congress
Housing Authority Maintenance		\$ 230,000	\$ -		requested from Congress
Station 62 Improvements		\$ 2,175,000	\$ -		Potential Infrastructure item
Fire Training Facility		\$ 550,000	\$ 550,000		
Bike and Mobility Plan Implementation		\$ 1,000,000	\$ -		Potential Infrastructure item
2016 Vision and Village Character Design and survey		\$ 250,000	\$ 50,000		
Sustainability Program - vehicles, equipment		\$ 200,000	\$ 350,000		
Category Remaining Balance			\$ 7,050,000	\$ 376,723	
Funding that can only be spent on eligible categories				\$ 5,526,627	
Recurring Non-profit partners (excluding Dr. Phillips):	1(A)				
Winter Park Library Art and Furnishings		\$ 800,000	\$ 800,000		
Mead Garden - Capital		\$ 1,000,000	\$ -		Congressional Request
All other non-profits		\$ 1,500,000	\$ 1,100,000		50% of 2021 Budget
Library					50% of 2021 Budget
Mead Garden					50% of 2021 Budget
Households and Small Businesses:	1(A)		\$ 700,000		Macro for this item
Utility Payment Assistance Program		\$ 250,000			
Business Façade Program		\$ 100,000			
Business Recruitment Program		\$ 100,000			
Humanitarian Support		\$ 250,000			
Tourism, Travel and Hospitality:	1(A)				
Central Park Stage		\$ 800,000	\$ 800,000		
Downtown Restroom		\$ 350,000	\$ -		
Boat Tour to Dredge Canal and property cleanup			\$ 100,000		
Other		\$ 200,000	\$ 200,000		
Dinky Dock			\$ 154,000		
Broadband:	1(D)				
Connect Facilities with Fiber		\$ 800,000	\$ 962,000		Pay back electric and expand Wi-Fi
Public Wi-Fi		\$ 250,000	\$ 250,000		
Transfer to State:	4(D)				
Transfer to State for Improvements to WP State Roads		\$ 2,000,000	\$ -		Infrastructure bill
Category Remaining Balance			\$ 5,066,000	\$ 460,627	
Total Available Funding American Rescue Plan				\$ 12,953,350	
Unallocated Funds				\$ 837,350	
Other Long-term Projects:					
City Hall					
Septic to Sewer Conversions					
Fiber to the Home					
Potential annexation related expenses					
Outfalls to Lakes					
Parking Garages					
Orange Avenue Traffic Solutions		\$ 5,000,000			
Faribanks Ped/Bike Crossing					
Long Term Strategic Plan 25-50 years					
Community Survey					
Trees and ROW for 17/92 project					

**American Recovery Act Allocation**  
4/28/2021

	Category	Selected	Year 1	Year 2	Amount Available
Estimated Reimbursement for COVID Related Revenue Shortfall	1(C)				\$ 7,426,723
Potential Uses of Those funds:					
Restore Reserves		\$ 800,000	\$ 800,000		
Traffic Enhancements		\$ 750,000		\$ 750,000	
Neighborhood Traffic Calming		\$ 250,000		\$ 250,000	
Old Library Building roof and A/C		\$ 300,000	\$ 300,000		Asset preservation
Progress Point Park		\$2,000,000	\$1,000,000	\$1,000,000	
Progress to Mead Connector		\$ 500,000	\$ -	\$ 500,000	Just the Trail
Strategic Land Acquisitions		\$1,000,000		\$1,000,000	
Cybersecurity Enhancements		\$ 500,000	\$ 500,000		
Fire Training Facility		\$ 550,000		\$ 550,000	
2016 Vision and Village Character Design and survey		\$ 50,000	\$ 50,000		
Sustainability Program - vehicles, equipment		\$ 350,000	\$ 350,000		
Category Remaining Balance		\$7,050,000	\$3,000,000	\$4,050,000	\$ 376,723
Funding that can only be spent on eligible categories					\$ 5,526,627
Recurring Non-profit partners (excluding Dr. Phillips):	1(A)				
Winter Park Library Art and Furnishings		\$ 800,000	\$ 300,000	\$ 500,000	
All other non-profits		\$1,100,000	\$1,100,000		50% of 2021 Budget (See separate list)
Households and Small Businesses:	1(A)	\$ 700,000	\$ 700,000		Macro for this item
Utility Payment Assistance Program					
Business Façade Program					
Business Recruitment Program					
Humanitarian Support					
Tourism, Travel and Hospitality:	1(A)				
Central Park Stage		\$ 800,000		\$ 800,000	
Boat Tour to Dredge Canal and property cleanup		\$ 100,000	\$ 100,000		
Other		\$ 200,000	\$ 100,000	\$ 100,000	
Dinky Dock		\$ 154,000	\$ 154,000		
Broadband:	1(D)				
Connect Facilities with Fiber		\$ 962,000	\$ 962,000		Pay back electric and expand Wi-Fi
Public Wi-Fi		\$ 250,000	\$ -	\$ 250,000	
Category Remaining Balance		\$5,066,000	\$3,416,000	\$1,650,000	\$ 460,627
Total Available Funding American Rescue Plan			\$6,416,000	\$5,700,000	\$12,953,350
Unallocated Funds					\$ 837,350



Non-profit support

	2021 Allocation	50%
Library	\$ 1,657,004	\$ 828,502
Historical Association	\$ 76,000	\$ 38,000
United Arts	\$ 17,000	\$ 8,500
Polasek	\$ 21,850	\$ 10,925
Mead Garden	\$ 80,750	\$ 40,375
Dr. Phillips	\$ 100,000	
Winter Park Day Nursery	\$ 33,250	\$ 16,625
Blue Bamboo	\$ 9,500	\$ 4,750
Women's Club	\$ 40,000	
Welbourne Nursery	\$ 33,250	\$ 16,625
Enzian Theater	\$ 7,000	\$ 3,500
Winter Park Playhouse	\$ 40,000	\$ 20,000
Depugh Nursing Home	\$ 20,000	\$ 10,000
Heritage Center (Crealde)	\$ 40,000	\$ 20,000
<b>Total Support</b>	<b>2,175,604</b>	<b>2,175,604</b>

Organization funding

Total:	Alternative library funding, based on 2020 funding:											Percent all (excl Dr. Phillips)												
	\$1,100,000		(not used)	A	B	C	D	E	F	G	H	I	A	B	C	D	E	F	G	H	I			
	2020	2021	(all @ 50%)	----- library @ less than 81% of funds: ----->																				
Dr. Phillips arts ctr	100,000	100,000	0	0	0	0	0	0	0	0	0	0												
MBG	85,000	80,750	45,878	223,097	200,787	178,478	156,168	133,858	111,549	89,239	66,929		4.2%	20.3%	18.3%	16.2%	14.2%	12.2%	10.1%	8.1%	6.1%			
WP Historical Assoc.	80,000	76,000	43,180	209,974	188,976	167,979	146,982	125,984	104,987	83,990	62,992		3.9%	19.1%	17.2%	15.3%	13.4%	11.5%	9.5%	7.6%	5.7%			
United Arts	17,000	17,000	9,176	44,619	40,157	35,696	31,234	26,772	22,310	17,848	13,386		0.8%	4.1%	3.7%	3.2%	2.8%	2.4%	2.0%	1.6%	1.2%			
Blue Bamboo	10,000	9,500	5,397	26,247	23,622	20,997	18,373	15,748	13,123	10,499	7,874		0.5%	2.4%	2.1%	1.9%	1.7%	1.4%	1.2%	1.0%	0.7%			
Polasek Museum	23,000	21,850	12,414	60,367	54,331	48,294	42,257	36,220	30,184	24,147	18,110		1.1%	5.5%	4.9%	4.4%	3.8%	3.3%	2.7%	2.2%	1.6%			
WP Housing Auth	25,000	0	13,494	65,617	59,055	52,493	45,932	39,370	32,808	26,247	19,685		1.2%	6.0%	5.4%	4.8%	4.2%	3.6%	3.0%	2.4%	1.8%			
WP Library	1,657,004	1,657,004	\$894,358	\$100,000	\$200,000	\$300,000	\$400,000	\$500,000	\$600,000	\$700,000	\$800,000		81.3%	9.1%	18.2%	27.3%	36.4%	45.5%	54.5%	63.6%	72.7%			
Enzian Theater	6,000	6,000	3,238	15,748	14,173	12,598	11,024	9,449	7,874	6,299	4,724		0.3%	1.4%	1.3%	1.1%	1.0%	0.9%	0.7%	0.6%	0.4%			
Heritage Ctr	40,000	40,000	21,590	104,987	94,488	83,990	73,491	62,992	52,493	41,995	31,496		2.0%	9.5%	8.6%	7.6%	6.7%	5.7%	4.8%	3.8%	2.9%			
Welbourne Day Nursery	35,000	33,250	18,891	91,864	82,677	73,491	64,304	55,118	45,932	36,745	27,559		1.7%	8.4%	7.5%	6.7%	5.8%	5.0%	4.2%	3.3%	2.5%			
WP Playhouse	40,000	40,000	21,590	104,987	94,488	83,990	73,491	62,992	52,493	41,995	31,496		2.0%	9.5%	8.6%	7.6%	6.7%	5.7%	4.8%	3.8%	2.9%			
Depugh Nursing Home	20,000	20,000	10,795	52,493	47,244	41,995	36,745	31,496	26,247	20,997	15,748		1.0%	4.8%	4.3%	3.8%	3.3%	2.9%	2.4%	1.9%	1.4%			
Total all:	2,038,004	2,001,354	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000		100%	100%	100%	100%	100%	100%	100%	100%	100%			
(minus Dr. Phillips)												non-library	18.7%											



## City Commission Regular Meeting

# agenda item

item type Public Hearings	meeting date May 12, 2021
prepared by Michelle Neuner	approved by Michelle Neuner, Randy Knight
board approval Completed	
strategic objective	

### subject

Ordinance amending Article III, Chapter 2 of the City of Winter Park Code of Ordinance regarding Subsidiary City Boards (2nd Reading)

### motion / recommendation

Approve ordinance to amend Article III, Chapter 2 of the City of Winter Park Code of Ordinance regarding Subsidiary City Boards.

### background

At the City Commission meeting on April 12th, the City Commission discussed modifications to various advisory boards. This ordinance addresses the modifications resulting from that discussion:

- eliminates the Golf Advisory Board
- establishes Orange Avenue Overlay Appearance Review Advisory Board
- eliminates reference to Tree Preservation Board from Code Compliance Board
- modifies the Mayor's appointments to the Economic Development Advisory Board to be unrestricted.
- establishes duties for the Orange Avenue Overlay Appearance Review Advisory Board
- eliminates alternate for HPB (Scribner modification from previous revisions)

### alternatives / other considerations

### fiscal impact

#### ATTACHMENTS:

[Board Ordinance 051221 2nd reading DL.doc](#)

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF WINTER PARK FLORIDA, AMENDING ARTICLE III OF CHAPTER 2 OF THE CITY OF WINTER PARK CODE OF ORDINANCES REGARDING SUBSIDIARY CITY BOARDS AND THE MEMBERSHIP, FUNCTIONS, DUTIES AND PROCEDURES OF SUBSIDIARY CITY BOARDS; AMENDING SECTION 58-446 TO ELIMINATE THE REFERENCE TO ALTERNATE MEMBER TO THE HISTORIC PRESERVATION BOARD TO BE CONSISTENT WITH SUCH BOARD’S MEMBERSHIP SET FORTH IN CHAPTER 2, ARTICLE III; PROVIDING FOR CODIFICATION, CONFLICTS, SEVERABILITY AND AN EFFECTIVE DATE.**

**WHEREAS**, the City desires to amend Article III of Chapter 2 of the City of Winter Park Code of Ordinance to eliminate references to the golf course advisory board which has sunsetted, to create the Orange Avenue Overlay Appearance Review Advisory Board, alter the membership of the Economic Development Advisory Board and to eliminate transition language concerning the implementation of Section 2.19, City Charter; and

**WHEREAS**, the City desires to amend Section 58-446, City Code to eliminate the reference to the alternate member to the Historic Preservation Board to be consistent with such board’s membership set forth in Chapter 2, Article III, City of Winter Park Code of Ordinances.

**WHEREAS**, the City determines the amendments to the code set forth herein are in the best interest of the City.

**NOW, THEREFORE, THE CITY COMMISSION OF THE CITY OF WINTER PARK, FLORIDA, HEREBY ORDAINS AS FOLLOWS:**

Section 1. Recitals. The recitals set forth above are hereby adopted and incorporated by reference.

Section 2. Amendment/Adoption. Article III of Chapter 2 of the City of Winter Park Code of Ordinances is hereby amended to read as follows: (underlined language are additions; ~~stricken through~~ language are deletions; provisions and sections not included are not being amended):

**ARTICLE III. - SUBSIDIARY BOARDS OF THE CITY OF WINTER PARK**

**DIVISION 1. ESTABLISHMENT OF CITY BOARDS**

**Sec. 2-46. - Establishment of city boards.**

(a) There shall be established in this division all boards of the City of Winter Park. If a board is required to be in existence by Florida Statute or City Charter, the section providing for the board shall so provide, as well as any special requirements. If, by

Florida Statute or Charter there is a requirement with respect to the board that is different than the general rules in this chapter and article, then the requirements of state statute and the Charter shall control.

~~(b) During the general election held on March 17, 2020, the electors approved the adoption of Section 2.19, City Charter, which sets forth requirements for the size of and appointment to city boards and ad hoc committees. The city commission, by a majority vote, may establish a transition plan providing for the transition of the membership of the city boards to be consistent with Section 2.19, City Charter. Such transition plan may provide for the timing of initial appointments by the mayor and city commissioners and initial terms of office different from those prescribed in this chapter and may provide for the early removal of board and committee members serving as of the adoption of this subsection. The city clerk may delete this subsection after the transition of membership of the city boards occurs in the manner approved by the city commission.~~

Sec. 2-47. - List and size of boards established.

The general requirements for boards are specified in division 2 herein and the board specific requirements are specified in division 3. Unless otherwise provided by the City Charter, state law, other ordinance or this article, each board shall have seven members. The following boards are established:

- (1) Board of adjustments;
- (2) Civil service board (also sits as the independent personnel review board);
- (3) Code compliance board (which also sits as the nuisance abatement board and performs the functions of a code enforcement board pursuant to F.S. ch. 162);
- (4) Community redevelopment agency;
- (5) Community redevelopment advisory board;
- (6) Construction board of adjustments and appeals;
- (7) Economic development advisory board;
- (8) Historic preservation board;
- (9) Housing authority board;
- (10) Keep Winter Park beautiful and sustainable advisory board;
- (11) Lakes and waterways advisory board;
- (12) Parks and recreation advisory board;
- (13) Transportation advisory board;
- (14) Planning and zoning board;
- (15) Public art advisory board;
- (16) Utilities advisory board;
- (17) Winter Park Firefighters' pension board;

- (18) Winter Park Police Officers' pension board;
- (19) Orange Avenue Overlay Appearance Review Advisory Board ~~Golf course advisory board~~;
- (20) Tree preservation board.

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### DIVISION 3. - DESCRIPTION, DUTIES AND PROCEDURES OF EACH CITY BOARD

#### Sec. 2-52. - Code compliance board.

There is established within the City of Winter Park pursuant to F.S. § 162.05, and by the authority of the city commission, a code compliance board, subject to the following provisions:

- (1) *Membership.* The number of members and the procedures for appointment thereof shall be in accordance with the provisions in divisions 1 and 2 hereof. Members shall be residents of the city. In accordance with F.S. § 162.05(2), the membership of the code compliance board shall, whenever possible, include an architect, a businessperson, an engineer, a general contractor, a subcontractor, and a realtor.
- (2) *Quasi-judicial proceedings.* The code compliance board shall conduct its quasi-judicial proceedings in conformance with the requirements of Florida law. The city manager and city attorney shall provide technical support and resources upon request to assure that the quasi-judicial activity of the code compliance board is in accordance with the requirements of Florida law.
- (3) *Authority.* The code compliance board shall have the authority, responsibility and jurisdiction of a code enforcement board pursuant to F.S. ch. 162 and any other matters set forth in the City Code conferring authority or quasi-judicial responsibility on the code compliance board, including without limitation false fire alarm appeals, pursuant to subsection 46-29(d) and those matters provided for in sections 2-104 through 2-110 of the City Code. The code compliance board shall also serve as the nuisance abatement board as provided in section 2-81 of the City Code ~~and the tree preservation board as provided in section 2-68 of the City Code.~~ In performing its function, the code compliance board shall be governed by the procedures set out in Florida law and section 2-101 et seq. of the City Code.

The provisions in divisions 1 and 2 of this article shall apply to the conduct of the code compliance board except for any provision thereof that conflicts with a provision in sections 2-104 through 2-110 of the City Code, in which case the conflicting provision in sections 2-104 through 2-110 shall control.

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Sec. 2-56. - Economic development advisory board.

Pursuant to the authority of the city commission, there is established within the City of Winter Park, an economic development advisory board, subject to the following provisions:

- (1) *Membership.* The number of members and the procedures for appointment thereof shall be in accordance with the provisions in divisions 1 and 2 of this article. ~~The Winter Park Chamber of Commerce President shall be requested to serve as one of the mayor's appointed members of the economic development advisory board.~~ Two members of the board may be a non-resident owner of a business operating within the city.
- (2) *Advisory board.* The economic development advisory board is an advisory board and shall, after receiving such information as it deems appropriate, and following due deliberation in accordance with its internal rules and procedures, give advice and recommendations to the city commission concerning economic development. The economic development advisory board shall have no adjudicatory or enforcement authority.
- (3) *Procedures.* The procedures and rules for operation of the economic development advisory board shall be in accordance with the general requirements stated in divisions 1 and 2 of this article.

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~~Sec. 2-72. - Golf course advisory board.~~

~~Pursuant to the authority of the city commission, there is established within the City of Winter Park, a golf course advisory board, subject to the following provisions:~~

- ~~(1) *Membership.* Membership and the procedures for appointment thereof shall be in accordance with the provisions in divisions 1 and 2 of this article.~~
- ~~(2) *Advisory board functions and responsibility.* The golf course advisory board is an advisory board and shall, after receiving such information as it deems appropriate, and following due deliberation in accordance with its internal rules and procedures, give advice and recommendations to the city commission concerning the Winter Park Golf Course. The board will provide advice on course and golf shop operations; program and events. Additionally, the board will promote the golf course and facilities to the Winter Park community. The golf course advisory board shall have no adjudicatory or enforcement authority.~~
- ~~(3) *Procedures.* The procedures and rules for operation of the golf course advisory board shall be in accordance with the general requirements stated in divisions 1 and 2 of this article.~~

Sec. 2-72. - Orange Avenue Overlay Appearance Review Advisory Board

Pursuant to the authority of the city commission, there is established within the City of Winter Park, an Orange Avenue Overlay (OAO) appearance review advisory board, subject to the following provisions:

- (1) *Membership.* There shall be five (5) voting members of the OAO appearance review advisory board. Three of the five members of the board shall be licensed architects. Two of the five members of the board shall have or be retired from the following vocations: professional land planner, licensed landscape architect, or licensed professional engineer. The Mayor and the City Commissioners shall each have one appointment to the membership of the OAO appearance review advisory board. Given vocational requirements of board membership, residency within the city is preferred, but not a mandatory requirement for appointment to and service as a member of the OAO appearance review advisory board. Except as otherwise provided in this section, the procedures for appointment and removal of members to OAO appearance review advisory board will be in accordance with division 2 of this article.
- (2) *Advisory board functions and responsibility.* The OAO appearance review advisory board is an advisory board that is to review and make comments and recommendations on architectural details for proposed development projects as and when specified in the City's land development regulations. In making its comments and recommendations, the OAO appearance review advisory board should consider applicable City adopted architectural guidelines or standards. The comments and recommendations of board are to be transmitted to the Building Official, Director of Planning and Transportation, Planning and Zoning Board and City Commission for consideration in rendering their respective recommendations and/or decisions on the applicable development project.
- (3) *Procedures.* Except as otherwise provided in this section or in the land development regulations governing the OAO appearance review advisory board, the procedures and rules for the operation of the OAO appearance review advisory board will be in accordance with the provisions of division 2 of this article.

Section 3. *Amendment/Adoption.* Section 58-446 of Article VIII, Division 2 of Chapter 58 of the City of Winter Park Code of Ordinances is hereby amended to read as follows: (underlined language are additions; ~~stricken through~~ language are deletions; language not included is not being amended):

Sec. 58-446. - Qualifications.

Members of the HPB shall have demonstrated civic pride, interest in historic preservation and the knowledge, experience and mature judgment to act in the public interest to make informed and equitable decisions concerning the conservation of historic resources. The board shall be comprised of seven members ~~and one alternate~~.

- (1) One member shall be a licensed architect; and



(2) One member versed in local history; and

(3) One member who owns or flives in a designated resource or district.

Section 4. Codification. Section 2 and Section 3 shall be codified in the City Code. Any section, paragraph number, letter or heading within the Code may be changed or modified as necessary to effectuate the codification. Grammatical, typographical and similar or like errors may be corrected in the Code, and additions, alterations and omissions not affecting a material substantive change in the construction or meaning of this Ordinance may be freely made.

Section 5. Severability. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, whether for substantive, procedural or any other reason, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portion or portions hereof or hereto.

Section 6. Conflicts. In the event of any conflict between this Ordinance, or any part thereof, with any of the provisions of other City Ordinances or the City Code, this Ordinance shall control.

Section 7. Effective Date. This Ordinance shall become effective immediately upon adoption of the City Commission of the City of Winter Park, Florida.

Adopted by the City Commission of the City of Winter Park, Florida in a regular meeting assembled on the \_\_\_\_ day of \_\_\_\_\_, 2021.

CITY OF WINTER PARK

\_\_\_\_\_  
Mayor Phil Anderson

ATTEST:

\_\_\_\_\_  
Rene Cranis, City Clerk

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