



City Commission Regular Meeting

Agenda

May 11, 2022 @ 3:30 pm

City Hall - Commission Chambers
401 S. Park Avenue

welcome

Agendas and all backup material supporting each agenda item are accessible via the city's website at 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).

please note

Times are projected and subject to change.

1. Meeting Called to Order**2. Invocation**

- a. Reverend Katrina Jenkins - Dean of Religious Life, Rollins College 1 minute

Pledge of Allegiance**3. Approval of Agenda****4. Mayor Report**

- a. Legislative Update - Representative Joy Goff-Marcil 15 minutes

5. City Manager Report

- a. City Manager's Report 5 minutes
b. Commission Work Sessions 5 minutes

6. City Attorney Report

- a. Discussion and potential action to approve a settlement agreement in the case of City of Winter Park adv. Florida CIS WP, LLC and Palladio Condominium Owners Association, Inc. Case No.: 2019-CA-012895-O 10 minutes

7. Non-Action Items**8. Public 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 minutes are allowed for each speaker)

9. Consent Agenda

- a. Approve the minutes of the Regular Meeting, April 27, 2022 1 minute
b. Approve the minutes of the Work Session, April 28, 2022 1 minute
c. Approve the following contracts: 1 minute
 1. Tetra Tech, Inc. - RFP4-18 - Emergency Debris Monitoring Services; for services on an as-needed basis during the term of the Agreement; Amount: \$200,000
 2. Ceres Environmental Services, Inc. - RFP5-18 - Emergency Debris Management Services; for services on an as-needed basis during the term of the Agreement; Amount: \$200,000

- 3. Cathcart Construction Company - RFP15-19 - Underground Conduit/Pipe Installation Services; Amendment 4 - for excavation services for City projects not related to underground conduit or pipe installation on an as-needed basis; Amount: \$200,000
- 4. Trane, Inc. - FY17-46 - Chiller/HVAC Maintenance; For additional funds for the task order to complete HVAC upgrades at the old Winter Park Library; Amount: \$215,000
- d. [Approve the following formal solicitation:](#) 1 minute
 - 1. Quanta Technology, LLC - RFP12-22 - City of Winter Park's Roadmap to Renewable Resources; Amount: \$100,000
- e. [Approve the following piggyback contract:](#) 1 minute
 - 1. R2 Unified Technologies, LLC - NASPO Contract #AR3227 43220000-NASPO-19-ACS - Data Communication Products & Services; For goods and services on an as-needed basis during the term of the Agreement, contract term through September 30, 2024; Amount: \$200,000
- f. [Approve ARPA Funding Allocations - Cybersecurity Enhancements & Old Library Roof and AC](#) 5 minutes
- g. [Approve the following purchase:](#) 1 minute
 - 1. Ten-8 Fire & Safety, LLC - Purchase of Pierce Quantum 107' Tractor-Drawn Aerial with Pumper (Fire Truck); Amount \$1,671,686.00
- h. [Advisory Board Survey Results 2022](#) 1 minute

10. Action Items Requiring Discussion

11. Public Hearings

- a. [Ordinances amending pension plans \(1st reading\)](#) 10 minutes
 - Amending Firefighters Pension Plan.
 - Amending Police Officers Pension Plan.

12. City Commission Reports

13. Summary of Meeting Actions

14. Adjournment



City Commission

agenda item

item type Invocation	meeting date May 11, 2022
prepared by Kim Breland	approved by
board approval	
strategic objective	

subject

Reverend Katrina Jenkins - Dean of Religious Life, Rollins College

motion / recommendation

background

alternatives / other considerations

fiscal impact



City Commission **agenda item**

item type Mayor Report	meeting date May 11, 2022
prepared by Rene Cranis	approved by
board approval	
strategic objective	

subject

Legislative Update - Representative Joy Goff-Marcil

motion / recommendation

background

alternatives / other considerations

fiscal impact



City Commission **agenda item**

item type City Manager Report	meeting date May 11, 2022
prepared by Jennifer Guittard	approved by Peter Moore, Michelle del Valle, Randy Knight
board approval Completed	
strategic objective	

subject

City Manager's Report

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

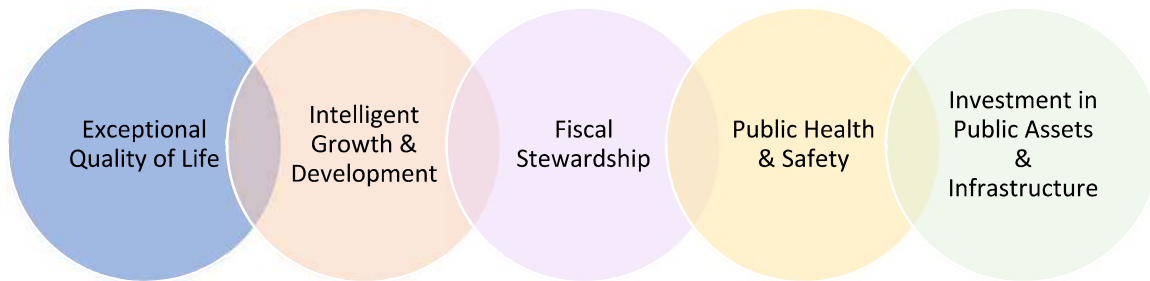
[City Managers Report 5.11.22.pdf](#)



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: Intelligent Growth & Development

Item	Description	Item Department	Item Date
Meet your Department Presentation	The Public Works Department will present to increase awareness of the various city services their department provides.	Public Works	May
Planning Public Hearings	Subdivision request for 2525 Audrey Avenue for three new lakefront lots on Lake Killarney. This request is going to P&Z and then City Commission.	Planning & Transportation	June
Meet your Department Presentation	The Natural Resources Department will present to increase awareness of the various city services their department provides.	Natural Resources & Sustainability	June
Meet your Department Presentation	The Communications Department will present to increase awareness of the various city services their department provides.	Communications	July

Title 2: Investment in Public Assets & Infrastructure

Item	Description	Item Department	Item Date
Swoope NOD	Staff has reached out to the two respondents to the Notice-of-Disposal for the Swoope property and is pursuing the Commission direction to bring back contractual agreements with both parties.	Administration	May

Title 3: Exceptional Quality of Life

Item	Description	Item Department	Item Date
West Meadow Restroom	Report back to Commission regarding options for mobile restroom trailer location and site overview to include projected cost.	Parks & Recreation	May
Board Appreciation Event	The city's annual Board Appreciation event will be resumed in 2022 after a two-year hiatus due to COVID. This event is scheduled for Thursday, June 23 beginning at 5:30 p.m., at the new Winter Park Events Center. This event is the city's way to say thank you to our board members for their commitment to maintaining the high quality of life offered at the City of Winter Park. Invitations to board members will be emailed in May 2022.	Communications	Jun

Additional Items of City Interest

Title 4: Intelligent Growth & Development

Item	Description	Item Department
Sustainability Plan	Roadmap to renewal energy: groundwork to establish a roadmap for the City. Distributed generation (dGen) modeling, greenhouse gas emission efficiency study, and City building efficiency study costs compiled. RFP may require Commission approval based upon available budget.	Natural Resources & Sustainability

Title 5: Investment in Public Assets & Infrastructure

Item	Description	Item Department
Electric Undergrounding	Miles of Undergrounding performed Project J: 2.72 miles 45% complete Project L: 9.57 miles 54% complete Reliability project Q: 5.78 miles 100% complete Project R: 4.31 miles (33% complete) Commission approved advancement TOTAL so far for FY 2022: 4.9 miles	Electric
The Pines Golf Course	Bonds have closed, the purchase closed on April 29th. After a short closure to the facility, we anticipate a soft reopening May 12 -13th.	Parks

Upcoming Advisory Board Meetings

This report provides a summary of upcoming board meetings currently scheduled on the calendar for the next month.

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
Civil Service Board	5/3/22	4 p.m.
Planning & Zoning Board	5/3/22	6 p.m.
Lake Killarney Advisory Board	5/4/22	10 a.m.
Code Compliance Board	5/5/22	3 p.m.
Economic Development Advisory Board	5/10/22	8:15 a.m.
Lakes & Waterways Advisory Board	5/10/22	Noon
Historic Preservation Board	5/11/22	9 a.m.
Winter Pines Golf Course Advisory Board	5/16/22	8 a.m.
Public Art Advisory Board	5/16/22	Noon
Transportation Advisory Board	5/16/22	4 p.m.
KWPB & Sustainable Advisory Board	5/17/22	11:45 a.m.
Board of Adjustments	5/17/22	5 p.m.
Parks & Recreation Advisory Board	5/18/22	5:30 p.m.
Utilities Advisory Board	5/24/22	Noon

Upcoming Work Sessions

This report provides a summary of upcoming work sessions currently scheduled on the calendar for the next three months.

Work Sessions	Meeting Date	Meeting Time
Broadband & Smart City Ad Hoc Committee	5/5/22	9 a.m.
Broadband & Smart City Ad Hoc Committee	5/19/22	9 a.m.
Planning & Zoning Board work session	5/24/22	Noon

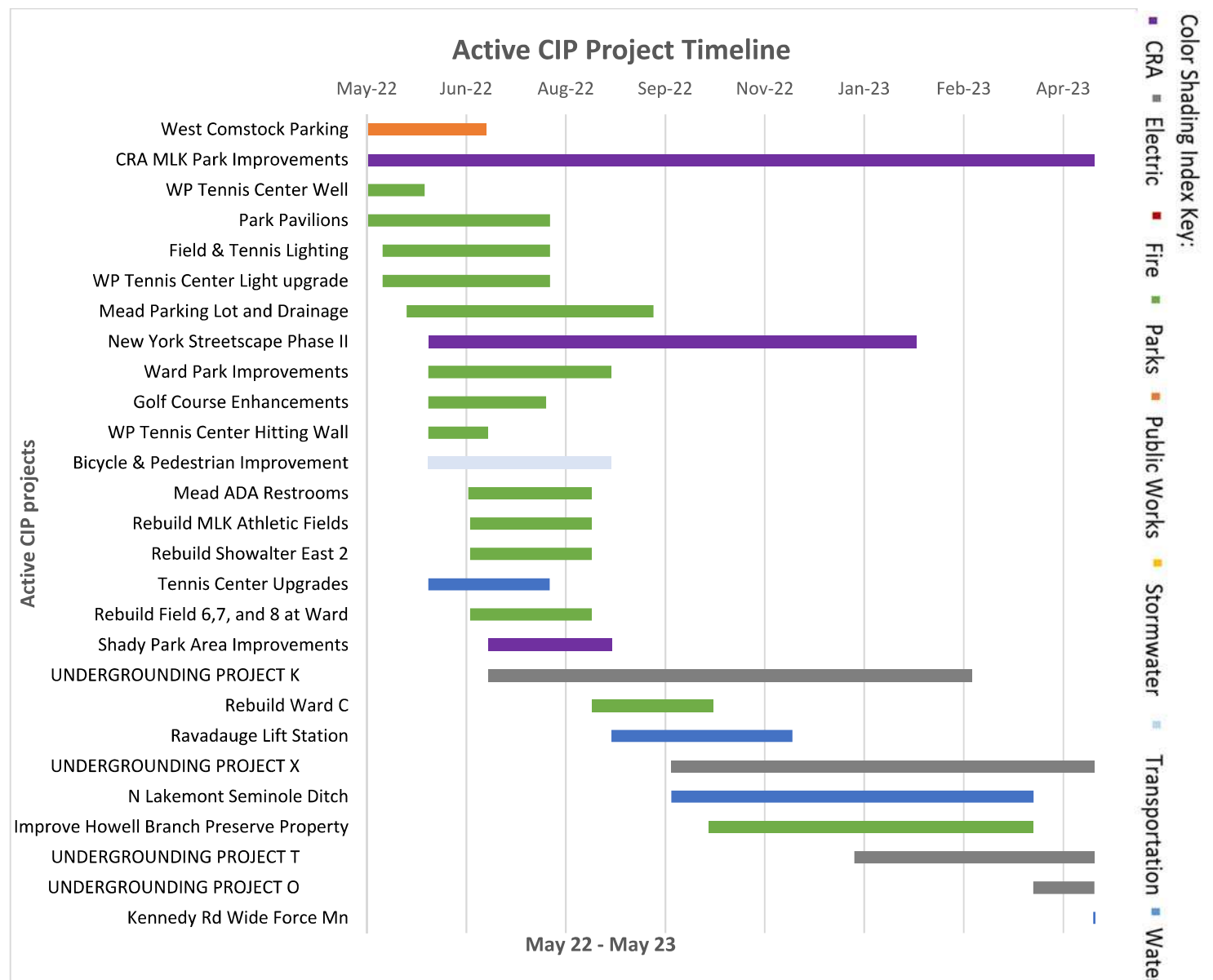
As of 5/11/22



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

Project Status	Planning Status	Active Status	Pending Status
Count Total 57	23	17	17



Title 1: Planning Status

Project	Project Update	Strategic Objective	Division
1792 Streetscape Imp.	MOU amendment approved at CRA meeting 1/27/20. Design review underway by FDOT and staff including lighting and landscaping. FDOT in process of due diligence and potential ROW acquisition.	Intelligent Growth & Development	CRA
Bicycle & Pedestrian Improvement	Camellia Avenue sidewalk project survey will be completed by May with construction temporarily scheduled in June to finish in September.	Exceptional Quality of Life	Transportation
Central Park Stage	Construction documents are in permit review. Fencing around the stage is being installed. Staff has sent notification cards to all CRA stakeholders. Construction to begin in May through September.	Exceptional Quality of Life	CRA
CRA MLK Park Improvements	Board and CRA Agency approved design concept for the MLK memorial corner. Consultant enlisted to draft design and assist with stakeholder input and updated costs that include the design and overall park concept. Staff is anticipating a joint meeting by the Parks and CRA Advisory Board in May with potential for a community meeting in June.	Exceptional Quality of Life	CRA
Denning/ Fairbanks Traffic & SW	Purchase of both 901 and 919 W. Demolition of both properties complete. Laydown of sod to take place in the coming weeks. Staff is working with Kimley Horn consultant on the development of construction plans for improvement to the intersection. Design is underway. Physical improvements would be pending cost consideration by the CRA/City Commission.	Investment in Public Assets & Infrastructure	CRA
Downtown Enhancements	Small scale improvements complete including repainting of light poles and replacement of trash and recycling cans. Coordination with Parks Department for new irrigation system in Central Park underway.	Exceptional Quality of Life	CRA
FDOT 17-92 UT Line Relocate	Planning scope of work with consultant. Preliminary design by consultant is anticipated for June 2022.	Investment in Public Assets & Infrastructure	Water & Sewer
Fire Safety Equipment	The Alerting system is awaiting an updated agreement with vendor. The current Emergency Dispatch CAD vendor is designing a software update to support	Public Health & Safety	Fire

Project	Project Update	Strategic Objective	Division
	the new alerting system. Estimated update from the CAD vendor is June 30.		
Golf Course Enhancements	New patio furniture, tv's, and other such items are in the process of being purchased. Hardscape contractor providing quote and work will be scheduled for June/July 2022.	Exceptional Quality of Life	Parks
Improve Howell Branch Preserve Property	The initial treatment of invasive species at the Howell Branch Preserve Trail Grant project properties has taken place and quarterly treatment has begun as well. A Public stakeholder meeting was held on May 3rd with approximately 65 residents in attendance. A one year extension of the grant agreement has been received.	Investment in Public Assets & Infrastructure	Parks
Kennedy Rd Wide Force Mn	Received roadway documents from County and reviewing for existing force main conflicts. Construction estimated for May 2023.	Investment in Public Assets & Infrastructure	Water & Sewer
Lift Station R&R	Designing upgrades for Lift Station #47 (Ranger) and #23 (Solana). Reviewing lift station conditions for future rehabilitations next fiscal year.	Intelligent Growth & Development	Water & Sewer
MLK Regional Stormwater	Lake Mendsen (Lake Island) was included as part of CRA Stormwater plan and staff is working to coordinate improvements with MLK Park enhancements to better leverage funding. The plan includes the more passive areas of MLK Park to the north which is currently slated for funding in the CRA's CIP through FY24.	Investment in Public Assets & Infrastructure	CRA
N Lakemont Seminole Ditch	The Survey and Design are underway and is estimated to be complete by mid summer. The Construction package will be generated by late summer for a fall dry season start of construction.	Investment in Public Assets & Infrastructure	Stormwater
Park Pavilions	Working with Mead Gardens on design and needs of new pavilion with tentative start in Summer 2022.	Investment in Public Assets & Infrastructure	Parks
Progress Pointe Redevelopment	Seven (7) large oaks have been delivered and installed. Design for Palmetto realignment is nearing completion and will allow for construction to begin in early to mid 2022. Updated conceptional park plan was brought to PRB for feedback at Dec PRAB meeting and notes from meeting have been provided to Commission. Landscape material detail, add alternate items, and park structure (restroom,	Investment in Public Assets & Infrastructure	Parks

Project	Project Update	Strategic Objective	Division
	pergolas, etc.) were brought to PRAB for comment at Jan 2022 PRAB meeting. ACI and Land Design are continuing on final design which we expect to have by late April/early May.		
Ravadauge Lift Station	Preliminary design and modeling of pump station and force main. Draft results reviewed and additional modeling was performed to address City comments.	Investment in Public Assets & Infrastructure	Water & Sewer
Richard Crotty Pkw	Roadway project pushed back by Orange County to begin construction Spring 2025. Water and wastewater utilities design 95% complete.	Investment in Public Assets & Infrastructure	Water & Sewer
Shady Park Area Improvements	Splash pad area demolition complete. Public outreach complete and reviewed favorably by advisory boards. Design approved by CRA Agency in February. Request for artists drafted and selection committee chosen. Solicitation expected to be released in May with full RFP process complete over the next quarter. Manufacturing and installation of the art piece is dependent upon solicitation responses.	Exceptional Quality of Life	CRA
UT Lines 434 Road Widening	Design is 90% complete. FDOT has delayed roadway project bid until December 2022.	Investment in Public Assets & Infrastructure	Water & Sewer
Ward Park Improvements	Planning new baseball field fencing for Summer 2022 installation.	Exceptional Quality of Life	Parks
Winter Park Sports Complex	Nidy completing selection options, permitting, and design with City expected to receive proposal in late Jan/Feb with work tentatively scheduled to begin Spring 2022. The City is working with the City Attorney to add addendum to OCPS Showalter contract. Baseball field improvements at Field 6,7,and 8 are scheduled for summer 2022.	Investment in Public Assets & Infrastructure	Parks
WP Estates WW Plant	Replacement generator under fabrication. Supply chain shortage has pushed back original delivery date (Jan 2022). Estimated delivery in May 2022.	Investment in Public Assets & Infrastructure	Water & Sewer

Title 2: Active Status

Project	Project Update	Strategic Objective	Division
Cemetery Improvements	Structures are currently being fabricated and should be delivered and installed in early Spring 2022. Site preparations and	Investment in Public Assets	Parks

Project	Project Update	Strategic Objective	Division
	landscape/greenscreen install is underway.	& Infrastructure	
EL Substation upgrades	An agreement has been reached with OUC to maintain City substations. Inspections and equipment evaluation began in January. There is a 1 year trial period to determine effectiveness. No major upgrades planned at this time.	Investment in Public Assets & Infrastructure	Electric
Electric Undergrounding Project	Miles of Undergrounding performed Project J: 2.72 miles 45% complete Project L: 9.57 miles 54% complete Reliability project Q: 5.78 miles 100% complete Project R: 4.31 miles (33% complete) Commission approved advancement TOTAL so far for FY 2022: 4.9 miles	Investment in Public Assets & Infrastructure	Electric
ERP Software Project	Utility Billing and Code Enforcement Go Live is now scheduled for June 2022. Next step is to ensure the City can run a full bill cycle in the new software. After that, there will be staff training and parallel testing.	Fiscal Stewardship	IT
Facility Capital Improvements	Scheduling HVAC replacements for the remaining water plants with installs to be completed over the next couple of months. Evaluating HVAC replacement plans for Emergency Operations. Country Club and Building 10 are scheduled to be painted over the next month.	Investment in Public Assets & Infrastructure	Public Works
Field & Tennis Lighting	Light upgrades at Ward park baseball field 1 and WP Tennis Center soft courts are being scheduled with MUSCO lighting. Baseball is scheduled for June 2022 and tennis center upgrades will begin May 9th.	Exceptional Quality of Life	Parks
Improve Mead Garden	City and Mead are coordinating major CIP projects related to ADA restrooms, parking lot improvements, and ADA pathways. Parking lot renovations have begun with overflow lot completed. ADA restrooms construction is nearing completion with improvement to adjacent amphitheater and landscape scheduled for June 2022.	Exceptional Quality of Life	Parks
IT Infrastructure Upgrade	Funding being utilized for modernization of IT infrastructure.	Fiscal Stewardship	IT

Project	Project Update	Strategic Objective	Division
Post Office Acquisition	Awaiting response from Post Office regarding their opinion of the two Commission approved potential sites.	Investment in Public Assets & Infrastructure	CRA
Sewer Main Extensions	Extension of sewer mains to support new development or redevelopment. Harold Avenue sewer main extension FDEP and Orange County permit obtained. Materials being procured for installation. Field construction work began in April 2022.	Investment in Public Assets & Infrastructure	Water & Sewer
Signalization Upgrade	New Traffic controllers have been installed at the four intersections. The software for the wireless signal system has been installed. Training for the software is underway. The wireless infrastructure at four intersections will be installed by the end of Fiscal year 2Q22. Two of the wireless infrastructures have been installed. The wireless infrastructure at both intersections successfully communicated back to the City's network. City staff is looking into cost estimates to upgrade all signals on a City-Wide scale.	Investment in Public Assets & Infrastructure	Transportation
Solar Awning Construction	Advanced roofing was selected for the contractual services. Construction began in April.	Intelligent Growth & Development	Electric
Stormwater Rehab	Several in-house drainage improvements projects to be scheduled for 2021-22. Pinetree Rd and Via Amalfi drainage system replacement is underway and is Estimated to be complete by mid/late May. Ward Park ponds construction is underway to expand an existing and construct a new stormwater retention pond in the park. Estimated completion of the ponds and necessary piping is July.	Investment in Public Assets & Infrastructure	Stormwater
Upgrade Water Mains	Upgrading water mains in Eastbrook subdivision.	Investment in Public Assets & Infrastructure	Water & Sewer
Ward park pond	Dredging and improvements to the stormwater ponds.		Stormwater
Water Treatment Plants R&R	Replacement sodium hypochlorite tanks at Magnolia, Aloma and Swoope WTPs have been purchased and delivered. Installation underway.	Investment in Public Assets & Infrastructure	Water & Sewer
WP Pines Golf Course	Purchase of the Winter Park pines golf course executed. Pines staff has been transitioned to City and has begun major	Investment in Public Assets	Parks

Project	Project Update	Strategic Objective	Division
	course maintenance. Clubhouse renovations underway to replace floors, add fresh paint, and updating of fixtures. Course to reopen to the public on Friday, May 13. GAB had first meeting on April 24th with next meeting scheduled for May 16th.	& Infrastructure	

Title 3: Pending Status

Project	Project Update	Strategic Objective	Division
Cady Way Pool Improvements	Replacement of filtration system is being scheduled for Winter 2022.	Exceptional Quality of Life	Parks
CRA Small Projects	Canton & Garfield pedestrian connection project is now on hold due to unforeseen added cost. Process moving forward is to evaluate in conjunction with other sidewalk improvement opportunities within the downtown for maximum benefit.	Intelligent Growth & Development	CRA
Decorative Lights and Trees in CRA	140 total decorative lights have been installed. Coordination with Electric Utility on assessment of light replacements/additions as needed.	Intelligent Growth & Development	CRA
Denning Dr. Intersection	Approved project complete. Extension to railroad north under consideration. Early extension estimated at \$500k, but requires further review. Staff anticipates bringing forward for discussion in this fiscal year.	Investment in Public Assets & Infrastructure	CRA
Dinky Dock Renovations	Transportation/Public Works have provided 2 concepts for parking lot improvements that will be brought to PRAB in May for comment and approval before coming to Commission. Work will be scheduled to begin Fall 2022.		Parks
East OC Service Improvement	Pending in house availability to planning redirection of flow to East plant. Anticipated priority for summer 2022.	Investment in Public Assets & Infrastructure	Water & Sewer
EL Meter Replacement	The replacement of electric meters is pending the go-live date for the utility billing software so that compatibility with meter types can be tested. Due to extremely long lead times the city has proactively ordered meters but is still awaiting receipt. Currently the go-live date is scheduled for June of this year.	Investment in Public Assets & Infrastructure	Electric

Project	Project Update	Strategic Objective	Division
Lake Bell Weir Improvements	Pending monitoring assessment.	Investment in Public Assets & Infrastructure	Stormwater
Meter Data Management Upgrade	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
New York Streetscape	Phase I construction complete (Intersection of Fairbanks and New York Avenue) to improve turning lanes, ADA improved pedestrian crosswalks, and mast arm construction. Coordination on Phase II (New York Avenue to Morse Blvd intersections) streetscape and ADA enhancements are being solicited.	Intelligent Growth & Development	CRA
Park Surface and Feature Restorations	Phelps Park Playground- Kompan structure received and installed late April. Miracle structure has been ordered with expected install date of August 2022.	Exceptional Quality of Life	Parks
Sewer Capacity	Purchase of additional wastewater treatment capacity with City of Altamonte Springs in contract negotiations. Provided draft agreement language to City of Altamonte for review. Scheduling follow up negotiations for May 2022.	Investment in Public Assets & Infrastructure	Water & Sewer
Showalter Improvements	Pad and structure installed. Commercial grill installed and operational. Prep tables and lighting will be installed later this spring.	Exceptional Quality of Life	Parks
St. Andrews Trail	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
Storage Building Cemetery/Golf	Pending property determination.	Exceptional Quality of Life	Parks
Tennis Center Upgrades	Pending project scope for replacement of pickleball space with block hitting wall and installation of well for clay court maintenance/irrigation.	Investment in Public Assets & Infrastructure	Parks
West Comstock Parking	Layout and grading changes are being performed. Pending permitting anticipated by the end of May. This project is being coordinated with LEC construction estimated August 2022.	Investment in Public Assets & Infrastructure	Public Works

Recently Completed Projects

Electric Department

The Electric Department completed the undergrounding reliability project Q as part of the Investment in Public Assets and Infrastructure strategic objective.

Stormwater Department

The Stormwater Department completed the pond excavation and stormwater pipe construction as part of the Investment in Public Assets and Infrastructure strategic objective.



City Commission **agenda item**

item type City Manager Report	meeting date May 11, 2022
prepared by Rene Cranis	approved by
board approval	
strategic objective	

subject

Commission Work Sessions

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[3rd qtr FY 22 Meeting Schedule.docx](#)

FY 22 Commission Meetings and Work Sessions April – June 2022

Date	Meeting/Activity
Wednesday, April 13, 2022; 3:30 p.m.	Regular Commission Meeting
Thursday, April 14, 2022; 1-3 p.m.	Commission Priorities
Wednesday, April 27, 2022; 3:30 p.m.	Regular Commission Meeting
Thursday, April 28, 2022; 1:00 p.m.	Affordable/Work Force Housing
Wednesday, May 11, 2022; 3:30 p.m.	Regular Commission Meeting
Wednesday, May 25, 2022; 3:30 p.m.	Regular Commission Meeting
Wednesday, June 8, 2022	Regular Commission Meeting
Thursday, June 9, 2022; 1:00 p.m.	Joint meeting with UAB (rates)
Wednesday, June 22, 2022	Regular Commission Meeting

Potential work sessions topics:

- Creation of guidebook for Winter Park Vision Statement
- Expansion of the CRA.
- Continuation of discussion on affordable/workforce/attainable housing.
- Joint work session with EDAB.
- Strategic Planning/Commission Priorities.

➤ **Project List for 1 Cent Transportation Tax – TAB to review ballot question and potential impact.**

➤ **Zoning text discussion will be revisited for 4th quarter work sessions**



City Commission **agenda item**

item type City Attorney Report	meeting date May 11, 2022
prepared by Rene Cranis	approved by
board approval	
strategic objective	

subject

Discussion and potential action to approve a settlement agreement in the case of City of Winter Park adv. Florida CIS WP, LLC and Palladio Condominium Owners Association, Inc. Case No.: 2019-CA-012895-O

motion / recommendation

background

Attorney Ardaman will provide details of this case based on discussion in the Executive Session.

alternatives / other considerations

fiscal impact



City Commission **agenda item**

item type Consent Agenda	meeting date May 11, 2022
prepared by Rene Cranis	approved by Michelle del Valle, Randy Knight
board approval Completed	
strategic objective	

subject

Approve the minutes of the Regular Meeting, April 27, 2022

motion / recommendation

Approve

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[CC-min-2022-04-27.pdf](#)



City Commission Regular Meeting Minutes

April 27, 2022 at 3:30 p.m.

City Hall, Commission Chambers
401 S. Park Avenue | Winter Park, Florida

Present

Mayor Phil Anderson, Commissioners Marty Sullivan, Sheila DeCiccio, Kris Cruzada and Todd Weaver; City Manager Randy Knight; City Attorney Kurt Ardaman; City Clerk Rene Cranis

1) Meeting Called to Order

2) Invocation

The invocation was given by Pastor Eddie Rivera, Action Church, followed by the Pledge of Allegiance.

3) Approval of Agenda

4) Mayor Report

- a. Proclamation for Historic Preservation Month

Mayor Anderson read a proclamation declaring the month of May as Historic Preservation Month or.

5) City Manager Report

- a. Presentation: Chamber of Commerce - Prosperity Scorecard

Betsy Gardner Eckbert, President of the Chamber of Commerce, and members of the Board of Directors introduced themselves. She gave a presentation on the development of the Prosperity Scorecard that began with a citizen survey and included a video of the Prosperity Scorecard and appearances by contributors in the process. She shared demographics of the city and respondents and the resulting priorities, needs and opportunities in the city. She spoke about trends in employment, difficulties attracting new businesses, diversity, equity and inclusion and sustainability efforts by the city, and metrics on livability and quality of life. She reported on home prices and metrics on children in poverty, voter turnout, and takeaways from these metrics. She expressed her hope that this would be used as a tool for strategic planning. Ms. Eckbert thanked city for their city support of the one-cent sales tax on the ballot which may help to increase bus service and bring potential workers into the city.

Mayor Anderson noted that the city is planning for a strategic planning session within next six months and that some of these elements will be part of that discussion and thanked the Chamber for advancing this discussion.

b. City Manager Report

Mr. Knight advised the closing on the purchase of Winter Pines Golf Course is this Friday and the golf course and clubhouse will be closed for the next two weeks for refurbishment. The food vendor will be ready for the opening which will be monitored by staff and reviewed by the Winter Pines Golf Course Advisory Board to determine whether to continue or expand food service.

6) City Attorney Report

Attorney Ardaman provided additional information on purchase of the golf course.

Commissioner Weaver addressed Kilshore Lane, which is a private road, and the efforts of the property owners to get help with stormwater outfalls and requested to meet with the city attorney. Mr. Ardaman said he as additional information that he can provide.

Mayor Anderson asked for the status of the Selkirk property. Mr. Knight said the building has been removed and the city has received two offers but will be listing the property with a realtor. Mr. Knight reported on the demolition of buildings at Denning and Fairbanks.

7) Non-Action Items

a. Report of Board Appointments

The following appointments were reported: Board of Adjustments: Ann Higbie and Charles Steinberg; Code Compliance Board: Larry Tabor and Sherwin Sargeant; Community Redevelopment Advisory Board: Carol Rosenfelt; Construction Board of Adjustments & Appeals: Susan Pendergraft; Economic Development Advisory Board: Elijah Noel and Tracy Liffey; Historic Preservation Board: Wade Miller and Aimee Spencer; Keep Winter Park Beautiful & Sustainable Advisory Board: Mark Yonker and Stephen Pategas; Lake Killarney Advisory Board: Jason Ellison and Joyce Cunningham; Lakes & Waterways Advisory Board: Justin Vermuth and Bill Swartz; Parks & Recreation Advisory Board: Leah Bonich and Michael Perelman; Planning & Zoning Board: Michael Spencer and Jim Fitch; Public Art Advisory Board: Elizabeth Ingram; Transportation Advisory Board: Katie Reischmann and Jeffrey Osleeb; Tree Preservation Board: Melanie Love and Christine Girand; Utilities Advisory Board: Paul Conway and Mary Dipboye.

Commissioner Sullivan reported his appointment of Alison Yurko to the Utilities Advisory Board to replace Jack Miles who resigned.

9) Consent Agenda

- a. Approve the minutes of the Regular Meeting, April 13, 2022.
- b. Approve the minutes of the Work Session, April 14, 2022 (Removed by Mayor Anderson)
- c. Approve the following piggyback contracts:
 1. Fausnight Stripe and Line, Inc. - Seminole County Contract #IFB-603176-18/BJC - Roadway Markings, Striping & Brick Surfacing; for services rendered for the remainder of the current term of the contract through 8/13/2022; Amount \$95,000
 2. Cintas Corporation - Omnia/Prince William County School Board Contract #R-BB-19002 - Facilities Management Products & Solutions; for services rendered for the remainder of the current term of the contract through 11/01/2023; Amount: \$250,000

Mayor Anderson removed Item 9b for comments.

Motion made by Commissioner DeCiccio to approve Consent Agenda Items a and c; seconded by Mayor Anderson. There were no public comments. **Motion carried unanimously with a 5-0 vote.**

Item 9b: Mayor Anderson noted that there was no reference to attainable or affordable housing but advised of a work session tomorrow on affordable housing. The ranking of choices or priorities was not done as outlined in the agenda and he will re-circulate the list and for the commission complete the ranking in an upcoming meeting.

Motion made by Mayor Anderson to approve Consent Agenda Item b; seconded by Commissioner Weaver. There were no public comments. **Motion carried unanimously with a 5-0 vote.**

10) Action Items Requiring Discussion

- a. Commission Board Appointments

Motion made by Commissioner Sullivan to reappoint Anthony Gray to the WP to Firefighter Pension Board; Russell Allen to the WP Police Officer Pension Board and Dr. Kenneth Goodwin, Kevin O’Rawe, Joseph Regner, Hal George (terms end 2026) and Karen Jacobs (term ends 2025) to the Housing Authority provided they meet member requirements; seconded by Commissioner DeCiccio. There were no public comments. **Motion carried unanimously with a 5-0 vote.**

- b. Discussion of Citizen Advisory Boards (Tabled from April 13, 2022)

Mayor Anderson referred to the Summary of Citizen Boards Discussion from the February 22nd Work Session, which was used for discussion by board.

- Economic Development Advisory Board (EDAB) – has subcommittee and EDAB has created an action plan with items to go back to the full board for review
- Utilities Advisory Board - board is working on an action plan with largest focus on energy feasibility study.

Commissioner Sullivan said he feels RFPs that are an integral and critical element of some boards and should be reviewed by the appropriate board with recommendations to staff and then to the commission for review before release.

Discussion followed on whether boards should review and comment or make recommendations on RFPs. Mr. Knight said this could be added as part of the part of the development of the RFP simply adding a question whether a board should review before it is released. Approved by consensus for larger RFPs.

Commissioner DeCiccio suggested that traffic studies should be submitted to the Transportation Advisory Board to provide comments and recommendations.

Commissioner Weaver suggested adding expansion of the reclaimed water system to the UAB's and Winter Pine Golf Course Advisory Board's list of priorities. Added to list by consensus.

- Public Art Advisory Board

Mayor Anderson noted possible direction to develop grants or alternative funding sources and engagement in the MLK Park exhibit. Commissioner Sullivan agreed and suggested adding United Arts funding and involvement in the display of Sidewalk Art Festival artwork.

Clarissa Howard, Communications Director, advised that the Art Festival Best of Show pieces not on display at the Library and Events Center were selected by the Board will be displayed at the Welcome Center. She noted that staff and the board has become aware of United Arts grants and will be applying for grants.

- Keep Winter Park Beautiful and Sustainability – a joint work session will be held in the near future and staff and the board are working on a list of priorities.
- Lakes and Waterways

Mayor Anderson noted possible direction: periodic review of water quality (chemistry, algae) and test results, water quality standards. waterfront construction and fertilizer standards and possible policy recommendations; maintain an understanding of the existing lake run-off system; clarify cross-jurisdictional roles; and stay current on safe boating and swimming rules and enforcement and recommend policies to commission

Commissioner Sullivan said he feels this board and the Lake Killarney Advisory Board should be informed of St. Johns River Water Management District of city permit applications and status. Mr. Knight said this could be part of staff's report to the board on project status. Consensus to adopt the directions noted.

- Lake Killarney Advisory Board – similar roles to Lakes and Waterways Board.
- Parks and Recreation

Mayor Anderson noted the addition of two projects currently in progress: pollinator gardens in pocket parks and review of tree species in collaboration with Tree Preservation Board.

Commissioner Weaver asked whether this board reviewed the Progress Point plans. Jason Seeley, Parks and Recreation Director, advised that the board reviewed the plans in two meetings with ACi in attendance. The final plan has not been received but could be reviewed by the board when it is received.

- Tree Preservation Board

Mayor Anderson added direction to participate in and suggest education and communication of programs. Commissioner Cruzada asked if the city participates in Arbor Day. Mr. Seeley stated that the city holds events Earth Day, Run for the Trees, and Trees for Peace, but they are not specific to Arbor Day.

- Community Redevelopment Advisory Board

Commissioner DeCiccio recalled there was a plaque naming Lake Rose after the sinkhole and asked that it be replaced after demolition of the buildings at Denning and Fairbanks. Mayor Anderson suggested this be part of the MLK plan.

Commissioner Cruzada suggesting adding extension or expansion of the CRA.

Mayor Anderson said he feels a work session is needed on policy direction. Consensus was to schedule a joint work session with the CRAB.

- Transportation Advisory Board

Mayor Anderson advised of Commissioner DeCiccio's note to review the traffic and intersection studies for Orange Avenue. Commissioner DeCiccio referred to the studies and suggested this board review the studies.

Jeff Briggs, Planning and Zoning Director, said this would be a good assignment for the board as it is now only receiving project updates.

Commissioner Weaver said the city needs to be proactive in the event the transportation tax is passed in November.

Mayor Anderson noted prior consensus to evaluate Morse Blvd. as part of the bicycle network.

Consensus was to add direction for Orange Avenue, Morse Blvd., Sunrail connectivity, 5/25 Year plan, and Brewer Curve at the appropriate time.

Commissioner Sullivan said that bicycle and pedestrian expansion is also a Parks and Recreation Advisory Board activity and urged coordination between the boards.

Mr. Briggs there is a bicycle and pedestrian master plan linking the schools and parks, but needs to be updated. Mayor Anderson asked that the proposed map be sent to the Commission.

- Planning and Zoning

Mayor Anderson added a direction to look at future office working patterns and impact on parking needs considering that not all office uses create the same parking needs. He suggested staff research with review by the board.

Commissioner Sullivan suggested clarifying that the vision for West Fairbanks to Minnesota is from I-4 to 17-92 (tied to annexation discussion). Mr. Knight advised that staff is looking at the broader area as part of development of an annexation plan. Mr. Briggs noted that there is not active buyer for the "I-4/Formosa triangle" but there will be renewed interest if that piece is developed.

- Winter Pines Golf Course Advisory Board

Commissioner Weaver suggested that the board address potential renovations to the course and the reclaimed and stormwater water issues which should be a joint discussion with the utilities staff and the UAB. Commissioner Sullivan asked whether this board should be considering peripheral amenities to the course and suggested that EDAB and this board could work together. Mr. Knight said the board may also be discussing branding of the golf course.

Commissioner Weaver asked for number the cases heard by the Code Compliance Board. Mr. Knight stated the board meets only meet when voluntary compliance is not achieved. He went on to advise that some boards have difficulty in establishing a quorum and have to re-schedule meetings.

Commissioner Sullivan supported enforcing the attendance rule and stressed that meeting minutes must be posted. He noted another issue is setting the agenda. Mr. Knight said previous commission discussion was that agendas should be based on commission direction and what is brought up in a board meeting.

Mayor Anderson said it would work similar to commission agendas where consensus is required to place an item on an upcoming agenda. Commissioners Sullivan said the

agenda should also include update on items that require staff action. Commissioner DeCiccio noted the inconsistency in agenda development between boards and said she feels it should work the same way the commission works.

Commissioner Weaver suggested training all boards on agenda development. Mr. Knight said this document will be circulated to all boards and that the code may be modified to reflect the commission's direction. These items will also be covered in board orientation. Mayor Anderson said he will work with Mr. Knight to consolidate the list and redistribute.

The meeting was recessed at 5:36 and reconvened at 5:50 p.m.

8) Public Comments | 5 p.m. or soon thereafter

10) Action Items Requiring Discussion (continued)

c. Hybrid Board Meetings

Mr. Knight said the Community Center was considered as a second location for hybrid meetings, but staff recommends the Ray Beary Room at the Public Safety Building because use of the Community Center limits use by the public and for rental.

Parsram Rajaram, IT Director, stated staff is recommending that larger meetings be held in the Chambers and smaller meetings in the Ray Beary Room. All meetings could be accommodated using either the Chambers or the Ray Beary Room, which will be equipped for live-streaming, but staff prefers that meetings with public input be held in the Chambers because it is better equipped. He noted that additional IT staff will be needed to support virtual public input. He added that board members would have the ability to participate virtually via Zoom Room. He confirmed the cost for the Zoom license (\$16,700 for the first year) and an additional IT staff (\$62,500 with benefits).

Mr. Knight said recurring costs would be part of budget discussions and that ARPA funds was suggested as an initial funding source. After comments by Commissioner Sullivan on the acoustics in the Ray Beary Room. Mr. Knight said staff will look at improvements.

Mayor Anderson asked that staff continue to research a call back feature that notifies people who have registered to speak when their topic of interest is being addressed. Commissioner DeCiccio agreed.

Motion made by Commissioner Weaver to approve staff's recommendation (including Zoom Room license and additional IT staff); seconded by Commissioner DeCiccio.

Commissioner DeCiccio asked if the public has to appear in person or if they can call in. Mr. Rajaram said they can call in, but IT staff will need advance notice to ensure proper technology is set-up. Mr. Knight noted that it is more labor intensive to accommodate virtual public comment as opposed to just live-streaming. Commissioner DeCiccio suggested re-evaluating in six months.

Mayor Anderson said he understands that board members can participate virtually three times per year as long as there is a physical quorum present. Mr. Knight said he will confirm but believes the policy on virtual participation is the same as the commission. Discussion followed on board members participating virtually and distinguishing between quasi and non-quasi-judicial proceedings as it relates to public comment.

Mr. Ardaman recommended that public comments for quasi-judicial proceedings be in-person and said it is the commission's decision to determine whether comments on non-quasi-judicial matters should be in-person or virtual. Mr. Knight emphasized that additional staff is needed to accommodate virtual public comment and recommended continuing virtual comments for Commission and Planning and Zoning Board meetings.

Mr. Ardaman recommended clarifying the public comment policy in the public notices. It was clarified that comments on non-quasi-judicial proceedings can be virtual but comments on quasi-judicial proceedings must be in person. Mr. Rajaram stressed the complexity of providing virtual participation. He reported that recent public participation shows low virtual participation with the exception of Commission and Planning and Zoning Board.

There were no public comments. **Motion carried unanimously with a 5-0 vote.**

11) Public Hearings

- a. Requests of Winter Park Town Center Ltd. (Winter Park Village). (Tabled from April 13, 2022)

Mr. Briggs explained that this conditional use item was tabled from the April 13th meeting to address issues related to the tower element and the electronic signs in the project. The applicant has reduced the tower to fit within the code and no longer requires Conditional Use approval and has been removed from the request. Conditional Use is required only for the electronic signs. He presented a slide showing the distance between Regal Cinema and different streets and showed a revised version of the center sign which has been reduced in size from 1241 square feet to 588 square feet.

Commissioner Sullivan asked for the height of the lighted part of the tower as it relates existing roof feature and Commissioner Cruzada asked for the permitted size. Mr. Briggs explained that the calculation of signs is based on city code for different types of signs.

Becky Wilson, attorney representing the applicant, stated the tower height was reduced from 55' to 45', and the height of the existing roof feature is 58 and is shorter than the existing towers with the lighted portion at 45 feet. She said the tower height has been reduced to fit within the code, so conditional use is not required, and the middle screen has been reduced by 870 square feet. No changes were made to the side signs. She showed slides depicting the distance from the road and visibility from different vantage points and stated that the tower feature is not visible from the side view.

In-depth discussion followed on the tower height up to the bottom of the canopy, lighting from the sides of the tower, visibility of the roof from different areas (Orlando Avenue/North and South on Denning), and its impact on residents.

After discussion, Mrs. Wilson confirmed that the height of the lighted tower is 48' and the existing tower is 58'. Commissioner Sullivan suggested a condition that the light will not extend 10 ft. above or 10 ft. below the existing tower. The applicant agreed.

Mrs. Wilson said if the conditional use request for the screens is approved, they can agree to additional restrictions on the otherwise code compliant tower. If the conditional use for the signs is not approved, then the tower would be as proposed which meets city codes. Attorney Ardaman concurred.

Brett Hutchens, President of Casto, agreed to a hold harmless agreement as requested in the prior meeting. He stated that supporting Regal Cinemas is critical and feels this is a reasonable request and important to Winter Park Village.

Mayor Anderson disclosed that he spoke with the applicant and visited Regal Theater in Atlanta on a recent trip. He views the sign as an LED billboard and is concerned about the impact of illuminated billboards to drivers and neighborhoods. He stated that the screen is big and will be seen down the road, even though they are filtered by the tree and regardless of what is displayed. He referred to photos of Regal theater in Irvine California, where there are video screens on the side, but not the middle, and while he opposes the larger screen, he is undecided about the side screens.

Commissioner Weaver gave a presentation on the issues and concerns about electric power usage. He showed slides of screens on airplanes and studies of the impact of screens and optimum/minimum viewing distance. He presented an image of the covered area of the existing theater and provided an alternative solution for screens under the covered area. He is opposed to front-facing screens and supported smaller screens, facing downward underneath the awning.

Commissioner Cruzada feels the screens are too large and don't offer a village feel. He supported Commissioner Weaver's proposal and asked for the square footage of the wall space at the cinema. Mr. Briggs stated the square footage is 400 square feet and

provided code provisions for this type of sign which is 30% of the wall size behind the sign for static signs. He noted that electronic signs are prohibited unless approved by the Commission.

Mrs. Wilson stated that the final reduction for the middle screen is 588 square feet and does not project to the road as it is concave. The theater atrium is being removed as part of the renovation and the intent of the screens is to entice visitors to see a movie.

Mary Black, 1334 Dallas Avenue, said she feels these signs are inappropriate due to the size which is equivalent to a billboard. She expressed concerns about the impact on the residential areas and feels it is not appropriate for the village atmosphere and Winter Park. She asked for no lighting in the tower.

Sally Flynn, 1400 Highland Road, opposed the lighted signs.

Mr. Hutchens expressed his disappointment and urged the commission to consider the screens on the side and the theater would move forward without the middle screen.

Mayor Anderson said he is not prepared to approve side signs would have to vote against all of the signs and hope for compromise in a future proposal.

Motion made by Commissioner Weaver to deny conditional use request; seconded by Mayor Anderson.

Mr. Briggs noted that a motion to deny the conditional use allows the applicant to build the tower as presented per code and that the applicant has agreed to not light the sign facing Denning, but is allowed to light the other three sides.

Mrs. Wilson concurred that the denial of conditional use for the signs will still allow the tower will be built to code. In response to concerns about lighting, she added that per code, the tower can be lighted on all 4 sides up to 55-feet.

Upon a roll call vote, Commissioners Sullivan, DeCiccio, Cruzada and Weaver and Mayor Anderson voted yes. Motion carried unanimously with a 5-0 vote.

- b. Request of Creative Neighbors LLC to approve the Comprehensive Development Plan for the PURD zoning on the rear 5.38 acres of 740/760 N. Lakemont Avenue.

Mr. Briggs provided the history of prior approvals and redevelopment of this property. He showed the preliminary concept plan for the church and residential developments and reminded the commission that at the previous meeting the applicant explained that based on the need to lower grades and redo the stormwater, they would be losing one lot resulting in 12 single-family houses and 12 townhouses. He stated that this approval establishes setbacks. The townhouses will remain as is with a note for all future owners to understand that the size of townhouses cannot be increased.

Mr. Briggs reviewed setbacks requested: rear setbacks of 20' in lieu of 25', 1st story interior side property lines of 5' in lieu of 9', 2nd floor setbacks of 9' in lieu of 12.5'; and pool setbacks of 5' for the pool and 1' for the deck vs. 10' and 5'. He reminded the commission that the reason for smaller setbacks is to accommodate the park. The applicant is putting the houses closer together within this development but not closer to the adjacent properties outside this development. The Planning and Zoning Board recommends approval.

Commissioner Weaver noted a discussion with the applicant from the previous meeting regarding sidewalks, grass strips and tree planting. He suggested curved sidewalks such as those on Garden Street as an option. Mr. Halpin agreed.

Mr. Briggs responded to questions regarding stormwater which resulted in the loss of a lot and stated stormwater must meet city and St. Johns River Water Management District requirements. He explained the outfalls currently in place.

Mike Halpin, 1620 Pine Avenue, applicant, reviewed the revised plans with one less lot on the north side and relocation of the retention area to the center which will keep water from the east side and saves a large oak tree. With reference to sidewalks, he explained that there is a gap between townhouses with plans for large tree planting. He noted that the landscaping team is working on plans for curved sidewalks on the other side of the street, per Commissioner Weaver's suggestion.

Commissioners Weaver and Sullivan and Mayor Anderson disclosed that they each communicated with the applicant.

Motion made by Commissioner Sullivan to approve conceptual plan as presented; seconded by Commissioner DeCiccio.

There were no public comments. **Upon a roll call vote, Commissioners Sullivan, DeCiccio, Cruzada and Weaver and Mayor Anderson voted yes; seconded by Commissioner DeCiccio. Motion carried unanimously with a 5-0 vote.**

- c. Resolution 2261-22 - A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WINTER PARK, FLORIDA, IN OPPOSITION TO THE PROPOSED LAND USE AMENDMENTS FOR COMMERCIAL DEVELOPMENT AT 2300 SOUTH SEMORAN BOULEVARD IN ORANGE COUNTY.

Attorney Ardaman read the resolution by title.

Mr. Briggs stated this resolution is presented in response concerns expressed in the prior meeting about rezoning to commercial on this property which is adjacent to the golf course. He showed a proposed site plan with a Culver's restaurant and retail building and spoke about concerns of lights and activity in the late evening and on

weekends, unlike activity from office use. Mr. Briggs noted the property's building constraints due to wetlands on a portion of the property and potential impact of the wetlands on the potential redesign of the golf course since infringement on the wetlands is prohibited.

John Harbilas, Senior Planner, noted that there is only a conceptual site plan and no guarantee that this is what will result. Orange County will look at the status of wetlands and he understands from Orange County that there be no impact the wetlands.

Becky Wilson, attorney representing the buyer and applicant for rezoning in Orange County, showed an aerial view of the property for which they are requesting C-1 zoning with a restriction against gas stations. She indicated the wetlands area which is 1.6 acres and cannot be impacted will provide an excellent buffer from the fairway. She said there may be a solution that would benefit the city and allow their client to continue with development such as dedicating the wetlands to the city with a conservation easement. She advised that Orange County will be hosting the required community meeting on May 3rd at Glenridge Middle School and the Orange County Planning and Zoning hearing is on May 19th which will be followed by the Orange County Commission meeting, possibly in June or July.

Commissioner Weaver supported the dedication of the wetlands to the city and suggested low-impact lighting and a slow-down lane at the southern entrance.

Commissioner Cruzada spoke to the main reasons for prior denial of a previous rezoning request because residents wanted it to be office use and supported this resolution. Commissioners DeCiccio and Sullivan supported the resolution.

Mayor Anderson said he would prefer office use but it comes down to the expectations of the residents.

Motion made by Commissioner Sullivan to approve the resolution; seconded by Commissioner DeCiccio. There were no public comments. **Upon a roll call vote, Commissioners Sullivan, DeCiccio, Cruzada and Weaver and Mayor Anderson voted yes. Motion carried unanimously with a 5-0 vote.**

12) City Commission Reports

Commissioner Sullivan -

- Thanked IT staff for their assistance with his computer.
- Complimented staff on the success of the hazardous waste pickup event, for which he has received positive comments.

- Noted that the transportation sales tax will be on the November ballot and asked that staff and Transportation Advisory Board study the proposal and come back with recommendation on the question and what it would do for the city.

Mayor Anderson suggested that this be looked at by TAB in conjunction with the 5/25-year plan.

- Said that Fort Maitland will be shutting down from May 2nd until December which will impact Dinky Dock parking since it is the only other public access to the chain of lakes. He asked that staff and the Parks and Recreation Advisory Board develop recommendations to minimize the impact to Dinky Dock parking.

Mr. Seeley advised that the PRAB addressed this in its last meeting and based on the discussion, staff is drafting amendment to the open space business permit to put rules in place for off-site parking arrangements and restricting hours of operation. Staff has started doing spot checks on the weekends and is working with Rollins to use parking.

- Announced Earth Day Celebration is April 30th at 8:00 a.m. at Ward Park and the Duck Derby is at Mead Botanical Garden on April 30th at 10:00 a.m. The Winter Park Playhouse will host the Pump Boys and Dinettes beginning May 13th.

Commissioner DeCiccio -

- Spoke about lack of parking for Library patrons due to events at Events Center.

Mr. Knight explained that parallel parking on Harper and the south lot south of the lake was in the original budget and taken out before construction began. Commissioner DeCiccio said there are CRA funds to fund parking and since this problem will continue, parking solution is needed. Mr. Knight stated that CRA funds can be used for a parking garage at Valencia if it is public parking.

Mayor Anderson suggested that reserved/validated parking area strictly for Library patrons all the time and communication strategies to redirect visitors to available parking. Consensus was for staff to provide parking options.

- Spoke about Park Avenue business employees parking on Park Avenue. Mr. Knight stated that parking decals are provided for those employees to park in the City Hall lot and garage. He said merchants need to direct their employees to park elsewhere.

Mayor Anderson questioned whether it is time to eliminate the pickup/drop-off zones. Consensus was to notify merchants and seek input on the intent to remove these zones by June 1st.

- Said she received a request from Theresa Smith Levin, Central Vocal Arts, to be added to the city's list of non-profits to be considered for support in the budget.

Mr. Knight recommended that she submit a request to Peter Moore to be included as part of budget discussions.

Commissioner Cruzada - No report

Commissioner Weaver - No report

Mayor Anderson - No report

13) Summary of Meeting Actions

- Received report from Chamber of Commerce on Prosperity Scorecard
- Approved the Consent Agenda
- Appointed members to the Firefighters and Police Officers Pension Boards and Housing Authority, advisory boards.
- Schedule joint work session with Community Redevelopment Advisory Board to discussion CRA expansion/extension.
- Set citizen board direction and policies.
- Set policy for hybrid and non-hybrid board meetings.
- Denied conditional use request of Winter Park Village
- Approved conceptual plan for Creative Neighbors.
- Approved resolution opposing rezoning of 2300 S. Semoran Blvd.
- Transportation Advisory Board to opine on impact of transportation sales tax.
- Bring back parking solutions for Library and Events Center.
- Provide notice of intent to remove drop-off/pickup zones on Park Avenue.
- Provide GIS layout of bike connectivity map.

14) Adjournment

The meeting was adjourned at 8:20 p.m.

Mayor Phillip M. Anderson

ATTEST:

City Clerk Rene Cranis



City Commission **agenda item**

item type Consent Agenda	meeting date May 11, 2022
prepared by Rene Cranis	approved by Michelle del Valle, Randy Knight
board approval Completed	
strategic objective	

subject

Approve the minutes of the Work Session, April 28, 2022

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[CC-min-2022-04-28 ws.pdf](#)



City Commission Work Session Minutes

April 28, 2022 at 1:00 p.m.

City Hall, Commission Chambers
401 S. Park Avenue | Winter Park, Florida

Present

Mayor Phil Anderson; Commissioners Marty Sullivan, Sheila DeCiccio, Kris Cruzada, and Todd Weaver; City Manager Randy Knight; and City Clerk Rene Cranis.

Also Present

Director of Planning & Zoning Jeff Briggs and Habitat for Humanity Winter Park President Hal George.

1) Call to Order

Mayor Anderson called the meeting to order at 1:05 p.m.

2) Discussion Item(s)

a. Discussion of Affordable Housing

Mayor Anderson stated that Commissioner Sullivan provided a document/agenda for the discussion. Commissioner Sullivan prefaced that the document is a list of questions and suggested addressing it as such while going through the discussion. Mayor Anderson suggested adding construction costs and rental versus ownership. He stated that the conversation should consider the city's role in the region and its goals.

Mr. Briggs gave a presentation on the city's efforts and actions to provide affordable housing and how the city wants to move forward. He spoke about the high cost of land in Winter Park, which is part of a national trend. He showed images of the CRA at its inception and now, which shows successes since the beginning of the CRA.

Mr. Briggs provided data on affordable houses and apartments and explained that funding has been provided by a linkage fee, which can only be imposed on non-residential properties and raises approximately \$100k per year. He reviewed projects by Affordable Housing and Habitat for Humanity and stated that the city has a continued agreement with Habitat to provide \$200k each year toward the purchase of lots. Mr. Briggs spoke about the partnership with Hannibal Square Land Trust and the Housing Authority of Winter Park and reviewed their processes to assist eligible candidates with attaining affordable homes. He discussed challenges due to land and construction costs.

Mayor Anderson stated that the EDAB sub-committee is working on action plans to understand affordability and what the supply looks like. He noted that the Land Trust

has twice as many land trust homes outside the city limits. He identified other affordable housing projects that are privately funded and stated that EDAB and CRA are looking at the issue from a regional perspective.

Mr. Briggs addressed the Patmos Chapel property and potential development which would require concessions. There may be opportunities where a portion of the development could be broken off for the city to acquire some lots for affordable housing. Alternatively, the tree farm may offer an opportunity to create an additional lot at the end of the streets that end at tree farm. He spoke about opportunities for accessory homes between 400 and 500 square feet on the rear of properties on single-family properties under the auspices of historical preservation, but it would require modification of the code. He explained that currently, the city allows guest houses that are deed-restricted and not able to be rented. He added that this is an incentive specifically in the historic district.

Commissioner Sullivan for the number of living units beyond the 112 houses.

Commissioner Cruzada responded that there are an estimated 629 units based on his review of Orange County records. As a member of Seminole County Housing Authority and the Orange County Development advisory board, he spoke about their efforts and the lack of funding available. He noted that currently there is a 3-4 year waiting list for affordable housing.

Commissioner Weaver stated that he is in favor of smaller houses and feels 800-1000 square feet is an adequate size for a couple. He shared a picture of a house on Lyman Avenue which is 3-stories with the first floor below grade as an example for the Patmos Chapel property. Discussion followed on zoning and density of units per acre for the Capen/Swoope/Denning area of the city.

Commissioner DeCiccio noted that some residents oppose this type of development in the area and said the commission needs to be sensitive to residents' concerns. Further discussion was held on models/housing compatible with the area and resident concerns about property values. Mayor Anderson added that the definition of housing needs to be expansive and define attainable housing rates. He stated that the word "attainable" is what he is encountering in the marketplace to describe the missing middle market. Discussion followed on what the middle market looks like for the city.

Commissioner Cruzada suggested the city combine efforts with the housing authority to create some type of affordable redevelopment for Tuscany at Aloma. Mr. George stated that Habitat for Humanity has considered that option and had preliminary plans drawn. He noted that the back of the property does have some drainage issues, but is suitable for redevelopment. He added that Habitat has considered redevelopment possibilities for the Margaret Square property as well and noted the base of the problem is the desirability of living in Winter Park which is creating a higher cost of land.

Mayor Anderson stated that the question is where the city wants to create an impact. Further discussion on the challenges with the affordability of housing in the city, middle-market housing outside of the city, and affordable workforce housing options in the city.

Mr. George clarified that he is not advocating HUD-type properties in the city and stated that redevelopment of existing property is more realistic. He noted that middle-market house and appraisal pricing are the same as that of Habitat homes, which is a very different model from the housing authority. Housing authorities are going to struggle with construction and land costs and the city's opportunity has to be multi-faceted not just focused on middle income, low income, or HUD properties. In-depth discussion continued on middle-market housing, ADUs, land cost, areas of the city that could allow for an increase in density, and mixed-use options.

Commissioner Sullivan asked the commission how the city would "sell" the city on affordable housing. Mayor Anderson feels the best way is to be clear about what is being considered. The question is whether there is something the city should do that is affordable for people that work in the city such as Florida Hospital, Rollins, and city employees, and what is needed to sustain workforce housing as well as participate in the regional issues and initiatives. Commissioner Cruzada noted the Florida Financing Agency has shift funds for down payment assistance and suggested providing that information to those wanting to buy a home, as an option.

Mayor Anderson feels the city cannot replicate what can be purchased in areas outside of the city. He discussed working with transportation networks to get employees to and from the city and discussed efforts by the Land Trust and Habitat to provide affordable housing. He suggested considering a collaboration with an independent agency i.e. Habitat, Land Trust, etc. within the city limits on redevelopment. In addition, he would be open to a collaboration with Florida Hospital and Rollins College. Discussion followed on partnering with either entity.

Mr. Briggs noted the hospital's plan to increase density on the surface parking lot adjacent to the hospital and suggested that when the hospital comes forwards with its plan, the city should assert that a portion of that development should address affordable housing opportunities. Discussion followed on workforce housing incentives, commercial subsidies for housing, and mixed-use development that would include workforce housing.

Mayor summarized the discussion and stated the commission is open to further discussion on workforce housing and understanding how Rollins and the hospital partners can subsidize some of their own workforce housing. Discussion was held on options for using property adjacent to the tree farm and prior proposals for redevelopment near Margaret Square.

Mayor Anderson stated that one action item stemming from this discussion would be to see what role, if any, the city should have in an Orange County/Orlando/Eatonville regional partnership.

Commissioner Cruzada spoke about Orange County Development Review's increased focus on affordable housing. Mayor Anderson stated that he and Mr. Knight have a meeting with the Orange County manager and suggested adding affordable housing to that meeting agenda and a request for a Winter Park appointment to any task force they might have. Commissioner Weaver suggested redevelopment of closed/closing malls/shopping centers.

Mayor Anderson suggested a follow-up work session to continue the discussion. He stated that the Congress of New Urbanism website has good middle-market housing articles. He briefly addressed rental vs. ownership and stated his personal belief is that you have to start with renting and long-term renting is good if it is subsidized and rent tracks with increased income.

Commissioner Weaver feels it would be prudent to support ownership rather than rentals as it would be more palatable to taxpayers. Mayor Anderson summarized additional action items stemming from the work session are to have a discussion with Orange County, and get information on mixed-use from Hannibal Square Land Trust.

3) Adjournment

The meeting adjourned at 2:39 p.m.

Mayor Phillip M. Anderson

ATTEST:

City Clerk Rene Cranis



City Commission **agenda item**

item type Consent Agenda	meeting date May 11, 2022
prepared by Michael Hall	approved by Jennifer Maier, Michelle del Valle, Randy Knight
board approval Completed	
strategic objective Fiscal Stewardship	

subject

Approve the following contracts:

item list

1. Tetra Tech, Inc. - RFP4-18 - Emergency Debris Monitoring Services; for services on an as-needed basis during the term of the Agreement; Amount: \$200,000
2. Ceres Environmental Services, Inc. - RFP5-18 - Emergency Debris Management Services; for services on an as-needed basis during the term of the Agreement; Amount: \$200,000
3. Cathcart Construction Company - RFP15-19 - Underground Conduit/Pipe Installation Services; Amendment 4 - for excavation services for City projects not related to underground conduit or pipe installation on an as-needed basis; Amount: \$200,000
4. Trane, Inc. - FY17-46 - Chiller/HVAC Maintenance; For additional funds for the task order to complete HVAC upgrades at the old Winter Park Library; Amount: \$215,000

motion / recommendation

Commission approve items as presented.

background

- 1-3. A formal solicitation process was conducted to award these contract.
4: HVAC upgrades at the old Winter Park Library.

alternatives / other considerations

N/A

fiscal impact

Total expenditures included in approved budget.



City Commission **agenda item**

item type Consent Agenda	meeting date May 11, 2022
prepared by Michael Hall	approved by Jennifer Maier, Michelle del Valle, Randy Knight
board approval Completed	
strategic objective Fiscal Stewardship.	

subject

Approve the following formal solicitation:

item list

1. Quanta Technology, LLC - RFP12-22 - City of Winter Park's Roadmap to Renewable Resources; Amount: \$100,000

motion / recommendation

1: Commission approve item as presented and authorize the Mayor to execute the agreement.

background

1: A formal solicitation process was conducted to award this contract.

alternatives / other considerations

N/A

fiscal impact

Total expenditures included in approved budget.



City Commission **agenda item**

item type Consent Agenda	meeting date May 11, 2022
prepared by Michael Hall	approved by Jennifer Maier, Michelle del Valle, Randy Knight
board approval Completed	
strategic objective Fiscal Stewardship	

subject

Approve the following piggyback contract:

item list

1. R2 Unified Technologies, LLC - NASPO Contract #AR3227 43220000-NASPO-19-ACS - Data Communication Products & Services; For goods and services on an as-needed basis during the term of the Agreement, contract term through September 30, 2024; Amount: \$200,000

motion / recommendation

Commission approve item as presented and authorize the Mayor to execute the Agreement.

background

1: A formal solicitation process was conducted by the originating agency to award this contract.

alternatives / other considerations

N/A

fiscal impact

Total expenditures included in approved budgets.



City Commission agenda item

item type Consent Agenda	meeting date May 11, 2022
prepared by Peter Moore	approved by Michelle del Valle, Randy Knight
board approval Completed	
strategic objective Fiscal Stewardship Investment in Public Assets & Infrastructure	

subject

Approve ARPA Funding Allocations - Cybersecurity Enhancements & Old Library Roof and AC

motion / recommendation

Approval of the ARPA allocations as presented in the attached approval matrix.

background

Staff is requesting that the following ARPA allocations, previously set aside by the City Commission, be formally approved so that the project may proceed. The attached "ARPA Project Approval Matrix" highlights the specific projects being requested as well as an update as to what has been previously approved.

Treasury Department guidance on the proper and encouraged use of ARPA funding is quite broad and allowed for any general government operation and services if the spending falls under the revenue loss threshold. Staff has reported to the Treasury Department that all of the city's ARPA grant falls under the threshold and therefore can be utilized for almost any government use. Within the law, cybersecurity enhancements, maintenance of infrastructure, and air-circulating improvements like AC systems, are all allowable uses.

Cybersecurity: The Commission previously allocated \$250k for the creation of a cyber vault to create an off-network protected backup that would provide enhanced protection against ransomware attacks. This next request of the remaining \$250k will allow for two additional projects to move forward. The first will be a switch and network replacement program that will upgrade approximately 30 devices that provide networking and security services as well as software enhancements to the city's cybersecurity portfolio. If approved this project is estimated to be completed by October. The second project will provide funding to move all Microsoft Exchange services to the cloud, including implementing Microsoft 365. This will allow for cloud-based software platforms, with

enhanced security and more timely updates. If approved this project is estimated to be completed by February 2023.

Old Library Roof and AC: The Commission allocated up to \$300k to make roof and AC improvements to the now empty Old Library building. Currently a public solicitation is out for interested parties willing to lease the property from the city for some sort of reuse concept. That solicitation acknowledged that the city would contribute up to \$300k in investment in the property. Unfortunately, due to lead times and the need to make improvements sooner than later, the city is requesting approval to replace the roof coating as well as the AC system units (60 ton chiller and two 20 ton rooftop units). As components now take up to 6 months to receive, early commitments are needed to make sure that improvements are made in a timely fashion. The total price for both items comes to about \$274k. The rooftop work is expected to proceed immediately, the AC work will likely have a 6 month lead time on the unit build. If this work moves forward, staff will issue an addendum to the public solicitation and alert potential bidders of this change. The solicitation was issued on Friday April 29th and is expected to be out for 45 days.

All quotes for work fall within budgeted funds available and are with existing approved contractors for the work, or those contracts are on this agenda for approval (Trane).

alternatives / other considerations

The Commission can decide to not approve, change, or modify the staff requests to proceed.

fiscal impact

The city received approximately \$15.4 million in ARPA funds. To-date, approximately \$1 million has not been allocated. A total of \$500k in ARPA funding was allocated by the Commission to support Cybersecurity projects in the city and approval of this item will assign and approve all of that allocation. A total of \$300k was allocated for the Old Library improvements and this approval will fully approve that allocation as well. The ARPA funding support for both of these items was already contemplated and would not impact the almost \$1 million in funds remaining.

ATTACHMENTS:

[ARPA Project Approval Matrix - IT and Old Library 5-11-22.pdf](#)

Projects for use of Allocated ARPA Funds

Proposed Project	Department Lead	ARPA Funding Allocated	ARPA Eligibility Based on Treasury Guidance for July 2021	Project Notes (Timeline/Next Steps)	Funding Approved Requested Not
Cybersecurity Enhancements	IT	\$ 500,000	Cyber Security is specifically mentioned as an allowable use if within the revenue loss threshold.	As part of our Cyber Security program, it is necessary to upgrade all hardware and software that are end of support. This project will upgrade /replace approximately 30 devices that provide networking and security services for the City's IT infrastructure. We will also be adding to our Cyber Security software and monitoring portfolio. The project is expected to start in July 2022 and conclude by October 2022.	Remaining balance of cyber funds of \$250,000
				The City will need to migrate to the highly secure Microsoft Exchange Online Services to take advantage of the enhanced cyber security controls offered in the Microsoft Government Cloud. This project is expected to begin in September 2022 and conclude by February 2023	
Old Library Building roof	Public Works	\$ 300,000	Section 3.8 Regarding the roof replacement: maintenance of infrastructure is specifically mentioned if under revenue reduction limit.	The existing roof coating has surpassed its warranty period, so this replacement will protect the building and achieve maximum insurable coverage. The process involves removing all peeled coating and apply silicone coating to the entire roof. This product has a 10 year material warranty and 2 year workmanship warranty.	\$ 60,000
Old Library Building A/C	Public Works		Section 2.1 Regarding the HVAC System: Allows for ARPA funds to be used for covid mitigation enhancements to public buildings including ventilation enhancements.	Replace library chiller that is at below 50% capacity and at its end of useful life. Replace one 60 ton chiller, two 20 ton rooftop units, and one controls system.	\$ 20,000

ARPA Funding Allocations
Revised based on 04/13/2022 Commission Meeting
Previously Approved Items in Whole or Part

Potential Use of Funds	Revised Allocation	Approval Date
General Projects/Uses		
Offset loss of revenue in 2022	\$ 1,300,000	Approved 9/22/21
Offset loss of revenue in 2023	\$ 500,000	
Traffic and Road Improvement Study and Design	\$ 750,000	Approved 9/22/21
Neighborhood Traffic Calming	\$ 250,000	Approved 1/12/22
Large Scale Street Bricking Repair and Replacement	\$ 500,000	Approved 11/10/21
Old Library Building roof	\$ 300,000	Request Pending
Old Library Building A/C		
Progress Point Park, addl infrastructure, and contingency balance	\$ 3,400,000	
Progress to Mead Connector	\$ 500,000	
Meadows Park at Margaret Square	\$ 101,750	Approved \$101,750 on 12/8/21
Stormwater Capital Improvements	\$ 150,000	Approved 9/22/21
Cybersecurity Enhancements	\$ 500,000	Approved \$250k 10/27/21 Addl. \$250k Request Pending.
Fire Training Facility	\$ 550,000	
Sustainability Program - vehicles, equipment, charging stations	\$ 370,000	Approved \$40k for Parks Electric Equipment 12/8/21 Approved \$212k for Electric Vehicles/Charging Stations 1/26/22
Vaccine Incentive Program for City Employees	\$ 75,000	Approved 7/28/2021
Non-Profits		
Winter Park Library Furnishings and operating support grant	\$ 900,000	Approved 9/8/21 Ideal Woman's Club Funding of \$25k added 11/10/21 Library \$300k added 1/26/22
Support for Existing Non-Profit Partners	\$ 300,000	
Grant Fund for Supporting Small Non-Profits	\$ 285,000	
Households and Small Businesses		
Utility Payment Assistance Program	\$ 100,000	
Business Façade Program	\$ 100,000	Approved 1/26/22
Business Recruitment Program	\$ 400,000	Approved \$20k for Gap Study 1/26/22
Humanitarian Support	\$ 100,000	
Tourism, Travel and Hospitality		
Central Park Stage	\$ 400,000	Approved 04/13/22
Boat Tour to Dredge Canal and property cleanup	\$ 100,000	Approved 11/10/21
Dinky Dock	\$ 154,000	
Christmas Decorations for Park Avenue	\$ 180,000	
Broadband		
Connect Facilities with Fiber	\$ 962,000	
Smart City - Broadband - Signalization and Connectivity Improvements	\$ 1,000,000	Approved \$75k Smart City Master Plan 1/26/22
Public Wi-Fi	\$ 250,000	

Sum of above projects & uses	\$ 14,477,750
ARPA Funding Estimate to be Received	\$ 15,438,814
Remaining to be allocated	\$ 961,064



City Commission **agenda item**

item type Consent Agenda	meeting date May 11, 2022
prepared by Michael Hall	approved by Jennifer Maier, Michelle del Valle, Randy Knight
board approval Completed	
strategic objective Fiscal Stewardship.	

subject

Approve the following purchase:

item list

1. Ten-8 Fire & Safety, LLC - Purchase of Pierce Quantum 107' Tractor-Drawn Aerial with Pumper (Fire Truck); Amount \$1,671,686.00

motion / recommendation

Commission approve item as presented and authorize the purchase.

background

1. Utilizing cooperative agreement issued by NPPGov LOC Contract # PS20240 for this purchase.

alternatives / other considerations

N/A

fiscal impact

Total expenditures included in approved budget.



City Commission **agenda item**

item type Consent Agenda	meeting date May 11, 2022
prepared by Kyle Dudgeon	approved by Peter Moore, Michelle del Valle, Randy Knight
board approval Completed	
strategic objective N/A	

subject

Advisory Board Survey Results 2022

motion / recommendation

Acceptance of the results is requested.

background

In an effort to continue to sharpen the effectiveness of city boards, staff annually distributes a survey questionnaire to all participating members (quasi-judicial and non). Questions range in topics, but place particular emphasis on communication, time, efficiency, and impact. Of note, board response was 55% in 2022, a seven percent increase over last year, indicating a viable return and continual improvement to the process. As displayed in the attached infographic other responses of significance include:

- 93% of respondents agree or strongly agree that staff and the board members work well together.
- 84% of board members agree or strongly agree they understand their roles.
- 48% of respondents are serving on a city board for the first time (up 7% from 2021).

Staff is requesting acceptance of the survey responses for feedback and implementation as necessary into the coming year.

alternatives / other considerations

N/A

fiscal impact

N/A

ATTACHMENTS:

[Board Response Survey Infographic2022ADA.pdf](#)

ATTACHMENTS:

[COWP_CC_Board Evaluation Survey 2022.pdf](#)



BOARD EVALUATION SURVEY

2022

100%

Board representation in responses*

No change from prior year

93%

Agree or strongly agree that staff and the board members work well together.

Down 2% from prior year

84%

Board members agree or strongly agree they understand their roles

Down 3% from prior year

83%

The board represents all points of view to achieve stated goals

No change from prior year

79%

Agree or strongly agree the board makes good use of their skills, expertise

Up 3% from prior year

Six in ten

Members state their input impacts the City Commission decision-making process

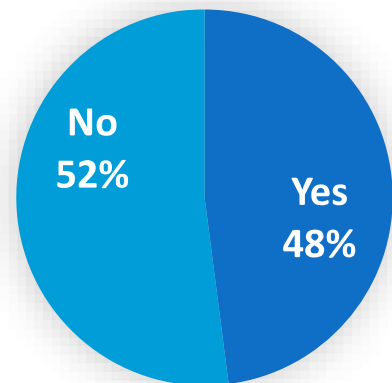
No change from prior year

55%

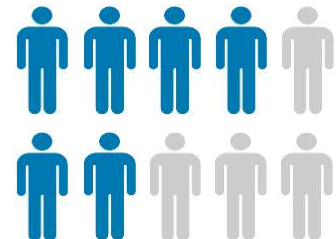
Response rate**

Up 7% from prior year

Is this your first time serving on a city board?



UP 7% FROM 2021



Comments

"Staff should maintain their heightened level of engagement"

"I'm enjoying my experience, locking arms with neighbors and governmental authorities-all working to achieve similar goals"

"...Board is making good process towards goals"

"Continued onboarding of new city staff and board members"

"Go back to in-person meetings"

Board name	The board makes effective use of members' experience, skills and background.	City staff and board members work well together.	Our input impacts the City Commission decision-making process.	I have adequate time to prepare for meetings upon receipt of agenda and background	I regularly attend meetings.	I have the material I need to prepare for the meeting.	The time required to serve is what I expect.
Board of Adjustments	Strongly agree	Strongly agree	Strongly agree	Strongly agree	Strongly agree	Strongly agree	Strongly agree
Board of Adjustments	Strongly agree	Strongly agree	Strongly agree	Agree	Strongly agree	Agree	Strongly agree
Board of Adjustments	Strongly agree	Strongly agree	Neither agree nor disagree	Strongly agree	Strongly agree	Strongly agree	Strongly agree
Board of Adjustments	Strongly agree	Agree	Agree	Agree	Strongly agree	Strongly agree	Strongly agree
Board of Adjustments	Strongly agree	Strongly agree	Neither agree nor disagree	Strongly agree	Strongly agree	Strongly agree	Strongly agree
Broadband and Smart City Ad Hoc Committee	Strongly agree	Strongly agree	Agree	Agree	Agree	Agree	Agree
Broadband and Smart City Ad Hoc Committee	Agree	Strongly agree	Agree	Agree	Strongly agree	Strongly agree	Strongly agree
Civil Service Board	Agree	Strongly agree	Disagree	Agree	Strongly agree	Strongly agree	Strongly agree
Civil Service Board	Agree	Agree	Agree	Agree	Agree	Agree	Agree
Civil Service Board	Strongly agree	Strongly agree	Agree	Agree	Agree	Strongly agree	Strongly agree
Civil Service Board	Strongly agree	Strongly agree	Strongly agree	Strongly agree	Strongly agree	Strongly agree	Strongly agree
Civil Service Board	Agree	Neither agree nor disagree	Neither agree nor disagree	Agree	Strongly agree	Strongly agree	Strongly agree
Civil Service Board	Agree	Strongly agree	Neither agree nor disagree	Strongly agree	Strongly agree	Strongly agree	Strongly agree
Civil Service Board	Agree	Agree	Agree	Agree	Agree	Agree	Agree
Code Compliance Board	Strongly agree	Strongly agree	Strongly agree	Strongly agree	Strongly agree	Strongly agree	Strongly agree
Code Compliance Board	Strongly agree	Strongly agree	Neither agree nor disagree	Strongly agree	Strongly agree	Strongly agree	Strongly agree
Community Redevelopment Advisory Board	Strongly agree	Strongly agree	Neither agree nor disagree	Strongly agree	Strongly agree	Strongly agree	Strongly agree
Community Redevelopment Advisory Board	Strongly agree	Strongly agree	Strongly agree	Strongly agree	Strongly agree	Strongly agree	Strongly agree
Community Redevelopment Advisory Board	Strongly agree	Neither agree nor disagree	Agree	Agree	Strongly agree	Strongly agree	Agree
Community Redevelopment Advisory Board	Agree	Strongly agree	Strongly agree	Strongly agree	Strongly agree	Strongly agree	Strongly agree
Construction Board of Adjustments & Appeals	Strongly agree	Strongly agree	Agree	Strongly agree	Agree	Strongly agree	Strongly agree
Construction Board of Adjustments & Appeals	Agree	Strongly agree	Neither agree nor disagree	Agree	Agree	Agree	Agree
Construction Board of Adjustments & Appeals	Strongly agree	Strongly agree	Agree	Strongly agree	Neither agree nor disagree	Strongly agree	Strongly agree
Construction Board of Adjustments & Appeals	Agree	Strongly agree	Agree	Agree	Agree	Strongly agree	Strongly agree
Economic Development Advisory Board	Agree	Strongly agree	Neither agree nor disagree	Strongly agree	Strongly agree	Strongly agree	Strongly agree
Economic Development Advisory Board	Neither agree nor disagree	Agree	Neither agree nor disagree	Agree	Agree	Agree	Agree
Economic Development Advisory Board	Neither agree nor disagree	Agree	Disagree	Strongly agree	Strongly agree	Strongly agree	Strongly agree
Economic Development Advisory Board	Strongly agree	Strongly agree	Strongly agree	Strongly agree	Strongly agree	Strongly agree	Strongly agree
Historic Preservation Board	Strongly agree	Strongly agree	Strongly agree	Strongly agree	Strongly agree	Strongly agree	Strongly agree
Historic Preservation Board	Agree	Strongly agree	Strongly agree	Strongly agree	Strongly agree	Strongly agree	Strongly agree
Historic Preservation Board	Strongly agree	Strongly agree	Strongly agree	Strongly agree	Strongly agree	Strongly agree	Strongly agree
Historic Preservation Board	Strongly agree	Strongly agree	Agree	Strongly agree	Strongly agree	Strongly agree	Strongly agree
Housing Authority Board	Strongly agree	Disagree	Neither agree nor disagree	Agree	Strongly agree	Agree	Agree
Housing Authority Board	Neither agree nor disagree	Neither agree nor disagree	Neither agree nor disagree	Agree	Strongly agree	Agree	Agree
Housing Authority Board	Neither agree nor disagree	Agree	Neither agree nor disagree	Strongly agree	Strongly agree	Agree	Agree
Keep Winter Park Beautiful & Sustainable Advisory Board	Agree	Strongly agree	Agree	Strongly agree	Agree	Agree	Strongly agree
Keep Winter Park Beautiful & Sustainable Advisory Board	Agree	Strongly agree	Strongly agree	Strongly agree	Strongly agree	Strongly agree	Strongly agree
Keep Winter Park Beautiful & Sustainable Advisory Board	Strongly agree	Strongly agree	Strongly agree	Strongly agree	Strongly agree	Strongly agree	Strongly agree
Lake Killarney Advisory Board	Agree	Agree	Neither agree nor disagree	Strongly agree	Strongly agree	Agree	Agree
Lake Killarney Advisory Board	Agree	Disagree	Agree	Strongly agree	Strongly agree	Strongly agree	Strongly agree
Lake Killarney Advisory Board	Agree	Agree	Agree	Agree	Agree	Agree	Disagree
Lake Killarney Advisory Board	Neither agree nor disagree	Agree	Neither agree nor disagree	Agree	Strongly agree	Strongly agree	Strongly agree
Lakes & Waterways Advisory Board	Agree	Strongly agree	Neither agree nor disagree	Agree	Agree	Agree	Agree
Parks & Recreation Advisory Board	Strongly agree	Strongly agree	Strongly agree	Agree	Agree	Agree	Strongly agree
Parks & Recreation Advisory Board	Agree	Agree	Disagree	Agree	Agree	Agree	Neither agree nor disagree
Parks & Recreation Advisory Board	Neither agree nor disagree	Agree	Agree	Strongly agree	Strongly agree	Agree	Agree
Parks & Recreation Advisory Board	Disagree	Agree	Agree	Strongly agree	Strongly agree	Agree	Disagree
Planning & Zoning Board	Agree	Strongly agree	Neither agree nor disagree	Strongly agree	Strongly agree	Neither agree nor disagree	Disagree
Planning & Zoning Board	Agree	Agree	Neither agree nor disagree	Strongly agree	Strongly agree	Strongly agree	Strongly agree
Planning & Zoning Board	Agree	Strongly agree	Strongly agree	Agree	Agree	Agree	Agree
Planning & Zoning Board	Strongly agree	Strongly agree	Strongly agree	Strongly agree	Strongly agree	Strongly agree	Strongly agree
Planning & Zoning Board	Strongly agree	Agree	Strongly disagree	Strongly agree	Strongly agree	Strongly agree	Strongly agree
Public Art Advisory Board	Neither agree nor disagree	Neither agree nor disagree	Neither agree nor disagree	Strongly agree	Strongly agree	Strongly agree	Neither agree nor disagree
Public Art Advisory Board	Agree	Agree	Neither agree nor disagree	Agree	Agree	Strongly agree	Neither agree nor disagree
Public Art Advisory Board	Neither agree nor disagree	Neither agree nor disagree	Neither agree nor disagree	Strongly agree	Agree	Strongly agree	Neither agree nor disagree
Public Art Advisory Board	Strongly agree	Strongly agree	Agree	Strongly agree	Strongly agree	Strongly agree	Strongly agree
Transportation Advisory Board	Disagree	Strongly agree	Agree	Strongly agree	Strongly agree	Strongly agree	Agree
Transportation Advisory Board	Agree	Strongly agree	Agree	Agree	Strongly agree	Strongly agree	Agree
Transportation Advisory Board	Strongly agree	Strongly agree	Strongly agree	Agree	Agree	Agree	Agree
Tree Preservation Board	Strongly agree	Strongly agree	Neither agree nor disagree	Disagree	Disagree	Disagree	Disagree
Tree Preservation Board	Disagree	Agree	Neither agree nor disagree	Disagree	Disagree	Disagree	Disagree
Tree Preservation Board	Strongly agree	Strongly agree	Strongly agree	Strongly agree	Strongly agree	Strongly agree	Strongly agree
Utilities Advisory Board	Agree	Agree	Neither agree nor disagree	Agree	Agree	Agree	Agree
Utilities Advisory Board	Neither agree nor disagree	Agree	Neither agree nor disagree	Disagree	Agree	Neither agree nor disagree	Agree
Utilities Advisory Board	Agree	Agree	Agree	Agree	Agree	Agree	Agree
Utilities Advisory Board	Agree	Agree	Neither agree nor disagree	Strongly agree	Strongly agree	Strongly agree	Strongly agree
Utilities Advisory Board	Agree	Agree	Agree	Strongly agree	Strongly agree	Strongly agree	Agree
Winter Park Firefighters' Pension Board	Strongly agree	Strongly agree	Strongly agree	Strongly agree	Strongly agree	Strongly agree	Strongly agree
Winter Park Firefighters' Pension Board	Strongly agree	Strongly agree	Strongly agree	Strongly agree	Agree	Strongly agree	Strongly agree

Board name	My contributions to the discussion and decision-making are informed and helpful.
Board of Adjustments	Strongly agree
Board of Adjustments	Strongly agree
Board of Adjustments	Strongly agree
Board of Adjustments	Strongly agree
Board of Adjustments	Strongly agree
Broadband and Smart City Ad Hoc Committee	Agree
Broadband and Smart City Ad Hoc Committee	Agree
Civil Service Board	Strongly agree
Civil Service Board	Agree
Civil Service Board	Neither agree nor disagree
Civil Service Board	Agree
Civil Service Board	Strongly agree
Civil Service Board	Neither agree nor disagree
Civil Service Board	Agree
Civil Service Board	Strongly agree
Code Compliance Board	Strongly agree
Code Compliance Board	Strongly agree
Community Redevelopment Advisory Board	Strongly agree
Community Redevelopment Advisory Board	Agree
Community Redevelopment Advisory Board	Strongly agree
Community Redevelopment Advisory Board	Strongly agree
Construction Board of Adjustments & Appeals	Agree
Construction Board of Adjustments & Appeals	Agree
Construction Board of Adjustments & Appeals	Strongly agree
Construction Board of Adjustments & Appeals	Agree
Construction Board of Adjustments & Appeals	Strongly agree
Economic Development Advisory Board	Agree
Economic Development Advisory Board	Agree
Economic Development Advisory Board	Agree
Economic Development Advisory Board	Agree
Historic Preservation Board	Strongly agree
Historic Preservation Board	Agree
Historic Preservation Board	Strongly agree
Housing Authority Board	Agree
Housing Authority Board	Neither agree nor disagree
Housing Authority Board	Agree
Keep Winter Park Beautiful & Sustainable Advisory Board	Agree
Keep Winter Park Beautiful & Sustainable Advisory Board	Strongly agree
Keep Winter Park Beautiful & Sustainable Advisory Board	Strongly agree
Lake Killarney Advisory Board	Neither agree nor disagree
Lake Killarney Advisory Board	Strongly agree
Lake Killarney Advisory Board	Agree
Lake Killarney Advisory Board	Neither agree nor disagree
Lakes & Waterways Advisory Board	Strongly agree
Parks & Recreation Advisory Board	Agree
Parks & Recreation Advisory Board	Neither agree nor disagree
Parks & Recreation Advisory Board	Agree
Parks & Recreation Advisory Board	Neither agree nor disagree
Planning & Zoning Board	Strongly agree
Planning & Zoning Board	Agree
Planning & Zoning Board	Agree
Planning & Zoning Board	Neither agree nor disagree
Planning & Zoning Board	Agree
Planning & Zoning Board	Neither agree nor disagree
Public Art Advisory Board	Agree
Public Art Advisory Board	Agree
Public Art Advisory Board	Strongly agree
Transportation Advisory Board	Strongly agree
Transportation Advisory Board	Agree
Transportation Advisory Board	Agree
Transportation Advisory Board	Agree
Tree Preservation Board	Disagree
Tree Preservation Board	Strongly agree
Utilities Advisory Board	Neither agree nor disagree
Utilities Advisory Board	Neither agree nor disagree
Utilities Advisory Board	Neither agree nor disagree
Utilities Advisory Board	Neither agree nor disagree
Utilities Advisory Board	Agree
Winter Park Firefighters' Pension Board	Strongly agree
Winter Park Firefighters' Pension Board	Strongly agree



City Commission agenda item

item type Public Hearings	meeting date May 11, 2022
prepared by Wes Hamil	approved by Michelle del Valle, Randy Knight
board approval Completed	
strategic objective	

subject

Ordinances amending pension plans (1st reading)

item list

Amending Firefighters Pension Plan.

Amending Police Officers Pension Plan.

motion / recommendation

Approve proposed amendments to fire and police pension plans

background

The proposed fire and police pension ordinance amendments improve the in line of duty death benefit to a minimum of 42% of the Member's compensation. This equals the 42% minimum benefit provided firefighters and police officers in the event of a disability incurred in the line of duty that prevents the Member from being able to continue serving as a firefighter or police officer.

Below is a summary of the changes to in line of duty death benefits:

	Current Ordinance	Proposed Ordinance
Spouse is sole beneficiary	Life benefit equal to the greater of 30% of average monthly salary of the Member over the previous 12 month period, or the Member's unreduced accrued benefit	Life benefit equal to the greater of 42% of average monthly salary of the Member over the previous 12 month period, or the Member's unreduced accrued benefit

Non-spousal beneficiary, Member is vested but not yet eligible for normal or early retirement	Ten year benefit equal to the accrued benefit as of the date of death reduced for commencement prior to the early retirement date	Ten year benefit equal to the greater of 42% of average monthly salary of the Member over the previous 12 month period, or the Member's unreduced accrued benefit
Non-spousal beneficiary, Member is eligible for normal or early retirement	Life benefit determined as if the Member had retired the day before his death and elected 100% joint and survivor benefit	Life benefit determined as if the Member had retired the day before his death and elected 100% joint and survivor benefit. The minimum amount payable shall be 42% of the Average Final Compensation at the time of the Member's death.

Gabriel Roeder Smith has prepared actuarial impact statements for both plans. These changes are projected to increase the annual cost of the fire pension plan by \$1,980 or 0.04% of projected covered annual payroll. For the police pension plan, the increase in cost is projected to be \$2,396 or 0.05% of projected covered annual payroll.

In addition, both plans are being amended to change the required beginning date of minimum distribution of benefits in compliance with the Setting Every Community Up for Retirement Enhancement (SECURE) Act. There is no cost for this change.

alternatives / other considerations

Do not amend the line of duty death benefits. Only approve the SECURE Act compliance item of changing the required beginning date of minimum distribution of benefits.

fiscal impact

Annual required contributions from the City to the plans are projected to increase by \$1,980 for the fire pension plan and \$2,396 for the police pension plan.

ATTACHMENTS:

[Winter Park Fire Death AIS 12-20-21.pdf](#)

ATTACHMENTS:

[Winter Park Police Death AIS 12-20-21.pdf](#)



December 20, 2021

Mr. Jeff Templeton
System Administrator
Winter Park Firefighters' Retirement System
9154 Lake Burkett Drive
Orlando, Florida 32817

**Re: City of Winter Park Firefighters' Retirement System
Actuarial Impact Statement**

Dear Jeff:

As requested, we are pleased to enclose our Actuarial Impact Statement as of October 1, 2020 for filing the proposed Ordinance (copy attached) under the City of Winter Park Firefighters' Retirement System (System) with the State of Florida.

Background – The System currently provides the following provisions:

Service incurred pre-retirement death benefit

- Firefighters with a spouse as the sole beneficiary receive a life benefit equal to the greater of:
 - a) thirty percent (30%) of the average monthly Salary of the Member over the previous twelve (12) month period, or
 - b) the Member's unreduced accrued benefit.
- Firefighters, who are vested but not yet eligible for normal or early retirement, with non-spouse beneficiary receive an immediate benefit payable for ten (10) years. The benefit shall be the accrued benefit as of the date of death actuarially reduced for commencement prior to the early retirement date.
- Firefighters, who are eligible for normal or early retirement, with non-spouse beneficiary receive an immediate benefit payable for life. The benefit shall be the benefit determined as if the Member had retired the day before his death and elected the one hundred percent (100%) Joint and Survivor benefit.

Proposed Ordinance – The proposed Ordinance provides for the following changes:

Service incurred pre-retirement death benefit

- Firefighters with a spouse as the sole beneficiary receive a life benefit equal to the greater of:
 - a) forty-two percent (42%) of the average monthly Salary of the Member over the previous twelve (12) month period, or
 - b) the Member's unreduced accrued benefit at the time of death
- Firefighters, who are not yet eligible for normal or early retirement, with a non-spouse beneficiary receive an immediate benefit payable for ten (10) years. The benefit shall be the greater of:
 - a) forty-two percent (42%) of the average monthly Salary of the Member over the previous twelve (12) month period, or
 - b) the Member's unreduced accrued benefit at the time of death
- Firefighters, who are eligible for normal or early retirement, with a non-spouse beneficiary receive an immediate benefit payable for life. The benefit shall be the benefit determined as if the Member had retired the day before his death and elected the one hundred percent (100%) Joint and Survivor benefit. The minimum amount payable to such Member shall be forty-two percent (42%) of the Average Final Compensation at the time of their death.

Required beginning date of minimum distribution of benefits

- Amends the required beginning date in compliance with the Setting Every Community Up for Retirement Enhancement ("SECURE") Act. Please note this change is no cost.

Results – Based upon the results of our Actuarial Impact Statement, the proposed pre-retirement death benefit provisions increase the minimum annual required contribution by **\$1,980 (0.04%)**. The figure in parentheses is the increase in System cost expressed as a percentage of projected covered annual payroll for fiscal year beginning October 1, 2021 (\$5,003,661).

There is *no cost* for amending the required beginning date in compliance with the Setting Every Community Up for Retirement Enhancement ("SECURE") Act.

Filing Requirements – We have prepared the Actuarial Impact Statement for filing with the State of Florida. Please note this Statement must be signed and dated on behalf of the Pension Board. Copies of the proposed Ordinance upon passage at first reading along with the signed and dated Actuarial Impact Statement should be filed with the State at the following address:



Mr. Douglas E. Beckendorf, A.S.A.
Bureau of Local Retirement Services
Division of Retirement
Building 8
Post Office Box 9000
Tallahassee, Florida 32315-9000

We understand the State requires funding no later than the fiscal year next following the effective date of the increases in costs resulting from the Ordinance.

Please forward a copy of the Ordinance upon passage at second reading to update our files.

Other Considerations – Under Governmental Accounting Standards Board (GASB) Statement Number 68, we understand the cost of benefit changes must be recognized immediately in pension expense (accounting not funding). Therefore, the pension expense is expected to increase the first year and then is expected to return to lower levels in fiscal years following initial recognition of the benefit change.

Actuarial Assumptions and Methods, System Provisions, Financial Data and Member Census Data – The actuarial assumptions and methods, financial data and Member census data utilized in this Actuarial Impact Statement are the same actuarial assumptions and methods, financial data and Member census data utilized in the October 1, 2020 Actuarial Valuation.

System provisions considered in this Actuarial Impact Statement are the same System provisions considered in the October 1, 2020 Actuarial Valuation with the exception of the proposed Ordinance changes described above.

Risk Assessment – Risk assessment may include scenario tests, sensitivity, or stress tests, stochastic modeling, and a comparison of the present value of benefits at low-risk discount rates. We are prepared to perform such assessment to aid in the decision-making process. Please refer to the October 1, 2020 Actuarial Valuation Report dated April 29, 2021 for additional discussion regarding the risks associated with measuring the liability and the minimum funding payment.

This Actuarial Impact Statement is intended to describe the estimated future financial effects of the proposed System provision changes on the System, and is not intended as a recommendation in favor of the benefit changes or in opposition of the System provision changes.

If all actuarial assumptions are met and if all future minimum required contributions are paid, System assets will be sufficient to pay all System benefits, future contributions are expected to remain relatively stable as a percent of payroll and the funded status is expected to improve. System minimum required contributions are determined in compliance with the requirements of



the Florida Protection of Public Employee Retirement Benefits Act and Firefighters Retirement Chapter 175 with normal cost determined as a level percent of covered payroll and a level percent amortization payment using an initial amortization period of 20 years.

The Unfunded Actuarial Accrued Liability (UAAL) may not be appropriate for assessing the sufficiency of System assets to meet the estimated cost of settling benefit obligations but may be appropriate for assessing the need for or the amount of future contributions. The UAAL would be different if it reflected the market value of assets rather than the actuarial value of assets.

These calculations are based upon assumptions regarding future events. However, the System's long term costs will be determined by actual future events, which may differ materially from the assumptions made. These calculations are also based upon present System provisions that are referenced in this Actuarial Impact Statement.

If you have reason to believe the assumptions used are unreasonable, the System provisions are incorrectly described as referenced, important System provisions relevant to this proposed Actuarial Impact Statement are not described or that conditions have changed since the calculations were made, you should contact the undersigned prior to relying on information in this Actuarial Impact Statement.

Future actuarial measurements may differ significantly from the current measurements presented in this Report due to such factors as the following: System experience differing from anticipated under the economic or demographic assumptions; changes in economic or demographic assumptions; increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period) and changes in System provisions or applicable law. Due to the limited scope of the actuary's assignment, the actuary did not perform an analysis of the potential range of such future measurements.

This Actuarial Impact Statement should not be relied on for any purpose other than the purpose described in the primary communication. Determinations of the financial results associated with the benefits described in this report in a manner other than the intended purpose may produce significantly different results.

This Actuarial Impact Statement was prepared using our proprietary valuation model and related software which in our professional judgment has the capability to provide results that are consistent with the purposes of the valuation and has no material limitations or known weaknesses. We performed tests to ensure that the model reasonably represents that which is intended to be modeled.

This Actuarial Impact Statement has been prepared by actuaries who have substantial experience valuing public employee retirement systems. To the best of our knowledge the information contained in this report is accurate and fairly presents the actuarial position of the System as of the



Actuarial Impact Statement date. All calculations have been made in conformity with generally accepted actuarial principles and practices, with the Actuarial Standards of Practice issued by the Actuarial Standards Board and with applicable statutes.

This Actuarial Impact Statement may be provided to parties other than the Board only in its entirety and only with the permission of an approved representative of the Board.

The signing actuaries are independent of the System sponsor.

If you have reason to believe that the information provided in this Actuarial Impact Statement is inaccurate, or is in any way incomplete, or if you need further information in order to make an informed decision on the subject matter of this report, please contact the undersigned prior to making such decision.

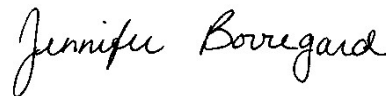
The undersigned are Members of the American Academy of Actuaries and meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained herein.

If you should have any question concerning the above or if we may be of further assistance with this matter, please do not hesitate to contact us.

Sincerest regards,
Gabriel, Roeder, Smith & Company



Shelly L. Jones, E.A., A.S.A., M.A.A.A., F.C.A.
Consultant and Actuary



Jennifer M. Borregard, E.A., M.A.A.A., F.C.A.
Consultant and Actuary

Enclosures

cc: Pedro A. Herrera, Esq.

Actuarial Impact Statement as of October 1, 2020

A. Description of Proposed Ordinance

Service incurred pre-retirement death benefit

- Firefighters with a spouse as the sole beneficiary receive a life benefit equal to the greater of:
 - a) forty-two percent (42%) of the average monthly salary of the Member over the previous twelve (12) month period, or
 - b) the Member's unreduced accrued benefit at the time of death
- Firefighters, who are not yet eligible for normal or early retirement, with a non-spouse beneficiary receive an immediate benefit payable for ten (10) years. The benefit shall be the greater of:
 - a) forty-two percent (42%) of the average monthly salary of the Member over the previous twelve (12) month period, or
 - b) the Member's unreduced accrued benefit at the time of death
- Firefighters, who are eligible for normal or early retirement, with a non-spouse beneficiary receive an immediate benefit payable for life. The benefit shall be the benefit determined as if the Member had retired the day before his death and elected the one hundred percent (100%) Joint and Survivor benefit. The minimum amount payable to such Member shall be forty-two percent (42%) of the Average Final Compensation at the time of their death.

Required beginning date of minimum distribution of benefits

- Amends the required beginning date in compliance with the Setting Every Community Up for Retirement Enhancement ("SECURE") Act. Please note this change is no cost.

B. An estimate of the cost of implementing this proposed ordinance (see attachment).

C. In my opinion, the proposed changes are in compliance with Part VII, Chapter 112, Florida Statutes and Section 14, Article X of the State Constitution.

Chairman, Retirement Committee

Date

Actuarial Impact Statement as of October 1, 2020

	<u>Actuarial Valuation</u>	<u>Proposed Ordinance</u>
A. <u>Participant Data</u>		
1. Active participants	59	59
2. Retired participants and beneficiaries receiving benefits (including DROPs)	63	63
3. Disabled participants receiving benefits	4	4
4. Terminated vested participants	0	0
5. Annual payroll of active participants	\$ 4,959,030	\$ 4,959,030
6. Expected payroll of active participants for the following year	\$ 5,003,661	\$ 5,003,661
7. Annual benefits payable to those currently receiving benefits including DROPs	\$ 3,398,631	\$ 3,398,631
B. <u>Assets</u>		
1. Net Smoothed Actuarial Value of Assets	\$ 64,768,844	\$ 64,768,844
2. Net Market Value of Assets	\$ 64,642,776	\$ 64,642,776
C. <u>Liabilities</u>		
1. Actuarial present value of future expected benefit payments for active members		
a. Retirement benefits	\$ 31,851,768	\$ 31,851,768
b. Vesting benefits	1,162,822	1,162,822
c. Death benefits	342,234	353,560
d. Disability benefits	425,343	425,343
e. Total	<u>\$ 33,782,167</u>	<u>\$ 33,793,493</u>
2. Actuarial present value of future expected benefit payments for terminated vested members	\$ 0	\$ 0
3. Actuarial present value of future expected benefit payments for members currently receiving benefits		
a. Service retired including DROP participants	\$ 44,586,634	\$ 44,586,634
b. Disability retired	1,680,333	1,680,333
c. Beneficiaries	2,747,087	2,747,087
d. Miscellaneous	17	17
e. Total	<u>\$ 49,014,071</u>	<u>\$ 49,014,071</u>

Actuarial Impact Statement as of October 1, 2020

	<u>Actuarial Valuation</u>	<u>Proposed Ordinance</u>
C. <u>Liabilities (cont'd)</u>		
4. Share Plan liability	\$ 104,373	\$ 104,373
5. Total actuarial present value of future expected benefit payments	\$ 82,900,611	\$ 82,911,937
6. Actuarial accrued liabilities	\$ 71,056,715	\$ 71,042,101
7. Unfunded actuarial accrued liabilities	\$ 6,287,871	\$ 6,273,257
D. <u>Statement of Accumulated System Benefits</u>		
1. Actuarial present value of accumulated vested benefits		
a. Participants currently receiving benefits including DROP participants	\$ 49,014,054	\$ 49,014,054
b. Other participants	14,399,657	14,405,449
c. Total	<u>\$ 63,413,711</u>	<u>\$ 63,419,503</u>
2. Actuarial present value of accumulated non- vested System benefits	<u>658,370</u>	<u>674,442</u>
3. Total actuarial present value of accumulated System benefits	\$ 64,072,081	\$ 64,093,945
E. <u>Pension Cost</u>		
1. Total normal cost	\$ 1,478,793	\$ 1,481,936
2. Payment required to amortize unfunded liability	1,303,158	1,301,909
3. Interest adjustment	107,892	107,961
4. Total required contribution	<u>\$ 2,889,843</u>	<u>\$ 2,891,806</u>
5. Item 4 as a percentage of payroll	58.27%	58.31%
6. Estimated employee contributions	\$ 300,220	\$ 300,220
7. Item 6 as a percentage of projected payroll	6.00% *	6.00% *
8. Estimated State contributions	\$ 406,138	\$ 406,138
9. Item 8 as a percentage of projected payroll	8.12% *	8.12% *
10. Net amount payable by City	\$ 2,209,494	\$ 2,211,474
11. Item 10 as a percentage of projected payroll	44.16% *	44.20% *

* Percent of pay applied to expected 2021 / 2022 covered payroll (\$5,003,661)



Actuarial Impact Statement as of October 1, 2020

	<u>Actuarial Valuation</u>	<u>Proposed Ordinance</u>
F. <u>Disclosure of Following Items:</u>		
1. Actuarial present value of future salaries - attained age	\$ 44,367,758	\$ 44,367,758
2. Actuarial present value of future employee contributions - attained age	\$ 2,662,066	\$ 2,662,066
3. Actuarial present value of future contributions from other sources	N/A	N/A
4. Amount of active members' accumulated contributions	\$ 3,251,883	\$ 3,251,883
5. Actuarial present value of future salaries and future benefits at entry age	N/A	N/A
6. Actuarial present value of future employee contributions at entry age	N/A	N/A

Actuarial Impact Statement as of October 1, 2020

G. Amortization of Unfunded Actuarial Accrued Liability

	<u>Unfunded Actuarial Accrued Liabilities</u>	<u>Current Unfunded Liabilities</u>	<u>Amortization Payment</u>	<u>Remaining Funding Period</u>
10/01/2009	Combined Charge & Credit Bases	\$ 696,769	\$ 696,769	1 year
10/01/2007	Actuarial Loss / (Gain)	30,783	15,879	2 years
10/01/2008	Actuarial Loss / (Gain)	(4,914)	(1,743)	3 years
10/01/2008	Assumption Changes	1,189,134	107,310	18 years
10/01/2009	Actuarial Loss / (Gain)	860,128	121,505	9 years
10/01/2010	Actuarial Loss / (Gain)	652,938	85,415	10 years
10/01/2011	Actuarial Loss / (Gain)	1,413,240	172,873	11 years
10/01/2011	System Amendment	(234,257)	(28,655)	11 years
10/01/2012	Actuarial Loss / (Gain)	(141,073)	(16,266)	12 years
10/01/2013	Actuarial Loss / (Gain)	(720,549)	(78,829)	13 years
10/01/2014	Actuarial Loss / (Gain)	(704,814)	(73,576)	14 years
10/01/2015	Actuarial Loss / (Gain)	351,398	35,170	15 years
10/01/2016	Actuarial Loss / (Gain)	1,482,848	142,886	16 years
10/01/2016	Assumption Changes	(181,131)	(17,454)	16 years
10/01/2017	Actuarial Loss / (Gain)	(425,205)	(39,588)	17 years
10/01/2017	System Amendment	117,658	10,954	17 years
10/01/2018	Actuarial Loss / (Gain)	814,934	73,541	18 years
10/01/2018	Assumption Changes	1,239,808	111,883	18 years
10/01/2019	Actuarial Loss / (Gain)	971,284	85,193	19 years
10/01/2019	Assumption Changes	(1,910,015)	(167,531)	19 years
10/01/2020	Actuarial Loss / (Gain)	788,907	67,422	20 years
10/01/2020	Proposed Ordinance	<u>(14,614)</u>	<u>(1,249)</u>	20 years
TOTAL		\$ 6,273,257	\$ 1,301,909	

This actuarial valuation and/or cost determination was prepared and completed by us or under our direct supervision, and we acknowledge responsibility for the results. To the best of our knowledge, the results are complete and accurate, and in our opinion, the techniques and assumptions used are reasonable and meet the requirements and intent of Part VII, Chapter 112, Florida Statutes. There is no benefit or expense to be provided by the System and/or paid from the System's assets for which liabilities or current costs have not been established or other wise provided for in the valuation. All known events or trends which may require material increase in System costs or required contribution rates have been taken into account in the valuation.

Michelle Jones

Shelly L. Jones, A.S.A.
Enrollment Number: 20-08646

Jennifer Borregard

Jennifer M. Borregard, E.A.
Enrollment Number: 20-07624

Dated: December 20, 2021



Outline of Principal Provisions of the Retirement System

A. Effective Date:

October 1, 1992. Most recently amended by Ordinance No. 3134-19 adopted January 14, 2019.

B. Eligibility:

All regular uniformed members of the Fire Department; includes active volunteers.

C. Member:

An actively employed Firefighter who fulfills the eligibility requirements.

D. Contributions:

Employee:	6.0% of compensation.
State:	Premium Tax Revenue.
City:	Balance required to maintain System on sound actuarial basis.

E. Credited Service:

Total years and fractional parts of years of service as a Firefighter with member contributions.

F. Purchase of Prior Military Service:

A participant may purchase from 1 year up to 4 years of credited service for military service prior to employment. The cost shall be an amount actuarially determined to fund the cost to the System of adding this credited service.

G. Compensation:

Total pay, excluding special detail pay (includes vacation and comp time accrual as of September 30, 2011).

H. Average Final Compensation (AFC):

Average monthly compensation during the best 60 calendar months out of the last 120 calendar months preceding date of retirement (or termination).

Outline of Principal Provisions of the Retirement System

I. Normal Retirement:

1. Eligibility:

Earlier of:

- (a) Attainment of age 55 with completion of 10 years of credited service.
- (b) Completion of 20 years of credited service.

2. Benefit:

3.0% times AFC times credited service.

J. Early Retirement:

1. Eligibility:

Attainment of age 50 with completion of 10 years of credited service.

2. Benefit:

Benefit accrued to date of retirement, reduced by 3% for each year early retirement date precedes normal retirement date, payable immediately.

K. Deferred Retirement:

Computed the same as set forth under Normal Retirement, based upon AFC and credited service as of deferred retirement date.

L. Disability Retirement:

1. Service Incurred:

Accrued benefit, but not less than 42% of AFC.

Effective July 1, 2019, a Firefighter who becomes totally and permanently unable to perform useful and efficient service as a Firefighter due to a diagnosis of cancer or circumstances that arise out of the treatment of such cancer will be presumed to be disabled in-line of duty subject to the limitations in Chapter 112.1816, Florida Statutes.

2. Non-Service Incurred:

- a. Eligibility: 10 or more years of credited service; totally and permanently disabled.
- b. Benefit: Accrued benefit, but not less than 25% of AFC.

Outline of Principal Provisions of the Retirement System

M. Pre-Retirement Death Benefit:

1. Service Incurred:

Firefighters with a spouse as the sole beneficiary receive a life benefit equal to the greater of:

- a. forty-two percent (42%) of the average monthly salary of the Member over the previous twelve (12) month period, or
- b. the Member's unreduced accrued benefit at the time of death

Firefighters, who are not yet eligible for normal or early retirement, with a non-spouse beneficiary receive an immediate benefit payable for ten (10) years. The benefit shall be the greater of:

- a. forty-two percent (42%) of the average monthly salary of the Member over the previous twelve (12) month period, or
- b. the Member's unreduced accrued benefit at the time of death

Firefighters, who are eligible for normal or early retirement, with a non-spouse beneficiary receive an immediate benefit payable for life. The benefit shall be the benefit determined as if the Member had retired the day before his death and elected the one hundred percent (100%) Joint and Survivor benefit. The minimum amount payable to such Member shall be forty-two percent (42%) of the AFC at the time of their death.

2. Non-Service Incurred:

- | | |
|---------------------------------|--|
| a. Eligible for Retirement: | Determined as though had retired on the date of death and elected a 100% joint and survivor benefit. |
| b. Not Eligible for Retirement: | Less than 10 years of credited service - return of employee contributions.

10 or more years - accrued benefit payable for 10 years. |

N. Termination Benefits:

1. Eligibility:

100% vesting upon the completion of 10 years of credited service. Employees who have not completed 10 years of credited service at date of termination of employment shall only be entitled to the return of their employee contributions.



Outline of Principal Provisions of the Retirement System

N. Termination Benefits (cont'd):

2. Benefit:

Accrued benefit based upon credited service and AFC as of date of termination, payable at normal retirement date or early retirement date with reduction.

O. Normal Form of Retirement Income:

Monthly benefit payable for ten (10) years certain and life thereafter.

P. Deferred Retirement Option Program (DROP)

1. Eligibility:

Participant must be eligible for Normal Retirement.

2. Benefit:

Retirement benefits are transferred to a hypothetical DROP account within the pension fund. Interest is credited or debited quarterly based upon either the rate of return earned by the Fund or a 6.5% fixed rate of return, as elected by the Member. A deduction is made each quarter for administrative expenses. The period of participation in the DROP is limited to at least 12 months but no more than 84 months. The benefit is paid as a lump sum upon actual termination of employment.

Q. Cost of Living Adjustment (COLA)

Participants who terminate employment on or after October 1, 2002 are entitled to a 3.0% annual COLA on benefit payments beginning at age 60.

Effective March 1, 2013, only participants who retire on or after Early or Normal Retirement Date (including DROPs) are entitled to a 3% annual COLA on benefit payments beginning at age 60.

R. Changes Since Most Recent Actuarial Valuation

Pre-Retirement Death Benefit:

1. Service Incurred:

The greater of (a) the accrued benefit at the time of death or (b) 30% of monthly salary at time of death payable to the spouse until death.



Actuarial Assumptions and Actuarial Cost Methods Used in the Valuation

A. Mortality

For healthy participants during employment, PUB-2010 Headcount Weighted Safety Employee Female Mortality Table and Safety Below Median Employee Male Mortality Table, both set forward 1 year, with fully generational mortality improvements projected to each future decrement date with Scale MP-2018.

For healthy participants post employment, PUB-2010 Headcount Weighted Safety Healthy Retiree Female Mortality Table and Safety Below Median Healthy Retiree Male Mortality Table, both set forward 1 year, with fully generational mortality improvements projected to each future decrement date with Scale MP-2018.

For disabled participants, 80% PUB-2010 Headcount Weighted General Disabled Retiree Mortality Table / 20% PUB-2010 Headcount Weighted Safety Disabled Retiree Mortality Table, separate rates for males and females, without projected mortality improvements.

Sample Ages (2020)	Pre-retirement Future Life Expectancy (Years)		Post-retirement Future Life Expectancy (Years)	
	Men	Women	Men	Women
55	30.45	34.32	27.59	31.17
60	25.51	29.26	23.01	26.39
62	23.58	27.25	21.28	24.55

Sample Ages (2040)	Pre-retirement Future Life Expectancy (Years)		Post-retirement Future Life Expectancy (Years)	
	Men	Women	Men	Women
55	32.09	35.81	29.48	33.00
60	27.08	30.70	24.79	28.13
62	25.11	28.67	23.00	26.25

B. Interest to be Earned by Fund

7.50% (net of investment expenses), compounded annually - includes inflation at 2.75%.

C. Allowances for Expenses or Contingencies

Actual administrative expenses incurred during the prior System year.

**Actuarial Assumptions and Actuarial Cost Methods
Used in the Valuation**

D. Employee Withdrawal Rates

Withdrawal rates for males and for females were used in accordance with the following illustrative example.

E. Disability Rates

Disability rates for males and for females were used in accordance with the following illustrative example.

<u>Age</u>	<u>Withdrawal Rates</u>	<u>Disability Rates</u>
	<u>Per 100 Employees</u>	<u>Per 100 Employees</u>
20	4.68	0.14
25	4.45	0.15
30	3.90	0.18
35	2.96	0.23
40	2.03	0.30
45	1.25	0.51

85% of disabilities are assumed to be service incurred - 15% non-service incurred.

F. Salary Increase Factors

Current salary is assumed to increase at a rate based on the table below - includes wage inflation of 3.25%.

<u>Age</u>	<u>Salary Increase</u>
< 30	8.50%
30 - 39	6.50%
40 - 49	5.25%
50 +	5.00%

**Actuarial Assumptions and Actuarial Cost Methods
Used in the Valuation**

G. Assumed Retirement Age

<u>Age</u>	<u>Annual Rate of Retirement</u>
At First Normal Retirement Eligibility	
< 50	25%
50 - 59	50%
60 & Over	100%
Retirement Other Than At First Normal Retirement Eligibility	
< 50	5%
50	30%
51 - 54	10%
55 - 59	35%
60 & Over	100%

All active members on the valuation date are assumed to have a minimum of one year of future service.

H. Loading

Active liabilities and normal costs are increased by 1.35% to account for unused annual leave pay at time of retirement for Firefighters hired prior to October 1, 2011.

I. Payroll Growth Assumption

3.5% per annum - not greater than historical 10-year average but not less than 0% (0.9%).

J. Asset Valuation Method

The method used for determining the smoothed actuarial value of assets phases in the deviation between the expected and actual return on assets at the rate of 25% per year. The smoothed actuarial value of assets will be further adjusted to the extent necessary to fall within the corridor whose lower limit is 80% of the fair market value of System assets and whose upper limit is 120% of the fair market value of System assets.

Actuarial Assumptions and Actuarial Cost Methods Used in the Valuation

K. Cost Method

Normal Retirement, Termination, Disability, and Death Benefits: Entry-Age-Normal Cost Method

Under this method the normal cost for each active employee is the amount which is calculated to be a level percentage of pay that would be required annually from his entry age to his assumed retirement age to fund his estimated benefits, assuming the System had always been in effect. The normal cost for the System is the sum of such amounts for all employees. The actuarial accrued liability as of any valuation date for each active employee or inactive employee who is eligible to receive benefits under the System is the excess of the actuarial present value of estimated future benefits over the actuarial present value of current and future normal costs. The unfunded actuarial accrued liability as of any valuation date is the excess of the actuarial accrued liability over the assets of the System.

Vested Normal Retirement, Termination, Disability, and Death Benefits: Unit Credit Cost Method

Under this method, the actuarial present value of vested accrued benefits is an amount calculated to be the sum of the present values of each individual's vested accrued or earned benefit under the Plan as of the valuation date. Each individual's calculation is based on pay and service as of the valuation date.

L. Death Benefits

1. The assumed incidence of deaths is 75% service incurred and 25% non-service incurred.
2. 100% of active members are assumed to be married.
3. Females are assumed to be three (3) years younger than their male spouses.

M. Changes Since Most Recent Actuarial Valuation

None.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF WINTER PARK, FLORIDA, AMENDING CHAPTER 74, PERSONNEL, ARTICLE V, RETIREMENT AND PENSION PLANS, DIVISION 3, FIREFIGHTERS, OF THE CODE OF ORDINANCES OF THE CITY OF WINTER PARK; AMENDING SECTION 74-156, BENEFIT AMOUNTS AND ELIGIBILITY; AMENDING SECTION 74-157, PRE-RETIREMENT DEATH; AMENDING SECTION 74-160, OPTIONAL FORMS OF BENEFIT; AMENDING SECTION 74-166, DISTRIBUTION OF BENEFITS; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY OF PROVISIONS; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE.

BE IT ENACTED BY THE CITY OF WINTER PARK, FLORIDA, AS FOLLOWS;

SECTION 1: That Chapter 74, Personnel, Article V, Retirement and Pension Plans, Division 3, Firefighters, of the Code of Ordinances of the City of Winter Park, is hereby amended by amending Section 74-156, Benefit amounts and eligibility, subsection 6., *Required Distribution Date*, to read as follows:

Sec. 74-156. - Benefit amounts and eligibility.

* * *

6. *Required Distribution Date.* The Member's benefit under this section for Members who reached age seventy and one-half (70 ½) on or before December 31, 2019, must begin to be distributed to the Member no later than April 1 of the calendar year following the later of the calendar year in which the Member attains age seventy and one-half (70½) or the calendar year in which the Member terminates employment with the City. The Member's benefit under this Section for Members who reached age seventy and one-half (70 ½) after December 31, 2019, must begin to be distributed to the Member no later than April 1 of the calendar year following the later of the calendar year in which the Member attains age seventy two (72) or the calendar year in which the Member terminates employment with the City.

SECTION 2: That Chapter 74, Personnel, Article V, Retirement and Pension Plans, Division 3, Firefighters, of the Code of Ordinances of the City of Winter Park, is hereby amended by amending Section 74-157, Pre-retirement death, subsection 1., *Prior to Vesting or Eligibility for Retirement Death* and subsection 2., *Deceased Members Vested or Eligible for Retirement or Death In-Line of Duty* to read as follows:

Sec. 74-157. - Pre-retirement death.

1. *Death Prior to Vesting or Eligibility for Retirement.* The Beneficiary of a deceased Member who was not receiving monthly benefits or who was not yet vested or eligible for early or normal retirement and who did not die as a direct result of the performance of his duties as a firefighter, shall receive a refund of one hundred percent (100%) of the Member's Accumulated Contributions.
2. *Deceased Members Vested or Eligible for Retirement; ~~Death In-Line of Duty~~.* The Beneficiary of any Member who dies and who, at the date of his death was vested or eligible for early or normal retirement, ~~or who dies as a direct result of his duties as a firefighter~~, shall be entitled to a benefit as follows:

A. With Non-Spouse Beneficiary.

- (1) This subsection 2.A. applies only when the Member's Spouse is not the Beneficiary or is not the sole designated Beneficiary, but there is a surviving Beneficiary. If the Member was vested, but not eligible for normal or early retirement, the Beneficiary shall receive a benefit payable for ten (10) years. The benefit shall be calculated as for normal retirement based on the deceased Member's Credited Service and Average Final Compensation as of the date of his death. The Beneficiary shall receive an immediate benefit, payable for ten (10) years, which is actuarially reduced to reflect the commencement of benefits prior to the early retirement date.
- (2) If the deceased Member was eligible for normal or early retirement, the Beneficiary shall receive a benefit payable for life determined as if the Member had retired the day before his death and elected the one hundred percent (100%) Joint and Survivor benefit.
- (3) A Beneficiary may elect to receive an actuarial equivalent life benefit and the Board may elect to make a lump sum payment pursuant to Section 74-160. subsection 7.
- (4) A Beneficiary may, in lieu of any benefit provided for in (1) or (2) above, elect to receive a refund of the deceased Member's Accumulated Contributions.
- (5) If a surviving Beneficiary commences receiving a benefit under subsection (1) or (2) above, but dies before all payments are made, the actuarial value of the remaining benefit will be paid to the surviving Beneficiary's estate by December 31 of the calendar year of the Beneficiary's death in a lump sum.
- (6) If there is no surviving Beneficiary as of the Member's death, and the estate is to receive the benefits, the actuarial equivalent of the Member's entire interest must be distributed by December 31 of the calendar year containing the fifth anniversary of the Member's death.
- (7) The Uniform Lifetime Table in Treasury Regulations § 1.401(a)(9)-9 shall determine the payment period for the calendar year benefits commence, if necessary to satisfy the regulations.

B. This subsection 2.B. applies only when the Member's Spouse is the sole designated Beneficiary.

- (1) If the Member was vested, but not eligible for normal or early retirement, the Spouse Beneficiary shall receive a benefit payable for ten (10) years, beginning on the date that the deceased Member would have been eligible for early or normal

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retirement, at the option of the Spouse Beneficiary. The benefit shall be calculated as for normal retirement based on the deceased Member's Credited Service and Average Final Compensation as of the date of his death and reduced as for early retirement, if applicable. The Spouse Beneficiary may also elect to receive an immediate benefit, payable for ten (10) years, which is actuarially reduced to reflect the commencement of benefits prior to the early retirement date.

(2) If the deceased Member was eligible for normal or early retirement, the Spouse Beneficiary shall receive a benefit payable for life determined as if the Member had retired the day before his death and elected the one hundred percent (100%) Joint and Survivor benefit.

(3) ~~In the event the Member dies as a direct result of the performance of his duties as a Firefighter, (1) and (2) above shall not apply and the Spouse Beneficiary shall receive a life benefit equal to the greater of i) thirty percent (30%) of the average monthly Salary of the Member over the previous twelve (12) month period, or ii) the Member's unreduced accrued benefit.~~

(4) A Spouse Beneficiary may not elect an optional form of benefit, however the Board may elect to make a lump sum payment pursuant to Section 74-160, subsection 7.

~~(4)(5)~~ A Spouse Beneficiary may, in lieu of any benefit provided for in (1) above, elect to receive a refund of the deceased Member's Accumulated Contributions.

3. Death In-Line of Duty. In the event a Member dies as a natural and proximate result of a personal injury, illness, or disease arising out of and in the course of his employment with the City, and the Board of Trustees finds that his death, injury, illness or disease resulting in death is the result of his actual performance of his duties as a firefighter, subsections 1 and 2 in this section shall not apply.

A. This subsection shall apply only if the Member's Spouse is the sole designated Beneficiary.

(1) The Spousal Beneficiary shall receive a benefit payable for their life equal to the greater of: i) forty-two percent (42%) of the average monthly Salary of the Member over the previous twelve (12) month period; or ii) the Member's unreduced accrued benefit at the time of death.

(2) A Spousal Beneficiary may not elect an optional form of benefit, however, the Board may elect to pay a lump sum benefit payment pursuant to Section 74-160, subsection 7.

(3) A Spousal Beneficiary may, in lieu of any benefit provided for in (1) here, elect to receive a refund of the deceased Member's Accumulated Contributions.

B. This subsection only applies when the Member's Spouse is not the Beneficiary or is not the sole designated Beneficiary, but there is a surviving Beneficiary.

(1) In the event a Member was not vested, or if the Member was vested but not yet eligible for normal or early retirement, the Member's Beneficiary shall receive a

benefit payable for ten (10) years, that is equal to the greater of: i) forty-two percent (42%) of the average monthly Salary of the Member over the previous twelve (12) month period; or ii) the Member's unreduced accrued benefit at the time of death.

(2) If the member was vested and had attained eligibility for normal or early retirement, the Beneficiary shall receive a benefit payable for life determined as if the Member had retired the day before his death and elected the one hundred percent (100%) Joint and Survivor benefit. The minimum amount payable to such deceased Member shall be forty-two percent (42%) of the Average Final Compensation of the Member at the time of their death.

(3) If there are multiple named Beneficiaries, each shall receive an equal portion of the total benefit, unless the Member has specified a different allocation percentage to each such named beneficiaries.

(4) A Beneficiary may, in lieu of any benefit provided for in subsection (1) here, elect to receive a refund of the deceased Member's Accumulated Contributions.

C. The board shall determine whether death occurred as a direct result of the performance of duties as a firefighter and the In-Line of Duty Presumptions in Section 74-158, subsection 2, shall apply.

SECTION 3: That Chapter 74, Personnel, Article V, Retirement and Pension Plans, Division 3, Firefighters, of the Code of Ordinances of the City of Winter Park, is hereby amended by amending Section 74-160, Optional forms of benefits, subsection 5., to read as follows:

Sec. 74-160. - Optional forms of benefits.

* * *

5. Retirement income payments shall be made under the option elected in accordance with the provisions of this Section and shall be subject to the following limitations:

- A. If a Member dies prior to his normal retirement date or early retirement date, whichever first occurs, no retirement benefit will be payable under the option to any person, but the benefits, if any, will be determined under Section 74-157.
- B. If the designated Beneficiary (or Beneficiaries) or joint pensioner dies before the Member's Retirement under the System, the option elected will be canceled automatically and a retirement income of the normal form and amount will be payable to the Member upon his Retirement as if the election had not been made, unless a new election is made in accordance with the provisions of this Section or a new Beneficiary is designated by the Member prior to his Retirement.
- C. If both the Retiree and the Beneficiary (or Beneficiaries) designated by Member or Retiree die before the full payment has been effected under any option providing for payments for a period certain and life thereafter, made pursuant to the provisions of subsection 1, the Board may, in its discretion, direct that the commuted value of the remaining payments be paid in a lump sum and in accordance with Section 74-161.

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- D. If a Member continues beyond his normal retirement date pursuant to the provisions of Section 74-156, subsection 1, and dies prior to his actual retirement and while an option made pursuant to the provisions of this Section is in effect, monthly retirement income payments will be made, or a retirement benefit will be paid, under the option to a Beneficiary (or Beneficiaries) designated by the Member in the amount or amounts computed as if the Member had retired under the option on the date on which his death occurred.
- E. The Member's benefit under this Section, for Members who reached age seventy and one-half (70 ½) on or before December 31, 2019, must begin to be distributed to the Member no later than April 1 of the calendar year following the later of the calendar year in which the Member attains age seventy and one-half (70½) or the calendar year in which the Member terminates employment with the City. The Member's benefit under this Section, for Members who reached age seventy and one-half (70 ½) after December 31, 2019, must begin to be distributed to the Member no later than April 1 of the calendar year following the later of the calendar year in which the Member attains age seventy-two (72), or the calendar year in which the Member terminates employment with the City.

SECTION 4: That Chapter 74, Personnel, Article V, Retirement and Pension Plans, Division 3, Firefighters, of the Code of Ordinances of the City of Winter Park, is hereby amended by amending Section 74-166, Distribution of benefits, subsection 2., *Time and Manner of Distribution*, to read as follows:

Sec. 74-166. - Distribution of benefits.

* * *

2. *Time and Manner of Distribution.*

- A. *Required Beginning Date.* ~~The Member's entire~~ The entire interest of a Member who reached age seventy and one-half (70 ½) on or before December 31, 2019, will be distributed, or begin to be distributed, to the Member no later than the Member's required beginning date which shall not be later than April 1 of the calendar year following the later of the calendar year in which the Member attains age seventy and one-half (70½) or the calendar year in which the Member terminates employment with the City. The entire interest of a Member who reached age seventy and one-half (70 ½) after December 31, 2019, will be distributed, or begin to be distributed, to the Member no later than the Member's required beginning date which shall not be later than April 1 of the calendar year following the later of the calendar year in which the Member attains age seventy-two (72). or the calendar year in which the Member terminates employment with the City.
- B. *Death of Member Before Distributions Begin.* If the Member dies before distributions begin, the Member's entire interest will be distributed, or begin to be distributed no later than as follows:
- (1) If the Member's surviving spouse of a Member who reached age seventy and one-half (70 ½) on or before December 31, 2019, is the Member's sole designated beneficiary, then distributions to the surviving spouse will begin by December 31

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of the calendar year immediately following the calendar year in which the Member died, or by a date on or before December 31 of the calendar year in which the Member would have attained age seventy and one-half (70½), if later, as the surviving spouse elects. If the surviving spouse of a Member who reached age seventy and one-half (70 ½) after December 31, 2019, is the Member's sole designated beneficiary, then distributions to the surviving spouse will begin by December 31 of the calendar year immediately following the calendar year in which the Member died, or by a date on or before December 31 of the calendar year in which the Member would have attained age seventy-two (72), if later, as the surviving spouse elects.

SECTION 5: Specific authority is hereby granted to codify and incorporate this Ordinance in the existing Code of Ordinances of the City of Winter Park.

SECTION 6: All Ordinances or parts of Ordinances in conflict herewith be and the same are hereby repealed.

SECTION 7: If any section, subsection, sentence, clause, phrase of this ordinance, or the particular application thereof shall be held invalid by any court, administrative agency, or other body with appropriate jurisdiction, the remaining section, subsection, sentences, clauses, or phrases under application shall not be affected thereby.

SECTION 8: That this Ordinance shall become effective upon adoption.

ADOPTED at a regular meeting of the City Commission of the City of Winter Park, Florida, held at City Hall, Winter Park, Florida, on the _____ day of _____, 2022.

By: _____
Mayor

Attest: _____
City Clerk



December 20, 2021

Mr. Jeff Templeton
System Administrator
Winter Park Police Officers' Retirement System
9154 Lake Burkett Drive
Orlando, Florida 32817

**Re: City of Winter Park Police Officers' Retirement System
Actuarial Impact Statement**

Dear Jeff:

As requested, we are pleased to enclose our Actuarial Impact Statement as of October 1, 2020 for filing the proposed Ordinance (copy attached) under the City of Winter Park Police Officers' Retirement System (System) with the State of Florida.

Background – The System currently provides the following provisions:

Service incurred pre-retirement death benefit

- Police Officers with a spouse as the sole beneficiary receive a life benefit equal to the greater of:
 - a) thirty percent (30%) of the average monthly Salary of the Member over the previous twelve (12) month period, or
 - b) the Member's unreduced accrued benefit.
- Police Officers, who are vested but not yet eligible for normal or early retirement, with non-spouse beneficiary receive an immediate benefit payable for ten (10) years. The benefit shall be the accrued benefit as of the date of death actuarially reduced for commencement prior to the early retirement date.
- Police Officers, who are eligible for normal or early retirement, with non-spouse beneficiary receive an immediate benefit payable for life. The benefit shall be the benefit determined as if the Member had retired the day before his death and elected the one hundred percent (100%) Joint and Survivor benefit.

Proposed Ordinance – The proposed Ordinance provides for the following changes:

Service incurred pre-retirement death benefit

- Police Officers with a spouse as the sole beneficiary receive a life benefit equal to the greater of:
 - a) forty-two percent (42%) of the average monthly Salary of the Member over the previous twelve (12) month period, or
 - b) the Member's unreduced accrued benefit at the time of death
- Police Officers, who are not yet eligible for normal or early retirement, with a non-spouse beneficiary receive an immediate benefit payable for ten (10) years. The benefit shall be the greater of:
 - a) forty-two percent (42%) of the average monthly Salary of the Member over the previous twelve (12) month period, or
 - b) the Member's unreduced accrued benefit at the time of death
- Police Officers, who are eligible for normal or early retirement, with a non-spouse beneficiary receive an immediate benefit payable for life. The benefit shall be the benefit determined as if the Member had retired the day before his death and elected the one hundred percent (100%) Joint and Survivor benefit. The minimum amount payable to such Member shall be forty-two percent (42%) of the Average Final Compensation at the time of their death.

Required beginning date of minimum distribution of benefits

- Amends the required beginning date in compliance with the Setting Every Community Up for Retirement Enhancement ("SECURE") Act. Please note this change is no cost.

Results – Based upon the results of our Actuarial Impact Statement, the proposed pre-retirement death benefit provisions increase the minimum annual required contribution by **\$2,396 (0.05%)**. The figure in parentheses is the increase in System cost expressed as a percentage of projected covered annual payroll for fiscal year beginning October 1, 2021 (\$4,715,886).

There is *no cost* for amending the required beginning date in compliance with the Setting Every Community Up for Retirement Enhancement ("SECURE") Act.

Filing Requirements – We have prepared the Actuarial Impact Statement for filing with the State of Florida. Please note this Statement must be signed and dated on behalf of the Pension Board. Copies of the proposed Ordinance upon passage at first reading along with the signed and dated Actuarial Impact Statement should be filed with the State at the following address:



Mr. Douglas E. Beckendorf, A.S.A.
Bureau of Local Retirement Services
Division of Retirement
Building 8
Post Office Box 9000
Tallahassee, Florida 32315-9000

We understand the State requires funding no later than the fiscal year next following the effective date of the increases in costs resulting from the Ordinance.

Please forward a copy of the Ordinance upon passage at second reading to update our files.

Other Considerations – Under Governmental Accounting Standards Board (GASB) Statement Number 68, we understand the cost of benefit changes must be recognized immediately in pension expense (accounting not funding). Therefore, the pension expense is expected to increase the first year and then is expected to return to lower levels in fiscal years following initial recognition of the benefit change.

Actuarial Assumptions and Methods, System Provisions, Financial Data and Member Census Data – The actuarial assumptions and methods, financial data and Member census data utilized in this Actuarial Impact Statement are the same actuarial assumptions and methods, financial data and Member census data utilized in the October 1, 2020 Actuarial Valuation.

System provisions considered in this Actuarial Impact Statement are the same System provisions considered in the October 1, 2020 Actuarial Valuation with the exception of the proposed Ordinance changes described above.

Risk Assessment – Risk assessment may include scenario tests, sensitivity, or stress tests, stochastic modeling, and a comparison of the present value of benefits at low-risk discount rates. We are prepared to perform such assessment to aid in the decision-making process. Please refer to the October 1, 2020 Actuarial Valuation Report dated April 29, 2021 for additional discussion regarding the risks associated with measuring the liability and the minimum funding payment.

This Actuarial Impact Statement is intended to describe the estimated future financial effects of the proposed System provision changes on the System, and is not intended as a recommendation in favor of the benefit changes or in opposition of the System provision changes.

If all actuarial assumptions are met and if all future minimum required contributions are paid, System assets will be sufficient to pay all System benefits, future contributions are expected to remain relatively stable as a percent of payroll and the funded status is expected to improve. System minimum required contributions are determined in compliance with the requirements of

the Florida Protection of Public Employee Retirement Benefits Act and Police Officers Retirement Chapter 185 with normal cost determined as a level percent of covered payroll and a level percent amortization payment using an initial amortization period of 20 years.

The Unfunded Actuarial Accrued Liability (UAAL) may not be appropriate for assessing the sufficiency of System assets to meet the estimated cost of settling benefit obligations but may be appropriate for assessing the need for or the amount of future contributions. The UAAL would be different if it reflected the market value of assets rather than the actuarial value of assets.

These calculations are based upon assumptions regarding future events. However, the System's long term costs will be determined by actual future events, which may differ materially from the assumptions made. These calculations are also based upon present System provisions that are referenced in this Actuarial Impact Statement.

If you have reason to believe the assumptions used are unreasonable, the System provisions are incorrectly described as referenced, important System provisions relevant to this proposed Actuarial Impact Statement are not described or that conditions have changed since the calculations were made, you should contact the undersigned prior to relying on information in this Actuarial Impact Statement.

Future actuarial measurements may differ significantly from the current measurements presented in this Report due to such factors as the following: System experience differing from anticipated under the economic or demographic assumptions; changes in economic or demographic assumptions; increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period) and changes in System provisions or applicable law. Due to the limited scope of the actuary's assignment, the actuary did not perform an analysis of the potential range of such future measurements.

This Actuarial Impact Statement should not be relied on for any purpose other than the purpose described in the primary communication. Determinations of the financial results associated with the benefits described in this report in a manner other than the intended purpose may produce significantly different results.

This Actuarial Impact Statement was prepared using our proprietary valuation model and related software which in our professional judgment has the capability to provide results that are consistent with the purposes of the valuation and has no material limitations or known weaknesses. We performed tests to ensure that the model reasonably represents that which is intended to be modeled.

This Actuarial Impact Statement has been prepared by actuaries who have substantial experience valuing public employee retirement systems. To the best of our knowledge the information contained in this report is accurate and fairly presents the actuarial position of the System as of the



Actuarial Impact Statement date. All calculations have been made in conformity with generally accepted actuarial principles and practices, with the Actuarial Standards of Practice issued by the Actuarial Standards Board and with applicable statutes.

This Actuarial Impact Statement may be provided to parties other than the Board only in its entirety and only with the permission of an approved representative of the Board.

The signing actuaries are independent of the System sponsor.

If you have reason to believe that the information provided in this Actuarial Impact Statement is inaccurate, or is in any way incomplete, or if you need further information in order to make an informed decision on the subject matter of this report, please contact the undersigned prior to making such decision.

The undersigned are Members of the American Academy of Actuaries and meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained herein.

If you should have any question concerning the above or if we may be of further assistance with this matter, please do not hesitate to contact us.

Sincerest regards,
Gabriel, Roeder, Smith & Company



Shelly L. Jones, E.A., A.S.A., M.A.A.A., F.C.A.
Consultant and Actuary



Jennifer M. Borregard, E.A., M.A.A.A., F.C.A.
Consultant and Actuary

Enclosures

cc: Pedro A. Herrera, Esq.



Actuarial Impact Statement as of October 1, 2020

A. Description of Proposed Ordinance

Service incurred pre-retirement death benefit

- Police Officers with a spouse as the sole beneficiary receive a life benefit equal to the greater of:
 - a) forty-two percent (42%) of the average monthly salary of the Member over the previous twelve (12) month period, or
 - b) the Member's unreduced accrued benefit
- Police Officers, who are not yet eligible for normal or early retirement, with a non-spouse beneficiary receive an immediate benefit payable for ten (10) years. The benefit shall be the greater of:
 - a) forty-two percent (42%) of the average monthly salary of the Member over the previous twelve (12) month period, or
 - b) the Member's unreduced accrued benefit at the time of death
- Police Officers, who are eligible for normal or early retirement, with a non-spouse beneficiary receive an immediate benefit payable for life. The benefit shall be the benefit determined as if the Member had retired the day before his death and elected the one hundred percent (100%) Joint and Survivor benefit. The minimum amount payable to such Member shall be forty-two percent (42%) of the Average Final Compensation at the time of their death.

Required beginning date of minimum distribution of benefits

- Amends the required beginning date in compliance with the Setting Every Community Up for Retirement Enhancement ("SECURE") Act. Please note this change is no cost.

B. An estimate of the cost of implementing this proposed ordinance (see attachment).

C. In my opinion, the proposed changes are in compliance with Part VII, Chapter 112, Florida Statutes and Section 14, Article X of the State Constitution.

Chairman, Retirement Committee

Date

Actuarial Impact Statement as of October 1, 2020

	<u>Actuarial Valuation</u>	<u>Proposed Ordinance</u>
A. <u>Participant Data</u>		
1. Active participants	63	63
2. Retired participants and beneficiaries receiving benefits (including DROPs)	82	82
3. Disabled participants receiving benefits	6	6
4. Terminated vested participants	4	4
5. Annual payroll of active participants	\$ 4,715,886	\$ 4,715,886
6. Expected payroll of active participants for the following year	\$ 4,715,886	\$ 4,715,886
7. Annual benefits payable to those currently receiving benefits including DROPs	\$ 3,741,553	\$ 3,741,553
B. <u>Assets</u>		
1. Net Smoothed Actuarial Value of Assets	\$ 59,151,993	\$ 59,151,993
2. Net Market Value of Assets	\$ 58,745,635	\$ 58,745,635
C. <u>Liabilities</u>		
1. Actuarial present value of future expected benefit payments for active members		
a. Retirement benefits	\$ 22,474,792	\$ 22,474,792
b. Vesting benefits	1,734,917	1,734,917
c. Death benefits	223,478	236,928
d. Disability benefits	449,278	449,278
e. Total	<u>\$ 24,882,465</u>	<u>\$ 24,895,915</u>
2. Actuarial present value of future expected benefit payments for terminated vested members	\$ 886,411	\$ 886,411
3. Actuarial present value of future expected benefit payments for members currently receiving benefits		
a. Service retired including DROP participants	\$ 49,061,635	\$ 49,061,635
b. Disability retired	1,796,972	1,796,972
c. Beneficiaries	1,814,031	1,814,031
d. Miscellaneous	88,803	88,803
e. Total	<u>\$ 52,761,441</u>	<u>\$ 52,761,441</u>

Actuarial Impact Statement as of October 1, 2020

	<u>Actuarial Valuation</u>	<u>Proposed Ordinance</u>
C. <u>Liabilities (cont'd)</u>		
4. Share Plan liability	\$ 90,901	\$ 90,901
5. Total actuarial present value of future expected benefit payments	\$ 78,621,218	\$ 78,634,668
6. Actuarial accrued liabilities	\$ 70,951,766	\$ 70,941,593
7. Unfunded actuarial accrued liabilities	\$ 11,799,773	\$ 11,789,600
D. <u>Statement of Accumulated System Benefits</u>		
1. Actuarial present value of accumulated vested benefits		
a. Participants currently receiving benefits including DROP participants	\$ 52,672,638	\$ 52,672,638
b. Other participants	12,371,177	12,379,773
c. Total	\$ 65,043,815	\$ 65,052,411
2. Actuarial present value of accumulated non- vested System benefits	678,098	694,721
3. Total actuarial present value of accumulated System benefits	\$ 65,721,913	\$ 65,747,132
E. <u>Pension Cost</u>		
1. Total normal cost	\$ 1,224,982	\$ 1,228,222
2. Payment required to amortize unfunded liability	2,044,354	2,043,426
3. Interest adjustment	124,027	124,111
4. Total required contribution	\$ 3,393,363	\$ 3,395,759
5. Item 4 as a percentage of payroll	71.96%	72.01%
6. Estimated employee contributions	\$ 282,953	\$ 282,953
7. Item 6 as a percentage of projected payroll	6.00%	6.00%
8. Estimated State contributions	\$ 324,137	\$ 324,137
9. Item 8 as a percentage of projected payroll	6.87%	6.87%
10. Net amount payable by City	\$ 2,786,273	\$ 2,788,669
11. Item 10 as a percentage of projected payroll	59.08%	59.13%

Actuarial Impact Statement as of October 1, 2020

	<u>Actuarial Valuation</u>	<u>Proposed Ordinance</u>
F. <u>Disclosure of Following Items:</u>		
1. Actuarial present value of future salaries - attained age	\$ 35,041,191	\$ 35,041,191
2. Actuarial present value of future employee contributions - attained age	\$ 2,102,472	\$ 2,102,472
3. Actuarial present value of future contributions from other sources	N/A	N/A
4. Amount of active members' accumulated contributions	\$ 2,252,979	\$ 2,252,979
5. Actuarial present value of future salaries and future benefits at entry age	N/A	N/A
6. Actuarial present value of future employee contributions at entry age	N/A	N/A

Actuarial Impact Statement as of October 1, 2020

G. Amortization of Unfunded Actuarial Accrued Liability

	<u>Unfunded Actuarial Accrued Liabilities</u>	<u>Current Unfunded Liabilities</u>	<u>Amortization Payment</u>	<u>Remaining Funding Period</u>
10/01/2009	Combined Charge & Credit Bases	\$ 651,117	\$ 651,117	1 year
10/01/2008	Actuarial Loss / (Gain)	510,405	182,577	3 years
10/01/2008	Assumption Change	2,545,676	243,980	18 years
10/01/2009	Actuarial Loss / (Gain)	1,506,519	219,696	9 years
10/01/2010	Actuarial Loss / (Gain)	791,274	107,235	10 years
10/01/2011	Actuarial Loss / (Gain)	2,009,443	255,522	11 years
10/01/2011	System Amendment	(158,198)	(20,117)	11 years
10/01/2012	Actuarial Loss / (Gain)	579,833	69,730	12 years
10/01/2013	Actuarial Loss / (Gain)	(309,302)	(35,408)	13 years
10/01/2013	Assumption Change	1,191,454	136,396	13 years
10/01/2014	Actuarial Loss / (Gain)	(1,257,264)	(137,770)	14 years
10/01/2015	Actuarial Loss / (Gain)	128,315	13,522	15 years
10/01/2016	Actuarial Loss / (Gain)	1,372,522	139,667	16 years
10/01/2016	Assumption Change	222,353	22,626	16 years
10/01/2017	Actuarial Loss / (Gain)	(71,354)	(7,036)	17 years
10/01/2017	System Amendment	240,548	23,719	17 years
10/01/2018	Actuarial Loss / (Gain)	1,057,875	101,388	18 years
10/01/2018	Assumption Change	2,065,513	197,961	18 years
10/01/2019	Actuarial Loss / (Gain)	(61,282)	(5,724)	19 years
10/01/2019	Assumption Change	(1,760,899)	(164,478)	19 years
10/01/2020	Actuarial Loss / (Gain)	545,225	49,751	20 years
10/01/2020	Proposed Ordinance	<u>(10,173)</u>	<u>(928)</u>	20 years
TOTAL		\$ 11,789,600	\$ 2,043,426	

This actuarial valuation and/or cost determination was prepared and completed by us or under our direct supervision, and we acknowledge responsibility for the results. To the best of our knowledge, the results are complete and accurate, and in our opinion, the techniques and assumptions used are reasonable and meet the requirements and intent of Part VII, Chapter 112, Florida Statutes. There is no benefit or expense to be provided by the System and/or paid from the System's assets for which liabilities or current costs have not been established or other wise provided for in the valuation. All known events or trends which may require material increase in System costs or required contribution rates have been taken into account in the valuation.

Michelle Jones

Shelly L. Jones, A.S.A.
Enrollment Number: 20-08646

Jennifer Borregard

Jennifer M. Borregard, E.A.
Enrollment Number: 20-07624

Dated: December 20, 2021



Outline of Principal Provisions of the Retirement System

A. Effective Date:

October 1, 1992. Most recently amended by Ordinance No. 3135-19 adopted January 14, 2019.

B. Eligibility:

All Police Officers shall become members as a condition of employment. Effective September 26, 2016 a new employee who is hired as Police Chief may opt out of the System upon employment.

C. Member:

An actively employed Police Officer who fulfills the Membership Requirements.

D. Contributions:

Employee:	6% of compensation.
State:	Premium Tax Revenue.
City:	Balance required to maintain System on sound actuarial basis.

E. Credited Service:

Total years and fractional parts of years of service as a Police Officer.

F. Purchase of Prior Military Service:

A participant may purchase from 1 year up to 4 years of credited service for military service prior to employment. The cost shall be an amount actuarially determined to fund the cost to the System of adding this credited service.

G. Compensation:

Total pay, excluding special detail pay (includes vacation and comp time accrual as of September 30, 2011).

H. Average Final Compensation (AFC):

Average monthly compensation during the best 60 calendar months out of the last 120 calendar months preceding date of retirement (or termination).

Outline of Principal Provisions of the Retirement System

I. Normal Retirement:

1. Eligibility:

Earlier of:

- (a) Attainment of age 55 with completion of 10 years of credited service.
- (b) Completion of 20 years of credited service.

2. Benefit:

3% times AFC times credited service.

J. Early Retirement:

1. Eligibility:

Attainment of age 50 with completion of 10 years of credited service.

2. Benefit:

Benefit accrued to date of retirement, reduced by 3% for each year early retirement date precedes normal retirement date, payable immediately.

K. Deferred Retirement:

Computed the same as set forth under Normal Retirement, based upon AFC and credited service as of deferred retirement date.

L. Disability Retirement:

1. Service Incurred:

Accrued benefit, but not less than 42% of AFC.

2. Non-Service Incurred:

- a. Eligibility: 10 or more years of credited service; totally and permanently disabled.
- b. Benefit: Accrued benefit, but not less than 25% of AFC.

Outline of Principal Provisions of the Retirement System

M. Pre-Retirement Death Benefit:

1. Service Incurred:

Police Officers with a spouse as the sole beneficiary receive a life benefit equal to the greater of:

- a. forty-two percent (42%) of the average monthly salary of the Member over the previous twelve (12) month period, or
- b. the Member's unreduced accrued benefit

Police Officers, who are not yet eligible for normal or early retirement, with a non-spouse beneficiary receive an immediate benefit payable for ten (10) years. The benefit shall be the greater of:

- a. forty-two percent (42%) of the average monthly salary of the Member over the previous twelve (12) month period, or
- b. the Member's unreduced accrued benefit at the time of death

Police Officers, who are eligible for normal or early retirement, with a non-spouse beneficiary receive an immediate benefit payable for life. The benefit shall be the benefit determined as if the Member had retired the day before his death and elected the one hundred percent (100%) Joint and Survivor benefit. The minimum amount payable to such Member shall be forty-two percent (42%) of the AFC at the time of their death.

2. Non-Service Incurred:

- | | |
|---------------------------------|--|
| a. Eligible for Retirement: | Determined as though had retired on the date of death and elected a 100% joint and survivor benefit. |
| b. Not Eligible for Retirement: | Less than 10 years of credited service - return of employee contributions. |
| | 10 or more years - accrued benefit payable for 10 years. |

N. Termination Benefits:

1. Eligibility:

100% vesting upon the completion of 10 years of credited service. Employees who have not completed 10 years of credited service at date of termination of employment shall only be entitled to the return of their employee contributions.

Outline of Principal Provisions of the Retirement System

N. Termination Benefits (cont'd):

2. Benefit:

Accrued benefit based upon credited service and AFC as of date of termination, payable at normal retirement date or early retirement date with reduction.

O. Normal Form of Retirement Income:

Monthly benefit payable for ten (10) years certain and life thereafter.

P. Deferred Retirement Option Program (DROP)

1. Eligibility:

Participant must be eligible for Normal Retirement.

2. Benefit:

Retirement benefits are transferred to a hypothetical DROP account within the pension fund. Interest is credited or debited quarterly based upon either the rate of return earned by the Fund or a 6.5% fixed rate of return, as elected by the Member. A deduction is made each quarter for administrative expenses. The period of participation in the DROP is limited to at least 12 months but no more than 60 months. The benefit is paid as a lump sum upon actual termination of employment.

Q. Cost of Living Adjustment (COLA)

Participants who terminate employment on or after October 1, 2002 are entitled to a 3% annual COLA on benefit payments beginning at age 60.

Effective March 1, 2013, only participants who retire on or after Early or Normal Retirement Date (including DROPs) are entitled to a 3% annual COLA on benefit payments beginning at age 60.

R. Changes Since Most Recent Actuarial Valuation

Pre-Retirement Death Benefit:

1. Service Incurred:

The greater of (a) the accrued benefit at the time of death or (b) 30% of monthly salary at time of death payable to the spouse until death.



Actuarial Assumptions and Actuarial Cost Methods Used in the Valuation

A. Mortality

For healthy participants during employment, PUB-2010 Headcount Weighted Safety Employee Female Mortality Table and Safety Below Median Employee Male Mortality Table, both set forward 1 year, with fully generational mortality improvements projected to each future decrement date with Scale MP-2018.

For healthy participants post employment, PUB-2010 Headcount Weighted Safety Healthy Retiree Female Mortality Table and Safety Below Median Healthy Retiree Male Mortality Table, both set forward 1 year, with fully generational mortality improvements projected to each future decrement date with Scale MP-2018.

For disabled participants, 80% PUB-2010 Headcount Weighted General Disabled Retiree Mortality Table / 20% PUB-2010 Headcount Weighted Safety Disabled Retiree Mortality Table, separate rates for males and females, without projected mortality improvements.

Sample Ages (2020)	Pre-retirement Future Life Expectancy (Years)		Post-retirement Future Life Expectancy (Years)	
	Men	Women	Men	Women
55	30.45	34.32	27.59	31.17
60	25.51	29.26	23.01	26.39
62	23.58	27.25	21.28	24.55

Sample Ages (2040)	Pre-retirement Future Life Expectancy (Years)		Post-retirement Future Life Expectancy (Years)	
	Men	Women	Men	Women
55	32.09	35.81	29.48	33.00
60	27.08	30.70	24.79	28.13
62	25.11	28.67	23.00	26.25

B. Interest to be Earned by Fund

7.50% (net of investment expenses), compounded annually - includes inflation at 2.75%.

C. Allowances for Expenses or Contingencies

Actual administrative expenses incurred during the prior System year.

Actuarial Assumptions and Actuarial Cost Methods Used in the Valuation

D. Employee Withdrawal Rates

Withdrawal rates for males and for females were used in accordance with the following illustrative example.

<u>Service</u>	<u>Withdrawal Rate</u>
< 5	10.0%
5 - 9	4.0%
10 - 14	3.5%
15 - 19	3.0%
20 & Over	0.0%

E. Disability Rates

Disability rates for males and for females were used in accordance with the following illustrative example.

<u>Age</u>	<u>Disability Rates Per 100 Employees</u>
20	0.14
25	0.15
30	0.18
35	0.23
40	0.30
45	0.51

75% of disabilities are assumed to be service incurred - 25% non-service incurred.

F. Salary Increase Factors

Current salary is assumed to increase at a rate based on the table below - includes wage inflation of 3.25%.

<u>Age</u>	<u>Salary Increase</u>
< 30	5.25%
30 - 39	5.00%
40 - 49	4.25%
50 +	3.50%

**Actuarial Assumptions and Actuarial Cost Methods
Used in the Valuation**

G. Assumed Retirement Age

<u>Age</u>	<u>Annual Rate of Retirement</u>
At First Normal Retirement Eligibility	
All ages	35.0%
Retirement Other Than At First Normal Retirement Eligibility	
< 55	13.5%
55 - 57	40.0%
58 - 59	27.5%
60 - 64	25.0%
65 & Over	100.0%

30% of employees are assumed to enter the DROP when first eligible.

All active members on the valuation date are assumed to have a minimum of one year of future service.

H. Loading

Active liabilities and normal costs are increased by 1.61% to account for unused annual leave pay at time of retirement for Police Officers hired prior to October 1, 2011.

I. Payroll Growth Assumption

3.5% per annum - not greater than historical 10-year average but not less than 0% (0.0%).

J. Asset Valuation Method

The method used for determining the smoothed actuarial value of assets phases in the deviation between the expected and actual return on assets at the rate of 25% per year. The smoothed actuarial value of assets will be further adjusted to the extent necessary to fall within the corridor whose lower limit is 80% of the fair market value of System assets and whose upper limit is 120% of the fair market value of System assets.

Actuarial Assumptions and Actuarial Cost Methods Used in the Valuation

K. Cost Method

Normal Retirement, Termination, Disability, and Death Benefits: Entry-Age-Normal Cost Method

Under this method the normal cost for each active employee is the amount which is calculated to be a level percentage of pay that would be required annually from his entry age to his assumed retirement age to fund his estimated benefits, assuming the System had always been in effect. The normal cost for the System is the sum of such amounts for all employees. The actuarial accrued liability as of any valuation date for each active employee or inactive employee who is eligible to receive benefits under the System is the excess of the actuarial present value of estimated future benefits over the actuarial present value of current and future normal costs. The unfunded actuarial accrued liability as of any valuation date is the excess of the actuarial accrued liability over the assets of the System.

Vested Normal Retirement, Termination, Disability, and Death Benefits: Unit Credit Cost Method

Under this method, the actuarial present value of vested accrued benefits is an amount calculated to be the sum of the present values of each individual's vested accrued or earned benefit under the Plan as of the valuation date. Each individual's calculation is based on pay and service as of the valuation date.

L. Death Benefits

1. The assumed incidence of deaths is 75% service incurred and 25% non-service incurred.
2. 100% of active members are assumed to be married.
3. Females are assumed to be three (3) years younger than their male spouses.

M. Changes Since Most Recent Actuarial Valuation

None.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF WINTER PARK, FLORIDA, AMENDING CHAPTER 74, PERSONNEL, ARTICLE V, RETIREMENT AND PENSION PLANS, DIVISION 4, POLICE OFFICERS, OF THE CODE OF ORDINANCES OF THE CITY OF WINTER PARK; AMENDING SECTION 74-206, BENEFIT AMOUNTS AND ELIGIBILITY; AMENDING SECTION 74-207, PRE-RETIREMENT DEATH; AMENDING SECTION 74-210, OPTIONAL FORMS OF BENEFIT; AMENDING SECTION 74-215, MINIMUM DISTRIBUTION OF BENEFITS; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY OF PROVISIONS; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE.

BE IT ENACTED BY THE CITY OF WINTER PARK, FLORIDA, AS FOLLOWS;

SECTION 1: That Chapter 74, Personnel, Article V, Retirement and Pension Plans, Division 4, Police Officers, of the Code of Ordinances of the City of Winter Park, is hereby amended by amending Section 74-206, Benefit amounts and eligibility, subsection 6., *Required Distribution Date*, subsection 3., to read as follows:

Sec. 74-206. - Benefit amounts and eligibility.

* * *

6. Required Distribution Date. The Member's benefit under this Section for Members who attain age seventy and one-half (70 ½) on or before December 31, 2019, must begin to be distributed to the Member no later than April 1 of the calendar year following the later of the calendar year in which the Member attains age seventy and one-half (70½) or the calendar year in which the Member terminates employment with the City. The Member's benefit under this Section for Members who attain age seventy and one-half (70 ½) after December 31, 2019, must begin to be distributed to the Member no later than April 1 of the calendar year following the later of the calendar year in which the Member attains age seventy two (72) or the calendar year in which the Member terminates employment with the City.

SECTION 2: That Chapter 74, Personnel, Article V, Retirement and Pension Plans, Division 4, Police Officers, of the Code of Ordinances of the City of Winter Park, is hereby amended by amending Section 74-207, Pre-retirement death, subsection 1., *Prior to Vesting or Eligibility for Retirement Death* and subsection 2., *Deceased Members Vested or Eligible for Retirement or Death In-Line of Duty* to read as follows:

Sec. 74-207. - Pre-retirement death.

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1. ~~Death~~ Prior to Vesting or Eligibility for Retirement ~~Death~~. The Beneficiary of a deceased Member who was not receiving monthly benefits or who was not yet vested or eligible for early or normal retirement and who did not die as a direct result of the performance of his duties as a police officer, shall receive a refund of one hundred percent (100%) of the Member's Accumulated Contributions.
2. Deceased Members Vested or Eligible for Retirement ~~or Death In Line of Duty~~. The Beneficiary of any Member who dies and who, at the date of his death was vested or eligible for early or normal retirement, ~~or who dies as a direct result of his duties as a police officer~~, shall be entitled to a benefit as follows:
 - A. With Non-Spouse Beneficiary. This subsection 2.A. applies only when the Member's Spouse is not the Beneficiary or is not the sole designated Beneficiary, but there is a surviving Beneficiary.
 - (1) This subsection 2.A. applies only when the Member's Spouse is not the Beneficiary or is not the sole designated Beneficiary, but there is a surviving Beneficiary. If the Member was vested, but not eligible for normal or early retirement, the Beneficiary shall receive a benefit payable for ten (10) years. The benefit shall be calculated as for normal retirement based on the deceased Member's Credited Service and Average Final Compensation as of the date of his death. The Beneficiary shall receive an immediate benefit, payable for ten (10) years, which is actuarially reduced to reflect the commencement of benefits prior to the early retirement date.
 - (2) If the deceased Member was eligible for normal or early retirement, the Beneficiary shall receive a benefit payable for life determined as if the Member had retired the day before his death and elected the one hundred percent (100%) Joint and Survivor benefit.
 - (3) A Beneficiary may elect to receive an actuarial equivalent life benefit and the Board may elect to make a lump sum payment pursuant to Section 74-210, subsection 7.
 - (4) A Beneficiary may, in lieu of any benefit provided for in (1) or (2) above, elect to receive a refund of the deceased Member's Accumulated Contributions.
 - (5) If a surviving Beneficiary commences receiving a benefit under subsection (1) or (2) above, but dies before all payments are made, the actuarial value of the remaining benefit will be paid to the surviving Beneficiary's estate by December 31 of the calendar year of the Beneficiary's death in a lump sum.
 - (6) If there is no surviving Beneficiary as of the Member's death, and the estate is to receive the benefits, the actuarial equivalent of the Member's entire interest must be distributed by December 31 of the calendar year containing the fifth anniversary of the Member's death.
 - (7) The Uniform Lifetime Table in Treasury Regulations § 1.401(a)(9)-9 shall determine the payment period for the calendar year benefits commence, if necessary to satisfy the regulations.
 - B. This subsection 2.B. applies only when the Member's Spouse is the sole designated Beneficiary.

- (1) If the Member was vested, but not eligible for normal or early retirement, the Spouse Beneficiary shall receive a benefit payable for ten (10) years, beginning on the date that the deceased Member would have been eligible for early or normal retirement, at the option of the Spouse Beneficiary. The benefit shall be calculated as for normal retirement based on the deceased Member's Credited Service and Average Final Compensation as of the date of his death and reduced as for early retirement, if applicable. The Spouse Beneficiary may also elect to receive an immediate benefit, payable for ten (10) years, which is actuarially reduced to reflect the commencement of benefits prior to the early retirement date.
 - (2) If the deceased Member was eligible for normal or early retirement, the Spouse Beneficiary shall receive a benefit payable for life determined as if the Member had retired the day before his death and elected the one hundred percent (100%) Joint and Survivor benefit.
 - (3) ~~In the event the Member dies as a direct result of the performance of his duties as a Police Officer, (1) and (2) above shall not apply and the Spouse Beneficiary shall receive a life benefit equal to the greater of i) thirty percent (30%) of the average monthly Salary of the Member over the previous twelve (12) month period, or ii) the Member's unreduced accrued benefit.~~
 - (4) A Spouse Beneficiary may not elect an optional form of benefit, however the Board may elect to make a lump sum payment pursuant to Section 74-210, subsection 7.
 - ~~(4)(5)~~ A Spouse Beneficiary may, in lieu of any benefit provided for in (1) above, elect to receive a refund of the deceased Member's Accumulated Contributions.
3. Death In-Line of Duty. In the event a Member dies as a natural and proximate result of a personal injury, illness, or disease arising out of and in the course of his employment with the City, and the Board of Trustees finds that his death, injury, illness or disease resulting in death is the result of his actual performance of his duties as a police officer, subsections 1 and 2 in this section shall not apply.
- A. This subsection shall apply only if the Member's Spouse is the sole designated Beneficiary.
- (1) The Spousal Beneficiary shall receive a benefit payable for their life equal to the greater of i) forty two percent (42%) of the average monthly Salary of the Member over the previous twelve (12) month period, or ii) the Member's unreduced accrued benefit at the time of death.
 - (2) A Spousal Beneficiary may not elect an optional form of benefit, however the Board may elect to pay a lump sum benefit payment pursuant to Section 74-210, subsection 7.
 - (3) A Spousal Beneficiary may, in lieu of any benefit provided for in (1) here, elect to receive a refund of the deceased Member's Accumulated Contributions.
- B. This subsection only applies when the Member's Spouse is not the Beneficiary or is not the sole designated Beneficiary, but there is a surviving Beneficiary.

- (1) If the member was not vested, or if the Member was vested but not yet eligible for normal or early retirement, the Member's Beneficiary shall receive a benefit payable for ten (10) years, that is equal to the greater of i) forty two percent (42%) of the average monthly Salary of the Member over the previous twelve (12) month period, or ii) the Member's unreduced accrued benefit at the time of death.
- (2) If the member was vested and had attained eligibility for normal or early retirement, the Beneficiary shall receive a benefit payable for life determined as if the Member had retired the day before his death and elected the one hundred percent (100%) Joint and Survivor benefit. The minimum amount payable to such Member shall be forty-two percent (42%) of the Average Final Compensation of the Member at the time of their death.
- (3) If there are multiple named Beneficiaries, each shall receive an equal portion of the total benefit, unless the Member has specified a different allocation percentage each such named beneficiaries.
- (4) A Beneficiary may, in lieu of any benefit provided for in subsection (1) here, elect to receive a refund of the deceased Member's Accumulated Contributions.

C. The board shall determine whether death occurred as a direct result of the performance of duties as a police officer and the In-Line of Duty Presumptions in Section 74-208, subsection 2, shall apply.

SECTION 3: That Chapter 74, Personnel, Article V, Retirement and Pension Plans, Division 4, Police Officers, of the Code of Ordinances of the City of Winter Park, is hereby amended by amending Section 74-210, Optional forms of benefits, subsection 5., to read as follows:

Sec. 74-210. - Optional forms of benefits.

* * *

- 5. Retirement income payments shall be made under the option elected in accordance with the provisions of this Section and shall be subject to the following limitations:
 - A. If a Member dies prior to his normal retirement date or early retirement date, whichever first occurs, no retirement benefit will be payable under the option to any person, but the benefits, if any, will be determined under Section 74-207.
 - B. If the designated Beneficiary (or Beneficiaries) or joint pensioner dies before the Member's Retirement under the System, the option elected will be canceled automatically and a retirement income of the normal form and amount will be payable to the Member upon his Retirement as if the election had not been made, unless a new election is made in accordance with the provisions of this Section or a new Beneficiary is designated by the Member prior to his Retirement.
 - C. If both the Retiree and the Beneficiary (or Beneficiaries) designated by Member or Retiree die before the full payment has been effected under any option providing for payments for

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a period certain and life thereafter, made pursuant to the provisions of subsection 1, the Board may, in its discretion, direct that the commuted value of the remaining payments be paid in a lump sum and in accordance with Section 74-211.

- D. If a Member continues beyond his normal retirement date pursuant to the provisions of Section 74-206, subsection 1, and dies prior to his actual Retirement and while an option made pursuant to the provisions of this Section is in effect, monthly retirement income payments will be made, or a retirement benefit will be paid, under the option to a Beneficiary (or Beneficiaries) designated by the Member in the amount or amounts computed as if the Member had retired under the option on the date on which his death occurred.
- E. The Member's benefit under this Section, for Members who attain age seventy and one-half (70 ½) on or before December 31, 2019, must begin to be distributed to the Member no later than April 1 of the calendar year following the later of the calendar year in which the Member attains age seventy and one-half (70½) or the calendar year in which the Member terminates employment with the City. The Member's benefit under this Section, for Members who reached age seventy and one-half (70 ½) after December 31, 2019, must begin to be distributed to the Member no later than April 1 of the calendar year following the later of the calendar year in which the Member attains age seventy two (72) or the calendar year in which the Member terminates employment with the City.

SECTION 4: That Chapter 74, Personnel, Article V, Retirement and Pension Plans, Division 4, Police Officers, of the Code of Ordinances of the City of Winter Park, is hereby amended by amending Section 74-216, Minimum distribution of benefits, subsection 2., *Time and Manner of Distribution*, to read as follows:

Sec. 74-216. - Minimum distribution of benefits.

* * *

2. Time and Manner of Distribution.

- A. Required Beginning Date. ~~The Member's entire~~ The entire interest of a Member who attain age seventy and one-half (70 ½) on or before December 31, 2019, will be distributed, or begin to be distributed, to the Member no later than the Member's required beginning date which shall not be later than April 1 of the calendar year following the later of the calendar year in which the Member attains age seventy and one-half (70½) or the calendar year in which the Member terminates employment with the City. The entire interest of a Member who reached age seventy and one-half (70 ½) after December 31, 2019, will be distributed, or begin to be distributed, to the Member no later than the Member's required beginning date which shall not be later than April 1 of the calendar year following the later of the calendar year in which the Member attains age seventy two (72) or the calendar year in which the Member terminates employment with the City.
- B. Death of Member Before Distributions Begin. If the Member dies before distributions begin, the Member's entire interest will be distributed, or begin to be distributed no later than as follows:

- (1) If the Member's surviving spouse of a Member who would have attained age seventy and one-half (70 ½) on or before December 31, 2019, is the Member's sole designated beneficiary, then distributions to the surviving spouse will begin by December 31 of the calendar year immediately following the calendar year in which the Member died, or by a date on or before December 31 of the calendar year in which the Member would have attained age seventy and one-half (70½), if later, as the surviving spouse elects. If the surviving spouse of a Member who reached age seventy and one-half (70 ½) after December 31, 2019, is the Member's sole designated beneficiary, then distributions to the surviving spouse will begin by December 31 of the calendar year immediately following the calendar year in which the Member died, or by a date on or before December 31 of the calendar year in which the Member would have attained age seventy two (72), if later, as the surviving spouse elects.
- (2) If the Member's surviving spouse is not the Member's sole designated beneficiary, then, distributions to the designated beneficiary will begin by December 31 of the calendar year immediately following the calendar year in which the Member died.
- (3) If there is no designated beneficiary as of September 30 of the year following the year of the Member's death, the Member's entire interest will be distributed by December 31 of the calendar year containing the fifth anniversary of the Member's death.
- (4) If the Member's surviving spouse is the Member's sole designated beneficiary and the surviving spouse dies after the Member but before distributions to the surviving spouse begin, this subsection 2.B., other than subsection 2.B.(1), will apply as if the surviving spouse were the Member.

For purposes of this subsection 2.B., distributions are considered to begin on the Member's required beginning date or, if subsection 2.B.(4) applies, the date of distributions are required to begin to the surviving spouse under subsection 2.B.(1). If annuity payments irrevocably commence to the Member before the Member's required beginning date (or to the Member's surviving spouse before the date distributions are required to begin to the surviving spouse under subsection 2.B.(1)), the date distributions are considered to begin is the date distributions actually commence.

SECTION 5: Specific authority is hereby granted to codify and incorporate this Ordinance in the existing Code of Ordinances of the City of Winter Park.

SECTION 6: All Ordinances or parts of Ordinances in conflict herewith be and the same are hereby repealed.

SECTION 7: If any section, subsection, sentence, clause, phrase of this ordinance, or the particular application thereof shall be held invalid by any court, administrative agency, or other body with appropriate jurisdiction, the remaining section, subsection, sentences, clauses, or phrases under application shall not be affected thereby.

SECTION 8: That this Ordinance shall become effective upon adoption.

ADOPTED at a regular meeting of the City Commission of the City of Winter Park, Florida, held at City Hall, Winter Park, Florida, on the _____ day of _____, 2022.

By: _____
Mayor

Attest: _____
City Clerk