



City Commission Regular Meeting

Agenda

April 13, 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. Rabbi Tzviky Dubov, Chabad of Greater Orlando 1 minute

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

- a. Presentation of Proclamation in celebration of Earth Month 5 Minutes

5. City Manager Report

- a. Meet Your Department: Electric Utility 10 minutes
b. Confirmation of Jeff Briggs as Director of Planning and Transportation 5 minutes
c. City Manager's Report 5 minutes

6. City Attorney Report**7. Non-Action Items**

- a. Annual Comprehensive Financial Report 15 minutes
b. Report of board appointments: 1 minute
Commissioner Sullivan - Transportation Advisory Board
Commissioner Cruzada - Winter Pines Golf Course Advisory Board
Commissioner Weaver - Winter Pines Golf Course Advisory Board
(change of appointment)

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, March 23, 2022 1 minute
b. Approve the minutes of the Special Meeting, March 30, 2022 1 minute
c. Approve the minutes of the Work Session, March 30, 2022 1 minute

- d. Approve six month extension of pay differential for Edison Camacho currently deployed on active military duty. 1 minute
- e. Approve modification to City Banner Program 1 minute
- f. Approve ARPA Funding Allocations - Central Park Stage 1 minute
- g. Approve the following formal solicitations: 1 minute
 - 1. Votum Construction - RFP3-22 - Central Park Stage Enhancement Project; Amount: \$695,119
 - 2. Winter Park Distilling Company, LLC dba The Bear and Peacock Brewery - RFP11-22 - Concession Management Services for Winter Pines Golf Course; Amount: Contractor to pay 2% of gross sales triggering 3% at \$600,000 in revenue in addition to the \$5,000 per month base rent.
 - 3. Kimley-Horn and Associates, Inc. - RFQ7-22 - Transportation Planning and Engineering Services
 - 4. Kisinger Campo and Associates - RFQ7-22 - Transportation Planning and Engineering Services
 - 5. Patel, Greene and Associates, Inc. - RFQ7-22 - Transportation Planning and Engineering Services
- h. Approve the following contracts: 1 minute
 - 1. AGH Management LLC - IFB12-17 - Athletic Field Maintenance for MLK Fields; For services rendered for the remainder of the current term of the contract through 9/1/2022; Amount: \$28,000
 - 2. Tri-State Utility Products, Inc. - IFB28-21 - Purchase of 15kV Pad Mounted Switches and 3-Phase Padmount Transformers; Amount: \$300,000
 - 3. Wesco-Anixter - IFB28-21 - Purchase of 15kV Pad Mounted Switches and 3-Phase Padmount Transformers; Amount: \$600,000
- i. Approve the following piggyback contracts: 1 minute
 - 1. Pace Concrete, Inc. - City of Eustis Contract #007-15 - Concrete Sidewalk, Curb & Gutter; For services on an as-needed basis during the term of the Agreement, contract term through December 3, 2022; Amount: \$300,000
 - 2. Flowers Chemical Laboratories - City of Naples Contract #RFP 18-026 - Lab Testing Services; For services on an as-needed basis during the term of the Agreement, contract term through April 1, 2023; Amount: \$120,000

10. Action Items Requiring Discussion

- | | | |
|----|--|------------|
| a. | 2023 State of the City Address | 10 minutes |
| b. | Old Library Building RFP Review | 30 minutes |
| c. | Discussion Citizen Advisory Boards | 30 minutes |
| d. | Hybrid Board Meetings | 30 minutes |

11. Public Hearings

- | | | |
|----|--|------------|
| a. | Requests of Winter Park Town Center Ltd. (Winter Park Village). <ul style="list-style-type: none"> • Conditional Use approval to construct a central architectural tower at a height of 63 feet, which requires a variance of 8 feet above the 55 feet (Regal Cinemas at Winter Park Village). • Conditional Use approval for the installation of three electronic signs on the front façade of Regal Cinemas which require variances for oversized wall signs and for sign type not permitted. | 30 minutes |
| b. | Requests of Creative Neighbors LLC. <ul style="list-style-type: none"> ◦ Ordinance amending the Comprehensive Plan Future Land Use Map; from Institutional to Single Family Residential on the rear 5.38 acres. (2nd Reading) ◦ Ordinance amending the Zoning Map to change from Single-Family (R-1A) zoning to Planned Unit Residential District (PURD) zoning. (2nd Reading) ◦ Approval of Preliminary Concept Plan for the Planned Unit Residential District zoning and to provide subdivision plat approval to divide the east/rear 5.38 acres of 740/760 N. Lakemont Avenue to provide for 13 single-family home lots and 12 townhouses lots, common area park and retention tracts. | 15 minutes |
| c. | Request of Vilasa Townhouses: Amendment to the Conditional Use Approval to add exterior rear porches onto the ten Swoope Avenue townhomes, zoned R-3. | 15 minutes |

12. City Commission Reports

13. Summary of Meeting Actions

14. Adjournment



City Commission **agenda item**

item type Invocation	meeting date April 13, 2022
prepared by Kim Breland	approved by
board approval	
strategic objective	

subject

Rabbi Tzviky Dubov, Chabad of Greater Orlando

motion / recommendation

background

alternatives / other considerations

fiscal impact



City Commission

agenda item

item type	Mayor Report	meeting date	April 13, 2022
prepared by	Victoria Tabor	approved by	
board approval			
strategic objective			

subject

Presentation of Proclamation in celebration of Earth Month

motion / recommendation

background

alternatives / other considerations

fiscal impact



City Commission

agenda item

item type City Manager Report	meeting date April 13, 2022
prepared by Rene Cranis	approved by
board approval	
strategic objective	

subject

Meet Your Department: Electric Utility

motion / recommendation

background

alternatives / other considerations

fiscal impact



City Commission **agenda item**

item type City Manager Report	meeting date April 13, 2022
prepared by Michelle del Valle	approved by Michelle del Valle, Randy Knight
board approval Completed	
strategic objective	

subject

Confirmation of Jeff Briggs as Director of Planning and Transportation

motion / recommendation

Confirm Jeff Briggs as Director of Planning and Transportation.

background

The City Charter calls for the City Manager to seek the confirmation of the City Commission to appoint department Heads.

4.05 Powers and duties.

The city manager shall:

(b) Appoint department heads and the city clerk subject to the confirmation by the city commission.

A conditional offer has been made to Jeff Briggs to serve at the City's Planning, Zoning and Transportation Director from April 14, 2022 through September 30, 2023. Following his tenure as Director, the City plans to retain Mr. Briggs on a contractual basis for an additional year to assist with special projects, including the development of a historical record of many of the neighborhoods in Winter Park.

Mr. Briggs is currently the Principal Planner for the City of Winter Park and has served in various roles throughout his 45 year career. Jeff has a particular passion for historic preservation and affordable housing. Mr. Briggs holds a Master's Degree in City Planning from Georgia Tech and a Bachelor's Degree in Political Science from the University of New Hampshire. Jeff serves as a Director and Treasurer of Habitat for Humanity of Winter Park & Maitland.

Attached please find Jeff Briggs's resume, an employment agreement and an

independent contractor agreement.

[alternatives / other considerations](#)

[fiscal impact](#)

ATTACHMENTS:

[Jeff Briggs Resume.doc](#)

ATTACHMENTS:

[EMPLOYMENT AGREEMENT BRIGGS.docx](#)

ATTACHMENTS:

[INDEPENDENT CONTRACTOR AGREEMENT Briggs.docx](#)

JEFFREY BRIGGS RESUME

Education:

University of New Hampshire 1973 – Bachelor's Degree in Political Science.

Georgia Tech 1977 – Master's Degree in City Planning.

Work Experience:

1977 – Present: City Planner, Planning Manager, Planning Director.

Accomplishments:

Has undertaken all aspects of development reviews for 42 years that have been conducted by the Planning staff, Planning and Zoning Board and City Commission. Staff liaison to the Planning and Zoning Board.

Lead author of the 1979, 2000, 2008 and 2017 Comprehensive Plan. Lead author of the Land Development Code and Zoning Code amendments to implement those Comprehensive Plans.

Started the Winter Park Farmers Market in 1979 and managed the operations for 15 years.

Created and administered the City's Affordable and Workforce Housing program in 1990 that has implemented and incentivized the creation of 112 affordable housing units in the City. Staff liaison to the Winter Park Housing Authority.

Created the vertical zoning regulations to preserve the character of Park Avenue and Hannibal Square as a predominately retail and restaurant district. Created the floor area ratio regulations applicable to all properties in the City to control mass and scale. Created the Maximum Height Map.

Created the Historic Preservation Program in 2000 and has administered such since 2020.

Non-Profit Service:

Board of Directors and Treasurer of Habitat for Humanity of Winter Park/Maitland, Inc. since 1992.

EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT (hereafter, the “Agreement”) is made and entered into by and between the City of Winter Park (hereafter, the “CITY”) and Jeffrey Briggs (hereafter, “BRIGGS”).

WHEREAS, the CITY desires to employ BRIGGS as the CITY’s Director of Planning, Zoning and Transportation;

WHEREAS, the CITY and BRIGGS mutually wish to set forth herein the terms and conditions of such employment;

NOW, THEREFORE, in consideration for the mutual covenants contained herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. BRIGGS’ employment as the CITY’s Director of Planning, Zoning and Transportation shall commence on April 14, 2022. BRIGGS’ employment with the CITY shall be at-will, and he may be terminated from employment by the CITY at any time with or without cause. BRIGGS hereby waives any other process or appeal rights that may exist under the CITY’s charter, ordinances, civil service rules, personnel rules, regulations or any other law. BRIGGS retains the right to resign from employment with the CITY upon providing thirty (30) day written notice.

2. BRIGGS shall work under the direction of the CITY’s City Manager. BRIGGS shall perform all duties specified by the CITY’s charter, law, ordinance or policies for the position of Director of Planning, Zoning and Transportation and shall perform such other duties as may be assigned from time to time by the CITY’s City Manager.

3. During BRIGGS’ tenure of employment as Director of Planning, Zoning and Transportation, the CITY agrees to make payment to BRIGGS in the annual amount of \$145,000.00. These payments, minus normal withholdings and deductions, shall be made in accordance with the CITY’s normal payroll policies. BRIGGS shall be exempt from overtime. During the term of this agreement BRIGGS shall be eligible for pay raises in accordance with the policies and procedures applied to other non-contract CITY employees.

4. BRIGGS shall be eligible for other standard CITY benefits (i.e., insurance, leave accruals, retirement) available on the same terms and conditions as to other non-contract CITY employees, subject to the terms of the benefit plans which may be amended from time-to-time.

5. This agreement shall become effective upon approval by the city commission and shall run through September 30, 2023 at which time, BRIGGS employment with the CITY shall end. At the end of employment, BRIGGS shall be entitled to benefits due to all CITY employees at termination, including the payment of accrued but unused personal leave in accordance with CITY policies.

6. Should the CITY terminate this Agreement without cause in advance of September 30, 2023 contract end date, BRIGGS shall be entitled to a severance payment equal to twenty weeks of his base salary under this agreement. BRIGGS shall not be entitled to further compensation pursuant to this Agreement or to any severance payment should he be terminated from employment with the CITY for cause.

7. This Agreement is the product of negotiation and preparation by and among the parties. The parties, therefore, expressly acknowledge and agree that this Agreement shall not be deemed prepared or drafted by one party or another, or a party's attorneys, and will be construed accordingly. Rather, in interpreting the language of this Agreement, the parties to the Agreement shall be treated as each having drafted this Agreement after meaningful negotiations.

8. The parties agree that this Agreement was entered into in the State of Florida and shall be construed and enforced in accordance with the laws of the State of Florida. If any party is forced to institute legal proceedings for breach of the terms of this Agreement, it is specifically understood and agreed that any such legal proceeding must be brought exclusively in the federal or state courts servicing Orange County, Florida. Additionally, the parties agree that any trial in such legal proceeding shall be non-jury. The parties further agree that the prevailing party shall be entitled to recover from the non-prevailing party the prevailing party's costs and attorney's fees incurred in connection with enforcing the terms of this Agreement.

9. This Agreement constitutes the entire agreement between the CITY and BRIGGS covering the time period of April 14, 2022 through September 30, 2023 concerning employment arrangements between the CITY and BRIGGS. Any agreement to amend or modify the terms and conditions of this Agreement must be in writing and executed by all parties. The parties acknowledge and agree that neither of them has made any representation with respect to the subject matter of this Agreement or any representations inducing the execution and delivery of this Agreement except such representations as are specified in this Agreement.

10. In the event any term, paragraph, or provision of this Agreement or its application to any circumstance shall to any extent be deemed by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

11. BRIGGS acknowledges he has carefully read and fully understands the provisions of this document, that he has had a reasonable period of time in which to consider this Agreement, that he has had the opportunity to consult with counsel regarding this Agreement, and that he is knowingly, voluntarily, and expressly entering into this Agreement.

[THE REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK.]

IN WITNESS WHEREOF, the parties hereto execute this Agreement.

JEFFREY BRIGGS

Date: _____

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 2022, by _____, who is personally known by me [or who has produced _____ as identification] and who took an oath.

Notary Public:
State of Florida at Large
My commission expires:

Randy B. Knight, City Manager
CITY OF WINTER PARK

Date: _____

INDEPENDENT CONTRACTOR AGREEMENT

This Independent Contractor Agreement (hereafter referred to as the “Agreement”) is made and entered into by and between the City of Winter Park (hereafter, the “CITY”) and Jeffrey Briggs (hereafter, “BRIGGS”).

1. As a condition precedent to this Agreement, the prior “Employment Agreement” between the parties’ expired naturally at the end of the day on September 30, 2023. If either party terminates said “Employment Agreement” before the end of the day on September 30, 2023, this Agreement shall not take effect.

2. Commencing October 1, 2023, BRIGGS agrees to perform the Services specifically set forth in Exhibit “A”, attached hereto and incorporated herein (the “Services”). BRIGGS agrees to render all such Services to the best of his ability, in a professional manner, and pursuant to the reasonable instructions and good faith approval of the CITY, in all respects. The Services may be modified at the discretion of the CITY.

3. The parties acknowledge and agree that BRIGGS has ultimate control of the time, manner and methods necessary to perform the Services. The CITY does not have supervisory authority over the time, manner, or methods of performance of the Services provided by BRIGGS. BRIGGS has only outlined the nature and desired results of his Services. BRIGGS agrees to devote the time necessary to satisfactorily perform the Services. The CITY retains the right to confirm that the expected standards of BRIGGS’ performance are met, and results achieved, as well as to call to BRIGGS’ attention and to direct correction of any deviation from the expected standards or results. At its sole discretion, the CITY may approve or disapprove of the quality of Services provided by BRIGGS. Any provisions in this Agreement which may appear to give the CITY the right to direct BRIGGS as to the details of doing work herein covered or to exercise a measure of control over the work shall be deemed to mean that BRIGGS shall follow the desires of the CITY in the expected standards of BRIGGS’ performance and results of the work only.

4. Nothing contained in this Agreement shall be deemed or construed to place the parties in the relationship of partners, joint venturers, principal-agents, employer-employee, or any agency whatsoever, it being understood that the parties hereto are and will remain independent contractors in all respects and neither party shall have any right to obligate or bind the other in any manner whatsoever. BRIGGS will not be eligible to participate in any vacation, group medical or life insurance, disability, profit sharing or retirement benefits, or any other fringe benefits or benefit plans that may be offered by the CITY to its employees. The CITY will not be responsible for withholding or paying any income, payroll, Social Security, or other federal, state, or local taxes, making any insurance contributions, including for unemployment or disability, or obtaining workers’ compensation on BRIGGS’ behalf. BRIGGS shall be responsible for, and shall indemnify the CITY against, all such taxes or contributions, including penalties and interest. Any persons employed or engaged by BRIGGS in connection with the performance of the Agreement shall be BRIGGS’ employees or contractors and BRIGGS shall be fully responsible for them and indemnify the CITY against any claims made by or on behalf of any such employee or contractor.

5. On the first of each month, BRIGGS shall submit an invoice to the CITY detailing the hours worked and tasks performed during the previous month. BRIGGS shall be compensated at a rate of \$75.00 per hour worked. Within ten (10) business days thereafter, the CITY shall either: (a) provide written challenge any specific entry of the invoice that it deems to be in question or (b) pay the invoice in full. Once the CITY submits payment to BRIGGS, the CITY waives all appeals or challenges to the paid aspect the invoice and such payment shall constitute full and complete payment for any unchallenged Services performed by BRIGGS.

6. This Agreement shall expire no later than the end of the day on September 30, 2024. Either party, however, shall have the right to terminate this Agreement by providing thirty (30) day written notice to the other party. Upon either party terminating this Agreement, BRIGGS shall submit a final invoice to the CITY for Services performed and the CITY shall challenge and/or pay said invoice in accordance with the provisions of paragraph 5.

7. This Agreement is the product of negotiation and preparation by and among the parties. The parties, therefore, expressly acknowledge and agree that this Agreement shall not be deemed prepared or drafted by one party or another, or a party's attorneys, and will be construed accordingly. Rather, in interpreting the language of this Agreement, the parties to the Agreement shall be treated as each having drafted this Agreement after meaningful negotiations.

8. The parties agree that this Agreement was entered into in the State of Florida and shall be construed and enforced in accordance with the laws of the State of Florida. If any party is forced to institute legal proceedings for breach of the terms of this Agreement, it is specifically understood and agreed that any such legal proceeding must be brought exclusively in the federal or state courts servicing Orange County, Florida. Additionally, the parties agree that any trial in such legal proceeding shall be non-jury. The parties further agree that the prevailing party shall be entitled to recover from the non-prevailing party the prevailing party's costs and attorney's fees incurred in connection with enforcing the terms of this Agreement.

9. This Agreement constitutes the entire agreement between the CITY and BRIGGS covering the time period of October 1, 2023 through September 30, 2024. Any agreement to amend or modify the terms and conditions of this Agreement must be in writing and executed by all parties. The parties acknowledge and agree that neither of them has made any representation with respect to the subject matter of this Agreement or any representations inducing the execution and delivery of this Agreement except such representations as are specified in this Agreement.

10. In the event any term, paragraph, or provision of this Agreement or its application to any circumstance shall to any extent be deemed by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

11. BRIGGS acknowledges he has carefully read and fully understands the provisions of this document, that he has had a reasonable period of time in which to consider this Agreement, that he has had the opportunity to consult with counsel regarding this Agreement, and that he is knowingly, voluntarily, and expressly entering into this Agreement.

IN WITNESS WHEREOF, the parties hereto execute this Agreement.

JEFFREY BRIGGS

Date: _____

STATE OF FLORIDA

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 2022, by _____, who is personally known by me [or who has produced _____ as identification] and who took an oath.

Notary Public:
State of Florida at Large
My commission expires:

Randy B. Knight, City Manager
CITY OF WINTER PARK

Date: _____

Exhibit “A” - 1099 Planning Contract Tasks – October 1, 2023-September 30, 2024

#	Title	Description
1	General Assignments	Consultant will assist in general planning matters as requested by the Department Director
2	Coordination of major development applications	As requested by the Department Director, will consult on major development applications requiring city-wide notice, ordinances to amend the Comprehensive Plan, Zoning Code or Land Development Code.
3	Training and Mentorship of Planning Staff	As requested by the Department Director, will advise and educate, mentor and teach the planning staff newer to the City of the history, procedures, interpretations and previous related work, so as to allow the staff to be able to undertake the responsibilities of the planning department without the oversight of the consultant.
4	Historic Preservation Program	Will lead the implementation of the City’s Historic Preservation program to include: • Management of all inquiries from property owners, tenants, real estate agents and the general public about the City’s historic preservation program will be the responsibility of the consultant. Consultant will provide for the implementation of the historic preservation rehab grant program and coordinate public relations and outreach efforts. Consultant will provide for the implementation of the historic plaque and landmark sign program. • Oversee Certified Local Government Program Implementation
5	Certified Local Government Program implementation	Will direct effort to provide monthly all necessary documents, minutes, staff reports, etc. and annual summary to the Florida Division of Historic resources as required for participation in the CLG program.
6	Affordable Housing Program	Will advise for the implementation of the City’s affordable housing program. Will advise on building permits applications to assess affordable housing fees as appropriate under the City’s ordinance.
7	Assist as Special Project Coordinator & Implementation	At the direction of the Department Director, the consultant will assist to produce studies, documentation and agenda materials as needed for City Commission. Additionally, the consultant may be asked to assist with implementation.

8	Annexation Study liaison	In conjunction with the Office of Management and Budget, the consultant will assist in the preparation of studies as necessary to document the expenses and revenues from each of the annexation initiatives. The consultant will help develop the process and achieve City Commission approval on the direction of annexation initiatives to absorb the islands/enclaves into the City bolstering the city's tax base. Lawndale/Stonehurst/Kentucky & Ogelsby.
9	Advise on Sign Code implementation	Consultant will advise on the sign permits city-wide, as may be requested and train staff to assume the responsibility for the review of all sign permits city-wide.
10	Advise on Design Guidelines	Consultant will advise on design guidelines that are adopted by cities/counties in Florida and nation-wide in order to provide a base of knowledge for the development of such for Winter Park.
11	Advise on draft Design Guideline documents	Consultant will prepare and provide to the City for review and adoption a draft guidelines document that will be applicable to the commercial sectors of the City including the Lee Road, Orlando Avenue, Fairbanks Avenue and Aloma Avenue corridors.



City Commission **agenda item**

item type City Manager Report	meeting date April 13, 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:

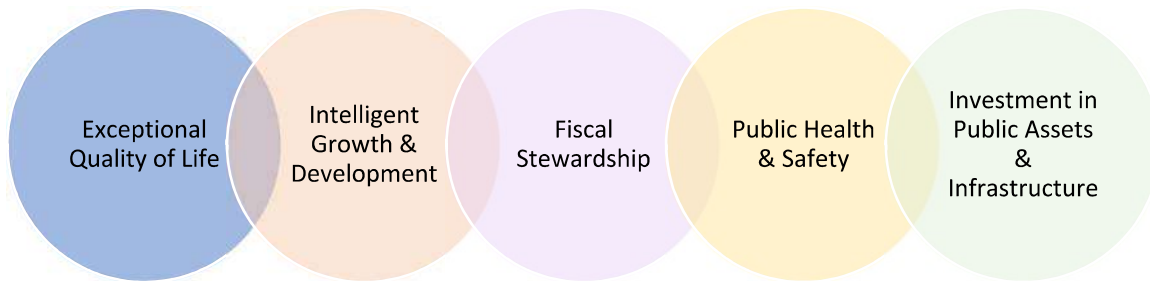
[City Managers Report 4.13.22.pdf](#)



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
Winter Park Village – Regal Cinemas improvements	Winter Park Village: Conditional Use request related to façade improvements, including variances related to the central tower feature and digital signage.	Planning & Transportation	Apr
Meet your Department Presentation	The Public Works Department will present to increase awareness of the various city services their department provides.	Public Works	May
Meet your Department Presentation	The Communications Department will present to increase awareness of the various city services their department provides.	Communications	June

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. This is not anticipated to return as an action item until May.	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

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 99% complete Project R: 4.31 miles (24% complete) Commission approved advancement TOTAL so far for FY 2022: 4.2 miles	Electric

Item	Description	Item Department
The Pines Golf Course	Bonds have already closed, anticipated closing on the course is April 29th. After a short closure to the facility, we anticipate a 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/>

April Board Meetings

Advisory Board	Meeting Date	Meeting Time
Civil Service Board	4/5/22	4 p.m.
Planning & Zoning Board	4/5/22	6 p.m.
Lake Killarney Advisory Board	4/6/22	10 a.m.
Lakes & Waterways Advisory Board	4/12/22	Noon
Historic Preservation Board	4/13/22	9 a.m.
Public Art Advisory Board	4/18/22	Noon
Transportation Advisory Board	4/18/22	4 p.m.
KWPB & Sustainable Advisory Board	4/19/22	11:45 a.m.
Board of Adjustments	4/19/22	5 p.m.
Parks & Recreation Advisory Board	4/20/22	5:30 p.m.
Utilities Advisory Board	4/26/22	Noon
Community Redevelopment Advisory Board	4/28/22	5:30 p.m.

Upcoming Work Sessions

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

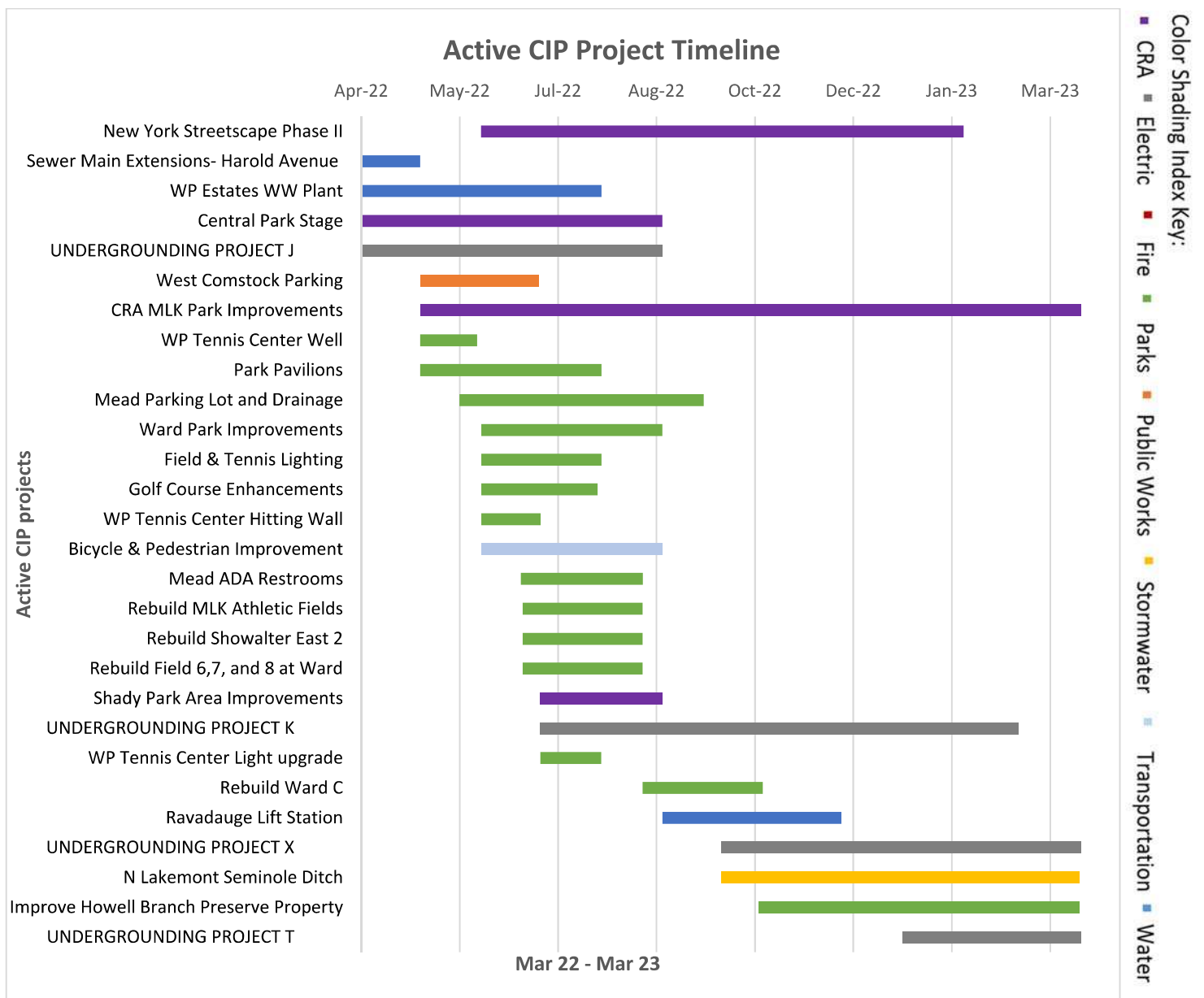
Work Sessions	Meeting Date	Meeting Time
City Commission work session	4/14/22	9 a.m.
Economic Development Advisory Board subcommittee work session	4/19/22	2:30 p.m.
Planning & Zoning Board work session	4/26/22	Noon
City Commission work session	4/28/22	9 a.m.



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 56	27	13	16



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 commence March to June with construction temporarily scheduled in June to finish in September.	Exceptional Quality of Life	Transportation
Central Park Stage	Construction documents complete. RFP solicitation process complete. Contract pending approval by City Commission on April 13. Construction to begin late April or early 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. Once updated, staff will need to issue a call for artists for the art component of the project.	Exceptional Quality of Life	CRA
Denning/ Fairbanks Traffic & SW	Purchase of both 901 and 919 W. Fairbanks has been completed. Demolition is slated for 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. Assessing further needs for downtown enhancements as necessary.	Exceptional Quality of Life	CRA
EL Substation upgrades	An agreement has been reached with OUC to maintain City substations. Inspections and equipment evaluation began in January. There is a 6 month trial period to determine effectiveness. No major upgrades planned at this time.	Investment in Public Assets & Infrastructure	Electric
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
Field & Tennis Lighting	Light upgrades at Ward park baseball field 1 and WP Tennis Center soft courts are	Exceptional Quality of Life	Parks

Project	Project Update	Strategic Objective	Division
	being scheduled with MUSCO lighting. Baseball is scheduled for June 2022 and tennis center July 2022.		
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 the new alerting system. Estimated update from the CAD vendor is June 30.	Public Health & Safety	Fire
Golf Course Enhancements	New patio furniture, tv's, and other such items are in the process of being purchased. Due to timing and supply chain issues major hardscape work and tee work will hold until Spring at recommendation of KCR.	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 is set for the first week in May with notices being mailed next week. The Planning firm is developing the public information gathering presentation and agenda. 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	Parks

Project	Project Update	Strategic Objective	Division
		& Infrastructure	
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, 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.	Investment in Public Assets & Infrastructure	Parks
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
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. Anticipated field construction work to begin in April 2022.	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. Staff is currently completing a request for artists for the public art component of the project. Solicitation process is expected to occur 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

Project	Project Update	Strategic Objective	Division
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
WP Pines Golf Course	Bonds have already closed, anticipated closing on the course is April 29th. After a short closure to the facility, we anticipate a reopening May 12 -13th.	Investment in Public Assets & Infrastructure	Parks

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 landscape/greenscreen install is underway.	Investment in Public Assets & Infrastructure	Parks
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 99% complete Project R: 4.31 miles (24% complete) Commission approved advancement TOTAL so far for FY 2022: 4.2 miles	Investment in Public Assets & Infrastructure	Electric
ERP Software Project	Utility Billing and Code Enforcement Go Live is now scheduled for May 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

Project	Project Update	Strategic Objective	Division
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
Post Office Acquisition	Awaiting response from Post Office regarding their opinion of the two Commission approved potential sites.	Investment in Public Assets & Infrastructure	CRA
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 2022. One of the wireless infrastructure has been installed. The wireless infrastructure at one of the intersection 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 will begin 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 April.. 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. Additional projects being evaluated and assessed are Canton at Knowles intersection and Palmer at Old England outfall repair.	Investment in Public Assets & Infrastructure	Stormwater
Upgrade Water Mains	Upgrading water mains in Eastbrook subdivision.	Investment in Public Assets & Infrastructure	Water & Sewer

Project	Project Update	Strategic Objective	Division
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
Winter Park Rd SW Pond	The pond excavation is complete. Construction is underway and will be completed by 3rd week in April 2022.	Investment in Public Assets & Infrastructure	Stormwater

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 \$400k, but requires further review. Staff anticipates bringing forward for discussion in this fiscal year.	Investment in Public Assets & Infrastructure	CRA
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 May of this year.	Investment in Public Assets & Infrastructure	Electric
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	Investment in Public Assets	Water & Sewer

Project	Project Update	Strategic Objective	Division
	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.	& Infrastructure	
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) streetscape and ADA enhancements. Paving to begin June 2022.	Intelligent Growth & Development	CRA
Park Surface and Feature Restorations	Phelps Park Playground additional structure has been ordered with estimated installation of Spring 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 April 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 April. This project is being coordinated with LEC construction estimated May 2022.	Investment in Public Assets & Infrastructure	Public Works

Recently Completed Projects

Water & Sewer Department

The Water & Sewer Department completed the upgrade of water mains in the Dubsdread heights subdivision as part of the Investment in Public Assets and Infrastructure strategic objective.



City Commission **agenda item**

item type Non-Action Items	meeting date April 13, 2022
prepared by Wes Hamil	approved by Wes Hamil, Michelle del Valle, Randy Knight
board approval Completed	
strategic objective Fiscal stewardship and accountability	

subject

Annual Comprehensive Financial Report

motion / recommendation

No action is required

background

The Annual Comprehensive Financial Report was prepared by City staff and audited by MSL CPAs & Advisors. Some of the highlights of the report include:

1. Unassigned General Fund balance at 09/30/2021 was \$18,006,829 which is 31.23% of expenditures and transfers out for recurring operational costs reported in other funds. Key factors include very strong building permit and half cent sales tax revenues as well as savings from vacant positions.
2. The COVID-19 special revenue fund met the criteria to be a major fund in fiscal 2021 with the receipt of \$7,719,407 in American Rescue Plan Act funds in August 2021. The City should receive another distribution in the same amount later in the current fiscal year.
3. The unrestricted cash position of the Electric Services Fund improved from a deficit of \$1,751,415 in 2020 to a positive \$2,769,955 at the end of fiscal 2021. Key factors in this improvement were \$2,092,675 in reimbursements from Florida Department of Transportation for electric and lighting improvements along Fairbanks Avenue that were completed in prior years as well as the OUC and FMPA bulk power contracts. Stat Table 24 on page 152 illustrates clearly how beneficial the non-fuel rates in these agreements have been for the City and its customers. The non-fuel cost of power in fiscal 2021 was \$12.80/MWh which is the lowest of any of the past ten years displayed on this table. This has enabled the Electric Fund to improve its cash position while increasing funding for undergrounding and other

improvements.

4. MSL had no management letter comments for the City

[alternatives / other considerations](#)

[fiscal impact](#)

None

ATTACHMENTS:

[2021 ACFR.pdf](#)

ANNUAL COMPREHENSIVE FINANCIAL REPORT



**The City of Winter Park, Florida
For The Year Ended September 30, 2021**

Prepared by the Finance Department

INTRODUCTORY SECTION

PRINCIPAL CITY OFFICIALS

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ORGANIZATIONAL CHART

City of Winter Park, Florida

Principal City Officials

September 30, 2021

City Commission

MAYOR

VICE MAYOR

COMMISSIONERS

Phillip M. Anderson

Carolyn A. Cooper

Sheila G. DeCiccio

Marty Sullivan

Todd C. Weaver

Administrative

City Manager

Assistant City Manager

City Attorney

Randy B. Knight

Michelle M. del Valle

Kurt Ardaman

Administrative Staff

Building & Permitting Services Director

City Clerk

Communications Director

Electric Utility Director

Finance Director

Fire Chief

Information Technology Director

Parks and Recreation Director

Planning & Community Development Director

Police Chief

Public Works Director

Water & Sewer Utilities Director

George J. Wiggins

Rene S. Cranis

Clarissa C. Howard

Daniel J. D'Alessandro

Charles W. Hamil, III

Daniel L. Hagedorn

Parsram Rajaram

Jason B. Seeley

Bronce L. Stephenson

J. Michael Deal

Troy R. Attaway

David L. Zusi

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The City of Winter Park, Florida

Annual Comprehensive Financial Report For the Fiscal Year Ended September 30, 2021

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March 31, 2022



CITY OF WINTER PARK

401 Park Avenue South

Winter Park, Florida

32789-4386

To the Honorable Members of the City
Commission and the Citizens of the
City of Winter Park, Florida:

The Annual Comprehensive Financial Report (the "Annual Report") of the City of Winter Park, Florida (City) for the fiscal year ended September 30, 2021, is hereby submitted. This report consists of management's representations concerning the finances of the City. Consequently, management assumes full responsibility for the completeness and reliability of all of the information presented in this report. To provide a reasonable basis for making these representations, management of the City has established a comprehensive internal control framework that is designed both to protect the City's assets from loss, theft or misuse and to compile sufficient reliable information for the preparation of the City's financial statements in conformity with generally accepted accounting principles (GAAP). Because the cost of internal controls should not outweigh their benefits, the City's comprehensive framework of internal controls has been designed to provide reasonable rather than absolute assurance that the financial statements will be free of material misstatement. As management, we assert that, to the best of our knowledge and belief, this financial report is complete and reliable in all material respects.

MSL CPAs & Advisors, a firm of licensed certified public accountants, has audited the City's financial statements. The goal of the independent audit was to provide reasonable assurance that the financial statements of the City for the fiscal year ended September 30, 2021, are free of material misstatement. The independent audit involved examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; assessing the accounting principles used and significant estimates made by management; and evaluating the overall financial statement presentation. The independent auditors concluded, based upon the audit, that there was a reasonable basis for rendering an unmodified opinion that the City's financial statements for the fiscal year ended September 30, 2021, are fairly presented in conformity with GAAP. The independent auditor's report is presented as the first component of the financial section of this report.

GAAP requires that management provide a narrative introduction, overview, and analysis to accompany the basic financial statements in the form of Management's Discussion and Analysis (MD&A). This letter of transmittal is designed to complement MD&A and should be read in conjunction with it. The City's MD&A can be found immediately following the report of the independent auditors.

Profile of the City

The City, incorporated in 1887, is located in Central Florida in north Orange County and is considered part of the Orlando Metropolitan Area. Although the Orlando Metropolitan Area has been one of the top growth areas in the country, generally, Winter Park has seen only modest population growth since 1970. The City currently occupies a land area of approximately ten square miles and serves a population of 30,019. The City is empowered to levy a property tax on both real and personal properties located within its boundaries. It is also empowered by state statute to extend its corporate limits by annexation, which occurs periodically when deemed appropriate by the City Commission.

The City operates under the commission-manager form of government. Policy-making and legislative authority are vested in the City Commission (Commission) consisting of the Mayor and four commissioners. The Commission is responsible, among other things, for passing ordinances, adopting the budget, appointing committees, and hiring both the City Manager and Attorney. The City Manager is responsible for carrying out the policies and ordinances of the Commission, for overseeing the day-to-day operations of the City, and for appointing the heads of various departments. The Commission is elected on a non-partisan basis. Commission members serve three-year staggered terms, with two commission seats or the mayor's seat up for election each year. The mayor and commissioners are elected at large.

The City provides a full range of services, including police and fire protection; the construction and maintenance of streets, sidewalks and infrastructure; engineering; planning and community development; code compliance; general administration and support services; and recreational activities and cultural events. In addition, the City operates two enterprises: water and sewer service and electric service. The City has also contracted with a private firm to provide solid waste collection services.

The annual budget serves as the foundation of the City's financial planning and control. Departments are required to submit requests for appropriations including any new employee positions and capital projects to the Budget and Management Division, which uses those requests as the starting point for developing a proposed budget. With the oversight of City Management and involvement of the Finance Department, a proposed budget and five year capital improvement plan is prepared and presented to the City Commission by the City Manager in July.

The Mayor and City Commissioners submit their thoughts on adjustments they would like to see made to the proposed budget in August. City Management and staff summarize these suggestions and add analysis of the operational impact, if any, of each suggestion. At a City Commission meeting, the Commission discusses each suggestion and reaches consensus on each item. Staff incorporates all approved suggestions in the budget the Commission will vote on in September.

The Commission is required to hold two public hearings on the budget and millage rate in September and adopt a final budget and millage rate by no later than September 30, the close of the City's fiscal year.

The appropriated budget is prepared by fund. Transfers between accounts within the same fund may be made with City Manager approval. Transfers between funds and adjustments that increase the overall budget of a fund require approval of the City Commission. Budget-to-actual comparisons are provided in this report for each individual governmental fund for which an appropriated budget has been adopted. For the General Fund and other budgeted major special revenue fund (Community Redevelopment Agency), this comparison is presented as required supplemental information. For nonmajor governmental funds, this comparison is presented in the combining financial statements.

Budgetary and Internal Accounting Controls

The budget is an integral part of the financial accounting system. The City proposes an annual budget for all departments, which must be approved by the City Commission. Encumbrances are recorded for all significant expenditures at the time a purchase commitment is made. Line item expenditure reports are accessible to all departments and include: budgeted amounts, actual expenditures, encumbered amounts, and budget balances remaining. These reports are reviewed by each department where primary responsibility is placed.

The Finance Department monitors all financial activity on an ongoing basis. Quarterly reports summarizing the City's financial activities are prepared for the City Commission. On an annual basis, the City produces a report card updating its performance in key metrics as a communication outreach to the City Commission and public. The report is organized to assess progress in achieving the following objectives:

1. Exceptional quality of life
2. Intelligent growth & development
3. Fiscal stewardship
4. Public health & safety
5. Investment in public assets & infrastructure

Factors Affecting Financial Condition

The information presented in the financial statements is perhaps best understood when it is considered from the broader perspective of the specific environment within which the City operates.

Local economy.

Winter Park is well positioned in the middle of a well-connected and diverse economy just northeast of the City of Orlando and 25 miles from Disney World. The largest employers within Winter Park are Winter Park Memorial Hospital, Orange County Public Schools, City of Winter Park, Gecos Inc., Publix and Rollins College. Yet, Winter Park's economy is not overly dependent on any one employer as the total employed by the six largest employers represents less than thirty percent of the total workforce in Winter Park.

The following table includes trend information on some key data:

	2017	2018	2019	2020	2021
Taxable value of property (in thousands)	\$ 4,898,491	\$ 5,258,804	\$ 5,676,651	\$ 6,156,327	\$ 6,619,273
Population	29,317	30,212	30,239	30,630	30,019
Unemployment rate for Orange County	3.5%	2.6%	2.7%	7.2%	4.0%
Half-cent sales tax revenues	\$ 4,597,403	\$ 4,956,977	\$ 5,023,794	\$ 3,937,816	\$ 4,425,214
Building permit revenues	\$ 3,884,944	\$ 3,267,879	\$ 3,240,362	\$ 2,563,522	\$ 3,136,325

The taxable value of property increased again in fiscal year 2020. Property tax valuations are generally a lagging indicator of the health of the economy as January 1 valuations are the basis for tax revenues for the fiscal year beginning the following October 1. The City has held its operating millage rate at 4.0923 since fiscal year 2009.

The Orange County unemployment rate, half cent sales tax revenue and building permit revenues all improved significantly after COVID-19 lockdowns curtailed economic activity in the prior year.

Major Initiatives

Winter Park Public Library and Events Center – set within the 23-acre block that includes Martin Luther King, Jr. Park, the City’s new library and events center will offer spectacular views of the water’s edge and beautiful natural surroundings. Grand opening for the new facility was held in December 2021.

Progress Point Park - Work began in 2022 on this new park at Orange Avenue and Denning Drive. Funding for this new park will come from the City's allocation of American Rescue Plan Act dollars.

Howell Branch Park Improvements - Improvements to this 44 acre natural wetland will include bridges, trails, removal of invasive plant growth and reforestation with native wetland trees.

Winter Pines Golf Course - On January 26, 2022, the City Commission agreed to move forward with a contract to purchase the Winter Pines Golf Course. When this transaction is complete, this will result in buying a successful business that will also grow city-owned green space by 93 acres.

Undergrounding Power Lines City-Wide - Placing overhead power lines underground continues to be a major priority of the City with a goal of completing five miles of undergrounding each year. 8.1 miles of overhead lines were underground in FY 2021. This effort is being funded by current operating revenues of the electric utility. In FY 2022, the City is also undergrounding all residential service lines to the house while projects are underway. This will result in a more complete undergrounding of the power lines.

Solar Power - The City has entered into agreements that will provide 20 MW of solar power beginning in late 2023.

Improvements to Ward Park and Mead Botanical Gardens - The City has funded \$2.8 million in improvements which will include parking and accessibility improvements at Mead Botanical Gardens, along with upgrades to fields, accessibility, and infrastructure at Ward Park.

Long-term financial planning

The City has prepared a ten year pro-forma forecast for the General Fund, Community Redevelopment Agency, Water and Sewer, and Electric Services Funds as well as a five year Capital Improvements Plan. These schedules provide information to assess the City’s long-term financial condition in comparison to the short-term focus of the Annual Report and budget. This data is included in the City’s annual budget document which is available at www.cityofwinterpark.org. This document projects the City’s major capital expenditures and related operating expenditures in addition to projecting regular operating expenditures, recurring capital expenditures and revenue.

Awards and Acknowledgements

The Government Finance Officers Association (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the City for its annual comprehensive financial report for the fiscal year ended September 30, 2020. This was the forty-first consecutive year that the City has received this prestigious award. In order to be awarded a Certificate of Achievement, the City published an easily readable and efficiently organized Annual Report. This report satisfied both GAAP and applicable legal requirements.

A Certificate of Achievement is valid for a period of one year only. We believe that our current Annual Report continues to meet the Certificate of Achievement Program's requirements and we are submitting it to the GFOA to determine its eligibility for another certificate.

In addition, the City also received the GFOA's Distinguished Budget Presentation Award for its annual budget document for the fiscal year beginning October 1, 2020. In order to qualify for the Distinguished Budget Presentation Award, the City's budget document was judged to be proficient in several categories, including as a policy document, a financial plan, an operations guide and a communications device.

The in-house preparation of this report would not have been possible without the efficient and dedicated services of the entire staff of the Finance Department. The significant amount of year-end closing procedures and report preparation could not have been accomplished without much hard work and personal sacrifice. Special thanks must be given to Karen Cockerham, Sandro Porcella, and Vanna Lawitzke for their dedication in the creation and compilation of this document.

Other City departments, although not extensively involved in year-end audit activities, contributed significantly by ensuring the accuracy and integrity of accounting information compiled throughout the year. Without their diligence, the work of the Finance Department would have been considerably more difficult.

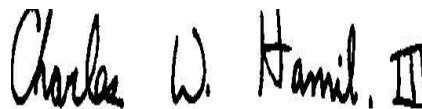
Appreciation must also be expressed to the City's auditors, MSL CPAs & Advisors, whose suggestions and attention to detail enhanced the quality of this report.

Last, but certainly not least, special appreciation must be expressed to the City's elected officials for their unyielding support and steadfast commitment to maintaining the financial integrity of the City. With their continued leadership, the City can look forward to a secure financial future.

Respectfully submitted,



Randy B. Knight, CPA
City Manager



Charles W. Hamil, III, CPA
Finance Director

CERTIFICATE OF ACHIEVEMENT

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the City of Winter Park for its Annual Comprehensive Financial Report for the fiscal year ended September 30, 2020. The Certificate of Achievement is a prestigious national award recognizing conformance with the highest standards for preparation of state and local government financial reporting.

In order to be awarded a Certificate of Achievement, a governmental unit must publish an easily readable and efficiently organized Comprehensive Annual Financial Report, whose contents conform to program standards. Such reports must satisfy both generally accepted accounting principles and applicable legal requirements.

A Certificate of Achievement is valid for a period of one year only. The City of Winter Park has received a Certificate of Achievement for the last forty-one consecutive years (fiscal years 1980 - 2020). We believe our current report continues to conform to the Certificate of Achievement Program requirements, and we are submitting it to GFOA.



Government Finance Officers Association

**Certificate of
Achievement
for Excellence
in Financial
Reporting**

Presented to

**City of Winter Park
Florida**

For its Annual Comprehensive
Financial Report
For the Fiscal Year Ended

September 30, 2020

Christopher P. Morrell

Executive Director/CEO

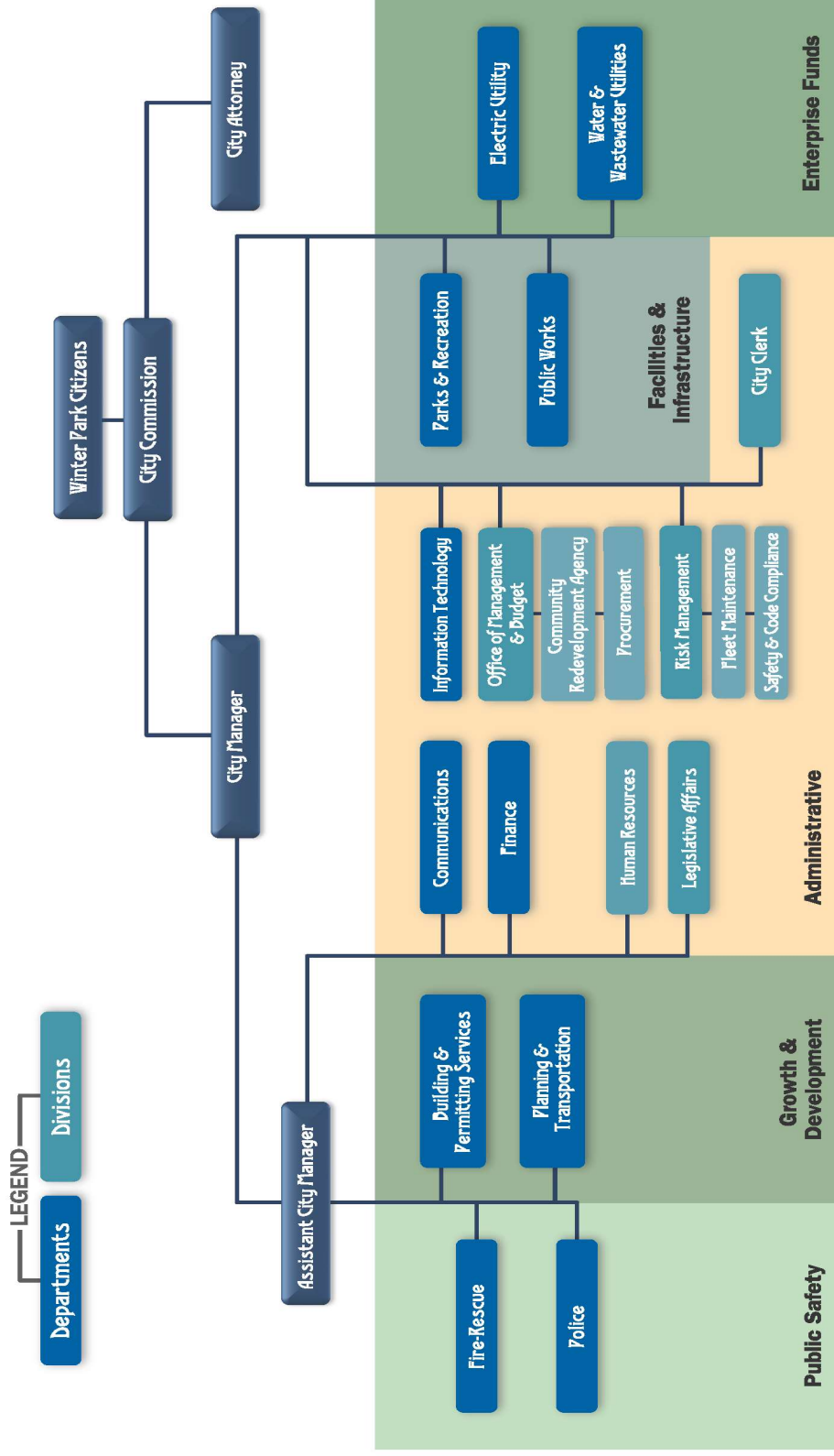


ORGANIZATIONAL

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adopted NOVEMBER 2011

updated April 2021



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FINANCIAL SECTION

INDEPENDENT AUDITOR'S REPORT

MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)

BASIC FINANCIAL STATEMENTS (GOVERNMENT-WIDE FINANCIAL STATEMENTS) (FUND FINANCIAL STATEMENTS)

NOTES TO FINANCIAL STATEMENTS

REQUIRED SUPPLEMENTAL INFORMATION (UNAUDITED)

COMBINING AND INDIVIDUAL FUND STATEMENTS AND SCHEDULES



INDEPENDENT AUDITOR'S REPORT

Mayor and City Commission
City of Winter Park, Florida

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Winter Park, Florida (the "City") as of and for the year ended September 30, 2021, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the City's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City as of September 30, 2021, and the respective changes in financial position, and, where applicable, cash flows thereof, and for the year then ended in conformity with accounting principles generally accepted in the United States of America.

INDEPENDENT AUDITOR'S REPORT
(Concluded)

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis and the required supplementary information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements as a whole. The introductory section, combining and individual fund financial statements and schedules, and statistical section, as listed in the table of contents, are presented for purposes of additional analysis and are not a required part of the financial statements.

The combining and individual major and non-major fund financial statements and schedules are the responsibility of management and were derived from, and relate directly to, the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual major and non-major fund financial statements and schedules are fairly stated, in all material respects, in relation to the financial statements as a whole.

The introductory section and statistical section have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated March 31, 2022, on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

MSL, P.A.

Certified Public Accountants

Orlando, Florida
March 31, 2022

Management's Discussion and Analysis (Unaudited)

As management of the City of Winter Park (the "City"), we offer readers of the City's financial statements this narrative overview and analysis of the financial activities of the City for the fiscal year ended September 30, 2021. We encourage readers to consider the information presented here in conjunction with additional information that we have furnished in our letter of transmittal.

Financial Highlights

- The assets and deferred outflows of the City exceeded its liabilities and deferred inflows at the close of the most recent fiscal year by \$273,131,233 (net position). Of this amount, \$44,540,854 (unrestricted net position) may be used to meet the City's ongoing obligations to its citizens and creditors.
- The City's total net position increased by \$31,027,118 (or 12.82%). The governmental net position increased by \$17,138,022 (or 16.54%) and the business-type net position increased by \$13,889,096 (or 10.03%).
- At the end of the current fiscal year, unassigned fund balance for the General Fund was \$18,006,829, or 31.23% of total expenditures and transfers out for recurring operational costs reported in other funds as compared to 29.52% in the prior year. Unassigned fund balance in the General Fund increased by \$1,206,612 in fiscal year 2021. The most significant reasons were half cent sales tax and other economy related revenues improving more than anticipated in the fiscal year following COVID-19 lockdowns.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the City's basic financial statements. The City's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-wide financial statements. The government-wide financial statements are designed to provide readers with a broad overview of the City's finances, in a manner similar to a private-sector business.

The Statement of Net Position presents information on all of the City's assets and deferred outflows and liabilities and deferred inflows, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.

The Statement of Activities presents information showing how the City's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions of the City that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the City include general government, information technology, financial services, communications, planning and community development, building and permitting services, community redevelopment agency, public works, police, fire rescue, parks and recreation, and cultural and community services. The business-type activities of the City include water and sewer and electric services.

Fund financial statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

Governmental funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the City's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The City maintains fifteen individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures and changes in fund balances for the General Fund, Community Redevelopment Fund, COVID-19 Fund, and Capital Projects Fund, which are considered to be major funds. Data from the other eleven governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these nonmajor governmental funds is provided in the form of combining statements elsewhere in this report.

The City adopts an annual appropriated budget for its General Fund and certain Special Revenue Funds. Budgetary comparison schedules have been provided for the General Fund and each major Special Revenue Fund that adopts a budget to demonstrate compliance with the budget and are presented as required supplemental information. Budgetary comparisons for nonmajor special revenue funds are presented in the combining statements.

Proprietary funds. The City maintains two different types of proprietary funds. Enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements. The City uses enterprise funds to account for its water and sewer and electric services. Internal service funds are an accounting device used to accumulate and allocate costs internally among the City's various functions. The City uses internal service funds to account for its fleet maintenance operations, vehicle replacement funding, and insurance. Because services accounted for in internal service funds predominately benefit governmental rather than business-type functions, they have been included within governmental activities in the government-wide financial statements.

Proprietary fund financial statements provide the same type of information as the government-wide financial statements, only in more detail. The proprietary fund financial statements provide separate information for the Water and Sewer Fund and Electric Services Fund. The Water and Sewer Fund and Electric Services Fund are considered to be major funds of the City. The internal service funds are combined into a single, aggregated presentation in the proprietary fund financial statements. Individual fund data for the internal service funds is provided in the form of combining statements elsewhere in this report.

Fiduciary funds. Fiduciary funds are used to account for resources held for the benefit of parties outside the City. Fiduciary funds are not reflected in the government-wide financial statements because the resources of these funds are not available to support the City's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds.

Notes to the financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Other information. In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning budgetary comparisons and the City's progress in funding its obligation to provide pension benefits to its employees and Other Postemployment Benefit (OPEB) obligations.

The combining statements referred to earlier in connection with nonmajor governmental and internal service funds are presented immediately following the required supplementary information.

Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the City, assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$273,131,233 at the close of the most recent fiscal year.

The largest portion of the City's net position (71.61%) reflects its investment in capital assets (e.g., land, buildings, improvements other than buildings, machinery and equipment) and other assets (goodwill, sewer capacity rights, etc.), less any related debt used to acquire those assets that is still outstanding. The City uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the City's investment in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

	Net Position					
	Governmental Activities		Business-type Activities		Total	
	2021	2020	2021	2020	2021	2020
Current assets	\$ 63,515,771	\$ 70,583,837	\$ 67,712,369	\$ 61,026,759	\$ 131,228,140	\$ 131,610,596
Other assets	500	202,583	274,000	274,000	274,500	476,583
Capital assets	129,553,685	103,110,050	193,934,465	190,575,409	323,488,150	293,685,459
Total assets	193,069,956	173,896,470	261,920,834	251,876,168	454,990,790	425,772,638
Deferred outflows of resources	13,007,969	12,154,659	8,080,930	8,271,796	21,088,899	20,426,455
Current and other liabilities	19,236,469	12,915,099	17,151,695	15,650,943	36,388,164	28,566,042
Long-term liabilities	60,603,651	67,771,604	99,975,508	105,814,308	160,579,159	173,585,912
Total liabilities	79,840,120	80,686,703	117,127,203	121,465,251	196,967,323	202,151,954
Deferred inflows of resources	5,469,955	1,734,598	511,178	208,426	5,981,133	1,943,024
Net position:						
Net Investment in Capital Assets	97,356,780	86,662,271	98,239,770	89,853,398	195,596,550	176,515,669
Restricted	11,045,094	9,335,243	21,948,735	21,123,667	32,993,829	30,458,910
Unrestricted	12,365,976	7,632,314	32,174,878	27,497,222	44,540,854	35,129,536
Total net position	\$ 120,767,850	\$ 103,629,828	\$ 152,363,383	\$ 138,474,287	\$ 273,131,233	\$ 242,104,115

An additional portion of the City's net position (12.08%) represents resources that are subject to external restrictions on how they may be used. The remaining 16.31% is unrestricted and may be used to meet the government's ongoing obligations to its citizens and creditors.

Governmental activities. Current assets of governmental activities decreased by \$7,068,066. The City still had \$19,519,117 in bond proceeds remaining at the end of the prior year for construction of the new Winter Park Library and Events Center. These funds were expended in the current year. This decrease was partially offset by the receipt of \$7,719,407 in American Rescue Plan Act (ARPA) funds in August 2021 and a \$6,000,000 receivable from Orange County for its commitment of tourist development tax dollars for construction of the events center portion of the Winter Park Library and Events Center.

Capital assets increased by \$26,443,635. The largest additions were for construction of the Winter Park Library and Events Center.

Current and other liabilities increased by \$6,321,370. The most significant increase was \$7,613,015 in unspent ARPA funds. Also, \$2,800,000 was advanced from the Water and Sewer Fund for improvements to Ward Park and Mead Gardens. This advance will be paid off over the next ten years.

Long-term liabilities were reduced through principal payments on debt.

Pension related deferred inflows of resources increased by \$2,602,447 based on pension actuary reports.

Business-type activities. Current assets of business-type activities increased by \$6,685,610. More favorable bulk power purchase agreements that began January 1, 2020 and \$2,092,675 in reimbursements from the Florida Department of Transportation for work completed in the prior year were the most significant contributing factors in improving the cash position in the Electric Services Fund from a \$1,751,415 debt to the Water and Sewer Fund to a positive \$2,769,955. Also, the amount of cash set aside in Renewal and Replacement Funds for Water and Sewer infrastructure increased by \$1,751,082. These funds will be spent in future years with the largest portion being for the relocation of utility lines in connection with State and County road projects.

Long-term liabilities were reduced through principal payments on debt.

The changes in net position displayed below shows the governmental and business-type activities during the fiscal year.

	Changes in Net Position					
	Governmental Activities		Business-type Activities		Total	
	2021	2020	2021	2020	2021	2020
Revenues:						
Program revenues:						
Charges for services	\$ 20,390,270	\$ 18,501,343	\$ 79,575,174	\$ 77,706,376	\$ 99,965,444	\$ 96,207,719
Operating grants and contributions	3,720,291	4,667,635	-	-	3,720,291	4,667,635
Capital grants and contributions	6,916,500	180,721	727,911	3,282,619	7,644,411	3,463,340
General revenues:						
Property taxes	28,892,513	26,916,702	-	-	28,892,513	26,916,702
Franchise fees	823,954	862,173	-	-	823,954	862,173
Utility taxes	6,791,257	6,665,189	-	-	6,791,257	6,665,189
Intergovernmental revenues	8,681,789	7,781,742	-	-	8,681,789	7,781,742
Investment earnings	51,133	1,822,726	(184,408)	680,622	(133,275)	2,503,348
Other	739,261	770,520	160,151	115,006	899,412	885,526
Total revenues	<u>77,006,968</u>	<u>68,168,751</u>	<u>80,278,828</u>	<u>81,784,623</u>	<u>157,285,796</u>	<u>149,953,374</u>
Expenses:						
General administration	1,864,630	1,859,548	-	-	1,864,630	1,859,548
Information technology	755,376	993,539	-	-	755,376	993,539
Financial services	540,724	446,902	-	-	540,724	446,902
Communications	263,563	274,919	-	-	263,563	274,919
Planning and community development	1,550,926	1,243,068	-	-	1,550,926	1,243,068
Building and permitting	2,045,014	2,440,807	-	-	2,045,014	2,440,807
Community redevelopment agency	1,184,545	1,321,016	-	-	1,184,545	1,321,016
Public works	13,539,616	13,661,968	-	-	13,539,616	13,661,968
Police	16,817,906	17,840,591	-	-	16,817,906	17,840,591
Fire rescue	13,283,876	14,915,926	-	-	13,283,876	14,915,926
Parks and recreation	10,567,358	9,744,235	-	-	10,567,358	9,744,235
Cultural & community services	2,015,354	2,067,339	-	-	2,015,354	2,067,339
Interest and other charges	1,038,149	1,142,490	-	-	1,038,149	1,142,490
Water and sewer	-	-	26,303,987	26,022,684	26,303,987	26,022,684
Electric services	-	-	34,487,654	35,517,210	34,487,654	35,517,210
Total expenses	<u>65,467,037</u>	<u>67,952,348</u>	<u>60,791,641</u>	<u>61,539,894</u>	<u>126,258,678</u>	<u>129,492,242</u>
Change in net position before transfers	11,539,931	216,403	19,487,187	20,244,729	31,027,118	20,461,132
Transfers	5,598,091	5,464,693	(5,598,091)	(5,464,693)	-	-
Change in net position	17,138,022	5,681,096	13,889,096	14,780,036	31,027,118	20,461,132
Net position – beginning, restated	103,629,828	97,948,732	138,474,287	123,694,251	242,104,115	221,642,983
Net position – ending	<u>\$ 120,767,850</u>	<u>\$ 103,629,828</u>	<u>\$ 152,363,383</u>	<u>\$ 138,474,287</u>	<u>\$ 273,131,233</u>	<u>\$ 242,104,115</u>

Governmental activities. Governmental activities increased the City's net position by \$17,138,022 as compared to an increase of \$5,681,096 in the prior year. Explanations for some of the significant variances from the prior year are as follows:

Charges for services increased by \$1,888,927 due to increased usage of parks facilities with the relaxation of COVID-19 restrictions and increased construction activity (most notably expansions of the Alford Inn Hotel and Mayflower Retirement Center).

Operating grants and contributions decreased by \$947,344 because prior year revenues included \$804,750 more in Hurricane Irma recovery costs reimbursements received from FEMA and the State of Florida.

Capital grants and contributions increased by \$6,000,000 for the Orange County commitment of tourist development tax dollars for construction of the events center portion of the new Winter Park Library and Events Center. The City also received \$900,000 in private contributions for the same purpose in the current year.

Property tax revenues increased by \$1,975,811 as a result of a 7.52% increase in taxable value.

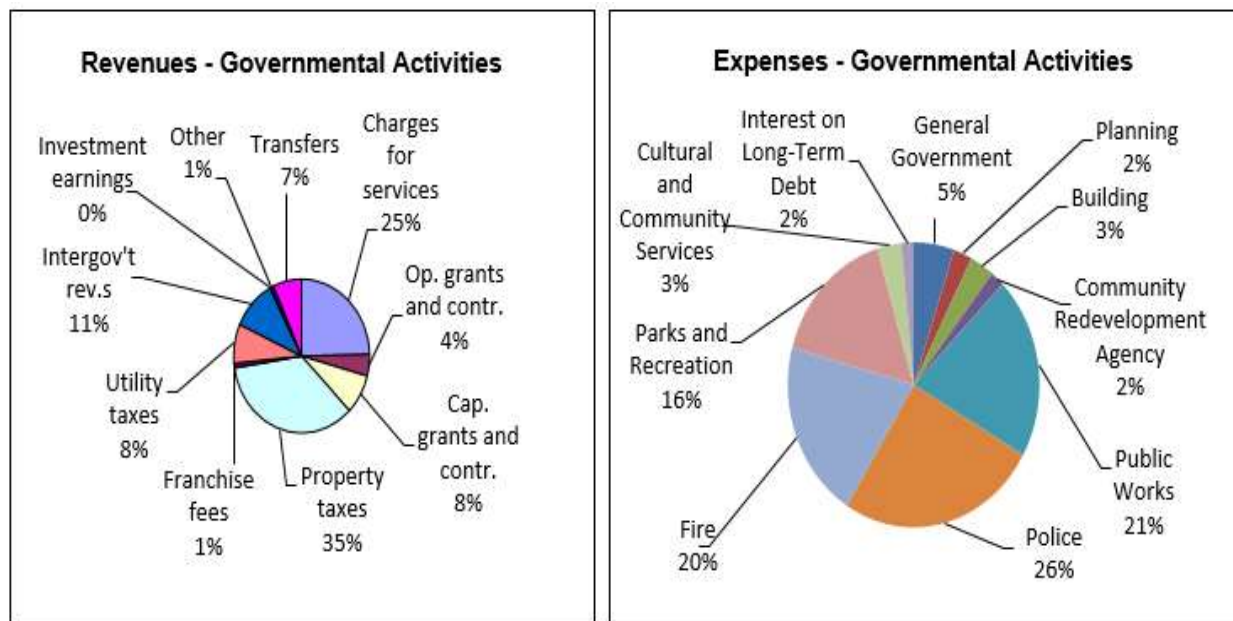
Intergovernmental revenues increased by \$900,047 as the economy improved from the impact of COVID-19 lockdowns in the previous year.

Investment earnings decreased by \$1,771,593 as rising interest rates reduced the market value of the fixed income securities held by the City. The City follows a buy and hold investment strategy, so changes in market value do not ultimately have a significant impact on investment earnings.

Police Department expenses decreased by \$1,022,685. The most significant decrease was \$996,474 in the pension obligation for the police officers' pension plan.

Fire Department expenses decreased by \$1,632,050. The most significant decrease was \$1,223,829 in the pension obligation liability for the firefighters' pension plan.

Parks expenses were lower in the prior year as many facilities and activities were closed for a few months due to restrictions during COVID-19 lockdowns.



Business-type activities. Business-type activities increased the City's net position by \$13,889,096 as compared to an increase of \$14,780,036 in the prior year. Explanations for some of the significant variances from the prior year are as follows:

Charges for services revenues increased by \$1,868,798. The reason for the increase is electric fuel cost recovery rates were increased in response to the rising cost of natural gas used to produce much of bulk power the City purchased to provide electric service to its customers.

Capital contributions were \$2,554,708 higher in the prior year as a result of water and sewer impact fees paid by developers. The largest were for three new apartment complexes.

Investment earnings decreased by \$865,030 as rising interest rates reduced the market value of the fixed income securities held by the City. The City follows a buy and hold investment strategy, so changes in market value do not ultimately have a significant impact on investment earnings.

Electric services expenses decreased by \$1,029,556. The most significant reasons for this were:

1. \$3,084,570 more was spent in the prior year on undergrounding power lines on Fairbanks Avenue. These lines are in Duke Energy's service territory which is why the costs were expensed vs. being capitalized. The City's net investment in this \$15,450,000 project was \$1,168,166 which came from the Electric Fund. This is the net cost that was not reimbursed by the Florida Department of Transportation.
2. Purchased power and transmission costs were \$1,750,402 higher in the current year due to higher fuel costs.

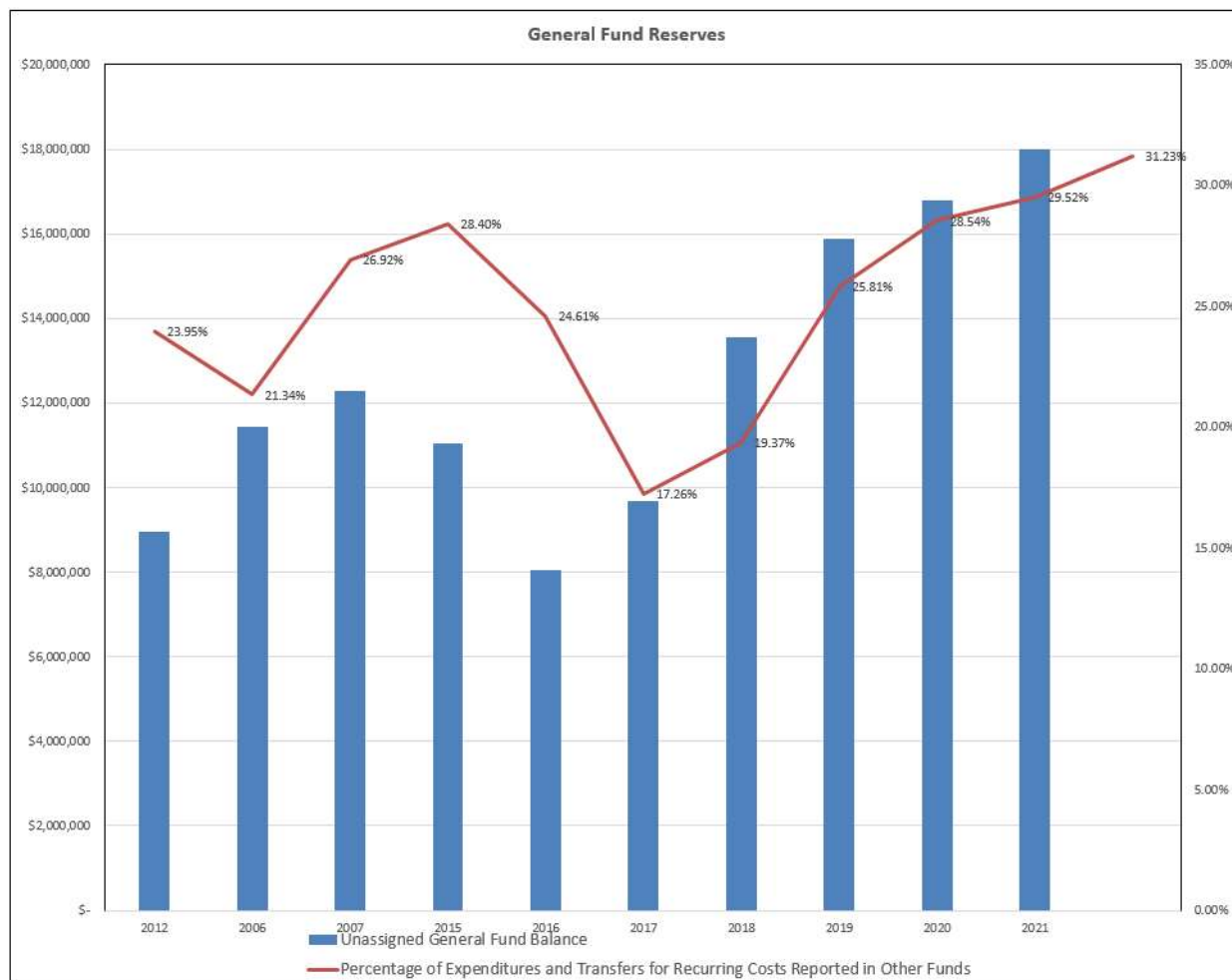
Financial Analysis of the City's Major Funds

As noted earlier, the City uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds. The focus of the City's governmental funds is to provide information on near-term inflows, outflows and balances of spendable resources. Such information is useful in assessing the City's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year. The City maintains four major governmental funds: the General Fund, the Community Redevelopment Fund, the COVID-19 Fund, and the Capital Projects Fund.

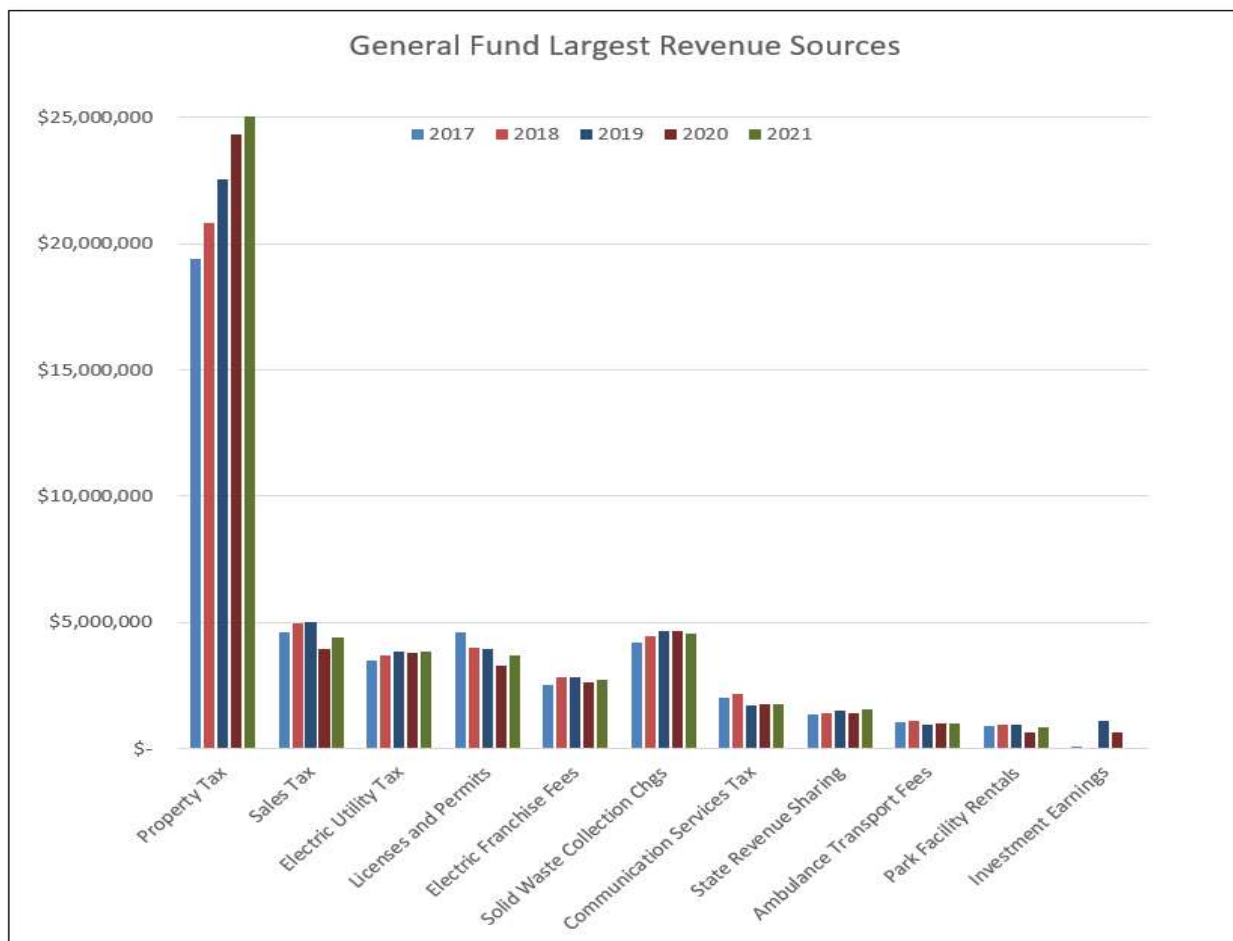
General Fund. The General Fund is the primary operating fund of the City. At the end of the current fiscal year, unassigned fund balance of the General Fund was \$18,006,829, while total fund balance was \$22,499,742. As a measure of the General Fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to the fund's total current expenditures. Unassigned fund balance represents 31.23% of total expenditures and transfers out for recurring operational costs reported in other funds, while total fund balance represents 39.02% of that same amount. Total fund balance includes non-spendable balances such as inventory (\$160,359) and spendable balances such as permit revenues restricted for enforcing the Florida Building Code (\$3,535,545) and balances assigned via purchase order commitments that were re-appropriated in FY 2022 (\$797,009).

The General Fund's fund balance increased by \$2,308,769 during the current fiscal year. Overall, half cent sales tax, construction activity and other economy related revenue sources were much stronger than anticipated as the COVID-19 pandemic continued. Spending was restrained in anticipation of a much weaker rebound following the prior year. The chart below presents the General Fund's unassigned fund balance as a percentage of total expenditures and transfers out for recurring operational costs reported in other funds for each of the past ten years.



The Government Finance Officers Association recommends, at a minimum, that general-purpose governments maintain unassigned fund balance in their general fund of no less than one to two months of regular general fund operating expenditures (or 8.33 – 16.67%). The City's Administrative Policy sets a General Fund Balance goal of 30% of expenditures and transfers out for recurring operating costs reported in other funds.

The following graph presents the General Fund's largest revenue sources over the past five years, excluding transfers in, which can identify growth trends. These revenue sources comprised approximately 80% of General Fund revenues each year. For purposes of this graph, electric franchise fees reported as revenue in the Electric Services Fund and subsequently transferred to the General Fund were included in the franchise fee revenue below.



The property tax is by far the most significant single revenue source over which the City can exercise some control. The City's operating millage rate was increased from 3.9950 mills to 4.0923 mills in FY 2009 where it has remained since. Property values have continued to increase which boosted General Fund property tax revenues by \$1,841,745 as a result of a 7.52% increase in taxable value of property.

Sales tax, license and permit, and park facility rental revenues all increased after the COVID-19 lockdowns of the prior year.

Community Redevelopment Agency. Tax increment revenues increased by \$831,283. Property valuations which determine tax increment revenues increased by 15%.

COVID-19 Fund. The COVID-19 Fund met the criteria for a major fund in the current year as a result of the receipt of \$7,719,407 in American Rescue Plan Act (ARPA) funds. This was the first of two equal distributions to the City. The second will be received in fiscal year 2022. \$116,392 of these funds were expended and recognized as revenue in the current year. The remainder is reported as unearned revenue.

Capital Projects Fund. Fund balance of the Capital Projects Fund ended the fiscal year at a deficit of \$(765,494), a decrease of \$23,546,322. Expenditures for construction of the new library and events center are the reason for the decrease. The City has an agreement with Orange County for tourist development tax funds for the events center which, together with additional private contributions, will eliminate this deficit.

Proprietary Funds. The fund financial statements for the proprietary funds essentially provide the same information found in the business-type activities column in the government-wide financial statements. Factors concerning the proprietary funds have been addressed in the discussion of the City's business-type activities.

General Fund Budgetary Highlights

Final amended appropriations for the General Fund were \$59,650,208 and actual expenditures were \$58,874,003.

	Budgeted Amounts			Final vs. Original Budget	Final Budget vs. Actual
	Original	Final	Actual		
General administration	\$ 1,689,124	\$ 1,839,124	\$ 1,830,850	\$ 150,000	\$ 8,274
Information technology	526,634	526,634	495,973	-	30,661
Financial services	416,900	416,900	446,235	-	(29,335)
Communications	236,404	256,003	233,418	19,599	22,585
Planning and community development	1,090,808	1,090,808	1,034,432	-	56,376
Building and permitting services	2,021,665	2,026,784	2,045,153	5,119	(18,369)
Public works	9,244,858	9,269,059	8,505,929	24,201	763,130
Police	15,551,287	15,551,287	15,235,458	-	315,829
Fire rescue	13,451,269	13,490,877	13,319,849	39,608	171,028
Parks and recreation	8,432,193	8,679,525	8,712,096	247,332	(32,571)
Cultural and community services	1,657,004	1,657,004	1,657,004	-	-
Non-departmental	382,567	(251,433)	-	(634,000)	(251,433)
Transfers to other funds	5,097,636	5,097,636	5,357,606	-	(259,970)
Total	<u>\$ 59,798,349</u>	<u>\$ 59,650,208</u>	<u>\$ 58,874,003</u>	<u>\$ (148,141)</u>	<u>\$ 776,205</u>

The General Fund budget was decreased by \$148,141 from the original budget to the final budget. The following table summarizes these adjustments:

Increase for open purchase orders re-appropriated in the following fiscal year	\$ 90,859
Adjustment to revenues and expenditures to reflect General Fund impact	
due to anticipated revenue collection declines (COVID-19)	(634,000)
Appropriate additional funding from reserves to cover additional legal costs being incurred	150,000
Appropriate tennis revenues in excess of original projections to pay for related expenses	150,000
Appropriate golf revenues in excess of original projections to pay for related expenses	70,000
Appropriate cemetery revenues in excess of original projections to pay for related expenses	25,000
Total decrease in General Fund budget	<u>\$ (148,141)</u>

Total General Fund revenues for the year were \$1,963,923 greater than the budget. The main reasons for this positive variance were economy related revenues that rebounded more strongly than expected from the prior year. The difference between the final budget and actual expenditures for the general fund for the year was a \$776,205 positive variance as spending was restrained with the expectation revenues would continue at the lower level of the prior year.

Capital Asset and Debt Administration

Capital assets. The City's investment in capital assets for its governmental and business-type activities as of September 30, 2021, amounts to \$323,488,150 (net of accumulated depreciation). This investment in capital assets includes land, buildings, improvements, machinery and equipment, furniture and fixtures, vehicles, streets and drainage, water and sewer transmission lines and facilities and construction in progress.

Major capital asset events during the current fiscal year included the following:

- \$26,995,673 for construction of the new library/events center. The new facility opened to the public in December 2021.
- \$1,498,656 for Denning Drive/Fairbanks Avenue traffic improvements.
- Significant Water and Sewer system improvements in the current year included water main upgrades totaling \$953,087.
- \$5,585,470 was spent on undergrounding 8.1 miles of overhead power lines. This is a long-term effort and a primary focus of the Electric Utility. The annual goal is to underground 5.0 miles of overhead lines.
- \$1,101,792 in replacement vehicles were acquired in the current year.

	Capital Assets					
	Governmental Activities		Business-type Activities		Totals	
	2021	2020	2021	2020	2021	2020
Land	\$ 15,793,189	\$ 15,793,189	\$ 12,187,524	\$ 12,187,524	\$ 27,980,713	\$ 27,980,713
Buildings and production facilities	42,144,348	42,103,428	3,697,043	3,697,043	45,841,391	45,800,471
Improvements other than buildings	24,106,098	24,466,662	274,420,558	265,985,048	298,526,656	290,451,710
Machinery and equipment	19,831,623	17,130,566	6,456,831	6,350,488	26,288,454	23,481,054
Furniture and fixtures	622,058	622,058	15,569	8,435	637,627	630,493
Vehicles	20,849,444	20,510,510	-	-	20,849,444	20,510,510
Streets and drainage	67,180,171	66,898,003	-	-	67,180,171	66,898,003
System acquisition costs	-	-	21,055,073	21,053,659	21,055,073	21,053,659
Sewer contract costs	-	-	3,394,035	3,394,035	3,394,035	3,394,035
Sewer capacity rights	-	-	24,624,128	22,933,177	24,624,128	22,933,177
Construction in progress	46,119,695	19,106,739	2,130,461	1,449,086	48,250,156	20,555,825
Less: accum. depreciation	(107,092,941)	(103,521,105)	(154,046,757)	(146,483,086)	(261,139,698)	(250,004,191)
Net capital assets	\$ 129,553,685	\$ 103,110,050	\$ 193,934,465	\$ 190,575,409	\$ 323,488,150	\$ 293,685,459

Additional information on the City's capital assets can be found in Note 4 in the notes to the financial statements.

Long-term debt. At the end of the current fiscal year, the City had total bonded debt outstanding of \$132,405,000. Of this amount, \$24,015,000 comprises debt backed by the full faith and credit of the City and the remainder represents bonds secured solely by specified revenue sources (i.e., revenue bonds).

	Outstanding Debt					
	General Obligation and Revenue Bonds					
	Governmental Activities		Business-type Activities		Total	
	2021	2020	2021	2020	2021	2020
General obligation bonds	\$ 24,015,000	\$ 25,835,000	\$ -	\$ -	\$ 24,015,000	\$ 25,835,000
Revenue bonds:						
Non-ad valorem	945,000	1,315,000	-	-	945,000	1,315,000
Community						
Redevelopment Agency	5,355,000	6,620,000	-	-	5,355,000	6,620,000
Water and Sewer	-	-	49,060,000	51,965,000	49,060,000	51,965,000
Electric Services	-	-	53,030,000	55,945,000	53,030,000	55,945,000
Total bonds	\$ 30,315,000	\$ 33,770,000	\$ 102,090,000	\$ 107,910,000	\$ 132,405,000	\$ 141,680,000

In the current year, the City completed the following bond transaction:

In December 2020, the City refunded \$14,430,000 in outstanding Water and Sewer Bonds, Series 2010. This refunding transaction was undertaken to achieve net present value savings of \$1,995,556 and reduce future debt service payments by \$2,241,288.

The City's charter does require voter referendum for the following categories of bonds:

- General obligation bonds
- Revenue bonds intended to finance enterprises or projects which involve the purchase, lease and/or acquisition of real property, with the exception of property for parks.
- Revenue bonds which pledge specific non-ad valorem taxes as the primary source(s) to pay the principal and interest and which have a principal value in excess of one million dollars. This dollar limitation is adjusted annually as of the end of the fiscal year in accordance with changes in the cost-of-living index as published by the federal government. This limitation, as adjusted, was \$2,710,574 at the close of the most recent fiscal year.

The City received the following recent bond ratings:

	Moody's Investor Services	Fitch Ratings	Standard & Poor's
General Obligation Bonds	Aa1	AA+	-
Electric Revenue Bonds	A1	A+	-
Water and Sewer Revenue Bonds	Aa2	AA-	AA-

Additional information on the City's long-term liabilities can be found in the notes to the financial statements.

Economic Factors and Next Year's Budgets and Rates

City staff monitors economic indicators on a continual basis. Taxable values went up by 5.40% for the FY 2022 tax levy. The FY 2022 budget was prepared holding the operating millage rate at 4.0923 mills where it has been since FY 2009. While construction activity continues to occur at a high rate, permit revenues are budgeted on a conservative basis due to the uncertainty of this revenue source.

Solid waste collection rates were increased by 1.30% based on the City's contract with its hauler. Water and sewer rates were increased by 1.17% based on the 2021 price index for water and wastewater utilities adopted by the Florida Public Service Commission (FPSC). City of Winter Park is not regulated by the FPSC but chooses to use its index as indicative of cost changes in the industry. Stormwater rates were increased by 5%. This was the first increase in stormwater rates in over eleven years and was necessary to maintain and improve stormwater infrastructure.

Electric service rates were held constant for FY 2021. A cost of service study is currently underway and results will likely be implemented in October 2022. This study will help the City better align its rates with costs to serve its customers and aims to be revenue neutral in total.

Requests for Information

This financial report is designed to provide a general overview of the City's finances for all of those with an interest in the City's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Office of the Finance Director, 401 Park Avenue South, Winter Park, Florida 32789. Other financial information can be found at the City's website (www.cityofwinterpark.org).

The City of Winter Park, Florida
Statement of Net Position
September 30, 2021

	Governmental Activities	Business-type Activities	Total
ASSETS			
Cash, Cash Equivalents and Investments	\$ 56,268,887	\$ 12,710,123	\$ 68,979,010
Accounts Receivable - Net	1,616,776	5,371,335	6,988,111
Unbilled Service Charges	599,054	7,825,055	8,424,109
Accrued Interest Receivable	117,281	26,199	143,480
Internal Balances	(3,907,056)	3,907,056	-
Due from Other Governments	7,417,343	-	7,417,343
Inventories	429,518	4,757,580	5,187,098
Prepaid Items	-	81,529	81,529
Special Assessments Receivable	973,968	18,723	992,691
Restricted Assets:			
Cash, Cash Equivalents and Investments	-	32,968,205	32,968,205
Accrued Interest Receivable	-	46,564	46,564
Deposits	500	274,000	274,500
Capital Assets:			
Non-depreciable	61,912,884	14,317,985	76,230,869
Depreciable - Net	67,640,801	179,616,480	247,257,281
Total Assets	193,069,956	261,920,834	454,990,790
DEFERRED OUTFLOWS OF RESOURCES			
Deferred Expense on Refunding Bonds	-	7,276,496	7,276,496
Other Postemployment Benefits Related Deferred Outflows	3,000,398	804,434	3,804,832
Pension Related Deferred Outflows	10,007,571	-	10,007,571
Total Deferred Outflows of Resources	13,007,969	8,080,930	21,088,899
LIABILITIES			
Accounts Payable	3,357,195	2,335,236	5,692,431
Accrued Liabilities	3,491,141	431,007	3,922,148
Due to Other Governments	113,448	2,594,139	2,707,587
Deposits	401,115	3,833,472	4,234,587
Accrued Interest Payable	273,613	1,298,521	1,572,134
Unearned Revenue	7,939,848	-	7,939,848
Long-term Liabilities:			
Due Within One Year:			
Current Portion of Notes Payable	1,440,000	-	1,440,000
Current Portion of Capital Lease Obligations	144,683	-	144,683
Current Portion of Bonds Payable	1,090,000	6,375,000	7,465,000
Accumulated Unused Compensated Absences	985,426	284,320	1,269,746
Due In More Than One Year:			
Notes Payable	4,860,000	-	4,860,000
Bonds Payable	24,662,222	96,611,330	121,273,552
Other Postemployment Benefits	10,306,499	2,831,227	13,137,726
Pension Liability	16,929,044	-	16,929,044
Accumulated Unused Compensated Absences	3,845,886	532,951	4,378,837
Total Liabilities	79,840,120	117,127,203	196,967,323
DEFERRED INFLOWS OF RESOURCES			
Other Postemployment Benefits Related Deferred Inflows	1,877,263	511,178	2,388,441
Pension Related Deferred Inflows	3,592,692	-	3,592,692
Total Deferred Inflows of Resources	5,469,955	511,178	5,981,133
NET POSITION			
Net Investment in Capital Assets	97,356,780	98,239,770	195,596,550
Restricted for:			
Expendable:			
Capital Projects	-	15,388,933	15,388,933
Renewal & Replacement	-	6,559,802	6,559,802
Community Redevelopment	8,583,551	-	8,583,551
Public Safety	331,288	-	331,288
Maintenance and Improvements to Parks	1,853,463	-	1,853,463
Community Enhancement Items	276,792	-	276,792
Unrestricted	12,365,976	32,174,878	44,540,854
Total Net Position	\$ 120,767,850	\$ 152,363,383	\$ 273,131,233

The notes to the financial statements are an integral part of this statement.

The City of Winter Park, Florida
Statement of Activities
For the Year Ended September 30, 2021

Functions/Programs	Expenses	Indirect Expense Allocation	Program Revenues			Net (Expense) Revenue and Changes in Net Position		
			Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-type Activities	Total
Governmental Activities:								
General Administration	\$ 2,900,330	\$ (1,035,700)	\$ 106,392	\$ 473,823	\$ -	\$ (1,284,415)	\$ -	\$ (1,284,415)
Information Technology	2,132,993	(1,377,617)	-	-	-	(755,376)	-	(755,376)
Financial Services	1,071,619	(530,895)	-	-	-	(540,724)	-	(540,724)
Communications	753,672	(490,109)	-	-	-	(263,563)	-	(263,563)
Planning and Community Development	1,550,926	-	39,043	-	-	(1,511,883)	-	(1,511,883)
Building and Permitting Services	2,045,014	-	3,735,114	81,438	-	1,771,538	-	1,771,538
Community Redevelopment Agency	1,184,545	-	-	-	-	(1,184,545)	-	(1,184,545)
Public Works	14,080,209	(540,593)	9,327,848	267,918	-	(3,943,850)	-	(3,943,850)
Police	16,817,906	-	1,497,611	2,217,114	16,500	(13,086,681)	-	(13,086,681)
Fire Rescue	13,283,876	-	1,644,379	468,947	-	(11,170,550)	-	(11,170,550)
Parks and Recreation	10,680,761	(113,403)	4,039,883	211,051	6,900,000	583,576	-	583,576
Cultural and Community Services	2,015,354	-	-	-	-	(2,015,354)	-	(2,015,354)
Interest and Other Charges	1,038,149	-	-	-	-	(1,038,149)	-	(1,038,149)
Total Governmental Activities	69,555,354	(4,088,317)	20,390,270	3,720,291	6,916,500	(34,439,976)	-	(34,439,976)
Business-type Activities:								
Water and Sewer	23,956,351	2,347,636	32,446,556	-	727,911	-	6,870,480	6,870,480
Electric Services	32,746,973	1,740,681	47,128,618	-	-	-	12,640,964	12,640,964
Total Business-type Activities	56,703,324	4,088,317	79,575,174	-	727,911	-	19,511,444	19,511,444
	<u>\$ 126,258,678</u>	<u>\$ -</u>	<u>\$ 99,965,444</u>	<u>\$ 3,720,291</u>	<u>\$ 7,644,411</u>	<u>(34,439,976)</u>	<u>19,511,444</u>	<u>(14,928,532)</u>
General Revenues:								
Property Taxes						28,892,513	-	28,892,513
Franchise Fees						823,954	-	823,954
Utility Taxes						6,791,257	-	6,791,257
Intergovernmental Revenues, unrestricted						8,681,789	-	8,681,789
Investment Earnings						51,133	(184,408)	(133,275)
Miscellaneous Revenue						739,261	160,151	899,412
Transfers						5,598,091	(5,598,091)	-
Total General Revenues and Transfers						51,577,998	(5,622,348)	45,955,650
Change in Net Position						17,138,022	13,889,096	31,027,118
Net Position - Beginning, as Restated						103,629,828	138,474,287	242,104,115
Net Position - Ending						<u>\$ 120,767,850</u>	<u>\$ 152,363,383</u>	<u>\$ 273,131,233</u>

The notes to the financial statements are an integral part of this statement.

**The City of Winter Park, Florida
Balance Sheet
Governmental Funds
September 30, 2021**

	General	Community Redevelopment	COVID-19	Capital Projects	Other Governmental Funds	Total Governmental Funds
ASSETS						
Cash, Cash Equivalents and Investments	\$ 22,421,179	\$ 8,841,595	\$ 7,707,562	\$ 1,616,312	\$ 7,206,971	\$ 47,793,619
Accounts Receivable - Net	1,280,329	-	-	-	252,070	1,532,399
Unbilled Service Charges	343,371	-	-	-	255,683	599,054
Accrued Interest Receivable	47,529	18,233	16,092	1,472	16,283	99,609
Due from Other Funds	159,843	-	-	-	-	159,843
Due from Other Governments	1,300,856	-	-	6,000,000	116,487	7,417,343
Inventories	160,359	-	-	-	67,404	227,763
Special Assessments Receivable	-	240,000	-	-	733,968	973,968
Total Assets	\$ 25,713,466	\$ 9,099,828	\$ 7,723,654	\$ 7,617,784	\$ 8,648,866	\$ 58,803,598
LIABILITIES, DEFERRED INFLOWS, AND FUND BALANCES						
Liabilities:						
Accounts Payable	868,777	292,270	71,828	1,583,278	271,412	3,087,565
Accrued Liabilities	1,503,551	14,007	-	-	51,593	1,569,151
Due to Other Funds	-	-	-	-	159,843	159,843
Due to Other Governments	113,448	-	-	-	-	113,448
Advances from Other Funds	-	-	-	2,800,000	-	2,800,000
Deposits	401,115	-	-	-	-	401,115
Unearned Revenue	326,833	-	7,613,015	-	-	7,939,848
Total Liabilities	3,213,724	306,277	7,684,843	4,383,278	482,848	16,070,970
Deferred Inflow of Resources:						
Unavailable Revenue on Long-Term Receivables	-	210,000	-	4,000,000	557,944	4,767,944
Fund Balances:						
Non Spendable						
Inventories	160,359	-	-	-	67,404	227,763
Spendable						
Restricted						
Building Code Enforcement	3,535,545	-	-	-	-	3,535,545
Community Redevelopment	-	8,583,551	-	-	-	8,583,551
Public Safety	-	-	-	-	331,288	331,288
Maintenance and Improvements to Parks	-	-	-	-	1,853,463	1,853,463
Community Enhancement Items	-	-	38,811	-	276,792	315,603
Committed						
Maintenance and Improvements to Parks	-	-	-	-	3,231,022	3,231,022
Construction Projects	-	-	-	-	877,150	877,150
Assigned						
General Administration	44,969	-	-	-	-	44,969
Information Technology	39,389	-	-	-	-	39,389
Communications	10,608	-	-	-	-	10,608
Planning and Community Development	25,704	-	-	-	-	25,704
Public Works	580,025	-	-	-	-	580,025
Public Safety	43,421	-	-	-	55,961	99,382
Maintenance and Improvements to Parks	52,893	-	-	-	603,105	655,998
Special Assessments	-	-	-	-	427,937	427,937
Unassigned	18,006,829	-	-	(765,494)	(116,048)	17,125,287
Total Fund Balances	22,499,742	8,583,551	38,811	(765,494)	7,608,074	37,964,684
Total Liabilities, Deferred Inflows, and Fund Balances	\$ 25,713,466	\$ 9,099,828	\$ 7,723,654	\$ 7,617,784	\$ 8,648,866	\$ 58,803,598

The notes to the financial statements are an integral part of this statement.

**The City of Winter Park, Florida
Reconciliation of the Balance Sheet
to the Statement of Net Position
Governmental Funds
September 30, 2021**

Fund Balances - Total Governmental Funds **\$ 37,964,684**

Amounts reported for governmental activities in the Statement of
Net Position are different because:

Receivables not expected to be received within 180 days of fiscal year end are not considered as "available" revenue in the governmental funds, and therefore, reported as deferred inflow of resources. In the Statement of Net Position, which is presented on the accrual basis, no deferral is reported since the revenue is fully recognized in the Statement of Activities	4,767,944
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Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.

Governmental Capital Assets	\$ 211,225,823	
Less: Accumulated Depreciation	<u>(89,785,305)</u>	121,440,518

Certain amounts related to the Other Postemployment Benefits Liability are deferred and amortized over time

Deferred outflows of resources	2,896,765	
Deferred inflows of resources	<u>(1,814,657)</u>	1,082,108

Certain amounts related to the Pension Liability are deferred and amortized over time

Deferred outflows of resources	10,007,571	
Deferred inflows of resources	<u>(3,592,692)</u>	6,414,879

Long-term liabilities, including bonds payable, are not due and payable in the current period and therefore are not reported in the funds.

Governmental Bonds Payable	(25,752,222)	
Governmental Notes Payable	(6,300,000)	
Capital Lease Obligations	(144,683)	
Accrued Interest Payable on Long-Term Liabilities	(273,613)	
Pension Liability	(16,929,044)	
Other Postemployment Benefits Liability	(9,978,018)	
Compensated Absences	<u>(4,662,023)</u>	(64,039,603)

Internal service funds are used by management to charge the costs of certain activities to individual funds.

The assets and liabilities of the internal service funds are included in governmental activities in the Statement of Net Position.	<u>13,137,320</u>
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Net Position of Governmental Activities **\$ 120,767,850**

The notes to the financial statements are an integral part of this statement.

The City of Winter Park, Florida
Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
For the Year Ended September 30, 2021

	General	Community Redevelopment	COVID-19	Capital Projects	Other Governmental Funds	Total Governmental Funds
REVENUES						
Taxes:						
Property Taxes	\$ 26,155,260	\$ -	\$ -	\$ -	\$ 2,737,253	\$ 28,892,513
Utility Taxes	6,791,257	-	-	-	-	6,791,257
Franchise Fees	823,954	-	-	-	-	823,954
Fines and Forfeitures	830,204	-	-	-	135,600	965,804
Licenses and Permits	3,684,484	-	-	-	24,514	3,708,998
Intergovernmental:						
Sales Tax	4,425,214	-	-	-	-	4,425,214
Local Option Gas Tax	915,339	-	-	-	-	915,339
Other Intergovernmental	2,235,128	3,008,287	580,215	2,015,874	2,655,402	10,494,906
Charges for Services	9,712,719	-	-	-	3,605,047	13,317,766
Investment Earnings (Losses)	(24,837)	(32,323)	(2,598)	160,845	(16,777)	84,310
Other	287,582	33,800	-	910,200	1,391,825	2,623,407
Total Revenues	55,836,304	3,009,764	577,617	3,086,919	10,532,864	73,043,468
EXPENDITURES						
Current:						
General Administration	1,830,850	-	110	-	6,240	1,837,200
Information Technology	495,973	-	43,267	-	-	539,240
Financial Services	446,235	-	-	-	-	446,235
Communications	233,418	-	-	-	13,842	247,260
Planning and Community Development	1,034,432	1,021,202	-	-	211,052	2,266,686
Building and Permitting Services	2,045,153	-	-	-	30,789	2,075,942
Public Works	8,505,929	-	272,193	98,000	2,862,972	11,739,094
Police	15,235,458	-	3,438	172,170	2,049,033	17,460,099
Fire Rescue	13,319,849	-	218,365	-	486,206	14,024,420
Parks and Recreation	8,712,096	-	78,280	78,550	510,629	9,379,555
Cultural and Community Services	1,657,004	313,488	-	-	358,350	2,328,842
Debt Service:						
Principal	-	1,265,000	-	-	2,378,579	3,643,579
Interest and Other Charges	-	226,056	-	-	981,020	1,207,076
Capital Improvements	-	1,687,767	-	28,310,521	319,499	30,317,787
Total Expenditures	53,516,397	4,513,513	615,653	28,659,241	10,208,211	97,513,015
Excess (Deficiency) of Revenues Over Expenditures	2,319,907	(1,503,749)	(38,036)	(25,572,322)	324,653	(24,469,547)
OTHER FINANCING SOURCES (USES)						
Transfers In	5,346,468	3,337,341	-	2,026,000	998,588	11,708,397
Transfers Out	(5,357,606)	-	-	-	(752,700)	(6,110,306)
Total Other Financing Sources (Uses)	(11,138)	3,337,341	-	2,026,000	245,888	5,598,091
Net Change in Fund Balances	2,308,769	1,833,592	(38,036)	(23,546,322)	570,541	(18,871,456)
Fund Balances - Beginning	20,190,973	6,749,959	76,847	22,780,828	7,037,533	56,836,140
Fund Balances - Ending	\$ 22,499,742	\$ 8,583,551	\$ 38,811	\$ (765,494)	\$ 7,608,074	\$ 37,964,684

The notes to the financial statements are an integral part of this statement.

The City of Winter Park, Florida
Reconciliation of the Statement of Revenues,
Expenditures and Changes in Fund Balances of Governmental Funds
to the Statement of Activities
For the Year Ended September 30, 2021

Net Change in Fund Balances - Total Governmental Funds **\$ (18,871,456)**

Amounts reported for governmental activities in the Statement of
Activities are different because:

Revenues in the statement of activities that do not provide current financial resources
are not reported as revenues in governmental funds 3,793,976

Governmental funds report capital outlays as expenditures. However, in the Statement of
Activities, the cost of these assets is depreciated over their useful lives.

Expenditures for Capital Assets	\$ 30,503,555	
Less: Current Year Depreciation	<u>(3,421,121)</u>	27,082,434

Bond proceeds provide current financial resources to governmental funds, but issuing
debt increases long-term liabilities in the Statement of Net Position. Repayment of
bond principal is an expenditure in the governmental funds, but the repayment reduces
long-term liabilities in the Statement of Net Position.

Change in Accrued Interest on Governmental Debt	42,516	
Amortization of Bond Premium	139,095	
Amortization of Bond Discount	(9,934)	
Amortization of Deferred Loss on Bond Refunding	(2,750)	
Principal Payments on General Obligation Bonds	1,820,000	
Principal Payments on Notes Payable	370,000	
Principal Payments on Community Redevelopment Debt	1,265,000	
Principal Payments on Capital Lease Obligations	<u>188,579</u>	3,812,506

Some expenses in the Statement of Activities do not require the use of current financial
resources and therefore are not reported as expenditures in governmental funds.

Change in Other Postemployment Obligation and Related Deferred Outflows and Inflows	(668,216)
Change in Pension Liability and Related Deferred Outflows and Inflows	2,220,303
Change in Long-term Compensated Absences	(72,452)

Internal service funds are used by management to charge the costs of certain activities to
individual funds.

Change in net position of the internal service funds are included in governmental activities in the Statement of Activities.	<u>(159,073)</u>
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Change in Net Position of Governmental Activities **\$ 17,138,022**

The notes to the financial statements are an integral part of this statement.

The City of Winter Park, Florida
Statement of Net Position
Proprietary Funds
September 30, 2021

	Business-type Activities Enterprise Funds			Governmental Activities Internal Service Funds
	Water and Sewer	Electric Services	Total	
ASSETS				
Current Assets:				
Cash, Cash Equivalents and Investments	\$ 9,940,168	\$ 2,769,955	\$ 12,710,123	\$ 8,475,268
Restricted Cash, Cash Equivalents and Investments	53,600	-	53,600	-
Accounts Receivable - Net	1,397,954	3,973,381	5,371,335	84,377
Unbilled Service Charges	2,773,860	5,051,195	7,825,055	-
Accrued Interest Receivable	20,666	5,533	26,199	17,672
Inventories	993,206	3,764,374	4,757,580	201,755
Prepaid Items	81,529	-	81,529	-
Advances to Other Funds	2,800,000	-	2,800,000	-
Total current assets	18,060,983	15,564,438	33,625,421	8,779,072
Non-Current Assets:				
Restricted Assets:				
Cash, Cash Equivalents and Investments:				
Sinking/Debt Reserve Funds	3,229,143	3,883,544	7,112,687	-
Renewal and Replacement Funds	6,600,386	-	6,600,386	-
Impact Fee Funds	15,352,922	-	15,352,922	-
Capital Project Funds	15,139	-	15,139	-
Customer Deposits	1,808,134	2,025,337	3,833,471	-
Accrued Interest Receivable:				
Impact Fee Funds	36,010	-	36,010	-
Renewal and Replacement Funds	10,554	-	10,554	-
Special Assessments Receivable	-	18,723	18,723	-
Capital Assets:				
Non-depreciable	4,183,708	10,134,277	14,317,985	-
Depreciable - Net	95,260,151	84,356,329	179,616,480	8,113,167
Other Assets:				
Deposits	274,000	-	274,000	500
Total non-current assets	126,770,147	100,418,210	227,188,357	8,113,667
Total Assets	144,831,130	115,982,648	260,813,778	16,892,739
DEFERRED OUTFLOWS OF RESOURCES				
Deferred Expense on Refunding Bonds	3,672,411	3,604,085	7,276,496	-
Other Postemployment Benefits Related Deferred Outflows	578,079	226,355	804,434	103,633
Total Deferred Outflows of Resources	4,250,490	3,830,440	8,080,930	103,633
LIABILITIES				
Current Liabilities:				
Accounts Payable	706,530	1,628,706	2,335,236	269,630
Accrued Liabilities	345,358	85,649	431,007	1,921,990
Due to Other Governments	746,947	1,847,192	2,594,139	-
Accumulated Unused Compensated Absences	213,003	71,317	284,320	33,665
Accrued Interest Payable	424,977	873,544	1,298,521	-
Current Portion of Revenue Bonds Payable	3,365,000	3,010,000	6,375,000	-
Customer Deposits	1,808,134	2,025,338	3,833,472	-
Total current liabilities	7,609,949	9,541,746	17,151,695	2,225,285
Non-Current Liabilities:				
Bonds Payable	45,647,579	50,963,751	96,611,330	-
Other Postemployment Benefits	2,045,219	786,008	2,831,227	328,481
Accumulated Unused Compensated Absences	432,510	100,441	532,951	135,624
Total non-current liabilities	48,125,308	51,850,200	99,975,508	464,105
Total Liabilities	55,735,257	61,391,946	117,127,203	2,689,390
DEFERRED INFLOWS OF RESOURCES				
Other Postemployment Benefits Related Deferred Inflows	367,410	143,768	511,178	62,606
NET POSITION				
Net Investment in Capital Assets	54,118,830	44,120,940	98,239,770	8,113,167
Restricted for:				
Capital Projects (expendable)	15,356,037	-	15,356,037	-
Renewal and Replacement (expendable)	6,559,802	-	6,559,802	-
Unrestricted	16,944,284	14,156,434	31,100,718	6,131,209
Total Net Position	\$ 92,978,953	\$ 58,277,374	151,256,327	\$ 14,244,376
Adjustment to reflect the consolidation of cumulative internal service fund activities related to enterprise funds			1,107,056	
Net position of business-type activities			\$ 152,363,383	

The notes to the financial statements are an integral part of this statement.

The City of Winter Park, Florida
Statement of Revenues, Expenses and Changes in Fund Net Position
Proprietary Funds
For the Year Ended September 30, 2021

	Business-type Activities Enterprise Funds			Governmental Activities Internal Service Funds
	Water and Sewer	Electric Services	Total	
Operating Revenues:				
Charges for Services	\$ 32,446,556	\$ 47,128,618	\$ 79,575,174	\$ 13,710,468
Total Operating Revenues	32,446,556	47,128,618	79,575,174	13,710,468
Operating Expenses:				
General and Administrative	2,077,937	2,177,961	4,255,898	-
Operations	18,679,452	26,172,949	44,852,401	12,554,347
Depreciation and Amortization	3,613,366	3,950,304	7,563,670	1,657,012
Total Operating Expenses	24,370,755	32,301,214	56,671,969	14,211,359
Operating Income	8,075,801	14,827,404	22,903,205	(500,891)
Nonoperating Revenues (Expenses):				
Investment Losses	(131,132)	(53,276)	(184,408)	(33,177)
Gain on Disposal of Assets	39,874	11,815	51,689	114,537
Interest and Fiscal Charges	(1,790,564)	(2,156,814)	(3,947,378)	-
Miscellaneous Revenue	27,607	80,855	108,462	88,164
Total Nonoperating Revenues (Expenses)	(1,854,215)	(2,117,420)	(3,971,635)	169,524
Income Before Contributions and Transfers	6,221,586	12,709,984	18,931,570	(331,367)
Contributions and Transfers:				
Capital Contributions	727,911	-	727,911	-
Transfers In	462,000	-	462,000	-
Transfers Out	(2,873,827)	(3,186,264)	(6,060,091)	-
Total Contributions and Transfers	(1,683,916)	(3,186,264)	(4,870,180)	-
Change in Net Position	4,537,670	9,523,720	14,061,390	(331,367)
Total Net Position - Beginning	88,441,283	48,753,654		14,575,743
Total Net Position - Ending	\$ 92,978,953	\$ 58,277,374		\$ 14,244,376
Adjustment to reflect the consolidation of current fiscal year internal service fund activities related to enterprise funds			(172,294)	
Change in net position of business-type activities			\$13,889,096	

The notes to the financial statements are an integral part of this statement.

The City of Winter Park, Florida
Statement of Cash Flows
Proprietary Funds
For the Year Ended September 30, 2021

	Business-type Activities Enterprise Funds			Governmental Activities Internal Service Funds
	Water and Sewer	Electric Services	Total	
Cash Flows from Operating Activities				
Receipts from Customers	\$ 32,312,525	\$ 48,082,816	\$ 80,395,341	\$ -
Receipts from Interfund Services Provided	-	-	-	13,670,358
Loans from (to) Other Funds	(1,048,585)	(1,751,415)	(2,800,000)	-
Payments to Suppliers	(12,644,189)	(25,699,932)	(38,344,121)	(9,074,442)
Payments to Employees	(5,681,399)	(2,152,344)	(7,833,743)	(988,411)
Payments for Interfund Services Used	(2,169,073)	(514,611)	(2,683,684)	(243,794)
Claims Paid	-	-	-	(2,406,449)
Other Receipts	27,607	80,855	108,462	88,164
Net Cash Provided by Operating Activities	10,796,886	18,045,369	28,842,255	1,045,426
Cash Flows from Noncapital Financing Activities				
Transfers In	462,000	-	462,000	-
Transfers Out	(2,873,827)	(3,186,264)	(6,060,091)	-
Net Cash Used in Noncapital Financing Activities	(2,411,827)	(3,186,264)	(5,598,091)	-
Cash Flows from Capital and Related Financing Activities				
Proceeds from Sale of Assets	39,874	11,815	51,689	116,328
Purchases of Capital Assets	(3,898,147)	(7,024,579)	(10,922,726)	(1,101,792)
Proceeds from Debt Issued	14,565,000	-	14,565,000	-
Debt Refunded	(14,430,000)	-	(14,430,000)	-
Principal Payments - Capital Debt	(3,040,000)	(2,915,000)	(5,955,000)	-
Interest Paid	(1,563,043)	(1,821,586)	(3,384,629)	-
Impact Fees Collected	727,911	-	727,911	-
Net Cash Used in Capital and Related Financing Activities	(7,598,405)	(11,749,350)	(19,347,755)	(985,464)
Cash Flows from Investing Activities				
Interest Earnings on Investments	(87,106)	(65,295)	(152,401)	(21,580)
Net Cash Used in Investing Activities	(87,106)	(65,295)	(152,401)	(21,580)
Net Increase in Cash, Cash Equivalents and Investments	699,548	3,044,460	3,744,008	38,382
Cash, Cash Equivalents and Investments - Beginning	36,299,944	5,634,376	41,934,320	8,436,886
Cash, Cash Equivalents and Investments - Ending	\$ 36,999,492	\$ 8,678,836	\$ 45,678,328	\$ 8,475,268
Reconciliation of Operating Income (Loss) to Net Cash Provided by Operating Activities:				
Operating Income (Loss)	\$ 8,075,801	\$ 14,827,404	\$ 22,903,205	\$ (500,891)
Adjustments to Reconcile Operating Income (Loss) to Net Cash Provided by Operating Activities:				
Depreciation and Amortization	3,613,366	3,950,304	7,563,670	1,657,012
(Increase) Decrease in Assets:				
Accounts Receivable	36,933	(179,169)	(142,236)	(40,110)
Unbilled Service Charges	(298,980)	(1,225,159)	(1,524,139)	-
Due from Other Funds	1,751,415	-	1,751,415	-
Due From Other Governments	-	2,092,676	2,092,676	-
Inventories	(45,265)	(827,573)	(872,838)	(11,167)
Prepaid Items	(126)	61,399	61,273	-
Advances to Other Funds	(2,800,000)	-	(2,800,000)	-
Special Assessments Receivable	-	32,875	32,875	-
Deposits	-	-	-	202,083
Increase in Deferred Outflow: OPEB	(538,356)	(211,350)	(749,706)	(97,263)
Increase (Decrease) in Liabilities:				
Accounts Payable	287,420	(25,243)	262,177	(82,950)
Accrued Liabilities	(13,884)	6,573	(7,311)	(302,952)
Due to Other Funds	-	(1,751,415)	(1,751,415)	-
Due to Other Governments	(69,901)	735,481	665,580	-
Accumulated Unused Compensated Absences	(53,912)	(18,763)	(72,675)	12,237
Customer Deposits	153,577	232,975	386,552	-
Other Post Employment Benefits	453,788	178,150	631,938	81,985
Decrease in Deferred Inflow: OPEB	217,403	85,349	302,752	39,278
Other Receipts	27,607	80,855	108,462	88,164
Net Cash Provided by Operating Activities	\$ 10,796,886	\$ 18,045,369	\$ 28,842,255	\$ 1,045,426

Note: There were no significant non-cash transactions

The notes to the financial statements are an integral part of this statement.

The City of Winter Park, Florida
Statement of Fiduciary Net Position
Fiduciary Funds
September 30, 2021

	Employee Retirement Funds
ASSETS	
Cash and Short-term Investments	\$ 3,535,175
Account Receivable	12,868
Investments, at Fair Value	
Fixed Income Mutual Funds	48,095,641
Equity Mutual Funds	60,163,066
Common Collective Trusts	20,512,455
Stocks	4,876,482
Real Estate Commingled Funds	6,694,829
Accrued Income	66,428
Total Investments	<u>140,408,901</u>
Total Assets	<u>143,956,944</u>
NET POSITION	
Net Position Restricted for Pensions	<u>\$ 143,956,944</u>

The notes to the financial statements are an integral part of this statement.

The City of Winter Park, Florida
Statement of Changes in Fiduciary Net Position
Fiduciary Funds
For the Year Ended September 30, 2021

	Employee Retirement Funds
ADDITIONS	
Contributions:	
Employer Contributions	\$ 5,742,710
Employee Contributions	647,691
Total Contributions	6,390,401
Investment Income:	
Net Increase in Fair Value of Investments	22,787,691
Interest and Dividends	2,017,468
	24,805,159
Less Investment Expenses:	
Investment Management Fees	250,029
Custodian Fees	24,606
Net Investment Income	24,530,524
Total Additions	30,920,925
DEDUCTIONS	
Employee Benefits	10,051,735
Refunds of Contributions	46,785
Administrative Expense	253,876
Total Deductions	10,352,396
Change in Net Position	20,568,529
Net Position Restricted for Pensions - Beginning	123,388,415
Net Position Restricted for Pensions - Ending	\$ 143,956,944

The notes to the financial statements are an integral part of this statement.

The City of Winter Park, Florida

Notes to Financial Statements

September 30, 2021

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1. Summary of Significant Accounting Policies

The City of Winter Park (the “City”), which was established by a special act of the Florida Legislature on April 8, 1882 and incorporated October 12, 1887, operates under the Commission - City Manager form of government. The City is located in the center of the State of Florida in the northern section of Orange County (the “County”).

The accounting policies of the City conform to generally accepted accounting principles (GAAP) as applied to governmental units. The more significant accounting policies used by the City are described below.

A. REPORTING ENTITY:

The City is a municipal corporation with a five member commission including the mayor, who acts as the presiding officer of the commission, with a vice mayor serving in his absence.

The City provides a full range of municipal services including police and fire protection, public works activities, parks and recreational facilities, planning and development, financial services and general administrative services. In addition, the City operates two enterprise funds: water and sewer services and electric services.

In evaluating the City (the primary government) as a reporting entity, all potential component units that may or may not fall within the financial accountability of the City have been addressed. Financial accountability is present if the City Commission (the “Commission”) appoints a voting majority of a component unit's governing body and has the ability to impose its will on the organization or if there is a potential for the organization to provide specific financial benefits to, or impose specific financial burdens on, the City.

The accompanying financial statements present all the fund types of the City and its component unit. The blended component unit, although a legally separate entity, is, in substance, part of the City's operations.

Blended Component Unit:

The Community Redevelopment Agency is governed by the City's five-member commission plus one Orange County representative designated by the Orange County Commission. Pursuant to the requirements of Chapter 163, Part III of the Florida Statutes, the City, with the consent of Orange County, created a Community Redevelopment Area (CRA) through City Resolution No. 1528, adopted on January 11, 1994 to foster improvements in the Westside and Central Business Districts of the City. The CRA uses future tax increment revenue to fund a variety of improvement projects. The CRA is reported as a Major Governmental Fund. A separate financial report for the CRA is prepared and can be obtained from the City's Finance Director at 401 Park Avenue South, Winter Park, Florida 32789.

B. GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS:

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the City and its component unit. For the most part, the effect of interfund activity has been removed from these statements. Exceptions to this general rule are charges between the City's water and sewer, electric and various other functions of the City. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported as general revenues.

Separate financial statements are provided for governmental funds, proprietary funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

C. MEASUREMENT FOCUS, BASIS OF ACCOUNTING AND FINANCIAL STATEMENT PRESENTATION:

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund and fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers property tax revenues to be available if they are collected within 60 days of the end of the current fiscal period. All other governmental revenues are considered available if they are collected within 180 days of the end of the current fiscal period. For special assessments receivable, only the portion due within the subsequent fiscal year is considered to be available for recognition as revenue in the current period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences are recorded only when payment is due.

Franchise and utility taxes, state revenue sharing, charges for garbage and stormwater service, fines and forfeitures and investment earnings associated with the current fiscal period are considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period.

When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, and then unrestricted resources as they are needed.

The City utilizes an indirect cost allocation system to allocate costs incurred in the General Fund that are indirect expenses of other funds. Reimbursements to the General Fund are recorded as expenditures/expenses in the reimbursing fund and as reductions of expenditures in the General Fund. These reimbursements are presented in the Indirect Expenses Allocation column of the Statement of Activities. The Expenses column of this statement includes only the direct expenses of each function.

Surpluses or deficits in the Internal Service Funds are allocated back to customers at the government-wide level Statement of Activities. This creates a reconciling item between the business-type activities column at the government-wide level and the proprietary fund statements at the fund level as reflected on the bottom of each statement.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the City's enterprise and internal service funds are charges to customers for sales and services. Operating expenses for enterprise and internal service funds include the cost of sales and services, administrative expenses, depreciation on capital assets and amortization of intangible assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

Major Governmental Funds:

The General Fund is the City's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The Community Redevelopment Fund accounts for the activities funded by tax increment revenues from the Community Redevelopment Area.

The COVID-19 Fund accounts for the expenditures incurred due to the COVID-19 pandemic and the related reimbursements.

The Capital Projects Fund accounts for financial resources used for the acquisition or construction of significant capital assets.

Non-Major Governmental Fund Types:

Special Revenue Funds account for specific revenue sources that are restricted by law or administrative action to expenditures for specific purposes. Non-major special revenue funds include the Designations Trust Fund, Stormwater Utility Fund, Affordable Housing Fund, Law Enforcement Trust Fund, Grant Fund, Parks Impact Fees Fund, Hurricane Recovery Fund, Police and Firefighter Premium Tax Trust Fund and Cemetery Trust Fund.

The Debt Service Fund accounts for the accumulation of resources for, and the payment of principal and interest on, certain general long-term debt.

The Stormwater Capital Projects Fund accounts for stormwater fees segregated for the acquisition or construction of major stormwater drainage or treatment facilities.

Major Proprietary Funds:

The Water and Sewer Fund accounts for the provision of water and sewer service to customers both inside the City limits and to the west, north and east of the City.

The Electric Services Fund accounts for the provision of electric service to certain areas within the City limits.

Non-Major Proprietary Funds:

Internal Service Funds account for the financing of goods and services provided by one department to other departments of the City on a cost reimbursement basis. Internal service funds include the Fleet Maintenance Fund, Vehicle Replacement Fund, Employee Insurance Fund and General Insurance Fund.

Fiduciary Fund Types:

Pension Trust Funds account for the activities of the Police and Firefighter Pension Trust Funds, which accumulate resources for pension benefit payments to qualified public safety employees.

D. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY:

1) Budgetary information:

The City's budgetary procedures and a comparison of budget to actual data are presented in the Required Supplemental Information section for the General and budgeted major Special Revenue Fund (Community Redevelopment Fund).

Expenditures of the Stormwater Utility non-major special revenue fund were \$45,310 below the annual budget. However, revenues for this fund were also under the annual budget by \$148,521 resulting in an overall negative budget variance of \$103,211.

Expenditures of the Grant non-major special revenue fund exceeded the annual budget by \$473,110. However, revenues of this fund also exceeded the annual budget by \$463,168 and fund balance of \$5,000 was appropriated for purchase orders encumbered at September 30, 2021, resulting in an overall negative budget variance of \$14,942.

2) Deficit fund balances:

The Capital Projects Fund is accounted for as a major governmental fund. At September 30, 2021, this fund had a \$765,494 deficit fund balance. This deficit is expected to be liquidated in future years by donations from private donors and a commitment of Orange County Tourist Development Tax dollars for the Winter Park Library and Events Center.

The Hurricane Recovery Fund is accounted for as a non-major special revenue fund. At September 30, 2021, this fund had a \$116,048 deficit fund balance. This deficit is expected to be liquidated in future years by hurricane-related reimbursements and transfers from the General Fund for any costs not reimbursed by other entities.

The Fleet Maintenance Fund is accounted for as an internal service fund. At September 30, 2021, this fund had a \$108,133 deficit net position balance. This deficit is expected to be liquidated in future years through charges to user departments.

E. USE OF ESTIMATES:

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities and disclosure of contingent assets and liabilities as of the financial statement date and the reported amounts of revenues and expenses or expenditures during the reporting period. Actual results could differ from those estimates.

F. DEPOSITS AND INVESTMENTS:

Cash and Cash Equivalents

The City's cash management pool allows individual funds to, at any time, deposit additional cash or make withdrawals without prior notice or penalty, and thus, the City is managing an internal service pool which is considered by GASB to be a cash equivalent. The City considers cash equivalents to be highly liquid investments (including restricted assets) with an original maturity of three months or less when purchased.

Each participating fund's portion of the pool is reported as "Cash, Cash Equivalents and Investments" in the governmental and proprietary funds' balance sheets. Certain cash and investments for the Water and Sewer and Electric Services Funds are held separately and not included in the pool.

For purposes of the statements of cash flows, the City classifies its cash management pool (including restricted assets) along with the Water and Sewer and Electric Services Funds cash accounts as cash and cash equivalents.

Individual funds with credit balances at year-end were reclassified to Due to Other Funds for reporting purposes with offsetting Due from Other Funds in the General Fund and Water and Sewer Fund.

Deposits

Deposits consist of interest bearing demand accounts. All deposits with financial institutions were 100% insured by Federal depository insurance or by collateral pursuant to the Public Depository Security Act of the State of Florida. The carrying amount of the demand deposits and cash on hand at September 30, 2021 was \$12,901,962 (excluding Pension Trust Funds).

Investments

The City's investment policy is governed by an ordinance adopted by the City Commission. Allowable investments include, the Local Government Surplus Trust Fund, United States Government Securities, United States Government Agencies (full faith and credit of the United States Government), Federal Instrumentalities (United States Government sponsored agencies which are non-full faith and credit), Non-Negotiable Interest Bearing Time Certificates of Deposit, Repurchase Agreements, Banker's Acceptances, Commercial Paper, State and/or Local Government Taxable and/or Tax-Exempt Debt, Registered Investment Companies (Money Market Mutual Funds) and Intergovernmental Investment Pools.

The following is a summary of cash and investments held by the City at September 30, 2021:

Investment Type	Fair Value	Investment Maturities (in Years)			
		Less Than 1	1 - 5	6 - 10	More Than 10
U.S. Treasury Securities	\$ 19,232,095	\$ 3,012,590	\$ 14,240,925	\$ 1,978,580	\$ -
Government National Mortgage Assoc	975,804	-	8,093	266,630	701,081
Federal Farm Credit Bank	20,742,558	1,291,663	12,602,725	6,848,170	-
Federal Home Loan Bank	23,226,645	2,511,725	4,992,250	15,722,670	-
Federal Home Loan Mortgage Corp	9,671,747	-	8,205,031	1,466,716	-
Federal National Mortgage Association	11,139,424	1,005,930	10,133,494	-	-
Florida Surplus Asset Fund Trust	2,104,516	2,104,516	-	-	-
Florida Education Investment Trust Fund	1,931,970	1,931,970	-	-	-
Local Government Surplus Trust Fund	20,494	20,494	-	-	-
Pooled Investments	89,045,253	11,878,888	50,182,518	26,282,766	701,081
Carrying amount of deposits	12,901,962	12,901,962	-	-	-
Cash, Cash Equivalents & Investments	101,947,215	24,780,850	50,182,518	26,282,766	701,081

Police Officers' Pension					
Investment Type	Fair Value	Investment Maturities (in Years)			
		Less Than 1	1 - 5	6 - 10	More Than 10
Fixed Income Mutual Funds	\$ 20,661,061	\$ N/A	\$ N/A	\$ N/A	\$ N/A
Equity Mutual Funds	31,999,460	N/A	N/A	N/A	N/A
Common Collective Trusts	10,189,288	N/A	N/A	N/A	N/A
Stocks	1,715,382	N/A	N/A	N/A	N/A
Real Estate Commingled Funds	3,837,087	N/A	N/A	N/A	N/A
Investments	68,402,278	-	-	-	-
Carrying amount of deposits	1,327,161	-	-	-	-
Total Cash and Investments	\$ 69,729,439	\$ -	\$ -	\$ -	\$ -

Firefighters' Pension					
Investment Type	Fair Value	Investment Maturities (in Years)			
		Less Than 1	1 - 5	6 - 10	More Than 10
Fixed Income Mutual Funds	\$ 27,434,580	\$ N/A	\$ N/A	\$ N/A	\$ N/A
Equity Mutual Funds	28,163,606	N/A	N/A	N/A	N/A
Common Collective Trusts	10,323,167	N/A	N/A	N/A	N/A
Stocks	3,161,100	N/A	N/A	N/A	N/A
Real Estate Commingled Funds	2,857,742	N/A	N/A	N/A	N/A
Investments	71,940,195	-	-	-	-
Carrying amount of deposits	2,208,014	-	-	-	-
Total Cash and Investments	\$ 74,148,209	\$ -	\$ -	\$ -	\$ -

Fair Value of Investments - Investments are stated at fair value with the exception of the Florida Education Investment Trust Fund that is measured at net asset value (NAV) and investments in the Florida Surplus Asset Fund Trust (FLSAFE) and State Board of Administration's Local Government Surplus Funds Trust Fund (SBA - an external 2a7-like fund) which are presented at amortized cost.

The City categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. The level in the fair value hierarchy within which a fair value measurement falls is based on the lowest level input that is significant to the fair value measurement in its entirety. Investments using net asset value or amortized cost, which approximate fair value, have not been classified in the fair value hierarchy.

The following is a summary of the City's financial assets carried at fair value by level within the valuation hierarchy as of September 30, 2021:

Investment Type	Fair Value	Fair Value by Level		
		Level 1	Level 2	N/A
U.S. Treasury Securities	\$ 19,232,095	\$ 19,232,095	\$ -	\$ -
Government National Mortgage Assoc	975,804	-	975,804	-
Federal Farm Credit Bank	20,742,558	-	20,742,558	-
Federal Home Loan Bank	23,226,645	-	23,226,645	-
Federal Home Loan Mortgage Corp	9,671,747	-	9,671,747	-
Federal National Mortgage Association	11,139,424	-	11,139,424	-
Florida Surplus Asset Fund Trust	2,104,516	-	-	2,104,516
Florida Education Investment Trust Fund	1,931,970	-	-	1,931,970
Local Government Surplus Trust Fund	20,494	-	-	20,494
Pooled Investments	89,045,253	19,232,095	65,756,178	4,056,980
Carrying amount of deposits	12,901,962	-	-	12,901,962
Cash, Cash Equivalents & Investments	101,947,215	19,232,095	65,756,178	16,958,942

Police Officers' Pension					
Investment Type	Fair Value	Fair Value by Level			N/A
		Level 1	Level 2	Level 3	
Fixed Income Mutual Funds	\$ 20,661,061	\$ -	\$ 20,661,061	\$ -	\$ -
Equity Mutual Funds	31,999,460	31,999,460	-	-	-
Common Collective Trusts	10,189,288	-	10,189,288	-	-
Stocks	1,715,382	1,715,382	-	-	-
Real Estate Commingled Funds	3,837,087	-	-	3,837,087	-
Investments	68,402,278	33,714,842	30,850,349	3,837,087	-
Carrying amount of deposits	1,327,161	-	-	-	1,327,161
Total Cash and Investments	\$ 69,729,439	\$ 33,714,842	\$ 30,850,349	\$ 3,837,087	\$ 1,327,161

Firefighters' Pension					
Investment Type	Fair Value	Fair Value by Level			N/A
		Level 1	Level 2	Level 3	
Fixed Income Mutual Funds	\$ 27,434,580	\$ -	\$ 27,434,580	\$ -	\$ -
Equity Mutual Funds	28,163,606	28,163,606	-	-	-
Common Collective Trusts	10,323,167	-	10,323,167	-	-
Stocks	3,161,100	3,161,100	-	-	-
Real Estate Commingled Funds	2,857,742	-	-	2,857,742	-
Investments	71,940,195	31,324,706	37,757,747	2,857,742	-
Carrying amount of deposits	2,208,014	-	-	-	2,208,014
Total Cash and Investments	\$ 74,148,209	\$ 31,324,706	\$ 37,757,747	\$ 2,857,742	\$ 2,208,014

The City has the following recurring fair value measurements as of September 30, 2021:

- U.S. Treasury Securities and Stocks - Valued using quoted prices in an active market for identical assets (Level 1 inputs).
- Equity Mutual Funds – Valued at market prices for similar assets in active markets (Level 1 inputs).
- Debt Securities – Valued using either a bid evaluation or a matrix pricing technique. Bid evaluations may include market quotations, yields, maturities, call features and ratings. Matrix pricing is used to value securities based on the securities relationship to benchmark quoted prices (Level 2 inputs).

- Fixed Income Mutual Funds – Valued using pricing models maximizing the use of observable inputs for similar securities. This includes basing value on yield currently available on comparable securities of issuers with similar credit ratings (Level 2 inputs).
- Common Collective Trusts – Valued on the basis of the relative interest of each participating investor in the fair value of the underlying assets of each of the respective common collective trusts. The underlying assets are valued based on the net asset value as provided by the investment account manager (Level 2 inputs).
- Real Estate Commingled Funds – Valued using a combination of external appraisals and internal valuations (Level 3 inputs).

Interest Rate Risk - To mitigate interest rate risk, the City's investment policy requires that the investment strategy provide sufficient liquidity to meet the City's operating, payroll and capital requirements that may be reasonably anticipated. Investments of current operating funds are to have maturities not exceeding twelve months.

Credit Risk - Although the City's investment policy does not address specific investment-related risk, to mitigate credit risk, the City primarily invests in the U.S. Government Securities and the State of Florida local government surplus trust fund pool as well as other investments allowed in the investment ordinance referred to above. Credit quality distribution for investments, with credit exposure as a percentage of total investments, are as follows at September 30, 2021:

Investment Type	Standard & Poor's Ratings	Moody's Ratings	Percentage of Total
Pooled Investments			
U.S. Treasury Securities	Not Rated	AAA	22%
Government National Mortgage Assoc	Not Rated	Not Rated	1%
Federal Farm Credit Bank	AA+	AAA	23%
Federal Home Loan Bank	AA+	AAA	26%
Federal Home Loan Mortgage Corp	AA+	AAA	11%
Federal National Mortgage Association	AA+	AAA	13%
Florida Surplus Asset Fund Trust	AAAf	Not Rated	2%
Florida Education Investment Trust Fund	AAAm	Not Rated	2%
Local Government Surplus Trust Fund	AAAm	Not Rated	0%

Custodial Risk – To mitigate custodial risk, broker/dealers must provide audited financial statements, proof of National Association of Securities Dealers (NASD) certification and proof of state registration. Securities transactions between a financial institution or broker/dealer and the custodian involving purchase or sale of securities by transfer of money or securities must be made on a “delivery vs. payment” basis, if applicable, to ensure that the custodian will have the security or money, as appropriate, on hand at the conclusion of the transaction.

Concentration of Credit Risk - The City's investment policy requires that investments be diversified by security type and institution. Specific limitations as to the percentage of the portfolio and length of maturity for each type of investment are addressed in the policy.

G. RECEIVABLES:

Utility operating revenues are generally recognized on the basis of cycle billings rendered monthly. The amount of services delivered for the period from the last billing date to September 30th is estimated and accrued at year-end.

H. PROPERTY TAXES:

Under Florida Law, the assessment of all properties and the collection of all City property taxes are consolidated in the offices of the County Property Appraiser and County Tax Collector. The laws of the State regulating tax assessment are also designed to assure a consistent property valuation method statewide. State Statutes permit cities to levy property taxes at a rate of up to ten (10) mills. The operating millage rate in effect for the fiscal year ended September 30, 2021 was 4.0923. A debt service millage was also in effect of 0.4288 mills.

All property is assessed according to its fair market value on January 1 of each year and at that time a lien is placed on the property for the taxes. The tax levy of the City is established by the City Commission prior to October 1 of each year and the Orange County Property Appraiser incorporates the City's millage into the total tax levy, which also includes Orange County, the Orange County School Board and the St. Johns Water Management District's tax requirements. All taxes are billed on November 1 of each year or as soon thereafter as the assessment roll is certified and delivered to the Tax Collector. All unpaid taxes become delinquent on April 1 following the year in which they are assessed. Discounts are allowed for early payment at the rate of 4% in the month of November, 3% in the month of December, 2% in the month of January and 1% in the month of February. The taxes paid in March are without discount.

On or prior to June 1 following the tax year, certificates are sold for all delinquent taxes on real property. Application for a tax deed on any unredeemed tax certificates may be made by the certificate holder after a period of two years. Unsold certificates are held by the County.

I. INVENTORIES:

Inventories are stated at cost using the first-in/first-out (FIFO) method and are charged as expenditures/expenses when used.

- ◆ Inventories of the General Fund consist of fuel and other operating supplies.
- ◆ Inventories of the Stormwater Utility Fund consist of aquatic weed control chemicals.
- ◆ Inventories of the Water and Sewer Fund consist of maintenance parts, supplies and water meters.
- ◆ Inventories of the Electric Services Fund consist of cable, meters, transformers and supplies.
- ◆ Inventories of the Fleet Maintenance Fund consist of maintenance parts, tires, fuels and supplies.

J. PREPAID ITEMS:

Prepaid items represent payments made to vendors that will benefit periods beyond September 30, 2021. The costs of governmental fund type prepaid items are recorded using the consumption method, that is, as expenditures when consumed rather than when purchased.

K. CAPITAL ASSETS:

Property, plant and equipment purchased or acquired are carried at historical cost or estimated historical cost. Contributed assets are recorded at acquisition value as of the date received. The City defines capital assets as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of two years. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Property, plant and equipment are depreciated using the straight-line method over the following useful lives:

Years	Classification
7 – 50	Buildings
10 – 50	Streets and drainage
10 – 50	Improvements other than buildings
2 – 20	Machinery and furniture
2 – 10	Vehicles (including heavy equipment)
30 – 50	Water & sewer lines
30 – 50	Electric

System acquisition costs represent the 1981 acquisition of General Waterworks Corporation's operating assets, consisting primarily of the water utility within the City and a water and sewer system providing services to areas outlying the City's boundaries. The purchase method was utilized to account for this transaction. The system acquisition costs are amortized using the straight-line method over forty (40) years.

The City's payment to Duke Energy for the electric distribution system in the City limits for going concern and stranded costs are reported as system acquisition costs and are being amortized over the term of the bonds issued to finance this acquisition.

Capacity rights and sewer contract costs consist of purchased rights to specified percentages in existing and future water and sewer treatment capacity as described in Note 17. The capacity rights were recorded at cost and amortized using the straight-line method over a period of 13 to 30 years.

The City's payment to South Seminole-North Orange County Wastewater Transmission Authority for its share of infrastructure improvements is reported as sewer capacity rights and is being amortized over the term of the bonds issued to finance this payment. The City is party to an intergovernmental agreement, which governs the South Seminole-North Orange County Wastewater Transmission Authority. The Authority owns and operates the pipeline that takes the City's and other participants' sewage flows to the Iron Bridge Regional Wastewater Treatment Plant.

L. DEFERRED OUTFLOWS/INFLOWS OF RESOURCES

Deferred outflows of resources represent a consumption of net assets that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The deferred expense on refunding bonds reported in the government-wide statement of net position and proprietary funds statement of net position results from the difference in the carrying value of refunded debt and its reacquisition price. This amount is deferred and amortized over the shorter of the life of the refunded or refunding debt. The amount for pensions relates to certain differences between expected and actual actuarial results and changes of assumptions. The amount for other postemployment benefits relates to contributions to the OPEB plan from the employer subsequent to the measurement date of the total OPEB liability and before the end of the reporting period.

Deferred inflows of resources represent an acquisition of net assets that applies to a future period(s) and will not be recognized as an inflow of resources (revenue) until that period. The unavailable revenue on long-term receivables reported in the fund financial statements balance sheet for governmental funds represents a portion of various long-term receivables that will be received after the availability period. This amount is deferred and the portion of the receivables becoming due within the following fiscal year will be recognized as revenue in future periods. The amount for pensions relates to certain differences between expected and actual actuarial results and certain differences between projected and actual investment earnings. The amount for other postemployment benefits relates to changes of assumptions or other actuarial inputs.

M. UNEARNED REVENUE:

The unearned revenue on the government-wide statement of net position includes golf course memberships collected in advance and occupational license fees collected before year-end but not due until October 1.

N. LONG-TERM DEBT:

In the government-wide financial statements and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net position.

O. ACCUMULATED UNUSED COMPENSATED ABSENCES:

The City records the vested portion of accumulated unused compensated absences at year-end based on each employee's accumulated unused hours and rate of pay, including the City's share of Social Security, Medicare taxes and Retirement. All compensated absences are accrued when earned by employees in the government-wide and proprietary fund financial statements. A liability for these amounts is reported in the governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

P. PENSION PLANS:

The City sponsors and administers three pension plans covering substantially all full-time employees. The City's policy is to fund the annual pension costs in the annual budget.

Employees of the Police and Fire Departments are enrolled in separate defined benefit pension plans adopted by the City effective August 4, 1959 for the police officers and January 1, 1959 for the firefighters. For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions and pension expense, information about the fiduciary net position of the Police and Firefighter pension plans and additions/deductions from the plan net positions have been determined on the same basis as they are reported by the plans.

Benefit payments (including refunds of employee contributions) are recognized in the fund financial statements when due and payable in accordance with the benefit terms. Investments are reported at fair value.

General employees are enrolled in a defined contribution 401(a) pension plan established January 1, 1992, as described in Note 16(C). The assets, liabilities, fund equity and operations of this plan are not presented on the City's financial statements as the plan is independently administered.

Q. CATEGORIES AND CLASSIFICATION OF FUND BALANCE:

Fund balance classifications are Non Spendable, Restricted, Committed, Assigned and Unassigned. These classifications reflect not only the nature of the funds, but also provide clarity to the level of restriction placed upon fund balance. Fund balance can have different levels of restraint, such as external versus internal compliance requirements. The City classifies governmental fund balances as follows:

Non Spendable – includes fund balance amounts that cannot be spent either because it is not in spendable form or because of legal or contractual constraints.

Spendable Fund Balance:

- Restricted – includes fund balance amounts that are constrained for specific purposes which are externally imposed by providers, such as donors or amounts constrained by enabling legislation.
- Committed – includes fund balance amounts that are constrained for specific purposes that are internally imposed by the government through formal action of City Commission. Such formal action may be in the form of an ordinance or resolution and may only be modified or rescinded by taking the same formal action that imposed the original constraint. Approval of an ordinance requires two public hearings while a resolution only requires one. Fund balance constraints created by ordinance would have to be removed by ordinance. Likewise, those created by resolution would have to be removed by resolution. These commitments must be in place prior to September 30.

- Assigned – includes amounts that are intended to be used for specific purposes that are neither restricted nor committed. The City Commission has adopted a policy authorizing City Management to assign funds.
- Unassigned – includes residual positive fund balance within the General Fund which has not been classified within the other above mentioned categories. The General Fund is the only fund that reports a positive unassigned fund balance amount. However, in governmental funds other than the General Fund, if expenditures incurred for a specific purpose exceed the amounts that are restricted, committed, or assigned for those purposes, it may be necessary to report a negative unassigned fund balance in that fund.

The City uses restricted amounts first when both restricted and unrestricted fund balance is available. Additionally, the City would first use committed, then assigned, and lastly unassigned amounts of unrestricted fund balance when expenditures are made.

The City does not have a minimum fund balance policy. As part of its Administrative Policy, the City Commission set a goal of working towards an unassigned fund balance in the General Fund equaling thirty percent of the annual General Fund expenditures and transfers out for recurring operating costs reported in other funds.

R. NET INVESTMENT IN CAPITAL ASSETS COMPONENT OF NET POSITION:

Net investment in capital assets component of net position consisted of the following components as of September 30, 2021:

	Governmental Activities	Business-type Activities
Capital assets, net	\$ 129,553,685	\$ 193,934,465
Related debt, net ¹	(32,196,905)	(95,709,834)
Unspent proceeds from capital related debt	-	15,139
Totals	\$ 97,356,780	\$ 98,239,770

¹ Amounts outstanding are net of applicable unamortized discounts, premiums, and capital-related deferred outflows of resources (deferred expense on refundings).

S. RESTRICTED COMPONENT OF NET POSITION:

Restricted component of net position are subject to restrictions that are either (1) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or (2) imposed by law through constitutional provisions or enabling legislation.

2. *Receivables*

The accounts receivable and allowance for uncollectibles at September 30, 2021 were as follows:

	Accounts Receivable	Allowance for Uncollectibles	Net
General Fund	\$ 2,152,326	\$ 871,997	\$ 1,280,329
Non-Major Governmental Funds:			
Designations Trust Fund	660	300	360
Stormwater Utility Fund	231,131	-	231,131
Debt Service Fund	20,579	-	20,579
Enterprise Funds:			
Water and Sewer Fund	1,529,636	131,682	1,397,954
Electric Services Fund	4,088,476	115,095	3,973,381
Internal Service Funds:			
Employee Insurance Fund	86,162	1,785	84,377
Totals	<u>\$ 8,108,970</u>	<u>\$ 1,120,859</u>	<u>\$ 6,988,111</u>

3. *Special Assessments Receivable*

Special assessments receivable consist of assessments for community redevelopment, street bricking and other streetscaping improvements in the governmental funds and undergrounding of electric and cable utilities in the Electric Services Fund. Owners of properties benefiting from the improvements are given the option of paying their share of the project cost either in a lump sum at the completion of the project or over a certain time. Assessments are billed to property owners through the property tax bill as non-ad valorem assessments.

Special assessments receivable at September 30, 2021 were as follows:

	<u>Interest Rate</u>	<u>Current Receivable</u>	<u>Deferred Receivable</u>	<u>Total</u>
Governmental Activities:				
Major Fund				
Community Redevelopment Fund:				
Community redevelopment	-	<u>\$ 30,000</u>	<u>\$ 210,000</u>	<u>\$ 240,000</u>
Non-Major Funds				
Designations Trust Fund:				
Street bricking improvements	6.00%	<u>\$ 12,828</u>	<u>\$ 76,290</u>	<u>\$ 89,118</u>
Debt Service Fund:				
Park Avenue improvements	1.57%	55,721	(55,721)	-
Orange Avenue improvements	2.09%	107,475	537,375	644,850
		<u>\$ 163,196</u>	<u>\$ 481,654</u>	<u>\$ 644,850</u>
Business-Type Activities:				
Major Fund				
Electric Services Fund:				
Undergrounding electric and cable utilities	4.00% & 4.25%	<u>\$ 18,723</u>	<u>\$ -</u>	<u>\$ 18,723</u>

4. Capital Assets

The following is a summary of changes in capital assets during the year ended September 30, 2021:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental Activities:				
Capital assets, not being depreciated:				
Land	\$ 15,793,189	\$ -	\$ -	\$ 15,793,189
Construction in progress	19,106,739	30,147,936	(3,134,980)	46,119,695
Total capital assets, not being depreciated	34,899,928	30,147,936	(3,134,980)	61,912,884
Capital assets, being depreciated:				
Buildings	42,103,428	40,920	-	42,144,348
Improvements other than buildings	24,466,662	399,418	(759,982)	24,106,098
Machinery and equipment	17,130,566	2,768,096	(67,039)	19,831,623
Furniture and fixtures	622,058	-	-	622,058
Vehicles	20,510,510	1,020,001	(681,067)	20,849,444
Streets and drainage	66,898,003	282,168	-	67,180,171
Total capital assets being depreciated	171,731,227	4,510,603	(1,508,088)	174,733,742
Less accumulated depreciation for:				
Buildings	(22,194,853)	(1,027,819)	-	(23,222,672)
Improvements other than buildings	(13,630,674)	(1,663,895)	759,982	(14,534,587)
Machinery and equipment	(14,019,208)	(778,258)	63,787	(14,733,679)
Furniture and fixtures	(588,459)	(7,947)	3,252	(593,154)
Vehicles	(12,943,656)	(1,433,089)	679,276	(13,697,469)
Streets and drainage	(40,144,255)	(167,125)	-	(40,311,380)
Total accumulated depreciation	(103,521,105)	(5,078,133)	1,506,297	(107,092,941)
Total capital assets, being depreciated, net	68,210,122	(567,530)	(1,791)	67,640,801
Governmental activities capital assets, net	\$ 103,110,050	\$ 29,580,406	\$ (3,136,771)	\$ 129,553,685
Business-type Activities:				
Capital assets, not being depreciated:				
Land	\$ 12,187,524	\$ -	\$ -	\$ 12,187,524
Construction in progress	1,449,086	2,120,407	(1,439,032)	2,130,461
Total capital assets, not being depreciated	13,636,610	2,120,407	(1,439,032)	14,317,985
Capital assets, being depreciated:				
Buildings and production facilities	3,697,043	-	-	3,697,043
Machinery and equipment	6,350,488	106,343	-	6,456,831
Furniture and fixtures	8,435	7,134	-	15,569
Improvements other than buildings	265,985,048	8,435,510	-	274,420,558
System acquisition costs	21,053,659	1,414	-	21,055,073
Sewer contract costs	3,394,035	-	-	3,394,035
Sewer capacity rights	22,933,177	1,690,951	-	24,624,128
Total capital assets, being depreciated	323,421,885	10,241,352	-	333,663,237
Less accumulated depreciation for:				
Buildings and production facilities	(3,187,995)	(10,036)	-	(3,198,031)
Machinery and equipment	(7,649,967)	(484,822)	-	(8,134,789)
Furniture and fixtures	(8,435)	(357)	-	(8,792)
Improvements other than buildings	(111,555,717)	(5,542,094)	-	(117,097,811)
System acquisition costs	(10,253,828)	(700,543)	-	(10,954,371)
Sewer contract costs	(3,394,035)	-	-	(3,394,035)
Sewer capacity rights	(10,433,109)	(825,819)	-	(11,258,928)
Total accumulated depreciation, net	(146,483,086)	(7,563,671)	-	(154,046,757)
Total capital assets, being depreciated, net	176,938,799	2,677,681	-	179,616,480
Business-type activities capital assets, net	\$ 190,575,409	\$ 4,798,088	\$ (1,439,032)	\$ 193,934,465

Depreciation expense was charged to governmental function as follows:

Planning and Community Development	\$ 237,002
Public Works	1,450,397
Police	180,268
Fire Rescue	325,154
Parks and Recreation	1,228,300
Capital assets held by the City's internal service funds are charged to the various functions based on their usage of the assets	1,657,012
Total depreciation expense	\$ 5,078,133

5. *Interfund Balances*

Interfund receivable and payable balances at September 30, 2021 consist of:

	Due From Other Funds	Due To Other Funds
Major Funds:		
General Fund	\$ 159,843	\$ -
Capital Projects Fund		2,800,000
Water and Sewer Fund	2,800,000	
Nonmajor Governmental Funds	-	159,843
Totals	\$ 2,959,843	\$ 2,959,843

The Due to Other Funds balances reported in the fund financial statements represent temporary interfund loans to cover credit cash balances in the individual funds at year-end with offsetting Due from Other Funds in the lending funds.

The Advances to/from Other Funds balances reported on the Statement of Net Position and fund financial statements were for the funding of improvements to Ward Park and Mead Gardens. This advance will be paid off over the next ten years.

6. General Obligation Bonds

General Obligation Bonds, Series 2017 and 2020, are general obligations of the City and are payable from and secured by a lien upon and pledge of the revenues received from the levy and collection by the City of voted debt service millage on all the taxable property within the City.

Proceeds of such tax are deposited, as received, into the Sinking Fund and applied solely for the purpose of paying the principal and interest as they become due.

The proceeds from the General Obligation Bonds, Series 2017 and 2020, are being used for construction of the Winter Park Public Library and Events Center.

A. GENERAL OBLIGATION BONDS CONSIST OF THE FOLLOWING:

Description	Interest Rates and Dates	Final Maturity	Original Amount Issued	Amount Outstanding at 9/30/2021
Series 2017	3.00% - 5.00% 1/1;7/1	07/01/37	\$ 25,500,000	\$ 22,015,000
Series 2020	1.88% 1/1;7/1	07/01/37	\$ 2,095,000	\$ 2,000,000

B. EARLY REDEMPTION:

Description	Call Date	Call Rate
Series 2017	Redeemable at par plus accrued interest on or after July 1, 2027	100%
Series 2020	Bond may be prepaid	The Bond contains a make whole call provision

C. DEFAULT PROVISIONS FOR DIRECT BORRWINGS:

The General Obligation Bond, Series 2020, resolution contains a provision that upon the occurrence of an event of default for non-payment, the interest rate will be increased to the lesser of 18% or the maximum allowed rate by the law.

7. *Non-Ad Valorem Revenue Notes*

The Orange Avenue Refunding Revenue Improvement Note, Series 2012A, is a special obligation of the City payable from the monies budgeted and appropriated by the City Commission for such purpose in each year from legally available non-ad valorem revenues. The proceeds from this note were used for a current refunding of the Orange Avenue Revenue Improvement Note, Series 2007, which were used to finance streetscaping improvements on Orange Avenue.

A. NON-AD VALOREM REVENUE NOTE CONSIST OF THE FOLLOWING:

Description	Interest Rates and Dates	Final Maturity	Original Amount Issued	Amount Outstanding at 9/30/2021
Series 2012A	2.54% 1/1;7/1	07/01/28	\$ 1,870,000	\$ 945,000

B. EARLY REDEMPTION:

Description	Call Date	Call Rate
Series 2012A	Note may be prepaid	The Note contains a make whole call provision

C. DEFAULT PROVISIONS OF DIRECT BORROWINGS:

The resolution for the non-ad valorem revenue note contains a provision that upon the occurrence of an event of default for non-payment, the interest rate shall be adjusted to be equal to the Prime Rate plus 8%. Upon the occurrence of any other event of default, as defined in the resolution, the rate shall be adjusted to be equal to the Prime Rate plus 5%.

8. *Community Redevelopment Agency Notes*

The Community Redevelopment Agency Notes are special obligations of the City's CRA payable from tax increment revenues of the CRA. The proceeds from these notes were used to finance capital enhancements and social programs within the CRA. Tax increment revenue from Orange County is reported as other intergovernmental revenue and tax increment revenue from the City is reported as transfers in from the General Fund.

Total principal and interest remaining on the notes is \$5,828,875, payable through January 2026. For the current year, principal and interest paid and total incremental tax revenue was \$1,491,056 and \$6,345,628, respectively.

A. COMMUNITY REDEVELOPMENT AGENCY NOTES CONSIST OF THE FOLLOWING:

Description	Interest Rates and Dates	Final Maturity	Original Amount Issued	Amount Outstanding at 9/30/2021
Series 2006	3.89% 1/1; 7/1	01/01/25	\$ 2,155,000	\$ 610,000
Series 2010	4.48%, 1/1; 7/1	01/01/26	\$ 8,100,000	\$ 3,180,000
Series 2012	1.99% 1/1; 7/1	01/01/25	\$ 5,870,000	\$ 1,565,000

B. EARLY REDEMPTION:

Description	Call Date	Call Rate
Series 2006	Not subject to redemption	N/A
Series 2010	Note may be prepaid	15% of balance outstanding may be prepaid on any January 1 without penalty; all or a portion of the Notes may be prepaid at any time with a fee to compensate the underwriter based on market conditions at the time of such prepayment
Series 2012	Note may be prepaid	The Note contains a make whole call provision

C. DEFAULT PROVISIONS OF DIRECT BORROWINGS:

None of the CRA Notes contain acceleration clauses or requirements other than payment of any past due debt service payments in the event of default.

9. *Water and Sewer Revenue Bonds*

A. THE REVENUE BONDS (SERIAL) CONSIST OF THE FOLLOWING:

Description	Interest Rates and Dates	Final Maturity	Original Amount Issued	Amount Outstanding at 9/30/2021
Water & Sewer Refunding Revenue Bonds, Series 2011	2.00% to 5.00% 6/1; 12/1	12/01/21	\$ 14,155,000	\$ 1,855,000
Water & Sewer Refunding Revenue Bonds, Series 2017	2.60% 6/1; 12/1	12/01/34	\$ 35,030,000	\$ 32,640,000
Water & Sewer Refunding Revenue Bonds, Series 2020	2.29% 6/1; 12/1	12/01/30	\$ 14,565,000	\$ 14,565,000

The City has pledged future water and sewer customer revenue, net of specified operating expenses, to repay the debt above. Proceeds from the bonds provided financing for major improvements to the City's water treatment plants as well as its share of costs for improvements to facilities owned by other entities through which the City participates via interlocal agreements.

The bonds are payable solely from water and sewer customer revenues and are payable through 2035. Annual principal and interest payments on the bonds are expected to require less than 50 percent of net revenues. The total principal and interest remaining on the bonds is \$57,305,680. Principal and interest paid for the current year and total net revenues were \$4,603,043 and \$11,636,050, respectively.

B. BOND COVENANTS:

The Water and Sewer Revenue Bonds, Series 2011, Series 2017 and Series 2020, resolutions provide for:

1) ESTABLISHMENT AND MAINTENANCE OF VARIOUS FUNDS:

- Revenue Fund records all operating revenues and expenses of the system;
- Sinking Fund records all debt service requirements which include the Sinking Fund account, bond amortization account and reserve account;
- Renewal and Replacement Fund records all the improvements, extensions and replacements of the system; and
- Construction Fund records the cost of major additions to the system financed by the revenue bonds.

2) RESTRICTIONS ON THE USE OF CASH FROM OPERATIONS IN ORDER OF PRIORITY:

- Deposits are made to the Revenue Fund to meet current operations according to the existing bond ordinance;
- Deposits to the Sinking Fund are required each month equal to one-sixth (1/6) of the interest becoming due on the next semi-annual interest payment date and one-twelfth (1/12) of the principal becoming due on the next principal payment date;
- Deposits to the Renewal and Replacement Fund are required in each month equal to one-twelfth (1/12) of 5% of gross revenues for the preceding fiscal year; however, no such monthly deposit shall be required whenever the amount in such fund shall be at least equal to 5% of the then current net asset value of the system.

3) EARLY REDEMPTION:

Description	Call Date	Call Rate
Series 2011	Anytime	Not subject to redemption prior to stated dated of maturity
Series 2017	10/01/26 and thereafter	100%
Series 2020	Bond may be prepaid	The Bond contains a make whole call provision

4) INVESTMENT RESTRICTIONS:

- Funds are required to be continuously secured in the same manner as state and municipal deposits of funds are required to be secured by the Laws of the State of Florida; and
- All funds deposited shall be continuously invested in direct obligations of, or obligations that are guaranteed by, the United States of America, obligations of its several agencies, the Local Government Surplus Funds Trust Fund, obligations guaranteed by the Government National Mortgage Association, or time deposits in banks, trust companies or savings and loan associations represented by Certificates of Deposit

5) DEFAULT PROVISIONS FOR DIRECT BORROWINGS:

The Water and Sewer Revenue Bonds, Series 2010 and Series 2017, resolutions contain the following default provisions:

Description	Default Provisions
Series 2017	In the event of default, the interest rate will be increased to the greater of (a) the published Federal Reserve Bank's Prime Rate plus 3%, (b) the Federal Funds Rate plus 5%, or (c) 7% per annum.
Series 2020	In the event of default, the interest rate will be the lesser of (i) 18% per annum and (ii) the maximum lawful rate.

10. Electric Revenue Bonds

A. THE REVENUE BONDS (SERIAL) CONSIST OF THE FOLLOWING:

Description	Interest Rates and Dates	Final Maturity	Original Amount Issued	Amount Outstanding at 9/30/2021
Electric Revenue Bonds, Series 2010	3.20% 4/1;10/1	10/01/30	\$ 5,245,000	\$ 3,055,000
Electric Revenue Bonds, Series 2014	2.74% 4/1;10/1	10/01/33	\$ 7,680,000	\$ 5,595,000
Electric Revenue Bonds, Series 2014A	2.99% 4/1;10/1	10/01/33	\$ 5,900,000	\$ 4,390,000
Electric Revenue Bonds, Series 2016	2.000% to 5.000%; 4/1;10/1	10/01/37	\$ 18,260,000	\$ 16,345,000
Electric Revenue Bond, Series 2019	3.480% 4/1;10/1	10/01/35	\$ 25,405,000	\$ 23,645,000

The City has pledged future electric customer revenue, net of specified operating expenses, to repay the debt above. Proceeds from the bonds provided financing for the acquisition of the electric utility in 2005, improvements to the system to allow it to function as a stand-alone distribution system, and undergrounding of some of the major feeder lines. The bonds are payable solely from electric customer revenues and are payable through 2037. Annual principal and interest payments on the bonds are expected to require less than 50 percent of net revenues. The total principal and interest remaining on the bonds is \$66,208,564. Principal and interest required for the current year and total customer net revenues were \$4,736,586 and \$18,333,726, respectively.

B. BOND COVENANTS:

The Electric Revenue Bonds, Series 2010, Series 2014, Series 2014A, Series 2016 and Series 2019, resolution provides for:

1) ESTABLISHMENT AND MAINTENANCE OF VARIOUS FUNDS:

- Revenue Fund accounts for all gross revenues of the electric system;
- Electric System Operation and Maintenance Fund records all operating revenues and expenses of the system;
- Sinking Fund records all debt service requirements which include the interest account, principal, reserve account and bond amortization account;
- Project Fund records the cost of the project financed by the revenue bonds.

2) RESTRICTIONS ON THE USE OF CASH FROM OPERATIONS IN ORDER OF PRIORITY:

- Deposits are made to the Electric System Operation and Maintenance Fund to meet current operations according to the existing bond ordinance;
- Deposits shall next be used for deposit into the Principal Account in any year immediately before a Serial Bond maturity date one-twelfth (1/12) of the principal becoming due on the next principal payment date;
- Deposits to the Renewal and Replacement Fund are required in each month equal to one-twelfth (1/12) of the amount recommended by the Director of Electric Utilities, but no further deposit shall be required as long as there is on deposit therein the amount recommended by the Consulting Engineers for the system for the current fiscal year;
- The remainder of the revenues on deposit in the Revenue Fund, after all other required payments into the funds provided above have been made, together with any deficiencies for prior payments, may be used by the City for any lawful purpose.

3) EARLY REDEMPTION:

Description	Call Date	Call Rate
Series 2010	Any payment date	101%
Series 2014	10/01/22 and thereafter	100%
Series 2014A	10/01/22 and thereafter	100%
Series 2016	10/01/26 and thereafter	100%
Series 2019	07/01/29 and thereafter	100%

4) INVESTMENT RESTRICTIONS:

- Funds are required to be continuously secured in the same manner as state and municipal deposits of funds are required to be secured by the Laws of the State of Florida; and
- All monies deposited shall be continuously invested in direct obligations of, or obligations that are guaranteed by, the United States of America, obligations of its several agencies, the Local Government Surplus Funds Trust Fund, obligations guaranteed by the Government National Mortgage Association, or time deposits in banks, trust companies or savings and loan associations represented by Certificates of Deposit.

5) DEFAULT PROVISIONS OF DIRECT BORROWINGS:

Description	Default Provisions
Series 2010	No acceleration clause or requirements other than payment of any past due debt service payments in the event of a default.
Series 2014 and 2014A	In the event of default, the interest rate will become 5% per annum.
Series 2019	In the event of default, the interest rate will become 6% per annum and require a late charge of 6% of the delinquent payment until such payment is made.

11. Bonded Indebtedness

A. FUTURE REQUIREMENTS

Debt service requirements for all debt outstanding as of September 30, 2021 are as follows:

	Governmental Activities			
	Revenue Bonds		Bonds from Direct Borrowings	
	General Obligation Bonds		General Obligation Bonds	
	Principal	Interest	Principal	Interest
2022	\$ 980,000	\$ 820,800	\$ 110,000	\$ 37,600
2023	1,030,000	771,800	110,000	35,532
2024	1,080,000	720,300	110,000	33,464
2025	1,135,000	666,300	115,000	31,396
2026	1,195,000	609,550	115,000	29,234
2027 - 2031	6,830,000	2,187,850	620,000	112,518
2032 - 2036	8,015,000	998,100	675,000	52,076
2037	1,750,000	52,500	145,000	2,726
Totals	\$ 22,015,000	\$ 6,827,200	\$ 2,000,000	\$ 334,546

Governmental Activities				
Notes from Direct Borrowings				
	Non-Ad Valorem Revenue Notes		Community Redevelopment Agency Notes	
	Principal	Interest	Principal	Interest
2022	\$ 125,000	\$ 22,417	\$ 1,315,000	\$ 181,097
2023	130,000	19,178	1,350,000	134,485
2024	130,000	15,876	980,000	91,284
2025	135,000	12,510	1,015,000	51,442
2026	140,000	9,018	695,000	15,567
2027 – 2028	285,000	7,302	-	-
Totals	\$ 945,000	\$ 86,301	\$ 5,355,000	\$ 473,875

Business-type Activities				
Revenue Bonds				
	Water & Sewer Bonds		Electric Services Bonds	
	Principal	Interest	Principal	Interest
2022	\$ 1,855,000	\$ 46,375	\$ 705,000	\$ 524,293
2023	-	-	740,000	488,168
2024	-	-	775,000	450,293
2025	-	-	815,000	410,543
2026	-	-	860,000	368,668
2027 - 2031	-	-	4,690,000	1,483,370
2032 - 2036	-	-	5,375,000	770,175
2037 - 2038	-	-	2,385,000	72,075
Totals	\$ 1,855,000	\$ 46,375	\$ 16,345,000	\$ 4,567,585

Business-type Activities				
Bonds from Direct Borrowings				
	Water & Sewer Bonds		Electric Services Bonds	
	Principal	Interest	Principal	Interest
2022	\$ 1,510,000	\$ 1,164,533	\$ 2,305,000	\$ 1,167,471
2023	3,620,000	1,101,834	2,385,000	1,090,749
2024	3,695,000	1,010,808	2,450,000	1,011,647
2025	3,770,000	917,971	2,525,000	930,260
2026	3,840,000	823,404	2,605,000	846,315
2027 - 2031	20,340,000	2,635,405	14,170,000	2,880,289
2032 - 2036	10,430,000	545,350	10,245,000	684,248
Totals	\$ 47,205,000	\$ 8,199,305	\$ 36,685,000	\$ 8,610,979

12. Bond Refunding

In December 2020, the City refunded \$14,430,000 in outstanding Water & Sewer Revenue Bonds, Series 2010. This refunding transaction was undertaken to achieve net present value savings of \$1,995,556 and reduce future debt service payments by \$2,241,288.

13. Other Long-Term Liabilities

A. CAPITAL LEASE OBLIGATIONS:

In 2011, the City entered into a capital lease agreement to finance air conditioning and lighting improvements for City Hall and other City facilities. The process of installing these improvements was completed in 2011 at a cumulative cost of \$2,489,592. As of September 30, 2021, accumulated depreciation on these improvements was \$750,890, leaving a net book value of \$1,738,702. A capital lease obligation in the amount of \$1,725,656 is providing a portion of the funding for this project. Future principal and interest payments are due as follows:

	Principal	Interest
2022	\$ 144,683	\$ 2,206

B. NOTES PAYABLE BUSINESS-TYPE ACTIVITIES:

The City has a commitment for a five year line of credit for up to \$8,000,000 to finance, if needed, various operational needs of the City of Winter Park's Electric Utility System. Any draws on this line of credit would be secured by a subordinate lien on the net revenues of the electric system. As of the date of this report, the City had not made any draws on this line of credit.

14. Changes in Long-Term Liabilities

Long-term liability activity for the year ended September 30, 2021 was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
Governmental activities:					
<u>Revenue bonds:</u>					
General obligation bonds	\$ 23,740,000	\$ -	\$ (1,725,000)	22,015,000	\$ 980,000
Unamortized discount	(166,386)	-	9,934	(156,452)	-
Unamortized premium	2,032,769	-	(139,095)	1,893,674	-
Total revenue bonds	<u>25,606,383</u>	<u>-</u>	<u>(1,854,161)</u>	<u>23,752,222</u>	<u>980,000</u>
<u>Direct borrowings:</u>					
General obligation bonds	2,095,000	-	(95,000)	2,000,000	110,000
Non-ad valorem revenue notes	1,315,000	-	(370,000)	945,000	125,000
CRA notes	6,620,000	-	(1,265,000)	5,355,000	1,315,000
Total direct borrowings	<u>10,030,000</u>	<u>-</u>	<u>(1,730,000)</u>	<u>8,300,000</u>	<u>1,550,000</u>
Total revenue bonds and direct borrowings	<u>35,636,383</u>	<u>-</u>	<u>(3,584,161)</u>	<u>32,052,222</u>	<u>2,530,000</u>
<u>Other liabilities:</u>					
Capital lease obligations	333,262	-	(188,579)	144,683	144,683
Other postemployment benefits	7,941,770	2,364,729	-	10,306,499	-
Pension liability	23,701,157	-	(6,772,113)	16,929,044	-
Compensated absences	4,746,623	1,476,857	(1,392,168)	4,831,312	985,426
Total other liabilities	<u>36,722,812</u>	<u>3,841,586</u>	<u>(8,352,860)</u>	<u>32,211,538</u>	<u>1,130,109</u>
Governmental activity Long-term liabilities	<u>\$ 72,359,195</u>	<u>\$ 3,841,586</u>	<u>\$ (11,937,021)</u>	<u>\$ 64,263,760</u>	<u>\$ 3,660,109</u>
Business-type activities:					
<u>Revenue bonds:</u>					
Revenue bonds	\$ 20,635,000	\$ -	\$ (2,435,000)	\$ 18,200,000	\$ 2,560,000
Unamortized premium	1,111,427	-	(155,305)	956,122	-
Total revenue bonds	<u>21,746,427</u>	<u>-</u>	<u>(2,590,305)</u>	<u>19,156,122</u>	<u>2,560,000</u>
<u>Direct borrowings:</u>					
Revenue bonds	87,275,000	14,565,000	(17,950,000)	83,890,000	3,815,000
Unamortized discount	(66,801)	-	7,009	(59,792)	-
Total direct borrowings	<u>87,208,199</u>	<u>14,565,000</u>	<u>(17,942,991)</u>	<u>83,830,208</u>	<u>3,815,000</u>
Total revenue and direct borrowing bonds	<u>108,954,626</u>	<u>14,565,000</u>	<u>(20,533,296)</u>	<u>102,986,330</u>	<u>6,375,000</u>
<u>Other liabilities:</u>					
Other Postemployment Benefits	2,199,289	631,938	-	2,831,227	-
Compensated absences	889,946	434,619	(507,294)	817,271	284,320
Total other liabilities	<u>3,089,235</u>	<u>1,066,557</u>	<u>(507,294)</u>	<u>3,648,498</u>	<u>284,320</u>
Business-type activity Long-term liabilities	<u>\$ 112,043,861</u>	<u>\$ 15,631,557</u>	<u>\$ (21,040,590)</u>	<u>\$ 106,634,828</u>	<u>\$ 6,659,320</u>

Internal service funds predominately serve the governmental funds. Accordingly, long-term liabilities for them are included as part of the above totals for the governmental activities. At year end, \$169,289 of compensated absences of internal service funds was included in the above amounts. Compensated absences for governmental activities will be liquidated in future periods by the General Fund, Stormwater Utility Fund, Community Redevelopment Agency, Fleet Maintenance Fund and General Insurance Fund. Net pension obligations will be liquidated by the General Fund and OPEB obligations will be liquidated by the General Fund, Stormwater Utility Fund, Community Redevelopment Agency, Water and Sewer Fund, Electric Services Fund, Fleet Maintenance Fund and General Insurance Fund.

15. Transfers to/from Other Funds

Transfers to/from other funds for the year ended September 30, 2021 were as follows:

Recipient Fund	Transferring Fund	Amount	Purpose
General Fund:			
General	Water and Sewer	\$ 2,547,821	Contribution of 15% on average annual non-sewer revenues for the thirty six months ended March 31, 2019 as stipulated in City Ordinance 2752-08
General	Electric Services	2,470,947	Transfer of electric franchise fee equivalent (6% of charges for electric service) as stipulated in City Ordinance 2617-05
General	Cemetery Trust	327,700	Transfer to cover the cost of operating and maintaining Palm and Pineywood Cemeteries
Total transfers to General Fund		\$ 5,346,468	
Community Redevelopment Fund:			
Community Redevelopment	General	\$ 3,337,341	Tax increment revenue payment to Community Redevelopment Agency
Capital Projects Fund:			
Capital Projects	General	\$ 1,216,000	Funding for various capital projects
Capital Projects	Designations Trust	75,000	Funding for athletic field lighting
Capital Projects	Cemetery Trust	350,000	Cemetery improvements
Capital Projects	Water and Sewer	247,500	Information technology infrastructure upgrades (\$122,500), facility replacement account funding (\$125,000)
Capital Projects	Electric Services	137,500	Information technology infrastructure upgrades (\$87,500) and facility replacement account funding (\$50,000)
Total transfers to Capital Projects Fund		\$ 2,026,000	
Nonmajor Governmental Funds:			
Designations Trust	General	\$ 411,987	General Fund share of contribution to support outside organizations
Designations Trust	Water and Sewer	78,506	Water and Sewer Fund share of contribution to support outside organizations
Designations Trust	Electric Services	115,817	Electric Fund share of contribution to support outside organizations
Debt Service	General	392,278	Principal and interest due on various debt instruments
Total transfers to nonmajor governmental funds		\$ 998,588	
Water and Sewer Fund:			
Water and Sewer	Electric Services	\$ 462,000	Funding for fiber connection project
Total transfers out to other funds		\$ 12,170,397	

16. *Employee Benefits Plans*

A. POLICE AND FIREFIGHTER EMPLOYEE PENSION PLANS:

Plan Description

The City maintains two separate single-employer, defined benefit pension plans for police officers and firefighters, which are maintained as Pension Trust Funds and included as part of the City's reporting entity. These pension plans do not issue stand-alone financial reports.

The Police Officers' (PPP) and Firefighters' (FPP) Pension Plans both use the accrual basis of accounting to determine the reporting of contributions, benefits paid and refunds paid. Contributions are recognized when due pursuant to formal commitments (as well as statutory requirements). Benefits and refunds are recognized when due and payable in accordance with the terms of the plan. Costs for administering the plans are included in the actuarial calculation and are paid from plan assets.

ACCOUNTING POLICIES

AND PLAN ASSETS:

	<u>Police</u>	<u>Firefighter</u>
Authority	Special Act of Legislation	Special Act of Legislation
Basis of Accounting	Accrual	Accrual
Assets Valuation:		
Reporting	Fair Value	Fair Value
Actuarial Valuation	Actuarial Value	Actuarial Value
Legal Reserves	None	None
Long-Term Receivables	None	None
Internal/Participant Loans	None	None
Non-governmental investment in excess of 10%	None	None

Benefits Provided

The following schedule is derived from the respective actuarial reports and City information for the two pension plans as of October 1, 2019 and with regard to contributions for fiscal year 2020/2021, based on the October 1, 2019 actuarial reports:

NORMAL RETIREMENT BENEFITS:	<u>Police</u>	<u>Firefighter</u>
Eligibility	All Police Officers	All Uniformed Firefighters
Age/Years of Service – Normal	Earlier of: 20 years service or age 55 w/10 yrs service	Earlier of: 20 years service or age 55 w/10 yrs service
Age/Years of Service – Early	Age 50 w/10 years service	Age 50 w/10 years service
Normal (1)	3% of Average Final Compensation (AFC) times credited service	3% of Average Final Compensation (AFC) times credited service
Early	Same as Normal except reduced by 3% per year early	Same as Normal except reduced by 3% per year early

	Police	Firefighter
Delayed	Computed the same as Normal	Computed the same as Normal
Normal Form	10 years certain and life thereafter	10 years certain and life thereafter
Years to vest	10	10
Cost of living adjustment (COLA)	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	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
DISABILITY BENEFITS:		
Service Incurred	Accrued benefit, but not less than 42% of AFC	Accrued benefit, but not less than 42% of AFC
		Participants who become totally and permanently disabled due to cancer will be presumed to be disabled in-line of duty subject to limitations of Chapter 112.1816, FL Statutes
Non-line of Duty: Eligibility	10 or more yrs of credited service; totally and permanently disabled	10 or more yrs of credited service; totally and permanently disabled
Benefit	Accrued benefit, but not less than 25% of AFC	Accrued benefit, but not less than 25% of AFC
PRE-RETIREMENT DEATH BENEFITS:		
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	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
Non-Service Incurred Eligible for Normal Retirement	Determined as though had retired on date of death	Determined as though had retired on date of death
Not Eligible for Normal Retirement	(2)	(2)
DEFERRED RETIREMENT OPTION PROGRAM (DROP):		
Eligibility	Must be eligible for Normal Retirement	Must be eligible for Normal Retirement
Benefit	Transferred to hypothetical DROP account within Pension Fund; paid as lump sum upon actual termination of employment	Transferred to hypothetical DROP account within Pension Fund; paid as lump sum upon actual termination of employment

	Police	Firefighter
Interest	Member elects either: Rate of return earned by Fund or 6.5% fixed	Member elects either: Rate of return earned by Fund or 6.5% fixed
Period of Participation	At least 12 months but no more than 60 months	At least 12 months but no more than 84 months
TERMINATION BENEFITS:	(3)	(3)
MEMBERS:		
Active Participants:		
Vested	34	36
Non Vested	35	25
Service Retirees and Beneficiaries	71	49
Disability Retirees	5	3
Terminated Vested	6	1
Deferred Retired Option Plan	7	10

- (1) Average Final Compensation (AFC) is average monthly compensation during the best 60 successive months out of the last 120 calendar months preceding date of retirement (or termination). Compensation - Total Pay, excluding special detail pay (includes vacation and comp time accrual).
- (2) Less than 10 years of credited service – return of employee contributions. 10 years or more – accrued benefit payable for 10 years.
- (3) Less than 10 years of credited service – return of employee contributions. 10 years or more – unreduced vested benefit payable at age 55.

Contribution Requirements

The Florida Constitution requires local governments to make the actuarially determined contribution. The Florida Division of Retirement reviews and approves each local government's actuarial report prior to its being appropriated for use for funding purposes. The funding methods and determination of benefits payable are provided in the various acts of the Florida Legislature, which created the funds including subsequent amendments thereto.

Additionally, the State of Florida collects two locally authorized insurance premium surcharges (one for the PPP on casualty insurance policies and one for the FPP on certain real and personal property insurance policies within the corporate limits) which can only be distributed after the State has ascertained that the local government has met their actuarial funding requirement for the then most recently completed fiscal year. The remaining funding requirement not covered by insurance premium surcharges is paid from the City's General Fund.

The amounts legally required as of September 30, 2021 to be reserved for the PPP and FPP funds are \$69,770,661 and \$74,186,283 respectively.

	<u>Police</u>	<u>Firefighter</u>
CONTRIBUTIONS:		
Rate:		
City (4)	64.40%	50.40%
Participants	6.0%	6.0%
Contributions Made	\$ 3,121,763	\$ 2,620,947
ACTUARIAL VALUATION:		
Frequency	Annual	Annual
Latest Date	10/01/2020	10/01/2020
Basis for Contribution	10/01/2019	10/01/2019
Cost Method	Entry Age	Entry Age
AMORTIZATION:		
Method	Level Dollar Method	Level Dollar Method
Open/Closed	Closed	Closed
Period	20 Years	20 Years
ASSET VALUATION METHOD:	4 year smoothed market	4 year smoothed market

- (4) City contributions for Police and Firefighters include excise taxes on gross receipts of casualty insurance premiums for Police and property insurance premiums for Firefighters. Revenues from these taxes in fiscal year 2021 were \$388,107 and \$464,872, respectively. These payments were reported as revenue and expense in the Police and Firefighter Premium Tax Trust Special Revenue Fund.

**Schedule of Employer's Contributions
Fiscal Year Ending September 30, 2021**

	<u>Actuarially Determined Contribution</u>	<u>Actual Contribution</u>	<u>Contribution Deficiency (Excess)</u>	<u>Covered Payroll</u>	<u>Actual Contribution as a % of Covered Payroll</u>
Police Pension	\$ 3,121,763	\$ 3,121,763	\$ -	\$ 5,244,887	59.52%
Firefighter Pension	\$ 2,620,947	\$ 2,620,947	\$ -	\$ 5,035,225	52.05%

Investments

The investments of the two funds are administered and managed by investment consultants. Investments are reported at fair value and are managed by third party money managers. The City's independent custodian and the individual money managers price each instrument and reconcile material differences. Investments that do not have an established market are reported at estimated fair value. Performance reporting, manager fees, and the City's asset valuation are based on the custodian's determination of value.

The long-term expected rate of return on pension plan investments was determined using a building block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the pension plans' target asset allocations as of September 30, 2021, are summarized in the following table:

Asset Class	Police		Firefighter	
	Target Allocation	Long-Term Expected Real Rate of Return	Target Allocation	Long-Term Expected Real Rate of Return
Domestic Equity	41%	8.3%	33%	8.3%
Global Infrastructure	5%	7.0%	5%	7.0%
Convertibles	5%	7.8%	8%	7.8%
International Equity	15%	4.1%	13%	4.1%
Fixed Income	27%	3.1%	33%	3.1%
Real Estate (Private)	5%	5.5%	6%	5.5%
Cash	2%	0.2%	2%	0.2%
Total	100%		100%	

The long-term expected rate of return is the thirty year average return, unless the asset class did not exist prior to 1991, in which case since-inception return was used as a substitute.

For the year ended September 30, 2021, the annual money-weighted rate of return for the PPP and FPP investments, net of pension plan investment expense was 21.34% and 19.75%, respectively. The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

Net Pension Liability

The City's net pension liability was measured as of September 30, 2020 and was based on actuarial valuations as of that date. Update procedures were used to roll forward Total Pension Liability amounts excluding DROP account balances and reserve for excess State Funds (FPP) to the measurement date – actual DROP account balances and reserve for excess State funds (FPP) as of the measurement date included in Total Pension Liability. The PPP and FPP DROP account balances determined by actuarial valuations dated September 30, 2020 were \$1,580,269 and \$3,568,240 respectively.

	Police	Firefighter
ASSUMPTIONS:		
Investment Earnings	7.50%	7.50%
Salary Increases:		
Inflation	3.25%	3.25%
Merit	3.50% - 5.25%	5.00% - 8.50%
Postretirement Increases	3.0%	3.0%
Mortality	PUB-2010 Headcount Tables with separate rates for males and females with adjustments for mortality improvements based on Scale MP-2018	PUB-2010 Headcount Tables with separate rates for males and females with adjustments for mortality improvements based on Scale MP-2018
Retirements Turnover	Probabilities of termination are assigned by age of participant	Probabilities of termination are assigned by age of participant

**Schedule of Employer's Net Pension Liability
(Measurement Date 09/30/2020)**

	Pension Liability	Plan Net Position	Net Pension Liability	Plan Net Position as a % of Total Pension Liability	Covered Payroll	Net Pension Liability as a % of Covered Payroll
Police Pension	\$ 70,295,628	\$ 58,745,635	\$ 11,549,993	83.57%	\$ 4,993,075	231.32%
Firefighter Pension	\$ 70,021,827	\$ 64,642,776	\$ 5,379,051	92.32%	\$ 5,287,484	101.73%

Changes in Net Pension Liability

		Increase (Decrease)	
Police Pension	Total Pension Liability	Plan Fiduciary Net Position	Net Pension Liability
Balances at 09/30/19	\$ 69,158,073	\$ 54,045,340	\$ 15,112,733
Changes for the year:			
Service cost	1,094,524	-	1,094,524
Interest	5,023,560	-	5,023,560
Benefit changes	-	-	-
Difference between expected and actual experience	293,358	-	293,358
Assumption changes	(1,806,968)	-	(1,806,968)
Contributions - employer	-	3,187,671	(3,187,671)
Contributions - member	-	326,320	(326,320)
Net investment income	-	4,790,382	(4,790,382)
Benefit payments and refunds	(3,466,919)	(3,466,919)	-
Administrative expenses	-	(137,159)	137,159
Net changes	1,137,555	4,700,295	(3,562,740)
Balances at 09/30/20	\$ 70,295,628	\$ 58,745,635	\$ 11,549,993

Firefighter Pension	Increase (Decrease)		
	Total Pension Liability	Plan Fiduciary Net Position	Net Pension Liability
Balances at 09/30/19	\$ 67,170,243	\$ 58,581,819	\$ 8,588,424
Changes for the year:			
Service cost	1,368,477	-	1,368,477
Interest	4,979,216	-	4,979,216
Benefit changes	(11,064)	-	(11,064)
Difference between expected and actual experience	1,082,823	-	1,082,823
Assumption changes	(1,945,748)	-	(1,945,748)
Contributions - employer	-	2,663,494	(2,663,494)
Contributions - member	-	533,570	(533,570)
Net investment income	-	5,634,924	(5,634,924)
Benefit payments and refunds	(2,622,120)	(2,622,120)	-
Administrative expenses	-	(148,911)	148,911
Net changes	2,851,584	6,060,957	(3,209,373)
Balances at 09/30/20	\$ 70,021,827	\$ 64,642,776	\$ 5,379,051

Discount Rate

A discount rate of 7.50% was used to measure the total pension liability. This discount rate was based on the expected rate of return on plan investments of 7.50%. The projection of cash flows used to determine this discount rate assumed member contributions will be made at the current contribution rate and employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member contribution rate. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Net Pension Liability to the Discount Rate Assumption (Measurement Date 09/30/2020)

	1% Decrease (6.50%)	Current Discount Rate (7.50%)	1% Increase (8.50%)
Police Pension Net Pension Liability	\$ 20,680,767	\$ 11,549,993	\$ 4,060,902
Firefighters Pension Net Pension Liability	\$ 14,251,718	\$ 5,379,051	\$ (1,927,464)

Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

For the year ended September 30, 2021, the City recognized total pension expense of \$3,522,406 consisting of \$2,125,288 for the PPP and \$1,397,118 for the FPP funds. At September 30, 2021, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

Deferred Outflows	Police	Firefighter	Total
Differences between expected and actual experience on liabilities	\$ 826,083	\$ 1,058,168	\$ 1,884,251
Changes of assumptions or other inputs	1,265,000	823,212	2,088,212
Net difference between projected and actual earnings on pension plan investments	233,793	58,605	292,398
Employer contributions to the plans subsequent to the measurement of the total pension liability	3,121,763	2,620,947	5,742,710
Total	\$ 5,446,639	\$ 4,560,932	\$ 10,007,571

Deferred Inflows	Police	Firefighter	Total
Differences between expected and actual experience on liabilities	\$ 142,980	\$ 447,698	\$ 590,678
Changes of assumptions or other inputs	1,405,420	1,596,594	3,002,014
Total	\$ 1,548,400	\$ 2,044,292	\$ 3,592,692

The deferred outflows of resources related to the PPP and FPP Pension Plan, totaling \$3,121,763 and \$2,620,947, respectively, resulting from City contributions to the Plans subsequent to the measurement date, will be recognized as a reduction of the net pension liability in the fiscal year ended September 30, 2022. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ending September 30,	Police	Firefighter	Total
2022	\$ 333,047	\$ (116,822)	\$ 216,225
2023	452,818	99,191	552,009
2024	306,865	191,167	498,032
2025	(316,254)	(244,653)	(560,907)
2026	\$ -	\$ (33,190)	(33,190)
Total	\$ 776,476	\$ (104,307)	\$ 672,169

The City of Winter Park, Florida
Notes to Financial Statements - September 30, 2021

B. COMBINING STATEMENTS OF PENSION TRUST FUNDS:

City of Winter Park, Florida
Combining Statement of Fiduciary Net Position
Pension Trust Funds
September 30, 2021

	Police Pension Fund	Firefighter Pension Fund	Total
Assets			
Cash and Short-term Investments	\$ 1,327,161	\$ 2,208,014	\$ 3,535,175
Accounts Receivable	12,868	-	12,868
Investments, at Fair Value			
Fixed Income Mutual Funds	20,661,061	27,434,580	48,095,641
Equity Mutual Funds	31,999,460	28,163,606	60,163,066
Common Collective Trusts	10,189,288	10,323,167	20,512,455
Stocks	1,715,382	3,161,100	4,876,482
Real Estate Commingled Funds	3,837,087	2,857,742	6,694,829
Accrued Income	28,354	38,074	66,428
Total Investments	68,430,632	71,978,269	140,408,901
Total Assets	69,770,661	74,186,283	143,956,944
Net Position			
Net Position Restricted for Pensions	\$ 69,770,661	\$ 74,186,283	\$ 143,956,944

City of Winter Park, Florida
Combining Statement of Changes in Fiduciary Net Position
Pension Trust Funds
For the Year Ended September 30, 2021

	Police Pension Fund	Firefighter Pension Fund	Total
Additions			
Contributions			
Employer	\$ 2,733,656	\$ 2,156,075	\$ 4,889,731
State	388,107	464,872	852,979
Employee	345,566	302,125	647,691
Total Contributions	3,467,329	2,923,072	6,390,401
Investment Income			
Net Increase in Fair Value of Investments	11,455,719	11,331,972	22,787,691
Interest and Dividends	970,753	1,046,715	2,017,468
	12,426,472	12,378,687	24,805,159
Less Investment Expenses			
Investment Management Fees	136,455	113,574	250,029
Custodian Fees	1,652	22,954	24,606
Net Investment Income	12,288,365	12,242,159	24,530,524
Total Additions	15,755,694	15,165,231	30,920,925
Deductions			
Employee Benefits	4,558,084	5,493,651	10,051,735
Refunds of Contributions	46,785	-	46,785
Administrative Expense	125,802	128,074	253,876
Total Deductions	4,730,671	5,621,725	10,352,396
Change in Net Position	11,025,023	9,543,506	20,568,529
Net Position Restricted for Pensions – Beginning	58,745,638	64,642,777	123,388,415
Net Position Restricted for Pensions - Ending	\$ 69,770,661	\$ 74,186,283	\$ 143,956,944

C. GENERAL EMPLOYEE 401(a) PENSION PLAN:

The City maintains a single-employer, defined contribution pension plan for the General Employees. This is a tax-qualified plan pursuant to Section 401(a) of the Internal Revenue Code. This plan was established as of January 1, 1992 by adoption of the City Commission through Ordinance No. 1987. The Plan Ordinance may be amended by the City Commission after public notice has been made, and two public hearings are held. All full-time general employees hired after January 1, 1992 are eligible for participation in the plan. All employees hired before January 1, 1992 were brought into the plan. As of September 30, 2021, there were 396 employees enrolled in the 401(a) pension plan.

The plan, administered by an outside party, provides for employer contributions at 7%. Earnings include W-2 earnings, plus any contributions made pursuant to a salary reduction agreement, which are not includible in the gross income of the employee under Section 125 of the Internal Revenue Service Code, *Overtime and Bonuses*. The employee is required to contribute 3% of his/her earnings as defined above beginning October 1, 1992. The vesting schedule provides for employees to vest at 20% per year with 100% vesting after five years of service have been completed. If an employee is terminated prior to completing the five years of service, the non-vested employer contributions are forfeited by the employee and used to offset future employer contributions. The normal retirement age has been designated by the employer as age 55. The plan permits withdrawals for retirement, termination and disability. The plan does allow participants to borrow against their accounts.

Payroll for covered employees	\$ 20,578,890
Total City payroll	\$ 34,492,439
Employer contributions required (net) and actually made	\$ 1,440,522
Employee contributions actually made – 3% of covered payroll	\$ 617,367

Contributions to the Plan may be amended by a resolution adopted by the City Commission.

17. Other Postemployment Benefits

Plan Description and Benefits Provided

The City's Post Retirement Health Benefit Plan (Plan) is a single employer defined benefit OPEB plan with no component units. Benefit provisions for the Plan are established by the City Commission and may be amended through action by the City Commission. The Plan is administered by the City and does not issue a stand-alone report.

The City currently provides direct subsidies to Special Risk retirees disabled in the line-of-duty and spouses of Special Risk employees upon death in the line-of-duty resulting from a violent act by paying the full cost of coverage for both the retiree and spouse. All other retirees are responsible for paying the total blended premium amount for postemployment benefit coverage.

Apart from the direct subsidy described above, an accounting liability arises because the full illustrative premiums are based on a blending of the experience among younger active employees and retired employees. Since retirees generally have higher costs, this means the City is actually subsidizing the cost of the retiree and dependent coverage even when retirees pay the full blended premium. GASB Statement No. 75 calls this the "implicit rate subsidy." Retirees and their dependents are permitted to remain covered under the Plan as long as they pay a full premium applicable to coverage elected. This conforms to the minimum required of Florida governmental employers per Chapter 112.08, Florida Statute.

Funding Policy

Currently, the City's OPEB benefits are unfunded. That is, there is no separate Trust Fund or equivalent arrangement into which the City would make contributions to advance-fund the obligation. Therefore, the ultimate subsidies which are provided over time are financed directly by general assets of the City that are invested in accordance with the investment policy previously described. The Plan is being funded under a Pay-As-You-Go approach. Liabilities and OPEB Expense were developed using the Entry Age Level Percent of Pay Actuarial Cost Method as required by GASB Statement No. 75.

Projection of benefits for financial reporting purposes are based on the substantive plan provisions, as understood by the employer and participating members, and include the type of benefits provided at the time of each valuation and the historical pattern of sharing benefit costs between the employer and participating members. Each City fund was assessed its share of OPEB costs based on the number of covered employees in the fund divided by the total number of covered City employees.

Employees Covered by Benefit Terms

At the actuarial valuation date of September 30, 2020, the following employees were covered by the benefit terms:

Active participants	474
Retirees, beneficiaries, and disabled members	16
Covered spouses	11
Total	501

Total OPEB Liability

The City's Total OPEB Liability (TOL) of \$13,137,726 was based on an actuarial valuation performed as of September 30, 2020.

Significant Actuarial Assumptions and Other Inputs

In any long-term actuarial valuation, certain demographic, economic and behavioral assumptions are made concerning the population, the investment return/discount rates and the benefits provided. These actuarial assumptions form the basis for the actuarial model which is used to project the future population, the future benefits provided and the future contributions collected. Then the discount rate assumption is used to discount the projected net OPEB benefits to a present value. This and other related present values are used to calculate the OPEB Expense to be expensed in the City's financial statements and the TOL disclosed in the financial statements.

The TOL determined in the September 30, 2020 actuarial valuation used the following significant actuarial assumptions and other inputs:

Measurement date	September 30, 2020
Inflation	2.50%
Discount rate	2.14% S&P municipal bond 20-year high grade rate index as published by Dow Jones Indices
Projected salary increases	3.90% - 7.70%
Healthcare cost trend rates	Initial rate of 7.0% in fiscal 2021, then 7.5% in fiscal 2022, grading down to an ultimate trend rate of 4.0% in fiscal year 2075. Based on the Getzen model published by the Society of Actuaries.
Retirees' share of benefit-related costs	100% of blended health insurance premium rates except by law. 0% for certain conditions for Police Officers and Firefighters death and disability benefits.
Mortality rates	All mortality rates were based on the Pub-2010 mortality tables with fully generational improvement using Scale MP-2018. Rates are based on those outlined in Milliman's July 1, 2019 Florida Retirement System valuation report. 2010 Disabled mortality tables set forward 3 years for males and females. Scale MP-2018.
Experience Study	Termination and disability rates reflect those used in the July 1, 2019 actuarial valuation of the Florida Retirement System.

Changes in Total OPEB Liability

	TOL
Balance at 09/30/20	\$ 10,141,059
Changes for the year:	
Service Cost	583,049
Interest	381,176
Differences Between Expected and Actual Experience	(1,692,548)
Changes of assumptions	3,879,790
Benefit Payments	(154,800)
Net changes	2,996,667
Balance at 09/30/21	\$ 13,137,726

Changes in assumptions reflect a change in the discount rate from 3.58% for the reporting period ended September 30, 2020, to 2.14% for the reporting period ended September 30, 2021.

There were no other changes of assumptions and no changes to benefit terms during this time period.

Discount Rate

For plans that do not have a GASB compliant trust, the discount rate should equal the tax-exempt municipal bond rate based on an index of 20-year general obligation bonds with an Average AA credit rating as of the measurement date.

A discount rate of 2.14% was used to measure the September 30, 2020 TOL. A discount rate of 3.58% was used for the beginning of the measurement period. These rates are based on the S&P Municipal Bond 20-Year High Grade Rate Index as published by S&P Dow Jones Indices – daily rate closest or equal to but not later than the respective measurement dates.

Sensitivity of the Total OPEB Liability to the Discount Rate Assumption (Measurement Date 09/30/2020)

	<u>1% Decrease (1.14%)</u>	<u>Current Discount Rate (2.14%)</u>	<u>1% Increase (3.14%)</u>
Total OPEB Liability	\$ 16,150,491	\$ 13,137,726	\$ 10,840,744

Sensitivity of the Total OPEB Liability to the Healthcare Cost Trend Rate Assumption (Measurement Date 09/30/2020)

	<u>1% Decrease (3.0% to 6.0%)</u>	<u>Healthcare Cost Trend Rates (4.0% to 7.0%)</u>	<u>1% Increase (5.0% to 8.0%)</u>
Total OPEB Liability	\$ 10,492,627	\$ 13,137,726	\$ 16,750,205

**OPEB Expense and Deferred Outflows of Resources
and Deferred Inflows of Resources Related to OPEB**

For the year ended September 30, 2021, the City recognized total OPEB expense of \$1,041,495. At September 30, 2021, the City reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ 1,880,390
Changes of assumptions	3,640,535	508,051
Employer contributions subsequent to the Measurement Date	164,297	-
Total	\$ 3,804,832	\$ 2,388,441

\$164,297 was reported as deferred outflows of resources related to OPEB resulting from benefit payments made after the measurement date will be recognized as a decrease of the TOL in fiscal year 2022. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB Expense as follows:

Year ending September 30,	Amount
2022	\$ 75,770
2023	75,770
2024	75,770
2025	75,770
2026	75,770
Thereafter	873,244

18. Commitments and Contingencies

A. INTERLOCAL AGREEMENTS:

The City has entered into various interlocal agreements with the City of Orlando and the City of Altamonte Springs for sewage treatment capacity at facilities owned and operated by these entities. Under the terms of the agreements the City has treatment capacity as follows (in gallons per day):

Source	Capacity
Orlando McLeod	1,000,000
Orlando Iron Bridge I	4,962,000
Orlando Iron Bridge II	1,000,000
Altamonte Springs	413,524
Total Committed Capacity	<u>7,375,524</u>

The City does not have an equity interest in the assets or liabilities related to any of the facilities listed above, nor does it participate in the daily operations. The City funds through its rates a proportionate share of the operating costs of the facilities based upon a combination of committed and used capacity.

B. ENCUMBRANCES AND COMMITMENTS:

Encumbrance accounting is employed as an extension of formal budgetary integration for the Governmental Funds. The encumbrance balances at September 30, 2021 were as follows:

	Encumbrances
General Fund	\$ 797,009
Community Redevelopment Fund	248,287
COVID-19 Fund	2,332
Capital Projects Fund	1,633,704
Non-Major Governmental Funds:	
Designations Trust	8,139
Stormwater Utility	35,819
Grant Fund	79,963
Stormwater Capital Projects Fund	53,315
Total Encumbrances	<u>\$ 2,858,568</u>

The most significant of these contracts and purchase orders are outlined in the table below:

Project	Funding Source	Outstanding Commitment
Street Paving Asphalt	General Fund	\$ 101,916
Solid Waste Collection Services	General Fund	\$ 200,355
New York Streetscape Design	Community Redevelopment Fund	\$ 62,440
Central Park Pavilion Architectural Services	Community Redevelopment Fund	\$ 87,375
Phelps Park Tennis/Pickle Ball Courts	Capital Projects	\$ 116,775
Library and Events Center Bookcases	Capital Projects	\$ 329,773
Library and Events Center Architectural Services	Capital Projects	\$ 52,323
Library and Events Center Security System/Cameras	Capital Projects	\$ 51,761
Library and Events Center Furniture	Capital Projects	\$ 306,968
Library and Events Center Banquet Tables	Capital Projects	\$ 83,576
Mead Gardens Addition	Capital Projects	\$ 159,965

C. RISK MANAGEMENT:

The government is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters. The City is insured for workers' compensation, general liability and automobile liability coverage under an All Lines Aggregate Plan. Under the All Lines Aggregate Plan, the City retains risk on aggregate claims per claim year basis as follows:

Type of Risk	Amount of Risk Retained by City
Cyber Liability	\$ 100,000
Property	\$ 25,000
General Liability	\$ 100,000
Police Liability	\$ 100,000
Automobile Liability	\$ 100,000
Public Officials Liability	\$ 100,000
Workers' Compensation Liability	\$ 250,000
Crime Liability	\$ 100,000
Maximum Aggregate Claim Loss	\$ 1,000,000

Liabilities are recorded when it is probable that a loss has occurred and the amount of the loss can be reasonably estimated. Liabilities include an amount for claims that have been incurred but not reported (IBNRs). Claims liabilities are calculated considering the effects of inflation, recent claim settlement trends including frequency and amount of pay-outs and other economic and social factors. These claims liabilities are included in accrued liabilities in the financial statements. The Maximum Aggregate Claim Loss applies to all the policies except Property Insurance. The estimated liability for unpaid claims was based on an actuarial valuation prepared in 2020. Changes in the balances of claims liabilities during the past year are as follows:

	Fiscal Year Ending September 30, 2021	Fiscal Year Ending September 30, 2020
Unpaid claims, beginning of fiscal year	\$ 1,537,000	\$ 1,450,090
Incurred claims (including IBNRs)	718,264	859,795
Claim payments	(1,026,066)	(772,885)
Unpaid claims, end of fiscal year	\$ 1,229,198	\$ 1,537,000

Settled claims resulting from these risks have not exceeded insurance coverage in any of the past five years. Premiums are paid into the General Insurance Fund, an internal service fund, by all other funds and are available to pay the insurance premiums when due.

No significant reductions in insurance coverage from the prior year have been made. The City does not participate in any risk pools.

D. LITIGATION:

The City is subject to various disputes, legal proceedings and labor relation claims which arise in the normal course of its operations. In the opinion of management and legal counsel, the amount of ultimate liability with respect to these activities will not be material to the City's financial condition.

E. PENSION INVESTMENT RISKS:

Investment securities are exposed to various risks such as interest rate, market, and credit risks. Due to the level of risk associated with certain investment securities, and due to the recent volatility that has affected the financial markets, it is at least reasonably possible that changes in the values of investment securities will occur in the near term and that such changes could materially affect the City's future pension funding obligations.

19. Subsequent Events

On March 23, 2022, the City Commission authorized the issuance of the \$8,000,000 Capital Improvement Bond, Series 2022. The purpose of this bond issue is to fund the purchase of the Winter Pines Golf Club.

**The City of Winter Park, Florida
Required Supplementary Information
Budgetary Comparison Schedule
General Fund
For the Year Ended September 30, 2021**

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget Positive (Negative)
Resources (inflows):				
Taxes				
Property Taxes	\$ 26,396,984	\$ 26,396,984	\$ 26,155,260	\$ (241,724)
Utility Taxes	6,235,678	6,384,678	6,791,257	406,579
Franchise Fees	837,120	777,120	823,954	46,834
Fines and Forfeitures	1,284,915	1,254,915	830,204	(424,711)
Licenses and Permits	2,671,394	2,671,394	3,684,484	1,013,090
Intergovernmental				
Sales Tax	4,317,008	3,727,008	4,425,214	698,206
Local Option Gas Tax	909,717	849,717	915,339	65,622
Other Intergovernmental	2,079,483	2,056,483	2,235,128	178,645
Charges for Services	9,220,410	9,420,410	9,712,719	292,309
Investment Earnings (Losses)	267,300	267,300	(24,837)	(292,137)
Other	270,500	270,500	287,582	17,082
Transfers In	5,117,340	5,142,340	5,346,468	204,128
Amounts available for appropriation	59,607,849	59,218,849	61,182,772	1,963,923
Charges to appropriations (outflows):				
General Administration	1,689,124	1,839,124	1,830,850	8,274
Information Technology	526,634	526,634	495,973	30,661
Financial Services	416,900	416,900	446,235	(29,335)
Communications	236,404	256,003	233,418	22,585
Planning and Community Development	1,090,808	1,090,808	1,034,432	56,376
Building and Permitting Services	2,021,665	2,026,784	2,045,153	(18,369)
Public Works	9,244,858	9,269,059	8,505,929	763,130
Police	15,551,287	15,551,287	15,235,458	315,829
Fire Rescue	13,451,269	13,490,877	13,319,849	171,028
Parks and Recreation	8,432,193	8,679,525	8,712,096	(32,571)
Cultural and Community Services	1,657,004	1,657,004	1,657,004	-
Non-Departmental Charges	382,567	(251,433)	-	(251,433)
Transfers Out	5,097,636	5,097,636	5,357,606	(259,970)
Total charges to appropriations	59,798,349	59,650,208	58,874,003	776,205
Excess (Deficiency) of Revenues Over Charges to Appropriations	(190,500)	(431,359)	2,308,769	2,740,128
Fund Balance Allocation	190,500	431,359	-	(431,359)
Excess of Resources Over Charges to Appropriations	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,308,769</u>	<u>\$ 2,308,769</u>
Explanation of Differences between Budgetary Inflows and Outflows and GAAP Revenues and Expenditures				
Sources/inflows of resources				
Actual amounts "available for appropriation" from the budgetary comparison schedule			\$ 61,182,772	
Differences - budget to GAAP:				
Transfers from other funds are inflows of budgetary resources but are not revenues for financial reporting purposes			(5,346,468)	
Total revenues as reported on the statement of revenues, expenditures, and changes in fund balances - governmental funds.			<u>\$ 55,836,304</u>	
Uses/outflows of resources				
Actual amounts "total charges to appropriations" from the budgetary comparison schedule			\$ 58,874,003	
Differences - budget to GAAP:				
Transfers to other funds are outflows for budgetary resources but are not expenditures for financial reporting purposes			(5,357,606)	
Total expenditures as reported on the statement of revenues, expenditures and changes in fund balances - governmental funds.			<u>\$ 53,516,397</u>	

**The City of Winter Park, Florida
Required Supplementary Information
Budgetary Comparison Schedule
Community Redevelopment Fund
For the Year Ended September 30, 2021**

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Resources (inflows):				
Intergovernmental	\$ 3,142,034	\$ 3,142,034	\$ 3,008,287	\$ (133,747)
Investment Earnings (Losses)	100,801	100,801	(32,323)	(133,124)
Other	30,000	30,000	33,800	3,800
Transfers from Other Funds	3,351,094	3,351,094	3,337,341	(13,753)
Amounts available for appropriations	6,623,929	6,623,929	6,347,105	(276,824)
Charges to appropriations (outflows):				
Planning and Community Development	1,463,974	1,839,467	1,021,202	818,265
Cultural and Community Services	605,250	512,347	313,488	198,859
Debt Service - Principal	1,265,000	1,265,000	1,265,000	-
Debt Service - Interest and Other Charges	226,056	226,056	226,056	-
Capital Improvements	4,940,000	8,180,040	1,687,767	6,492,273
Total charges to appropriations	8,500,280	12,022,910	4,513,513	7,509,397
Excess (Deficiency) of Resources Over Charges to Appropriations	(1,876,351)	(5,398,981)	1,833,592	7,232,573
Fund Balance Allocation	1,876,351	5,398,981	-	(5,398,981)
Excess of Resources Over Charges to Appropriations	\$ -	\$ -	\$ 1,833,592	\$ 1,833,592
Explanation of Difference between Budgetary Inflows and GAAP Revenues				
Sources/inflows of resources				
Actual amounts "available for appropriation" from the budgetary comparison schedule			\$ 6,347,105	
Differences - budget to GAAP:				
Transfers from other funds are inflows of budgetary resources but are not revenues for financial reporting purposes			(3,337,341)	
Total revenues as reported on the statement of revenues, expenditures, and changes in fund balances - governmental funds.			\$ 3,009,764	

The City of Winter Park, Florida
Required Supplementary Information
Notes to Budgetary Comparison Schedules - September 30, 2021

The City follows the following procedures in establishing the budgetary data reflected in the financial statements:

- a) In April of each year, the City Manager presents draft budget goals to the City Commission for their consideration and revision if the Commission chooses. These goals become part of the foundation for developing the proposed budget and capital improvement plan.
- b) At the first City Commission meeting in July, the City Manager presents a recommended budget for the next succeeding fiscal year to the City Commission. The recommended budget includes proposed expenditures and the sources of receipts to finance them as well as a capital improvement plan.
- c) Public hearings are conducted to obtain taxpayers comments.
- d) The budget is approved by the Commission and becomes the basis for the millage levied by the Commission.
- e) The City Manager is authorized to transfer budgeted amounts between line items within a fund; however, any revisions that alter the total expenditures of any fund must be approved by the City Commission. Expenditures may not exceed legal appropriations at the fund level. All appropriations lapse at year-end. For the fiscal year ended September 30, 2021, there were budget overages in the following areas:
 - 1) The \$29,335 negative variance in Financial Services is due to the final payment of accumulated Personal Time Off due a retiring employee.
 - 2) Building and Permitting Services was over budget by \$18,369 as a result of additional investment in its new software for permitting.
 - 3) The \$32,571 negative variance in the Parks and Recreation Department is due to extra costs incurred as the City hired staff and prepared for the opening of the new Winter Park Library and Events Center.
 - 4) The \$251,433 negative variance in non-departmental charges is due to a budgetary line item used to estimate savings from employee vacancies that typically occur during the fiscal year.
 - 5) The Transfers Out line was over by \$259,970 primarily due to the required transfer at the end of the fiscal year of 10% of the growth of the General Fund balance to the park and recreation trust fund for park acquisition.
- f) Formal budgetary integration is employed as a management control device during the year for the General Fund and certain Special Revenue Funds. Formal budgetary integration is not employed for the Capital Projects Fund, Designations Trust Fund, Affordable Housing Fund, Law Enforcement Trust Fund, Parks Impact Fees Fund, Hurricane Recovery Fund, Police and Firefighter Premium Tax Trust Fund, COVID-19 Fund, Debt Service Fund, and Stormwater Capital Projects Fund.

The City of Winter Park, Florida
Required Supplementary Information
Notes to Budgetary Comparison Schedules - September 30, 2021

- g) The budgets for the General Fund and certain Special Revenue Funds (Stormwater Utility Fund, Grant Fund and Cemetery Trust Fund) are legally adopted on a basis consistent with generally accepted accounting principles with the exception that budgetary basis expenditures include purchase orders (encumbrances) issued for goods or services not received at year-end.
- h) Budgeted amounts are as originally adopted, or as amended, in accordance with City ordinance. The General Fund budget for the current year was decreased by \$148,141 subsequent to its original adoption.
- i) General administration includes divisions that are under the City Manager and do not have their own departmental director.
- j) The Budgetary Comparison Schedules shown in the accompanying supplemental information present comparisons of the legally adopted budget, as amended, with actual results. The originally adopted budget is presented for purposes of comparison to the final, amended budget. The original budget includes the adjustments necessary to bring forward the carry forward appropriation (for unexpended projects and encumbrances) as authorized in the annual budget ordinance. The nonmajor Special Revenue Fund budget comparisons are presented in the Combining Statements section.

The City of Winter Park, Florida
Required Supplementary Information
Pension Trust Funds

**Schedule of City Contributions
Last 10 Fiscal Years**

Police Pension Plan						
Year Ended 9/30	Actuarially Determined Contribution (ADC)	Contributions in relation to the ADC	Contribution Deficiency (Excess)	Covered Payroll	Contributions as a % of Covered Payroll	
2012	\$ 1,701,669	\$ 1,837,683	\$ (136,014)	\$ 4,261,000	43.13%	
2013	2,155,966	2,155,966	-	4,052,000	53.21%	
2014	2,261,252	2,261,252	-	5,209,000	43.41%	
2015	2,355,980	2,355,980	-	5,306,000	44.40%	
2016	2,248,187	2,248,187	-	4,286,000	52.45%	
2017	2,308,411	2,308,411	-	4,556,618	50.66%	
2018	2,537,741	2,537,741	-	4,831,702	52.52%	
2019	2,646,296	2,646,296	-	5,050,992	52.39%	
2020	3,187,672	3,187,672	-	4,993,075	63.84%	
2021	3,121,763	3,121,763	-	5,244,887	59.52%	

Fire Pension Plan						
Year Ended 9/30	Actuarially Determined Contribution (ADC)	Contributions in relation to the ADC	Contribution Deficiency (Excess)	Covered Payroll	Contributions as a % of Covered Payroll	
2012	\$ 1,742,515	\$ 1,853,995	\$ (111,480)	\$ 4,148,000	44.69%	
2013	2,038,955	2,038,955	-	4,289,000	47.54%	
2014	2,029,490	2,029,490	-	5,553,000	36.55%	
2015	1,956,076	1,956,076	-	5,490,000	35.63%	
2016	1,887,964	1,887,964	-	4,275,000	44.16%	
2017	1,974,157	2,023,791	(49,634)	4,909,597	41.22%	
2018	2,177,715	2,177,715	-	5,095,403	42.74%	
2019	2,339,711	2,339,711	-	5,319,825	43.98%	
2020	2,663,494	2,663,494	-	5,287,484	50.37%	
2021	2,620,947	2,620,947	-	5,035,225	52.05%	

See Notes to Required Supplementary Information.

The City of Winter Park, Florida
Required Supplementary Information
Pension Trust Funds

**Schedule of Changes in Net Pension
Liability and Related Ratios
Police Pension Plan
Last 10 Fiscal Years**

	2020	2019	2018	2017	2016 *	2015	2014
A. Total Pension Liability (TPL):							
Service Cost	\$ 1,094,524	\$ 1,102,086	\$ 876,049	\$ 890,921	\$ 846,677	\$ 801,632	\$ 762,017
Interest	5,023,560	4,939,154	4,679,934	4,545,149	4,312,101	4,168,995	4,089,843
Benefit Changes	-	325,964	-	-	-	-	-
Difference Between Actual and Expected Experience	293,358	695,352	(395,301)	992,298	460,466	(663,298)	93,720
Assumption Changes	(1,806,968)	2,119,415	-	237,311	-	-	1,413,198
Benefit Payments, including Refunds of Member Contributions	(3,466,919)	(3,311,451)	(3,511,348)	(3,078,241)	(3,780,341)	(3,449,577)	(2,963,743)
Net Change in TPL	1,137,555	5,870,520	1,649,334	3,587,438	1,838,903	857,752	3,395,035
TPL beginning of year	69,158,073	63,287,553	61,638,219	58,050,781	56,211,878	55,354,126	51,959,091
TPL end of year	\$ 70,295,628	\$ 69,158,073	\$ 63,287,553	\$ 61,638,219	\$ 58,050,781	\$ 56,211,878	\$ 55,354,126
B. Plan Fiduciary Net Position:							
Contributions - City and State	\$ 3,187,671	\$ 2,646,295	\$ 2,537,741	\$ 2,308,411	\$ 2,248,187	\$ 2,355,980	\$ 2,261,252
Contributions - Member	326,320	303,060	340,784	273,397	276,662	258,906	240,151
Net Investment Income	4,790,382	2,056,605	3,684,582	5,164,758	4,078,032	(1,108,385)	4,077,752
Benefit Payments, including Refunds of Member Contributions	(3,466,919)	(3,311,451)	(3,511,348)	(3,078,241)	(3,780,341)	(3,449,577)	(2,963,743)
Administrative Expenses	(137,159)	(112,798)	(141,577)	(80,671)	(113,629)	(93,432)	(67,201)
Net Change in Plan Fiduciary Net Position	4,700,295	1,581,711	2,910,182	4,587,654	2,708,911	(2,036,508)	3,548,211
Plan Fiduciary Net Position beginning of year	54,045,340	52,463,629	49,553,447	44,965,793	42,256,882	44,293,390	40,745,179
Plan Fiduciary Net Position end of year	\$ 58,745,635	\$ 54,045,340	\$ 52,463,629	\$ 49,553,447	\$ 44,965,793	\$ 42,256,882	\$ 44,293,390
C. Net Pension Liability (NPL) end of year (A-B)	\$ 11,549,993	\$ 15,112,733	\$ 10,823,924	\$ 12,084,772	\$ 13,084,988	\$ 13,954,996	\$ 11,060,736
D. Plan Fiduciary Net Position as a Percentage of TPL (B/A)	83.57%	78.15%	82.90%	80.39%	77.46%	75.17%	80.02%
E. Covered Payroll	\$ 4,993,075	\$ 5,050,992	\$ 4,831,702	\$ 4,556,618	\$ 4,611,032	\$ 4,315,097	\$ 3,999,782
F. NPL as a Percentage of Covered Payroll (C/E)	231.32%	299.20%	224.02%	265.21%	283.78%	323.40%	276.53%

The City of Winter Park, Florida
Required Supplementary Information
Pension Trust Funds

**Schedule of Changes in Net Pension
Liability and Related Ratios
Police Pension Plan
Last 10 Fiscal Years
(Continued)**

	2020	2019	2018	2017	2016 *	2015	2014
G. Notes to Schedule:							
Valuation Date	10/01/2020	10/01/2019	10/01/2018	10/01/2017	10/01/2016	10/01/2015	10/01/2014
Update procedures used to roll forward the TPL excluding DROP account balances to the measurement dates – actual DROP account balances as of measurement dates included in TPL.							
During 2014, assumption change to investment rate of return (from 8.25% to 7.75%) – no benefit changes. During 2017, the mortality assumption was updated to use the mortality assumption used by the Florida Retirement System (FRS) as required under F.S., Chapter 2015-157 based upon the July 1, 2016 FRS Actuarial Valuation. No assumption or benefit changes were made in 2015 or 2016.							
During 2018, assumption change to investment rate of return (from 7.75% to 7.5%) - no benefit changes. During 2019, the mortality assumption was updated to use the mortality assumption used by the FRS as required under F.S., Chapter 2015-157 based upon the July 1, 2019 FRS Actuarial Valuation - no benefit changes.							
* The amounts reported in 2015 and 2014 were based on actuarial projections. In 2016, the City implemented a change in accounting principle to use the measurement date for its pension plans as of October 1st of the preceding fiscal year. These amounts were updated in the 2016.							

Note: Schedule is intended to show information for 10 years. Additional years will be displayed as the information becomes available.

See **Notes to Required Supplementary Information**

The City of Winter Park, Florida
Required Supplementary Information
Pension Trust Funds

**Schedule of Changes in Net Pension
Liability and Related Ratios
Firefighter Pension Plan
Last 10 Fiscal Years**

	2020	2019	2018	2017	2016 *	2015	2014
A. Total Pension Liability (TPL):							
Service Cost	\$ 1,368,477	\$ 1,430,286	\$ 1,239,233	\$ 1,248,662	\$ 1,094,871	\$ 1,038,799	\$ 1,034,774
Interest	4,979,216	4,786,861	4,613,292	4,508,511	4,273,512	4,027,050	3,762,630
Benefit Changes	(11,064)	217,683	-	-	-	-	-
Difference Between Actual and Expected Experience	1,082,823	86,445	(1,193,864)	977,255	401,430	166,585	(273,916)
Assumption Changes	(1,945,748)	1,268,192	-	(191,868)	-	-	-
Benefit Payments, including Refunds of Member Contributions	(2,622,120)	(2,883,745)	(3,811,824)	(2,788,899)	(3,712,026)	(1,559,126)	(1,452,381)
Net Change in TPL	2,851,584	4,905,722	846,837	3,753,661	2,057,787	3,673,308	3,071,107
TPL beginning of year	67,170,243	62,264,521	61,417,684	57,664,023	55,504,181	51,830,873	48,759,766
TPL end of year	\$ 70,021,827	\$ 67,170,243	\$ 62,264,521	\$ 61,417,684	\$ 57,561,968	\$ 55,504,181	\$ 51,830,873
B. Plan Fiduciary Net Position:							
Contributions - City and State	\$ 2,663,494	\$ 2,341,237	\$ 2,177,715	\$ 2,023,791	\$ 1,969,866	\$ 2,020,802	\$ 2,029,490
Contributions - Member	533,570	335,772	419,544	299,920	288,518	305,022	353,350
Net Investment Income	5,634,924	2,403,016	3,616,777	5,169,895	4,289,420	(1,433,057)	4,278,932
Benefit Payments, including Refunds of Member Contributions	(2,622,120)	(2,883,745)	(3,811,824)	(2,788,899)	(3,712,026)	(1,559,126)	(1,452,381)
Administrative Expenses	(148,911)	(118,956)	(152,481)	(109,739)	(114,691)	(87,779)	(73,301)
Net Change in Plan Fiduciary Net Position	6,060,957	2,077,324	2,249,731	4,594,968	2,721,087	(754,138)	5,136,090
Plan Fiduciary Net Position beginning of year	58,581,819	56,504,495	54,254,764	49,659,796	46,938,709	47,692,847	42,556,757
Plan Fiduciary Net Position end of year	\$ 64,642,776	\$ 58,581,819	\$ 56,504,495	\$ 54,254,764	\$ 49,659,796	\$ 46,938,709	\$ 47,692,847
C. Net Pension Liability (NPL) end of year (A-B)	\$ 5,379,051	\$ 8,588,424	\$ 5,760,026	\$ 7,162,920	\$ 7,902,172	\$ 8,565,472	\$ 4,138,026
D. Plan Fiduciary Net Position as a Percentage of TPL (B/A)	92.32%	87.21%	90.75%	88.34%	86.27%	84.57%	92.02%
E. Covered Payroll							
	\$ 5,287,484	\$ 5,319,825	\$ 5,095,403	\$ 4,980,531	\$ 4,808,627	\$ 4,351,071	\$ 4,130,864
F. NPL as a Percentage of Covered Payroll (C/E)	101.73%	161.44%	113.04%	143.82%	164.33%	196.86%	100.17%

The City of Winter Park, Florida
Required Supplementary Information
Pension Trust Funds

**Schedule of Changes in Net Pension
Liability and Related Ratios
Firefighter Pension Plan
Last 10 Fiscal Years
(Continued)**

	2020	2019	2018	2017	2016 *	2015	2014
G. Notes to Schedule:							
Valuation Date	10/01/2020	10/01/2019	10/01/2018	10/01/2017	10/01/2016	10/01/2015	10/01/2014
Update procedures used to roll forward the TPL excluding DROP account balances and reserve for excess State funds to the measurement dates – actual DROP account balances and reserve for excess State funds as of measurement dates included in TPL.							
During 2017, the mortality assumption was updated to use the mortality assumption used by the Florida Retirement System (FRS) as required under F.S., Chapter 2015-157 based upon the July 1, 2016 FRS Actuarial Valuation. No assumption or benefit changes were made in 2014, 2015 or 2016.							
During 2018, assumption changes to investment rate of return (from 7.75% to 7.5%) - no benefit changes. During 2019, the mortality assumption was updated to use the mortality assumption used by the FRS as required under F.S., Chapter 2015-157 based upon the July 1, 2019 FRS Actuarial Valuation and the disability rates were updated from 75% of disabilities assumed to be service incurred to 85%.							
During 2020, disability retirement eligibility was updated to reflect diagnoses of cancer or circumstances that arise out of the treatment of such cancer to be presumed to be disabled in-line of duty subject to limitations in Chapter 112.1816, Florida Statutes.							
* The amounts reported in 2015 and 2014 were based on actuarial projections. In 2016, the City implemented a change in accounting principle to use the measurement date for its pension plans as of October 1st of the preceding fiscal year. These amounts were updated in the 2016.							

Note: Schedule is intended to show information for 10 years. Additional years will be displayed as the information becomes available.

See Notes to Required Supplementary Information.

The City of Winter Park, Florida
Required Supplementary Information
Pension Trust Funds

Schedule of Investment Returns

Annual Money Weighted Rate of Return		
<u>Year Ended</u>	<u>Police Pension</u>	<u>Fire Pension</u>
<u>9/30</u>	<u>Fund</u>	<u>Fund</u>
2012	17.2%	16.5%
2013	12.9%	12.7%
2014	10.3%	10.2%
2015	(2.7)%	(2.9)%
2016	9.8%	9.4%
2017	11.7%	10.6%
2018	7.6%	6.9%
2019	4.0%	4.4%
2020	8.9%	9.8%
2021	21.3%	19.8%

See Notes to Required Supplementary Information.

The City of Winter Park, Florida
Required Supplementary Information
Notes to Pension Schedules – September 30, 2021

- (1) All recommended trend information has been calculated using the Entry Age Actuarial Cost Method.
- (2) For information regarding contribution percentage rates, assumptions, amortization method, etc. (See Note 16A).
- (3) As of the 10/01/95 actuarial valuation date, the following benefit accrual rate change was made to the police and firefighter pension funds:

Benefit Accrual Rate	Current	Previous
	3.0% per year of service for all employees	2.5% per year of service for non-exempt employees 3.0% per year of service for exempt employees

- (4) A 3% annual cost of living adjustment on benefit payments for participants in the police and firefighter pension plans who terminate employment on or after October 1, 2002 was added effective October 1, 2002.
- (5) Effective March 1, 2013, the following benefit changes were made:
 - (a) Refunds of participant contributions to non-vested terminated participants no longer include interest. These refunds previously included interest at the rate of 5% on an annual basis.
 - (b) Vested participants who terminate employment with the City prior to attaining eligibility for early or normal retirement, are not eligible to begin receiving benefit payments until they reach 55 years of age.
 - (c) The 3% annual cost of living adjustment on benefit payments is limited to participants who retire on or after early or normal retirement date (including DROPs).
- (6) Effective October 1, 2018, the following benefit changes were made:
 - (a) Vested participants who terminate employment with the City prior to attaining eligibility for early or normal retirement, are not eligible to begin receiving benefit payments until they reach 50 years of age. The previous requirement was achieving 55 years of age.
- (7) Effective October 1, 2019, the disability retirement eligibility for Firefighters was updated to reflect diagnoses of cancer or circumstances that arise out of the treatment of such cancer to be presumed to be disabled in-line of duty subject to the limitations of Chapter 112.1816, Florida Statutes.

The City of Winter Park, Florida
Required Supplementary Information
Other Postemployment Benefits (OPEB)

**Schedule of Changes in Total OPEB
Liability and Related Ratios
Last 10 Fiscal Years**

	2020	2019	2018	2107
A. Total OPEB Liability (TOL):				
Service Cost	\$ 583,049	\$ 546,368	\$ 785,144	\$ 747,757
Interest	381,176	355,102	340,626	290,493
Difference Between Expected and Actual Experience	(1,692,548)	-	(452,223)	-
Changes of Assumptions	3,879,790	102,741	(241,094)	-
Benefit Payments	(154,800)	(143,334)	(196,859)	(543,951)
Other Changes	-	-	-	(144,280)
Net Change in TOL	2,996,667	860,877	235,594	350,019
TOL beginning of year	10,141,059	9,280,182	9,044,588	8,694,569
TOL end of year	\$ 13,137,726	\$ 10,141,059	\$ 9,280,182	\$ 9,044,588
B. Covered Employee Payroll	\$ 31,739,567	\$ 33,447,726	\$ 31,854,977	\$ 29,404,946
C. TOL as a Percentage of Covered Employee Payroll (A/B)	41.39%	30.32%	29.13%	30.76%
D. Notes to Schedule:				
Valuation Date	10/01/2020	10/01/2018	10/01/2018	10/01/2016
Measurement Date	10/01/2020	10/01/2019	10/01/2018	10/01/2017
Reporting Date	09/30/2021	09/30/2020	09/30/2019	09/30/2018

Note: Schedule is intended to show information for 10 years. Additional years will be displayed as the information becomes available.

See Notes to Required Supplementary Information.

The City of Winter Park, Florida
Required Supplementary Information
Notes to OPEB Schedule – September 30, 2021

- (1) For information regarding plan description, funding policy and actuarial assumptions, etc. (See Note 17).
- (2) Changes to benefit terms: None.
- (3) Changes of assumptions:

Measurement Date	September 30, 2020	September 30, 2019	October 1, 2018	October 1, 2017
Discount Rate	3.58%	3.64%	3.50%	3.50%

- (4) The benefit payments during the measurement period were \$154,800 based on projected benefit payments.
- (5) There are no assets accumulated in a trust that meets the criteria of Government Accounting Standards Board codification P22.101 or P52.101 to pay related benefits for the OPEB plan.

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Nonmajor Governmental Funds

Special Revenue Funds

Special revenue funds are used to account for specific revenues that are legally restricted to expenditure for particular purposes.

Designations Trust Fund - To account for the receipt and disbursement of donor specified contributions and to account for City funds set aside for designated future purposes.

Stormwater Utility Fund - To account for the Stormwater Utility Fee revenues and the related expenditures for stormwater runoff management.

Affordable Housing Fund - To account for the Affordable Housing Fee and the related expenditures for affordable housing in Winter Park.

Law Enforcement Trust Fund - To account for revenues and expenditures to be used for law enforcement in accordance with Chapter 943.25 of the Florida Statutes.

Grant Fund - To account for revenues and expenditures of various law enforcement grants.

Parks Impact Fees Fund – To account for impact fees collected on new residential units in the City and related expenditures for acquiring new park land and recreation facilities on newly acquired park land.

Hurricane Recovery Fund – To account for the costs of removing debris following Hurricane Irma which struck the City in September of 2017.

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Nonmajor Governmental Funds

(continued)

Police and Firefighter Premium Tax Trust Fund - To account for excise taxes imposed on homeowners' insurance premiums collected by the State of Florida Department of Revenue and remitted to the City. These tax revenues are to be used as retirement contributions to Police and Firefighter Pension plans.

Cemetery Trust Fund - To account for the operations of the City's cemeteries including the sale and maintenance of lots.

Debt Service Fund

The Debt Service Fund is used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

Stormwater Capital Projects Fund

The Stormwater Capital Projects Fund is used to account for the Stormwater Capital Project revenues and the related expenditures for Stormwater projects.

**The City of Winter Park, Florida
Combining Balance Sheet
Nonmajor Governmental Funds
September 30, 2021**

	Special Revenue Funds						
	Designations Trust	Stormwater Utility	Affordable Housing	Law Enforcement Trust	Grant	Parks Impact Fees	Hurricane Recovery
ASSETS							
Cash, Cash Equivalents and Investments	\$ 1,889,599	\$ -	\$ 225,257	\$ 208,094	\$ -	\$ 1,805,946	\$ -
Accounts Receivable - Net	360	231,131	-	-	-	-	-
Unbilled Service Charges	-	255,683	-	-	-	-	-
Accrued Interest Receivable	5,137	-	474	439	-	3,802	-
Due from Other Governments	-	-	-	-	116,487	-	-
Inventories	-	67,404	-	-	-	-	-
Special Assessments Receivable	89,118	-	-	-	-	-	-
Total Assets	\$ 1,984,214	\$ 554,218	\$ 225,731	\$ 208,533	\$ 116,487	\$ 1,809,748	\$ -
LIABILITIES, DEFERRED INFLOWS, AND FUND BALANCES							
Liabilities:							
Accounts Payable	28,420	131,445	-	3,466	65,036	-	-
Accrued Liabilities	-	48,177	-	-	3,172	-	244
Due to Other Funds	-	34,225	-	-	9,814	-	115,804
Total Liabilities	28,420	213,847	-	3,466	78,022	-	116,048
Deferred Inflow of Resources:							
Unavailable Revenue on Long-Term Receivables	76,290	-	-	-	-	-	-
Fund Balances:							
Non Spendable							
Inventories	-	67,404	-	-	-	-	-
Spendable							
Restricted							
Public Safety	87,756	-	-	205,067	38,465	-	-
Maintenance and Improvements to Parks	43,715	-	-	-	-	1,809,748	-
Community Enhancement Items	51,061	-	225,731	-	-	-	-
Committed							
Maintenance and Improvements to Parks	1,037,906	-	-	-	-	-	-
Construction Projects	-	272,967	-	-	-	-	-
Assigned							
Public Safety	55,961	-	-	-	-	-	-
Maintenance and Improvements to Parks	603,105	-	-	-	-	-	-
Special Assessments	-	-	-	-	-	-	-
Unassigned	-	-	-	-	-	-	(116,048)
Total Fund Balances	1,879,504	340,371	225,731	205,067	38,465	1,809,748	(116,048)
Total Liabilities, Deferred Inflows, and Fund Balances	\$ 1,984,214	\$ 554,218	\$ 225,731	\$ 208,533	\$ 116,487	\$ 1,809,748	\$ -

Special Revenue Funds				
Cemetery Trust	Total	Debt Service	Stormwater Capital Projects	Total Governmental Funds
\$ 2,188,514	\$ 6,317,410	\$ 243,650	\$ 645,911	\$ 7,206,971
-	231,491	20,579	-	252,070
-	255,683	-	-	255,683
4,602	14,454	512	1,317	16,283
-	116,487	-	-	116,487
-	67,404	-	-	67,404
-	89,118	644,850	-	733,968
\$ 2,193,116	\$ 7,092,047	\$ 909,591	\$ 647,228	\$ 8,648,866
-	228,367	-	43,045	271,412
-	51,593	-	-	51,593
-	159,843	-	-	159,843
-	439,803	-	43,045	482,848
-	76,290	481,654	-	557,944
-	67,404	-	-	67,404
-	331,288	-	-	331,288
-	1,853,463	-	-	1,853,463
-	276,792	-	-	276,792
2,193,116	3,231,022	-	-	3,231,022
-	272,967	-	604,183	877,150
-	55,961	-	-	55,961
-	603,105	-	-	603,105
-	-	427,937	-	427,937
-	(116,048)	-	-	(116,048)
2,193,116	6,575,954	427,937	604,183	7,608,074
\$ 2,193,116	\$ 7,092,047	\$ 909,591	\$ 647,228	\$ 8,648,866

The City of Winter Park, Florida
Combining Statement of Revenues, Expenditures and Changes in Fund Balances
Nonmajor Governmental Funds
For the Year Ended September 30, 2021

	Special Revenue Funds						
	Designations Trust	Stormwater Utility	Affordable Housing	Law Enforcement Trust	Grant	Parks Impact Fees	Hurricane Recovery
Revenues							
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fines and Forfeitures	59,667	-	-	75,933	-	-	-
Licenses and Permits	-	-	24,514	-	-	-	-
Other Intergovernmental	14,965	18,551	-	-	1,443,025	196,086	129,796
Charges for Services	210,374	2,644,673	-	-	-	-	-
Investment Earnings (Losses)	(4,341)	559	(905)	(971)	2,458	(3,445)	1,023
Other	362,734	(5,002)	-	-	-	136,000	-
Total Revenues	643,399	2,658,781	23,609	74,962	1,445,483	328,641	130,819
Expenditures							
Current:							
General Administration	20,082	-	-	-	-	-	-
Planning and Community Development	8,037	-	203,015	-	-	-	-
Building and Permitting Services	30,789	-	-	-	-	-	-
Public Works:							
Public Works	100,980	-	-	-	-	-	-
Stormwater Management	-	437,097	-	-	-	-	-
Lakes	-	799,035	-	-	-	-	-
Street Drainage and Maintenance	-	1,224,926	-	-	-	-	-
Street Sweeping	-	300,934	-	-	-	-	-
Police	95,541	-	-	104,960	1,460,425	-	-
Fire Rescue	21,334	-	-	-	-	-	-
Parks and Recreation	380,452	-	-	-	-	130,177	-
Cultural and Community Services	358,350	-	-	-	-	-	-
Debt Service:							
Principal	-	-	-	-	-	-	-
Interest and Other Charges	-	-	-	-	-	-	-
Capital Improvements	-	-	-	-	-	-	-
Total Expenditures	1,015,565	2,761,992	203,015	104,960	1,460,425	130,177	-
Excess (Deficiency) of Revenues Over Expenditures	(372,166)	(103,211)	(179,406)	(29,998)	(14,942)	198,464	130,819
Other Financing Sources (Uses)							
Transfers In	606,310	-	-	-	-	-	-
Transfers Out	(75,000)	-	-	-	-	-	-
Total Other Financing Sources (Uses)	531,310	-	-	-	-	-	-
Net Change in Fund Balances	159,144	(103,211)	(179,406)	(29,998)	(14,942)	198,464	130,819
Fund Balances - Beginning	1,720,360	443,582	405,137	235,065	53,407	1,611,284	(246,867)
Fund Balances - Ending	\$ 1,879,504	\$ 340,371	\$ 225,731	\$ 205,067	\$ 38,465	\$ 1,809,748	\$ (116,048)

Special Revenue Funds					
Police and Firefighter Premium Tax Trust	Cemetery Trust	Total	Debt Service	Stormwater Capital Projects	Total Nonmajor Governmental Funds
\$ -	\$ -	\$ -	\$ 2,737,253	\$ -	\$ 2,737,253
-	-	135,600	-	-	135,600
-	-	24,514	-	-	24,514
852,979	-	2,655,402	-	-	2,655,402
-	-	2,855,047	-	750,000	3,605,047
-	(5,104)	(10,726)	(7,003)	952	(16,777)
-	735,283	1,229,015	162,810	-	1,391,825
852,979	730,179	6,888,852	2,893,060	750,952	10,532,864
-	-	20,082	-	-	20,082
-	-	211,052	-	-	211,052
-	-	30,789	-	-	30,789
-	-	100,980	-	-	100,980
-	-	437,097	-	-	437,097
-	-	799,035	-	-	799,035
-	-	1,224,926	-	-	1,224,926
-	-	300,934	-	-	300,934
388,107	-	2,049,033	-	-	2,049,033
464,872	-	486,206	-	-	486,206
-	-	510,629	-	-	510,629
-	-	358,350	-	-	358,350
-	-	-	2,378,579	-	2,378,579
-	-	-	981,020	-	981,020
-	-	-	-	319,499	319,499
852,979	-	6,529,113	3,359,599	319,499	10,208,211
-	730,179	359,739	(466,539)	431,453	324,653
-	-	606,310	392,278	-	998,588
-	(677,700)	(752,700)	-	-	(752,700)
-	(677,700)	(146,390)	392,278	-	245,888
-	52,479	213,349	(74,261)	431,453	570,541
-	2,140,637	6,362,605	502,198	172,730	7,037,533
\$ -	\$ 2,193,116	\$ 6,575,954	\$ 427,937	\$ 604,183	\$ 7,608,074

**The City of Winter Park, Florida
Budgetary Comparison Schedule
Stormwater Utility Fund
For the Year Ended September 30, 2021**

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget Positive (Negative)
Resources (inflows):				
Intergovernmental	\$ 40,000	\$ 40,000	\$ 18,551	\$ (21,449)
Charges for Services	2,767,302	2,767,302	2,644,673	(122,629)
Investment Earnings (Losses)	-	-	559	559
Other	-	-	(5,002)	(5,002)
Amounts available for appropriations	2,807,302	2,807,302	2,658,781	(148,521)
Charges to appropriations (outflows):				
Public Works:				
Stormwater Management	453,893	453,893	437,097	16,796
Lakes	850,796	850,796	799,035	51,761
Street Drainage and Maintenance	1,151,932	1,151,932	1,224,926	(72,994)
Street Sweeping	350,681	350,681	300,934	49,747
Total charges to appropriations	2,807,302	2,807,302	2,761,992	45,310
Excess (Deficiency) of Resources Over Charges to Appropriations	\$ -	\$ -	\$ (103,211)	\$ (103,211)
Fund Balance Allocation	-	-	-	-
Excess (Deficiency) of Resources Over Charges to Appropriations	\$ -	\$ -	\$ (103,211)	\$ (103,211)

**The City of Winter Park, Florida
Budgetary Comparison Schedule
Grant Fund
For the Year Ended September 30, 2021**

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Resources (inflows):				
Intergovernmental	\$ 982,315	\$ 982,315	\$ 1,443,025	\$ 460,710
Investment Earnings (Losses)	-	-	2,458	2,458
Amounts available for appropriations	982,315	982,315	1,445,483	463,168
Charges to appropriations (outflows):				
Police	982,315	987,315	1,460,425	(473,110)
Total charges to appropriations	982,315	987,315	1,460,425	(473,110)
Excess (Deficiency) of Resources Over Charges to Appropriations	\$ -	\$ (5,000)	\$ (14,942)	\$ (9,942)
Fund Balance Allocation	-	5,000	-	(5,000)
Excess (Deficiency) of Resources Over Charges to Appropriations	\$ -	\$ -	\$ (14,942)	\$ (14,942)

**The City of Winter Park, Florida
Budgetary Comparison Schedule
Cemetery Trust Fund
For the Year Ended September 30, 2021**

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Resources (inflows):				
Investment Earnings (Losses)	\$ -	\$ -	\$ (5,104)	\$ (5,104)
Other	430,000	455,000	735,283	280,283
Amounts available for appropriations	430,000	455,000	730,179	275,179
Charges to appropriations (outflows):				
Transfers Out	639,031	664,031	677,700	(13,669)
Total charges to appropriations	639,031	664,031	677,700	(13,669)
Excess (Deficiency) of Resources Over Charges to Appropriations	\$ (209,031)	\$ (209,031)	\$ 52,479	\$ 261,510
Fund Balance Allocation	209,031	209,031	-	(209,031)
Excess (Deficiency) of Resources Over Charges to Appropriations	\$ -	\$ -	\$ 52,479	\$ 52,479
Explanation of Difference between Budgetary Outflows and GAAP Expenditures				
Uses/outflows of resources				
Actual amounts "total charges to appropriations" from the budgetary comparison schedule			\$ 677,700	
Differences - budget to GAAP:				
Transfers to other funds are outflows for budgetary resources but are not expenditures for financial reporting purposes			(677,700)	
Total expenditures as reported on the statement of revenues, expenditures, and changes in fund balances - governmental funds.			\$ -	

INTERNAL SERVICE FUNDS

Internal service funds are used to account for the financing of goods or services provided by one department to other departments of the government on a cost reimbursement basis.

Fleet Maintenance Fund – To account for the operations of the Fleet Maintenance Department that provides fleet management and maintenance services for the vehicles and equipment owned by the City.

Vehicle Replacement Fund - To account for the acquisition and control of the City's motor vehicles.

Employee Insurance Fund - To account for the accumulation of funds to pay health insurance premiums when due.

General Insurance Fund - To account for the accumulation of funds to pay insurance premiums when due.

The City of Winter Park, Florida
Combining Statement of Net Position
Internal Service Funds
September 30, 2021

	Governmental Activities Internal Service Funds				Total Internal Service Funds
	Fleet Maintenance	Vehicle Replacement	Employee Insurance	General Insurance	
ASSETS					
Current Assets:					
Cash, Cash Equivalents and Investments	\$ 139,787	\$ 2,608,615	\$ 3,949,864	\$ 1,777,002	\$ 8,475,268
Accounts Receivable - Net	-	-	84,377	-	84,377
Accrued Interest Receivable	150	5,394	8,406	3,722	17,672
Inventories	201,755	-	-	-	201,755
Total current assets	341,692	2,614,009	4,042,647	1,780,724	8,779,072
Non-Current Assets:					
Capital Assets:					
Depreciable - Net	-	8,113,167	-	-	8,113,167
Other Assets:					
Deposits	-	-	500	-	500
Total non-current assets	-	8,113,167	500	-	8,113,667
Total Assets	341,692	10,727,176	4,043,147	1,780,724	16,892,739
DEFERRED OUTFLOW OF RESOURCES					
Other Postemployment Benefits Related Deferred Outflows	72,782	-	-	30,851	103,633
LIABILITIES					
Current Liabilities:					
Accounts Payable	68,303	47,249	144,909	9,169	269,630
Accrued Liabilities	29,699	618	650,000	1,241,673	1,921,990
Accumulated Unused Compensated Absences	23,878	-	-	9,787	33,665
Total current liabilities	121,880	47,867	794,909	1,260,629	2,225,285
Non-Current Liabilities:					
Other Postemployment Benefits	258,284	-	-	70,197	328,481
Accumulated Unused Compensated Absences	96,112	-	-	39,512	135,624
Total non-current liabilities	354,396	-	-	109,709	464,105
Total Liabilities	476,276	47,867	794,909	1,370,338	2,689,390
DEFERRED INFLOW OF RESOURCES					
Other Postemployment Benefits Related Deferred Inflows	46,331	-	-	16,275	62,606
NET POSITION					
Net Investment in Capital Assets	-	8,113,167	-	-	8,113,167
Unrestricted	(108,133)	2,566,142	3,248,238	424,962	6,131,209
Total Net Position	\$ (108,133)	\$ 10,679,309	\$ 3,248,238	\$ 424,962	\$ 14,244,376

The City of Winter Park, Florida
Combining Statement of Revenues, Expenses and Changes in Fund Net Position
Internal Service Funds
For the Year Ended September 30, 2021

	Governmental Activities Internal Service Funds				Total Internal Service Funds
	Fleet Maintenance	Vehicle Replacement	Employee Insurance	General Insurance	
Operating Revenues:					
Charges for Services	\$ 1,519,240	\$ 1,356,698	\$ 8,037,900	\$ 2,796,630	\$ 13,710,468
Total Operating Revenues	1,519,240	1,356,698	8,037,900	2,796,630	13,710,468
Operating Expenses:					
Operations	1,565,001	-	8,437,834	2,551,512	12,554,347
Depreciation	-	1,657,012	-	-	1,657,012
Total Operating Expenses	1,565,001	1,657,012	8,437,834	2,551,512	14,211,359
Operating Income (Loss)	(45,761)	(300,314)	(399,934)	245,118	(500,891)
Nonoperating Revenues:					
Investment Earnings (Losses)	1,440	(9,630)	(26,832)	1,845	(33,177)
Gain on Disposal of Assets	-	114,537	-	-	114,537
Miscellaneous Revenue	-	-	88,164	-	88,164
Total Nonoperating Revenues	1,440	104,907	61,332	1,845	169,524
Change in Net Position	(44,321)	(195,407)	(338,602)	246,963	(331,367)
Total Net Position - Beginning	(63,812)	10,874,716	3,586,840	177,999	14,575,743
Total Net Position - Ending	\$ (108,133)	\$ 10,679,309	\$ 3,248,238	\$ 424,962	\$ 14,244,376

The City of Winter Park, Florida
Combining Statement of Cash Flows
Internal Service Funds
For the Year Ended September 30, 2021

	<u>Fleet Maintenance</u>	<u>Vehicle Replacement</u>	<u>Employee Insurance</u>	<u>General Insurance</u>	<u>Total Internal Service Funds</u>
Cash Flows from Operating Activities					
Receipts from Interfund Services Provided	\$ 1,519,240	\$ 1,356,698	\$ 7,997,790	\$ 2,796,630	\$ 13,670,358
Payments to Suppliers	(634,314)	-	(8,319,218)	(120,910)	(9,074,442)
Payments to Employees	(703,296)	-	-	(285,115)	(988,411)
Payments for Interfund Services Used	(200,267)	-	-	(43,527)	(243,794)
Claims Paid	-	-	-	(2,406,449)	(2,406,449)
Other Receipts	-	-	88,164	-	88,164
Net Cash Provided by (Used in) Operating Activities	<u>(18,637)</u>	<u>1,356,698</u>	<u>(233,264)</u>	<u>(59,371)</u>	<u>1,045,426</u>
Cash Flows from Capital and Related Financing Activities					
Proceeds from Sale of Assets	-	116,328	-	-	116,328
Purchases of Capital Assets	-	(1,101,792)	-	-	(1,101,792)
Net Cash Used in Capital and Related Financing Activities	<u>-</u>	<u>(985,464)</u>	<u>-</u>	<u>-</u>	<u>(985,464)</u>
Cash Flows from Investing Activities					
Investment Earnings	1,753	(7,432)	(20,352)	4,451	(21,580)
Net Cash Provided by (Used in) Investing Activities	<u>1,753</u>	<u>(7,432)</u>	<u>(20,352)</u>	<u>4,451</u>	<u>(21,580)</u>
Net Increase (Decrease) in Cash and Cash Equivalents	(16,884)	363,802	(253,616)	(54,920)	38,382
Cash, Cash Equivalents and Investments - Beginning	<u>156,671</u>	<u>2,244,813</u>	<u>4,203,480</u>	<u>1,831,922</u>	<u>8,436,886</u>
Cash, Cash Equivalents and Investments - Ending	<u><u>\$ 139,787</u></u>	<u><u>\$ 2,608,615</u></u>	<u><u>\$ 3,949,864</u></u>	<u><u>\$ 1,777,002</u></u>	<u><u>\$ 8,475,268</u></u>
Reconciliation of Operating Income (Loss) to Net Cash Provided by (Used in) Operating Activities:					
Operating Income (Loss)	\$ (45,761)	\$ (300,314)	\$ (399,934)	\$ 245,118	\$ (500,891)
Adjustments to Reconcile Operating Income (Loss) to Net Cash Provided by (Used in) Operating Activities:					
Depreciation	-	1,657,012	-	-	1,657,012
(Increase) Decrease in Assets:					
Accounts Receivable	-	-	(40,110)	-	(40,110)
Inventories	(11,167)	-	-	-	(11,167)
Deposits	-	-	202,083	-	202,083
Increase in Deferred Outflow: OPEB	(67,834)	-	-	(29,429)	(97,263)
Increase (Decrease) in Liabilities:					
Accounts Payable	14,822	-	(83,467)	(14,305)	(82,950)
Accrued Liabilities	2,458	-	-	(305,410)	(302,952)
Accumulated Unused Compensated Absences	4,273	-	-	7,964	12,237
Other Post Employment Benefits	57,179	-	-	24,806	81,985
Decrease in Deferred Inflow: OPEB	27,393	-	-	11,885	39,278
Other Receipts	-	-	88,164	-	88,164
Net Cash Provided by (Used in) Operating Activities	<u><u>\$ (18,637)</u></u>	<u><u>\$ 1,356,698</u></u>	<u><u>\$ (233,264)</u></u>	<u><u>\$ (59,371)</u></u>	<u><u>\$ 1,045,426</u></u>

Note: There were no significant non-cash transactions.

STATISTICAL SECTION (UNAUDITED)

Statistical tables differ from financial statements because they usually cover more than one fiscal year and may present nonaccounting data, financial trends and the fiscal capacity of the governments.

There are no limitations placed upon the amount of debt the City of Winter Park may issue by either the City's Code of Ordinances or by Florida Statutes.

STATISTICAL SECTION

This part of the City's Comprehensive Annual Financial Report presents detailed information as a context for understanding what the information in the financial statements, not disclosures, and required supplementary information says about the City's overall financial health.

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Financial Trends

These schedules contain trend information to help the reader understand how the City's financial performance and well-being have changed over time.

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Revenue Capacity

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Demographic and Economic Information

These schedules offer demographic and economic indicators to help the reader understand the environment within which the City's financial activities take place and to help make comparisons over time and with other governments.

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Operating Information

These schedules contain information about the City's operations and resources to help the reader understand how the City's financial information relates to the services the City provides and the activities it performs.

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Sources: Unless otherwise noted, the information in these schedules is derived from the comprehensive annual financial reports for the relevant year.

The City of Winter Park, Florida

Table 1

Net Position by Component
Last Ten Fiscal Years
(accrual basis of accounting)

	2012	2013	2014 ¹	2015	2016 ¹	2017	2018 ¹	2019 ¹	2020	2021
Governmental activities										
Net investment in capital assets	\$ 50,151,230	\$ 53,481,088	\$ 55,213,639	\$ 57,725,822	\$ 67,758,859	\$ 71,473,766	\$ 75,740,111	\$ 81,303,585	\$ 86,662,271	\$ 97,356,779
Restricted	4,379,320	3,973,362	4,541,982	4,052,195	3,713,163	5,647,853	5,923,813	9,047,645	9,335,243	11,045,094
Unrestricted	14,637,700	14,579,692	701,636	5,372,188	(1,083,196)	(655,951)	693,484	7,597,502	7,632,314	12,365,977
Total governmental activities net position	\$ 69,168,250	\$ 72,034,142	\$ 60,457,257	\$ 67,150,205	\$ 70,388,826	\$ 76,465,668	\$ 82,357,408	\$ 97,948,732	\$ 103,629,828	\$ 120,767,850
Business-type activities										
Net investment in capital assets	\$ 41,715,121	\$ 48,314,979	\$ 52,701,567	\$ 57,759,700	\$ 62,131,622	\$ 66,333,483	\$ 74,314,718	\$ 85,732,332	\$ 89,853,398	\$ 98,239,770
Restricted	6,427,550	4,539,237	7,295,121	8,227,365	8,402,745	11,045,144	14,816,689	17,184,305	21,123,667	21,948,735
Unrestricted	23,527,604	23,151,265	26,167,087	26,291,628	29,756,638	27,863,015	26,216,288	20,777,614	27,497,222	32,174,878
Total business-type activities net position	\$ 71,670,275	\$ 76,005,481	\$ 86,163,775	\$ 92,278,693	\$ 100,291,005	\$ 105,241,642	\$ 115,347,695	\$ 123,694,251	\$ 138,474,287	\$ 152,363,383
Primary government										
Net investment in capital assets	\$ 91,866,351	\$ 101,796,067	\$ 107,915,206	\$ 115,485,522	\$ 129,890,481	\$ 137,807,249	\$ 150,054,829	\$ 167,035,917	\$ 176,515,669	\$ 195,596,549
Restricted	10,806,870	8,512,599	11,837,103	12,279,560	12,115,908	16,692,997	20,740,502	26,231,950	30,458,910	32,993,829
Unrestricted	38,165,304	37,730,957	26,868,723	31,663,816	28,673,442	27,207,064	26,909,772	28,375,116	35,129,536	44,540,855
Total primary government activities net position	\$ 140,838,525	\$ 148,039,623	\$ 146,621,032	\$ 159,428,898	\$ 170,679,831	\$ 181,707,310	\$ 197,705,103	\$ 221,642,983	\$ 242,104,115	\$ 273,131,233

¹ As restated.

The City of Winter Park, Florida

Table 2

Changes in Net Position

Last Ten Fiscal Years

(accrual basis of accounting)

	2012	2013	2014 ¹	2015	2016 ¹	2017	2018 ¹	2019 ¹	2020	2021
Expenses										
Governmental activities:										
General Administration	\$ 1,435,102	\$ 1,577,803	\$ 1,544,488	\$ 1,472,552	\$ 1,113,568	\$ 1,315,990	\$ 1,173,699	\$ 1,435,618	\$ 1,859,548	\$ 1,864,630
Information Technology	-	419,939	428,669	340,604	429,899	687,544	468,029	646,753	993,539	755,376
Financial Services	443,962	167,827	169,636	224,445	202,072	356,666	412,238	416,477	446,902	540,724
Communications	221,754	624,632	408,618	717,671	766,226	213,442	342,595	441,591	274,919	263,563
Planning and Community Development	1,288,129	1,010,237	1,101,614	1,143,945	1,226,086	609,636	650,238	809,442	1,243,068	1,550,926
Building and Permitting Services	896,561	789,666	841,240	863,140	994,743	1,337,592	1,985,563	2,052,193	2,440,807	2,045,014
Community Redevelopment Agency	10,660,808	10,531,465	10,700,127	10,822,523	10,387,523	1,090,644	1,059,884	1,092,083	1,321,016	1,184,545
Public Works	12,786,524	13,648,230	14,185,031	13,244,698	16,120,856	14,928,305	15,493,509	15,941,663	17,840,591	13,539,616
Police	10,179,839	11,071,383	9,227,090	11,456,335	13,263,299	13,409,203	13,017,783	13,650,459	14,915,926	16,817,906
Parks and Recreation	7,082,497	7,986,724	8,499,745	8,450,715	8,665,307	9,251,309	10,124,072	9,706,163	9,744,235	13,283,876
Cultural and Community Services	1,550,212	1,536,560	1,534,560	1,651,580	1,715,872	1,774,545	1,828,499	1,883,772	2,067,339	10,567,358
Interest and Other Charges	1,244,371	1,115,909	808,838	717,353	624,338	743,197	1,338,206	1,237,998	1,142,490	2,015,354
Total governmental activities expenses	48,414,391	50,264,361	49,480,206	51,105,561	55,820,510	57,949,863	60,987,288	64,211,089	67,952,348	65,467,037
Business-type activities										
Water and Sewer	25,142,530	24,576,002	24,115,597	24,233,429	24,332,244	25,096,482	25,585,465	26,801,260	26,022,684	26,303,987
Electric Services	38,582,336	41,777,043	42,742,181	40,597,171	40,736,590	42,193,497	40,752,964	40,735,092	35,517,210	34,487,654
Total business-type activities expenses	63,724,866	66,353,045	66,857,778	64,830,600	65,068,834	67,289,979	66,338,429	67,536,352	61,539,894	60,791,641
Total primary government expenses	112,139,257	116,617,406	116,337,984	115,936,161	120,889,344	125,239,842	127,325,717	131,747,441	129,492,242	126,258,678
Program Revenues										
Governmental activities:										
Charges for services:										
General Administration	714	3,727	322	808	808	474	173	155	583	106,392
Information Technology	-	-	-	-	-	-	-	-	-	-
Financial Services	4,070	3,707	-	-	-	-	-	-	-	-
Communications	-	-	-	-	-	-	-	-	-	-
Planning and Community Development	229,527	242,942	194,717	18,875	13,695	107,718	150,694	1,695	2,700	39,043
Building and Permitting Services	2,269,925	2,599,468	2,899,884	2,455,932	3,186,388	4,636,262	4,003,263	3,984,836	3,290,457	3,735,114
Community Redevelopment Services	-	-	-	-	-	-	-	-	-	-
Public Works	6,383,854	6,497,654	6,425,527	6,764,070	6,937,613	8,665,037	9,174,031	9,337,984	9,264,198	9,327,848
Police	1,537,583	1,737,712	2,314,133	1,231,448	1,661,158	1,635,757	1,738,587	2,023,956	1,505,496	1,497,611
Fire Rescue	1,228,860	1,292,533	1,407,493	1,260,994	1,411,951	1,975,970	1,835,402	1,732,457	1,525,162	1,644,379
Parks and Recreation	2,199,513	2,577,551	3,230,314	2,839,082	2,655,493	3,608,266	3,840,698	3,439,104	2,912,747	4,039,883
Operating Grants and Contributions	1,304,045	3,441,376	1,358,456	1,375,192	1,545,558	1,587,362	1,396,047	3,107,615	4,667,635	3,720,291
Capital Grants and Contributions	584,322	824,870	858,465	848,494	302,768	59,758	288,404	175,506	180,721	6,916,500
Total governmental activities program revenues	\$ 15,742,413	\$ 19,221,540	\$ 18,689,311	\$ 16,794,895	\$ 17,715,432	\$ 22,276,604	\$ 22,427,299	\$ 23,803,308	\$ 23,349,699	\$ 31,027,061

¹ As restated.

The City of Winter Park, Florida
Table 2 (continued)
Changes in Net Position
Last Ten Fiscal Years
(accrual basis of accounting)

	2012	2013	2014 ¹	2015	2016 ¹	2017	2018 ¹	2019 ¹	2020	2021
<u>Program Revenues</u>										
Business-type activities:										
Charges for services:										
Water and Sewer	\$ 27,401,520	\$ 27,037,647	\$ 27,635,066	\$ 28,138,903	\$ 29,020,089	\$ 30,150,319	\$ 30,273,043	\$ 30,262,535	\$ 31,850,552	\$ 32,446,556
Electric	46,033,982	49,007,283	49,459,325	47,931,186	47,857,842	45,100,134	48,298,538	48,833,925	45,855,824	47,128,618
Capital grants and contributions	429,345	1,327,477	2,835,720	368,584	1,028,170	2,326,589	5,222,105	1,268,930	3,282,619	727,911
Total business-type activities program revenues	\$ 73,864,847	\$ 77,372,407	\$ 79,930,111	\$ 76,438,673	\$ 77,906,101	\$ 77,577,042	\$ 83,793,686	\$ 80,365,390	\$ 80,988,995	\$ 80,303,085
Total primary government program revenues	\$ 89,607,260	\$ 96,593,947	\$ 98,619,422	\$ 93,233,568	\$ 95,621,533	\$ 99,853,646	\$ 106,220,985	\$ 104,168,698	\$ 104,338,694	\$ 111,330,146
Net (Expense)/Revenue										
Governmental activities	(32,671,978)	(31,042,821)	(30,790,895)	(34,310,666)	(38,105,078)	(35,673,259)	(38,559,989)	(40,407,781)	(44,602,649)	(34,439,976)
Business-type activities	10,139,981	11,019,362	13,072,333	11,608,073	12,837,267	10,287,063	17,455,257	12,829,038	19,449,101	19,511,444
Total primary government net expense	\$ (22,531,997)	\$ (20,023,459)	\$ (17,718,562)	\$ (22,702,593)	\$ (25,267,811)	\$ (25,386,196)	\$ (21,104,732)	\$ (27,578,743)	\$ (25,153,548)	\$ (14,928,532)
General Revenues and Other Changes in Net Position										
Governmental activities:										
Taxes										
Property Taxes	16,234,482	16,120,619	16,819,797	17,799,839	19,130,305	20,189,743	23,417,863	25,143,076	26,916,702	28,892,513
Franchise Fees	1,080,258	1,082,856	1,146,843	1,216,596	1,267,143	870,957	880,400	935,492	862,173	823,954
Utility Taxes	6,597,923	6,686,075	6,671,552	6,560,897	6,582,206	6,611,205	6,890,739	6,610,204	6,665,189	6,791,257
Intergovernmental Revenues	5,540,171	5,752,828	6,078,159	6,541,019	7,084,112	7,666,743	8,315,777	8,702,238	7,781,742	8,681,789
Investment Earnings (Losses)	432,768	(658,229)	628,969	852,853	487,430	237,416	210,174	2,832,887	1,822,726	51,133
Miscellaneous Revenue	871,360	498,086	685,163	1,443,298	1,589,377	902,237	1,389,633	839,955	770,520	739,261
Transfer from(to) other funds	4,453,926	4,670,444	4,783,217	6,589,700	5,203,126	5,271,800	5,428,134	5,678,695	5,464,693	5,598,091
Total governmental activities	35,210,888	34,152,679	36,813,700	41,004,202	41,343,699	41,750,101	46,532,720	50,742,547	50,283,745	51,577,998
Business-type activities:										
Investment Earnings (Losses)	434,155	(546,674)	468,272	747,072	311,975	46,568	(88,183)	1,128,195	680,622	(184,408)
Miscellaneous Revenue	136,091	249,824	1,400,906	349,473	66,196	(111,194)	128,216	68,018	115,006	160,151
Transfers from(to) other funds	(4,453,926)	(4,670,444)	(4,783,217)	(6,589,700)	(5,203,126)	(5,271,800)	(5,428,134)	(5,678,695)	(5,464,693)	(5,598,091)
Total business-type activities	(3,883,680)	(4,967,294)	(2,914,039)	(5,493,155)	(4,824,955)	(5,336,426)	(5,388,101)	(4,482,482)	(4,669,065)	(5,622,348)
Total primary government	31,327,208	29,185,385	33,899,661	35,511,047	36,518,744	36,413,675	41,144,619	46,260,065	45,614,680	45,955,650
Changes in Net Position										
Governmental activities	2,538,910	3,109,858	6,022,805	6,693,536	3,238,621	6,076,842	7,972,731	10,334,766	5,681,096	17,138,022
Business-type activities	6,256,301	6,052,068	10,158,294	6,114,918	8,012,312	4,950,637	12,067,156	8,346,556	14,780,036	13,889,096
Total primary government	\$ 8,795,211	\$ 9,161,926	\$ 16,181,099	\$ 12,808,454	\$ 11,250,933	\$ 11,027,479	\$ 20,039,887	\$ 18,681,322	\$ 20,461,132	\$ 31,027,118

¹ As restated.

The City of Winter Park, Florida

Table 3

Fund Balances, Governmental Funds
Last Ten Fiscal Years
(modified accrual basis of accounting)

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
General Fund										
Nonspendable	\$ 120,909	\$ 260,608	\$ 104,366	\$ 922,405	\$ 929,709	\$ 941,509	\$ 956,187	\$ 925,708	\$ 99,768	\$ 160,359
Restricted	-	-	473,532	395,624	965,513	2,552,972	3,213,082	3,502,394	3,200,129	3,535,545
Assigned	584,076	234,842	218,066	384,242	523,313	302,473	243,044	140,552	90,859	797,009
Unassigned	8,953,558	11,432,259	12,280,561	11,043,046	8,044,529	9,690,510	13,547,366	15,877,903	16,800,217	18,006,829
Total general fund	\$ 9,658,543	\$ 11,927,709	\$ 13,076,525	\$ 12,745,317	\$ 10,463,064	\$ 13,487,464	\$ 17,959,679	\$ 20,446,557	\$ 20,190,973	\$ 22,499,742
All Other Governmental Funds										
Nonspendable	\$ 69,617	\$ 74,108	\$ 55,862	\$ 53,547	\$ -	\$ 41,906	\$ 51,396	\$ 34,566	\$ 66,389	\$ 67,404
Restricted	4,252,198	3,945,871	4,541,982	4,052,195	2,661,415	32,874,756	32,874,756	35,816,616	32,116,071	11,083,905
Committed	6,175,563	5,204,782	5,438,148	8,079,902	2,322,767	7,943,821	7,943,821	4,890,820	3,633,398	4,108,172
Assigned	318,401	399,972	1,266,420	1,060,685	-	921,493	957,418	1,026,153	1,076,176	1,087,003
Unassigned	-	-	-	-	-	(173,588)	(1,475,265)	(1,314,372)	(246,867)	(881,542)
Total all other government funds	\$ 10,815,779	\$ 9,624,733	\$ 11,302,412	\$ 13,246,329	\$ 4,984,182	\$ 41,608,388	\$ 40,352,126	\$ 40,453,783	\$ 36,645,167	\$ 15,464,942

Additional information can be found in Note I-Q of the financial statements.

The City of Winter Park, Florida
Table 4
Changes in Fund Balances, Governmental Funds
Last Ten Fiscal Years
(modified accrual basis of accounting)

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
REVENUES										
Taxes:										
Property Taxes	\$ 17,309,030	\$ 17,150,192	\$ 16,807,610	\$ 17,799,839	\$ 19,130,305	\$ 20,189,743	\$ 23,417,861	\$ 25,143,076	\$ 26,916,702	\$ 28,892,513
Utility Taxes	6,597,925	6,686,075	6,671,552	6,560,897	6,582,206	6,611,205	6,890,739	6,610,204	6,665,189	6,791,257
Franchise Fees	1,080,258	1,082,857	1,146,843	1,216,596	1,267,143	870,957	880,400	935,492	862,173	823,954
Fines and Forfeitures	1,219,867	1,502,638	2,084,029	1,111,301	1,495,740	1,506,827	1,579,628	1,695,279	1,173,556	965,804
Licenses and Permits	2,591,654	2,797,995	3,026,360	2,392,821	3,121,261	4,720,423	4,141,592	3,938,661	3,262,118	3,708,998
Intergovernmental:										
Sales Tax	3,610,003	3,821,379	4,029,181	4,281,355	4,470,609	4,597,403	4,956,977	5,023,794	3,937,816	4,425,214
Local Option Gas Tax	938,926	919,444	928,112	953,010	1,009,683	1,018,019	1,034,891	1,024,205	892,060	915,339
Other Intergovernmental	3,669,472	5,943,110	5,253,090	5,493,747	5,517,983	5,749,967	6,191,219	7,356,187	9,085,954	10,494,906
Charges for Services	8,227,105	8,697,785	9,101,436	9,054,668	9,348,551	12,002,185	12,441,017	13,269,988	12,275,097	13,317,766
Other	1,676,089	1,003,540	2,579,336	2,860,031	2,596,296	2,433,344	5,444,891	3,484,823	2,930,749	2,707,717
Total Revenues	46,920,329	49,605,015	51,627,549	51,724,265	54,539,777	59,700,073	66,979,215	68,481,709	68,001,414	73,043,468
EXPENDITURES										
Current:										
General Administration	1,706,778	1,557,470	1,590,619	1,448,791	1,103,629	1,354,391	1,245,005	1,507,225	1,836,052	1,837,200
Information Technology	-	-	-	-	429,899	663,244	426,992	594,524	729,666	539,240
Financial Services	374,810	353,453	353,522	336,147	151,830	324,683	376,178	392,858	419,202	446,235
Communications	170,485	161,456	116,420	183,808	314,696	146,822	283,743	382,158	197,848	247,260
Planning and Community Development	1,496,927	1,169,709	1,369,843	1,627,552	1,685,959	1,633,709	1,675,734	1,800,884	2,102,913	2,266,686
Building and Permitting Services	1,293,544	996,040	1,086,410	1,168,623	1,234,567	1,334,837	1,985,240	2,080,007	2,420,449	2,075,942
Public Works	13,085,189	8,236,047	8,407,696	8,417,868	8,953,494	10,605,181	13,132,989	12,226,402	11,718,595	11,739,094
Police	10,238,541	10,898,091	14,116,889	14,969,739	14,481,859	14,543,445	15,257,770	15,883,675	16,785,265	17,460,099
Fire Rescue	6,737,713	7,216,629	11,266,113	12,036,331	12,516,743	13,070,431	12,882,759	13,244,012	13,983,044	14,024,420
Parks and Recreation	1,567,880	1,555,190	1,537,193	1,662,580	1,765,801	1,833,300	1,914,499	2,005,772	2,272,242	2,328,842
Cultural and Community Services										
Debt Service:										
Principal	2,940,878	2,388,425	2,848,631	3,056,638	3,154,388	2,321,998	3,207,150	3,307,461	3,422,937	3,643,579
Interest and Other Charges	1,253,339	912,633	953,194	752,331	655,383	564,876	1,496,572	1,400,080	1,280,468	1,207,076
Capital Improvements	4,940,279	3,714,237	2,784,816	3,168,866	8,580,874	3,686,630	6,752,535	7,601,957	13,640,884	30,317,787
Total Expenditures	54,376,881	53,196,014	53,734,271	56,526,463	62,943,065	60,373,501	69,220,031	71,543,234	79,625,307	97,513,015
Deficiency of Revenues Over Expenditures	(7,456,552)	(3,590,999)	(2,106,722)	(4,802,198)	(8,403,288)	(673,428)	(2,240,816)	(3,061,525)	(11,623,893)	(24,469,547)
OTHER FINANCING SOURCES AND (USES)										
Transfers In	7,939,728	7,950,094	8,968,353	11,152,166	13,701,284	9,982,468	10,438,755	11,377,186	13,440,215	11,708,397
Transfers Out	(3,160,802)	(2,854,650)	(4,035,136)	(4,562,466)	(8,498,158)	(4,710,668)	(5,010,621)	(5,698,491)	(7,975,522)	(6,110,306)
Impairment of Assets Held for Resale	-	-	-	(174,793)	-	-	-	-	-	-
Issuance of Debt	-	9,800,000	-	-	-	27,705,996	-	-	2,095,000	-
Pmt to Refunded Bond Escrow Agent	-	(10,226,325)	-	-	-	-	-	-	-	-
Total Other Financing Sources and (Uses)	4,778,926	4,669,119	4,933,217	6,414,907	5,203,126	32,977,796	5,428,134	5,678,695	7,559,693	5,598,091
Net change in fund balances	(2,677,626)	1,078,120	2,826,495	1,612,709	(3,200,162)	32,304,368	3,187,318	2,617,170	(4,064,200)	(18,871,456)
Fund Balances - Beginning	23,151,948	20,474,322	21,552,442	24,378,937	25,991,646	22,791,484	55,095,852	58,283,170	60,900,340	56,836,140
Fund Balances - Ending	\$ 20,474,322	\$ 21,552,442	\$ 24,378,937	\$ 25,991,646	\$ 22,791,484	\$ 55,095,852	\$ 58,283,170	\$ 60,900,340	\$ 56,836,140	\$ 37,964,684
Debt service as a percentage of noncapital expenditures	8.54%	6.73%	7.36%	7.06%	6.98%	5.06%	7.21%	7.24%	7.03%	7.24%

The City of Winter Park, Florida

Table 5
Assessed and Estimated Actual Value of Taxable Property
Last Ten Fiscal Years

Fiscal Year Ended Sept. 30,	Real Property	Personal Property	Centrally Assessed Property	Less: Tax Exempt Property	Total Taxable Assessed Value	Total Direct Tax Rate	Estimated Actual Value of Taxable Property	Assessed Value as a Percentage of Actual Value
2012	\$ 4,524,708,901	\$ 236,563,359	\$ 1,216,162	\$ 968,447,814	\$ 3,794,040,608	4.4166	\$ 5,754,518,303	65.93%
2013	4,508,441,021	241,139,877	1,281,825	973,409,547	3,777,453,176	4.4183	5,743,766,225	65.77%
2014	4,642,490,933	241,913,558	1,347,341	941,956,617	3,943,795,215	4.4019	5,902,944,213	66.81%
2015	4,872,492,250	249,157,424	1,398,347	938,478,394	4,184,569,627	4.3907	6,186,755,669	67.64%
2016	5,233,704,939	255,752,935	1,414,234	962,440,637	4,528,431,471	4.3673	6,623,719,499	68.37%
2017	5,627,134,451	253,401,066	1,523,158	983,567,399	4,898,491,276	4.2638	7,082,410,547	69.16%
2018	6,011,208,588	262,924,623	1,541,361	1,016,870,962	5,258,803,610	4.6056	7,551,596,234	69.64%
2019	6,453,088,749	275,316,535	1,623,845	1,053,378,467	5,676,650,662	4.5672	8,094,068,480	70.13%
2020	6,994,550,036	281,331,623	1,516,558	1,121,070,980	6,156,327,237	4.5211	8,741,910,995	70.42%
2021	7,564,407,253	274,914,376	1,689,318	1,221,738,108	6,619,272,839	4.5211	9,400,836,289	70.41%

Source: Orange County Property Appraiser (Revised Recapitulation of the Ad Valorem Assessment Rolls, DR-403AM and DR-403V)

Note: Assessed values are determined as of January 1 for each fiscal year.
Real Property is assessed at 85% of estimated market value and Personal Property assessment at 55%.
Estimated actual taxable value is calculated by dividing assessed value by those percentages.
Centrally assessed property consists of the railroad lines which are assessed by the State of Florida.

The City of Winter Park, Florida

Table 6

Direct and Overlapping Property Tax Rates
(rate per \$1,000 of assessed value)
Last Ten Fiscal Years

Fiscal Year Ended Sept. 30,	Direct			Overlapping			
	Tax Roll	City Operating Millage	City Debt Service	Total City Millage	Orange County	St. Johns Water Management District	Total Direct and Overlapping Millage
2012	2011	4.0923	0.3243	4.4166	4.4347	0.3313	17.7276
2013	2012	4.0923	0.3260	4.4183	4.4347	0.3313	17.6623
2014	2013	4.0923	0.3096	4.4019	4.4347	0.3283	17.5269
2015	2014	4.0923	0.2984	4.3907	4.4347	0.3164	17.6158
2016	2015	4.0923	0.2750	4.3673	4.4347	0.3023	17.3223
2017	2016	4.0923	0.1715	4.2638	4.4347	0.2885	16.7980
2018	2017	4.0923	0.5133	4.6056	4.4347	0.2724	16.7827
2019	2018	4.0923	0.4749	4.5672	4.4347	0.2562	16.5571
2020	2019	4.0923	0.4382	4.5305	4.4347	0.2414	16.3156
2021	2020	4.0923	0.4288	4.5211	4.4347	0.2287	16.0415

Source:

Orange County Property Appraiser's Office

The City of Winter Park, Florida
Table 7
Principal Property Tax Payers
Current Year and Ten Years Ago

	Taxpayer	Type of Business	2021			2012		
			Taxable Assessed Value	Rank	Percentage of Total City Taxable Assessed Value	Taxable Assessed Value	Rank	Percentage of Total City Taxable Assessed Value
	Winter Park Town Center (Winter Park Village)	Shopping Mall	\$ 92,685,286	1	1.40%	\$ 39,183,345	1	1.00%
	BCDPF JUNO Winter Park LLC	Broadstone Apartments	78,353,722	2	1.18%			
	Winter Park Owner LLC	Bainbridge Apartments	72,641,862	3	1.10%			
	Rollins College /Holt Properties LLC/ Langford RCI LLC	Education / Property Mgmt /Hospitality	62,470,163	4	0.94%	23,212,258	2	0.59%
	NP Winter Park LLC (Center of Winter Park ShoppingCenter)	Real Estate Developer	58,677,284	5	0.89%			
	IVT Lakeside Winter Park LLC	Retail Shopping Center	51,255,224	6	0.77%			
	Winter Park Town Center Development LLC	Paseo Apartments	46,195,928	7	0.70%			
	Presbyterian Retirement Communities Inc	Retirement Community	36,254,990	8	0.55%	12,698,467	6	0.32%
	UP Fieldgate US Investments - Winter Park LLC (Whole Foods Shopping Center)	Real Estate Developer	30,773,358	9	0.46%			
	Mayflower Retirement Center Inc	Retirement Community	26,031,547	10	0.39%	11,573,294	8	0.30%
	Proteggere LLC	Real Estate Developer				18,601,221	3	0.48%
	BFC Park Avenue (250 Park Avenue)	Trustee				14,309,508	4	0.37%
	Elizabeth Morse Genius Foundation	Foundation				13,296,940	5	0.34%
	CD90 Mercantile Plaza LTD - Mercantile Bank Plaza	Shopping Mall				11,832,351	7	0.30%
	Winter Park Village Apts LLC	Real Estate Developer				10,161,653	9	0.26%
	Winter Park Redevelopment Agency LTD	Real Estate Developer				9,516,398	10	0.24%
	Other Taxpayers		6,063,933,475		91.62%	3,743,776,836		95.80%
	Total Assessed Value		\$ 6,619,272,839		100.00%	\$ 3,908,162,271		100.00%

Source: Orange County Property Appraiser's Office

The City of Winter Park, Florida
Table 8
Property Tax Levies and Collections
Last Ten Fiscal Years

Fiscal Year Ended Sept. 30,	Taxes Levied for the Fiscal Year (1)	Collected within the Fiscal Year of the Levy		Collections in Subsequent Years	Total Collections to Date	
		Amount	Percentage of Levy		Amount	Percentage of Levy
2012	\$ 16,756,760	\$ 16,170,799	96.5%	\$ 51,216	\$ 16,222,015	96.8%
2013	16,689,921	16,083,083	96.4%	25,197	16,108,280	96.5%
2014	17,424,870	16,807,610	96.5%	21,521	16,829,131	96.6%
2015	18,420,057	17,751,760	96.4%	48,079	17,799,839	96.6%
2016	19,777,019	19,080,582	96.5%	49,723	19,130,305	96.7%
2017	20,886,187	20,170,645	96.6%	19,098	20,189,743	96.7%
2018	24,219,946	23,412,238	96.7%	5,625	23,417,863	96.7%
2019	25,926,399	25,125,751	96.9%	17,325	25,143,076	97.0%
2020	27,891,241	26,883,457	96.4%	33,245	26,916,702	96.5%
2021	29,926,394	28,602,140	95.6%	290,373	28,892,513	96.5%

Source: Orange County Tax Collector and City of Winter Park Finance Department

Notes: (1) Gross Taxes before discounts

The City of Winter Park, Florida
Table 9
Ratios of Outstanding Debt by Type
Last Ten Fiscal Years

Fiscal Year Ended Sept. 30	Governmental Activities						Business-type Activities			
	Bonds from Direct Borrowings			Notes from Direct Borrowings			Water & Wastewater Revenue Bonds		Electric Revenue Bonds	
	Revenue Bonds	General Obligation Bonds	General Obligation Bonds	Non-Ad Valorem Revenue Notes	Agency Notes	Community Redevelopment Notes	Capital Lease Obligations	Water & Wastewater Revenue Bonds	Electric Revenue Bonds	Government Total
2012	\$ 7,760,000	\$ -	\$ -	\$ 5,864,631	\$ 15,164,883	\$ 1,713,181	\$ 75,155,000	\$ 76,525,000	\$ 182,182,695	13.89%
2013	6,943,732	-	-	5,174,090	14,465,000	1,513,264	68,206,115	68,437,108	164,739,309	12.78%
2014	5,984,889	-	-	4,371,877	13,455,000	1,351,957	71,728,159	71,662,000	168,553,882	12.09%
2015	4,938,460	-	-	3,547,389	12,400,000	1,194,807	68,673,965	69,819,129	160,573,750	11.21%
2016	3,857,030	-	-	2,695,000	11,315,000	1,032,808	65,509,555	69,256,244	153,665,637	10.44%
2017	30,807,160	-	-	2,360,000	10,195,000	865,810	62,234,056	66,771,921	173,233,947	11.94%
2018	29,133,567	-	-	2,020,000	9,035,000	693,660	58,831,065	64,208,768	163,922,060	10.96%
2019	27,399,974	-	-	1,670,000	7,850,000	516,199	55,065,569	57,669,624	150,171,366	6.85%
2020	25,606,383	2,095,000	2,095,000	1,315,000	6,620,000	333,262	51,996,568	56,958,058	144,924,271	6.15%
2021	23,752,222	2,000,000	2,000,000	945,000	5,355,000	144,683	49,012,579	53,973,751	135,183,235	4.94%

Notes: Details regarding the City's outstanding debt can be found in Note 14 of the financial statements.
See Demographic and Economic Statistics for personal income and population data.

The City of Winter Park, Florida

Table 10

Ratios of General Obligation Bonds Outstanding
Last Ten Fiscal Years

Fiscal Year Ended Sept. 30,	General Obligation Bonds	Percentage of Estimated Actual Value of Property	Per Capita
2012	\$ 7,760,000	0.13%	\$ 280
2013	6,943,732	0.12%	241
2014	5,984,889	0.10%	206
2015	4,938,460	0.08%	170
2016	3,857,030	0.06%	132
2017	30,807,160	0.43%	1,051
2018	29,133,567	0.39%	964
2019	27,399,974	0.34%	906
2020	27,701,383	0.32%	904
2021	25,752,222	0.27%	858

Source: City of Winter Park Finance Department

Note: There is no overlapping general obligation debt for which the City's property taxpayers are responsible.

The City of Winter Park, Florida
Table 11
Direct and Overlapping Governmental Activities Debt

<u>Governmental Unit</u>	<u>Debt Outstanding</u>	<u>Estimated Percentage Applicable ¹</u>	<u>Estimated Share of Overlapping Debt</u>
Debt repaid with property taxes			
Orange County District School Board ²	\$ 1,078,656,204	3.95%	\$ 42,607,446
City Direct Debt (Governmental Activities)			<u>32,196,905</u>
Total Direct and Overlapping Debt			<u>\$ 74,804,351</u>

Source: Assessed value data used to estimate applicable percentage provided by the Orange County Property Appraiser (Form DR-403V).
Debt outstanding provided by each governmental unit.

Notes: ¹Ratio of assessed valuation of taxable property in overlapping unit that is with
City of Winter Park.

² Debt outstanding as of June 30, 2021

There are no limitations placed upon the amount of debt the City may issue by either the City's Charter or code of ordinances or by the Florida State Statutes.

The City's Charter does require voter referendum for the following categories of bonds:

- General obligation bonds.
- Revenue bonds intended to finance enterprises or projects which involve the purchase, lease and/or acquisition of real property.
- Revenue bonds which pledge specific non-ad valorem taxes as the primary source(s) of revenue to pay the principal and interest which have a principal value in excess of one million dollars. This dollar limitation is adjusted annually as of the end of the fiscal year in accordance with changes in the cost-of-living index as published by the federal government. The limitation, as adjusted, at September 30, 2021 is \$2,710,574.

However, notwithstanding the foregoing in the second and third items above, voter referendum shall not be required prior to the issuance of revenue bonds which finance the purchase, lease and/or acquisition of park real property and/or park projects by the City.

The City of Winter Park, Florida
Table 13
Community Redevelopment Agency
Tax Increment Revenue Bonds Coverage
Last Ten Fiscal Years

Fiscal Year Ended Sept. 30,	Tax Increment Revenue ¹	Debt Service Requirements			Coverage
		Principal	Interest	Total	
2012	\$ 2,090,103	\$ 872,234	\$ 683,013	\$ 1,555,247	1.34
2013	2,003,379	490,000	435,864	925,864	2.16
2014	2,127,789	1,010,000	476,425	1,486,425	1.43
2015	2,391,268	1,055,000	443,378	1,498,378	1.60
2016	2,986,272	1,085,000	409,053	1,494,053	2.00
2017	3,783,493	1,120,000	373,552	1,493,552	2.53
2018	4,356,216	1,160,000	343,624	1,503,624	2.90
2019	4,871,213	1,185,000	311,263	1,496,263	3.26
2020	5,514,345	1,230,000	269,412	1,499,412	3.68
2021	6,345,628	1,265,000	226,056	1,491,056	4.26

Notes: ¹ Tax Increment Revenue Notes are back by the property tax revenue produced by the property tax rate of the City of Winter Park and Orange County applied to the increase in the taxable assessed values above the base year taxable assessed value multiplied by 95%.

The City of Winter Park, Florida
Table 14
Pledge Revenue Coverage
Water and Sewer Revenue Debt Coverage
Last Ten Fiscal Years

Fiscal Year Ended Sept. 30,	Gross Revenue	Less: Operation and Maintenance Expense	Net Pledge Revenue Available for Debt Services	Debt Service Requirements		
				Principal	Interest	Total
2012	\$ 27,684,531	\$ 16,655,358	\$ 11,029,173	\$ 2,495,000	\$ 3,150,076	\$ 5,645,076
2013	26,736,801	16,665,960	10,070,841	2,590,000	3,282,121	5,872,121
2014	28,626,592	16,750,478	11,876,114	2,700,000	3,183,842	5,883,842
2015	28,737,710	16,913,674	11,824,036	2,780,000	3,085,768	5,865,768
2016	29,222,001	17,601,300	11,620,701	2,890,000	2,975,388	5,865,388
2017	30,196,556	18,509,594	11,686,962	3,010,000	2,855,463	5,865,463
2018	30,236,659	19,668,968	10,567,691	3,130,000	2,372,424	5,502,424
2019	30,920,597	20,913,117	10,007,480	3,560,000	2,006,511	5,566,511
2020	32,220,603	20,436,104	11,784,499	2,920,000	1,869,817	4,789,817
2021	32,393,439	20,757,389	11,636,050	3,040,000	1,563,043	4,603,043

Notes: 1 Schedule includes debt service requirements for Water and Sewer Revenue Bonds, 2002, 2004, 2009, 2010, 2011, 2017 and 2020. Minimum debt service coverage is net revenues of 1.25 times debt service becoming due and payable in each year.

The bonds and interest due thereon are payable form and secured by a prior lien upon a pledge of the net revenues derived by the City from the operation of the Water and Suburban Sewer System.

2 Gross Revenues are defined by the bond covenants as all income and earnings derived by the City from the ownership, operation, leasing, or use of the system and investment income, excluding impact fees and interest earned thereon.

3 Operation and maintenance expenses are defined as the cost of operation and maintenance as defined by the bond covenant, as current expenses, paid or accrued, less depreciation and amortization expenses.

The City of Winter Park, Florida
Table 15
Electric Services Revenue Debt Coverage
Last Ten Fiscal Years

Fiscal Year Ended Sept. 30,	Gross Revenue	Less: Operation and Maintenance Expense	Net Pledge Revenue Available for Debt Services	Debt Service Requirements		
				Principal	Interest	Total
2012	\$ 45,725,647	\$ 32,285,000	\$ 13,440,647	\$ 1,620,000	\$ 2,747,512	\$ 4,367,512
2013	48,382,824	35,382,805	13,000,019	2,430,000	2,691,964	5,121,964
2014	49,253,533	36,664,439	12,589,094	1,765,000	2,652,149	4,417,149
2015	47,573,273	34,597,872	12,975,401	1,735,000	2,784,944	4,519,944
2016	47,014,090	34,796,389	12,217,701	2,225,000	2,571,562	4,796,562
2017	44,554,678	36,221,726	8,332,952	2,450,000	2,541,395	4,991,395
2018	47,477,283	34,636,787	12,840,496	2,530,000	2,549,235	5,079,235
2019	48,078,461	34,896,780	13,181,681	2,670,000	2,425,262	5,095,262
2020	45,850,058	29,488,124	16,361,934	2,725,000	2,098,459	4,823,459
2021	46,684,636	28,350,910	18,333,726	2,915,000	1,821,586	4,736,586

Notes:

1 Schedule includes debt service requirements for Electric Revenue Bonds, Series 2005A, 2005B, 2007, 2009A, 2009B, 2010, 2014, 2014A, 2016 and 2019. Minimum debt service coverage is net revenues of 1.25 times debt service becoming due and payable in each year.

The bonds and interest due thereon are payable from and secured by a prior lien upon a pledge of the net revenues derived by the City from the operation of the Electric System.

2 Gross Revenues are defined by the bond covenants as all income and earnings derived by the City from the ownership, operation, leasing, or use of the system and investment income, excluding capital expansion and system improvement grants.

3 Operation and maintenance expenses are defined as the cost of operation and maintenance as defined by the bond covenant, as current expenses, paid or accrued, less depreciation and amortization expenses.

4 Pledge revenues are defined as gross revenues less operation and maintenance expense.

The City of Winter Park, Florida
Table 16
Demographic and Economic Statistics
Last Ten Fiscal Years

Year	City Population	Orange County Population ¹	City Personal Income (Thousand)	City Median Household Income	City Median Per Capita Income	City Education		Unemployment Rate		
						High School Graduates	College Graduates	City of Winter Park	Orlando- Kissimmee MSA	Orange County Florida
2012	27,728	1,175,941	\$ 1,311,673	\$ 47,305	\$ 52,624	3,419	12,136	6.9	8.5	8.4
2013	28,847	1,199,801	1,319,837	45,753	45,968	3,418	15,991	5.4	6.3	6.2
2014	29,073	1,227,995	1,293,865	44,504	50,738	3,700	12,485	4.6	5.7	5.6
2015	28,967	1,200,241	1,432,389	49,449	47,556	3,595	12,918	4.5	4.3	4.7
2016	29,308	1,229,039	1,741,042	59,405	47,943	2,962	12,950	4.4	4.4	4.3
2017	29,317	1,332,714	1,837,062	62,662	51,232	2,751	14,508	3.2	3.6	3.5
2018	30,212	1,349,597	1,907,465	63,136	50,665	2,761	14,548	2.6	2.7	2.6
2019	30,239	1,378,538	2,193,537	72,540	56,829	2,720	15,181	2.6	2.8	2.7
2020	30,630	1,415,260	2,357,775	76,976	56,513	3,129	13,990	6.4	6.9	7.2
2021	30,019	1,418,813	2,733,980	91,075	58,645	2,774	15,671	3.1	3.8	4.0

Sources: Information provided by BEBR, American Community Survey, Metro Orlando EDC and the Community Redevelopment Agency.

Unemployment rate from State of Florida, Department of Labor and Employment Security, bureau of Labor Market Information.
(http://www.labormarketinfo.com) Statistical Programs\LAUS-Local Area Unemployment Statistics\Get detailed Statistics\Monthly
Data Table per year (includes city estimate)

Notes: ¹Population for Orange County was revised with Metro Orlando EDC & BEBR.

The City of Winter Park, Florida

Table 17

Principal Employers
Current Fiscal Year

Employer	Type of Business	2021		
		Employees	City Rank	Percentage of Total City Employment
AdventHealth Winter Park	Health	1,600	1	10.53%
Orange County Schools ¹	Education	650	2	4.28%
Rollins College	Education	618	3	4.07%
City of Winter Park	Government	515	4	3.39%
Publix	Food Retailer/Supermarket chain	300	5	1.97%
Holiday Retirement Corp	Health	250	6	1.64%
Alfond Inn	Hospitality	200	7	1.32%
Other Employers	Various	11,065		72.80%
Total Labor Force		15,198		100.00%

Sources: Labor Force from State of Florida, Department of Labor and Employment Security, Bureau of Labor Market Information. (<http://www.labormarketinfo.com>) Statistical Programs\ LAUS-Local Area Unemployment Statistics\get detailed statistics\Monthly Data Table per year, Metro Orlando EDC.

¹Source used for employees is Dun & Bradstreet reports.

The City of Winter Park, Florida
Table 18
Full-Time Authorized City Government Employees by Function
Last Ten Fiscal Years

Function/Program	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
General Government										
City Manager	3	4	3	3	3.5	3.5	3.5	3.5	3.5	3.5
Budget			1	1	1	1	1	2	2	2
City Clerk	2	2	2	2	1	1	1	1	1	2
Communications	3.5	3.5	3.5	4	4	4	4	6	6	6
Human Resources	4	3	3	3	3	4	4	5	5	5
Purchasing	3	3	3	3	3	3	2.5	3	3	3
Information Technology Services	7.5	7.5	7.5	8	9	9	9	9	10	12
Finance	9	9	9	9	9	9	9	9	9	9
Forestry					5	5	6	6	5	5
Police	114	114	114	114	113	113	114	114	114	114
Fire	76	78	81	82	82	82	82	83	80	81
Public Works	35	35	35	34	35	36	36	22	23	24
Planning/Building	20	20	20	19	16	18	18	20	20	22
Parks/Recreation	77	71	62	62	61	65	65	68	61	62
Subtotal for General Fund	354	350	344	344	345.5	353.5	355	352	343	351
Special Revenue										
Stormwater Utility	22	22	22	22	22	22	22	22	22	22
Community Redevelopment	3	3	2	4	4	4	4	3	5	4
Subtotal for Special Revenue	25	25	24	26	26	26	26	25	27	26
Business-Type										
Water/Sewer Service	125	119	119	116	114	114	116	115	115	111
Electric Service	3	6	3	3	20	20	20	20	20	20
Golf Course	0	0	-	-	-	-	-	-	-	-
Subtotal for Business-Type	128	125	122	119	134	134	136	135	135	131
Internal Service										
Fleet Maintenance	12	12	10	10	10	11	11	11	11	11
Risk Mgmt & Code Compliance	1	1	1	1	1.5	1.5	1	2.5	5.5	5.5
Subtotal for Internal Services	13	13	11	11	11.5	12.5	12	14	17	17
Total	520	513	501	500	517	526	529	525	521	524

Source: City Annual Budget

The City of Winter Park, Florida
Table 19
Operating Indicators by Function/Program
Last Ten Fiscal Years

Function	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Police ¹										
# of 911 Calls Received	N/A	20,812	23,820	23,922	22,130	24,028	18,910	18,201	20,317	23,266
Average Response times, Priority one	2:32	2:26	2:51	2:25	2:33	1:50	2:46	2:24	2:40	2:04
Felony & misdemeanor arrests	942	1,125	883	495	1,233	421	407	458	457	397
Traffic accidents and citations	10,347	13,026	14,317	15,351	10,677	7,607	7,804	8,295	3,834	7,734
Fire ²										
Baseline Measurement (Fire) at 90%										
Alarm Handling Time -Pick-up to dispatch	:47	:54	:55	:49	:55	2:29	2:13	3:27	2:51	2:10
Turnout-1st Unit-All Priority One Calls	:53	:58	1:11	1:11	1:10	2:12	1:41	1:29	1:29	1:21
Travel										
Travel 1st Unit-Distribution	4:09	7:33	6:30	5:52	4:54	7:34	7:30	6:01	6:36	7:11
Travel Time Effective Response Force-Concentration	5:43	6:09	5:33	6:27	5:19	11:00	13:06	10:33	10:25	9:31
Total Response Time										
Travel 1st Unit on Scene-Distribution	7:38	7:56	7:35	7:52	8:04	9:28	9:08	7:01	6:36	8:09
Travel Time Effective Response-Concentration	9:53	8:01	9:41	8:27	7:24	13:00	14:07	13:06	12:10	11:00
Baseline Measurement (EMS) at 90%										
Call Handling-Pick-up to dispatch	1:00	:54	:54	:56	:57	2:09	2:32	2:26	2:51	2:25
Turnout-1st Unit-All Priority One Calls	1:14	:58	1:14	1:14	1:13	1:48	1:52	1:36	1:39	1:34
Travel										
Travel 1st Unit-Distribution	4:07	5:49	5:19	5:44	4:50	6:03	7:24	6:18	6:36	6:19
Travel Time Effective Response-Concentration	5:54	6:01	5:32	5:27	4:52	8:13	7:36	6:41	6:52	6:43
Total Response Time										
Total Response Time 1st Unit-Distribution	7:24	7:13	7:13	7:24	7:03	8:33	8:40	7:26	7:09	7:12
Total Response Time Effective Response Force-Concentration	9:38	7:55	7:40	7:10	8:19	12:15	8:56	7:48	8:05	7:52
Public Works										
Traffic Control										
New signs made/installed	427	654	498	953	1,181	1,776	607	387	535	318
Signs repaired	199	87	176	306	58	145	12	93	55	78
Environmental Protection										
Linear feet of new pipe installed	2,074	1,008	340	1,480	475	432	390	1,714	3298	4
Linear feet of damaged pipe replaced	230	104	96	64	200	55	160	620	172	715
Standard inlets installed	12	4	6	12	5	10	13	25	20	1
Street sweepers (miles per week)	130	125	125	125	162	116	144	125	130	162
Leaves removed and hauled (cubic yards)	2,700	5,040	4,070	3,701	3,890	6,060	4,080	3,340	3020	3720
Fleet										
Percent of entire fleet availability	99.26%	98.23%	98.05%	98.33%	98.36%	98.23%	97.82%	97.90%	98.14%	97.96%
Preventive maintenance completed	1,171	1,176	1,108	1,450	1,497	1,489	1,508	1,515	1,389	1,445
Building and Code Enforcement										
Permits issued	3,700	4,880	6,336	6,437	6,150	5,196	5,674	4,488	5,546	6,895
Estimated construction value of permits issued (millions)	\$	100	\$	116	\$	257	\$	252	\$	354
Parks and Recreation										
Venue Rentals-All Venues	4,279	4,335	4,425	6,628	6,234	5,502	6,000	7,084	5,025	5,973
Recreation ID's Issued	2,615	2,513	2,679	2,692	2,092	2,101	2,520	3,504	1,584	2,786
Community Center Programming Count	38,685	55,813	72,960	73,484	71,381	73,079	76,864	72,163	30,254	39,940
Rounds of Golf	23,745	29,940	33,623	32,988	13,624	36,286	36,711	37,804	32,552	42,248

Source: Various City departments

Notes:

¹ Provided for calendar year.

² New Performance measure indicators adopted by City Commission in December 2010.

N/A - Information is not available.

City of Winter Park, Florida
Table 20
Supplemental Operating Indicators for:
Water & Sewer-Customers
September 30, 2021

NUMBER OF WATER SYSTEM CUSTOMERS						
	16-17	17-18	18-19	19-20	20-21	
Commercial:						
Inside	1,805	1,799	1,819	1,823	1,857	
Outside	1,148	1,176	1,179	1,172	1,177	
Multi-Dwelling:						
Inside	323	320	319	310	309	
Outside	584	589	586	581	583	
Public Authority:						
Inside	223	223	230	225	226	
Outside	58	63	65	61	61	
Residential:						
Inside	10,895	10,931	10,847	10,904	10,923	
Outside	8,579	8,637	8,617	8,665	8,668	
Total Inside	13,246	13,273	13,215	13,262	13,315	
Total Outside	10,369	10,465	10,447	10,479	10,489	
Total Customers	23,615	23,738	23,662	23,741	23,804	

MAJOR WATER AND SEWER USERS (CONSUMPTION = 1,000 GALLONS)		Inside City Limits	
AdventHealth			68,704
City of Winter Park			67,196
Rollins College			37,778
Orange County			24,113
Winter Park Towers			19,703
The Meadows			11,681
Winter Park Town Center LTD			10,897
Mayflower Retirement Center			10,503
Four Seasons Condominiums			9,771
M F Winter Park LLC			5,717
Total Inside			266,063
Outside City Limits			
Venue at Winter Park Owner, LLC			35,032
Azure Winter Park			22,020
Solis FL Owner LLC			20,919
ZMG Property Mgmt Division, LLC			19,613
Lake Weston Apartments			15,909
Hidden Oaks Condo			13,467
Lakeside at Winter Park LLC			12,777
Summerlin at Winter Park			12,625
Winter Park Woods Condominiums			10,909
JRK-Lakeside Apartments			4,972
Total Outside			168,243
Total Consumption of Largest Users (Inside and Outside)			434,306

Table 21

**Supplemental Operating Indicators for:
Water & Sewer Operation-Usage
September 30, 2021**

ANNUAL WATER USAGE (thousands of gallons)					
	16-17	17-18	18-19	19-20	20-21
Commercial:					
Inside	579,914	558,009	562,503	559,738	564,134
Outside	376,736	362,094	370,764	349,541	358,756
Multi-Dwelling:					
Inside	130,875	129,391	131,013	138,986	141,959
Outside	377,577	385,747	369,937	370,029	383,082
Public Authority:					
Inside	83,056	88,379	101,898	92,554	93,862
Outside	11,160	11,004	11,416	10,620	9,390
Residential:					
Inside	1,450,900	1,340,556	1,379,165	1,459,819	1,429,260
Outside	607,746	555,857	552,935	566,715	570,228
Total Inside	2,244,745	2,116,335	2,174,579	2,251,097	2,229,215
Total Outside	1,373,219	1,314,702	1,305,052	1,296,905	1,321,456
Total Consumption	3,617,964	3,431,037	3,479,631	3,548,002	3,550,671

ANNUAL SEWER USAGE (thousands of gallons)					
	16-17	17-18	18-19	19-20	20-21
Commercial:					
Inside	315,284	299,285	301,064	289,420	293,612
Outside	222,052	224,628	229,485	217,142	221,299
Multi-Dwelling:					
Inside	117,505	115,446	115,942	121,553	124,288
Outside	366,064	372,544	357,729	355,523	368,745
Public Authority:					
Inside	24,008	20,682	21,620	26,251	26,586
Outside	5,787	5,716	6,294	4,954	3,859
Residential:					
Inside	582,160	567,370	576,934	606,598	603,129
Outside	303,709	288,119	282,842	287,012	288,948
Total Inside	1,038,957	1,002,783	1,015,560	1,043,822	1,047,615
Total Outside	897,612	891,007	876,350	864,631	882,851
Total Consumption	1,936,569	1,893,790	1,891,910	1,908,453	1,930,466

City of Winter Park, Florida
Table 22
Water and Sewer Rates, Fees and Charges
September 30, 2021

Inside the City Limits				
		Water		
	Water (Residential)	(Commercial/ Public Authority)	Water (Irrigation)	Sewer
	Rates per 1,000 gallons of consumption			
Block 1	\$ 1.26	\$ 1.26	\$ 2.68	\$ 4.95
Block 2	1.87	1.87	3.58	4.95
Block 3	2.68	2.68	4.59	4.95
Block 4	3.58	3.58	6.66	4.95
Block 5	4.59	4.59	6.66	4.95
Block 6	6.66	4.59	6.66	4.95
Base ERM Charge	8.98	8.98	8.98	10.62
Additional Unit Charge	4.84	4.84	4.84	5.71

Outside the City Limits				
		Water		
	Water (Residential)	(Commercial/ Public Authority)	Water (Irrigation)	Sewer
	Rates per 1,000 gallons of consumption			
Block 1	\$ 1.59	\$ 1.59	\$ 3.36	\$ 6.18
Block 2	2.34	2.34	4.47	6.18
Block 3	3.36	3.36	5.74	6.18
Block 4	4.47	4.47	8.32	6.18
Block 5	5.74	5.74	8.32	6.18
Block 6	8.32	5.74	8.32	6.18
Base ERM Charge	11.23	11.23	11.23	13.26
Additional Unit Charge	6.05	6.05	6.05	7.14

ERM = Equivalent Residential Meter

Sewer charges are capped for residential customers without separate irrigation meters at 14,000 gallons:
--

Notes:

(1) Rates on this table became effective Oct 1, 2020.

City of Winter Park, Florida
Table 22 (continued)
Water and Sewer Rates, Fees and Charges
September 30, 2021

Bills for water, sewer and irrigation service are determined using applicable rates in the table 21 and the block sizes in the table below based on customer class and meter size.
--

Block Structure Price Breaks by Meter Size:

		Usage Up To:				
		Block 1	Block 2	Block 3	Block 4	Block 5
Meter Size in Inches	Equivalent Meter Ratio					
		(1,000) gallons/month	(1,000) gallons/month	(1,000) gallons/month	(1,000) gallons/month	(1,000) gallons/month
3/4	1	4	8	12	20	20
1	2 1/2	10	20	30	50	50
1 1/2	5	20	40	60	100	100
2	8	32	64	96	160	160
3	16	64	128	192	320	320
4	25	100	200	300	500	500
6	50	200	400	600	1,000	1,000
8	80	320	640	960	1,600	1,600
10	115	460	920	1,380	2,300	2,300

Residential Water Block Structure					
Usage Up To					Usage Over:
Block 1	Block 2	Block 3	Block 4	Block 5	Block 6
1,000 (gallons/month)	1,000 (gallons/month)	1,000 (gallons/month)	1,000 (gallons/month)	1,000 (gallons/month)	1,000 (gallons/month)
4	8	12	16	20	20

Irrigation Water Block Structure			
Usage Up To			Usage Over:
1,000 (gallons/month)	1,000 (gallons/month)	1,000 (gallons/month)	1,000 (gallons/month)
4	8	12	12

Notes:

(1) Rates on this table became effective October 1, 2020.

City of Winter Park, Florida
Table 23
Supplemental Operating Indicators
for Electric Operations
September 30, 2021

ELECTRIC SYSTEM CUSTOMERS AND USAGE						
	16-17		17-18		18-19	
	# Customers	Killowatt Hours	# Customers	Killowatt Hours	# Customers	Killowatt Hours
Commercial:	2,418	215,700,628	2,429	207,929,888	2,414	211,779,908
Public Authority:	285	23,894,425	288	23,565,137	294	23,448,504
Residential:	12,358	185,434,476	12,849	182,834,010	12,843	190,168,689
Total Customers	15,061	425,029,529	15,566	414,329,035	15,551	425,397,101
					15,584	422,834,589
						422,030,251

MAJOR ELECTRIC USERS		Killowatt Hours
AdventHealth		23,048,518
Rollins College		21,823,675
Orange County Schools, Court, Rec		9,653,200
Publix Super Markets		8,977,512
City of Winter Park		8,237,616
Embark Florida, Inc		7,588,300
Mayflower Retirement Center		5,593,960
Presbyterian Retirement Center (Winter Park Towers)		4,464,800
Bainbridge Apartments		2,865,600
Alford Inn		2,452,320
Total Consumption of Largest Users		94,705,501

Active System Accounts by Customer Class				
Rate Class	Residential	Commercial	Public Authority	Total
General Service Demand - Primary (GSD-1)	-	1	-	1
General Service Demand- Secondary (GSD-1)	-	1,074	61	1,135
Non Demand - Secondary (GS-1)	-	1,111	195	1,306
Non Demand - 100% Load Factor Usage (GS-2)	-	40	23	63
Time of Use - Secondary (GSDT-1)	-	20	1	21
Time of Use - Primary (GSDT-1)	-	2	1	3
Residential	12,185	-	-	12,185
Temporary Service (TS-1)	74	16	-	90
Lighting Service (LS-1)	648	135	11	794
Total Accounts	12,907	2,399	292	15,598

City of Winter Park, Florida
Table 24
Historical Cost of Purchased Power and Transmission
September 30, 2021

Bulk Power Purchases

	kWh Purchased	Cost of Fuel	Cost of Non- Fuel	Cost of Transmission	Total Cost of Bulk Power	Cost of Fuel/MWh	Cost of Non- Fuel/MWh	Purchased Cost/MWh	Cost of Transmission/ MWh	Total Cost of Bulk Power/MWh	Peak Demand (MW)
FY 2012	434,514,000	\$ 15,992,090	\$ 8,043,954	\$ 2,328,188	\$ 26,364,232	\$ 36.80	\$ 18.51	\$ 55.31	\$ 5.36	\$ 60.68	92.0
FY 2013	437,823,000	18,236,484	8,303,249	2,259,347	28,799,080	41.65	18.96	60.61	5.16	65.78	95.0
FY 2014	445,526,000	17,753,988	7,745,014	2,724,792	28,223,794	39.85	17.38	57.23	6.12	63.35	96.0
FY 2015	447,757,800	15,003,194	8,382,420	3,254,741	26,640,355	33.51	18.72	52.23	7.27	59.50	94.8
FY 2016	450,549,953	14,088,840	8,690,438	3,261,373	26,040,651	31.27	19.29	50.56	7.24	57.80	95.7
FY 2017	429,845,391	13,951,369	9,446,284	3,558,875	26,956,528	32.46	21.98	54.44	8.28	62.71	93.5
FY 2018	434,246,377	14,172,922	9,747,114	3,510,746	27,430,782	32.64	22.45	55.09	8.08	63.17	92.8
FY 2019	439,804,612	12,580,972	9,953,367	3,468,020	26,002,359	28.61	22.63	51.24	7.89	59.12	97.1
FY 2020	437,181,072	9,057,266	6,687,021	3,139,274	18,883,561	20.72	15.30	36.02	7.18	38.39	94.0
FY 2021	436,785,335	12,348,554	5,589,751	2,695,659	20,633,964	28.27	12.80	41.07	6.17	47.24	93.7

City of Winter Park, Florida
Table 25
Residential Electric Service Rates, Fees and Charges
September 30, 2021

Residential Rates		
Customer charge	\$ 16.980000	per month
1st 1,000 kWh	\$ 0.066240	per kWh
All kWh above 1,000	\$ 0.088400	per kWh
Fuel Cost Recovery Factor, 1st 1,000 kWh	\$ 0.029810	per kWh
Fuel Cost Recovery Factor, all kWh above 1,000	\$ 0.039810	per kWh
Gross Receipts Tax	2.5641%	
Franchise Fee Equivalent	6.0000%	
Electric Utility Tax	10.0000%	

Service Charges		
Opening an account at a new service location	\$ 61.00	
Reconnect service	\$ 29.00	
Reconnect service after a disconnection for nonpayment or violation of a rule or regulation	\$ 44.00	
Reconnection after normal business hours	\$ 87.00	
Dishonored check	\$ 25.00	or 5% of the check amount, whichever is greater

Lighting Service (LS)		
This service is available from dusk to dawn with various automatically controlled light fixtures		
Fixture and Maintenance Charge		Depends upon fixture type
Customer charges (per line of billing):		
Metered Accounts	\$ 3.49	per month
Non Metered Accounts	\$ 1.22	per month
Energy and Demand Charge	\$ 0.023490	per kWh
Fuel Cost Recovery Factor	\$ 0.034980	per kWh
Gross Receipts Tax	\$ 0.025641	
Franchise Fee Equivalent	\$ 0.060000	
Electric Utility Tax	\$ 0.100000	

Notes

- (1) Fuel Cost Recovery Factors are adjusted periodically, if necessary, based on actual fuel costs.
- (2) Rates on this table became effective September 1, 2021.

City of Winter Park, Florida
Table 26
General Service Electric Rates, Fees and Charges
September 30, 2021

Non-Demand (GS-1) Rates will also apply to Temporary Service (TS-1)		
Customer charges:		
Non Metered Accounts	\$ 7.11	per month
Metered Accounts:		
Secondary Delivery Voltage	\$ 17.55	per month
Primary Delivery Voltage	\$ 221.86	per month
Energy and Demand Charge	\$ 0.073680	per kWh
Fuel Cost Recovery Factor	\$ 0.034980	per kWh
Gross Receipts Tax	\$ 0.025641	
Franchise Fee Equivalent	\$ 0.060000	
Electric Utility Tax	\$ 0.100000	
Electric State Sales Tax	\$ 0.074500	Commercial Only
Electric State Sales Tax Surcharge	\$ 0.005000	Commercial Only

Non-Demand (100% Load Factor Usage (GS-2) (For customers with fixed wattage loads operating continuously throughout the billing period)		
Customer charges:		
Non Metered Accounts	\$ 7.45	per month
Metered Accounts	\$ 18.38	per month
Energy and Demand Charge	\$ 0.037360	per kWh
Fuel Cost Recovery Factor	\$ 0.034980	per kWh
Gross Receipts Tax	\$ 0.025641	
Franchise Fee Equivalent	\$ 0.060000	
Electric Utility Tax	\$ 0.100000	
Electric State Sales Tax	\$ 0.074500	Commercial Only
Electric State Sales Tax Surcharge	\$ 0.005000	Commercial Only

Demand (GSD-1) Rates will also apply to Temporary Service (TS) Applicable to any customer other than residential with a measurable annual kWh consumption of 24,000 kWh or greater per		
Customer charges:		
Secondary Delivery Voltage	\$ 18.28	per month
Primary Delivery Voltage	\$ 231.26	per month
Demand Charge	\$ 5.050000	per kWh
Energy Charge	\$ 0.042160	per kWh
Fuel Cost Recovery Factor	\$ 0.034980	per kWh
Gross Receipts Tax	\$ 0.025641	
Franchise Fee Equivalent	\$ 0.060000	
Electric Utility Tax	\$ 0.100000	
Electric State Sales Tax	\$ 0.074500	Commercial Only
Electric State Sales Tax Surcharge	\$ 0.005000	Commercial Only

Notes:

(1) Rate changes on this table became effective on September 1, 2021.

The City of Winter Park, Florida
Table 27
Capital Asset Statistics by Function/Program
Last Ten Fiscal Years

Function	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Public Safety										
Police Stations	1	1	1	1	1	1	1	1	1	1
Fire Stations	3	3	3	3	3	3	3	3	3	3
City Limits										
Square Miles	10	10	10	10	10	10	10	10	10	10
Streets										
Paved (miles)	133.0	133.0	133.0	133.0	133.0	133.3	133.3	133.3	133.6	133.6
Unpaved (miles)	0.1	0.1	0.1	0.1	0.1	0.1	0.1	0.1	-	-
Sidewalks (miles)	155.0	155.0	156.0	156.0	156.0	156.3	156.3	156.3	156.4	156.7
Bikepaths (miles)	14.0	14.0	14.0	14.0	14.0	14.3	15.2	15.2	15.2	15.2
Culture and Recreation										
Recreation centers	6	6	6	6	6	6	6	6	6	6
Major Parks	13	13	15	15	15	15	15	15	15	15
Mini Parks & playgrounds	46	37	41	49	49	49	46	46	47	48
Parks acreage	298	298	336	346	346	396	396	397	398	398
Fleet										
Vehicles and other heavy equipment	400	400	413	413	370	391	319	346	349	348
Water & Sewer										
Water Plants	3	3	3	3	3	3	3	3	3	3
Re-pump station	1	1	1	1	1	1	1	1	1	1
Water mains (miles)	559	559	560	560	560	561	561	561	551	551
Water maximum capacity (thousands of gallons)	28,400	28,400	28,800	28,800	28,800	28,400	28,800	28,800	28,000	28,000
Deep wells	8	6	6	6	6	6	6	6	6	6
Sewer force mains (miles)	23	23	23	23	23	23	23	23	42	42
Sewer gravity lines (miles)	112	112	112	112	112	112	112	112	141	141
Lift stations	101	101	104	104	104	104	102	102	102	102
Stormwater stations	2	2	2	2	2	2	2	2	-	-
Disposal (Wastewater) plants	1	1	1	1	1	1	1	1	1	1
Electric										
Electric Substations	2	2	2	2	2	2	2	2	2	2

Sources: Various City departments

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**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN
AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

Mayor and City Commission
City of Winter Park, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Winter Park, Florida (the "City") as of and for the year ended September 30, 2021, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated March 31, 2022.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for designing the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain matters that we have reported to management of the City in a separate letter dated March 31, 2022.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

MSL, P.A.

Certified Public Accountants

Orlando, Florida
March 31, 2022



**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR
EACH MAJOR FEDERAL PROGRAM AND REPORT ON INTERNAL CONTROL
OVER COMPLIANCE AND REPORT ON THE SCHEDULE OF EXPENDITURES OF
FEDERAL AWARDS REQUIRED BY THE UNIFORM GUIDANCE**

Mayor and City Commission
City of Winter Park, Florida

Report on Compliance for Each Major Federal Program

We have audited the compliance of the City of Winter Park, Florida (the "City") with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the City's major federal programs for the year ended September 30, 2021. The City's major federal programs are identified in the summary of auditor's results section of the accompanying Schedule of Findings and Questioned Costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the City's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations*, Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* ("Uniform Guidance"). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the City's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the City's compliance.

Opinion on Each Major Federal Program

In our opinion, the City complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended September 30, 2021.

Report on Internal Control over Compliance

Management of the City is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to in the first paragraph of this section. In planning and performing our audit of compliance, we considered the City's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the basic financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City as of and for the year ended September 30, 2021, and the related notes to the financial statements, which collectively comprise the City's basic financial statements. We issued our report thereon dated March 31, 2022, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis, as required by the Uniform Guidance, and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from, and relates directly to, the underlying accounting and other records used to prepare the financial statements.

Mayor and City Commission
City of Winter Park, Florida

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance (Cont.)

The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Expenditures of Federal Awards is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

MSL, P.A.

Certified Public Accountants

Orlando, Florida
March 31, 2022

The City of Winter Park, Florida
Schedule of Expenditures of Federal Awards
For the Year Ended September 30, 2021

Agency/Federal Program	AL Number	Grant/Contract Number	Award Amount	Federal Expenditures
<u>U.S. Department of Homeland Security</u>				
Pass-through State of Florida, Executive Office of the Governor, Division of Emergency Management	97.039	FM5309-36		\$ 12,226
Total U.S. Department of Homeland Security				<u>12,226</u>
<u>U.S. Department of Transportation</u>				
Pass-through State of Florida, Department of Transportation				
SunRail Safety Hazard Mitigation	20.205	FL-04-0049-02	614,968	15,874
<u>Executive Office of the President</u>				
HIDTA - High Intensity Drug Traffic Area	95.001	G18CF0011A	751,299	690
HIDTA - High Intensity Drug Traffic Area	95.001	G19CF0011A	953,861	268,182
HIDTA - High Intensity Drug Traffic Area	95.001	G20CF0011A	1,023,861	668,176
HIDTA - High Intensity Drug Traffic Area	95.001	G21CF0011A	1,111,161	490,468
Total Executive Office of the President				<u>1,427,516</u>
<u>U.S. Department of the Treasury</u>				
Equitable sharing program	21.016			2,237
Pass-through Orange County, Florida				
Coronavirus Relief Fund	21.019			473,823
Pass-through State of Florida, Executive Office of the Governor				
American Rescue Plan Act	21.027			116,392
Total U.S. Department of the Treasury				<u>592,452</u>
<u>U.S. Department of Justice</u>				
Equitable sharing program	16.922	2020-JAGC-ORAN-17-5R-02 1		73,696
Edward Byrne Memorial Justice Assistance Grant Program	16.738		10,000	10,000
Edward Byrne Memorial Justice Assistance Grant Program	16.738	2020-JAGC-ORAN-2-Y6-028	8,095	6,500
Edward Byrne Memorial Justice Assistance Grant Program	16.738	2021-CESF-ORAN-1-C9-054	120,746	12,902
Bulletproof Vest Partnership Program-OJP Vest Partnership	16.607	OMB #1121-0235	17,380	12,955
Total U.S. Department of Justice				<u>116,053</u>
TOTAL EXPENDITURES OF FEDERAL AWARDS				\$ 2,164,121

NOTE 1 Basis of Presentation

The accompanying Schedule of Expenditures of Federal Awards includes federal awards activity of the City of Winter Park, Florida. Grant revenues are recognized only when allowable program costs have been incurred. This revenue recognition criteria for grants is applied to all funds. In addition, grant revenues are recognized in governmental funds when the availability criteria has been met. The information in this schedule is presented in accordance with the Uniform Guidance.

NOTE 2 Indirect Cost Rate

The City did not elect to use the 10% de minimis indirect cost rate.

CITY OF WINTER PARK, FLORIDA

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

For the Year Ended September 30, 2021

Section I - Summary of Independent Auditor's Results

Financial Statements

Type of Auditor's Report Issued:

Unmodified Opinion

Internal control over financial reporting:

- Material weakness(es) identified? ___ Yes X No
- Significant deficiency(ies) identified? ___ Yes X None reported

Noncompliance material to financial statements noted? ___ Yes X No

Federal Awards

Internal control over major programs:

- Material weakness(es) identified? ___ Yes X No
- Significant deficiency(ies)? ___ Yes X None reported

Type of report issued on compliance for major federal program: **Unmodified Opinion**

Any audit findings disclosed that are required to be reported in accordance with Section 200.516 of the Uniform Guidance? ___ Yes X No

Identification of Major Program:

<u>AL Number</u>	<u>Name of Federal Program or Cluster</u>
21.019	Coronavirus Relief Fund
95.001	HIDTA – High Intensity Drug Traffic Area

Dollar threshold used to distinguish between Type A and Type B programs: \$750,000

Auditee qualified as low-risk auditee? X Yes ___ No

CITY OF WINTER PARK, FLORIDA

SCHEDULE OF FINDINGS AND QUESTIONED COSTS (*Continued*)

For the Year Ended September 30, 2021

Section II - Findings Related to the Financial Statement Audit, as required to be reported in accordance with *Government Auditing Standards*

No matters are reported.

Section III - Federal Award Findings and Questioned Costs Section reported in accordance with the Uniform Guidance

No matters are reported.

Section IV - Status of Prior Year Findings

No matters were reported in the prior year affecting federal financial assistance programs.



INDEPENDENT AUDITOR'S MANAGEMENT LETTER

Mayor and City Commission
City of Winter Park, Florida

Report on the Financial Statements

We have audited the basic financial statements of the City of Winter Park, Florida (the "City") as of and for the year ended September 30, 2021 and have issued our report thereon dated March 31, 2022.

Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; the audit requirements of Title 2 U.S. *Code of Federal Regulations*, Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements of Federal Awards* ("Uniform Guidance"); and Chapter 10.550, *Rules of the Auditor General*.

Other Reporting Requirements

We have also issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*, Independent Auditor's Report on Compliance for Each Major Federal Program and Report on Internal Control over Compliance and Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance, Schedule of Findings and Questioned Costs, and Independent Accountant's Report on an examination conducted in accordance with AICPA *Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, *Rules of the Auditor General*. Disclosures in those reports and schedule, which are dated March 31, 2022, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., *Rules of the Auditor General*, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. Findings that were reported in the previous year have been resolved.

Official Title and Legal Authority

Section 10.554(1)(i)4., *Rules of the Auditor General*, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. The legal authority is disclosed in the notes to the financial statements.

Financial Condition and Management

Sections 10.554(1)(i)5.a. and 10.556(7), *Rules of the Auditor General*, requires us to apply appropriate procedures and report the results of our determination as to whether or not the City has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and identification of the specific conditions met. In connection with our audit, we determined that the City did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Financial Condition and Management (Cont.)

Pursuant to Sections 10.554(1)(i)5.b. and 10.556(8), *Rules of the Auditor General*, we applied financial condition assessment procedures. It is management's responsibility to monitor the City's financial condition, and our financial condition assessment was based, in part, on representations made by management and the review of financial information provided by same.

Section 10.554(1)(i)2., *Rules of the Auditor General*, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

Special District Component Units

Section 10.554(1)(i)5.c., *Rules of the Auditor General*, requires, if appropriate, that we communicate the failure of a special district that is a component unit of a county, municipality, or special district, provided the financial information necessary for proper reporting of the component unit, within the audited financial statements of the county, municipality, or special district in accordance with Section 218.39(3)(b), Florida Statutes. In connection with our audit, we did not note any special district component units that failed to provide the necessary information for proper reporting in accordance with Section 218.39(3)(b), Florida Statutes.

As required by Section 218.39(3)(c), Florida Statutes, and Section 10.544(1)(i)6, *Rules of the Auditor General*, the Winter Park Community Redevelopment Agency reported:

- a. The total number of district employees compensated in the last pay period of the district's fiscal year as 4.
- b. The total number of independent contractors to whom nonemployee compensation was paid in the last month of the district's fiscal year as 0.
- c. All compensation earned by or awarded to employees, whether paid or accrued, regardless of contingency as \$253,215.
- d. All compensation earned by or awarded to nonemployee independent contractors, whether paid or accrued, regardless of contingency as \$0.
- e. Each construction project with a total cost of at least \$65,000 approved by the district that is scheduled to begin on or after October 1 of the fiscal year being reported, together with the total expenditures for such project as \$20,985,228.
- f. A budget variance based on the budget adopted under Section 189.016(4), Florida Statutes, before the beginning of the fiscal year being reported if the district amends a final adopted budget under Section 189.016(6), Florida Statutes, as \$7,509,397.

Mayor and City Commission
City of Winter Park, Florida

Additional Matters

Section 10.554(1)(i)3., *Rules of the Auditor General*, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not have any such findings.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, federal and other granting agencies, the Mayor, City Commission, and applicable management and is not intended to be, and should not be, used by anyone other than these specified parties.

MSL, P.A.

Certified Public Accountants

Orlando, Florida
March 31, 2022

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INDEPENDENT ACCOUNTANT'S REPORT

Mayor and City Commission
City of Winter Park, Florida

We have examined the City of Winter Park, Florida's (the "City") compliance with the requirements of Section 218.415, Florida Statutes, during the year ended September 30, 2021. Management is responsible for the City's compliance with those requirements. Our responsibility is to express an opinion on the City's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the City is in accordance with those requirements, in all material aspects. An examination involves performing procedures to obtain evidence about the City's compliance with those requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion. Our examination does not provide a legal determination on the City's compliance with specified requirements.

In our opinion, the City complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2021.

MSL, P.A.

Certified Public Accountants

Orlando, Florida
March 31, 2022

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City Commission **agenda item**

item type Non-Action Items	meeting date April 13, 2022
prepared by Rene Cranis	approved by
board approval	
strategic objective	

subject

Report of board appointments:

item list

Commissioner Sullivan - Transportation Advisory Board

Commissioner Cruzada - Winter Pines Golf Course Advisory Board

Commissioner Weaver - Winter Pines Golf Course Advisory Board (change of appointment)

motion / recommendation

background

alternatives / other considerations

fiscal impact



City Commission **agenda item**

item type Consent Agenda	meeting date April 13, 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, March 23, 2022

motion / recommendation

Approve.

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[CC-min-2022-03-23.pdf](#)



City Commission Regular Meeting Minutes

March 23, 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, Carolyn Cooper and Todd Weaver; City Manager Randy Knight; City Clerk Rene Cranis. Commissioner Cruzada took his seat on the dais after the Oath of Office.

1) Meeting Called to Order

Mayor Anderson called the meeting to order at 3:31 p.m.

2) Invocation

Pastor Bruce Mayhew, Gateway Church, provided the invocation followed by the Pledge of Allegiance.

3) Oaths of Office

Commissioner Cruzada was issued the ceremonial oath of office by his wife and children. Commissioner Weaver was issued the ceremonial oath of office by City Clerk Rene Cranis, witnessed by his mother.

Mayor Anderson congratulated Commissioners Cruzada and Weaver on their election.

4) Selection of Vice-Mayor

Motion made by Commissioner Sullivan to nominate Commissioner Weaver as Vice-Mayor; seconded by Commissioner Cruzada. Motion carried unanimously with a 5-0 vote.

5) Approval of Agenda

Motion made by Commissioner Weaver to approve the agenda; seconded by Commissioner Sullivan. Motion carried unanimously with a 5-0 vote.

6) Mayor Report

Mayor Anderson introduced former Mayor Joe Terranova who congratulated Commissioners Weaver and Cruzada and said the hard work begins with determining what the citizens want and how they want it delivered. He thanked the Commission for putting for the charter amendments on the ballot and said he is pleased that they were

passed as he feels they are necessary to preserve what he considers to be the vision of Winter Park - the premier urban village.

7) City Manager Report

Mr. Knight advised that staff is working through contract issues for the purchase of Winter Pines Golf Course. The bond closing is scheduled for next week which may require a special meeting to approve the contract prior to closing.

Mr. Knight reported on staff and contractor efforts to monitor cybersecurity and employee training and testing.

8) City Attorney Report

Mr. Ardaman advised that legislation relating to increase of sovereign immunity cap for tort liability to \$1M failed during this legislative session.

9) Non-Action Items

10) Public Comments | 5 p.m. or soon thereafter (heard after Public Hearing Item b.

11) Consent Agenda

- a. Approve the minutes of the regular meeting, March 9, 2022.
- b. Approve the following contract:
 1. Hach Company - SS22-35 - Laboratory Products; For additional purchases on an as needed basis; Amount: \$60,000
- c. Approve the following piggyback contracts:
 1. Leading Edge Aerial Technologies, Inc. - Seminole County Contract #RFP-604065-21/LNF - Unmanned Aircraft System (UAS) Aerial Applications Support; for services on an as needed basis during the term of the Agreement, contract term through April 29, 2024; Amount: \$100,000
 2. D. H. Pace Company, Inc. - City of Orlando Contract #IFB20-0207 - Maintenance and Repairs of Overhead Roll-Up Doors; for services on an as needed basis during the term of the Agreement, contract term through July 14, 2023; Amount: \$100,000

Commissioner Weaver noted that correct spelling of the property owner adjacent to the lift station is Tiedtke and clarified that the ADA ramp for the portable restrooms may not need to be added, but can be ordered with the restrooms.

Motion made by Commissioner Weaver to approve the Consent Agenda; seconded by Commissioner Sullivan. Motion carried unanimously with a 5-0 vote.

12) Action Items Requiring Discussion

- a. Memorandum of Understanding with Winter Park Land Trust to engage a grant writer for park acquisitions and park improvements.

Mr. Knight stated that staff has worked with Winter Park Land Trust on a Memorandum of Understanding for a shared grant writer for the acquisition and improvements of parks. The MOU requires agreement on any properties or parks before proceeding with grant application.

Commissioner DeCiccio suggested that the grant writer meet with Mead Garden staff and Parks and Recreation Advisory Board (PRAB) on needs and also with city staff so there is no duplication of efforts and to obtain maximum grant funds.

Commissioners Sullivan and Weaver agreed. Commissioner Weaver cited City of Orlando's Dubsdread Golf Course which received funding from FDOT for providing a stormwater receptacle for I-4 expansion. He suggested that grants should be expanded beyond greenspace to other aspects of the environment, specifically stormwater treatment.

Mayor Anderson suggested considering a park west of 17-92, close to I-4. He said the context of the MOU is a list of potential projects provided by the Land Trust and the city's 5-year and long-term strategic plan which is a starting point of opportunities.

Motion made by Commissioner Sullivan to approve the MOU; seconded by Commissioner Weaver.

Michael Perelman, 1010 Greentree Drive, supported the general concept but feels this should have been reviewed by the Parks and Recreation Advisory Board to provide proper debate and provide input on how funds should be spent. He suggested that representatives of the Land Trust meet with staff and PRAB to discuss improvements, not only acquisition of parks.

Mayor Anderson noted that this is a case where budgeting was done first in terms of an initial list of projects. He welcomed comments from boards.

Motion made by Commissioner Weaver to amend the motion to require this be addressed first by the PRAB. Motion failed for lack of second.

Main motion carried unanimously with a 5-0 vote.

13) Public Hearings

- a. Request of NIL Build LLC for approval to subdivide the property located at 810 N. Lakemont Avenue, zoned R-1A, into two buildable single-family home lots.

John Harbilas, Planner, presented the request showing an aerial view of the vacant lot and site plan with two single-family lots. This request meets requirements without

variances and received a positive recommendation from staff and Planning and Zoning Board. Mayor Anderson thanked staff for providing the table that clarifies the requirements versus what is requested.

Motion made by Mayor Anderson to approve the request; seconded by Commissioner Sullivan. There were no public comments. **Upon a roll call vote, Commissioners Sullivan, DeCiccio and Weaver and Mayor Anderson voted yes. Commissioner Cruzada voted no. Motion carried with a 4-1 vote.**

- b. Request of Raymond Horal for: Conditional Use Approval to waive the separation distance requirement of 300 feet from a residential property, in conjunction with retail liquor sales at 834 N. Orange Avenue, zoned C-3.

Nick Lewis, Planner, reviewed this request. He noted that this is within the OAO, which is not yet in effect due to the pending administrative hearing. He showed an aerial image of the property and its distance to the nearest residential area which is separated by an 80-foot FDOT right-of-way with train tracks and fences. The distance to the nearest traversable residential areas is a minimum of 600 feet. He explained that the business is primarily e-commerce with retail and community space. Inventory will include high-end packaged liquor, beer and wine, as well as other beverages, barware, kitchenware, cookbooks, etc. with no on-premise consumption of alcohol. He added that the site plan meets parking requirements. He confirmed that there are other Orange Avenue businesses within 300 feet of residential areas, which includes some establishments that have on-premise consumption. He provided additional information on the parking lot with an FDOT easement. The applicant will maintain existing trees, provide additional landscaping and increase the stormwater pond to the east and the north.

Commissioner Weaver asked the City Attorney to address the OAO litigation. Mr. Ardaman stated there are three scenarios: the OAO adopted by the current Commission becomes effective, the OAO adopted by the prior Commission would become effective or the existing Comprehensive Plan would exist as it does today.

Commissioner Weaver noted that in both versions of the OAO, liquor stores were a prohibited use with no distinction between on or off-premise consumption. He suggested requiring on-site management of stormwater.

Mr. Lewis explained that, regardless of the OAO, the applicant would be making this request to allow a specialty food and beverage store.

Jeff Briggs, Principal Planner, advised that the brewery behind Foxtail was within 300 feet of a residential read, but also included on-site consumption as well as retail sales. He added that this proposed use has less impact on neighbors than onsite-consumption. He clarified that the sale of liquor requires a conditional use where sale of beer and wine would not.

Commissioner DeCiccio said supported this request because the intent not a full liquor store, and with housewares sales, and it is clearly in a commercial district.

Commissioner Sullivan said he feels because OAO requirements are not in place, the city is not in a position to look at those requirements and must vote accordingly.

Commissioner Cruzada asked about the business model and percentage of liquor sales.

Mayor Anderson asked whether a condition could be added to prohibit an increase in impervious surface. Mr. Briggs replied yes and added that this is grandfathered in and the applicant is adding a row of parking and providing proper landscaping and the north retention area will serve this parking lot and the adjacent parking lot and must meet all stormwater requirements.

Commissioner Weaver said he would like require completion of the stormwater pond proposed between the two properties before occupancy.

Ray Horal, co-founder of The Generous Pour, stressed that this not a liquor store but is a hybrid marketplace with a portion of sales going to a charity. He explained their business with a combination of e-commerce, in-store experience and customer engagement with building gift baskets, specialty items, and a theater for wine classes and on their charitable component. He advised that Winter Park is a larger wine market than spirits and anticipates the spirit mix will be between 15-18% of their business. He said he will work with the adjacent property owner to build stormwater retention areas.

Mr. Briggs advised that the applicant will have to work with neighbors because both parking lots will need the retention and that this business will not be approved to open until parking lot and stormwater improvements are made.

Motion made by Mayor Anderson to approve the request; seconded by Commissioner Sullivan.

Motion made by Mayor Anderson to amend the main motion to require the same or less impervious surface area than exists today and that the stormwater retention program is accomplished prior to opening date; seconded by Commissioner Weaver. 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.**

Upon a roll call vote on the main motion as amended, Commissioners Sullivan, DeCiccio and Cruzada and Mayor Anderson voted yes. Commissioner Weaver voted no. Motion carried with a 4-1 vote.

A recess was held from 4:52 to 5:03 p.m.

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

David Williams, 209 Tyree Lane, spoke about neighborhood issues including impact of leaf blower noise at commercial properties in the area of Aloma and Lakemont. He expressed frustration at the lack of resolution of his complaints made to the city and the lack of street cleaning in the neighborhood

Jeanne Wall, 2110 Lake Drive, asked to continue hybrid meetings to allow for public engagement and transparency. She feels that stopping hybrid meetings is a step backward and will cause some board members to resign and asked that staff and financial support be allocated to continue hybrid meetings.

13) Public Hearings (continued)

- c. Requests of Winter Park Christian Church and Creative Neighbors LLC.

Tabled from March 9, 2022 at applicant's request.

- Winter Park Christian Church: Conditional Use approval to build a new replacement church facility on the 1.25 acres of the Lakemont frontage at 740/760 N. Lakemont Avenue, zoned R-1A;
- Creative Neighbors LLC:
 - Ordinance amending the Comprehensive Plan Future Land Use Map; from Institutional to Single Family Residential on the rear 5.25 acres. (1st Reading)
 - Ordinance amending the Zoning Map to change from Single-Family (R-1A) zoning to Planned Unit Residential District (PURD) zoning. (1st Reading)
 - Approval of Preliminary Concept Plan for the Planned Unit Residential District zoning and to provide subdivision plat approval to divide the east/rear 5.25 acres of 740/760 N. Lakemont Avenue to provide for 13 single-family home lots and 12 townhouses lots, common area park and retention tracts.

A simultaneous public hearing was held on these requests. Attorney Ardaman read the ordinances by title.

Mr. Briggs reviewed this four-part request. All requirements have been met for the conditional use and allows for grass parking to preserve trees which is allowed due to the infrequent use of parking. He reviewed the changes to the residential component: reduction in size of residential units to meet maximum FAR of 43% and maximum of 50% impervious coverage. He explained that there is no net increase changing from R-1A to PURD zoning but the benefit is the flexibility for different housing types (single-family and townhouses). He showed a table confirming FAR calculations and impervious surface coverage and the site plan showing the area used for calculations which excludes the church site and parking.

Mr. Briggs clarified code requirements for stormwater retention (pervious/impervious coverage, useable/non-usable areas). He added that a variance to the right-of-way width from 50 to 40 feet is being requested and explained that the street width will remain the same but there is a five-foot reduction on each side between the curb and sidewalk, which will be added to the park area. He responded to questions regarding the elevation of the site which is slightly higher in the rear, south and north and led to the pathway around the perimeter and calculation of FAR with setbacks. He reviewed the process for approval of the conceptual plan and said the applicant will come back with proposed setbacks for approval.

Commissioner Weaver suggested moving the park from the rear to the location of two townhouses on the site between church and townhouses for aesthetic reasons.

Michael Halpin, 1620 Pine Avenue, stated that due to comments made in the previous meeting, the townhouse size was reduced by at least 200 s.f. which increased the distance from the street by five feet. The alley was increased to 24' and allows two-way traffic and on-street parking and lots now exceed 7,000 s.f. There are two more church parking spaces and increased green space with the nature trail, the park and an additional small park. Most importantly, the revisions are compliant with FAR and ISR. He explained that the trail was designed with a swale to divert water to the dry pond and outlet at the back of the property to address the impact to the adjacent properties to the east which are below grade. He displayed the site plan showing that greenspace exceeds requirements by 1,000 s.f. He stated that the residential units will be 300 feet from Lakemont and masked by the church and trees. The park was initially proposed at the location of the townhouses at the back of the church site; however, the current park location protects a larger number of trees. Discussion followed on alternative plans, lot layouts and aesthetics of home fronts.

Mayor Anderson said he understands there are two issues to be addressed: the 43% FAR which will be addressed in the next steps and the stormwater run-off to adjacent properties.

Mr. Halpin stated that they have met with staff and will comply with all codes in order to achieve 43% FAR.

Mark Hofreiter, 5011 Lake Howell Lane, expressed his concerns about traffic as he feels that 300 new trips is too many. He would like to eliminate the townhouses and change to single-family homes or to reduce the number of townhouses to reduce traffic.

Thomas Burk, 730 N. Lakemont, said his property is immediately south of the church's southern property line and is most affected by this development, and although he has been assured by Mr. Halpin that the landscaping issues will meet or exceed requirements he asked that the commission pay particular attention to the landscape plan at final approval.

Kip Marchman, 1641 Palm Avenue, member of WP Christian Church, stated the intent is for the church to remain on a portion of the property and fund a new church by selling a large portion of the land to the developer and asked for approval.

Motion made by Commissioner DeCiccio to approve the ordinance amending the Comp Plan Future Land Use; seconded by Mayor Anderson.

Motion made by Commissioner DeCiccio to approve the ordinance amending zoning to PURD; seconded by Mayor Anderson.

Motion made by Commissioner DeCiccio to approve the preliminary concept plan; seconded by Mayor Anderson.

Motion made by Mayor Anderson to amend the motion to approve the preliminary concept plan to clarify that 38-43% FAR is contingent on achieving the design standards and that the design must demonstrate that stormwater is retained on-site; seconded by Commissioner Weaver.

Motion made by Commissioner Weaver to allow another single-family lot in the back and remove the two townhouses in the front in favor of a park. Motion failed for lack of second.

Motion made by Commissioner Sullivan to amend the rezoning motion to require that the stormwater retention area is designated as impervious area toward calculation of impervious area; seconded by Commissioner Weaver. (Withdrawn)

Discussion was held on the calculation of impervious area and stormwater retention and run-off per Code and as applied here, Windsong PURD and other zoning categories. Mayor Anderson recommended that the code be clarified.

Mr. Halpin spoke about onsite exfiltration said the area is designed to so the back area should be dry 99% of the time. He suggested presenting this to the Planning and Zoning Board with final review of the plan by the Commission.

Commissioner Sullivan withdrew his motion.

Upon a roll call vote on the motion to approve the Future Land Use Map amendment, Commissioners Sullivan, DeCiccio, Cruzada and Weaver and Mayor Anderson voted yes. Motion carried unanimously with a 5-0 vote.

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

Upon a roll call vote on the amendment to the motion to approve the Preliminary Concept Plan, Commissioners Sullivan, DeCiccio and Cruzada and Mayor Anderson voted yes. Commissioner Weaver voted no. Motion carried with a 4-1 vote.

Upon a roll call vote on the motion to approve the Preliminary Concept Plan as amended, Commissioners Sullivan and DeCiccio and Mayor Anderson voted yes. Commissioners Cruzada and Weaver voted no. Motion carried with a 3-2 vote.

Motion made by Mayor Anderson to approve the Conditional Use request of Winter Park Christian Church; seconded by Commissioner Sullivan. Upon a roll call vote, Commissioners Sullivan, DeCiccio, Cruzada and Weaver and Mayor Anderson voted yes. Motion carried unanimously with a 5-0 vote.

A recess was held from 6:42 to 6:50 p.m.

- d. Requests of Winter Park Town Center Ltd. (Winter Park Village).

Continued from February 23, 2022 at applicant's request. Applicant has requested continuance to April 13, 2022

- Conditional Use approval to construct a central architectural tower at a height of 63 feet, which requires a variance of 8 feet above the 55 feet (Regal Cinemas at Winter Park Village).
- Conditional Use approval for the installation of three electronic signs on the front façade of Regal Cinemas which require variances for oversized wall signs and for sign type not permitted.

Motion made by Mayor Anderson to continue to April 13, 2022; seconded by Commissioner DeCiccio. Motion carried unanimously with a 5-0 vote.

- e. Request of Z Properties for:

- Ordinance authorizing the conveyance of a stormwater pond drainage easement (2nd reading); and
- Approval to grant an easement to enlarge and maintain the city-owned retention pond located behind 341 N. Pennsylvania Avenue and to route stormwater retention from previously approved office building located at 301 N. Pennsylvania Avenue to the city-owned retention area.

Attorney Ardaman read the ordinance by title.

Mr. Briggs reviewed the location and purpose of the retention area originally intended to serve surrounding properties. The applicant has provided information on the existing site and a detailed engineering plan showing the proposed fence and landscaping.

Mayor Anderson said initially he felt this was efficient and well-designed from an engineering perspective but after touring the site, speaking with adjacent property owner, Mary Daniels, and viewing the walled retention area he cannot support this request.

Commissioner DeCiccio read and expressed her agreement with an e-mail from Mary Daniels stating the original intent of the retention pond was for the residential properties, not for a regional retention area adjacent to residential homes.

Zane Williams, applicant, 710 W Comstock Avenue, spoke about the improvements he has made since he obtained the land lease on the former Frank's Market. He said this will benefit the neighborhood and he will pay for and maintain it and donate to the Affordable Housing Fund and is a good opportunity for the city and the neighbors.

Commissioner Weaver expressed his concern about the proximity of adjacent houses to the fences and potential liability to surrounding homes.

Commissioner Sullivan said he does not have an issue with the vinyl fence on the rear of adjacent properties and with the increased security of the retention pond he has no objection.

Commissioner Cruzada echoed Commissioner Weaver's concern about the proximity to residential homes.

Motion made by Commissioner Sullivan to approve the ordinance. Motion failed for lack of second.

- f. ORDINANCE 3239-22: AN ORDINANCE OF THE CITY OF WINTER PARK FLORIDA, AMENDING ARTICLE III OF CHAPTER 2 OF THE WINTER PARK CODE OF ORDINANCES REGARDING SUBSIDIARY CITY BOARDS TO ESTABLISH THE WINTER PINES GOLF COURSE ADVISORY BOARD; PROVIDING FOR CODIFICATION, CONFLICTS, SEVERABILITY AND AN EFFECTIVE DATE. (2nd reading)

Attorney Ardaman read the ordinance by title.

Motion made by Mayor Anderson to adopt the ordinance; seconded by Commissioner DeCiccio.

Michael Perelman, 1010 Greentree Drive, supported this board and stressed the importance of integrating the function of this board with Parks and Recreation Advisory Board (PRAB) as it relates to vision.

The following appointments were noted in the agenda packet: Marc Reicher, Sean Connelly and Nancy Freeman (Mayor Anderson), David Webster (Commissioner Sullivan); Paul "Skip" Smith (Commissioner DeCiccio); Jim Fitch (Commissioner Weaver – reported change to Justin Ingram post-meeting).

Mayor Anderson questioned whether a member of the PRAB could attend this board's meeting. After discussion on integration with the PRAB, Mr. Knight stated staff will facilitate the interaction between the two boards. Mr. Perelman suggested an initial joint meeting to develop a shared vision continued integration to stay aligned with the vision.

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

- g. ORDINANCE 3240-22: AN ORDINANCE OF THE CITY OF WINTER PARK, FLORIDA, AUTHORIZING THE ISSUANCE OF ITS NOT TO EXCEED \$8,000,000 CAPITAL IMPROVEMENT REVENUE BOND, SERIES 2022 IN ORDER TO FINANCE THE ACQUISITION, REHABILITATION AND EQUIPPING OF THE WINTER PINES GOLF CLUB TO PRESERVE AS GREEN SPACE FOR THE CITY'S PARKS AND RECREATION PROGRAM; PROVIDING AUTHORIZATION FOR THIS ORDINANCE; PROVIDING FINDINGS; PROVIDING FOR THE PAYMENT OF SUCH BONDS FROM A COVENANT TO BUDGET AND APPROPRIATE; AND PROVIDING AN EFFECTIVE DATE (2nd reading)
- h. RESOLUTION 2260-22: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WINTER PARK, FLORIDA SUPPLEMENTING ORDINANCE 3240-22 ENACTED MARCH 23, 2022; AUTHORIZING THE ISSUANCE AND SALE OF THE CITY'S CAPITAL IMPROVEMENT REVENUE BOND, SERIES 2022 IN A PRINCIPAL AMOUNT NOT TO EXCEED \$8,000,000 IN ORDER TO FINANCE THE ACQUISITION, REHABILITATION AND EQUIPPING OF THE WINTER PINES GOLF CLUB TO PRESERVE AS GREEN SPACE FOR THE CITY'S PARKS AND RECREATION PROGRAM; MAKING CERTAIN COVENANTS AND AGREEMENTS IN CONNECTION WITH THE ISSUANCE AND SALE OF THE SERIES 2022 BOND; AUTHORIZING A NEGOTIATED SALE OF SAID SERIES 2022 BOND TO WEBSTER BANK, NATIONAL ASSOCIATION; DELEGATING CERTAIN AUTHORITY TO THE MAYOR; PROVIDING FOR CERTAIN TERMS OF THE SERIES 2022 BOND; AUTHORIZING THE EXECUTION AND DELIVERY OF THE SERIES 2022 BOND, SUCH SERIES 2022 BOND TO BE A LIMITED OBLIGATION OF THE CITY PAYABLE FROM A COVENANT TO BUDGET AND APPROPRIATE FROM LEGALLY AVAILABLE NON-AD VALOREM REVENUES AS PLEDGED HEREIN; PROVIDING FOR THE RIGHTS AND SECURITIES OF THE OWNER OF THE SERIES 2022 BOND; MAKING CERTAIN COVENANTS AND AGREEMENTS FOR THE BENEFIT OF THE PURCHASER OF THE SERIES 2022 BOND; AUTHORIZING THE MAYOR AND CITY MANAGER TO TAKE CERTAIN ACTIONS AND TO EXECUTE AND DELIVER CERTAIN DOCUMENTS; APPOINTING THE CLERK AS PAYING AGENT AND BOND REGISTRAR FOR SAID SERIES 2022 BOND; AND PROVIDING AN EFFECTIVE DATE. (2nd reading)

A simultaneous public hearing was held on the following two items. Attorney Ardaman read the ordinance and resolution by title.

Mr. Knight explained that the resolution provides the terms of the bonds. He advised that the bonds will not be issued until the Commission approves the purchase contract which may require a special meeting in order to avoid delaying the bond issuance.

Commissioner Weaver suggested adding the add a word "preliminary" before rehabilitation in the ordinance and resolution to clarify that the city is not going to completely rehabilitate the golf course.

Motion made by Commissioner Weaver to amend the ordinance and resolution to read "...to finance the acquisition, preliminary rehabilitation and equipping...". Motion failed for lack of second.

Mr. Knight reviewed the sensitivity analysis/financials of golf course at different percentage of costs, play and rates. Staff is comfortable that city will be able to cover operating costs and bond interest with reduction in play and/or increase in rates. He responded to questions regarding non-resident rates and play comparison pre-COVID and explained the impact of play due to course conditions and the resurgence of golf. He reported on optimal tee times to improve player experience by decreasing the time to play a round of golf and to increase number of rounds played daily.

Motion made by Commissioner Weaver to adopt the ordinance and resolution; seconded by Commissioner DeCiccio.

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

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

14) City Commission Reports

Commissioner Sullivan -

- Welcomed Commissioner Cruzada.
- Said he feels some board are becoming more engaged and are taking steps in right direction.
- He suggested maintaining virtual public comments in all advisory board meetings. He said he has heard concerns about limited virtual attendance by board members.

Commissioner DeCiccio-

- Welcomed Commissioner Cruzada and Commissioner Weaver for his second term.
- Said she has heard from board chairs asking for direction and more involvement and want to know what they are supposed to be doing. She suggested a meeting with board chairs and staff liaisons to discuss issues and opportunities and roles.
- Said she would like board meetings to be streamed live and allow virtual public comments. She asked for the costs for of man-hours, equipment. With changes in

technology, policy guidelines also need to be addressed to allow virtual participation for board members.

Mr. Knight advised that staff is working a report to bring back to Commission and then work with boards on strategic plans. Mayor Anderson suggested adding this discussion on a commission agenda. Mr. Knight said this not just a matter of staff time. Virtual meetings are a tremendous drain on IT resources and can only be done in the Chamber. Another meeting room may need to be equipped like the Chamber due to conflicting meeting schedules.

Commissioner Sullivan suggested using meeting platforms where everyone is virtual for non-quasi-judicial boards.

Mayor Anderson suggested consideration of a call back system for the public waiting to give public comment on a specific item.

- Received a request to place PRIDE banners for the month of June along Fairbanks from I-4 to 17-92. She asked for support to extend placement of banners beyond the city's current locations. Staff noted that this will be on an upcoming agenda.

Commissioner Cruzada -

- Thanked staff and commission for their assistance and guidance and committed to serving to the best of his ability.

Commissioner Weaver -

- Thanked the Commission for his election as Vice-Mayor.
- Welcomed Commissioner Cruzada.

Mayor -No report.

15) Summary of Meeting Actions

- Swore in Commissioners Cruzada and Weaver.
- Elected Commissioner Weaver as Vice-Mayor
- Approved the Consent Agenda.
- Approved the MOU with Winter Park Land Trust for a grant writer with coordination with Parks and Recreation Advisory Board on grant opportunities.
- Approved the lot split at 810 N. Lakemont Avenue
- Approved the Conditional Use request at 834 N. Orange Avenue with conditions.
- Staff to look into issues raised by Mr. David Williams.
- Approved request of Winter Park Christian Church and Creative Neighbors at 740/760 N. Lakemont Avenue.
- Denied Z properties request for easement.
- Adopted ordinance establishing the Winter Pines Golf Course Advisory Board.
- Adopted ordinance and resolution for 2022 bond issuance.

- Bring back cost breakdown for virtual meetings and options for continuing virtual meetings for advisory boards and look at call back feature.
- Provide summary of work session on advisory boards.

16) Adjournment

The meeting adjourned at 7:48 p.m.

Mayor Phillip M. Anderson

ATTEST:

City Clerk Rene Cranis



City Commission **agenda item**

item type Consent Agenda	meeting date April 13, 2022
prepared by Rene Cranis	approved by Michelle del Valle, Randy Knight
board approval Completed	
strategic objective	

subject

Approve the minutes of the Special Meeting, March 30, 2022

motion / recommendation

Approve

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[CC-min-2022-03-30 sm.pdf](#)



City Commission Special Meeting Minutes

March 30, 2022 at 11:30 a.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; Deputy City Clerk Kim Breland.

1) Call to Order

Mayor Anderson called the meeting to order at 11:33 am

2) Discussion Item(s)

a. Golf Course Purchase Contract

Mayor Anderson stated the purpose of this special meeting is to take action on the Winter Pines Golf Course purchase contract. Mr. Knight explained that there were some issues holding up the contract and noted that the commission has approved the bonds which are set to close today. He said the city has two options available - if the city did not approve the contract because some issues needed to be addressed, the city can close on the bonds assuming closing will be done by April 29th. Alternatively, the city could rebid the bonds or delay the closing until April 15th at a higher interest rate that would cost \$8800 a year and \$150,000 over the life of the bonds. Mr. Knight added that the issues in the contract have been resolved and staff's recommendation is to move forward and approve the contract.

Mr. Knight explained that one of issues was the environmental test results which showed arsenic on the course at excessive levels He and Public Works Director Troy Attaway met with the testing company and a remediation company to determine what the results mean and were assured by both companies that as long as the land is used as a golf course and no major terrain changes were being made, no mitigation is required under current EPA standards. He noted that mitigation would be required if the property were redeveloped for residential use or with major renovation of the terrain, which is highly unlikely.

Mr. Knight stated that staff feels comfortable that the city is facing no major liability unless regulations change and that the cost for a major mitigation is between \$500,000 and \$2,000,000. Discussion followed on costs to do a partial mitigation of the course.

Mr. Knight explained that the second issue with the purchase was a \$250,000 cap on liability which City Attorney Kurt Ardaman was able negotiate to an amount acceptable by staff. Mr. Ardaman explained that the seller did not want any liability of the property for any purpose unless they were intentionally misrepresenting or fraudulent or had failed to disclose certain documents beyond \$250,000. He stated that the cap included any liability the seller would have under the deed which has a required covenant that can be relied upon by the city and its title insurance company. The seller has agreed to carve out an exception to the \$250,000 cap which are fraud and misrepresentation or intentional failure to disclose matters and for all the covenants warranties and matters of title relating to the real property. He noted that there are other things that are subject to the cap and provided instances where the cap would apply.

Mr. Ardaman explained that the last issue had to do with the legal description in Exhibit A and language has been added at the end of the legal description, and agreed to by the seller. He stated he, Mr. Knight and the city surveyor Tom Connor have vetted the language which allows, in the worst-case scenario, the special warranty deed for the description in the title commitment. He said that the survey will not be available until April 8th and once received, he would like to update the language for the legal description in Exhibit A to match the legal description from the survey and if the seller agrees, the language will be replaced in the deed and other closing documents. If the city and seller are not in agreement, the title company will be notified of the new survey/descriptions and if the title company agrees, will issue the policy and the same survey will be used. If the title company says the survey cannot be used, the city will have the special warranty deed for the legal description contained in the title commitment and a quitclaim deed for the entire legal description from the surveyor.

Mr. Ardaman stated that the city is reasonably comfortable moving forward with each scenario, but would prefer to have a special warranty deed for everything. He stated that because the property has been functioning for 60 years and under the same ownership 40 years with lack of any claims or disputes the city is aware of, any claim of what the golf course is used for today is highly unlikely. Mr. Knight added that the map from the property appraiser's website which shows the entire golf course within the parcel (Exhibit 1A) and the seller has agreed that is what will be used to resolve any dispute.

Discussion followed on the importance of having title insurance policy protections. Mr. Ardaman noted that the city has a commitment from Stewart Title Company to issue a policy for \$7.4 million with the legal description that is attached to Exhibit A. Further discussion followed on the process for the title commitment, the stormwater project for the Winter Park Golf Course, social media access and the point of sale system for the Winter Pines Golf Course.

Motion made by Commissioner Weaver to approve the purchase contract for the Winter Pines Golf Course, seconded by Commissioner Cruzada. Upon a voice vote, the motion carried unanimously with a 5-0 vote.

3) Adjournment

The meeting adjourned at 12:14 p.m.

Mayor Phillip M. Anderson

ATTEST:

City Clerk Rene Cranis



City Commission **agenda item**

item type Consent Agenda	meeting date April 13, 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, March 30, 2022

motion / recommendation

Approve

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[CCmin20220330 ws.pdf](#)



City Commission Work Session Minutes

March 30, 2022 at 10:30 a.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; Division Director of OMB Peter Moore; and Deputy City Clerk Kim Breland.

1) Call to Order

Mayor Anderson called the meeting to order at 10:33 a.m.

2) Discussion Item(s)

a. Early Budget Discussion – FY 2023

Mr. Knight stated that the primary purpose of this work session is to set the tone for this budget cycle and receive feedback from the commission on what they would like accomplished. He noted that at 11:30 a.m. the commission would adjourn the work session and reconvene for a special meeting to discuss the Winter Pines Golf Course purchase contract.

Mr. Moore reviewed the budget process and noted that this Friday, April 1st, all of the department heads would be submitting their operational requests. He gave a presentation on national and global economic impacts including the emergence from the pandemic, inflation pressures, supply chain debacles, COVID problems in China, federal reserve rate increases, mid-term elections, wage pressures, and employee capacity. He added that there is a lot of uncertainty at this time.

Mr. Moore reviewed issues related to transitory inflation, changes in construction services and commodities such as steel costs and diesel fuel and noted that costs for different types of work are above ten percent. He provided data that predicts there will not be any major drop in prices in the near future and outlined the impacts that cost increases are having on the city. In particular, the cost of transformers and lead times are affecting the electric utility undergrounding program. Discussion followed on supply chain forecasts.

Mr. Moore reviewed real estate market concerns and issues related to inflation and mortgage rates and median home prices. He stated that 78% of the city's tax base is residential and that anything that either slows or affects the residential mortgage and real estate market is concerning for long-term revenue growth prospects.

Discussion followed on minimum wage pressures, wage declines due to inflation rates, employee capacity, and how these elements are impacting the city.

Mr. Moore stated that from 2006 to 2021 the city's annualized rate of revenue growth in the general fund is 2.5% and 4.1% from 2011 to 2021. He stated that property taxes account for 40% of the general fund revenue and the city's general fund revenue and the current year budget is supported by \$2,000,000 in ARPA funds. He anticipates a strong revenue year based on sales tax figures, but it will also be a strong expenditure year and discussed issues related to personnel & benefits, operating costs, and capital costs.

In response to questions regarding the Infrastructure Jobs Act, Mr. Moore explained that staff has reviewed the 398 grants that are part of the Build America bill and stated that the city is potentially eligible for about 25% of those grants. He stated that staff is preparing a summary list to identify eligible grants by category of interest and timeline for submittals.

Mr. Moore reviewed known cost increases which total \$3.4 million, or more than 5% above the current year budget, and gave suggestions for ways to manage and balance the increase. In response to questions, Mr. Moore stated that of the 77% of the city's residential tax base, 62% is homesteaded. Discussion followed home valuation and market value. Mr. Moore reviewed the capital planning documents distributed in the agenda packet.

Mr. Knight stated that a balanced budget will be available by July 1st and that staff is in the process of submitting their requests for review and emphasized the importance of understanding the commission's priorities as a group to determine how projects will be accomplished.

Commissioner DeCiccio raised the question of staffing for the city. Mr. Knight stated that Human Resources Director Pam Russell is currently looking at what the market is dictating on positions. Positions are being filled and other employees are moving on to other employment just as quickly. Ms. Russell added that the city currently has 34 positions open and within the last six months, the city has hired 95 employees and has lost 69 employees. Discussion followed on how staffing will impact the budget.

Mayor Anderson discussed flexing the budget in 2022/2023 and inflation concerns related to revenue risk on sales tax and real estate tax. He noted that the CRA will be sunseting in 2027 and inflationary concerns could impact extending the program. An in-depth discussion followed on the impact sunseting or extending the CRA will have on the budget.

Mayor Anderson noted that some of the city's largest tax revenue increases have come from properties that were annexed into the city and as the city looks at the Fairbanks corridor, the area may be an opportunity for annexation. He noted that another item to consider is the 60-day window on what the city should do about utility rates and fuel cost adjustments.

Mayor Anderson noted that the Commission Priorities work session is on April 14th at 1 p.m. and suggested starting the discussion with the March 2021 summary and the 5/25-year strategic investment plan.

Discussion followed on the allocated budget for open staffing positions, general fund budget, and SunRail as it relates to the Orange County transportation surtax on the November ballot.

Mayor Anderson asked Mr. Moore if there were any instances he predicted where the commission would have to make serious budget decisions. Mr. Moore feels there will be items in the capital budget the commission will have to defer such as the Lake Baldwin improvements, equipment replacement fund, and road repaving expansions. He stated that deferring those items some needs that have to be weighed against what is proposed by the departments. Discussion followed on ARPA fund allocations, potential impacts on the utility enterprise funds, and the business recruitment gap study. Further discussion was held on financial impact studies for annexations and process for identifying future annexation areas.

3) Adjournment

The meeting adjourned at 11:28 am

Mayor Phillip M. Anderson

ATTEST:

City Clerk Rene Cranis,



City Commission **agenda item**

item type Consent Agenda	meeting date April 13, 2022
prepared by Pamela Russell	approved by Michelle del Valle, Randy Knight
board approval Completed	
strategic objective	

subject

Approve six month extension of pay differential for Edison Camacho currently deployed on active military duty.

motion / recommendation

Approve

background

The City's practice is to pay the differential between City base pay and total military pay for active duty deployments in excess of 30 days. If the active duty deployment exceeds seven months (first 30 days plus six months), Commission approval is required to extend differential payment in six month increments through the duration of deployment.

alternatives / other considerations

None

fiscal impact

Approximately \$3,999 (\$333.25 bi-monthly * 12 pay periods). If approved, the City will continue to pay difference between Edison Camacho's normal City base pay and the total military pay received from May 1, 2022 through October 31, 2022 or at the end of active duty, whichever is earlier.



City Commission **agenda item**

item type Consent Agenda	meeting date April 13, 2022
prepared by Kyle Dudgeon	approved by Peter Moore, Michelle del Valle, Randy Knight
board approval Completed	
strategic objective	

subject

Approve modification to City Banner Program

motion / recommendation

Request to expand the city's existing banner program to W. Fairbanks Avenue and Denning Drive.

background

The City's banner program provides visual and aesthetic support for city events, not-for-profit community events, and significant events that promote the culture, history, health, safety, or general welfare of the City of Winter Park. Since inception in 2010, the program has accounted for 92 applications and over \$120,000 in revenue. The program additionally averages nine application per year from organizations such as the City, Winter Park Art Festival, and Rollins College.

From time to time, staff has requested modifications to the program including a pilot for commercial business banners through the winter holidays, introduction of tenured for profit businesses, changes to eligibility criteria, and application processes. Staff is requesting a modification to the program that will allow expansion into the West Fairbanks and Denning Drive areas. Currently there are 90 street poles between 17-92 and Interstate 4 that have the proper equipment, but do not currently have a policy in place to govern eligibility outside city only banners. Denning Drive currently has 32 banners between Webster and Fairbanks Avenue. While the street poles do not currently have banner arms to support installation, staff would procure the proper equipment with approval from the Commission. As these areas were not contemplated when the program began, new streetscape enhancements have allowed for the potential inclusion of these areas into the program.

Cost for install is \$30 per pole for banner installation and removal under the existing policy. No changes outside the expansion of the program are being proposed. Staff's intention is to begin this change effective May 2022.

alternatives / other considerations

Only consider expansion in one area

Do not consider changes to the program

fiscal impact

On average the program accounts for \$10,000-\$20,000 per year. Revenues from the program are reinvested into its own operations and maintenance of existing sign and street poles.

ATTACHMENTS:

[2022 Special Event Banner Guidelines and Application.pdf](#)



Special Event Banner Policy

Economic Development & CRA Department
401 Park Avenue South Winter Park, FL 32789

(P) 407-599-3225
www.cityofwinterpark.org

The City of Winter Park established the Special Event Banner Program to enhance the City's visual appearance and sense of vitality through the use of specially located banner poles. These banners may be used by organizations and groups wishing to publicize community event and activities deemed appropriate by the City.

ELIGIBLE ACTIVITIES

Applications will only be allowed for City events, not-for-profit community events, and significant events. Significant events are considered to be any event that may bring more than 2,000 individuals to the area. Eligible events must promote the culture, history, health, safety, or general welfare of the City of Winter Park. For Profit businesses that are at least 75 years in age and have demonstrated community value may also participate in the program.

APPLICATION PROCESS

All applications must be submitted to the Economic Development/CRA Department for approval. The department will reserve the dates only after an **application** has been accepted. Applications shall be submitted at least 45 days in advance of the requested installation date and must be accompanied by a full detail of the proposed display, including a drawing of each separate banner design. **The applicant should NOT commence banner creation until receiving design approval from the Economic Development/CRA Department.** Banners will not be permitted for more than 30 days and will be removed within 5 business days after approved display end date. If approved, applicant must deliver banners to the City Hall main lobby no later than one week prior to install date. Applicants must retrieve their banners within 5 business days after removal.

DESIGN GUIDELINES

Banners must be made from non-combustible material that will not shred and that is weatherproof. We recommend strong colorful graphics, concise wording that can be easily read by motorists and pedestrians. All banner designs are to be approved prior to production by the City's Economic Development/CRA Director or their designee. Event logo may be posted on the banners. Additional logos are subject to approval. Banners shall not contain any commercial or outside sponsorships, election advertising, or tobacco or alcohol advertising. City will not install banners which fail to comply with the design guidelines or which have not been made in accordance with design specifications.

FEES

Applicant's total payment will be based according to the selected pole locations. Fees are based on the City's cost for installation and removal of banners. Banner locations are divided by streets and area. All fees are due with submittal of the application. Dates will be booked at the time application and fees are received by the City. No dates will be reserved in advance of payment. For Profit banners installed in celebration of 75+ years in business can be funded through this program

North Park Avenue.....	\$510.00	(Morse Blvd. to Webster Ave., 17 poles)
South Park Avenue... ..	\$480.00	(Fairbanks Ave. to Morse Blvd, 16 poles)
East Morse Boulevard... ..	\$600.00	(Pennsylvania Ave. to Interlachen Ave., 10 double-sided poles)
West Morse Boulevard.....	\$660.00	(US 17-92 to Pennsylvania Ave., 11 double-sided poles)
New England Avenue... ..	\$480.00	(New York Ave. to Hannibal Square West, 16 poles)
Pennsylvania Avenue... ..	\$780.00	(Lyman Ave. to Israel Simpson Court, 26 poles)
North Orange Avenue... ..	\$600.00	(Fairbanks Ave. to Minnesota Ave, 21 poles)
South Orange Avenue... ..	\$600.00	(Denning Dr. to US 17-92, 21 poles)
Denning Drive	\$960.00	(Webster Ave. to Fairbanks Ave, 32 poles)
East Fairbanks #1... ..	\$690.00	(Pennsylvania Ave. to Park Ave., 23 poles)
East Fairbanks #2... ..	\$510.00	(Park Ave. to Ollie Ave., 17 poles)
West Fairbanks #1.....	\$1350.00	(US 17-92. to Clay St., 45 poles)
West Fairbanks #2... ..	\$1350.00	(Clay St. to I-4., 45 poles)

BANNER POLE LOCATIONS AND SPECIFICATIONS

The City has permanent street banner pole hardware available at the following locations. **Please refer to the “Banner Pole Sizes” for complete measurements:**

East Morse Boulevard 10 double-arm poles (20 banners total)

West Morse Boulevard 11 double-arm poles (22 banners total)

Total flat banner size: 23 1/8" x 51"

Image area: 23 1/8" x 44.5"

North Park Avenue 17 single-arm poles

South Park Avenue 16 single-arm poles

Total flat banner size: 20" x 38"

Image area: 20" x 32.5"

New England Avenue 16 single-arm poles

Total flat banner size: 20" x 38"

Image area: 20" x 32.5"

Denning Drive 32 single-arm poles

Total flat banner size: 20" x 38"

Image area: 20" x 32.5"

Pennsylvania Avenue 26 single-arm poles

Total flat banner size: 20" x 38"

Image area: 20" x 32.5"

North Orange Avenue 20 single-arm poles

South Orange Avenue 20 single-arm poles

Total flat banner size: 20" x 38"

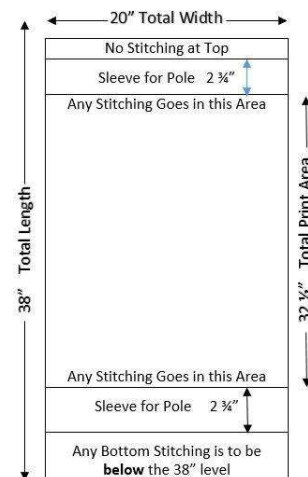
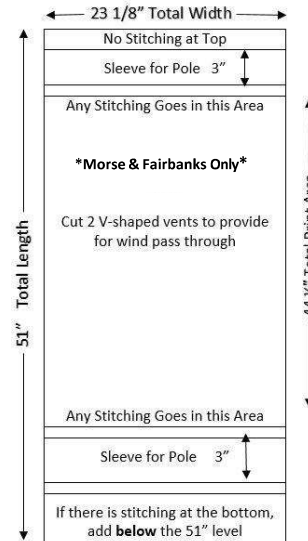
Image area: 20" x 32.5"

Fairbanks Avenue #1 23 single-arm poles (**West:** 45 single-arm poles)

Fairbanks Avenue #2 17 single-arm poles (**West:** 45 single-arm poles)

Total flat banner size: 23 1/8" x 51"

Image area: 23 1/8" x 44.5"



AVAILABILITY

The Economic Development Department is the initial contact for Special Event Banner Policy. The department will keep a calendar of scheduled installations and their locations. The Economic Development Department Manager will review banner applications when submitted. Banner applicants will be approved on a “first come, first serve” basis. City events and applicants submitting for regularly scheduled annual events will have first priority.

LIABILITY

The applicant must acknowledge and accept full responsibility for public risk. The City, or any division of the City, shall not be held responsible for any damage to the banners due to installation, removal, or storage.

Guidelines and application are available online at cityofwinterpark.org > Departments > Economic Development/CRA Department or by calling 407-599-3225

Submit applications to: Economic Development/CRA Department
Attention: Special Event Banner Program
401 S. Park Avenue
Winter Park, FL 32789



Economic Development Department
401 Park Avenue South
Winter Park, FL 32789
Phone: 407-599-3225
www.cityofwinterpark.org

Special Event Banner Application

Organization Name:

Contact Person:

Address:

City, State, Zip Code:

Phone:

Fax:

Email:

Event Name:

Event Date(s):

Dates Requested for Banners:

to

Describe the type of event:

Banner Location:

- | | | | |
|--|------------|--|------------------------------|
| ☐ North Park Avenue | \$ 510.00 | ☐ New England Avenue | \$ 480.00 |
| ☐ South Park Avenue | \$ 480.00 | ☐ Pennsylvania Avenue | \$ 780.00 |
| ☐ East Morse Boulevard | \$ 600.00 | ☐ Orange Avenue | \$ 600.00 (\$ 1200 for both) |
| ☐ West Morse Boulevard | \$ 660.00 | ☐ Denning Drive | \$ 960.00 |
| ☐ East Fairbanks Avenue #1 | \$ 690.00 | ☐ East Fairbanks Avenue #2 | \$ 510.00 |
| ☐ West Fairbanks Avenue #2 | \$ 1350.00 | ☐ West Fairbanks Avenue #2 | \$ 1350.00 |

Total Amount Due \$

0

On behalf of the organization listed above, I, as applicant, hereby acknowledge that I have read and understand the Banner Policy Guidelines. The applicant/organization agrees to indemnify and hold harmless the City of Winter Park, its agents, officers, and employees from and against all loss, costs, expenses including suits, demands, claims, judgements, liens, attorney's fees in connection with injury to or death of any person or persons or loss of or damage to property resulting from any and all operations performed by or through this application.

The City of Winter Park reserves the right to deny banner placement for any organization or event. Once approved, applicant must schedule a drop date with the Economic Development Department. I understand that banners must be picked up within five (5) business days after removal. The City, or any division of the City, shall not be held responsible for any damage to the banners due to installation, removal, or storage. The City has the right to dispose of the banners after the set deadline at no cost to the City.

Organization Representative Signature

Date

City Use Only

Date Received: _____

Dates Available: ☐ Yes ☐ No

Design Approved: ☐ Yes ☐ No

Payment Received: ☐ Yes ☐ No

Amount: \$ _____

Location: _____

Notes: _____



City Commission **agenda item**

item type Consent Agenda	meeting date April 13, 2022
prepared by Peter Moore	approved by Michelle del Valle, Randy Knight
board approval Completed	
strategic objective Quality of Life Investment in Public Assets & Infrastructure	

subject

Approve ARPA Funding Allocations - Central Park Stage

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 project 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 makes special note that investment in facilities that support investments in public outdoor gathering spaces/plazas as one of the primary uses of Federal funding. As the law was written to specifically aid communities in a board number of areas, this accounts for the spirit of fund expenditure by encouraging economic and social improvement, supporting impacted groups such as small businesses, low to moderate income residents, and creation of safe centers of activity for residents to gather.

During the pandemic, Winter Park residents used the stage as a socially distant area to teach, connect, and enjoy a safe outdoor space. City staff observed several limitations at the site including, tears in the canvas, foundational cracking on the stage, audio constraints, faded aesthetics, limited outlet functionality, and worn mechanisms for raising banners. Through meetings and public process, the need to re-tool the stage was identified and prioritized.

The proposed improvement is consistent with other plans such as the 1994 CRA Plan, 2002 Central Park Master Plan, 2009 Parks Strategic Plan, and local ordinances. Outreach on the project has included the Parks and CRA Advisory Boards, nonprofit partners including the Winter Park Rotary, Morse Genius Foundation, the Bach Festival, local merchants, and Chamber of Commerce. Project design was completed and a competitive bid process was completed in March 2022. Pending Commission approval of the awarded contractor (also on this agenda), staff will begin coordination on demolition and reconstruction of the new stage in conjunction with already approved CRA funding. Total request from ARPA funds is \$400,000.

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 \$400k in ARPA funding was allocated by the Commission to support the reconstruction of the Central Park Stage. This funding will be combined with \$500k in support from the CRA to create a total project budget of \$900k. The ARPA funding support is already allocated and would not impact the almost \$1 million in funds remaining.

ATTACHMENTS:

[ARPA Project Approval Matrix - Central Park Stage 4-13-22 .pdf](#)

ATTACHMENTS:

[Central Park Stage Renderings.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 November
Central Park Stage	Administration	\$ 400,000	Section 2.9 supports investment in facilities that support tourism and travel, and section 2.18 specifically supports investments in public outdoor gathering spaces and plazas.	Consistent with past studies, plans, and board direction, the reconstruction of the Central Park Stage is budgeted at \$900K with remaining funding coming from the CRA. The project is expected to start in May 2022 with an expected duration of five months, and expected closeout in September/October 2022 in time for the holiday season.	\$ 400,000

ARPA Funding Allocations

Revised based on 01/26/2022 Commission Meeting

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	
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
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	Pending
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





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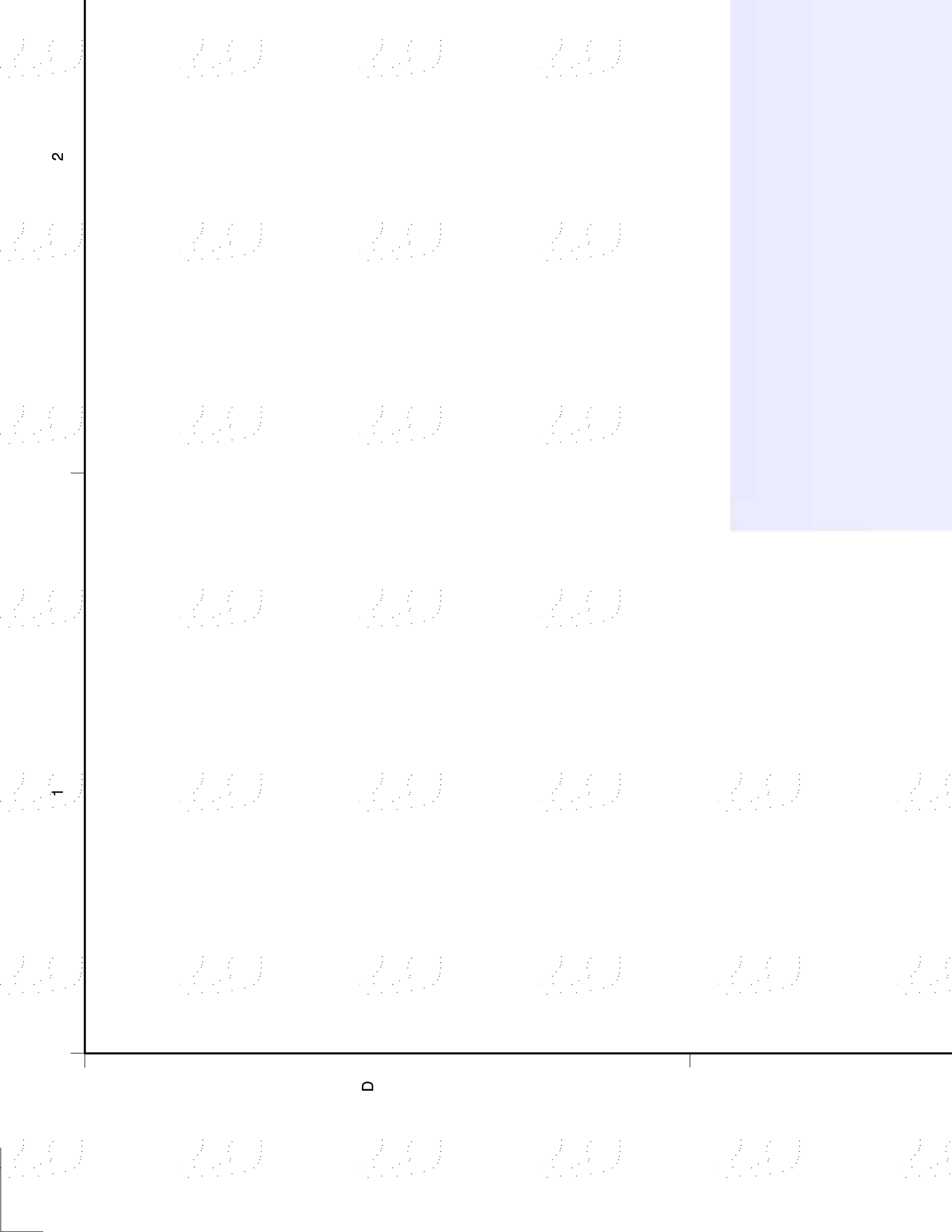
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Handwriting practice row 1: Tracing the cursive letter 'd'.

Handwriting practice row 2: Tracing the cursive letter 'd'.

Handwriting practice row 3: Tracing the cursive letter 'd'.

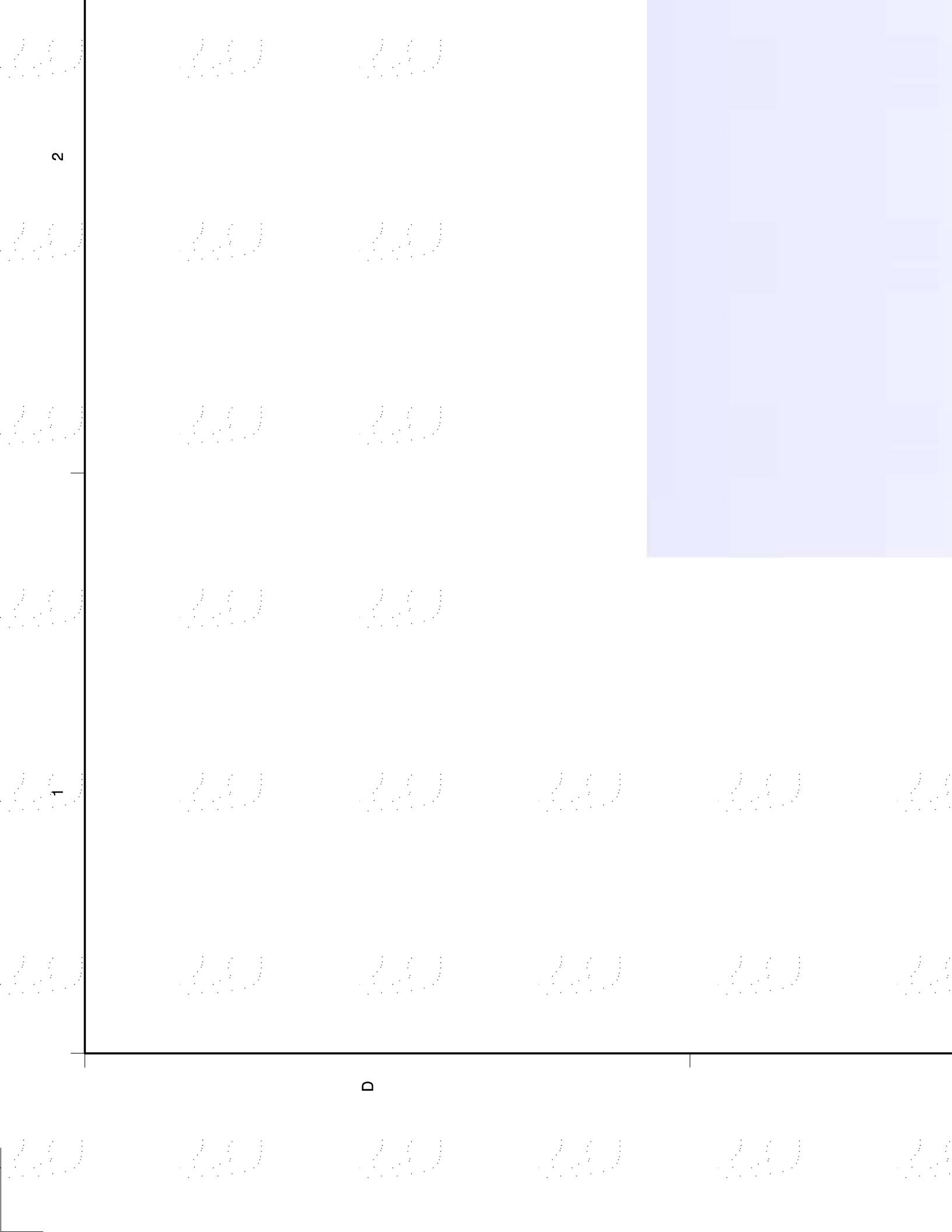
Handwriting practice row 4: Tracing the cursive letter 'd'.

Handwriting practice row 5: Tracing the cursive letter 'd'.

Handwriting practice row 6: Tracing the cursive letter 'd'.

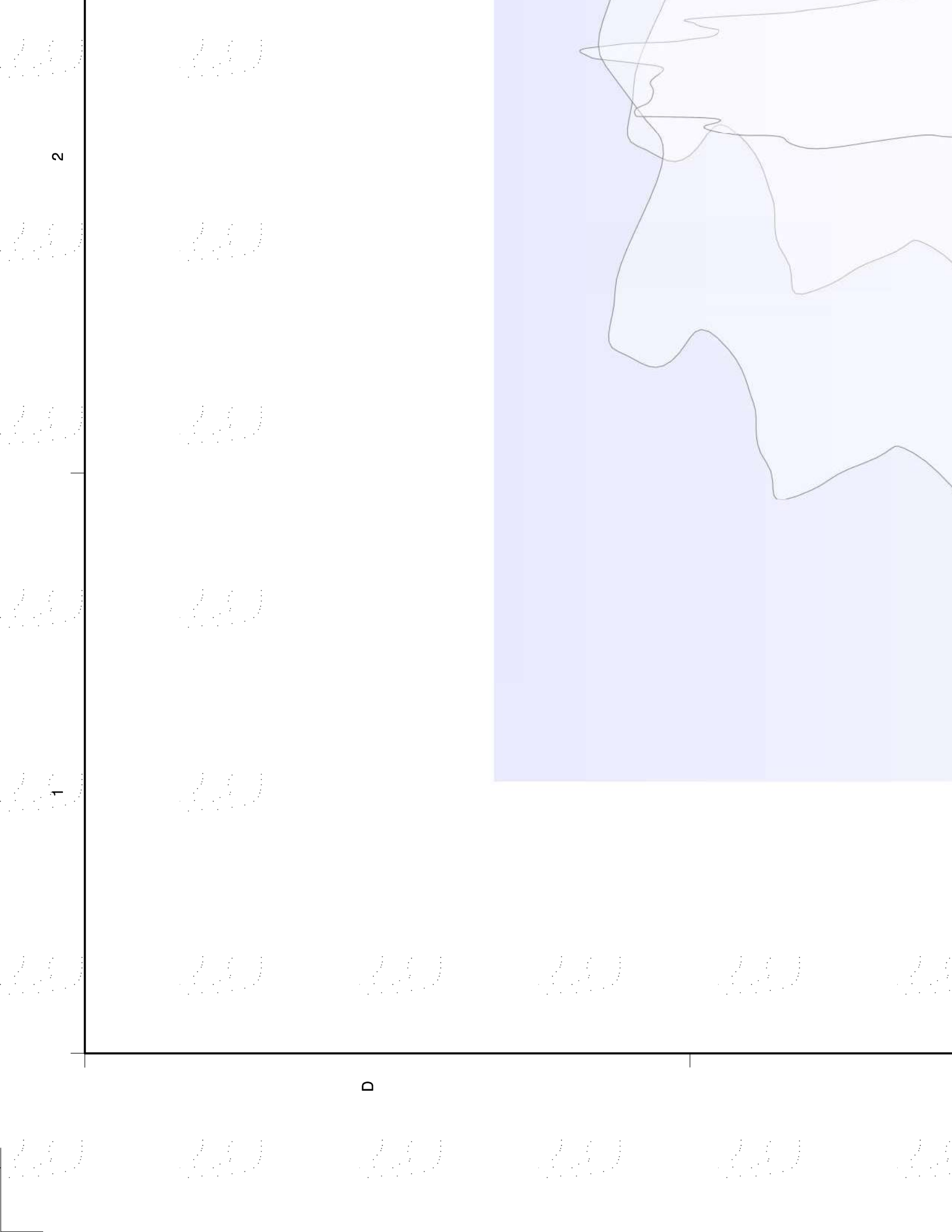
D

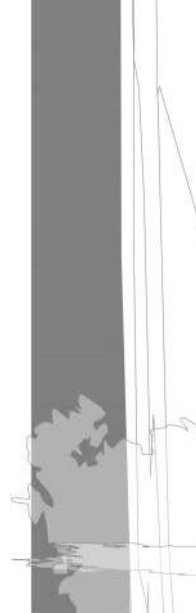
Handwriting practice row 7: Tracing the cursive letter 'd'.



2

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Handwritten cursive letters 'd' and 'D' in a row.

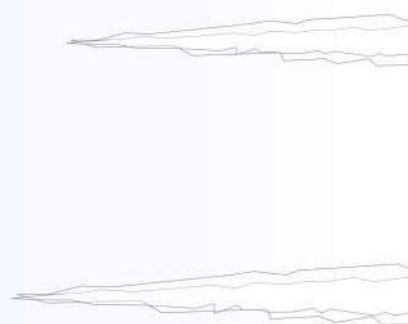
Handwritten cursive letters 'd' and 'D' in a row.

Handwritten cursive letters 'd' and 'D' in a row.

Handwritten cursive letters 'd' and 'D' in a row.



2

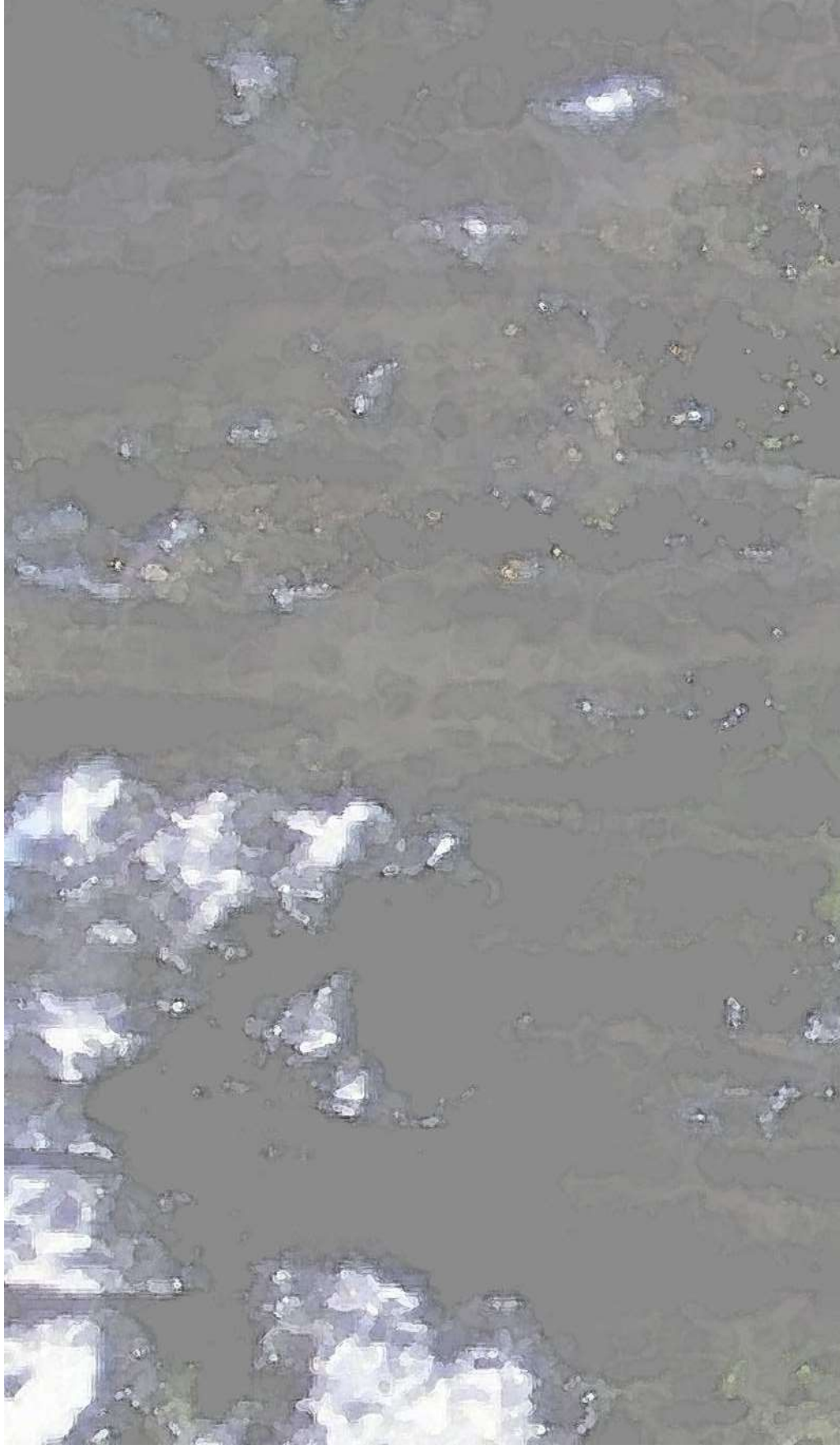


Handwriting practice row 1: A series of dashed cursive letters for tracing, starting with a small arrow pointing to the first letter.

Handwriting practice row 2: A series of dashed cursive letters for tracing.

Handwriting practice row 3: A series of dashed cursive letters for tracing.

D



D

2

1



D

1

2



City Commission **agenda item**

item type Consent Agenda	meeting date April 13, 2022
prepared by Michael Hall	approved by Peter Moore, Michelle del Valle, Randy Knight
board approval Completed	
strategic objective Fiscal Stewardship.	

subject

Approve the following formal solicitations:

item list

1. Votum Construction - RFP3-22 - Central Park Stage Enhancement Project; Amount: \$695,119
2. Winter Park Distilling Company, LLC dba The Bear and Peacock Brewery - RFP11-22 - Concession Management Services for Winter Pines Golf Course; Amount: Contractor to pay 2% of gross sales triggering 3% at \$600,000 in revenue in addition to the \$5,000 per month base rent.
3. Kimley-Horn and Associates, Inc. - RFQ7-22 - Transportation Planning and Engineering Services
4. Kisinger Campo and Associates - RFQ7-22 - Transportation Planning and Engineering Services
5. Patel, Greene and Associates, Inc. - RFQ7-22 - Transportation Planning and Engineering Services

motion / recommendation

1-2: Commission approve items as presented and authorize the Mayor to execute agreements.

3-5: Commission approve item as presented, authorize staff to enter into negotiations, and authorize the Mayor to execute final agreement.

background

1-5: A formal solicitation process was conducted to award these contracts.

alternatives / other considerations

N/A

fiscal impact

Total expenditures included in approved budget.



City Commission **agenda item**

item type Consent Agenda	meeting date April 13, 2022
prepared by Michael Hall	approved by Peter Moore, Michelle del Valle, Randy Knight
board approval Completed	
strategic objective Fiscal Stewardship	

subject

Approve the following contracts:

item list

1. AGH Management LLC - IFB12-17 - Athletic Field Maintenance for MLK Fields; For services rendered for the remainder of the current term of the contract through 9/1/2022; Amount: \$28,000
2. Tri-State Utility Products, Inc. - IFB28-21 - Purchase of 15kV Pad Mounted Switches and 3-Phase Padmount Transformers; Amount: \$300,000
3. Wesco-Anixter - IFB28-21 - Purchase of 15kV Pad Mounted Switches and 3-Phase Padmount Transformers; Amount: \$600,000

motion / recommendation

Commission approve items as presented.

background

1: A formal solicitation process was conducted to award this contract. 2-3: Requesting additional contract funds to cover future price fluctuations.

alternatives / other considerations

N/A

fiscal impact

Total expenditures included in approved budget.



City Commission **agenda item**

item type Consent Agenda	meeting date April 13, 2022
prepared by Michael Hall	approved by Peter Moore, Michelle del Valle, Randy Knight
board approval Completed	
strategic objective Fiscal Stewardship	

subject

Approve the following piggyback contracts:

item list

1. Pace Concrete, Inc. - City of Eustis Contract #007-15 - Concrete Sidewalk, Curb & Gutter; For services on an as-needed basis during the term of the Agreement, contract term through December 3, 2022; Amount: \$300,000
2. Flowers Chemical Laboratories - City of Naples Contract #RFP 18-026 - Lab Testing Services; For services on an as-needed basis during the term of the Agreement, contract term through April 1, 2023; Amount: \$120,000

motion / recommendation

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

background

1-2: 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 Action Items Requiring Discussion	meeting date April 13, 2022
prepared by Clarissa Howard	approved by Michelle del Valle, Randy Knight
board approval Completed	
strategic objective Quality of Life	

subject

2023 State of the City Address

motion / recommendation

Approval for the city to host a 2023 State of the City Address

background

Since the late 1980s, the city has partnered with the Winter Park Chamber of Commerce in a luncheon that included the Mayor's State of the City Address. Over the years, this event evolved from a "Mayor's Luncheon" to the "State of the City Luncheon" we currently enjoy.

Because the Chamber-sponsored State of the City Luncheon sells out quickly every year, in 2022, the Commission requested hosting a second State of the City event that was free and open to the public, giving residents and other community members an opportunity to hear the speech live and in-person.

Going forward to 2023, the City Commission has asked staff to explore hosting the State of the City event to include the Employee of the Year presentations. This event would be free and open to the public.

The city proposes the following:

- Date: Friday, February 17, 2023
- Time: 10 a.m.
- Location: Winter Park Events Center
- Capacity: approximately 200 in auditorium or classroom style seating

Event would include the Mayor's State of the City Address speech and Employee of the Year presentations. Light refreshments would be served.

alternatives / other considerations

fiscal impact

Funding would be required to offer light refreshments for attendees of this event.



City Commission agenda item

item type Action Items Requiring Discussion	meeting date April 13, 2022
prepared by Peter Moore	approved by Michelle del Valle, Randy Knight
board approval Completed	
strategic objective Intelligent Growth and Development Fiscal Stewardship	

subject

Old Library Building RFP Review

motion / recommendation

Review and make recommendations to staff for changes and approve issuance.

background

At previous work sessions, the City Commission has discussed issuing an RFP to solicit responses for creative reuse partnerships utilizing the former library site located at 460 E. New England Ave. The attached RFP draft was built based on comments and perceived consensus from the last workshop and is ready to be issued pending final Commission approval. The draft solicitation is attached and items in yellow highlights are subject to change once final dates and terms language are settled. Once approved, RFPs are typically available for 30 - 45 days before the response window is closed, then an internal review committee will review proposals and bring recommendations to the City Commission for consideration. As always, no RFP is binding and the City Commission has the full discretion to reject any and all proposals.

alternatives / other considerations

Choose to not issue a solicitation and make another use or determination for the property's future.

fiscal impact

As the City Commission reached the consensus to keep the existing property and building and to offer the site up for reuse of the existing structure, any financial impact would depend upon the proposals received. The Commission did state the desire of a preference for proposals that did not cost the city additional funding support other than the ARPA funding already allocated towards improvements for roof repair and AC replacement in the amount of \$300k. Proposers to this RFP will be asked to provide a

rental rate per square foot for the right to utilize the building and property.

ATTACHMENTS:

[RFP-Library 2022 Packet w Exhibits.pdf](#)

Request for Proposal



RFPX-22 Title

Mandatory Pre-Proposal Meeting: Month Day, 2022 at 9:00 am

Proposals Due: Month Day, 2022 at 2:00 pm

ATTN: Procurement Division

City Hall West Wing
401 South Park Avenue
Winter Park, Florida 32789

Sealed proposals must be received and time stamped by the Procurement Office on or before the date and time referenced above either by mail or hand delivery. Any proposals received after 2:00 pm EST on said date will not be accepted under any circumstances. Official time will be measured by the time stamp in the Procurement Office, which shall be scrupulously observed. Under no circumstances shall the City be responsible for untimely submissions, late deliveries, or delayed mail.

questions

Procurement Division

401 S. Park Ave. ■ Winter Park, FL 32789 ■ p 407-643-1627 ■ f 407-599-3448
procurement@cityofwinterpark.org ■ cityofwinterpark.org/procurement



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SECTION 1: Proposal Preparation & Submittal

1.1 Obtain Documents

Documents are available for download at:

<http://www.cityofwinterpark.org/procurement> - select Active Solicitations.

If you experience any problems downloading the document, call 1-800-510-4452 or 800-510-4452.

1.2 Proposals Due

Sealed proposals will be received by Procurement in City Hall, 401 South Park Avenue, Winter Park, Florida 32789-4386, **until 2:00 pm on Month Day, 2022**. It is the Respondent's responsibility to assure that your proposal is delivered at the proper time to the Procurement Office. Proposals which for any reason are not so delivered will not be considered. All proposals received after the date and time specified will not be accepted. Under no circumstances will the City be responsible for late proposals or submissions.

All proposals will be opened and acknowledged immediately following proposal due date and time. Pursuant to Florida Statute 119.071 (1)(b)1. a., sealed bids, proposals or replies received by an agency pursuant to a competitive solicitation are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution until such time as the agency provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies, whichever is earlier.

1.3 City is Not an Administrative Agency

To the fullest extent allowed by law, the City of Winter Park is not an administrative agency subject to the formal solicitation procedures specified in Section 120.57(3), Florida Statutes, as it may be amended.

1.4 Preparation of Proposals

Proposals shall be made on **unaltered** forms furnished by the City, unless otherwise requested within the specification. Fill in all blank spaces and submit **one (1) original clearly marked on the outside of the envelope – "ORIGINAL," three (3) COPIES, and one (1) electronic copy on a USB Flash Drive** for document management purposes. All proposals, and copies, are to be submitted on 8½ x 11-inch paper, bound individually. If your proposal contains any information deemed confidential, provide an additional version of your proposal labeled REDACTED. Electronic copy shall be in Microsoft Word or Adobe – the most recent software version.

Proposals shall be signed electronically or in ink with the name of the Respondent typed below the signature. Where the Respondent is a corporation, limited partnership, limited liability company, or other entity other than an individual, proposals must be signed by an authorized representative of the entity (with the typed or printed name of the signer, as signed, below the signature) with the legal name of the entity followed by the name of the entity's state of incorporation or registration and the legal signature of an officer authorized to bind the entity to a contract. A Respondent may be requested to present evidence of its experience and qualifications and the entity's financial ability to carry out the terms of the contract.



1.5 Proposal Submittal

Proposals shall be submitted directly to the Procurement Office in City Hall, in an opaque, sealed envelope or box. Respondents shall affix the Sealed Proposal Envelope Label located on **page XX** to the outside of their envelope or box. Submit proposal in accordance with the instructions listed herein regarding time, place and date required. Proposals received after the time requirement will NOT be opened and will NOT be considered for award. It is the sole responsibility of the Respondent to be sure their proposal is delivered directly to the Procurement office by the required time and date, and that the proposal is properly sealed and labeled as required. The City will not be responsible for any proposal delivered incorrectly or to the wrong address or location.

All proposals must be prepared and submitted in accordance with the instructions provided in this RFP. Each proposal received will be reviewed to determine if it is responsive to the submission requirements outlined in the RFP. A responsive proposal is one that follows the requirements of the RFP, includes all documentation, supporting exhibits, is of timely submission, and has the appropriate signatures as required on each document. Failure to comply with these requirements may deem your proposal non-responsive.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

SECTION 2: Scope of Services

Purpose & Goals

The purpose of this RFP is to solicit developers, end-users, and interested parties to submit a proposal to lease and reimagine the city-owned building and property located at 460 E. New England Avenue for a public-private partnership opportunity. Proposals should create vibrancy and promote creative reuse of this municipally owned property. Goals of this RFP include a market rate lease offer for the existing building which allows for the renovation and enhancement of this unique property to be a place of excitement and community gathering space in the heart of downtown Winter Park. The city will not consider a sale or demolition of the existing building.

History & Background

The property located at 460 E. New England Ave., has been exclusively used for municipal purposes since 1979 as the former site of the Winter Park Library. Significant public investment was made to a new Library and Event Center leaving the future use of the property up for discussion. In 2015 and in 2019, this site was the subject of task force deliberations to determine what should be done. The 2015 task force focused on the need and potential options for finding a future home for the Winter Park Public Library that has called 460 E. New England Ave. home since its construction in 1979. The 2019



report focused on soliciting public and stakeholder interest in what the existing site could be used for once the Winter Park Public Library relocates to its new location. The 2019 report primarily considered using the former library site for relocating all or a portion of City Hall operations, however that determination has largely been discarded and the secondary recommendation of the task force included looking at imaginative reuse opportunities that could catalyze on food hall, micro-food service, co-work, incubator, art & cultural, and entrepreneurial opportunities. Many of these opportunities were discussed as part of the 2019 report and a copy is included as Exhibit A.

Public Support & Considerations

The City Commission has recently held a number of public worksession discussions regarding the purpose and use of the site and reached consensus across a broad range of concepts that could affect the favorability of any submitted proposal.

Preservation of the Existing Building: The existing brick building is unique in its shape and style and there is not a willingness to demolish the property in favor of new construction. This preservation only extends to the external look of the building and does not preclude proposals that wish to add more windows for natural lighting or that completely redesign the internal layout.

Parking Capacity: Parking constraints have traditionally limited discussion regarding alternative uses for the site. Currently there are 68 surface parking spaces on the property giving a parking ratio of approximately 2 per 1,000 SF of building space. During the 2019 task force review, it was believed that



15 more spaces could be easily added, while some have suggested that parking spaces could exceed 100 if retention areas and current greenspace were converted to surface parking. Any proposal should consider the required parking ratios for applicable types of uses and be able to demonstrate how the property could be properly parked. The city may also consider that given the constraints of the usable square footage inside the building due to the unusual shapes of the original construction, that proposers may make a case that some of the stated square footage space should be excluded from code considerations. Proposers may also take advantage of the parking code that allows for the securitization of excess parking spaces through a lease that are within 750 feet of the subject property.

Parking Garages: It is a preference of the city that structured parking is not a component of any proposal.

Code Compliance & Capital Investment: The city recognizes that the building may need varying degrees of capital investment dependent upon the uses that any proposer may bring forward. The property has been exclusively utilized as a public library and different uses may trigger the need to bring the building into code compliance. Additionally, the introduction of food service components may have implications regarding permit and net new impact fees, as well as structural issues such as proper venting, fire suppression, and wastewater treatment. It is the responsibility of any respondent to be familiar with the city's code requirements and to perform any research necessary to submit an accurate proposal.

Financial Considerations & Cost Neutrality: The city has set aside \$300k to make improvements to the building; most notably the HVAC system and roof repair. The city would contribute this amount to any selected respondent as part of any capital investment in the building. It is an overall goal of the city that submitted proposals not rely on continued city subsidy and that projects are able to stand on their own financially.

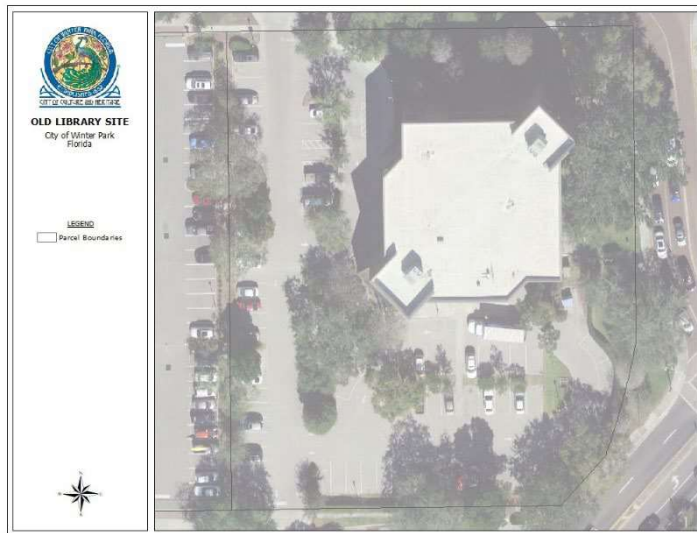
Proximity to Residential: The site is located next to single family residential property to the north and consideration for those residents should be factored into any proposal.

Permit & Impact Fees: The city reserves the right to offer impact fee waivers and permit fee waivers, as allowable by law, to any respondent as part of negotiation. Proposals should highlight the need for any consideration of waivers and the benefit to the city of granting them. It is a respondent's duty to make sure that they are familiar with all applicable fees that may be triggered as part of any proposed use of the building.

Rooftop: There have been some discussions in the past regarding the ability of this building to support some rooftop element or activity. Discussions with structural engineers have indicated that this is extremely unlikely and would require significant restructuring of the building's foundations and supports to accommodate any kind of use of the rooftop. Any proposal that includes a rooftop element should also include proof of structural integrity.



General Location & Property Characteristics



Located at 460 E. New England Avenue (Parcel ID# 05-22-30-9400-60-010) in the heart of downtown Winter Park, FL, the property is bounded by East Lyman to the south, E New England Avenue to the north, Chase Avenue to the east and adjacent to the Alford Inn to the west. It is a short walk to Rollins College across the street, and only a few blocks from historic Park Avenue's world-renown shopping and dining, and public parks. Downtown Winter Park is a premier shopping and dining district while also being home to a number of financial and professional services firms. Winter Park has some of the lowest vacancy rates with the highest rental rates in the region and has recovered from the pandemic faster and

stronger across the office and retail sectors. Attached to this document in Exhibit B is a map of the area as well as an economic and demographic profile of the area.

The subject property is 1.75 acres in size with an approximate 33,000 SF building on the site. A description of the site and its applicable details related to zoning and land use, are located in Exhibit C.

The building is made up of three large floor plates each approximating about 11,000 SF. Used as a public library since its construction, the internal floor plans are largely wide open with high ceilings. Existing floor plans of the building are attached as Exhibit D. While originally constructed in 1979, the third floor was added much latter to accommodate space needs. It is likely that if the building is repurposed for other uses that there will be significant needs to bring the building up to applicable codes. The building also has a single elevator that may also need to be brought up to code. Any respondent should perform their own due diligence as part of a proposal.

Conceptual Development & Vision

During the 2019 task force process, the concept of a multi-tenant space that could act as a vibrant location for commerce and entrepreneurship while also supporting traditional office space elements, was presented.

There are many models for these types of structures and have most notably been seen in the rise of food halls, makers markets, arts communes, and co-work entrepreneurial and business incubator spaces. Access to the downtown Winter Park market is difficult given the high cost of rental rates, so offering smaller scale opportunities for products to be tested in the market, may lower the barrier to entry for entrepreneurial activity.

The City Commission is interested in hearing proposals that make use of these new trends that can repurpose older civic buildings and create unique activity centers for residents and visitors to enjoy. The old library building could be reborn as an active and diverse collection of tenant spaces that facilitate entrepreneurial spirit and engaging gathering spaces, where revenue generating activities could offset arts, cultural and non-profit elements. The Commission has highlighted a number of components of a favorable proposal.

- Smaller dining or restaurant concepts
- Cafés or boutique food service establishments
- Incorporates arts, cultural, and non-profit components
- Small scale retail
- Office space
- Co-work or incubator spaces
- Uses that facilitate walk-up and pedestrian visitor traffic
- Proposals should only utilize surface parking, no parking structures
- Preference against residential use



Photo Credit: Oxford Exchange

Conceptual comparisons could be made with the Oxford Exchange in Tampa, FL. This site repurposed a historical hotel built in 1891 to become a community gathering place, blending together restaurants, bookstores, gift stores, co-working space, a design studio, and event space. Information about the Oxford Exchange can be found at oxfordexchange.com.



Photo Credit: Armature Works

Photo Credit: Armature Works

Other conceptual comparisons include the Armature Works, also located in Tampa, which repurposed an old Tampa Electric building built in 1910 that used to be the site for the storage and maintenance of streetcars. The facility is a 73,000 SF mixed-use commercial space consisting of a public market, event spaces, co-work space, and food service options. Information can be found at armatureworks.com.



Food hall concepts that also incorporate cultural elements into their repertoire could include the Seattle Center Armory in Seattle, WA. Originally a vertical mall, constructed in 1939, it has housed a children's museum, exhibit center, free family entertainment and activities, as well as events, and eating and dining locations. Information can be found at seattlecenter.com/explore/attractions/armory.



These offer a few of the concepts that exist around the country and highlight the potential opportunity envisioned for the city's old library building. The city anticipates that it will enter into a long-term triple net lease for the use of the existing building and property in its current condition.

Photo Credit: Theater Puget Sound (Seattle Armory)

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SECTION 3: Proposal Format

Respondents must respond in the format delineated below.

Submit one (1) original clearly marked on the outside of the envelope – “ORIGINAL,” three (3) COPIES, and one (1) electronic copy on a USB Flash Drive for document management purposes. All proposals, and copies, are to be submitted on 8½ x 11-inch paper, bound individually. If your proposal contains any information deemed confidential, provide an additional version of your proposal labeled “REDACTED.” Electronic copy shall be in Microsoft Word or Adobe – the most recent software version.

Each directive listed will require an individual index tab in your proposal package to indicate the information as requested is listed behind its specific tab. Any other information pertinent to the headings as listed herein may be added to the end of each section. However, required information must be listed first in each section. If further materials are necessary to complete your proposal and are not noted under any of the headings listed below, add a **TAB —X** tab to the end of your proposal with proper index as to the subject matter contained therein. Any Addenda are to be acknowledged on the Signature Sheet.

Failure to submit this information will render your proposal non-responsive. Each Section is to be preceded with a Tab delineating the information after the Tab.

Note: The City shall not be responsible for any costs incurred by the Respondent in preparing, submitting or presenting its proposal to the RFP. This Request for Proposals does not and shall not commit the City or their agents to enter into any agreement, to pay any costs incurred in preparation of the submittals or to procure or contract for services or supplies.

Table of Contents

Clearly outline and identify the material and proposals by the tab and page number. Outline in sequential order the major areas of the proposals, including enclosures. Tabs should be used to separate each tabbed section. All pages must be consecutively numbered and correspond to the table of contents.

Tab 1. Cover Letter

Provide a brief cover letter indicating your company’s understanding of the scope of services, and the familiarity and interest of this formal solicitation. A person who is authorized to commit the Respondent’s organization to provide the good/services included in the proposals must sign the letter. Provide all names, titles, addresses, telephone numbers, and e-mail addresses.

Tab 2. Organization and Personnel Experience

Provide the qualifications and experience of the firm and in particular the key experience of key personnel and their function as it relates to the scope of work; Organization structure and project team members proposed to be assigned to the project. If you intend to subcontract some of the proposed work to another firm, similar information should be provided for each subcontractor/sub consultant.



Proposal should provide a description of comparable projects (similar in scope of services to those requested herein) which the Respondent has either ongoing or completed within the past five years.

Indicate specifically the members of the firm who will have primary responsibility for this project.

Provide the designated team person that will have the primary responsibility of managing the day-to-day oversight of this account, indicating relevant qualifications and experience. Indicate the role that each of the key personnel will be playing in the development of the requested work products. Provide a resume for each. Provide an organizational chart for the team working on this project.

Tab 3. Approach & Methodology (Concept & Vision)

The proposal should include the proposed strategy for use of the site, preliminary site and floor plans, highlight special features, and parking accommodation. The Respondent is encouraged to provide additional information that the City should consider to accomplish its objectives and additional activities or services for a successful delivery or implementation of the project scope.

Provide a timeline of how long your firm will take to implement the phases described in this RFP.

Tab 4. Financial Consideration

Provide the lease price offer per square foot, consideration of impacts and permit fees or city support requirements.

Tab 5. Required Forms

Include fully executed Signature Sheet, Drug Free Workplace Form, E-Verify Affidavit, Non-Collusion Affidavit of Prime Respondent, Public Entity Crimes Affidavit, Public Records Act Affidavit & Copy of Business Certificate in this section. Also include a copy of your firm's Certificate of Good Standing from the State of Florida under this tab.

Tab X. Additional Information

Additional information, which the Respondent feels will assist in the evaluation, should be included.



SECTION 4: Evaluation Procedure

4.1 Evaluation

It is the intent of the City that all firms responding to this RFP, who meet the requirements, will be ranked in accordance with the criteria established in these documents. The City will consider all responsive and responsible submittals received in its evaluation and award process.

4.2 Criteria

Firms submitting a proposal along with the required information and documentation will have their proposal evaluated and scored based on the evaluation criteria set forth herein.

Further, each proposal will be evaluated for full compliance with the RFP instructions to the Respondents and the terms and conditions set forth within the RFP document. Proposals will be scored and ranked in accordance with the weighting and grade specified in the following table. Proposals will be evaluated and an award made to the Respondent who is determined to be responsible and responsive to this Request for Proposals and whose proposal is the most advantageous to the City in terms of quality of service, the Respondent's qualifications and capabilities to provide the specified services and comply with the applicable conditions of this Request for Proposals and Contract, and who in the judgment of the City will best serve the needs and interests of the City.

The following represent the principal selection criteria, which will be considered during the evaluation process. Points are determined by multiplying the weight by the grade. Shortlisting of firms will be based on converting each Committee Member's Total Score into a ranking with the highest score ranked first, second, highest ranked score, etc. Once converted, the Committee Member's ranking for each firm will be entered into a shortlist summary. The Total Score recorded on the summary sheet will determine the ranking and shortlisting.

4.3 Evaluation Criteria

Criteria	Weight	Grade	Maximum Total Points
Organization & Personnel Experience	3	1 2 3 4 5	15
Vision & Concept	8	1 2 3 4 5	40
Financial Consideration	5	1 2 3 4 5	25
Timeline	3	1 2 3 4 5	15
Responsiveness	1	1 2 3 4 5	5
Total Possible Points 1 = lowest, 100 = highest			100



4.4 Scoring Definitions

1= **Poor** – Lacking or inadequate in most basic requirements, specifications, or provisions for the specific criteria.

2= **Below Average** – Meets many of the basic requirements, specifications, or provision of the scope, but is lacking in some essential aspects for the specific criteria.

3= **Average** – Adequately meets the minimum requirements, specifications, or provisions of the specific scope, and is generally capable of meeting the City's need.

4= **Above Average** – More than adequately meets the minimum requirements, specifications, or provision of the specific scope, and exceeds those requirements in some aspects for the specific scope.

5= **Excellent** – Exceeds minimum requirements, specifications, provisions in most aspects for the specific criteria.

In evaluating the Proposals, the City shall have the discretionary power to render decisions on:

- (i) the honesty, reputation, and integrity of a Respondent necessary to a faithful performance of the Contract;
- (ii) a Respondent's skill and business judgment;
- (iii) Respondent's facilities, labor force, and equipment for carrying out the Contract properly and expeditiously;
- (iv) Respondent's previous conduct under other contracts with the City and contracts with any other parties that the Respondent has provided work or services;
- (v) the quality of Respondent's previous work for the City and any other parties that the Respondent has provided work or services;
- (vi) Respondent's pecuniary ability and financial stability;
- (vii) the Respondent's previous and existing compliance with laws, ordinances and regulations;
- (viii) Respondent's maintenance of a permanent place of business;
- (ix) Respondent's appropriate successful contractual and technical experience in similar work;
- (x) Proportional amount of the work Respondent intends to perform with its own organization as compared with the portion it intends to subcontract;
- (xi) the qualifications of subcontractors whom each Respondent proposes to use;
- (xii) the proximity of Respondent's labor force, equipment and business operation in relation to the City,
- (xiii) Respondent's ability to meet and/or maintain scheduling requirements
- (xiv) Respondent's quoted prices for services, and
- (xv) Respondent's responsiveness to this Request for Proposals.



The above factors may be determined by Respondent's past performance of services/work for supplied references and other parties Respondent has performed services/work, information submitted as part of the proposal or in response to an inquiry by the City, and information otherwise known or discovered by the City, or any combination thereof. The City may conduct detailed examinations of Respondents, including of Respondent's personnel, place of business and facilities, compliance with federal, state, and local laws and all relevant licensing and permitting requirements, and other matters of responsibility germane to the procurement process. The failure of a Respondent to supply information in connection with an inquiry in a timely manner, at the City's discretion, may be grounds for rejecting such Respondent and its proposal.

PROSPECTIVE RESPONDENTS ARE PROHIBITED FROM CONTACTING ANY MEMBER OF THE SELECTION COMMITTEE, EMPLOYEE OR PUBLIC OFFICIAL (EXCEPT THE FACILITATOR) AT ANY TIME DURING THE FORMAL SOLICITATION PROCESS, UP TO THE TIME OF CONTRACT AWARD. ANY ATTEMPTED CONTACT MAY BE GROUNDS FOR DISQUALIFICATION.

4.5 Tentative Calendar of Events

1	RFP Issue Date	TBD
2	Pre-Bid Meeting	TBD
3	Proposals Due to Procurement	TBD
4	Selection Committee Meeting - Evaluation & Shortlist Ranking	TBD
5	Oral Presentations and Final Ranking & Recommendation	TBD
6	Anticipated Commission Award	TBD

All times, dates and actions are subject to change. In accordance with F.S. 286.0113, portions of the meetings may be exempt from public meetings requirements. All interested parties are welcome to attend the non-exempt portions of the public meetings.

4.6 Selection Process

The selection process is as follows:

1. The Selection Committee will evaluate all proposals which have been determined to be responsive.
2. The Selection Committee will then rank the proposals of those firms based on their submittals, with an emphasis on City needs and in accordance with Florida Statutes Section 287.055 known as the Consultants Competitive Negotiations Act, to determine a short list.
3. After oral presentations are conducted from the short-listed firm(s), a post-presentation ranking will be conducted to determine the overall top ranked firm.



4. The Procurement Division will prepare an agenda item for the award recommendation to the City Commission.
5. The City Commission of the City of Winter Park will make the final selection after considering the recommendations and rankings of the Committee. The City Commission is not required to accept the recommendation and rankings of the Committee. The City Commission's decision will be final.
6. The City and the selected Respondent will enter into a contract incorporating the requirements of this RFP and with other terms acceptable to the City. The City reserves the right to negotiate the terms and conditions of the contract with the selected Respondent. The City has the right to rescind the contract award to the selected Respondent if the City and the selected Respondent do not agree upon the contract terms. The City reserves the right to reject a Respondent, even a Respondent awarded the contract, at any time prior to full contract execution.

4.7 Formal Oral Presentations/Interviews

The City may conduct formal interviews with, or receive oral presentations from, three or more of the short-listed firms. Oral presentations/Interviews will be held in accordance with F.S. 286.0113 and will adhere to the following guidelines:

The City's Procurement Division will establish the schedule and Respondents will be notified at least five (5) calendar days in advance of the date, time and place of the presentations/interviews. The specific format of each presentation/interview will be provided to Respondents with the notifications.

The City will allot equal time for each Respondent divided into two sequential parts: formal presentations, and questions and answers. Each Respondent interviewed may be asked differing questions.

Oral presentations will provide an opportunity for the Respondents to demonstrate their ability to use time efficiently, effectively and economically. The times allotted are maximums and no firm will be penalized for using less than the allotted time.

4.8 Post Award Termination

Unless otherwise prohibited by law, in the event the Respondent who is awarded a contract by the City through this RFP is terminated early or suspended from further work or services by the City for a default in the performance under the contract, or in the event the City rescinds a contract award to the selected Respondent prior to execution of a contract, the City may, without commencing a new competitive procurement process and without waiving any rights or remedies against the defaulting Respondent (if applicable), contract with the next lowest responsive and responsible Respondent that is willing and able to complete the work or services if such is determined by the City Commission to be in the City's best interest. In awarding a contract to the next lowest responsive and responsible Respondent that is willing and able to complete the work or services, the City may accept such Respondent's original proposal pricing or negotiate a price more consistent with the original pricing submitted by the defaulting Respondent or the Respondent's whose contract award was rescinded.



SECTION 5: Standard Terms & Conditions

5.1 Basis of Response/Proposals

The words "RESPONSE" and "PROPOSAL" shall be interpreted to have the same meaning for purposes of these specifications, terms and conditions. Respondent will include all cost items; failure to comply may be cause for rejection. No segregated proposals, or assignments will be considered. It is the intent of the City to promote competition.

It shall be the responsibility of the Respondent to advise the Procurement Division of any language, requirements, etc. or any combination thereof, which the Respondent feels may inadvertently restrict or limit the requirements stated in the specifications to a single vendor or manufacturer. Such notification must be made in writing at least seven (7) working days prior to opening date and time of the proposal.

5.2 Submission of Supporting Documents

The successful Respondent shall furnish all required documents within ten (10) working days after notification of award. If the successful Respondent fails to furnish the required documents within ten (10) working days, the City may withdraw the award and award to the next lowest responsive, responsible Respondent.

5.3 Proposal Prices

The Respondent warrants by virtue of proposing that the prices, terms and conditions quoted in this proposal will be firm for a period of ninety (90) days from the date of the public opening unless otherwise specified by the Respondent, and shall not be amended after the date and time of the public opening. Any attempt by a successful Respondent to amend said prices except as otherwise provided herein shall constitute a default.

Amounts specified herein are for fixed price work or products, including all prices for equipment, labor and materials required to perform the work or deliver the product(s) specified herein. The Respondent, having familiarized itself with the local conditions, and conditions listed here, proposes to furnish all labor, materials, equipment and other items, facilities and services, without exception, for the proper execution and completion of the contract, and if awarded the contract, to complete the required work or deliver the required product(s) as specified within the proposal package set forth by the City of Winter Park.

5.4 Delivery

All prices shall be F.O.B. Destination, Winter Park, Florida. Delivery date and warranties must be written out and submitted with proposals. We insist delivery dates, as specified, be met. There will be no additional charge for multiple delivery locations.



5.5 Contract Term

Unless otherwise agreed in a written document approved and signed by the City, the contract shall be in effect for twelve (12) consecutive months from the date the Mayor or other authorized signer signs the contract on behalf of the City. There shall be the option of renewal for a possible second, third, fourth and fifth 12-month period, not to exceed sixty (60) months in total, after written consent of both parties and approval by City Commission or City Manager. Approximately forty-five (45) days prior to expiration of the initial contract period, the successful Respondent will be notified by the City if it seeks an extension. To be effective and enforceable, any changes in the scope of services or prices intended to apply in a renewal or extension period must be presented by City staff to the City Commission for approval or rejection. Upon written consent of both parties and approval of the City Commission or City Manager, the contract will be renewed for the second, third, fourth or fifth term.

5.6 Invoicing & Payment

Unless otherwise agreed to by the City, payment terms will be thirty (30) days net from receipt of invoice unless an appropriate prompt payment discount is provided and accepted. Payment shall be made by the City only after the items awarded to a vendor have been received, inspected and found to comply with award specifications, free of damage or defect and properly invoiced, and the invoices is in all respects satisfactory to the City and appropriate for payment.

All invoices shall bear the purchase order number or RFP number. Payments and disputes involving invoices and payments shall be governed in accordance with Part VII, Chapter 218, Florida Statutes (Local Government Prompt Payment Act).

5.7 VISA Acceptance

The City of Winter Park has implemented a purchasing card program, using the VISA platform. Successful Respondent may receive payment from the City by the purchasing card in the same manner as other VISA purchases. VISA acceptance is preferred but is not the exclusive method of payment.

5.8 Taxes

The City is exempt from Federal Excise and Sales taxes. Tax exemption number: State #85-8012621708C-8.

5.9 Mistakes

Respondents are expected to examine the specifications, delivery schedule, prices, extensions and all other instructions provided herein. **Failure to do so will be at the Respondent's risk.** The City is not obligated to give successful Respondent extra payments for conditions which can be determined by examining the site and documents. In case of mistake in extended price the unit price will govern and the Respondent's total offer will be corrected accordingly.



5.10 Contract Award

The City reserves the right to make award(s) by individual item, aggregate, or none, or a combination thereof; with one or more suppliers; to cancel the formal solicitation; reject any or all proposals; or waive any minor informalities or technicalities in proposals received, as may be deemed in the best interest of the City in the City's sole discretion; and reserves the right to award the contract to the lowest responsive, responsible Respondent who submits a proposal meeting specifications in a way deemed most advantageous and best value to the City in the City's sole discretion.

The City further reserves the right to consider matters such as, but not limited to, quality offered, delivery terms and service reputation of the vendor in determining the most advantageous proposal. The City reserves the right to make an award to more than one Respondent. The City reserves the right to demand additional information or clarification with respect to any proposal or submission from one or more Respondents. Such request shall be furnished to all Respondents. Failure to respond or to provide adequate information in response shall be grounds for disqualification in the sole discretion of the City. Information received upon such request for additional information or clarification may be relied upon by the City in determining the most advantageous proposal for purposes of making an award.

5.11 Proposal or Contract Terms at Variance with This Document and the RFP or Specifications

This formal solicitation expressly limits acceptance to the terms of this document. If the Respondent submits a proposal that contains additional terms and conditions then, at the option of the City, it may award the contract to such proposal but without the contractual terms that were included in the RFP and which are inconsistent with or different from the language in this invitation, and the specifications and this document so long as the proposal is otherwise responsive to this document and the specifications with the inconsistent language stricken.

The Respondent hereby agrees that by making a submission based upon this RFP, that any term or condition inconsistent with this document or the specifications shall be null, void and stricken by the City. Without limitation, the following contract terms and provisions shall be deemed inconsistent and will be stricken:

- a. Any provision that changes the venue for any type of dispute resolution to a location outside of Orange County, Florida.
- b. Any provision that applies the law of any jurisdiction other than the law of Florida.
- c. Any provision that provides for a dispute resolution method other than resolution in the court of appropriate jurisdiction and venue (although non-binding mediation in Orange County, Florida using a mutually agreed mediator will not be deemed inconsistent). Dispute resolution through arbitration or through any other tribunal court of appropriate jurisdiction and venue (in Orange County, Florida).
- d. Any provision that provides for attorneys' fees to the prevailing party in any litigation between or among the parties is inconsistent and shall be stricken.



- e. Any provision that limits the remedies and warranties available to the City under applicable provisions of Florida law shall be inconsistent and stricken. Although the Uniform Commercial Code and Florida law will allow for limitation of warranties and remedies, such limitations are also inconsistent with the intent of this formal solicitation and will be stricken from the contract if awarded. It is the intent of the parties that the City shall reserve all of its rights of warranty and remedies available to the fullest extent under Florida law, without limitation.
- f. Any provision that alters the risk of loss and/or FOB point of responsibility with respect to goods in transit that are inconsistent with the provisions of this document or the specification shall be inconsistent and stricken.
- g. Any provision that provides for the City to hold harmless and indemnify another party shall be inconsistent with this formal solicitation and stricken.
- h. Any provision that, to any extent waives, alters or modifies, or purports to do so, the sovereign immunity rights of the City shall be deemed to be inconsistent with this formal solicitation and shall be stricken.
- i. Any proposal that purports to establish a lien or security interest in any property sold by the vendor or any other property of the City shall be deemed unlawful and inconsistent with this formal solicitation and stricken.
- j. Any term that is proposed that would alter the rate of interest and terms for payment in a manner inconsistent with this formal solicitation shall be deemed to be stricken although to the extent the Florida Prompt Payment Act applies, that statute shall govern, with the City reserving all rights under such Act.
- k. Any provision that purports to establish liability against the City for any indirect, incidental, special, or consequential damages, including but not limited to, delay damages.

5.12 Modifications & Withdrawals

Proposals cannot be modified after submitted to the City. Respondents may withdraw proposals at any time before the public opening. **HOWEVER – NO PROPOSAL MAY BE WITHDRAWN OR MODIFIED AFTER THE PUBLIC OPENING** and shall constitute an irrevocable offer for a period of ninety (90) days to provide to the City the services set forth in this formal solicitation, or until one or more of the proposals have been awarded. If an RFP or RFQ procurement, including but not limited to a procurement under CCNA (s. 287.055), the City may negotiate a contract or purchase that deviates from the proposal submitted in the interest of the City.

5.13 Disqualifications

The City of Winter Park reserves the right to disqualify proposals, before or after opening, upon evidence of collusion with intent to defraud or other illegal practice upon the part of the Respondent. Respondent also warrants that no one was paid or promised a fee, commission, gift or any other consideration contingent upon receipt of an award for the services or product(s) and/or supplies specified herein. **See attached Non-Collusion Affidavit.**



5.14 Proposal Costs

Costs related to the preparation of a proposal to this formal solicitation are solely those of the Respondent, and the City assumes no responsibility for any such costs incurred by the Respondent.

5.15 Protests & Procurement Policy

If a protest is filed, it shall be in accordance with the procedures outlined for protests in the City's Procurement Policy. The Procurement Policy is incorporated herein by reference and is available online at <https://cityofwinterpark.org/procurement-policy>.

In the event of any inconsistency or ambiguity between the terms of the Procurement Policy as compared with the terms of this document and the specifications at issue, the terms of this document and the specification at issue shall govern and control.

If a Respondent prevails in a protest action, the City of Winter Park's liability shall be limited to reimbursement of the actual submittal costs (as defined in the section above entitled "Proposal Costs") proven to have been incurred and paid by the Respondent. No other damages, including but not limited to damages for lost profits, lost business opportunity and/or compensatory or consequential damages of any type or special damages of any type shall be due to or recovered by the prevailing vendor in a protest, even if the contract is awarded by the City to another Respondent, if the protester has failed to obtain an injunction against making such award.

Any party responding to a formal solicitation issued by the City, that contends that another Respondent is disqualified from submitting for any reason, including allegation that the other entity is not legally qualified to respond or lacks appropriate visa or citizenship status, may also raise such issue through the means of a protest, and the protest shall be handled in the manner specified herein and in accordance with the terms of the Procurement Policy and Florida law applicable to municipal protests. With respect to any assertion that another Respondent is not legally constituted or lacks proper citizenship or visa status, the protesting party shall offer proof of such fact prior to the award of the contract, and such proof shall be subject to the requirements of admissible evidence under Florida law as determined by the City Attorney during the course of the protest proceedings.

5.16 Agreement

The resulting Agreement or Contract, which shall include these General and Special Conditions and all Amendments or Addenda issued by the City, contains all the terms and conditions agreed upon by all parties. No other agreements, oral or otherwise, regarding the subject matter of this Agreement/Contract shall be deemed to exist or to bind either party hereto.

All proposed changes must be submitted to the City in writing, and approved by the City Manager, Assistant City Manager and/or City Commission in writing prior to taking effect.



5.17 Public Entity Crimes

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, *Florida Statutes*, for CATEGORY TWO, for a period of thirty-six (36) months from the date of being placed on the convicted vendor list. The Respondent shall provide a certification of compliance regarding the public crime requirements.

In submitting a proposal to the City of Winter Park, the Respondent offers and agrees that if the proposal is acceptable, the Respondent will convey, sell, assign or transfer to the City of Winter Park all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by the City of Winter Park. At the City of Winter Park's discretion, such assignment shall be made and become effective at the time the purchasing agency tenders final payment to Respondent.

5.18 Certificate of Insurance

The successful Respondent and any subcontractors of the vendor shall require their insurance carriers, with respect to all insurance policies, to waive all rights of subrogation against the City. The City of Winter Park has contracted with 'myCOI' to track and establish insurance compliance with the contract terms. If awarded a contract the successful Respondent shall be required to register with myCOI. Respondent must submit certificates or other documentary evidence to the City via myCOI, attesting to insurance coverage for Worker's Compensation Insurance as required by the Florida Statutes, Public Liability, Property Damage Insurance, Professional Liability Insurance in the amount of one million dollars (\$1,000,000), and other requirements, as summarized on and in the amounts specified on the attached **Summation of Insurance Requirements**. The successful Respondent shall not commence work under any agreement until obtaining all insurance coverage under this section and until the City has approved such insurance.

The City of Winter Park shall be included as an **ADDITIONAL INSURED** on all certificates and policies pertaining to this project, except for Worker's Compensation and Professional Liability Insurance policies. Insurance companies must be licensed to do business in the State of Florida with a Best's Key Rating Guide rate of no less than "A." This information will be verified in the City's discretion, and it may be grounds for disqualification if the information is not in order.

5.19 Licenses, Permits, or Fees

It shall be the responsibility of the successful Respondent to obtain all licenses and permits, as required, to complete this service at no additional cost to the City. Permits and the payment of related fees are required from the City within the scope of work in these specifications. Said fees paid for required building permits may be reduced by thirty-three percent (33%) for the City only. Fees paid for trade permits including plumbing, electrical, gas, mechanical, and demolition permits cannot be waived.



The successful Respondent is required to obtain the permits; however, the successful Respondent may inform the Building Division they are under contract to the City, and request a reduction of the required fees as referenced above.

Payment of these fees does not relieve the successful Respondent from the financial responsibilities or other requirements imposed by other governmental agencies relating to permits, licenses, or fees which they may impose. This does not include waiving school impact fees or Competency Card License fee when applicable.

The successful Respondent is required to obtain all necessary inspections including building, plumbing, mechanical, and electrical inspections and the Certificate of Occupancy must be obtained prior to occupancy as is required by the Winter Park Building Division. All other related Land Development Code requirements related to building projects must be observed including, but not limited to, landscape, irrigation, lighting, and storm water provisions. All required licenses and permits shall be disclosed by true and correct copy thereof upon submission of the proposal, and thereafter, shall be readily available for review by the City (reference to the "City" herein shall also mean any official or employee of the City acting in proper authority on behalf of the City).

5.20 Termination/Cancellation of Contract

The City reserves the right to cancel the contract, at any time, without cause and without penalty with a minimum thirty (30) days written notice.

Termination or cancellation of the contract will not relieve the Respondent of any obligations for any deliveries entered into prior to the termination of the contract (i.e. reports, statements of accounts, etc., required and not received).

Termination or cancellation of the contract will not relieve the Respondent of any obligations or liabilities resulting from any acts committed by the Respondent prior to the termination of the contract.

5.21 Termination for Default

The City's Procurement Manager or other City representative shall notify, in writing, the successful Respondent of deficiencies or default in the performance of its duties under the Contract, via email, or otherwise, to the address provided by Respondent in its proposal.

Three (3) separate documented instances of deficiency or failure to perform in accordance with the specifications contained herein shall constitute cause for termination for default, unless specified elsewhere in the solicitation, whether or not the successful Respondent has received notice of those instances of deficiency. It shall be at the City's discretion whether to exercise the right to terminate. Respondent shall not be found in default for events arising due to reasons classifiable under the category of Force Majeure.

5.22 Termination for City's Convenience

The performance of work under this contract may be terminated in accordance with this clause in whole, or from the time in part, whenever a City representative shall determine that such termination is in the best interest of the City.



Any such termination shall be affected by the delivery via email, or otherwise, to the address provided by successful Respondent in its submittal of a Notice of Termination specifying the extent to which performance of work under the contract is terminated, and the date upon which such termination becomes effective. Upon such termination for convenience, successful Respondent shall be entitled to payment, in accordance with the payment provisions, for services rendered up to the termination date and the City shall have no other obligations to successful Respondent.

Successful Respondent shall be obligated to continue performance of contract services, in accordance with this contract, until the termination date and shall have no further obligation to perform services after the termination date.

5.23 Drug-Free Workplace

The Respondent, its employees, subcontractors, and its employees are prohibited from unlawful drug or alcohol possession and the use, manufacture, or dispensation of controlled substances while at work and while traveling to or from work. If any employee reports to work under the influence of alcohol or drugs the employee shall be immediately removed from the City premises by the Respondent.

The Respondent will be held responsible for any damages, loss or extra expenses caused by delays incurred by such actions.

The Respondent shall certify that the firm has a drug free workplace policy in accordance with section 287.0878, Florida Statutes. Failure to submit this certification shall result in the rejection/disqualification of the proposal. **See attached Drug-Free Workplace Affidavit.**

5.24 Indemnification

The selected Respondent(s) shall be required to provide certain indemnifications in favor of the City and its employees and elected and appointed officials and officers in substantially the following form:

Respondent agrees to indemnify and hold harmless the City, its employees and elected and appointed officials, and officers, from all claims, judgments, damages, losses, and expense, including reasonable attorneys' fees, experts' fees and litigation costs incurred at all trial and appellate levels with attorneys and experts selected by the City, arising out of or resulting from the performance or nonperformance of the work or services provided within the scope of this Agreement to the extent caused in whole or part by any negligence, recklessness, or intentional wrongful misconduct of the Respondent or persons employed or utilized by the Respondent in the performance of any Services rendered under this Agreement. If the type of services being performed under this Agreement require a maximum monetary limit of indemnification under general law, then the maximum monetary limit under this section and other indemnifications contained within this Agreement shall be two million dollars (\$2,000,000) per occurrence, which the City and Respondent agree bears a commercially reasonable relationship to this Agreement; otherwise there is no maximum limit of indemnification.

Respondent shall indemnify and hold harmless the City from and against any and all claims against the City, or any of its officials, officers, and employees, by any employee of the successful Respondent or of any subcontractor arising out of or concerning the services or work performed under the Agreement between the City and the Respondent.



The indemnification obligation under this clause shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the contractor or any subcontractor under any Worker's Compensation Act, Disability Benefit Act, or other Employee Benefit Act.

In the event these indemnification provisions or any other indemnification provision of the Agreement is deemed inconsistent with any statutory provision or common law principle, such indemnification provisions shall be severable and survive to the greatest extent possible to protect the City and the City's employees and elected and appointed officials and officers.

The required indemnifications shall survive the termination, cancellation, or expiration of the Agreement, and shall not be limited by reason of any insurance coverage.

5.25 Accidents & Claims

The successful Respondent shall be held responsible for all accidents and shall indemnify, hold harmless, and protect the City from all suits, claims, and actions brought against the City or its officials, representatives, agents, officers, and employees, and all costs, damages, or liabilities to which the City or its officials, representatives, agents, officers, and employees may be put or exposed, for any injury or alleged injury to the person(s) or property(s) of another resulting from negligence or carelessness in the performance of the work, or in protection of the project site, or from any improper or inferior workmanship, or from inferior materials used in the work, or otherwise related to the project. **See also Summation of Insurance Requirements.**

5.26 Laws & Regulations

The successful Respondent at all times shall be familiar with and observe and comply with all Federal, State, Local, and Municipal laws, codes, ordinances, rules and regulations which in any manner may apply and those which may be enacted later, or bodies or tribunals having jurisdiction or authority over the work and shall indemnify and save harmless the City of Winter Park against any claims or liability arising from, or based on, the violation of any such law, ordinance, rule, code, regulation, order, patent infringements or decrees.

The successful Respondent is assumed to have made himself/herself/itself familiar with all Federal, State, Local, and Municipal laws, codes, ordinances, rules, and regulations which in any manner affect those engaged or employed in the work, or the materials or equipment used in or upon the work, or in any way affect the work. No plea of misunderstanding will be considered an excuse for the ignorance thereof.

In the event of any litigation or claim between the Respondent/vendor on this formal solicitation and the City of Winter Park, including but not limited to any claim or litigation related to an agreement resulting from this formal solicitation process or any other type of dispute related to this RFP, the venue shall be in Orange County, Florida, where all laws, regulations, ordinances, codes, and rules of Florida and the City of Winter Park shall be used in the adjudication.

All proposals, questions, conversations are public information including any literature or handouts at any subsequent presentations. All submittals are subject to the Florida Public Records Act, F.S. 119. The tender of a proposal authorizes release of all of your company's information as submitted.



5.27 Communications

To ensure fair consideration for all prospective Respondents throughout the duration of the formal solicitation process, the City prohibits communication, whether direct or indirect, regarding the subject matter of the RFP or the specifications by any means whatsoever, whether oral or written, with any City employee, elected official, selection committee member, or representative of the City, from the date of first publication or issuance of the specifications until the Commission makes the award. Communications initiated by a Respondent may be grounds for disqualifying the offending Respondent from consideration for award of the RFP or any future RFP.

The sole exception to the foregoing rule is that any questions relative to interpretation of specifications or the solicitation process may be addressed to employees in the City's Procurement Division, in writing via email or through VendorLink, and, the person sending the question agrees that the Procurement Division may furnish a copy of the question to all other plan holders and other persons who have registered an interest in responding to the formal solicitation. Questions of a material nature must be received no later than seven (7) business days from the date and time of the public opening.

5.28 Cone of Silence

A Cone of Silence/Lobbying Blackout Period begins upon issuance of a solicitation. For awards requiring City Commission approval, the Cone of Silence/Lobbying Blackout period concludes at the meeting which the City Commission will be presented the award(s) for approval or a request to provide authorization to negotiate a contract.

However, if the City Commission refers the item back to the City Manager and/or Procurement Division for further review or otherwise does not take action on the item, the Cone of Silence/Lobbying Blackout Period will be reinstated until such time as the City Commission meets to consider the item for action. The Cone of Silence/Blackout Period for award requiring the City Manager approval concludes upon issuance of a Notice of Intent to Award.

5.29 Addenda

When questions arise that may affect the proposal, the answers will be distributed in the form of an Addendum, which will be posted on the City's website. All Respondents should check the City's website or contact the City's Procurement Division at least seven (7) calendar days before the date fixed to verify information regarding Addenda. The City, in its sole discretion, may delay and change the scheduled due dates indicated herein. Addenda information will be posted on the City's website at <http://www.cityofwinterpark.org/procurement> - select "Active Solicitations." It is the sole responsibility of the Respondent to ensure they obtain information related to Addenda. All addenda must be acknowledged on the Signature Sheet to be considered.

Unless otherwise specified, all addenda must be acknowledged on the Signature Sheet to be considered responsive. Failure to acknowledge all appropriate addenda may result in the disqualification of the proposal.



5.30 Completion Time or Delivery Time

If this is a construction or remodeling project with respect to any City facility, then at the City's option and reasonable discretion, any resulting agreement may contain liquidated damages, final completions, and substantial completion provisions and deadlines in substantially the following form: This project shall be substantially completed and certified in accordance with law as substantially complete **within number** calendar days after the date of the City's Notice to Proceed. Failure to achieve substantial completion within this number of calendar days following issuance of the Notice to Proceed will result in an assessment of liquidated damages of **one thousand dollars (\$1,000) per day** for each day following the required deadline for achieving substantial completion that the vendor/contractor fails to achieve substantial completion.

Within thirty (30) calendar days after achieving substantial completion and certification thereof, the contractor/vendor must achieve final completion in accordance with law.

Failure to achieve final completion within thirty (30) calendar days following the substantial completion of the project as certified, shall result in the imposition of liquidated damages in the amount of **one thousand dollars (\$1,000) per day** until final completion is certified.

The parties agree that these liquidated damages are not a penalty. The parties also agree that the amount of actual damages that would be suffered by the City for failure to achieve substantial and final completion is speculative as of the date of the contract and that the liquidated damages provided for in this document are a reasonable approximation of the actual damages that would be suffered by the City upon such failure to timely complete the project.

If this is a product or service the following prevails: The item(s) must be delivered FOB Destination, Freight Prepaid. Delivery is to be made within a number of days ARO as may be determined by the City.

5.31 Subcontractors

The successful Respondent shall not employ subcontractors without the advance written permission of the Procurement Manager or Project Manager. The successful Respondent shall be fully responsible for the services and work provided by a subcontractor under the terms of this formal solicitation. The successful Respondent agrees that any employee or agent of the Respondent and any agent/employee of a subcontractor to the Respondent shall be removed from the City jobsite or City premises upon request by the City Manager or designee.

Such request will only be issued to remove a person if the City Manager or designee has a reasonable basis, as determined in their discretion, that the presence of such person on City property or at a City jobsite is not in the best interest of the City, or its employees, guests, visitors, or citizens.

Additionally, a person may be directed to be removed if the person is reasonably deemed to be under the influence of drugs or alcohol, or is behaving in any manner reasonably determined to be unacceptably disruptive, or in violation of any criminal or civil law or regulation as reasonably determined by the City.



5.32 Assignability

Assignment of the contract, or any portion of the contract, cannot be made without the advance written consent of the City's agent.

5.33 Waiver, Alterations, Consent & Modification

No waiver, alterations, consent or modification of any of the provisions of the resulting contract shall be binding unless in writing and signed by the City Manager, Assistant City Manager and/or City Commission.

5.34 Fiscal Year Funding Appropriations

Specific Period: Unless otherwise provided by law, a contract for supplies or services may be entered into for any period of time deemed to be in the best interest of the City, provided the term of the contract and conditions of renewal or extension, if any, are included in the solicitation, and funds are available for the first fiscal period (October 1 through September 30), at the time of contract. Payment and performance obligations for succeeding fiscal periods, and any renewals, are subject to appropriation by City Commission of funds prior to entering agreement.

5.35 No General City Obligation

In no event shall any obligation of the City under any resulting agreement be or constitute a general obligation or indebtedness of the City, a pledge of the ad valorem taxing power of the City or a general obligation or indebtedness of the City within the meaning of the Constitution of the State of Florida or any other applicable laws, but shall be payable solely from legally available revenues and funds.

5.36 Cancellation Due to Unavailability of Funds in Succeeding Fiscal Periods

When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the resulting contract may be cancelled by the City and the successful Respondent will be entitled to reimbursement for the reasonable value of any nonrecurring costs incurred but not advertised in the price of the supplies delivered under the contract, renewal, or otherwise recoverable.

5.37 Proprietary Information

In accordance with Chapter 119 of the Florida Statutes (Public Records Law), and except as may be provided by other applicable State or Federal Law, all Respondents should be aware that Request for Proposals and the proposals thereto are in the public domain. However, the **Respondents are requested to identify specifically** any information contained in their proposal which they consider confidential, trade secrets, and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting or confidentiality laws that apply.

5.38 Compliance

All companies doing business with the City of Winter Park must do so in the English language and make proposals or other monetary quotations in U.S. currency. There shall be no customs, duties, or import fees added to the cost shown in the proposal. In the event of any legal disputes, the laws of the State of Florida and, where appropriate, the United States of America shall prevail.



Venue for any court proceedings arising out of or related to this RFP, or any resulting contract or purchase, shall be in a court of competent jurisdiction in Orange County, Florida.

5.39 Equal Opportunity Employment

The Respondent agrees that it will not discriminate against any employee or applicant for employment for work under this Agreement because of race, color, religion, sex, age, disability, or national origin and will take steps to ensure that applicants are employed, and employees are treated during employment without regard to race, color, religion, sex, age, disability, or national origin. This provision will include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

Each employee of the Respondent shall be a citizen of the United States or an alien who has been lawfully admitted for permanent residence as evidenced by an Alien Registration Receipt Card. The Respondent agrees not to employ any person undergoing sentence of imprisonment except as provided by Public Law 89-176, September 10, 1965 (18 USC 4082) (c)(2), or most recent.

By entering into this Contract, the Respondent becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility." This includes, but is not limited to, utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. Pursuant to § 448.095(2)(d), Florida Statutes, any challenge to termination under this provision must be filed in the Circuit Court no later than 20 calendar days after the date of termination. If this contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination. Failure to abide by § 448.095, Florida Statutes, makes the Respondent liable for any additional costs incurred by the City as a result of the termination of the Contract pursuant to such statute.

5.40 Fair Labor Standards Act

Respondent is required to pay all employees not less than the Federal minimum wage and to abide by other requirements as established by the Congress of the United States in the Fair Labor Standards Act, as amended from time to time.

5.41 Unauthorized Aliens

The City shall consider the employment by Respondent of unauthorized aliens as a violation of section 274A(e) of the Immigration and Nationalization Act, as amended, and shall be considered a basis for determination by the City of a non-responsive proposal. This requirement shall be contained in any contract executed pursuant to this RFP.



5.42 False Claims

If the selected Respondent is unable to support any part of its claim and it is determined that such inability is attributable to misrepresentations of fact or fraud on the part of the Respondent, Respondent shall be liable to the City for an amount equal to such unsupported part of the claim in addition to all costs to the City attributable to the cost of reviewing said part of Respondent's claim. The City and successful Respondent acknowledge that the "Florida False Claims Act" provides civil penalties not more than ten thousand dollars (\$10,000) plus remedies for obtaining treble damages against contractors, or persons causing or assisting in causing Florida Governments to pay claims that are false when money or property is obtained from a Florida government by reason of a false claim. Respondent agrees to be bound by the provisions of the Florida False Claims Act for purposes of any resulting agreement, and the work or services performed hereunder.

5.43 Reductions in Work

The City shall have the sole right to reduce or eliminate, in whole or in part, the Scope of Work, any Project, or any Service Authorization at any time and for any reason, upon written notice to the successful Respondent specifying the nature and extent of the reduction. In such event the Respondent shall be fully compensated for the work or services already performed, including payment of all Project-specific fee amounts due and payable prior to the effective date stated in the City's notification of the reduction.

The Respondent shall also be compensated for the Services remaining to be done and not reduced or eliminated on the Project. However, Respondent will not be entitled to compensation for services or work not performed or that are eliminated from any resulting agreement relating to this RFP by City.

5.44 Disclaimer of Liability

The City will **not** hold harmless or indemnify any Respondent or any of its agents, employees, or persons or entities acting on behalf of or at the direction of Respondent for any liability whatsoever.

5.45 Sovereign Immunity Reserved

The City reserves and does not waive any and all defenses provided to it by the laws of the State of Florida or other applicable law, and specifically reserves and does not waive the defense of sovereign immunity or any other privilege, immunity or defense afforded by law to the City and its employees, officials and officers, including but not limited to, such sovereign immunity protections set forth in section 768.28, Florida Statutes.

5.46 Compliance with Occupational Safety & Health

Respondent certifies that all material, equipment, etc. contained in this formal solicitation, meets all O.S.H.A. requirements. Respondent further certifies that if awarded as the successful qualifier, and the material, equipment, etc. delivered is subsequently found to be deficient in any O.S.H.A. requirement in effect on the day of delivery, all costs, necessary to bring the materials, equipment, etc. into compliance with the aforementioned requirements shall be borne by the qualifier. Respondent certifies that all employees, subcontractors, and agents shall comply with all O.S.H.A. and State safety regulations and requirements.



5.47 Severability

If any term, provision or condition contained in this RFP or in any resulting agreement relating thereto shall to any extent, be held invalid against public policy, or otherwise unenforceable by a court of law, the remainder of this RFP or any resulting agreement relating thereto, or the application of such term or provision shall otherwise be fully enforceable.

5.48 Public Records

For any resulting agreement relating to this RFP, the successful Respondent shall be required to abide by the following provisions as to Florida's Public Records Law and requirements as set forth in chapter 119, Florida Statutes: Successful Respondent acknowledges and agrees that the City is a public entity that is subject to Florida's public records laws and as such, documents in Respondent's control and possession, including sub-consultants or subcontractors, relating to the Project and work and services performed for the City are subject to inspection pursuant to chapter 119, Florida Statutes, unless otherwise exempt, excepted, or a record does not meet the definition of a public record under applicable law. In accordance with section 119.0701, Florida Statutes, Respondent specifically agrees it shall:

- a. keep and maintain public records that ordinarily and necessarily would be required by the City in order to perform the service or the work for the project;
- 6 provide the public with access to public records on the same terms and conditions that the City would provide the records and at a cost that does not exceed the cost provided in chapter 119, Florida Statutes, or otherwise provided by law;
- 7 ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; and
- 8 meet all requirements for retaining public records and transfer, at no cost, to the City all public records in possession of Respondent upon termination of the resulting agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to City in a format that is compatible with the information technology systems of the City. It is further agreed that any record, document, computerized information and program, e-mail, electronic file, memo, drawing, audio or video tape, photograph, or other writing of the Respondent and its employees, sub-consultants and associates related, directly or indirectly, to the resulting agreement, are likely considered to be Public Records whether in the possession or control of the City or the Respondent, including sub-consultants and subcontractors, unless an exemption or exception under applicable law applies. Such records, documents, computerized information and programs, e-mails, electronic files, memos, drawings, audio or video tapes, photographs, or other writings of the Respondent are subject to the provisions of chapter 119, Florida Statutes, and applicable retention schedules, and may not be destroyed without the specific written approval of the City Clerk. While in the possession and control of the Respondent, all public records shall be secured, maintained, preserved, and retained in the manner specified pursuant to the Public Records Law. Upon request by the City, the Respondent shall at its expense, within three (3) business days, supply copies of said public records to the City.



All books, cards, registers, receipts, documents, and other papers in connection with the resulting contract shall, at any and all reasonable times during the normal working hours of the Engineer, be open and freely exhibited to the City for the purpose of examination and/or audit. Since the City's documents are of utmost importance to the conduct of City business and because of the legal obligations imposed upon the City and Respondent by the Public Records Law, Respondent agrees that it shall, under no circumstances, withhold possession of any public records, including originals, copies or electronic images thereof when such are requested by the City, regardless of any contractual or other dispute that may arise between Respondent and the City.

Respondent hereby indemnifies the City concerning any claims, damages, suits, judgments, losses, expenses and penalties arising out of or concerning Respondent's and its sub-consultants' and subcontractors' violation of Public Records Law or this section, including for the City's attorneys' fees and costs at all trial and appellate levels.

IF THE SUCCESSFUL RESPONDENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE SUCCESSFUL RESPONDENT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: City Clerk, City of Winter Park, 401 South Park Avenue, Winter Park, Florida 32789; e-mail: cityclerk@cityofwinterpark.org; telephone no.:(407) 599-3277.

Additionally, the Respondent shall maintain books, records, documents, time and cost accounts, and other evidence directly related to its provision or performance of work or services under any resulting agreement. All-time records and cost data shall be maintained in accordance with generally accepted accounting principles.

The Respondent shall maintain and allow access to the records required under this section for a minimum period of five (5) years after the completion of the provision or performance of work or services under any resulting agreement relating to this RFP and the date of final payment for said work or services, or date of termination of this Agreement.

The City reserves the right to unilaterally terminate any resulting agreement if the Respondent refuses to allow public access to all documents, papers, letters, or other materials subject to provisions of Chapter 119, Florida Statutes, and other applicable law, and made or received by the Respondent in conjunction, in any way, with any resulting agreement or this RFP.

If Federal, State, County or other entity funds are used for any services or work under any resulting agreement, the Comptroller General of the United States or the Chief Financial Officer of the State of Florida or the County of Orange, or any representative, shall have access to any books, documents, papers, and records of the Respondent which are directly pertinent to services or work provided or performed under any resulting agreement for purposes of making audit, examination, excerpts, and transcriptions.

The Respondent agrees that if any litigation, claim, or audit is started before the expiration of the record retention period established above, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.



5.49 Counterparts

This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which, taken together, shall constitute one and the same document.

5.50 Lien

No lien or security interest in any City property may be created in relation to this Agreement.

5.51 Authority to Bind City

No officer or employee has the authority to bind the City to the terms of this formal solicitation. A majority vote of a quorum of the members of the City Commission present at a duly noticed meeting held in accordance with section 286.011, Florida Statutes (the Florida Sunshine Law), shall be required to bind the City to the terms of this formal solicitation. This provision shall not apply to the extent that a particular procurement or type of purchase may be entered by the City Manager pursuant to an Ordinance of the City.

5.52 Breach

Notwithstanding any limitation of warranty or remedy, the City reserves all remedies available under Florida law in the event of a breach of the terms of this RFP. Without limitation it will be a material breach if the successful Respondent delivers non-conforming goods or goods or services not reasonably fit for the intended purpose.

Notwithstanding any limitation of warranty, the successful Respondent warrants that the goods, services, and products sold or provided to the City will be fit and useful for the intended purpose for which such products or services were sold or provided to the City and the successful Respondent warrants that the goods and services are in conformance with the representation made during the RFP process or are of a quality consistent with the prevailing standard for similar products and services in the commercial market.

Unless otherwise prohibited by law, in the event the Respondent who is awarded a contract by the City is terminated or removed from further work by the City for a default in the performance under the resulting agreement, the City may, without commencing a new competitive procurement process and without waiving any rights or remedies against the defaulting Respondent, contract with the next highest ranked Respondent that is ready, willing, and able to complete the work or services if such is determined by the City to be in the City's best interest.

5.53 Limitations on Damages

If the Respondent is delayed in completing its services or work through no fault or negligence of its own, and, as a result, will be unable to complete performance fully and satisfactorily under the provisions of any resulting agreement relating to this RFP or any services authorization, then, in the City's reasonable discretion, and upon the submission to the City of evidence of the causes of the delay, the Respondent may be granted an extension of its Project schedule equal to the period the Respondent was actually and necessarily delayed, as Respondent's sole and exclusive remedy.



In no event shall the City be liable to the Respondent for damages caused by delays, impacts, disruption, acceleration, resequencing, mobilization, demobilization, remobilization, and/or interruptions regardless of the cause. Respondent expressly agrees that the foregoing constitutes its sole and exclusive remedy for delays in performance of the work or services, and Respondent expressly waives any and all other remedies for any claim for increase in any resulting agreement relating to this RFP's Contract price or sum, damages, expenses, losses, or additional compensation. Any submission to this RFP shall be an indication that Respondent has considered normal local weather conditions (daily and monthly variations) for the previous ten (10) years from the date of the submission as compiled by the National Weather Service and measured at the Orlando International Airport.

Respondent should consider and include the impact of weather conditions and inclement weather, including but not limited to, the possibility of hurricanes and tropical storms and related adverse weather conditions common to central Florida, for purposes of any construction scheduling, sequencing, and similar items in preparation of a submission. No claims shall be made or allowed upon the schedule impact or requirements of mobilization, demobilization, or remobilization due to local weather conditions.

IN NO EVENT SHALL THE CITY BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL DAMAGES, DELAY DAMAGES, OR CONSEQUENTIAL DAMAGES, INCLUDING BUT NOT LIMITED TO, LOSS OF PROFITS, LOSS OF REVENUE, OR LOSS OF USE, OR COST OF COVER INCURRED BY RESPONDENT OR ANY THIRD PARTIES ARISING OUT OF THE AGREEMENT AND/OR CONCERNING THE PERFORMANCE OF SERVICES BY THE RESPONDENT OR BY THE CITY UNDER THE AGREEMENT OR UNDER A SERVICES AUTHORIZATION ISSUED UNDER THE AGREEMENT.

5.54 Ethics

The selected Respondent shall not engage in any action that would create a conflict of interest in the performance of the actions of any City official, officer, employee or other person during the course of performance of, or otherwise related to, this RFP or any resulting agreement or which would violate or cause others to violate the provisions of Part III, Chapter 112, Florida Statutes, relating to ethics in government.

Respondent hereby certifies that no officer, agent or employee of the City has any material interest (as defined in section 112.312 (15), Florida Statutes), as over five percent (5%) either directly or indirectly, in the business of the Respondent to be conducted here, and that no such person shall have any such interest at any time during the term of any resulting agreement.

Respondents and the selected Respondent shall warrant that they have not employed or retained any company or person, other than a bona fide employee working solely for Respondent to solicit or secure any resulting agreement relating to this RFP and that Respondent has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for Respondent, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of any resulting agreement relating to this RFP. For the breach or violation of this provision, the City shall have the right to terminate the resulting agreement without liability.



5.55 Dispute Resolution

Dispute resolution shall be by pre-suit mediation and litigation held in Orange County, Florida. Mediation shall be initiated by any party by serving a written request for same on the other party. The parties shall, by mutual agreement, select a mediator within fifteen (15) days of the date of the request for mediation. If the parties cannot agree on the selection of a mediator, then the City shall select the mediator who, if selected solely by the City, shall be a mediator certified by the Supreme Court of Florida. No suit or other legal proceeding shall be filed until:

- i. the mediator declares an impasse, which declaration, in any event, shall be issued by the mediator not later than sixty (60) days after the initial mediation conference; or
- ii. sixty (60) days has elapsed since the written mediation request was made in the event the other party refuses to or has not committed to attend mediation. The parties shall share the mediator's fee equally. If pre-suit mediation does not resolve the dispute, then the dispute shall be resolved by litigation before the County Court or Circuit Court of the Ninth Judicial Circuit, in and for Orange County, Florida. Each party shall bear its own costs and fees in any mediation and litigation arising out or concerning the Agreement, except as may be allowed pursuant to an indemnification provision of the Contract.

5.56 Procurement Decision

The City reserves the right to make an award consistent with the maximum discretion afforded to the City under Florida law with regard to municipal procurement. The City shall have the right to select who in the opinion of the City will be in the best interest of and/or the most advantageous to the City. The City also reserves the right to reject any Respondent who has previously failed in the proper performance of a contract or to deliver on time contracts of a similar nature or who, in the City's opinion, is not in a position to perform properly under this award. Additionally, the City, in its sole discretion, reserves the right to reject all Respondents and to resolicit, or not.

A decision to terminate the solicitation process may be made at any time before the City enters into a contract with a selected Respondent. A recommendation of contract award does not constitute a contract. The award of contract to the selected Respondent is subject to City Commission approval and the execution of an Agreement with terms acceptable to the City.

The City staff makes recommendations to the City Commission, and the City Commission ultimately has the authority to award contracts, including the right to re-rank Respondents differently than recommended by the City staff.

5.57 Scrutinized Companies

- a. *Generally.* Pursuant to section 287.135, Florida Statutes, a company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with a local governmental entity for goods or services of: 1) any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes, or is engaged in a boycott of Israel; or 2) one million dollars (\$1,000,000.00) or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract,



the company is: (a) on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to section 215.473, Florida Statutes; or (b) engaged in business operations in Cuba or Syria. A violation of this subsection shall constitute grounds for the City to reject any bid or proposal submission and shall constitute grounds for the City to immediately terminate any resulting contract or agreement relating to same.

- 9 *Contract or renewal of contract for goods or services of one million dollars (\$1,000,000.00) or greater.* Proposer expressly agrees that, pursuant to section 287.135, Florida Statutes, the City shall have the exclusive right, at the City's option, to immediately terminate any contract for goods or services of one million dollars (\$1,000,000.00) or more that is renewed or entered into on or after July 1, 2018, if the Proposer: 1) submits a false certification as attached herein or as may be otherwise required under section 287.135(5), Florida Statutes; 2) is currently or has been subsequently placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; or 3) is currently or has been determined to be engaged in business operations in Cuba or Syria.
- 10 *Contract or renewal of contract for goods or services of any amount.* Proposer expressly agrees that, pursuant to section 287.135, Florida Statutes, the City shall have the exclusive right, at the City's option, to immediately terminate any contract for goods or services of any amount that is renewed or entered into on or after July 1, 2018, if the Proposer: 1) is found to have been placed on the Scrutinized Companies that Boycott Israel list; or 2) is engaged in a boycott of Israel.
- 11 *False certification.* If the Proposer submits a false certification as may be required under section 287.135, Florida Statutes, then the City shall have all remedies afforded by law, including but not limited to, the filing of a civil action as authorized in section 287.135(5), Florida Statutes, which expressly authorizes the payment of certain penalties, all reasonable attorneys' fees and costs incurred by the City, and all costs for investigations that led to the finding of false certification.

5.58 Electronic Signatures

In accordance with §§ 668.001 through 668.06, Florida Statutes, the City will accept electronically filed and signed documents in regards to execution of solicitations, contracts and contract related documents meeting the requirements as stated in the City's Procurement Policy.

5.59 Independent Contractor

Successful Respondent is, and shall be, in the performance of all work, services, and activities set forth in this RFP, an independent contractor, and not an employee, agent, or servant of the City. All persons engaged in any of the work or services performed as set forth herein or relating to this RFP or as part of any resulting agreement regarding this RFP shall at all times and in all places be subject to Respondent's sole direction, supervision, and control. The Respondent shall exercise control over the means and manner in which it and its employees perform the work or services, and in all respects the Respondent's relationship and the relationship of its employees to the City shall be that of an independent contractor and not as employees or agents of the City.



The Respondent does not and shall not have the power or authority to bind the City in any promise, agreement, or representation except as may be otherwise expressly provided herein.

5.60 Tobacco-Free Campus

Proposer agrees that the performance of all work and services for the City shall be tobacco free. Accordingly, Proposer agrees that all of contractor's employees, agents, and those performing work and services for the City at the Proposer's direction or control shall refrain from utilizing tobacco in any form within or about any City parking lots, parks, break areas, worksites, and any other public property during the term of this Agreement. Proposer agrees that this is a material term of this Agreement, and the City shall have all available applicable remedies under Florida law in the event that this provision is violated, up to and including, termination of this Agreement.

For purposes of this subsection, the term "tobacco" shall include, but not be limited to, the following:

- 1) smoking or inhaling from pipes, cigars, cigarettes, cigarillos, any form of rolled tobacco, vaping, or e-cigarettes; or
- 2) utilizing chewing tobacco, plug tobacco, dip or other smokeless tobacco, snuff, or any other form of leaf tobacco product.

5.61 Background Check Verification

Successful respondent agrees to perform a Level I (Past 5 years) FDLE Computerized Criminal History (CCH) ([FDLE CCH Website](#)) background check in accordance with all applicable state and local laws, on any assignee being assigned and prior to assignment with the City. All background checks shall be accomplished prior to any assignment or work taking place on City property. The cost of the background checks shall be borne by the respondent. Respondent will certify that, in accordance with F.S. 837.06, Florida Statutes, whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of their official duties shall be guilty of a misdemeanor in the second degree, punishable as provided in s. 775.082 or s. 775.083, Florida Statutes.

5.62 Title IV Compliance

Title VI of the Civil Rights Act, 42 USC 2000, provides in Section 601, that "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance." Respondent, for itself, its delegates, successors-in-interest, its assigns, and its subcontractors, and as a part of the consideration hereof, does hereby covenant and agree that:

- a. it shall comply with Section 601 of Title VI of the Civil Rights Act, 42 USC 2000, set forth above;
- b. it shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract and shall carry out the applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. The failure by Respondent to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract or such other remedy as City deems appropriate as set forth below; and



- c. in the furnishing of services to City hereunder, no person shall be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in regard to this Contract on the grounds of such person's race, color, creed, disability, national origin, religion or sex.
- d. In the event of a breach of any of the nondiscrimination and other covenants described in this paragraph, such breach shall constitute a breach of this Contract and City shall have the right to immediately terminate this Contract in whole or in part, without liability, or seek such other remedies as City deems appropriate, including but not limited to suspension or debarment from future City contracts. In addition to City, the United States shall also have the right to enforce such laws and regulations. This nondiscrimination is in agreement with Title VI of the Civil Rights Act of 1964, 78 Statute 252, 42 USC 2000d to 2000d-7 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in federally-assisted programs of the Department of Transportation. Disadvantaged business enterprises are defined in 49 CFR Part 26. Respondent shall require that all of its subcontractors agree and comply with the requirements of this paragraph.

5.63 ADA Compliance

Respondent shall ensure that any and all deliverables provided to the City and the public, including any and all services provided on behalf of the City, complies with the applicable provisions of the Americans with Disabilities Act and any regulations promulgated pursuant thereto. For the purposes of this paragraph, services or deliverables offered via the internet or intranet, in digital format, or via another online or software platform must comply with WCAG 2.0 AA in order to be deemed ADA compliant. Respondent agrees to indemnify, defend, and hold the City harmless from and against any damages, sanctions, penalties, or awards claimed or awarded against the City, which claims, sanctions, penalties, or awards arise from or in connection with the acts or omissions of the Respondent in providing services and deliverables in accordance with this paragraph.

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SECTION 6: Required Forms

Respondents should use the following check list as a guide to assist in their submittal. This checklist is intended to be used as a tool; not a substitute for Respondents' obligation to read and understand the provisions of this Request for Proposals. Additional items may be required to be submitted by the terms of this Request for Proposals which are not listed below:

Attachment A: Signature Sheet

Attachment B: Drug-Free Workplace Affidavit

Attachment C: E-Verify Affidavit

Attachment D: Non-Collusion Affidavit of Prime Respondent

Attachment E: Public Entity Crimes Affidavit

Attachment F: Public Records Act Affidavit

Attachment G: Background Check Verification

Sealed Proposal Label:

The label provided below, with all appropriate information completed, should be used for the proper processing of the RFP submittal. The label will facilitate the Procurement Office to properly handle the sealed envelope without revealing the contents until the solicitation is opened.



SEALED PROPOSAL ENCLOSED

Company Name: _____

Company Address: _____

Company Telephone Number: [Click or tap here to enter text.](#)

City of Winter Park
Attn: Procurement Division
401 South Park Avenue
Winter Park, FL 32789

Solicitation No: **RFPX-22**

Solicitation Title: **Title**

Solicitation Due Date & Time (EST): **Month Day, 2022 by 2:00 pm**

Exhibit A



Old Library Site Reuse Task Force Recommendations & Findings

September 2019



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Executive Summary

The Task Force appointed by the City Commission of Winter Park was appointed on March 11, 2019 for the purposes of evaluating the reuse of the library site located at 450 East New England Avenue. Since its inception, the committee has held ten public meetings, interviewed numerous stakeholder groups, and solicited comment both at the meetings and through the city's website and social media.

Recommendations

The Task Force primarily recommends study of the feasibility and options of relocating a majority of City Hall to the old library site, either temporarily or permanently.

- Maintains the ceremonial heart of city function at the current City Hall site, while moving a low impact use to the old library site.
- Allows the property to be retained in keeping with public comment received regarding the site.
- This is a stated municipal need in the Five Year Capital Improvement Plan for the City of Winter Park.
- Provides an efficient and financially responsible way to provide temporary or permanent space sufficient for the office needs of City Hall.
- Offers the flexibility and opportunity to pursue the numerous interesting non-profit, arts, cultural, business, and educational ventures brought by the stakeholders and citizens.

Findings

- The city is fortunate to have many services and offerings available provided by government, private market, and non-profit partners. While there are no crucial holes in service offerings in the city, there may be interesting gaps that the city could explore accommodating through its existing assets.
- The old library site offers numerous opportunities but the question of purpose of the site from a financial standpoint should be reviewed. Determining if the purpose of the site is to maximize financial return or utilize the site for a community purpose, would greatly simplify any ultimate choice of use.
- While the primary recommendation is studied, continuing efforts to formulate consensus through public outreach, are encouraged.



Task Force Members

The City Commission appointed five members to the Old Library Site Reuse Task Force. Together they represent over 125 years of residency in the city along with their career highlights and accomplishments.

Miguel de Arcos

Managing Partner at Central Parc Group Commercial Real Estate Development

Winter Park Resident for 23 years.

John Caron

Former Chief Marketing Officer for Darden and Past President of Olive Garden

Winter Park Resident for 17 years.

David Lamm

CEO Lamm & Company Partners

Winter Park Resident 30

John “Jack” Miles

Former Secretary of the Florida Department of Management Services. Member of the Executive Advisory Boards of DocuSign Inc and Global Mentor Network.

Winter Park Resident for 19 years.

Marjorie Bekaert Thomas

President of Ivanhoe Broadcast News

Winter Park Resident for 37 years.

Staff Liaisons:

Kyle Dudgeon, Assistant Division Director Economic Development/CRA

Jennifer Kissel-Guittard, Budget Analyst

Peter Moore, Division Director of the Office of Management & Budget

Description of Site & Study History

Site Description Details

The old library site, located at 460 E. New England Avenue, is 1.75 acres in size with an approximate 33,000 SF building on the site. A description of the site and its applicable details related to zoning and land use, are located in Appendix A.

Former studies and findings

The Task Force reviewed a number of previous studies and efforts related to the site in order to build context and a better understanding of former concepts. A brief explanation of these documents as well as a link to all documents utilized by the Task Force during the study period are located in Appendix B.

The 2019 Site Appraisal

The 2019 Appraisal was completed by Meridian Appraisal Group and provided two values for the property. The first valuation of the property at \$8.7 million, was based on selling the property for its highest and best use which according to current zoning would be luxury condominiums. Under the R-4 zoning, the size of the property could be expanded to over 70,000 SF and with the addition of a parking deck, forty-one condos could be built on the site. If the property was sold as-is, then the value would be \$3.2 million. This appraisal highlighted the difficult of the site to generate considerable revenue from a sale unless it was used for more denser applications. Currently the R-4 zoning is a grandfathered use at the site, but has been removed from the zoning code and will no longer be allowed in the future. The lower valuation reflects the market reality of needing to provide substantially more parking and renovation for a traditional office user of the existing structure.

While appraisers are required to deliver an opinion on highest and best use in dollar terms, an appraisal should not be viewed as an endorsement for any development type but a framework to understand relative value. Put simply, if the property was to be used for another use, or a lesser intensity, then the sale value would decline.



Public Comment & Stakeholder Review

Citizen and public comment was solicited at all ten public meetings as well as provision for comments advertised through the city's website and social media. Numerous public comments were made in person or through email regarding the efforts of the Task Force and those have been summarized in Appendix C.

The old library site played quite strongly in the memories and nostalgia of many people in the city. Often expressions of happy times spent at the library were expressed. Overwhelming, most public comment related to maintaining some sort of city control over the site. It was unclear as to whether the passion for the site meant the building and land, or if just retaining ownership of the land was important. Few people spoke to any aesthetic benefit of the structure, but many did speak to keeping property for city and community use. Many non-profit or social services related functions such as, museum space, theater, seniors programs, youth activities, branch



library, business incubator, event center, restaurant, additional park greenspace, and rooftop venue were all mentioned.

As part of the Task Force process some stakeholders contacted the Task Force while others were asked to attend. Often these groups were suggested because of their historic association with the property or because they were experts in fields related to areas of potential use.

Below are summary highlights of stakeholders that provided information or presented at public meetings regarding their interest or opinions related to the site. These summary highlights have been approved by the stakeholders and the dates of attendance have been added so that an interested reader may access minutes associated with the meetings or request public audio recordings.

Winter Park Public Library (May 22, 2019)



The Winter Park Public Library (WPPL) represented by Interim Director Cynthia Wood and Assistant Director Sabrina Bernat, attended the public meeting to address Task Force member questions regarding any potential needs of the library. The WPPL stated that the process of developing the new library space at the Canopy will be more than sufficient to meet their needs and is being designed to accommodate future growth so they do not foresee any need for maintaining space at the old

library site location. The Task Force had received public comment that perhaps a branch location could be maintained at the old library site location but the WPPL stated that it would create operational difficulties for staffing, create additional costs to support both locations, and would still require significant funds to renovate the old site to make it usable over the long-term.

Parks & Recreation Department (June 5, 2019)

The Parks & Recreation Department of the City of Winter Park was represented by Parks & Recreation Director Jason Seeley and Family Services Manager Cathleen Daus. The Task Force asked the Parks Department to attend in order to gauge the interest in adding to park space as well as better understanding the social programs offered to all ages by the Parks Department as there had been public comment regarding creating space for senior programs. The Parks Department stated that the concurrency requirement for parkland in Winter Park was that 10 acres of greenspace should be provided for every 1,000 residents. Currently the city is exceeding that goal with a ratio of 13.1 acres per 1,000. They also stated that the ten-to-one goal is already considerably higher than the area norm which tends to be half that figure. In addition to Dinky Dock Park across the street from the old library site, there are two more parks just to the east on Fairbanks/Aloma and then Central Park just a few blocks to the west. With the proximity to the main road of Fairbanks, and limited parking availability nearby, making it a visited park space would also be difficult. They did mention that beautifying the view shed along Fairbanks would be a good idea and creating that connectivity along the north side for pedestrian traffic, would be advisable. If the goal of adding parkland was of significant interest then they suggested that if the site is sold, the proceeds could go to benefit or expand existing parks, or purchase additional parkland elsewhere.

In response to Task Force and public comments about programming provided by the City of Winter Park, the Parks Department stated that they had not had any space

constraints in their ability to offer programs at the existing Community Center and they also provided a summary of the programs they offer. Much like the WPPL, they said that trying to split program offerings between the existing Community Center and the old library site would incur significant staff costs as well as renovation funding to make the split site programming work. Currently the Community Center recovers half its annual operating cost of \$800,000 and this is considered quite good in the industry.

Rollins College (June 19, 2019)

Rollins College has often been discussed as a logical buyer for the old library site. The proximity to their campus and existing portfolio of properties make it a convenient location. The Task Force invited Ed Kania, Vice President of Business and Finance & Treasurer for the college to attend and comment on the site. Mr. Kania stated that Rollins had no plans to purchase the property and that they rarely entered into long-term leases, generally preferring to buy property outright. He stated that the school is currently in the midst of their longer term capital planning which included the new dorm and parking garage construction, expansion of the Alford Inn, as well as their plans for the Innovation Triangle, which could potentially include them moving The Crummer School and the Cornell Museum to their property holdings at the Lawrence Center site. They stated that all their parking needs for this project should be accommodated by freed up spaces in the SunTrust parking garage and that they may end with surplus spaces that could be considered for municipal use. Mr. Kania also said that he could see Rollins partnering with the city in innovative town-and-gown projects and programs dealing with the arts, businesses, or incubators, but that he did not have any specific suggestion at this time.



Winter Park Historical Association (July 17, 2019)



Susan Skolfield, the Executive Director of the Winter Park Historical Association came and spoke to the Task Force. Currently the Historical Association has about 17,000 visitors annually and is provided 1,000 SF at the Farmers' Market for their exhibition area and has office space provided by the Morse-Genius Foundation just off of Interlachen Ave. She stated that they would prefer to remain in their current location as they are concerned that attendance at the museum would decline if they were not in close proximity to the higher traffic areas of Park Avenue and the Farmers' Market. However, they added that if they had additional space at the old library site, then they would consider a permanent exhibit space of about 1,000 SF in addition to their space at the Farmers' Market. If they had to relocate, having 2,500 SF of space would be helpful to them so that they could have a permanent display space of 1,000

SF, a rotating exhibit space of 1,000 SF, and 500 SF for workspace and a meeting room.

City Management (July 17, 2019)

City Manager, Randy Knight, attended at the request of the Task Force to address any municipal needs that the current site could accommodate. Mr. Knight said that a new or renovated City Hall is the only municipal need listed in any long-term plans and that the library site could likely accommodate some or all of the current functions performed at City Hall. There have been proposals in the past to look at rebuilding a denser project on the City Hall site that would allow for refurbished office space but also add some retail elements to the block. While this would aid economic activity in the area, it would likely be controversial. Staff has looked into potentially relocating some functions to the old library site but has not performed in-depth study on this option. The square footages of the two properties are similar and most of the functions in City Hall could be run out of the old library site while potentially preserving the ceremonial features, like the Commission Chambers, on the current City Hall site. The city's Capital Improvement Plan has \$12.5 million identified for City Hall but with recent voted debt service issued to support the Canopy, the likelihood of additional voted debt passing, is low. If the old library site renovation is accomplished for about \$5 million, the city can raise \$2.5 million in debt without a referendum and fund additional improvements from reserves.

Winter Park Playhouse

Staff held conversations with the Winter Park Playhouse and while they liked the site as a prospect for a build-to-suit, where they would demo the existing building and build a theater as well as partner with other non-profits. Unfortunately, their 2-3 year timetable for needing new space would not match the city's availability for the site and so they declined to pursue the property at this time.



Edyth Bush Charitable Foundation

David Odahowski, President and CEO of the Edyth Bush Charitable Foundation, attended a number of the Task Force meetings and submitted a letter with his thoughts regarding the site. His letter outlines some questions the city would need to consider especially as it concerns utilizing the site as a haven for non-profit groups. These thoughts included concerns about how would selection of non-profits be evaluated, what kinds of non-profits should be pursued, the financial constraints of non-profits to pay market rent, and the public relations difficulty of removing non-profits if lease terms were not met. Overall, he stated that the current property is unremarkable and any reuse of this property should take into consideration its contribution as a gateway into the downtown. A copy of that letter is attached as part of Appendix C.

Development Community

The Task Force did not receive any in-person presentation from the private market or development community but did receive some email and telephone inquiries. The developers that built the Douglas Grand at New York and Morse, called and said that they would potentially be a buyer of the site with the intention to refurbish the existing building, turn the first two floors to office, and provide some sort of residential concept on the third floor. They did not offer a price but did disclose that they thought somewhere within the range of the appraisal was agreeable. City staff also received inquiries from a tenant looking to renovate the building to become a two story climbing gym. The Task Force declined to recommend moving forward with any public solicitation that could gauge private market interest, preferring to review municipal and community concepts first, as public comment regarding the property, consistently argued against selling the site. Ground leases were also discussed by the Task Force, however a lease would need to be for forty years or more to be considered comparable to an outright sale.

The Exchange (August 28, 2019)



A group represented by John Rivers (owner of 4Rivers), John Rife (founder of East End Marketplace), Wade Miller (architect with ACi), and Tracy Liffey (owner of New General) presented a concept for a multi-leveled program and business model that would include community gathering spaces (food, café, retail, art and theater), office co-work space and rooftop amenities. Their idea grew out of volunteer meetings that they coordinated with nine other

community and business leaders/entrepreneurs across disciplines of private business, education, non-profit, technology, design, and architecture. They stated a need for an indoor place in Winter Park to gather, work, interact and share ideas. Their concept is to adaptively reuse the existing Library building, programming the space with market-driven monetary “anchors” such as a restaurant/food hall, café, retail, book store, art gallery and office space (City Hall, offices/Co-Work) to support art and culture programming such as a community theater and arts space, maker space, skill-building incubator space, lending library, history museum and teaching garden. Because of the cost of space along Park Avenue is so high, they felt this space would provide multi-generational entrepreneurs opportunity to test innovative concepts in a supportive market environment. They also suggested utilizing the rooftop to collect solar energy, become a teaching garden space, and provide a public view of the surrounding landscape. They suggested several parking options, namely shared/leased spaces with Rollins/Alfond, existing surface parking, or the addition of a 2-story lined parking structure along Fairbanks. They stressed the above uses are financially viable markets that are underserved in Winter Park and can ignite new community driven destinations in this and other potential redevelopment locations throughout Winter Park. The group suggested the Task Force consider this concept

and further explore it to determine its viability and develop more specifics of how the building can fit and function with this proposed business model. A copy of their presentation to the Task Force can be found by following the historical files link located in Appendix B.

Winter Park Day Nursery (September 11, 2019)

The Winter Park Day Nursery attended and explained their operation and perceived interest in the old library site. They provide childcare services to sixty-four children out of their existing site to families that either live or work in Winter Park, with the majority being at or below 200% of the poverty line. They have been constrained by space and often have a waiting list that exceeds their total capacity. At 5,000 SF, they are looking to expand to 10,000 SF as well as approximately 2,000 SF for an outdoor playground area. They said that their interest in the existing site is flexible and that they would be happy to take up space in the existing old library building, or partner with other non-profits and demolish the existing building and build-to-suit. They indicated that they would be willing to discuss a lease of the land and that they did not need to be the owners of the property. They also disclosed that they had spoken in past years with the Winter Park Playhouse about the synergies of partnering together at the site, as their services normally conclude by the time the Playhouse would become active at the site, thereby reducing parking demand.





Examination of Uses

The Task Force discussed many types of uses that could potentially be located on the old library site and debated the feasibility and constraints of these different options.

Retail

Retail vacancy rate in Winter Park is one of the lowest in the region at 3.4% and an average lease rate of \$32.06 per SF. Compared to the Metro area's rate of 4.5% and lease of \$17.56, the city commands a premium and this use could do well in the city. However, like many of the other uses, parking, noise, and traffic flow could become a problem. In addition, there is little adjacency to the major shopping node of Park Ave. and retail may struggle to attract foot traffic at this location. Most retail concepts are successful because of adjacency to other food uses, and restaurants would aggravate the negatives of this site for retail. Like office, parking would have to double to accommodate code; however, a careful look at tenancy may mitigate noise pollution. If retail use was desired, the city could still retain ownership through a long-term ground lease or have the improvements managed and rent the property directly.

Restaurant/Food Hall

Winter Park is well known for being a restaurant and dining location and a number of public comments were received about food related activities at the site. While restaurant and food hall concepts certainly fit within the dining niche that largely defines Winter Park and could be easily accessed by both Rollins College and the Alford Inn, the location poses some difficulties, such as parking constraints, proximity to neighbors, and traffic flow. The parking constraints would need to be addressed, as a single restaurant user would not need the entire 3-story building, there would be other tenancy needing parking spaces that the existing sixty-eight would not be able to accommodate. The building could be removed and a single restaurant built on site, that would correct the parking issue, but the impact to neighbors would still be a concern and the cost to a potential buyer to purchase the property for a single tenant restaurant would be prohibitive.

Event Space

Some public input reflected the desire to consider this location as additional event space. Overall, event space in the city is limited, and any venue close to the downtown would likely do well. However, the property suffers the same constraints that parking issues, noise, hours of operation, and traffic flow would bring.

There were public comments about the concept of utilizing the roof of the existing structure to provide a rooftop venue space. This could be coupled with any of the other uses and provide potential event and gathering space, with a view. Unfortunately, the structural engineers that were part of the roof expansion third floor, indicated that the roof was not designed to ever hold any weight and that numerous, significant improvements would need to be made all throughout the core structure of the building, affecting the trusses, stairwells, elevator shaft, columns, and foundation of the building. Beyond the practical considerations of trying to retrofit



the building, the issues of noise and parking would still remain and need to be addressed.

Luxury Condos

Luxury Condos or high-end residential housing was listed in the appraisal as the highest-and-best-use option to maximize return on a sale of the property. However, the scale of any property built to R-4 zoning caused concerns for the Task Force. While residential condo use would provide the smallest parking impact and fit within the density of the Alford Inn just to the west it would be difficult to retain any control or ownership over the property as residential projects are difficult on a ground-lease format.

Office

Office Class	Winter Park			Metro Orlando Area		
	# Units	Vacancy %	Rate per SF	# Units	Vacancy %	Rate per SF
A	8	3.7%	\$ 26.36	228	7.3%	\$ 27.13
B	159	2.8%	\$ 28.15	3,411	7.3%	\$ 20.37
C	416	2.7%	\$ 21.53	5,262	4.8%	\$ 18.53
Total	583	2.8%	\$ 25.83	8,901	6.6%	\$ 21.32

Winter Park has one of the lowest vacancy rates (2.8%) coupled with one of the highest lease rates (\$25.83 per SF) in the Metro Orlando Area. With a lack of Class A office space (1.4% of total) and an aging office inventory, new office in Winter Park would be marketable. Additionally, office offers a lower impact of use based on peak demand hours as well as quantity of visitors and impact on traffic. Due to the lower peak demand parking requirements, the fact that most office users have left by the evening hours, and that traffic flow and noise pollution would be light, office would work well at the old library site. Despite the lower parking impact, office still requires about four parking spaces per 1,000 SF of building space. With 68 current spaces, the number of spaces would have to be doubled to attract most conventional office tenants. If office use was desired, the city could still retain ownership through a long-term ground lease or have the improvements managed and rent the property directly.

Greenspace/Park

With the city's association and focus on parks, it is conceivable that simply demolishing the existing building and providing greenspace, is an option. As mentioned previously, the city already exceeds its desired greenspace standard and there are other park locations nearby. However, turning the site to greenspace is probably one of the cheapest ways to retain ownership of a site where no clear immediate need has been determined for its use. It would cost approximately \$70,000 - \$120,000 to demo the building and sod the lot. This would be the most inactive use of space, so traffic, parking, and noise are not an issue.



Municipal Uses

City Hall is approximately 30,000 SF and is listed in the city's Capital Improvement Plan as a long-term project estimated to cost \$12.5 million. The old library site could provide either temporary or permanent space of a good portion of City Hall's space needs, while being a low impact user of the site. This would also offer flexibility to reimagine the current City Hall site and take advantage of monetizing the better asset. Moving portions of City Hall to the old library site would still require addressing parking concerns, however the demand for parking needed by City Hall would be about eighty – ninety spaces. Noise pollution would be similar to regular office use and traffic flow would be light. This would also allow the city to keep both sites under ownership and provide a credible use of the scale of the property at the old library site.

Incubators/Accelerators

These business concepts are often developed in an attempt to create entrepreneurial activity, lower barriers to entry into a market, provide educational and business assistance, and develop networking opportunities. Many incubators already exist in the region, the largest being those provided by UCF and their many satellite locations throughout the Orlando Metropolitan Area. Often they are structured as public-private partnerships, or sponsored by educational or large private companies. They typically require significant subsidy to operate and also require onsite management staffing. While an incubator could certainly fit within one of the floor plates of the existing library structure, a sponsor would be needed to make this option viable. If Winter Park desired to launch its own incubator, inquiries with the larger institutional players such as Rollins, Full Sail, Advent Health, or some of the non-profit foundations, would need to be made.

Throughout the region there are a number of existing incubator, accelerator, and co-work concepts. The following chart outlines the majority of the major sites and their locations.

Central Florida Incubator & Accelerator Space

Name	Type	Location	Name	Type	Location
Seminole State College Business Incubation Program	Incubator	Sanford, Florida	Co.World (Canvs)	CoWorking Space	Winter Park, Orlando
Florida High Tech Corridor	Accelerator	Heathrow, Florida	WeWork	CoWorking Space	Winter Park, Orlando
InBIA (International Business Innovation Association)	Accelerator	Orlando, Florida	Regus	CoWorking Space	Winter Park
Starter Studio	Accelerator	Orlando, Florida			
Orlando Tech	Accelerator	Orlando, Florida			
Prospera	Accelerator	Orlando, Florida			
National Entrepreneur Center	Incubator	Orlando, Florida			
University of Central Florida	Incubator	Apopka, Daytona Springs, Kissimmee, Orlando, Winter Springs			
			*Source: Florida Trend, Florida Business Incubator Association		

Social Services

For the purposes of classification, social services discuss those types of use that are encompassed by youth, adult, and senior programs. This may mean children's programs, senior events and activities, community sporting and recreational areas, health and fitness, and community aid. The city already provides a robust number of programs for all ages at the Community Center as well as health, fitness, and recreational options throughout the numerous playing fields and athletic venues. The recently completed Center for Health & Wellbeing also offers a host of fitness and wellness options and is just up the road from this site. The Parks Department also mentioned that trying to offer additional services at another location would cause additional cost and operational difficulties. While social services are of community benefit, there would be little opportunity for financial sustainability and if the city retained ownership of the property and provided space for services, those would have to be actively managed and maintained. In an attempt to look at proximity of services and area offerings, the map below shows the immediate adjacency of the municipal, religious, cultural, and institutional partners that already offer services in the area.



Site Constraints & Concerns

The Problem with Parking

Parking remains perhaps the biggest impediment to any re-imagining of the old library site. With only sixty-eight spaces currently provided, the existing building with 33,000 SF of space only has a parking ratio of two spaces per 1,000 SF of space. Any redevelopment of the site would require a renovated or new building to meet parking code. At a Floor-Area-Ratio (FAR) of 45%, the constraints of parking for a traditional office user desiring a four to one ratio would only allow a building of 15,000 – 20,000 SF with surface parking.

Previous work done through the 2015 study by the WPPL or rendering concepts by local architects, have all looked at the possibility of providing a parking deck or garage fronting Fairbanks. This would allow the existing sized structure to potentially be within code but may cause issues with FAR rules as parking structures are counted towards FAR requirements. There is an exception that parking that is for public use, would not count towards FAR requirements, however the parking used to meet code requirements of any user, would still be included. In addition to the code issues related to structured parking, the presence of a deck would add massing along Fairbanks Avenue and limit landscaping and greenspace connectivity along the north side of the road.

In 2018, the City Commission amended the parking code to allow developments to use available parking capacity in other lots or areas to count towards requirements as long as they are within 750 feet. Unfortunately, there is limited parking availability that is not already spoken for with the Alford Inn next door and Rollins College's new garage to the south of Fairbanks. It is likely that the SunTrust garage, also owned by Rollins, could have available spaces for lease once the college's redevelopment plans are completed, however that garage is just outside the parking code radius at 850 feet.

If there is any desire to attempt to create more parking at the old library site for any potential reuse, there are a couple of options that could be considered:

- a) Construct Structured Parking: This is expensive at \$20,000 – 30,000 per space, and would add massing to the property while creating potential conflicts with code as it relates to maximum FAR. However it would be the most effective method of providing convenient required parking space.
- b) Add Surface Parking: The existing site has significant hardscape areas that could be reduced to potentially add an additional 14-16 spaces. While this does not get near the four to one ratio that is often minimally provided, it would add some new space at almost no cost.
- c) Change the Parking Code: The code was expanded last year to allow 750 feet, adding 100 feet would allow the site to access additional capacity in the SunTrust garage. While this is simple in suggestion, it may be difficult to effect as other impacts city-wide would need to be considered. Additionally the



distance to the parking would allow reuse to meet code, but it may not end up being utilized due to its inconvenient distance.

- d) Partner with Hotel Valet: Perhaps viewed as a mitigating factor, it may be possible to explore if the valet offered at the Alford Inn next door could be utilized by any user of the old library site. This would be a convenient partnership but it would have to be considered whether this could count toward any code requirements.

Traffic & Noise

After parking concerns, hotly debated issues of traffic and noise pollution, remain a concern. With Fairbanks Ave., being a state road controlled by the Florida Department of Transportation (FDOT), the local ability to make any structural changes, is limited. Adjacent to the site, sits residential single-family homes for which traffic impacts and noise pollution are a real concern. Unfortunately, there is little that can be done to mitigate noise and traffic issues other than carefully considering which types of uses would bring the least amount of impact to the area. Uses such as Retail, Event/Performance, and Restaurants would likely create peak parking and traffic concerns, and the hours of operation could have unwelcome noise impacts during the evenings on the nearby residents. Uses such as Office, Residential, and Municipal, would have lower impacts and would likely cause less interference.

It should be noted that currently, about 700 people a day do visit the old library site, even with its limited parking. In addition, a major hotel sits across the street and actively runs a valet and many special events. This is an area of town that is used to a certain level of activity and any considered use should be evaluated on being better or worse than the current situation.

"Unremarkable" The Existing Building

The existing 33,000 SF building has been called unremarkable in its architecture. Not ugly, but not anyone's favorite either. Built in 1978, it has some different design features that make the existing 33,000 SF less efficient. Wall angles that are more or less than 90 degrees, create odd interior spaces, and the pass-through circle which used to house the tree growing in the middle of the building, causes noise impacts between the floors and uses up floor space. The exterior may also need to be updated and additional windows would add more natural light. It is unclear from public comment received if the passions regarding keeping the property pertain to the building itself or just to the city retaining ownership of the land. If the building is to be kept and reused, the constraints of the building design may limit function and also the value of the leasable space.

Contrary to the concerns mentioned, there are niche markets and uses that like to take authentic structures and repurpose them. Farmers' Markets and Food Halls are notably for doing this and there may be users of this site that would find it appealing.



Task Force Recommendation

The Task Force primarily recommends study of the feasibility and options of relocating all or a portion of City Hall to the old library site, either temporarily or permanently. Of all the needs presented, the renovation or rebuild of City Hall was the only reuse that provided financial sustainability, sufficient occupancy to utilize the existing site, mitigated many of the constraints at the site, still preserves opportunity for viable partnerships, and was an existing stated need.

- **Stated Need & Financial Considerations:** A rebuilt or renovated City Hall is listed in the 5-Year Adopted Capital Plan and estimated at a total of \$12.5 million. Reviews by Lamm & Co as well as historic studies have estimated that \$4.5 - \$5.5 million may be sufficient to renovate the existing old library site for generic office use. These were not formal estimates but provide general guidelines for the scope of any rehabilitation and factors such as associated landscaping, parking, technology, and exterior façade changes, would all add to this amount.

At about \$5 million, providing office space at the old library site would cut in half the planned capital cost of providing for City Hall's future accommodation. With the recent passage of additional voter debt service to fund the Canopy project, it is unlikely that any new voter debt would be feasible in the near future, and funding \$12.5 million in improvements would deplete reserves.

- **The Right Fit:** Many suggestions brought forward by the community and various stakeholders required only smaller portions or pieces of the site to accommodate their stated interests. At 33,000 SF, the old library site is a large facility to program for any use that does not involve turning the property over to the private market either through sale or lease. City Hall's comparable size, and some preliminary space needs study work, shows that much of the city's functions (excluding the chamber) could be accommodated at the site with approximately 4,000 to 5,000 of SF of unassigned space left over. This space needs fit should not be considered a final plan but rather an attempt to see if the majority of the office functions of City Hall can be accommodated at the old library site. If the recommendation of this Task Force is taken to move forward with further investigation, the specific details of the feasibility of the relocation of offices and functions can be further explored. The space needs fit study is attached as Appendix D.
- **Mitigates Site Constraints:** City Hall, as an office user, would be a low impact use and improving upon traffic, noise, and parking at the old library site. Given that the library current receives about 700 visitors daily, relocating City Hall would actually be a reduction in overall traffic impact to the area. With approximately sixty-five to seventy-five employees on site at any one time, the limited parking capacity would be tight but could accommodate function. Some examination of the current hardscape at the old library site could also



yield about fourteen to sixteen additional parking spaces bringing the total available to about eighty-four. This would provide enough space for employees as well as visitors. The issue of noise and proximity to neighbors is also improved as City Hall functions predominately between the weekday working hours of 8 AM to 5 PM.

- **Retains the Property:** Utilizing the old library site for City Hall allows the property to be retained for municipal use and fits within comments received by the public. Through public comment and email, a predominate theme was that the site should not be sold but retained for some public/community use. While many comments could be considered expressions of fear of change, a number of interesting proposals and uses were submitted for consideration, and examining these options seems important to the community.
- **Honors History:** City Hall site is a contributing building on the national register of historic places. Keeping a portion of City Hall, either architecturally, ceremonially, or functionally at the current City Hall site honors the history of City Hall at its current location while moving the back of house functions of running the city, to the old library site. Careful consideration of how this is actually handled, as complete space needs studies and managerial discussions regarding how to optimize city functions when portions of City Hall are split to multiple locations, may effect what portions can move and which should stay.
- **Preserves Flexibility:** Whether City Hall moves temporarily or permanently to the old library site, exploration of this option preserves the ability to be flexible in continuing to pursue partnerships and shared use concepts brought forward by the community. Not only is there potential for shared use with City Hall at the old library site, dependent upon the space needs required, but it also allows the City Hall site to be considered as part of the solution when it comes to considering the best use of city assets and community good. Having two sites to consider allows uses to be placed where they are most feasible and beneficial to the city and its stakeholders.

The Task Force proposes looking at two potential scenarios:

- Temporarily relocate City Hall functions to the old library site while the existing City Hall is renovated. The availability of swing space allows municipal functions to continue with limited disruption while maximizing the efficiency of renovating the existing site without having to work around employees in an occupied building. Minimal investment could be made into the old library building to make it functional while City Hall is renovated.
- Permanently locate most of the functions of City Hall to the old library site while retaining the ceremonial heart of the city at its traditional location. At similar sizes, the old library building could likely accommodate the office needs of City Hall, while the entry features, some offices, and Commission Chambers



could be retained at the current City Hall site. It is also conceivable that a floor or half a floor would still be available in the old library building to accommodate community partner uses that would mix well with City Hall functions, such as a museum, bookstore, incubator, or art display space. This locates a low impact tenant to the old library building, mitigating concerns about parking and noise, retains both sites under city ownership, and provides flexibility to continue to explore partnership and community improvement opportunities at the old library and City Hall sites.

The Task Force proposes the following Next Steps:

- Perform studies to determine the renovation scenarios and space needs options available for the temporary and/or permanent relocation of City Hall. This will lay the groundwork for applying solid data to the operational and financial considerations of this recommendation.
- Determine policy guidelines from the City Commission regarding the issues that are outlined in Task Force Findings.
 - Interesting Gaps
 - Financial Flexibility
 - Continued Public Dialogue

Task Force Findings

Interesting Gaps

The Task Force found that there was no single gap in the community offerings already available in the City of Winter Park that the old library site needs to accommodate. Greenspace already exceeds requirement. Numerous non-profits, religious, and municipal sources already provide active children, adult and senior programs. The city is in excellent financial standing with reserves expected to top \$15 million in the city's General Fund or over 26% of annual reoccurring operating expenses, so there is no pressure to maximize the profit on the property. Similarly, no compelling need was brought forward that any sale of the property could support. Many residents and stakeholders brought forward ideas for concepts that may be interesting, but few of them were viable on their own without significant subsidy and most only needed smaller portions of the existing site to be able to function. Making the suggestions become reality would require a model for their viability and a champion to push them forward.

This highlighted for the Task Force, the presence of these many interesting options that still need to be explored but were not viable on their own. If City Hall moved to a portion of the old library site, perhaps there are other non-profit, educational, or institutional partners that could share remaining space. As highlighted by The Exchange proposal, there are interesting ways to reimagine both the old library and current City Hall site that would facilitate the arts, culture, education, dining, and attractive gathering places that were desired by those that made public comment. However, absent a large tenant, such as City Hall, the ability to sustain a building as large as the 33,000 SF of the old library, is difficult.



Financial Flexibility Determines Use

Policy direction on the purpose of the old library site will greatly facilitate the ability to determine the best use and make efficient use of public process. All of the discussions regarding arts, culture, non-profit, and educational uses are unlikely if financial gain is paramount. This creates a decision tree depending upon the choice to maximize profit or maximize purpose. Uses such as selling the property, or putting the property out for public bid on a ground lease, would yield the greatest financial return. However many of the alternative interesting purposes proposed by stakeholders and the community such as arts & culture, social services, and incubators, all require a willingness to fund some degree of subsidy. To narrow down the issue of need, the issue of financial support needs to be addressed. Does the city desire to maximize or at least break-even in any venture involving the site, or is the city willing to greatly subsidize uses for the purpose of realizing some community benefit? Clearly any proposed use has nuances that influence financial sustainability, however the diagram below makes a general classification of where they might fall.

Continued Public Dialogue

Many uses brought forward by the community deserve continued exploration. Continuing conversations with non-profit partners or business groups like The Exchange, could be facilitated concurrent to investigating the feasibility of moving City Hall. Whether it is determined that moving City Hall should be temporary or permanent, the city will still have public assets available to continue to pursue the options brought forward by the community. This could be community workshops once preliminary findings are concluded or asking stakeholders to present concepts to the Commission.

Appendix A - Site Description Details

Overview

The old library site is located at 460 E. New England Avenue in Winter Park, FL. The current zoning of the property is R-4 which is a discontinued use in the zoning code but is grandfathered on this property. The general information is sourced from the Orange County Property Appraiser and City of Winter Park.

General Information

Acreage (Sq. Ft.)	1.75 (76,127)
Building Size (gross)	33,794
Building Date	1979
Zoning	R-4
Future Land Use	Institutional
Height	3 stories (existing max is 55 feet)
Floor Area Ratio	200%
Existing Parking	68 spaces
Ownership Type	Deed (no restrictions known)
Traffic Counts	~35,000 ADT (East Fairbanks)
Assessed Value (2018)	\$6,078,602





Appendix B - Former studies and findings

The Task Force reviewed a number of documents related to the site and past study efforts. These documents included:

- The 2014 renovation estimate provided by Douglas Company
- The 2015 Library Task Force Report
- Excerpts from the 2009 Plan the Possibilities
- Some site planning concepts provided by ACi in 2014

These documents as well as all documents that the Task Force had access to are electronically available at:

<https://wpclouds.cityofwinterpark.org/index.php/s/8xMQ8WQwMkm518O>

In 2014, The Douglas Company provided an evaluation for the estimated cost of renovating the library site. Total renovations were valued at \$5.1 million. This provided the Task Force an early look at the cost considerations of fully renovating the site.

In 2015, a library task for was commissioned to make recommendations on the need, location, costs, and funding strategies for a new or remodeled library facility. Final recommendation by the committee was for 50,000 square feet of space and location to be moved to the north sector of the Civic Center/Martin Luther King Jr Park site. The report also discussed numerous other options such as building a larger building on site and adding a parking deck, as well as looking at concepts for how the City Hall site ties into the project. Probably the most comprehensive effort related to the site, this report also included summaries of numerous social and educational programs currently provided in the region.

Plan the Possibilities was an attempt to masterplan the location and needs of major venues such as the Library, Post Office, City Hall, and various city land holdings. Pertinence to the current Task Force is limited but provides some context that issues regarding the location and use of assets in the city has been under consideration for some time.

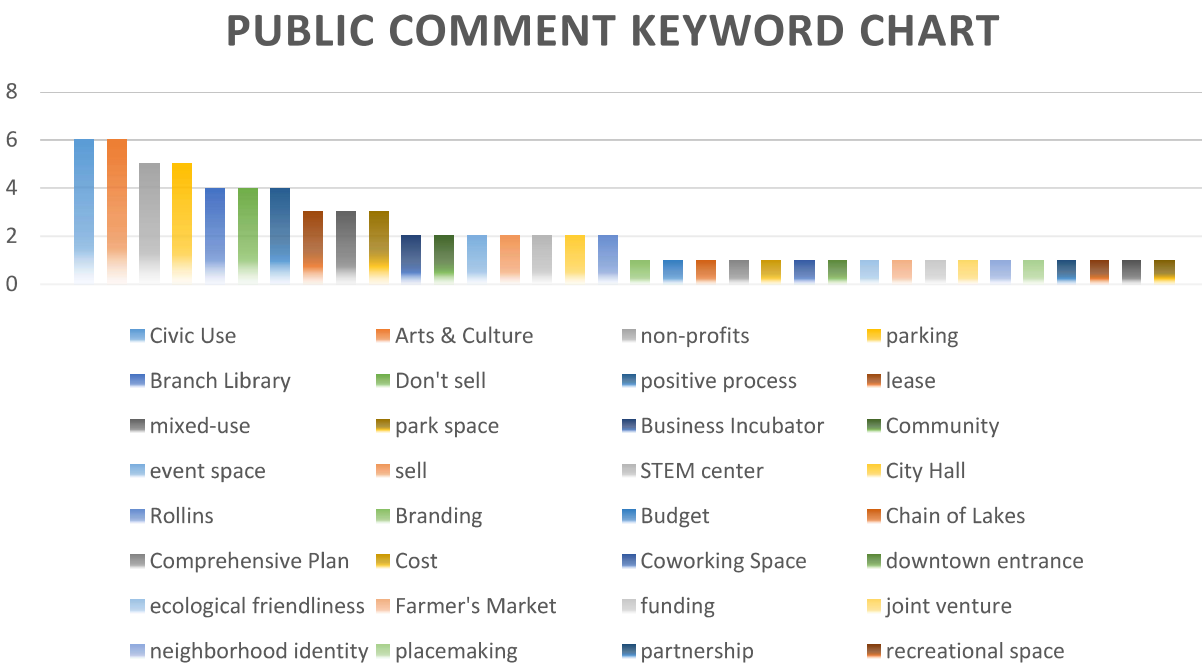
ACi performed work around the time of the 2015 Library Task Force and included site concepts that showed what a library expansion at the old site could look like. This provided the Task Force with context to understand how the current site could be maximized if it was deemed necessary.

Appendix C – Public Comments

In response to the Board's desire to actively engage residents, businesses, and stakeholders, the process focused on public involvement and feedback. These included:



The chart below emphasizes a listing of key words throughout the process. They represent the diverse dialogue had between the board and the public on a number of issues and ideas.



Full public and digital comments can be found on the following pages.



#	Date	Comment
1	4/24/2019	the city should find a public use for the site and not sell it.
2	4/24/2019	the site may be used as a branch to the new library, or for event space use.
3	4/24/2019	not to sell the property
4	4/24/2019	the city may find an opportunity to lease the site perhaps for rental or event space given its proximity to private lodging.
5	4/24/2019	concerns over selling the property, and questioned whether it could be used as a revenue generator for the city. She also suggested talking to John Rife about a West-end Market style development.
6	4/24/2019	suggested four options/considerations for the site including: creation of rooftop park, sell the Library site to buy the Genius Park, events center on rooftop, pedestrian bridge across Fairbanks to the new Rollins parking garage.
7	4/24/2019	shared comments on the city's previous visioning process including its emphasis on arts and culture.
8	4/24/2019	stated he would like to see the process answer the question of what do we want for the city, and how could this site make it better.
9	4/24/2019	shared concerns on new construction in the city and ecological friendliness. She also suggested whether the site was a good place for a business incubator, whether the Library would like to keep it as a branch office, or a restaurant.
10	4/24/2019	stated the city should be conscious of neighborhood identity, placemaking, and branding when considering the site.
11	4/24/2019	stated the city is a community with a college but not a college town.
12	4/24/2019	suggested that the Library may keep the old site as a branch location.
13	5/8/2019	stated there were several opportunities at the site including the possibility of an incubator space, STEM center, or senior center at this location. He provided written notes to the board
14	5/22/2019	asked how the old library site could be integrated into overall library programming. He questioned how the site could be used, while considering the overall budget, and how that could impact the city.
15	6/5/2019	stated that because the city is losing park space at MLK Park then the old library site should become park space.
16	6/5/2019	said that she was concerned about stormwater at the new library site. She also said that the comprehensive plan for the city says that if we lose park land, we must replace it. She added that a previous task force has commissioned a report by the Douglas Company that said the old library building was not usable as a renovated building. Staff clarified that the task force had been given that original report and that it did not say the building could not be renovated but that it would be expensive, at approximately \$5 – 6 million.
17	6/5/2019	expressed concern about the age of statistics regarding park space in the city as well as traffic safety and the view-shed importance of the property as an entrance to the city. Staff commented that parks area stats are updated quarterly.
18	6/19/2019	stated the property should be kept for city use. He added the potential of coordinating with the lifestyle of the chain of lakes within the city including Dinky Dock Park and including a rooftop experience at the property.
19	6/19/2019	commented that it should be kept for city use. She emphasized a premium on the property and should be considered for city or multiple civic-use purposes.
20	6/19/2019	said the site should be used for a public space and has the opportunity as a prime site to beautify Winter Park
21	6/19/2019	commented that the property should be kept for city use

22	6/19/2019	felt the city shouldn't be rushing to sell city property, and it should be kept for city use.
23	6/19/2019	shared information related to the new library tourism grant. She commented on a potential of a partnership with Rollins College for joint venture use.
24	6/19/2019	provided ideas on multiple uses for the site. They included rental space, co-working opportunities, and civic uses.
25	7/14/2019	It could be park space. It could be mixed use in that part could be green space, part could have an open venue structure that could be utilized by the city or rented to groups, residents. Rather like the Farmer's Market (minus the majority of paved area) is utilized for events.
26	7/17/2019	stated the property should be kept in city hands. She understood the city was strong financially so items such as open space or coworking should be considered.
27	7/17/2019	commented on the Historical Museum and total parking at the Farmer's Market.
28	7/17/2019	asked about the Historical Museum and if it could use the stage at the library.
29	7/17/2019	stated the Historical Museum has additional items they'd like to show in a permanent space, and could be organized decade by decade.
30	7/17/2019	said that if there was space at the library for the Historical Museum, she would make the trip as part of a circuit through downtown
31	7/17/2019	asked about the Historical Museum's cost of additional space and exhibitions.
32	7/17/2019	asked about the Historical Museum and if there was any synergy between their current archival function and the library's.
33	7/24/2019	1. Sell the property for fair market value so that the sale funds can go towards the new library and library programs. 2. Divide the building into office suites and lease them at a discounted rate to not for profit groups, charitable organizations, or use for small business start up incubators. The lease funds can go toward the new library and library programs.
34	7/25/2019	I recently read about a request on Nextdoor app that was calling for ideas for the existing Winter Park Library. Are there any any detailed design related parameters, such as CAD/PDF drawing files of the existing building/survey, that you could distribute to assist in developing and portraying ideas for the existing library? If there are any other known or possible pertinent constraints or related contextual information regarding adjacent buildings, that would most helpful to know too. I am a new resident (and proud library card holder) of Winter Park and also currently a freelance architectural designer with past institutional/educational/commercial design experience in both the Northwest panhandle and in Boston since 2007- 2017. I would love to brainstorm some possibilities and share with the city any ideas I come up with. It would be great to contribute as a new resident of Winter Park!
35	7/25/2019	An outdoor music venue would be great! IF that is not possible because of noise ordinance, it should be a musical theatre! Smaller venues for musical performance are so much more enjoyable then large arena style venues and it would appeal to all!



why don't we send a couple of well-fashioned suggestions for the reuse of the old library site to OldLibrarySite@cityofwinterpark.org
The committee seems to not have come up with anything, so they are looking for feedback thru Next Door & Facebook.
How about reusing the old site for a branch library or just a remodeled library with more parking? Or a children's library (since there are many nursery schools who walk to it now)

36 7/26/2019 They are asking for suggestions again!!

1) How about a Science and Technology Center .. displays, interactive projects, and classes..
2) Offer Science Fair Project technical assistance ?
3) Reach out to the WP community for volunteers with backgrounds in related topics to participate, contribute, support and teach ??

37 7/28/2019

I read that The City of Winter Park is looking for ideas for the Winter Park Library site on GrowthSpotter this morning. I happen to have a tenant requirement in Orlando for VITAL Climbing Gym and feel that this site might be a viable option for them if the City is willing/interested in leasing to a private entity and the cost that is associated with such (building improvements, construction, TI's, commissions, etc).

38 7/31/2019

stated the order of options within the summary report outline should be of importance to the board. He suggested that the order establishes priority based on how information is received, and the board should take note of that.

39 8/14/2019

advocated for activism space including art driven installations at the site, and even ideas that could be socially conscience. This may also include a learning space, flex space, or research on public initiatives. She acknowledged leadership and funding sources as would need to be identified.

40 8/14/2019

stated the current library is in disrepair, which was a reason for the library to be moved in the first place. He commended on demolishing the old library site and selling it in order to renovate the City Hall property. He also mentioned All Saints Church as a potential partner for shared parking.

41 8/14/2019

stated drawings are needed to articulate the vision for the new library. He agreed City Hall should be discussed as part of the discussion for the site. He also expressed concerns over traffic flow.

42 8/28/2019

advocated for coordination with schools on art advocacy and engagement to be a consideration of the site.

43 8/28/2019

appreciated the work of the task force, and commented on the importance of dialogue for the regeneration of city assets. He also agreed on a balance between business viability and community need at the site.

44 8/28/2019

addressed her thoughts on the function and process of the board including it operating as a healing mechanism from the new library process. She also expressed gratitude to the board members and speakers regarding a positive process.

45 8/28/2019

thanked staff for their work with the task force and stated that the Exchange proposal from the prior meeting may be too adventurous and dramatic and may have elements that are too difficult to practically implement, such as the rooftop venue.

46 9/11/2019



said that she used to live in Winter Park and that she would love to see space for artists and painters and perhaps studio concepts. As well as the provision of meeting space for art groups to come together or to perform and present.

47 9/11/2019

said that childcare facilities are consistent with arts and culture and education clusters in the area and that she likes the idea of kids and education.

48 9/11/2019

Letter from the Edyth Bush Foundation as described on page 10:



**EDYTH BUSH
CHARITABLE FOUNDATION**

August 13, 2019

Mr. Peter Moore
Division Director, Office of Management & Budget
City of Winter Park
401 Park Avenue
Winter Park, FL 32789

Dear Peter:

I have a conflict with attending the Old Library Re-Use Task Force Meeting. I was asked to make comments about the possible reuse of the Old Library for nonprofits.

The Edyth Bush Charitable Foundation is 46 years old, and we have had experience leasing space to nonprofits. We created the Arts and Community Service Center in the 1980s. It was located at 1900 N. Mills Avenue in Orlando. It housed the Heart of Florida United Way, Orlando Celebrity Concert Association, Consumer Credit Counseling, Florida Symphony and other organizations. It was sold in the 1990s. The Foundation also owned the Hamilton Holt building on South Knowles and leased it to Rollins College until we sold it to Rollins in the 1990s. As a side note, the Foundation owned the right of first refusal on the old four-story Pioneer Federal Building (now known as the Lawrence Center) and transferred it to Rollins to secure the entire Lawrence Center block. The Foundation also has experience funding capital costs, lease obligations and moving costs for many nonprofits.

Here are my comments along with a report from GuideStar, a database for nonprofits. Additionally, I have included a First Quarter Office Vacancy Report from Cushman and Wakefield.

1. The attached report from GuideStar lists 750+ nonprofits that list Winter Park, Florida as their mailing address or location. A cursory examination of the report indicates that there are some duplicate entries and some entries of organizations that are no longer in existence. It would be reasonable to estimate that 600+ of the entries are valid. What would be the criteria for a nonprofit to be housed in the old Library space?
2. I could not find a survey of Orlando nonprofits indicating their average rent per square footage. I did find a 2015 survey of the Denver metro area which showed that nonprofit organizations are paying an average of \$15 per square foot full-service gross. So, if you have a need for 5,000 square feet in Denver, you would likely spend \$75,000 annually or \$6,250 per month. The Cushman and Wakefield report shows current rents and vacancy levels for Orlando.

Address: 199 E. Welbourne Avenue, Suite 100, Winter Park, FL 32789

Phone: (407) 647-4322 | Fax: (407) 647-7716 | Web Address: www.edythbush.org

Edyth Bush Charitable Foundation is honored to administer the following Funds:

Richard J. Conlee Fund | H. Clifford Lee Fund

Mr. Peter Moore
August 13, 2019
Page Two

3. Ted Haddock has an initiative called Kaley Square <http://kaleysquare.org/#about> housing nonprofits. I have requested information from Ted on this effort.
4. Nonprofits provide important goods and services to a community that enhances the quality of life. Most nonprofits rely on contributed income, and nonprofits do not run surpluses or have endowments to smooth out the highs and lows of their budgets. Most nonprofits look for donated space or "friendly terms," before they engage in commercial lease activity. Would the City of Winter Park be prepared to evict a nonprofit tenant for nonpayment of rent?
5. Does the current old Library space give nonprofits access to its target client base? Homeless? Health Clinic? Social Services? Education? Arts? Is there a benefit to Winter Park to provide shared space? Is this the right location? Are centralized services something that is needed, or should nonprofits be located closer to their clients? Library patrons have very simple needs.
6. The old Library is neither attractive nor objectionable. It is, quite frankly, a very large, unremarkable brown brick building that is now located in a high-end residential neighborhood, next to a 5-star hotel and sits on property that should be a gateway to Winter Park. Its reuse should benefit its immediate surroundings and the City of Winter Park overall.

I have asked more questions than I may have answered. If I can be of further assistance to you or the Task Force, please feel free to call on me.

Sincerely,



David A. Odahowski
President and CEO

Enclosures



Appendix D – Preliminary Site Fit Study

The following Site Fit Study has been provided to show that the old library site can accommodate the majority of City Hall functions (excluding the Commission Chambers). While it designates preliminary concepts on office location and layout, this is not a final plan and further study would be required to work out the details of the site and operational considerations that any relocation would require.



Winter Park City Hall - Conceptual Space Allocation Program

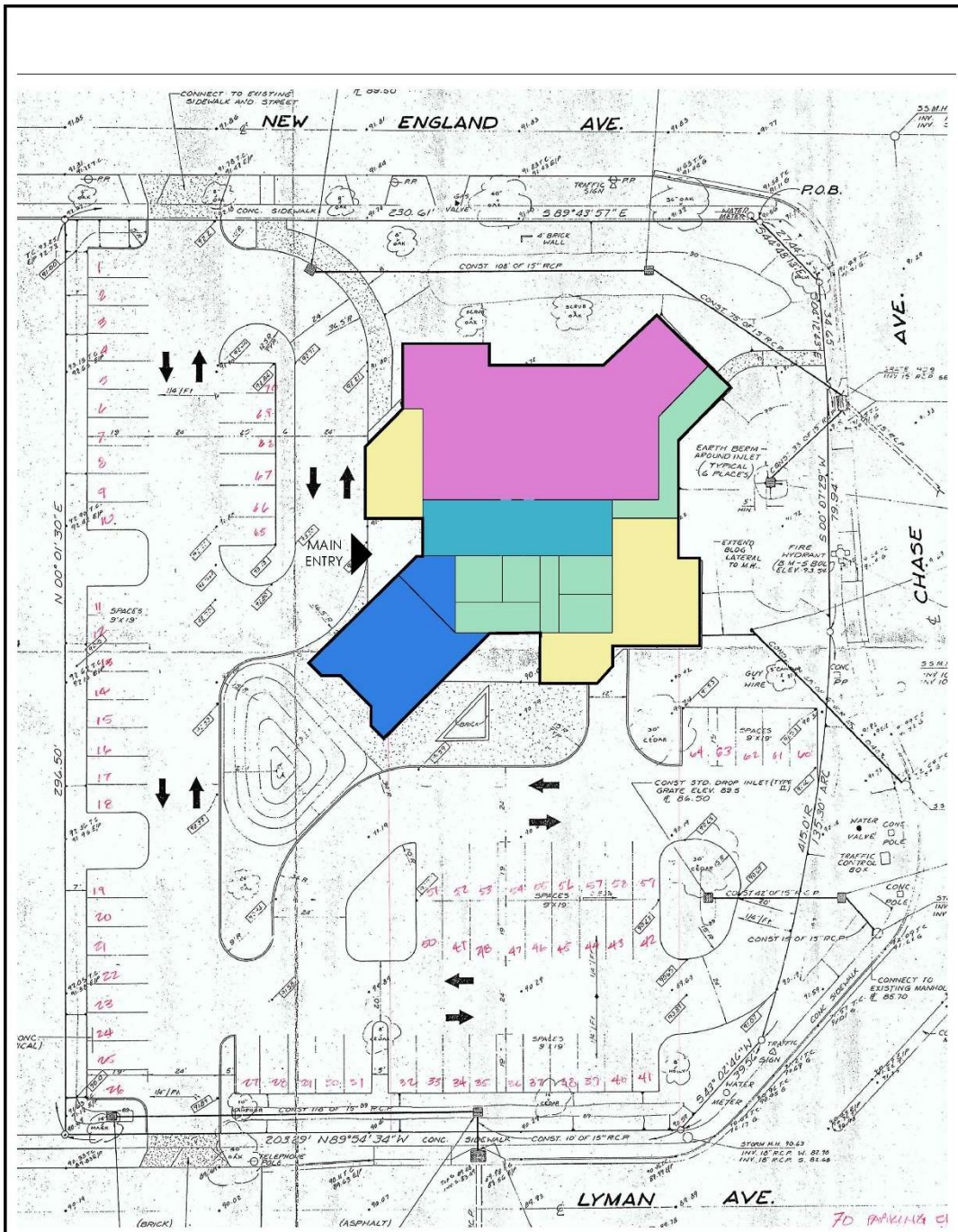
Legend - Departments						Updated 9/23/2019	
		Finance, Utility Billing, Cashiers					
		Chapman Conference 30 Seat					
		Building Permitting, Planning + Community Dev.					
		Communications, I T					
		Mayor's Office, City Manager, City Clerk					
		Procurement, Office Of Mgmt, CRA					
		Lobby					
		Core-Stairs, Elev, Circulation, Mech, Break, Restrms, Mail/Copy, Stor.					
		Unassigned				*See note on Cover Page	
FIRST FLOOR							
Department / Space	*Adjusted Add'l Unit NSF	Existing Unit NSF	Staff	Office Type	Comments		
Finance	760	760	9	Open Office			
Utility Billing Cashiers	2,618	2,618	11	Open Office			
Circulation	1,013						
Subtotal	4,391	3,378					
Chapman Conference	1,200	460		24-30 Seats	Min SF for 30 seat + credenza, circulation		
Breakout Space	270				Used for pre-function / break-away space		
Subtotal	1,470	460					
Lobby 1st Floor + Reception/ Security	1,000	869	1				
Monumental Stair, Egress Stair, Elev, RR	1,270						
Egress Stair, Corridor	500						
Subtotal	1,770	0					
Unassigned	580						
Unassigned	1,450						
Subtotal	2,030	0					
TOTAL - First Floor	10,661	8,545	21		*See note on Cover Page		



Department / Space	*Adjusted Add'l Unit NSF	Existing Unit NSF	Staff	Office Type	Comments
SECOND FLOOR					
Planning & Comm. Development	740	740	5	Open Office	
Sm. Conf - Fairbanks (Planning)	200	120		4-8 Seats	Min SF for ea. 4-8 seat conf
Copier Room (Planning)	300	80		Copy	Sugg for room w/ shred/ plot/ layout
Building Permitting Services	1750	1,750	18	Open Office	
Copy/ File	80	80		Copy	
Waiting/ Pre-function Area	300				Waiting area for guests/ Break-away during/after mtg's.
Circulation	1,011				
Subtotal	4381				
Communications	1,000	1,000	6	Open Office	
Lg Conf - Knowles (Communications)	650	300		13-19 Seats	Min SF for 19 seat conf.
Information Technology	1,150	1,150	11	Open Office	
Circulation	840				
Subtotal	3,640				
Lobby 2nd Floor	920	360			
Monumt. Stair, Egress Stair, Elev, RR, Mech	1,580				
Egress Stair, Corridor	500				
Subtotal	2,080				
TOTAL - SECOND FLOOR	11,021	5,580	40		*See note on Cover Page
THIRD FLOOR					
Mayor's Office	140	88	1	Private Office	Min SF for desk w/ 2 guest chairs
Sm Conf - Temple+Mayor's Conf. Rm	200	120		4-8 Seats	Min SF for 8 seat conf
City Manager & Risk	1300	1,185	4	Offices	Offices-2sm, 2lg & support spaces
Lg Conf - Chase	700	400		24 Seats	Min SF for 24 seat conf
City Clerk	180	180	1	Private Office	
Circulation	756				
Subtotal	3,276				
Procurement	500	500	3	Open Office	
Mail/ Copy/ File (Procurement)	80	80		Copy	
Office of Management & Budget	400	400	2	Open Office	



Department / Space	*Adjusted Add'l Unit NSF	Existing Unit NSF	Staff	Office Type	Comments
CRA	590	590	3	Open Office	
Sm. Conf - Rollins (CRA)	200	160		6-8 Seats	Min SF for ea. 6-8 seat conf
Copier/ File (CRA)	80	80		Copy	
Circulation	555				
Subtotal	2,405				
Lobby 2nd Floor	600	360			
Monumt. Stair, Egress Stair, Elev, RR, Mech	1,580				
Egress Stair, Corridor	500				
Subtotal	2,080				
Unassigned	720				Third Floor
Unassigned	440				Third Floor
Unassigned	1,080				Third Floor
Subtotal	2,240	0			
TOTAL - THIRD FLOOR	10,601	4,143	14		<i>*See note on Cover Page</i>
*Conceptual Space Allocation Program					
	32,283	<i>*See note on Cover Page</i>			



SITE REFERENCE PLAN



SCALE: 0 10' 30' 50'

WINTER PARK CITY HALL

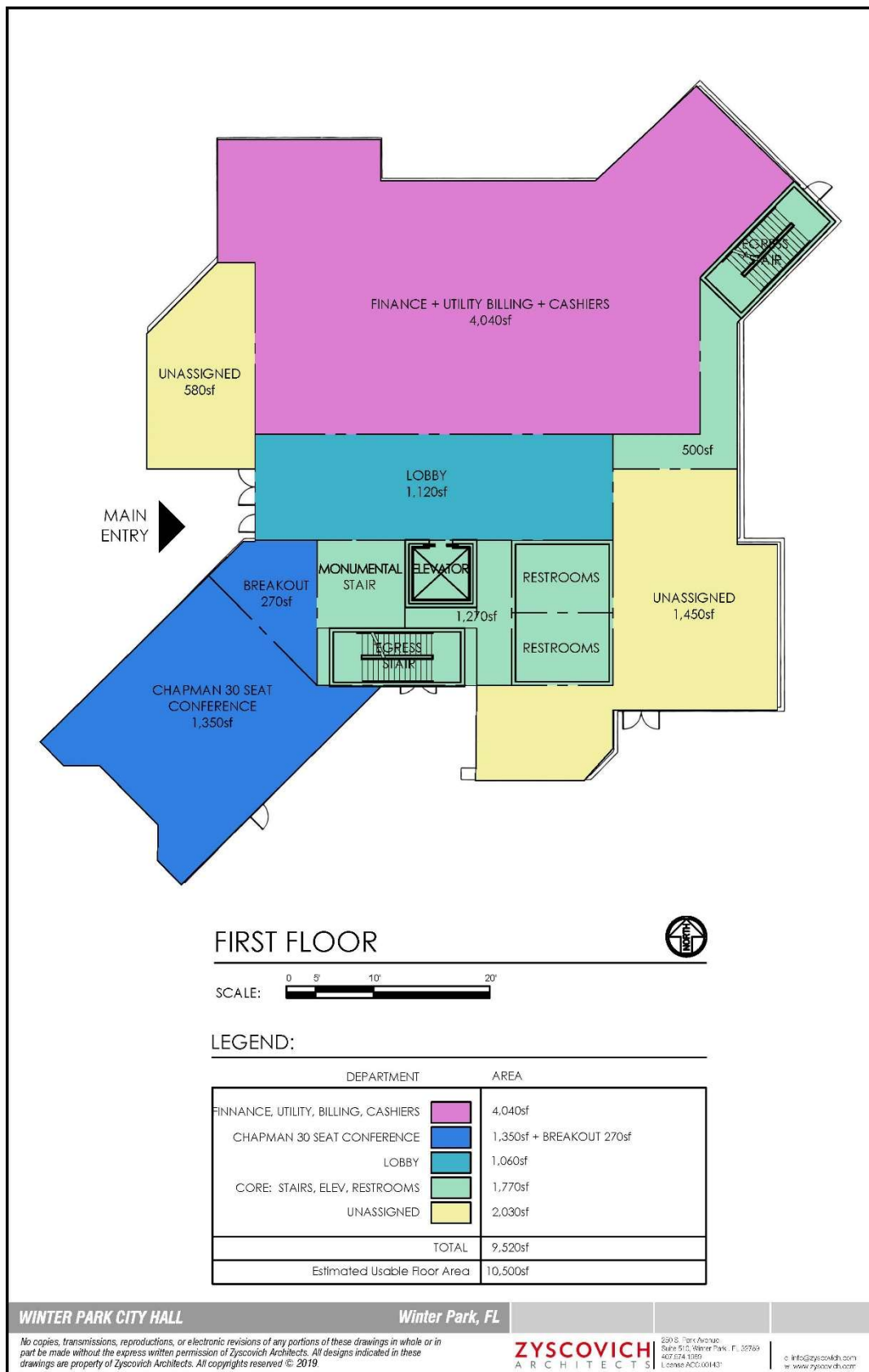
Winter Park, FL

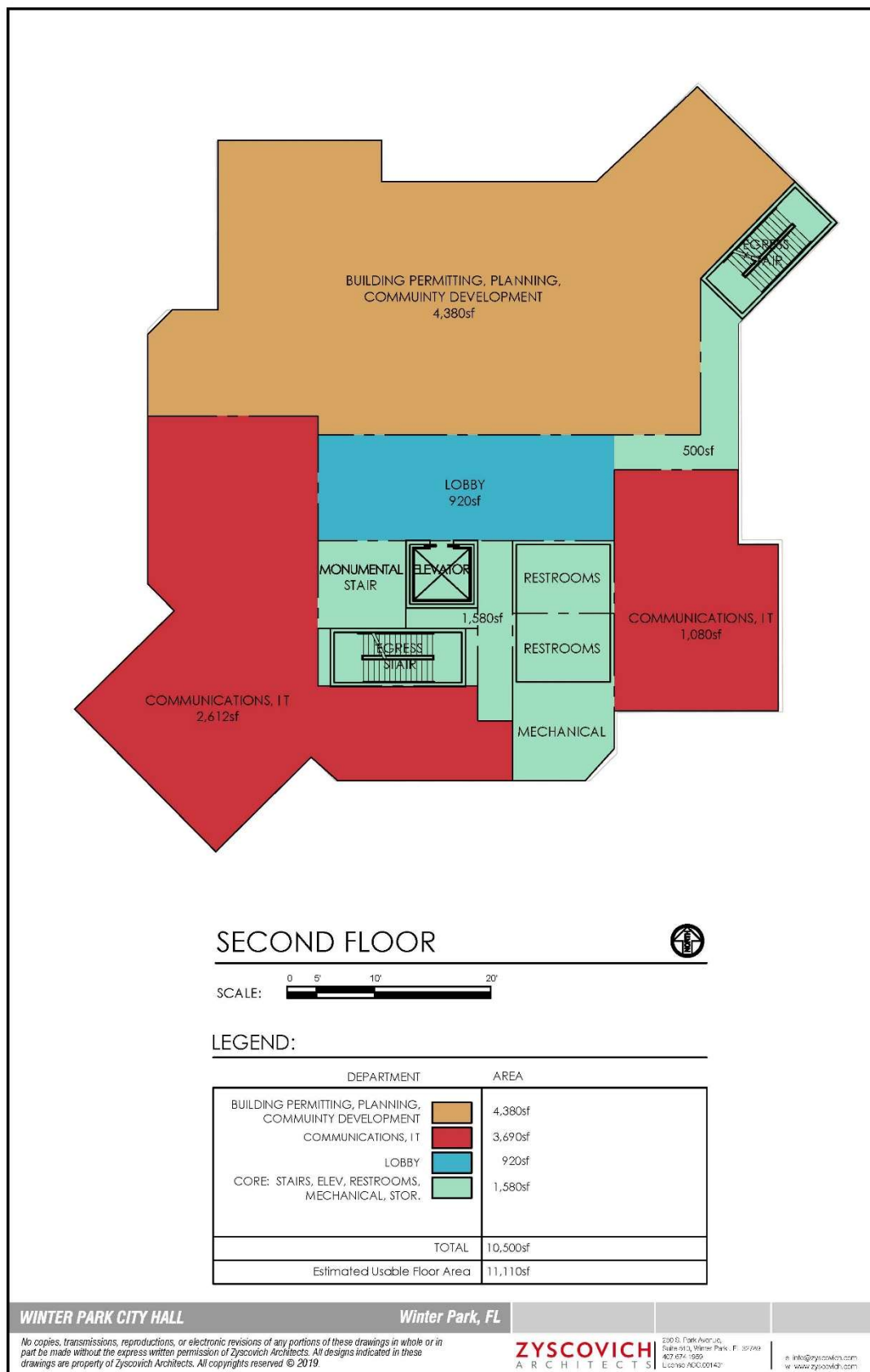
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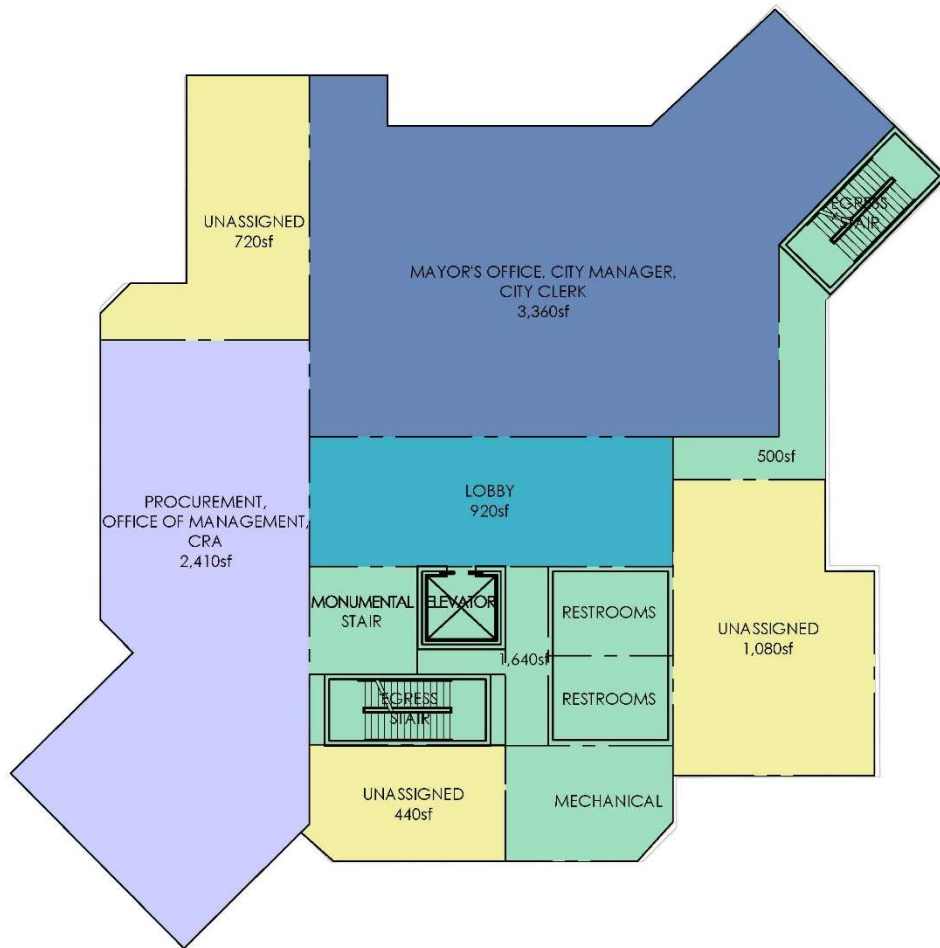
ZYSCOVICH
ARCHITECTS

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Suite 310, Winter Park, FL 32789
407.624.1800
License AOC-001431

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w: www.zyscovich.com







THIRD FLOOR



SCALE: 0 5' 10' 20'

LEGEND:

DEPARTMENT	AREA
MAYOR'S OFFICE, CITY MANAGER, CITY CLERK	3,360sf
PROCUREMENT, OFFICE OF MANAGEMENT, CRA	2,410sf
LOBBY	920sf
CORE: STAIRS, ELEV., MECH. BREAK, RESTROOMS, MAIL/COPY, STOR.	1,950sf
UNASSIGNED	2,240sf
TOTAL	10,500sf
Estimated Usable Floor Area	10,500sf

WINTER PARK CITY HALL

Winter Park, FL

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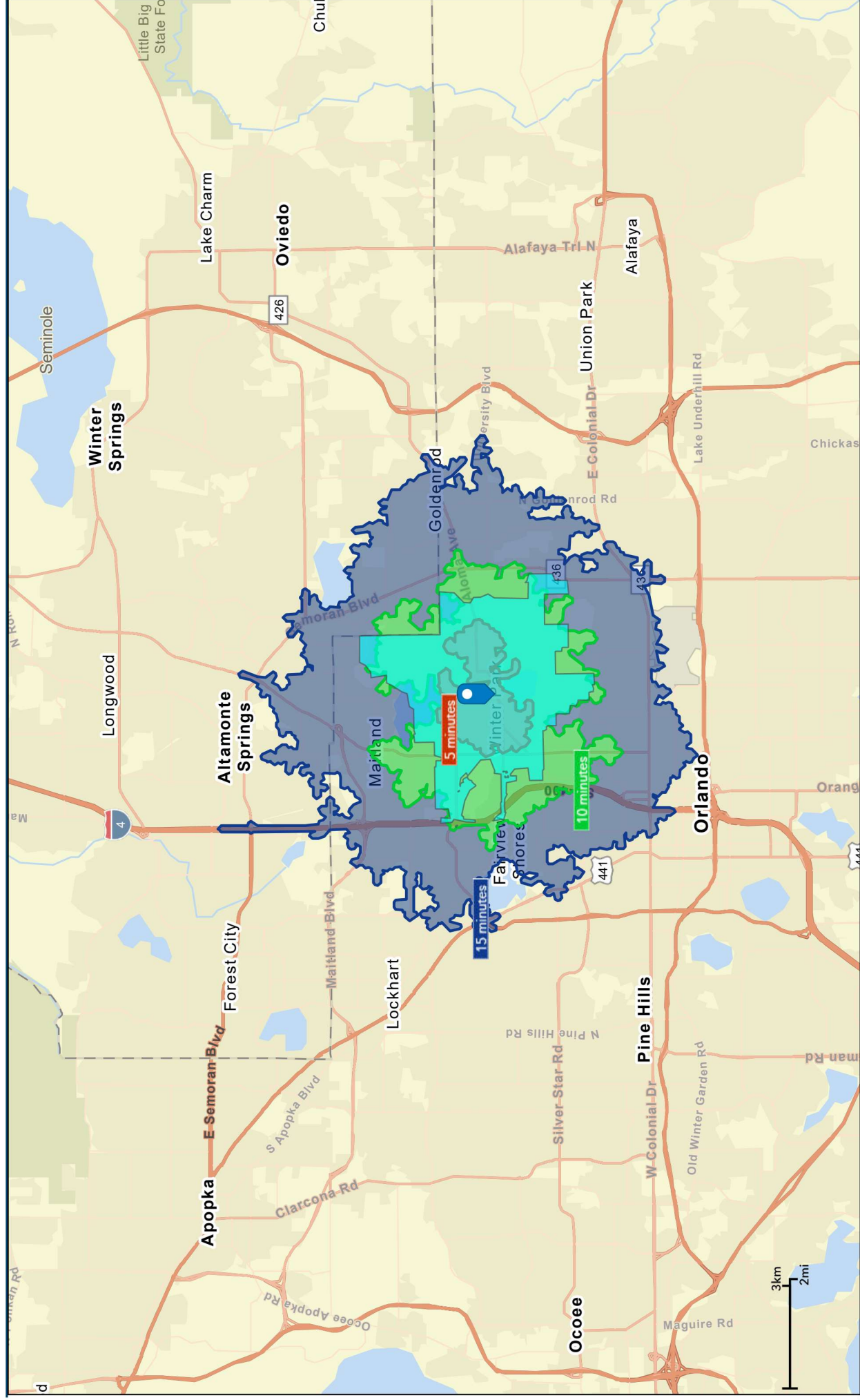
e: info@zyscovich.com
w: www.zyscovich.com



Exhibit B

Old Library Site

Drive Times





Community Profile

Winter Park Old Library Site (drive time)
460 E New England Ave, Winter Park, Florida, 32789
Drive Time Bands (2/28/22, 4:52 PM GMT-05: 00): 0-5, 5-10, 10-15 minute

Prepared by Esri
Latitude: 28.59567
Longitude: -81.34625

	0 - 5 minute	5 - 10 minute	10 - 15 minute
Population Summary			
2000 Total Population	8,603	38,304	99,090
2010 Total Population	8,681	38,073	101,793
2021 Total Population	9,688	45,499	117,485
2021 Group Quarters	1,204	817	1,432
2026 Total Population	10,173	49,521	127,050
2021-2026 Annual Rate	0.98%	1.71%	1.58%
2021 Total Daytime Population	19,027	68,337	139,693
Workers	13,024	43,559	79,064
Residents	6,003	24,778	60,629
Household Summary			
2000 Households	3,609	17,051	43,785
2000 Average Household Size	2.11	2.13	2.24
2010 Households	3,615	17,379	46,392
2010 Average Household Size	2.09	2.15	2.16
2021 Households	4,059	20,710	53,685
2021 Average Household Size	2.09	2.16	2.16
2026 Households	4,285	22,582	58,194
2026 Average Household Size	2.09	2.16	2.16
2021-2026 Annual Rate	1.09%	1.75%	1.63%
2010 Families	1,846	9,082	23,192
2010 Average Family Size	2.80	2.87	2.88
2021 Families	1,999	10,561	26,156
2021 Average Family Size	2.84	2.91	2.91
2026 Families	2,088	11,362	28,113
2026 Average Family Size	2.85	2.92	2.91
2021-2026 Annual Rate	0.87%	1.47%	1.45%
Housing Unit Summary			
2000 Housing Units	3,920	17,948	46,334
Owner Occupied Housing Units	57.4%	57.0%	50.9%
Renter Occupied Housing Units	34.7%	38.0%	43.6%
Vacant Housing Units	7.9%	5.0%	5.5%
2010 Housing Units	4,186	19,845	51,795
Owner Occupied Housing Units	53.4%	51.3%	46.0%
Renter Occupied Housing Units	32.9%	36.3%	43.6%
Vacant Housing Units	13.6%	12.4%	10.4%
2021 Housing Units	4,607	23,323	59,193
Owner Occupied Housing Units	50.1%	46.4%	41.3%
Renter Occupied Housing Units	38.1%	42.4%	49.4%
Vacant Housing Units	11.9%	11.2%	9.3%
2026 Housing Units	4,875	25,434	63,911
Owner Occupied Housing Units	51.0%	45.6%	41.3%
Renter Occupied Housing Units	36.9%	43.1%	49.8%
Vacant Housing Units	12.1%	11.2%	8.9%
Median Household Income			
2021	\$84,973	\$73,801	\$63,158
2026	\$98,738	\$81,404	\$70,265
Median Home Value			
2021	\$543,651	\$391,495	\$288,549
2026	\$546,683	\$415,398	\$318,871
Per Capita Income			
2021	\$62,934	\$53,018	\$40,542
2026	\$68,171	\$57,835	\$45,226
Median Age			
2010	41.8	41.3	36.2
2021	43.4	42.7	38.1
2026	44.1	42.7	38.7

Data Note: Household population includes persons not residing in group quarters. Average Household Size is the household population divided by total households. Persons in families include the householder and persons related to the householder by birth, marriage, or adoption. Per Capita Income represents the income received by all persons aged 15 years and over divided by the total population.

Source: U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2021 and 2026 Esri converted Census 2000 data into 2010 geography.

February 28, 2022



Community Profile

Winter Park Old Library Site (drive time)
460 E New England Ave, Winter Park, Florida, 32789
Drive Time Bands (2/28/22, 4:52 PM GMT-05: 00): 0-5, 5-10, 10-15 minute

Prepared by Esri
Latitude: 28.59567
Longitude: -81.34625

	0 - 5 minute	5 - 10 minute	10 - 15 minute
2021 Households by Income			
Household Income Base	4,059	20,710	53,685
<\$15,000	9.5%	8.2%	9.7%
\$15,000 - \$24,999	6.1%	7.3%	6.6%
\$25,000 - \$34,999	6.7%	7.2%	8.4%
\$35,000 - \$49,999	8.3%	10.9%	12.9%
\$50,000 - \$74,999	16.6%	17.0%	19.9%
\$75,000 - \$99,999	6.4%	10.9%	14.2%
\$100,000 - \$149,999	16.0%	15.3%	14.9%
\$150,000 - \$199,999	6.2%	8.8%	5.9%
\$200,000+	24.2%	14.4%	7.5%
Average Household Income	\$148,030	\$116,228	\$88,961
2026 Households by Income			
Household Income Base	4,285	22,582	58,194
<\$15,000	8.0%	6.6%	8.0%
\$15,000 - \$24,999	5.3%	6.0%	5.5%
\$25,000 - \$34,999	6.0%	6.4%	7.3%
\$35,000 - \$49,999	7.6%	10.3%	12.0%
\$50,000 - \$74,999	16.7%	17.1%	20.0%
\$75,000 - \$99,999	6.7%	11.6%	15.2%
\$100,000 - \$149,999	17.7%	16.8%	16.7%
\$150,000 - \$199,999	7.2%	10.3%	7.2%
\$200,000+	24.9%	14.9%	8.2%
Average Household Income	\$159,192	\$126,581	\$99,063
2021 Owner Occupied Housing Units by Value			
Total	2,306	10,821	24,464
<\$50,000	0.2%	0.4%	0.9%
\$50,000 - \$99,999	0.4%	1.0%	2.7%
\$100,000 - \$149,999	0.7%	1.9%	5.1%
\$150,000 - \$199,999	2.3%	6.5%	13.0%
\$200,000 - \$249,999	2.5%	7.9%	15.9%
\$250,000 - \$299,999	6.3%	12.8%	16.0%
\$300,000 - \$399,999	18.2%	21.1%	20.7%
\$400,000 - \$499,999	16.4%	15.0%	10.6%
\$500,000 - \$749,999	16.4%	15.9%	10.0%
\$750,000 - \$999,999	10.3%	8.8%	2.7%
\$1,000,000 - \$1,499,999	10.5%	4.6%	1.5%
\$1,500,000 - \$1,999,999	5.3%	1.6%	0.4%
\$2,000,000 +	10.3%	2.2%	0.5%
Average Home Value	\$814,865	\$522,040	\$354,230
2026 Owner Occupied Housing Units by Value			
Total	2,486	11,610	26,360
<\$50,000	0.0%	0.1%	0.3%
\$50,000 - \$99,999	0.0%	0.2%	1.0%
\$100,000 - \$149,999	0.2%	0.7%	2.4%
\$150,000 - \$199,999	1.1%	3.8%	9.1%
\$200,000 - \$249,999	1.8%	6.1%	15.0%
\$250,000 - \$299,999	6.0%	12.6%	17.6%
\$300,000 - \$399,999	19.5%	23.9%	24.3%
\$400,000 - \$499,999	18.3%	17.4%	13.2%
\$500,000 - \$749,999	16.4%	17.0%	11.8%
\$750,000 - \$999,999	10.8%	8.6%	2.9%
\$1,000,000 - \$1,499,999	10.5%	5.1%	1.4%
\$1,500,000 - \$1,999,999	5.3%	2.2%	0.4%
\$2,000,000 +	10.0%	2.4%	0.6%
Average Home Value	\$820,052	\$554,632	\$383,353

Data Note: Income represents the preceding year, expressed in current dollars. Household income includes wage and salary earnings, interest dividends, net rents, pensions, SSI and welfare payments, child support, and alimony.

Source: U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2021 and 2026 Esri converted Census 2000 data into 2010 geography.

February 28, 2022



Community Profile

Winter Park Old Library Site (drive time)
460 E New England Ave, Winter Park, Florida, 32789
Drive Time Bands (2/28/22, 4:52 PM GMT-05: 00): 0-5, 5-10, 10-15 minute

Prepared by Esri
Latitude: 28.59567
Longitude: -81.34625

	0 - 5 minute	5 - 10 minute	10 - 15 minute
2010 Population by Age			
Total	8,684	38,071	101,793
0 - 4	3.3%	5.0%	5.2%
5 - 9	4.2%	5.1%	4.9%
10 - 14	4.2%	5.2%	4.8%
15 - 24	23.2%	12.6%	15.8%
25 - 34	9.0%	14.0%	17.6%
35 - 44	9.6%	12.9%	13.8%
45 - 54	13.5%	15.7%	14.4%
55 - 64	14.6%	12.1%	10.9%
65 - 74	9.4%	7.3%	6.1%
75 - 84	5.7%	6.2%	4.5%
85 +	3.2%	3.8%	2.0%
18 +	85.3%	81.2%	81.8%
2021 Population by Age			
Total	9,689	45,499	117,485
0 - 4	3.1%	4.5%	4.7%
5 - 9	3.6%	4.5%	4.5%
10 - 14	3.9%	4.9%	4.6%
15 - 24	20.2%	10.9%	13.2%
25 - 34	11.6%	15.2%	18.3%
35 - 44	9.1%	12.6%	13.7%
45 - 54	10.3%	12.1%	12.1%
55 - 64	14.5%	14.0%	12.3%
65 - 74	13.1%	10.8%	9.1%
75 - 84	7.0%	6.3%	4.9%
85 +	3.7%	4.1%	2.4%
18 +	87.0%	83.1%	83.3%
2026 Population by Age			
Total	10,173	49,523	127,050
0 - 4	3.2%	4.6%	4.8%
5 - 9	3.6%	4.5%	4.5%
10 - 14	3.7%	4.4%	4.4%
15 - 24	19.7%	10.7%	13.2%
25 - 34	9.5%	15.9%	17.6%
35 - 44	11.2%	12.8%	14.0%
45 - 54	9.7%	11.3%	11.7%
55 - 64	13.3%	12.4%	11.5%
65 - 74	13.4%	11.9%	10.0%
75 - 84	8.7%	7.6%	6.0%
85 +	4.0%	4.0%	2.4%
18 +	87.2%	83.9%	83.7%
2010 Population by Sex			
Males	4,050	18,435	51,217
Females	4,631	19,638	50,576
2021 Population by Sex			
Males	4,547	22,117	59,337
Females	5,142	23,383	58,147
2026 Population by Sex			
Males	4,771	23,991	63,894
Females	5,402	25,530	63,156

Source: U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2021 and 2026 Esri converted Census 2000 data into 2010 geography.

February 28, 2022



Community Profile

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460 E New England Ave, Winter Park, Florida, 32789
Drive Time Bands (2/28/22, 4:52 PM GMT-05: 00): 0-5, 5-10, 10-15 minute

Prepared by Esri
Latitude: 28.59567
Longitude: -81.34625

	0 - 5 minute	5 - 10 minute	10 - 15 minute
2010 Population by Race/Ethnicity			
Total	8,682	38,074	101,792
White Alone	82.0%	85.1%	79.0%
Black Alone	13.1%	7.3%	9.9%
American Indian Alone	0.1%	0.2%	0.4%
Asian Alone	1.8%	3.1%	3.4%
Pacific Islander Alone	0.0%	0.0%	0.1%
Some Other Race Alone	1.1%	1.9%	4.2%
Two or More Races	1.8%	2.3%	3.0%
Hispanic Origin	6.2%	10.1%	17.8%
Diversity Index	39.0	40.1	55.1
2021 Population by Race/Ethnicity			
Total	9,687	45,499	117,485
White Alone	77.8%	79.9%	73.8%
Black Alone	15.9%	10.0%	11.9%
American Indian Alone	0.1%	0.3%	0.4%
Asian Alone	2.3%	3.8%	4.1%
Pacific Islander Alone	0.0%	0.0%	0.1%
Some Other Race Alone	1.6%	2.8%	5.8%
Two or More Races	2.4%	3.2%	3.9%
Hispanic Origin	9.5%	15.0%	24.5%
Diversity Index	47.8	51.5	64.7
2026 Population by Race/Ethnicity			
Total	10,173	49,521	127,049
White Alone	77.4%	79.2%	73.0%
Black Alone	16.3%	10.4%	12.3%
American Indian Alone	0.1%	0.3%	0.4%
Asian Alone	2.2%	3.9%	4.2%
Pacific Islander Alone	0.0%	0.0%	0.1%
Some Other Race Alone	1.6%	2.9%	6.0%
Two or More Races	2.4%	3.3%	4.1%
Hispanic Origin	9.6%	15.2%	25.5%
Diversity Index	48.2	52.4	65.9
2010 Population by Relationship and Household Type			
Total	8,681	38,073	101,793
In Households	87.0%	98.0%	98.7%
In Family Households	60.9%	70.1%	68.1%
Householder	21.6%	23.9%	22.7%
Spouse	16.7%	17.8%	15.4%
Child	19.2%	24.3%	24.0%
Other relative	2.1%	2.5%	3.6%
Nonrelative	1.3%	1.7%	2.4%
In Nonfamily Households	26.1%	27.9%	30.6%
In Group Quarters	13.0%	2.0%	1.3%
Institutionalized Population	0.7%	1.3%	0.6%
Noninstitutionalized Population	12.3%	0.7%	0.8%

Data Note: Persons of Hispanic Origin may be of any race. The Diversity Index measures the probability that two people from the same area will be from different race/ethnic groups.

Source: U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2021 and 2026 Esri converted Census 2000 data into 2010 geography.

February 28, 2022



Community Profile

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460 E New England Ave, Winter Park, Florida, 32789
Drive Time Bands (2/28/22, 4:52 PM GMT-05: 00): 0-5, 5-10, 10-15 minute

Prepared by Esri
Latitude: 28.59567
Longitude: -81.34625

	0 - 5 minute	5 - 10 minute	10 - 15 minute
2021 Population 25+ by Educational Attainment			
Total	6,713	34,211	85,653
Less than 9th Grade	1.6%	1.8%	2.7%
9th - 12th Grade, No Diploma	2.3%	2.6%	5.3%
High School Graduate	12.0%	12.2%	17.2%
GED/Alternative Credential	1.7%	2.6%	2.7%
Some College, No Degree	12.0%	13.8%	17.1%
Associate Degree	6.9%	9.4%	10.5%
Bachelor's Degree	32.1%	31.4%	28.1%
Graduate/Professional Degree	31.6%	26.1%	16.6%
2021 Population 15+ by Marital Status			
Total	8,668	39,162	101,217
Never Married	39.9%	34.3%	41.5%
Married	44.1%	45.0%	40.5%
Widowed	5.1%	7.3%	5.2%
Divorced	10.8%	13.4%	12.8%
2021 Civilian Population 16+ in Labor Force			
Civilian Population 16+	3,805	21,607	59,981
Population 16+ Employed	96.7%	96.4%	95.5%
Population 16+ Unemployment rate	3.3%	3.6%	4.5%
Population 16-24 Employed	11.3%	7.8%	11.0%
Population 16-24 Unemployment rate	4.1%	7.2%	11.8%
Population 25-54 Employed	57.5%	67.9%	69.1%
Population 25-54 Unemployment rate	4.1%	3.0%	3.3%
Population 55-64 Employed	19.1%	17.6%	14.4%
Population 55-64 Unemployment rate	1.8%	4.5%	4.2%
Population 65+ Employed	12.1%	6.7%	5.5%
Population 65+ Unemployment rate	0.9%	2.5%	4.5%
2021 Employed Population 16+ by Industry			
Total	3,679	20,835	57,289
Agriculture/Mining	0.4%	0.1%	0.2%
Construction	5.2%	6.5%	6.9%
Manufacturing	3.4%	4.4%	4.3%
Wholesale Trade	3.6%	3.0%	2.3%
Retail Trade	6.8%	7.3%	11.4%
Transportation/Utilities	4.8%	3.6%	3.8%
Information	1.3%	2.5%	2.7%
Finance/Insurance/Real Estate	12.5%	11.1%	10.5%
Services	59.6%	58.3%	55.2%
Public Administration	2.5%	3.1%	2.9%
2021 Employed Population 16+ by Occupation			
Total	3,679	20,835	57,289
White Collar	87.9%	79.6%	73.4%
Management/Business/Financial	33.9%	25.0%	20.4%
Professional	34.2%	34.6%	29.1%
Sales	9.9%	11.5%	12.4%
Administrative Support	9.8%	8.6%	11.5%
Services	4.9%	10.4%	12.8%
Blue Collar	7.2%	10.0%	13.8%
Farming/Forestry/Fishing	0.0%	0.0%	0.0%
Construction/Extraction	1.5%	2.7%	4.2%
Installation/Maintenance/Repair	0.8%	1.2%	1.9%
Production	0.4%	1.4%	2.2%
Transportation/Material Moving	4.5%	4.7%	5.4%

Source: U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2021 and 2026 Esri converted Census 2000 data into 2010 geography.

February 28, 2022



Community Profile

Winter Park Old Library Site (drive time)
460 E New England Ave, Winter Park, Florida, 32789
Drive Time Bands (2/28/22, 4:52 PM GMT-05: 00): 0-5, 5-10, 10-15 minute

Prepared by Esri
Latitude: 28.59567
Longitude: -81.34625

	0 - 5 minute	5 - 10 minute	10 - 15 minute
2010 Households by Type			
Total	3,615	17,379	46,392
Households with 1 Person	38.9%	37.1%	36.0%
Households with 2+ People	61.1%	62.9%	64.0%
Family Households	51.1%	52.3%	50.0%
Husband-wife Families	39.6%	38.9%	33.9%
With Related Children	12.7%	15.7%	13.7%
Other Family (No Spouse Present)	11.4%	13.4%	16.1%
Other Family with Male Householder	3.1%	3.4%	4.5%
With Related Children	1.5%	1.8%	2.2%
Other Family with Female Householder	8.3%	10.0%	11.5%
With Related Children	4.7%	5.8%	6.9%
Nonfamily Households	10.0%	10.6%	14.0%
All Households with Children	19.0%	23.5%	23.2%
Multigenerational Households	1.8%	1.7%	2.7%
Unmarried Partner Households	5.7%	6.7%	8.9%
Male-female	4.5%	5.4%	7.4%
Same-sex	1.3%	1.4%	1.5%
2010 Households by Size			
Total	3,613	17,378	46,392
1 Person Household	39.0%	37.1%	36.0%
2 Person Household	36.7%	34.3%	34.7%
3 Person Household	11.7%	13.7%	14.4%
4 Person Household	7.8%	9.6%	9.2%
5 Person Household	3.5%	3.9%	3.7%
6 Person Household	1.0%	1.1%	1.3%
7 + Person Household	0.4%	0.4%	0.7%
2010 Households by Tenure and Mortgage Status			
Total	3,615	17,379	46,392
Owner Occupied	61.9%	58.6%	51.3%
Owned with a Mortgage/Loan	38.5%	40.7%	38.0%
Owned Free and Clear	23.4%	17.9%	13.3%
Renter Occupied	38.1%	41.4%	48.7%
2021 Affordability, Mortgage and Wealth			
Housing Affordability Index	86	104	122
Percent of Income for Mortgage	26.8%	22.3%	19.2%
Wealth Index	194	131	82
2010 Housing Units By Urban/ Rural Status			
Total Housing Units	4,186	19,845	51,795
Housing Units Inside Urbanized Area	100.0%	100.0%	100.0%
Housing Units Inside Urbanized Cluster	0.0%	0.0%	0.0%
Rural Housing Units	0.0%	0.0%	0.0%
2010 Population By Urban/ Rural Status			
Total Population	8,681	38,073	101,793
Population Inside Urbanized Area	100.0%	100.0%	100.0%
Population Inside Urbanized Cluster	0.0%	0.0%	0.0%
Rural Population	0.0%	0.0%	0.0%

Data Note: Households with children include any households with people under age 18, related or not. Multigenerational households are families with 3 or more parent-child relationships. Unmarried partner households are usually classified as nonfamily households unless there is another member of the household related to the householder. Multigenerational and unmarried partner households are reported only to the tract level. Esri estimated block group data, which is used to estimate polygons or non-standard geography.

Source: U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2021 and 2026 Esri converted Census 2000 data into 2010 geography.

February 28, 2022



Community Profile

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Drive Time Bands (2/28/22, 4:52 PM GMT-05: 00): 0-5, 5-10, 10-15 minute

Prepared by Esri
Latitude: 28.59567
Longitude: -81.34625

	0 - 5 minute	5 - 10 minute	10 - 15 minute
Top 3 Tapestry Segments			
1.	Urban Chic (2A)	Retirement Communities (9E)	Emerald City (8B)
2.	Golden Years (9B)	Old and Newcomers (8F)	Old and Newcomers (8F)
3.	Old and Newcomers (8F)	Emerald City (8B)	Young and Restless (11B)
2021 Consumer Spending			
Apparel & Services: Total \$	\$13,659,181	\$55,565,568	\$113,548,268
Average Spent	\$3,365.16	\$2,683.03	\$2,115.08
Spending Potential Index	159	127	100
Education: Total \$	\$12,057,450	\$47,041,570	\$93,508,546
Average Spent	\$2,970.55	\$2,271.44	\$1,741.80
Spending Potential Index	172	132	101
Entertainment/Recreation: Total \$	\$20,602,366	\$82,860,108	\$164,987,533
Average Spent	\$5,075.72	\$4,000.97	\$3,073.25
Spending Potential Index	157	124	95
Food at Home: Total \$	\$34,773,448	\$140,277,228	\$283,570,334
Average Spent	\$8,567.00	\$6,773.41	\$5,282.11
Spending Potential Index	157	124	97
Food Away from Home: Total \$	\$24,388,467	\$98,918,063	\$202,330,064
Average Spent	\$6,008.49	\$4,776.34	\$3,768.84
Spending Potential Index	158	126	99
Health Care: Total \$	\$39,601,992	\$158,617,852	\$312,639,674
Average Spent	\$9,756.59	\$7,659.00	\$5,823.59
Spending Potential Index	156	123	93
HH Furnishings & Equipment: Total \$	\$14,479,074	\$58,065,280	\$115,689,137
Average Spent	\$3,567.15	\$2,803.73	\$2,154.96
Spending Potential Index	158	124	96
Personal Care Products & Services: Total \$	\$5,895,732	\$23,769,909	\$47,502,248
Average Spent	\$1,452.51	\$1,147.75	\$884.83
Spending Potential Index	162	128	99
Shelter: Total \$	\$133,967,771	\$538,797,540	\$1,075,389,628
Average Spent	\$33,005.12	\$26,016.30	\$20,031.47
Spending Potential Index	164	129	99
Support Payments/Cash Contributions/Gifts in Kind: Total \$	\$15,689,471	\$61,626,056	\$119,245,872
Average Spent	\$3,865.35	\$2,975.67	\$2,221.21
Spending Potential Index	162	124	93
Travel: Total \$	\$16,752,652	\$66,265,221	\$128,167,360
Average Spent	\$4,127.29	\$3,199.67	\$2,387.40
Spending Potential Index	163	127	94
Vehicle Maintenance & Repairs: Total \$	\$7,003,343	\$28,164,739	\$57,956,473
Average Spent	\$1,725.39	\$1,359.96	\$1,079.57
Spending Potential Index	156	123	97

Data Note: Consumer spending shows the amount spent on a variety of goods and services by households that reside in the area. Expenditures are shown by broad budget categories that are not mutually exclusive. Consumer spending does not equal business revenue. Total and Average Amount Spent Per Household represent annual figures. The Spending Potential Index represents the amount spent in the area relative to a national average of 100.

Source: Consumer Spending data are derived from the 2018 and 2019 Consumer Expenditure Surveys, Bureau of Labor Statistics. Esri.

Source: U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2021 and 2026 Esri converted Census 2000 data into 2010 geography.

February 28, 2022

Old Library Site

460 East New England

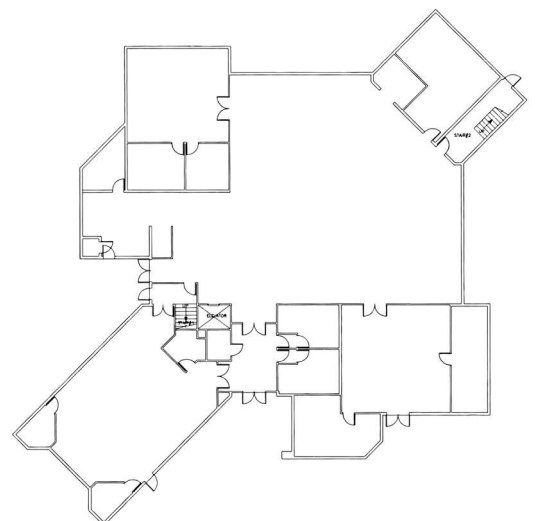
Exhibit C

Purpose

The general intent of this briefing sheet is to provide basic information on the property for discussion purposes only.

General Information

Acreage (Sq. Ft.)	1.75 (76,127)
Building Size	32,636
Building Date	1979
Zoning	R-4
Future Land Use	Institutional
Height	3 stories (existing max is 55 feet)
Floor Area Ratio	200%
Existing Parking	68 spaces
Ownership Type	Deed (no restrictions known)
Traffic Counts	~35,000 ADT (East Fairbanks)
Assessed Value (2021)	\$6,446,111



Old Library Site

460 East New England Avenue

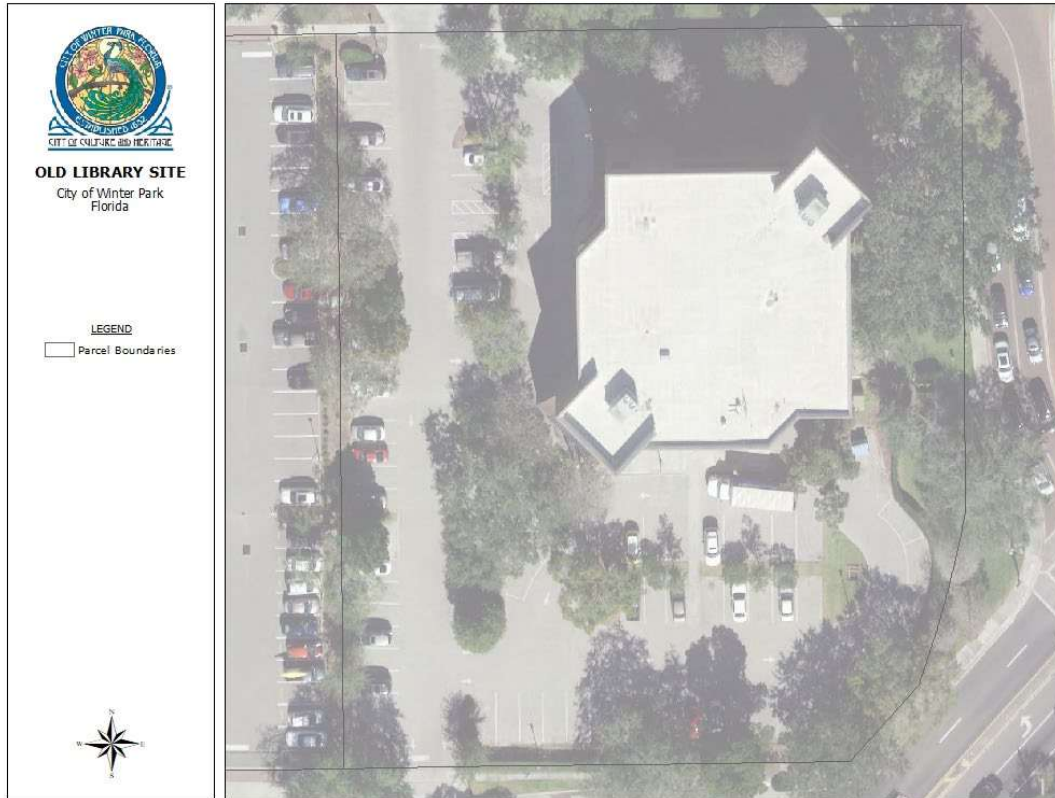
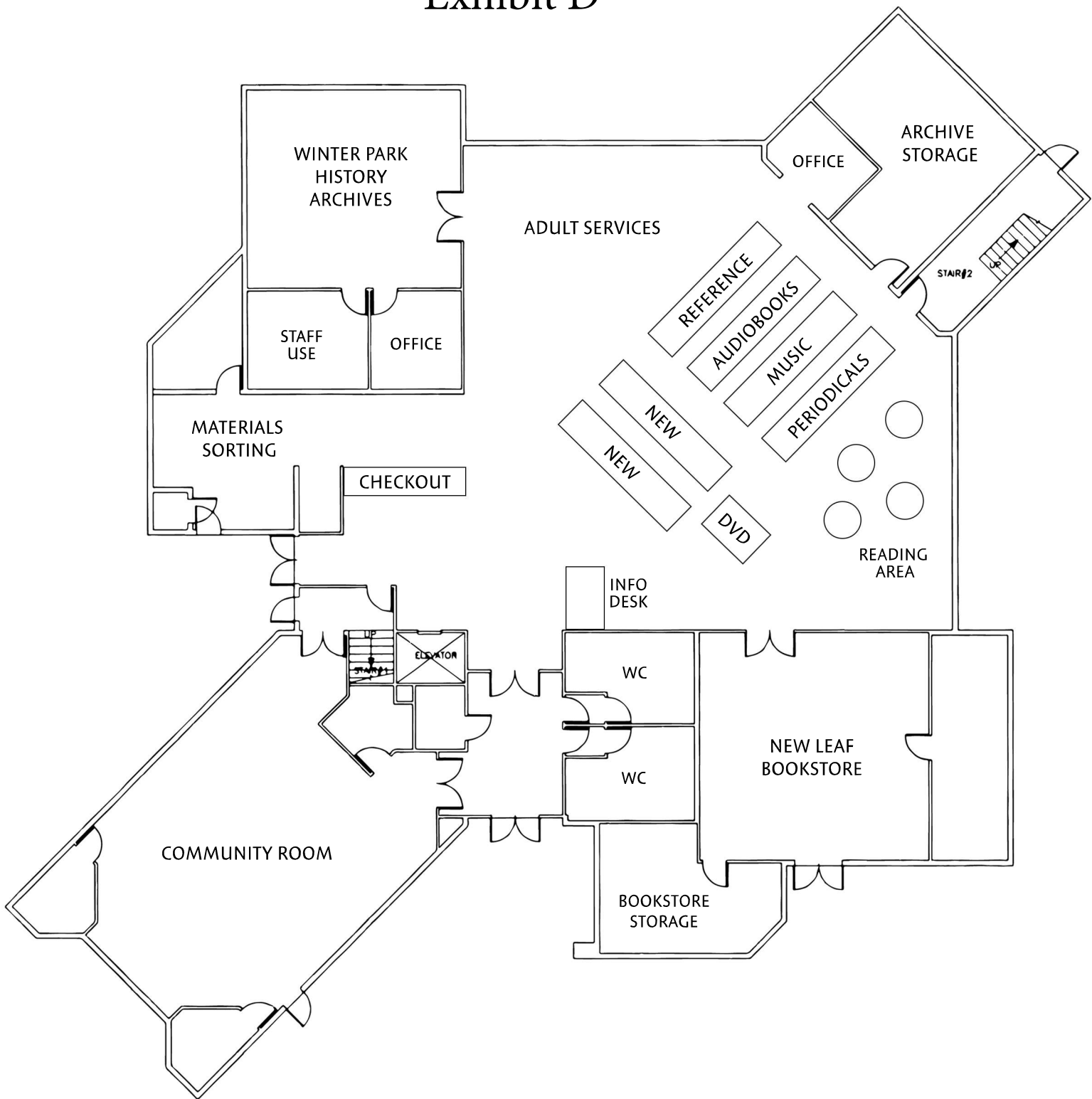
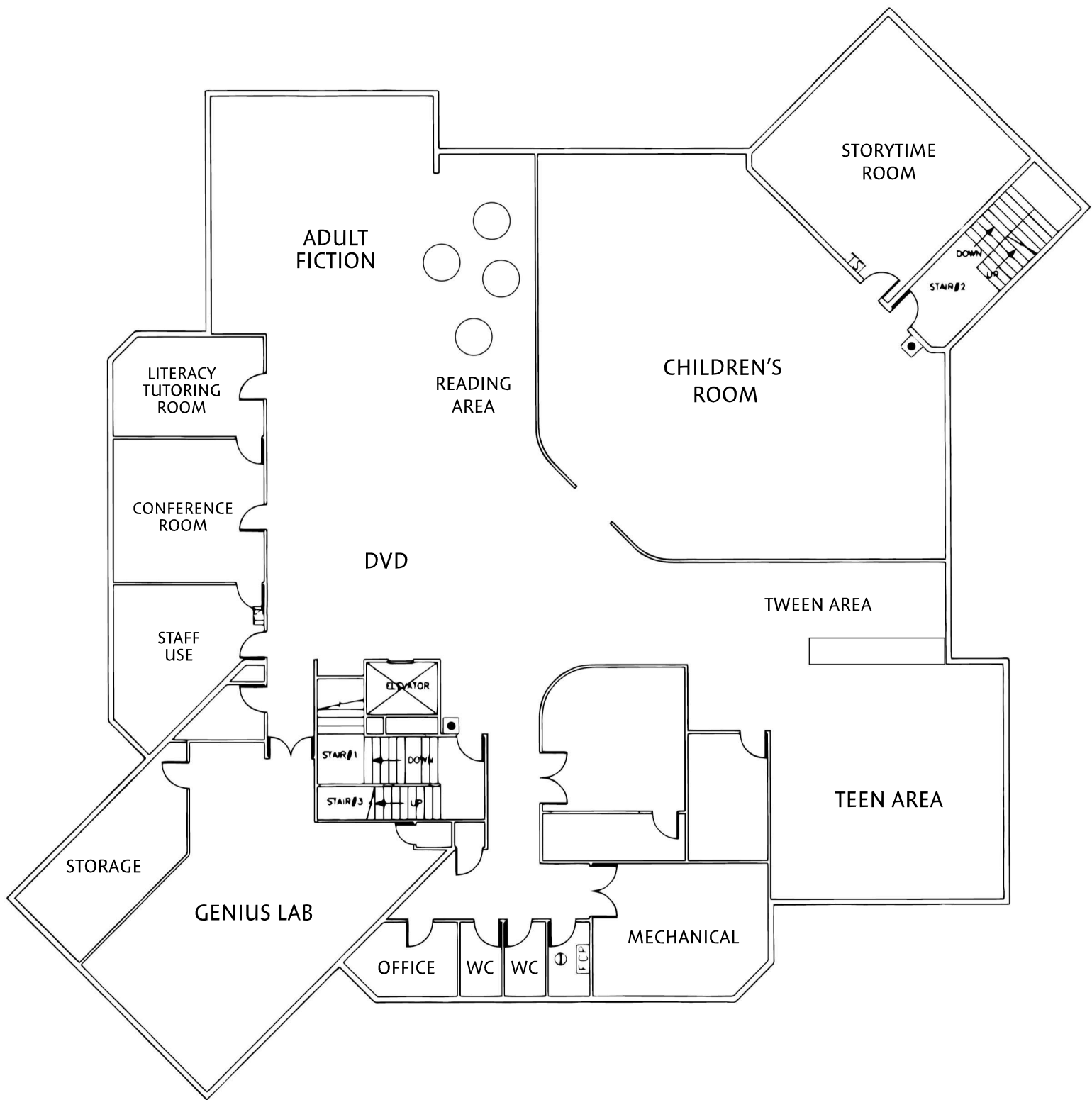
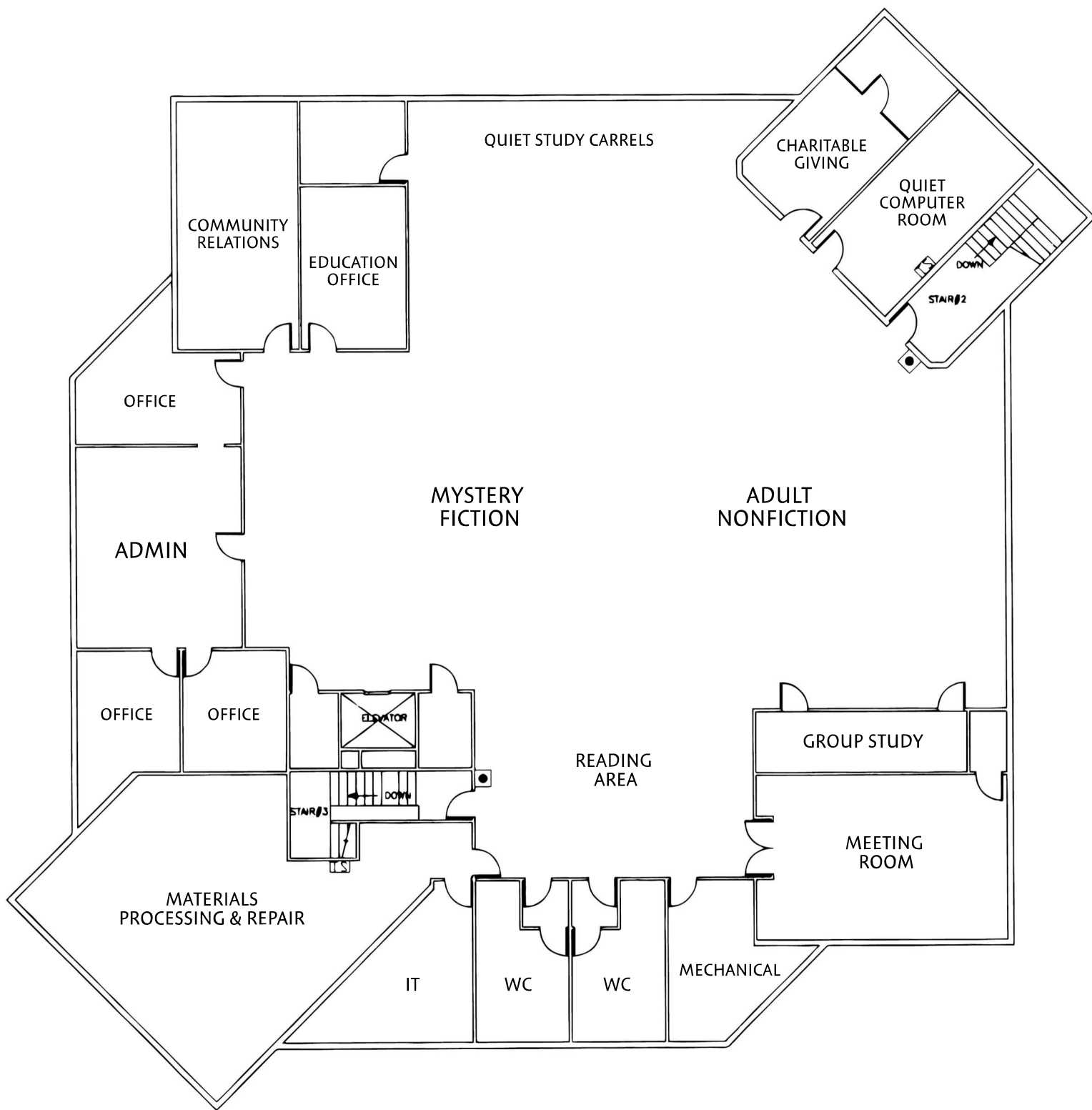


Exhibit D









City Commission **agenda item**

item type Action Items Requiring Discussion	meeting date April 13, 2022
prepared by Michelle del Valle	approved by Michelle del Valle, Randy Knight
board approval Completed	
strategic objective	

subject

Discussion Citizen Advisory Boards

motion / recommendation

Provide additional direction to staff to improve efficiency and effectiveness of citizen advisory boards.

background

At a work session on February 24th, the City Commission had a general discussion of citizen advisory boards, including comments they have recently received from various members. A common comment received was members wanting specific feedback or direction directly from the City Commission. At the request of the Commission staff has compiled a summary of the discussion point that day (see attached).

Staff is looking for additional direction from the City Commission on how to more efficiently and effectively use the volunteer talent available as resources on the various advisory boards.

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[Summary of Citizen Boards Discussion and Direction from February 24.docx](#)

ATTACHMENTS:

[Minutes 2-24-22.pdf](#)

Summary of Citizen Boards Discussion and Direction from February 24, 2022 Work Session

GENERAL

- Most frustration seems to be coming from advisory boards, not quasi-judicial
- The boards want direction from the commission
- Role of advisory boards are to advise commission on policies that should change or be implemented, as well as advise on priorities and aesthetics.
- Advisory boards are also the eyes and ears in the community
- Direction should come from the City Commission but can also come at the initiative of the boards as they are appointed because of their expertise or passion for the Boards purpose
- Board agendas should be based on tasks the Commission wants them to work on and issues the majority of the board members want to work on, not just the board chair.
- Board agendas should include a line item for “Future Agenda Items”.
- Commission should annually submit questions to boards on what they would like to have addressed
- Need to improve communication from advisory boards to commission when advice is given or decisions are made

ECONOMIC DEVELOPMENT ADVISORY BOARD

- This board is moving along with small group discussions being scheduled with some board members, commission members and staff to set a direction

UTILITIES ADVISORY BOARD

- At the February 23rd commission meeting the commission approved the UAB working on a strategic plan for the two utilities
- This board will also be part of the Renewable Energy Feasibility Study

PUBLIC ART ADVISORY BOARD

- Working on a public art fee as part of the building permitting process
- Core of the board mission is to identify opportunities in the city where public art can be showcased

KEEP WINTER PARK BEAUTIFUL AND SUSTAINABLE

- No direction given

LAKES AND WATERWAYS BOARD

- No direction given
- There was discussion around what role they should play relative to conditional use and land use decisions related to lakes but no direction given

LAKE KILLARNEY ADVISORY BOARD

- This is a new board. There was discussion on the need to provide data and board and staff to work together to develop the agenda
- There was no specific direction provided by the commission
- There was discussion around what role they should play relative to conditional use and land use decisions related to Lake Killarney but no direction given

PARKS AND RECREATION ADVISORY BOARD

- Staff is working with the board to set goals and develop a strategic plan
- Board should be involved in determining the priorities of grant applications for parks (i.e. MOU with Land Trust and City)

TREE PRESERVATION BOARD

- There was discussion around what role they should play relative to conditional use and land use decisions related to trees but no direction given
- Board should review tree canopy preservation policies

CRA ADVISORY BOARD

- This board has a clear funding source that they provide advice on
- Primary goal has been long-term capital planning

TRANSPORTATION ADVISORY BOARD

- This board is used as a sounding board for new policies
- Board should complete the city's connectivity plan for the trails to Morse, I-4, Fairbanks and up to Maitland
- Should be involved with traffic calming solutions for neighborhoods

Note: The quasi-judicial boards were not addressed as their roles are driven more by process.



City Commission Work Session Minutes

February 24, 2022 at 1:00 p.m.

Virtual

Present

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

1) Call to Order

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

2) Discussion Item(s)

a. Advisory Boards Direction and Missions

Mayor Anderson said that this meeting is to address frustrations expressed by advisory board members on lack of clarity of their board's mission and what their role on the board. He feels the quasi-judicial boards have clarity of purpose and stated there may be opportunities for the commission to help guide proactive requests as was done with the commission joint work session with P&Z on the Fairbanks Avenue Corridor. He stated that there may be an opportunity for the commission and board to come up with commission and/or self-driven projects.

Mayor Anderson stated that most of the frustration stems from the advisory boards and asked the commission to provide input on what they feel the role of an advisory board should be, focusing on advisory boards first, then quasi-judicial boards.

Mayor Anderson stated he feels the role of an advisory board role is to advise the commission on policies that should change or be implemented, as well as advise on priorities and aesthetics. He noted that these advisories are issued in a non-binding way and the advisories on policy can either be self-directed as the board as the board sees a need and comes forward or wants the commission to generate an area of evaluation, such as EDAB as an example. He explained that the commission is working with EDAB to come up with the board mission.

Commissioner Sullivan stated the quasi-judicial boards have a clear-cut role but also have an advisory role on policy and feels the commission needs to produce clear-cut ideas of what the boards should do, in cooperation with the boards. He stated that the commission attempts to put people on the boards who are experts or knowledgeable in respective areas and feels members should be encouraged to provide professional advice based on their expertise as well as be the eyes and ears in the community and funnel that information to the commission.

Commissioner DeCiccio said she board members have expressed to her their frustration related to unclear direction and not receiving enough information from staff. She feels there should be more opportunities for members to utilize their expertise and provide recommendations. She stated that she understands that staff is extremely busy resulting in a "push /pull" between staff and the board and needs to be addressed. She suggested ways the chair and/or board members can assist staff with developing the content for the meeting agendas.

Commissioner Weaver stated that he is enthused by the issues raised by Commissioners DeCiccio and Sullivan and that it comes down to staff who is presenting information to the board. He discussed how the electric vehicle initiative was moved forward and was a combined effort of the board and staff and is optimistic that sustainability efforts will move in the right direction with the new Natural Resources and Sustainability team.

Commissioner Cooper agreed with the points made by the commissioners and added that she feels there are specific things that the commission could work on that would make things better for the boards. She suggested that annually, the commission submit particular questions to each board on what they would like the commission to know. She feels a huge void is in training and while the city provides a brief training, there is no road map to the existing data that would help them do a better job on the board. She said that participation is critical and attendance monitoring needs to be routine. She added that policy guidance can't be expected unless an appropriate budget is in place and there needs to be a budget agreed upon by the commission for use by boards to implement programs or projects. She stressed the importance of having a strategic and master plan for the boards, setting priorities and transparency.

Mr. Knight agreed with the overall comments on board frustrations and stated the one of the most important things the boards are requesting is direction from the commission on what they should be working on. He suggested compiling a list of the commissioner's thoughts on each board to present for commission approval and then provide a list to each board. He stated that board budget requests could be presented and included as part of annual budget discussions.

Mayor Anderson agreed with Commissioner Cooper suggestion for boards to submit questions and that assigning tasks to boards is best. He suggested developing a list of ideas during this meeting for staff to consolidate and provide to the commission for review and then have additional discussion at a later date to approve tasks for each board. Mayor Anderson discussed training and options for agenda setting with flexibility for smaller sub-groups to discuss specific tasks/agenda items. He suggested it would be a good idea to consider quarterly joint work sessions with quasi-judicial boards.

Commissioner DeCiccio stated that frustration from the boards is governance and stated that feedback she has received includes questions regarding who makes the decisions, what they (the boards) can legitimately ask for and can an advisory board chair set the agenda. She stated that setting guidelines and having consistency in governance would help the boards.

Mr. Knight explained that there are instances where a board a chair that has their own agenda that is not necessarily the agenda of the entire board. He stated that the agendas should be set around task the commission wants the board to work on and other agenda times should be a majority of board setting what they want to address, not the chair who wants to control the agenda. He explained the challenges staff has with these situations and noted that the commission has a policy requiring at least two commissioners agree with another commissioner wanting to add a topic to an upcoming agenda. He stated that the policy should be the same for the advisory boards as well. Commissioner DeCiccio added that this type of policy should be included in guidelines to be set up for the boards and gave other examples of rules that would help the boards. Mayor Anderson suggested adding a section for "Future Agenda Items" to the agendas and explaining to the boards that a majority consensus is required to add a topic to the agenda.

The commission heard comments from staff and discussed the following boards:

- EDAB

Mayor Anderson stated the board is moving along and a small group discussion is being scheduled with some board members, commission members and staff.

- UAB

Mayor Anderson noted that strategic plan is being developed based on the discussion at the February 23rd commission meeting.

- PAAB

Commissioner DeCiccio stated that the Public Art Advisory Board is unsure of their purpose. Mr. Knight stated the board is working on public art fee as part of building permitting process.

Clarissa Howard explained that one of the challenges for the board is acquiring pieces due to lack of funding which is the purpose of the public art fee. She stated the core of the board's mission to identify opportunities in city where public art can be showcased. In-depth discussion followed on the board process for selecting, identifying and find location for artwork, art maintenance, funding challenges and solutions, and permit fees.

- KWPBS /LWAB /LKAB

Director of Natural Resources and Sustainability stated that guidelines set between staff and board members will reduce frustration. She stated that there is inconsistency with board members being included in requests for information as opposed to a single spoke person and providing the information in a timely manner. She explained that the boards have not seen any tangible data recently and it will take some time to rebuild and provide data. She stated that she hasn't received any negative comments from KWPBS or LWAB and discussed the frustration voiced by the new LKAB and staff is working to bridge the gap with trust.

Discussion followed on commission directed initiatives for the board, board inclusion with agenda preparation, timeline for distribution of information such as water quality, lake safety, waterfront construction, marketing efforts for the city's lakes and sustainability and department staffing.

- PRAB/ TPB

Mr. Seeley explained that Forestry/Tree Preservation Board has had challenge obtaining a quorum. He stated that staff is working with the board to set up goals and a strategic plan and would benefit from direction on and stated that there are no current issues with the Parks and Recreation Advisory Board.

Commissioner Cooper feels what is missing from the Lakes and Tree Preservation boards is a defined process by which and when they participate in giving advice relative to conditional uses and land use decisions. as they relate to trees. She stated the commission needs to determine if it wants these boards advice from the boards and how that information is integrated into the land use decision process. Discussion followed on the tree permitting process, board involvement with tree canopy preservation policies.

- CRAB

Mayor Anderson stated that the Community Redevelopment Advisory Board is more about more about projects that are important to the community that the CRA makes up. Mr. Moore stated that the board has a clear funding source and formal guide and their primary goal is long-term capital planning and other issues. He feels that staff has a very good working relationship with the board and stated that the County makes the decision to allow a CRA and extensions. Mr. Moore responded to questions regarding use of funding within the CRA.

- TAB

Mr. Stephenson explained that the Transportation Advisory Board is used as policy sounding board as the department works on new ideas such as neighborhood traffic

calming the new sidewalk policy and keeping the board up to date with the city's multi modal plans. He stated there is a lot of expertise on the board and noted that the board agenda currently includes a process that allows for comments at the end of every meeting where board members can present agenda items for future meetings. Discussion followed on budget, board initiatives, and inclusion in developing the content of transportation plan.

Mayor Anderson noted that he would like to see TAB work to complete the city's connectivity plan for the trails to Morse, I-4, Fairbanks and up to Maitland. Commissioner Cooper added that the board could be more task driven which could include connectivity, traffic calming.

Commissioner Sullivan restated his view that all advisory boards should be eyes and ears in the community and a good role for TAB would be to find a way to educate the public on traffic projects.

Mayor Anderson suggested staff provide a list of questions/asks that the commission would have for each board discussed for feedback. He suggested the commission provide ranked choice items for each board and circulate to commission. In addition, the commission will send their send recommendations by Board to Mr. Knight.

3) Adjournment

The meeting adjourned at 2:51 p.m.

Mayor Phillip M. Anderson

ATTEST:

City Clerk Rene Cranis



City Commission **agenda item**

item type Action Items Requiring Discussion	meeting date April 13, 2022
prepared by Parsram Rajaram	approved by Michelle del Valle, Randy Knight
board approval Completed	
strategic objective	

subject

Hybrid Board Meetings

motion / recommendation

Continue to have in person meetings except for City Commission.

background

The City Commission requested a cost to equip various City facilities so that hybrid meetings can be hosted at locations other than the Commission Chambers.

Please see the attached document that outlines the costs associated with this task.

alternatives / other considerations

Continue to have in person meetings except for City Commission.

fiscal impact

ATTACHMENTS:

[Hybrid Meeting Costs.docx](#)

Cost estimate of equipping City locations for hybrid meetings

Chapman Room

Tasks to be completed:

- Adding in-room microphones.
- Adding Poly Studio wide-angle dual Lens camera
- Add dedicated Computer to host zoom.
- Adding Wifi enabled assistive hearing devices.
- Touch-panel

Cost - Approximately \$45,000

The Jr. Ballroom Event Center

Tasks to be completed:

- Adding in-room microphones.
- Adding Poly Studio wide-angle dual Lens camera
- Add dedicated Computer to host zoom.
- Adding Wifi enabled assistive hearing devices.

Cost – Approximately \$30,000

Community Center Oak Room

Tasks to be completed:

- Replace the existing A/V equipment
- Add cameras and microphones

Cost – Approximately \$180,000

Beary Community Room at Public Safety

- Installation of complete system since no A/V systems currently exists at this location.

Cost – Approximately \$90,000

Staff

We will also need a full-time AV technician to set up and support these meetings. This resource will cost approximately **\$60,000** plus benefits per year.



City Commission **agenda item**

item type Public Hearings	meeting date April 13, 2022
prepared by John Harbilas	approved by John Harbilas, Bronce Stephenson, Jeffrey Briggs, Randy Knight
board approval Completed	
strategic objective	

subject

Requests of Winter Park Town Center Ltd. (Winter Park Village).

item list

- Conditional Use approval to construct a central architectural tower at a height of 63 feet, which requires a variance of 8 feet above the 55 feet (Regal Cinemas at Winter Park Village).
- Conditional Use approval for the installation of three electronic signs on the front façade of Regal Cinemas which require variances for oversized wall signs and for sign type not permitted.

motion / recommendation

The Planning and Zoning Board voted 5-2 to recommend approval of the Conditional Use for the architectural tower and the electronic signs to the City Commission with the following conditions, as proposed by the applicant:

1. There must be no offsite advertisements displayed on the electronic screens;
2. The lighting must only be on during the theatre business hours;
3. The electronic screens should have no sound; and
4. Only movie trailers are allowed to be shown on the electronic screens.

The implementation of this approval and conditions would be done via a Development Agreement, which may also, at the discretion of the City Commission, include a Hold Harmless provision regarding electronic signage and any traffic safety issues that might accompany their operation.

background

As part of their overall site and façade improvements to the entire Winter Park Village, along with the addition of several new businesses, the applicant is proposing to make several façade changes to the Regal Cinemas building, including the addition of an architectural tower at a height of 63 feet tall and three electronic signs along the front façade, at a total size of just over 1,550 square feet.

Architectural Tower Request:

The first part of this request, is to permit the central architectural tower at a height of 63 feet. The property is zoned C-1 which has a maximum height limit of 55 feet, therefore an 8-foot variance is requested. Section 58-84, provided in full below, permits the City Commission, based on a recommendation of the Planning and Zoning Board, to allow up to eight feet of additional height for architectural towers, spires, chimneys, or other architectural appendages, etc., based on a finding that said features are compatible with adjacent properties.

Sec. 58-84. – General provisions for nonresidential zoning districts.

(c) Architectural towers, spires, chimneys, or other architectural appendages, etc.

(1) Any architectural tower, spire, chimney, flag pole or other architectural appendage to a building shall conform to that districts height limit. However, when necessary to meet the building code requirements, chimneys may exceed the height by that minimum required distance.

(2) If provided for within the respective nonresidential zoning district, architectural appendages, embellishments and other architectural features may be permitted to exceed the roof heights specified in that section, on a limited basis encompassing no more than 30 percent of the building roof length and area, up to eight feet of additional height upon approval of the city commission, based on a finding that said features are compatible with adjacent projects. For any such approval not part of a conditional use request, the planning and zoning commission will review the plans at a public hearing after the notification of such request is mailed to all owners of property within 500 feet. The planning and zoning commission will make a recommendation to the city commission for their final decision.

The applicant's request of 63 feet, adheres to this 8-foot increase provision. Further, the width of the architectural tower does not exceed thirty percent (30%) of the building roof length and area, adhering to the other requirement of Section 58-84. The proposed architectural tower is significantly smaller in overall length and area compared to what exists today. The tower is proposed to be backlit and will not be lit on the east side, which faces single-family residential properties.

Electronic Signage Request:

The second half of this request, pertains to the proposed electronic signage along the front façade of Regal Cinemas. The three proposed signs are a total size of roughly 1,550 square feet and are fully located on the private property owned by the applicant. Section 58-135 of the City Sign Code includes animated signs, flashing signs, automatic changing signs, electronic and inflatable signs as prohibited throughout the City with a limited exception for messages limited to time, temperature, date and other public service non-advertising copy. The signs as proposed, do not conform to this limited exception, and are therefore considered prohibited as electronic signs per Section 58-135.

Section 58-138(b), however provides that "the city commission shall be empowered to grant variances from the terms of this article and to permit signs otherwise prohibited by this article as deemed appropriate via agreements regarding nonconforming or prohibited signs on private properties as deemed necessary to fulfill the goals of the city, in improving the aesthetic appeal of the city, in reducing the number of outdoor advertising signs and in preserving and protecting historic or architecturally significant signs."

Therefore, the City Commission, on a finding based upon the criteria outlined above, has the authority to grant a variance for the type, location, height and size of the electronic signage as proposed by the applicant, which would otherwise be prohibited. The signage is very central to a large property, located over 500 feet from the public right-of-way of 17-92. The applicant will state their case for the granting of the variance to allow the signage and how potential impacts would be mitigated. The Code provides that the City Commission is to make decisions based on recommendations of the Planning and Zoning Board, staff will not be providing a recommendation for this request.

However, as part of the Conditional Use, one of the standards for approval per Sec. 58-70(j) is that "the traffic generated shall not raise any traffic safety hazards". The Planning & Zoning Board questioned the distraction factor to drivers from these electronic signs. Staff has suggested to the applicant that their traffic consultant should support that conclusion, as nothing submitted supports or refutes whether that standard is being met. To that end, a Hold Harmless agreement would clear the City from any liability of this decision to approve electronic signage that is otherwise prohibited by our Code.

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[February 1st Approved P&Z Regular Meeting Minutes.pdf](#)

ATTACHMENTS:

[Final P-Z Plan set 1.14.22.pdf](#)

ATTACHMENTS:

[Justification Letter from Becky Wilson.pdf](#)

ATTACHMENTS:

[Justification Letter from Ownership - Brett Hutchens.pdf](#)



Planning and Zoning Board Minutes

February 1, 2022 at 06:00 p.m.

Hybrid Meeting
401 S. Park Avenue | In-Person and Virtual | Winter Park, Florida

Call to Order

Chairman Richard James called the meeting to order at 5:59 p.m. Present: Richard James, Melissa Vickers, David Bornstein, Vashon Sarkisian, Michael Spencer, Jim Fitch, and Alex Stringfellow. Also Present: City Attorney Dan Langley. Staff: Director of Planning and Transportation Bronce Stephenson, Principal Planner Jeff Briggs, Senior Planner John Harbilas, Planner I Nicholas Lewis, Planning Technician Aaron Hull, and Recording Secretary Mary Bush.

Consent Agenda

Motion made by David Bornstein, seconded by Alex Stringfellow to approve the January 4, 2022 meeting minutes.

Motion carried unanimously with a 6-0 vote. (Vashon Sarkisian was not present for the approval of the January 4, 2022 meeting minutes.)

Motion made by Jim Fitch, seconded by David Bornstein to make an amendment to the December 7, 2021 meeting minutes adding Mr. Fitch's statement that he did not have confidence that Staff had a handle on the overall traffic situation at the Winter Park Christian Church.

Motion carried unanimously with a 7-0 vote.

Staff Updates

Mr. Stephenson spoke briefly regarding the upcoming commission election and amendments to the City's municipal charter.

Mr. Stephenson also noted that the Fairbanks and I-4 project discussed at the City Commission joint work session with the Planning and Zoning Board on November 17, 2021, is no longer proceeding and the City is looking for a new purchaser. He also noted that to take advantage of all the opportunities of connecting the area and revitalizing the industrial portion, staff will be bringing forward a recommendation to the City Commission to utilize the urban design consultant, Canin Associates. They will help create a road map for what may be appropriate in the area.

Public Comments (for items not on Agenda)

No one from the public wished to speak. The public hearing was closed.

Non-Action Items

No non-action items.

Action Items

Chairman James inquired about item SPR #22-02 581 Sylvan Drive not being listed on the meeting's agenda. Mr. Briggs advised that the item was continued to the March 1, 2022 Planning and Zoning Board meeting.

Public Hearings

- CU #22-03: Request of Raymond Horal for Conditional Use approval to waive the separation distance requirement of 300 feet from a residential property in conjunction with retail liquor sales at 834 N. Orange Avenue, zoned C-3.
THIS ITEM WAS CONTINUED TO THE MARCH 1ST PLANNING & ZONING BOARD REGULAR MEETING BY STAFF.
- SUB #22-02: Request of NIL Build LLC for: Subdivision approval to split the property at 810 N. Lakemont Avenue, zoned R-1A.
THIS ITEM WAS CONTINUED TO THE MARCH 1ST PLANNING & ZONING BOARD REGULAR MEETING BY STAFF.
- CU #22-02: Request of Winter Park Town Center Ltd. for:
 - a. Conditional Use approval within Regal Cinemas at Winter Park Village, to construct a central architectural tower at a height of 63 feet, which requires a variance of 8 feet above the 55 feet as permitted by Code; and
 - b. Conditional Use approval under Section 58-138(b) which states, "The city commission shall be empowered to grant variances from the terms of this article and to permit signs otherwise prohibited by this article as deemed appropriate via agreements regarding nonconforming or prohibited signs on private properties as deemed necessary to fulfill the goals of the city, in improving the aesthetic appeal of the city, in reducing the number of outdoor advertising signs and in preserving and protecting historic or architecturally significant signs", for the installation of three electronic signs, which are prohibited under Section 58-135 of the City Sign Code, on the front façade of Regal Cinemas in conjunction with the applicant's overall façade improvements to Winter Park Village and request for the type, location, height and size of the electronic signage to be permitted as depicted in the signage application package.

Mr. Harbilas provided the Board a brief summary of the request. He presented the Board an aerial view of the existing property. He noted that the Regal Cinema building in the request is located internal to the entire site with private roads surrounding it. He reviewed the general code provisions for nonresidential zoning districts as they relate to the tower request. Mr. Harbilas then presented a site plan and rendering showing the tower at the main entrance to the Cinema. He noted that the tower will be illuminated on three sides with the fourth side, which faces east, having an opaque panel to block any light on that facade. He went on to discuss the front façade of the Cinema regarding the electronic sign request. Mr. Harbilas briefly reviewed the sign code and the variance and appeals procedures and conditions. He presented a site plan for the electronic screens being proposed for the front façade of the Cinema entrance, noting the main screen size to be 1,275 square feet and two smaller screens sized at 141 square feet each to be placed at the sides of the main screen. Mr. Harbilas added that the screens will be digital with moving images displayed on them. He also presented several renderings and street images of the proposed changes to the Cinema.

Staff recommendation was for approval for the tower height of 63 feet.

Staff did not take a position on the electric signage request due to the determination having to be made by the City Commission and the Planning and Zoning Board being the recommending body to the Commission for this specific type of variance.

The applicant's representative, Becky Wilson with Lowndes Law Firm at 215 North Eola Drive, Orlando, FL 32801 addressed the Board. Attorney Wilson provided the Board a detailed presentation regarding the request. She presented aerial views and renderings of the project. She discussed the intent behind the renovation of the Winter Park Village and the Regal Cinema. Attorney Wilson noted that the roads throughout Winter Park Village are private roads. She also elaborated on the new architectural tower feature highlighting that Code Section 58-84 permits the City Commission, based upon recommendation of the Planning & Zoning Board, to allow up to eight feet of additional height for "architectural towers, spires, chimneys or other architectural appendages" based on a finding that said feature is compatible with adjacent properties. She added that the light from the tower will be blocked on the residential side of the property to not adversely impact any of the residents along Denning Drive.

Attorney Wilson went on to discuss the conditional use request for the three electronic signs referencing Code Section 58-138(b). She noted that the signs were over 800 feet away from Orlando Avenue and cannot be seen from Webster Avenue, Canton Avenue, and Denning Drive. She also presented renderings of the front façade of the Cinema noting that entertainment is the main intent of the screens. She indicated that the applicant was willing to add as a condition that the screens will not be used for any type of offsite advertisement. Attorney

Wilson continued discussion explaining how the signs met the required conditional use criteria of including improving the aesthetic appeal of the City, reducing the number of outdoor advertising signs, and preserving and protecting historic or architecturally significant signs.

Brett Hutchins of 5391 Lakewood Ranch Blvd., Sarasota, FL 34240, a representative of the applicant, addressed the Board. He briefly discussed the background of the redevelopment of the Winter Park Mall into Winter Park Village and the current intent of the proposed renovations to the Regal Cinema. He noted that there are nine Regal Cinemas across the United States that have had similar renovations including the addition of the screens to improve the customer entertainment experience.

Discussion ensued with the Board and inquiries were made regarding the following:

- if there would be sound coming from the screens,
- if the screens would be on at all times,
- when the screens would be turned off,
- the existing height of the Cinema building,
- how comparable the interactive signs are to other signs at similar outdoor malls,

The applicant's representatives presented a brief fly over video for the Board to show more perspective on the project.

The Board then continued discussion and inquired about the following:

- if the commercial tenants shown in the fly-over video will be actual tenants,
- if the signs exceed the copy area requirement,
- the internal light source of the tower,
- and if the tower will work on a photo cell and timer.

Mr. Stephenson noted that the rule used for the size of wall signage is that if there is no ground sign, roof sign, or projecting sign, 45% of the sign able area may be used for copy of a wall or an area. He added that it is typically up to the zoning official to make the determination of the appropriate signage size.

No one from the public wished to speak. The public hearing was closed.

Discussion ensued with the Board regarding the following:

- being cautious about any kind of conditions related to content for the signs,
- the signs being a possible distraction for drivers,
- the size of the largest sign,
- the daily hours the signage will be lit,
- the internal location of the proposed façade improvements,
- and if the applicant had ever considered making the entire internal portion of the Winter Park Village pedestrian only with no vehicles.

During discussion and without being asked, Attorney Wilson offered, on behalf of the applicant, to have no offsite advertisements displayed on the electronic screens, lighting to be on only during the theater business hours, and no sound from and only movie trailers to be shown on the electronic screens.

Attorney Langley noted that the Board could implement a condition that the copy area shall not include offsite advertising or signage and that it is intended to be without sound and only to project movie trailers.

Motion made by Melissa Vickers, seconded by Jim Fitch, for approval to construct a central architectural tower at a height of 63 feet, which requires a variance of 8 feet above the 55 feet as permitted by Code.

Motion carried unanimously with a 7-0 vote.

Motion made by David Bornstein, seconded by Melissa Vickers, for approval under Section 58-138(b) for the installation of three electronic signs, which are prohibited under Section 58-135 of the City Sign Code, on the front façade of Regal Cinemas in conjunction with the applicant's overall façade improvements to Winter Park Village and request for the type, location, height and size of the electronic signage to be permitted as depicted in the signage application package with the following conditions:

- There must be no offsite advertisements displayed on the electronic screens.
- The lighting must only be on during the theater business hours.

- The electronic screens should have no sound.
- Movie trailers only are allowed to be shown on the electronic screens.

Motion carried with a 5-2 vote. (In Favor: Vashon Sarkisian, David Bornstein, Melissa Vickers, Jim Fitch, and Richard James. Opposed: Michael Spencer and Alex Stringfellow.)

Board Comments

Mr. Bornstein expressed appreciation for Mr. Stringfellow's points regarding zoning and universal perspective during the City Commission joint work session with the Planning and Zoning Board on November 17, 2021. He also requested that the Board hold him accountable if he votes for any electronic signs in the future that are not internal and may impact traffic or residents.

Mr. Fitch expressed that he was upset about the Orlando Watch Company on Park Avenue that has a neon red sign which he feels destroys the ambience of Park Avenue.

Adjournment

Meeting adjourned at 7:12 p.m.

/s/ Mary Bush.

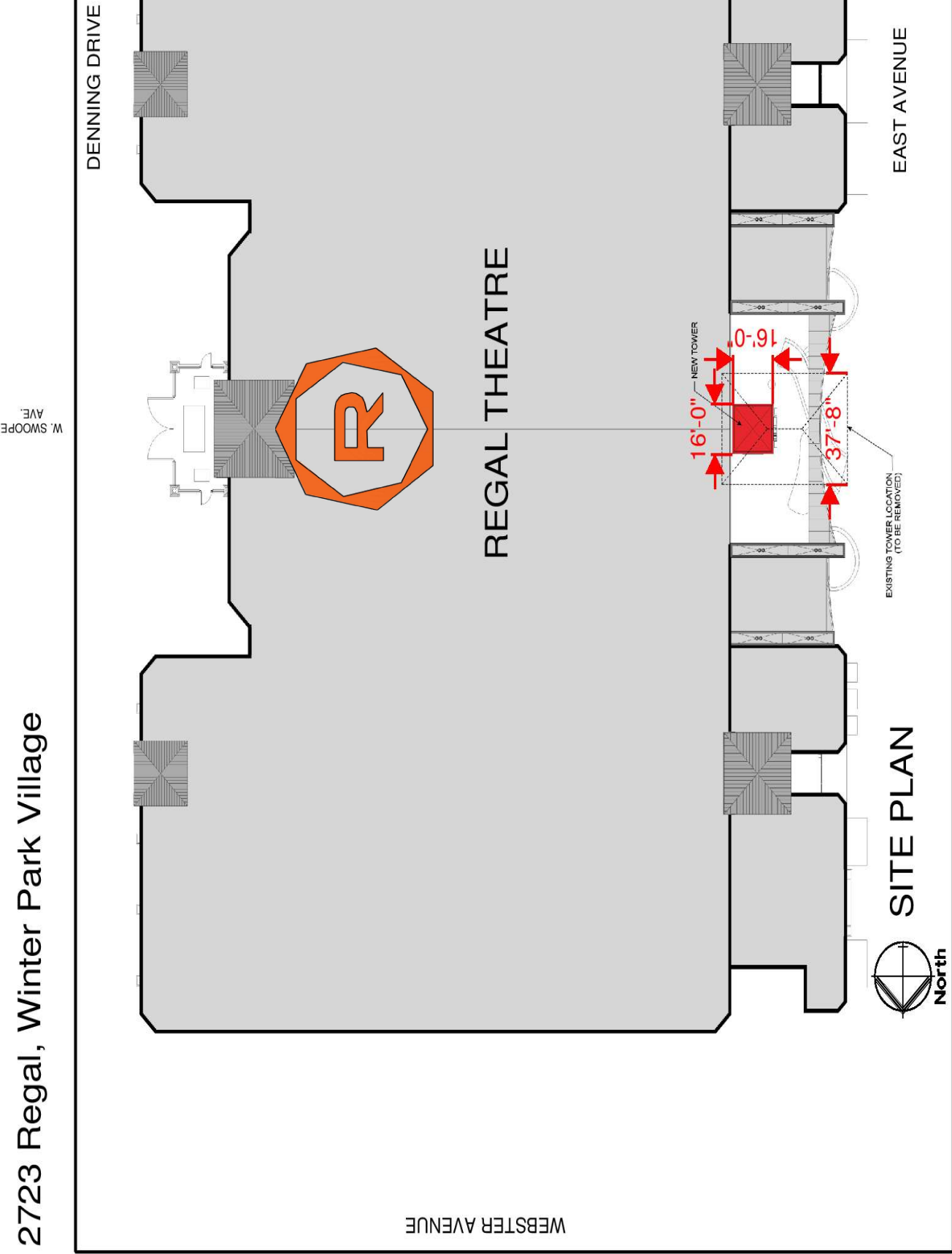
Approved by Board on March 1, 2022.



REGAL

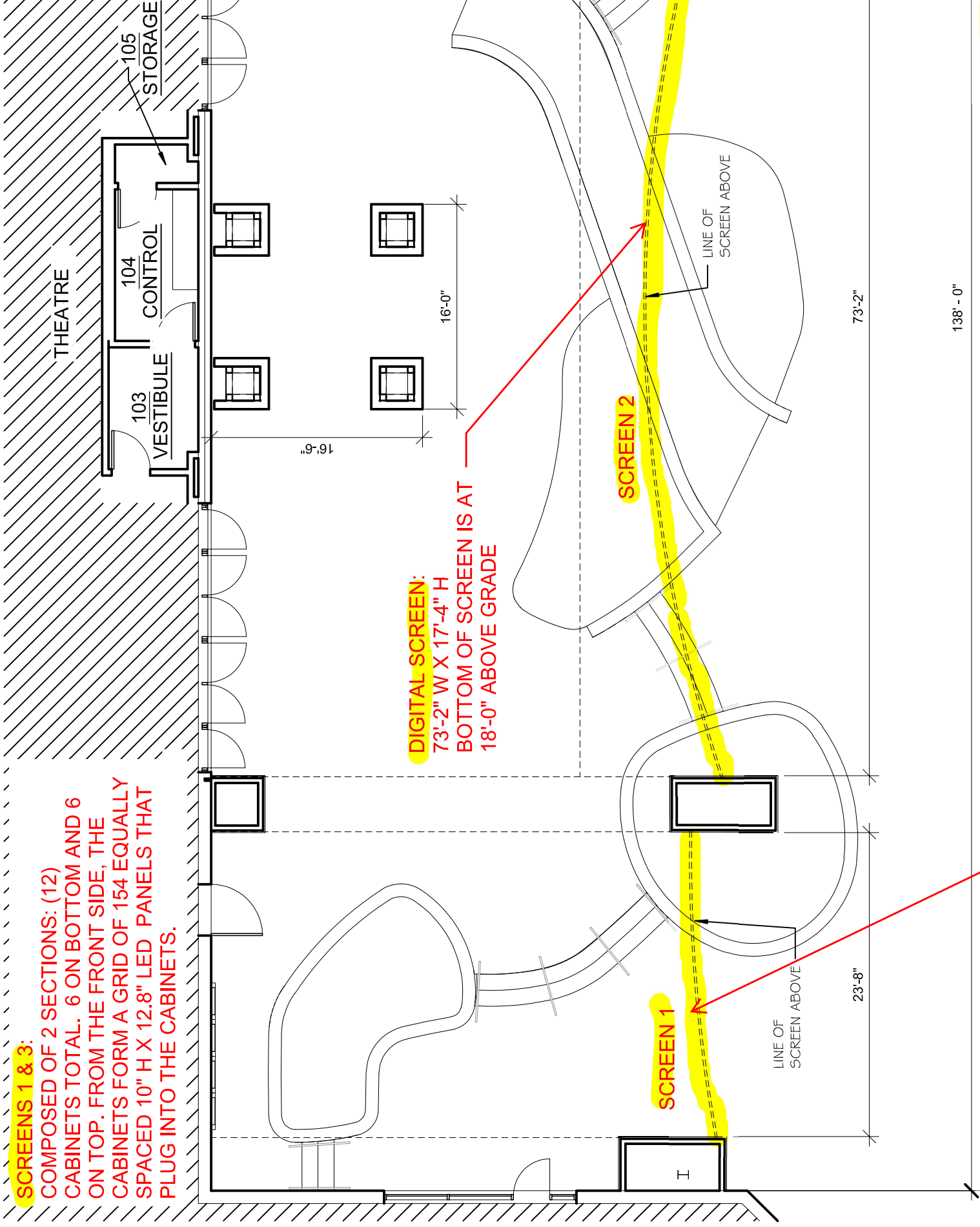


AT WINTER PARK
VILLAGE



SCREENS 1 & 3:

COMPOSED OF 2 SECTIONS: (12) CABINETS TOTAL. 6 ON BOTTOM AND 6 ON TOP. FROM THE FRONT SIDE, THE CABINETS FORM A GRID OF 154 EQUALLY SPACED 10" H X 12.8" LED PANELS THAT PLUG INTO THE CABINETS.



DIGITAL SCREEN:

73'-2" W X 17'-4" H
BOTTOM OF SCREEN IS AT
18'-0" ABOVE GRADE

DIGITAL SCREEN:

23'-6" W X 6'-0" H

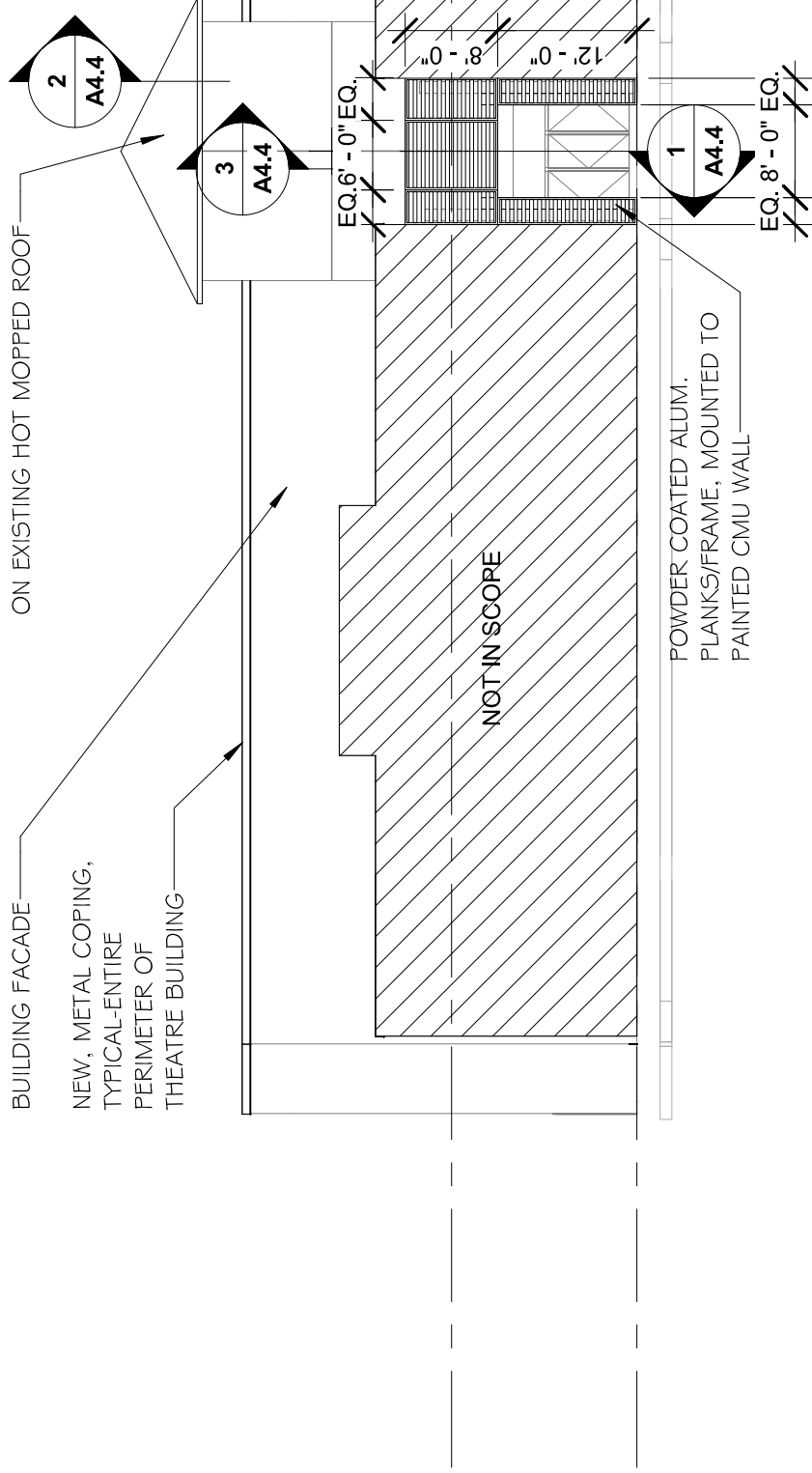
DIGITAL

23'-6" W
BOTTOM

PAINT ENTIRE
EXISTING THEATRE
BUILDING FACADE

NEW, METAL COPING,
TYPICAL-ENTIRE
PERIMETER OF
THEATRE BUILDING

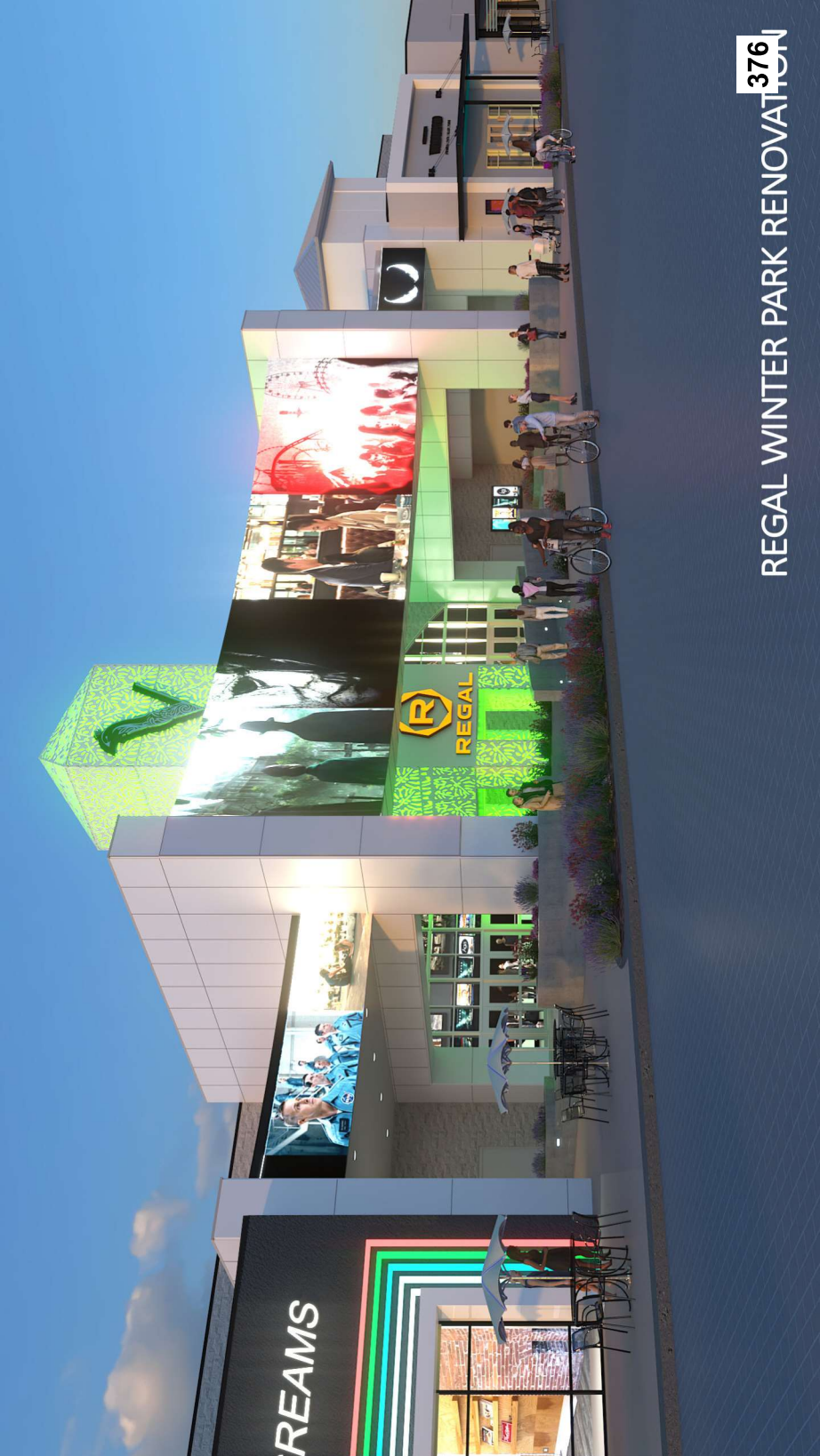
NEW STANDING SEAM METAL ROOF
ON SELF ADHERED UNDERLAYMENT
ON EXISTING HOT MOPPED ROOF



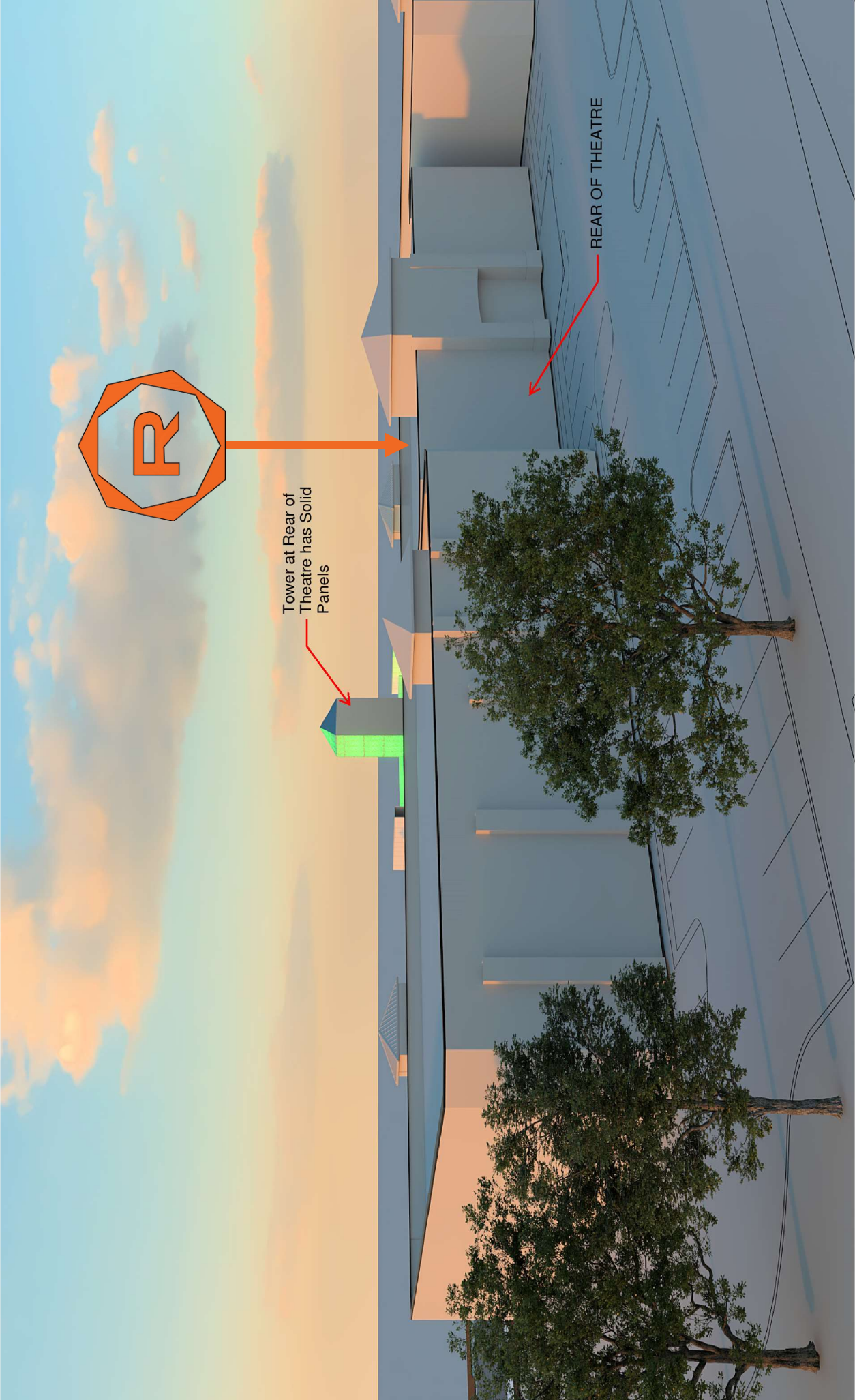
23' - 6"

TYPICAL:
EXTERIOR OF BUILDING
TO RECEIVE A NEW
STUCCO SYSTEM
EXISTING EIFS

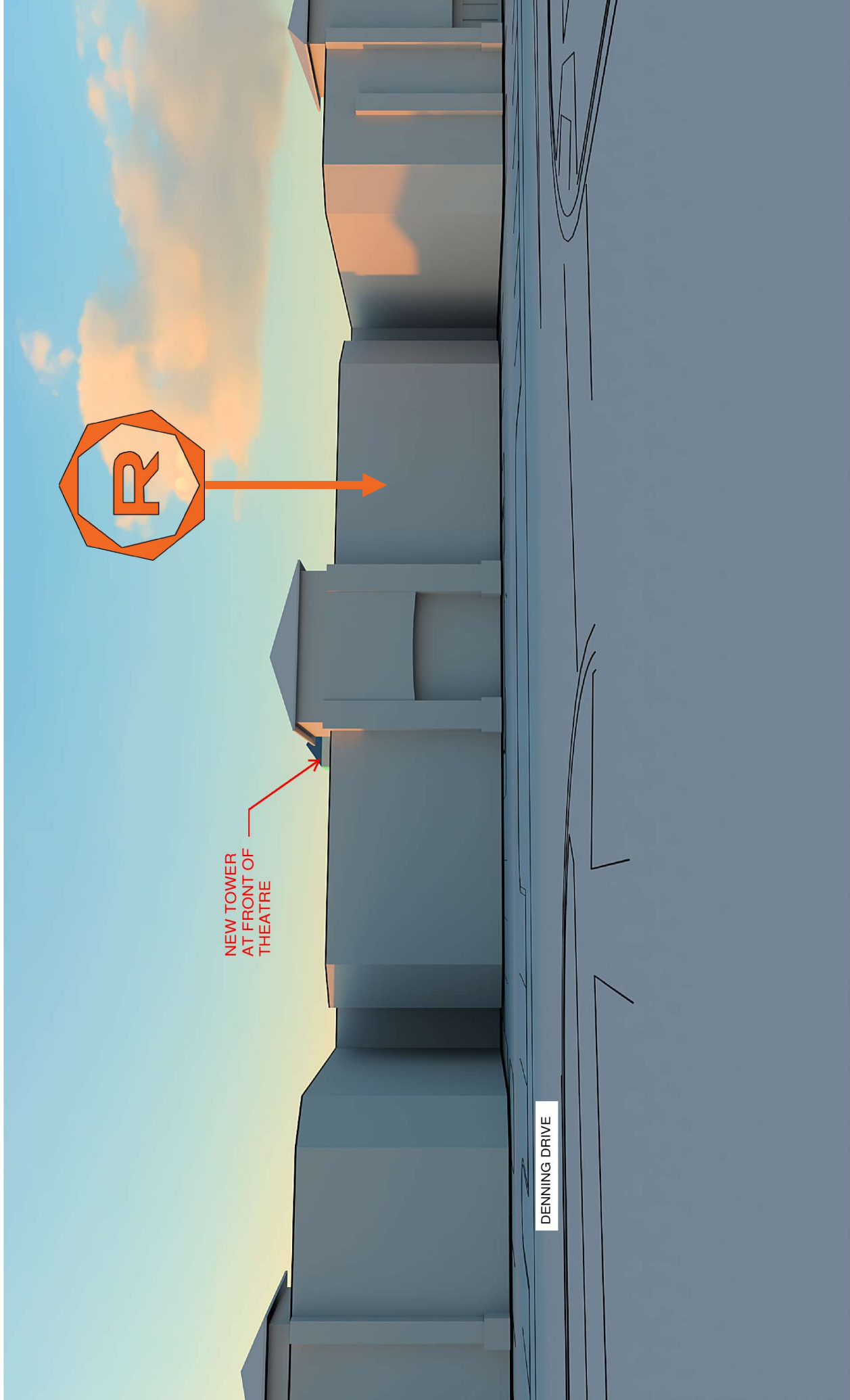
NEW SOFFIT



REGAL WINTER PARK RENOVATION 376



VIEW FROM VILLAGE PARK SENIOR LIVING, Denning Drive
UPPER LEVEL BALCONY



VIEW FROM SIDEWALK, Denning Drive & S. Swoope Ave.
REAR OF THEATRE



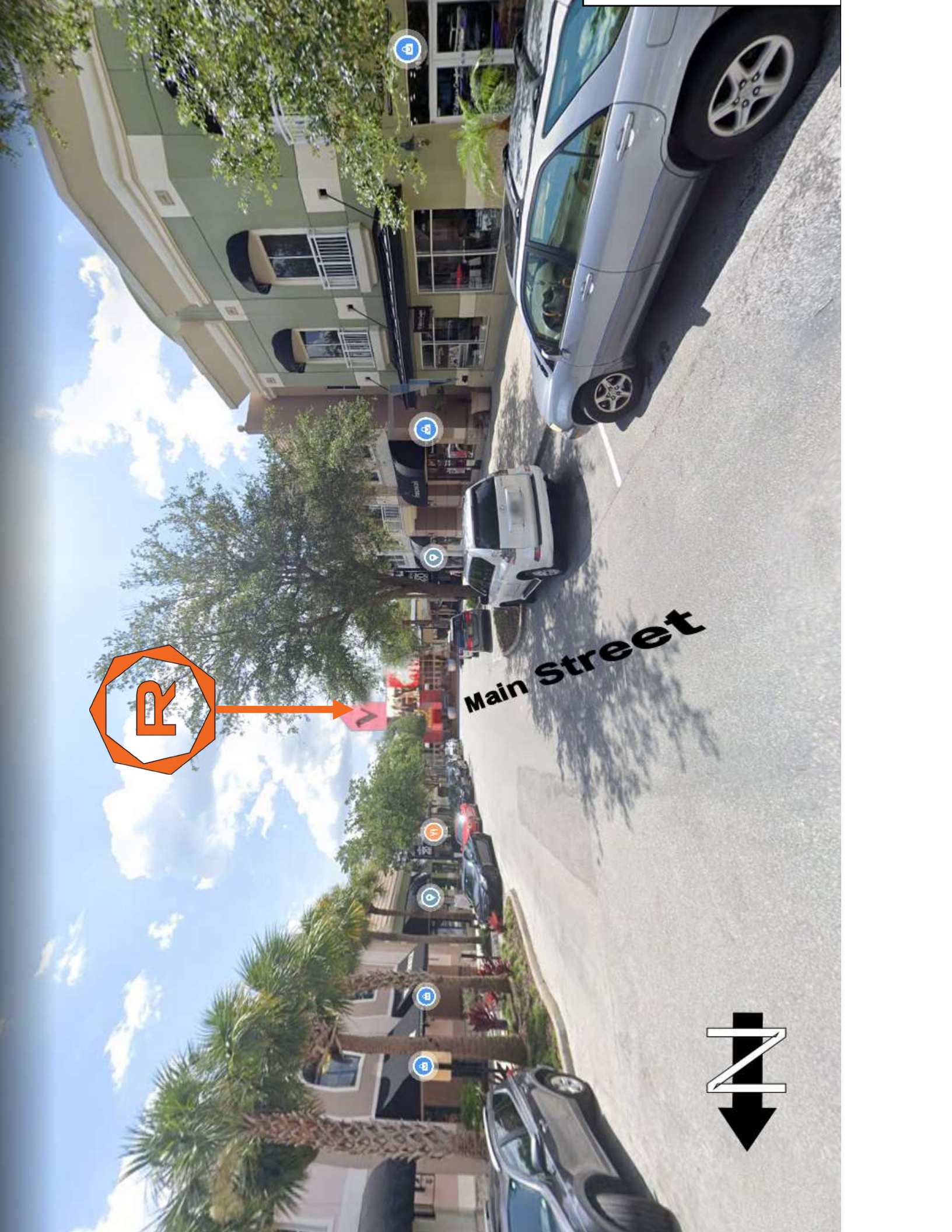
Google

Gay Road / Main Street

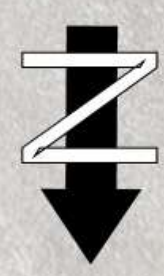
Orlando Ave

Winter Park Village





Main Street





East Avenue





W. Canton Ave

Google

East Avenue





East Avenue





N Denning Dr

W Swoope Ave.

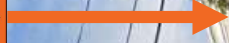




N Denning Dr

Google

N





DENNING DR

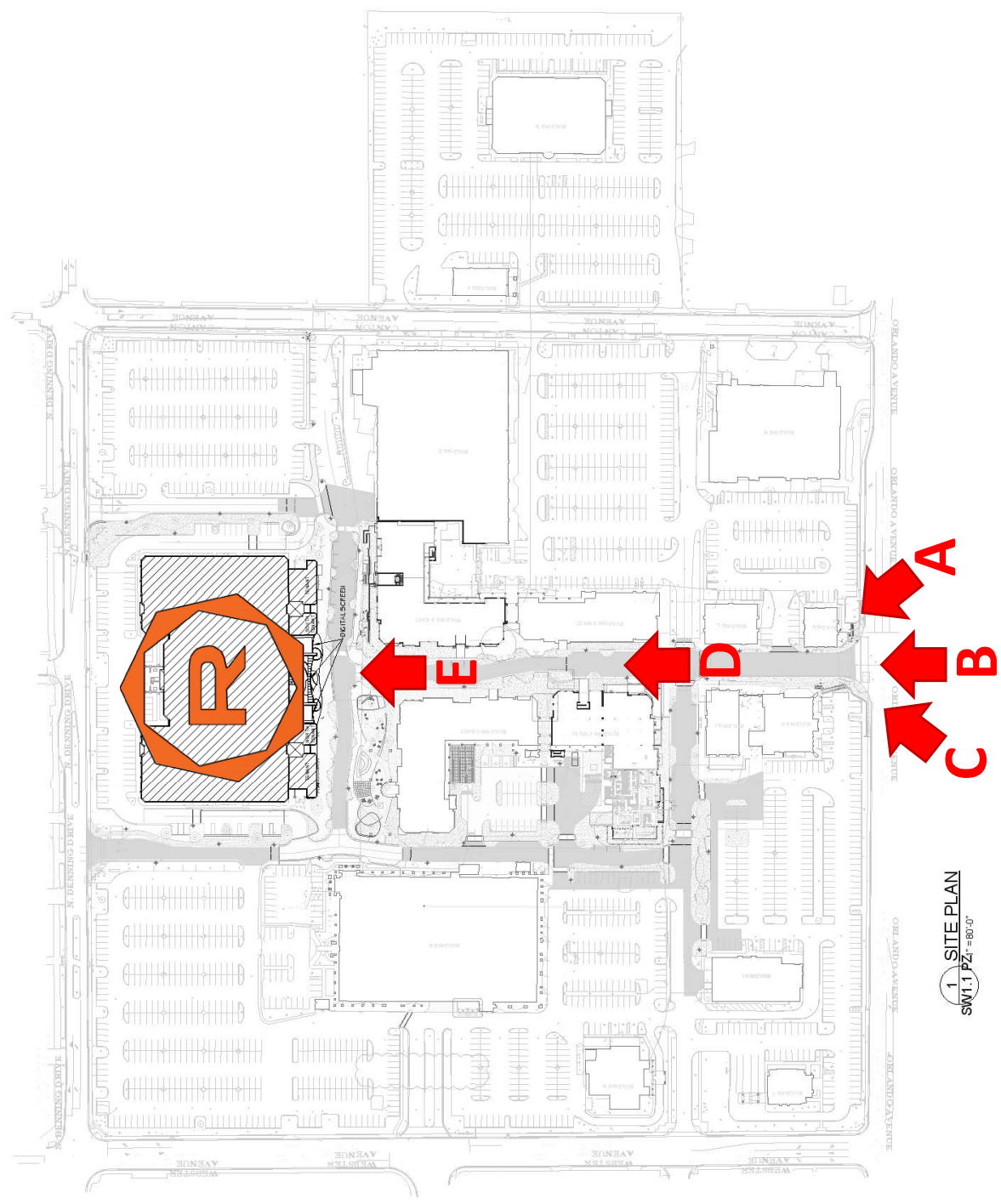


N Denning Dr

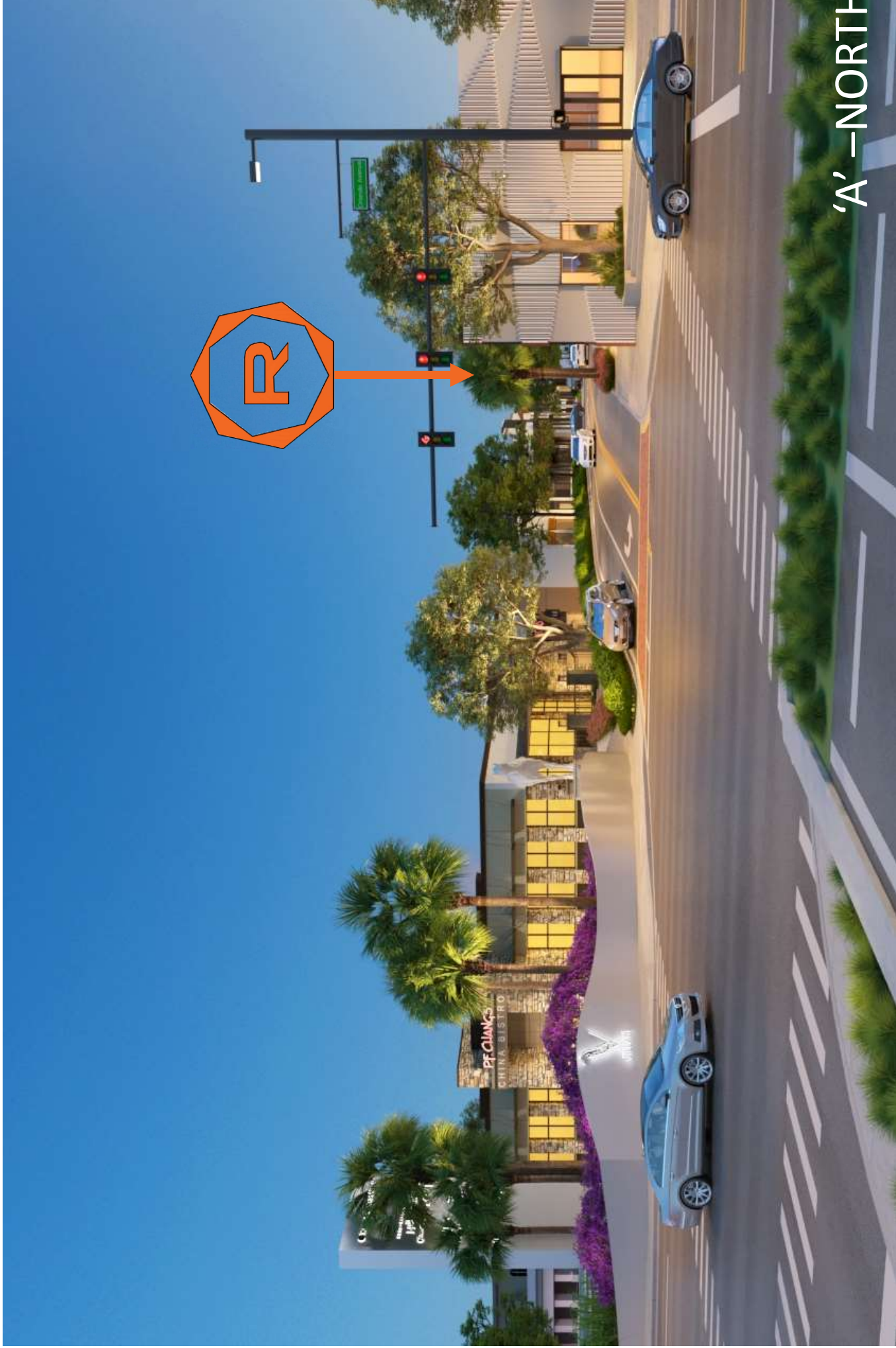
W Canton Ave

Google

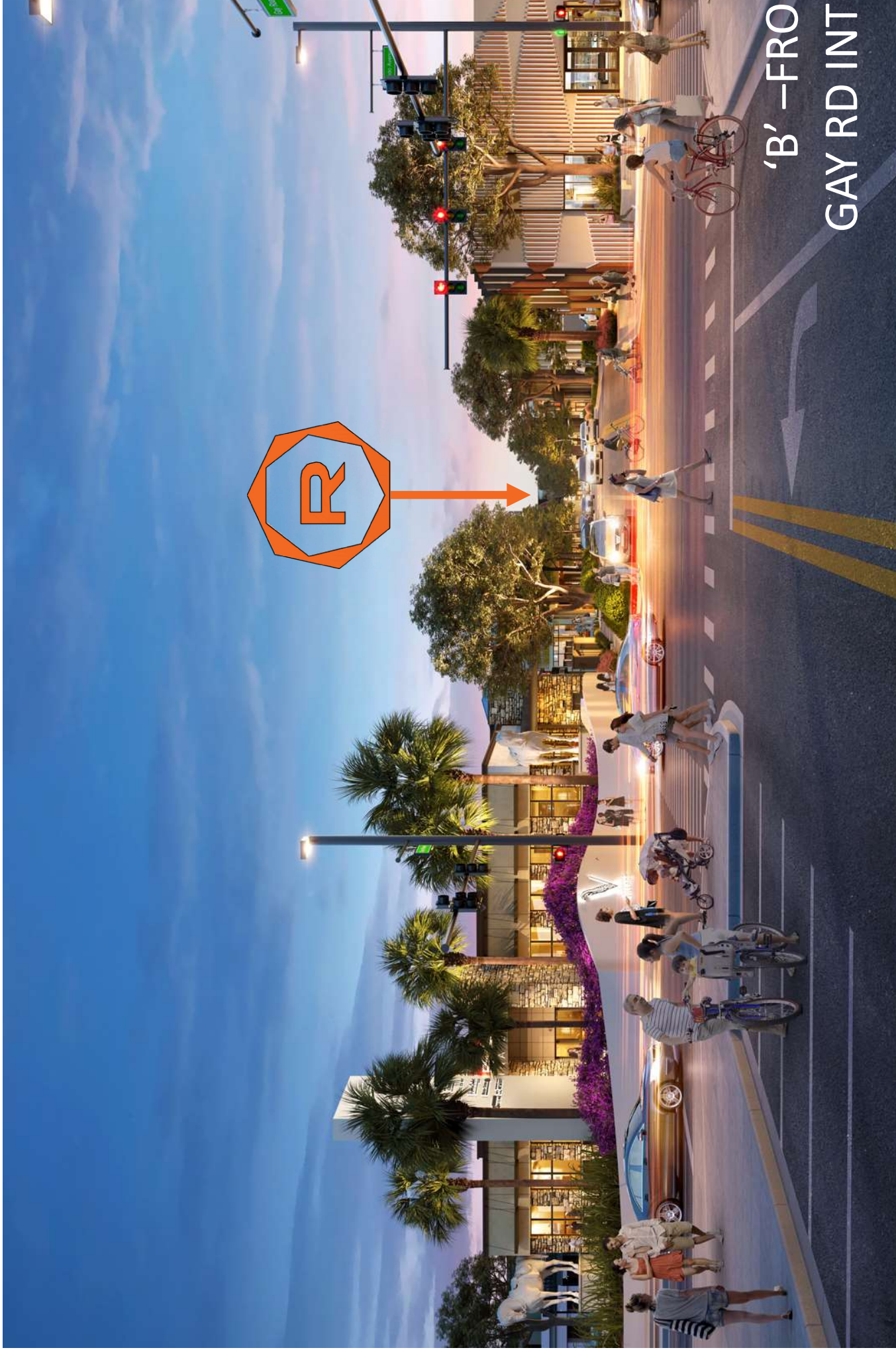




1 SITE PLAN
SW1.1 P21 = 80'-0"



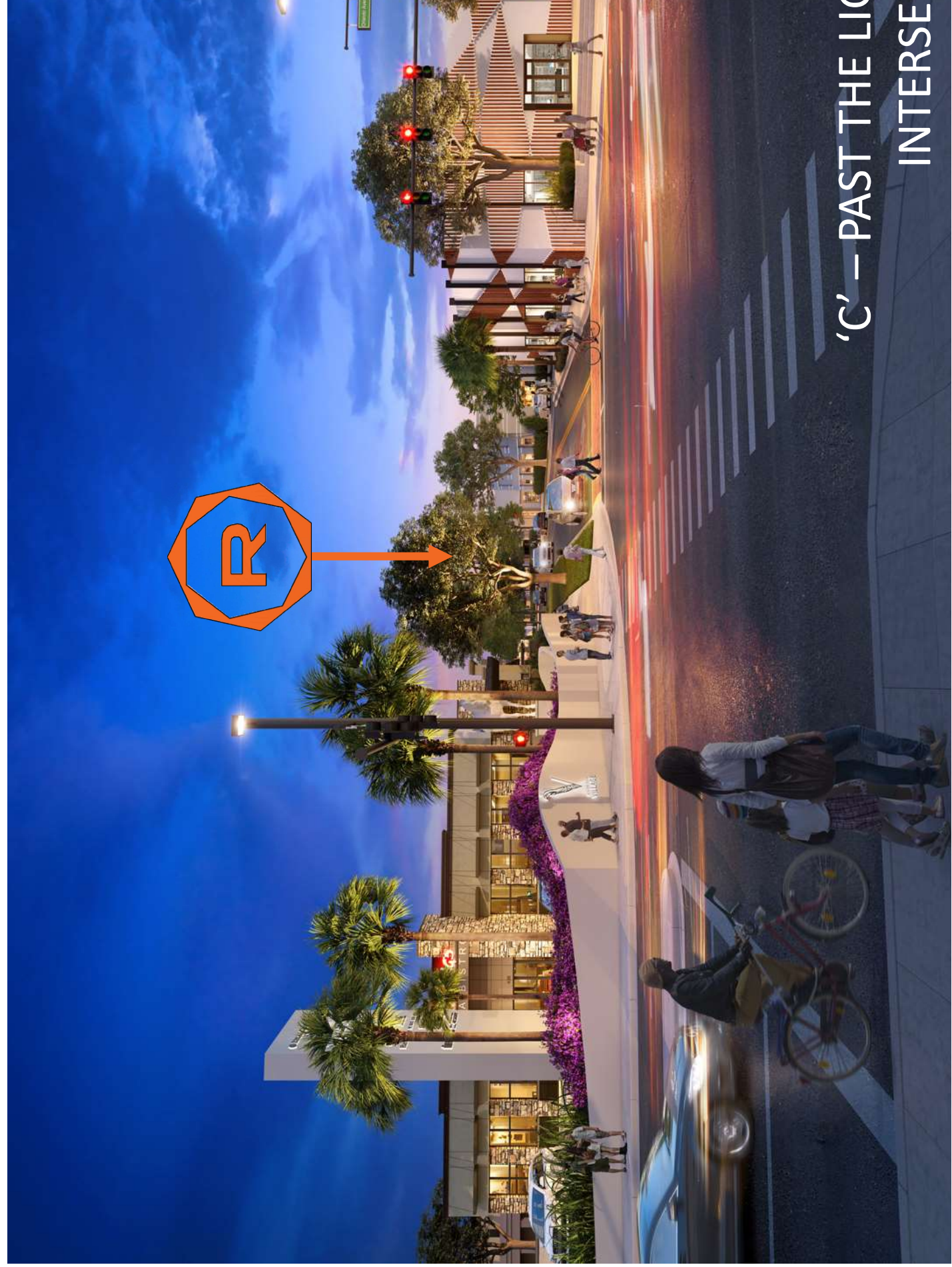
'A' - NORTH

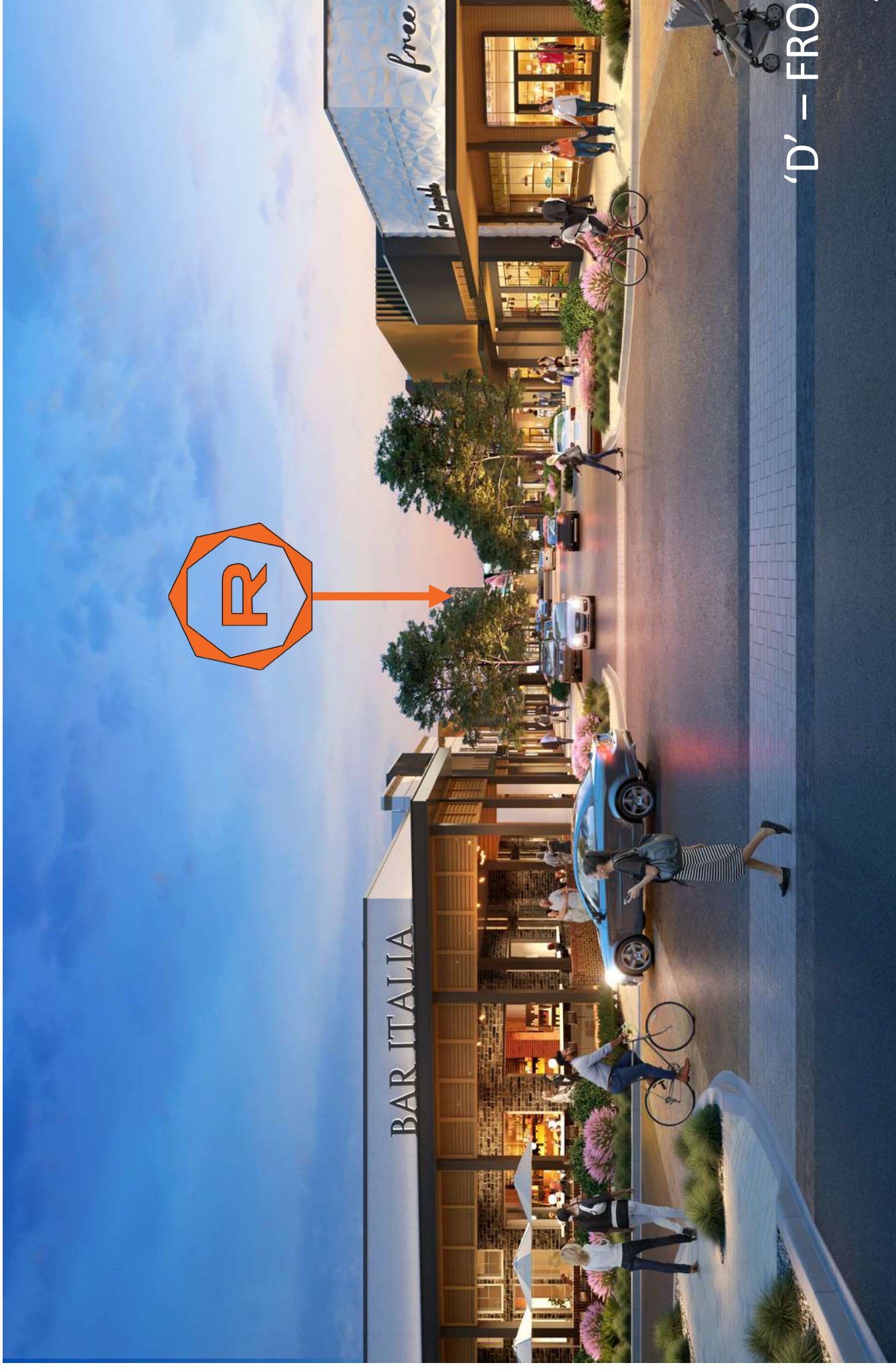


'B' -FRO
GAY RD INT



'C' – PAST THE LIC
INTERSE



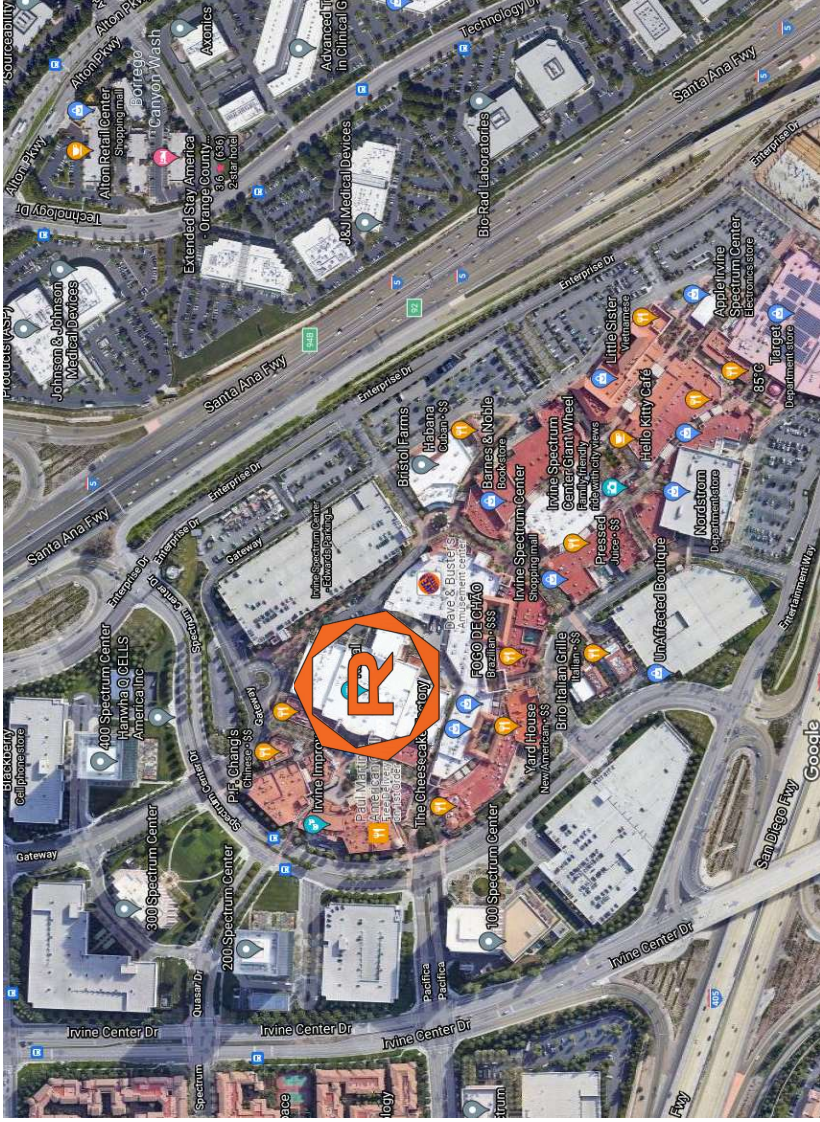


'D' - FRO

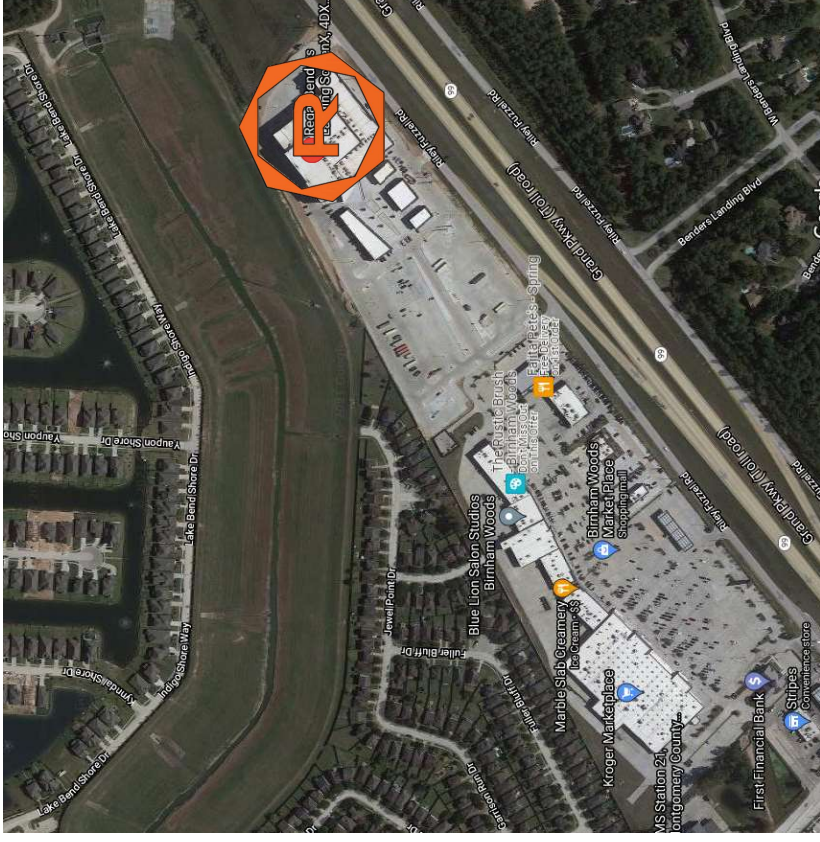


'E' - FROM E

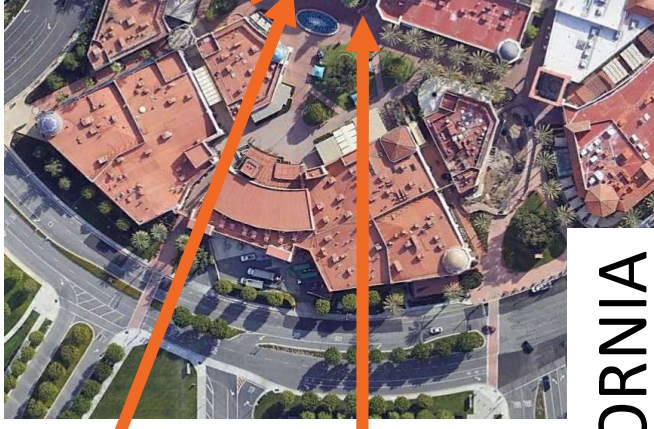
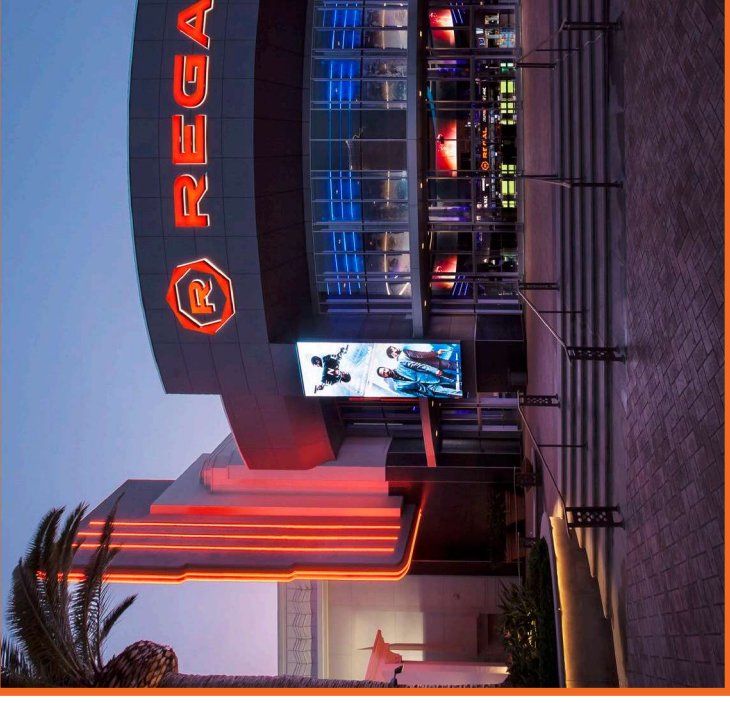
REGAL THEATRE PROJECTS WITH SIMILAR SIGNAGE CONDITIONS



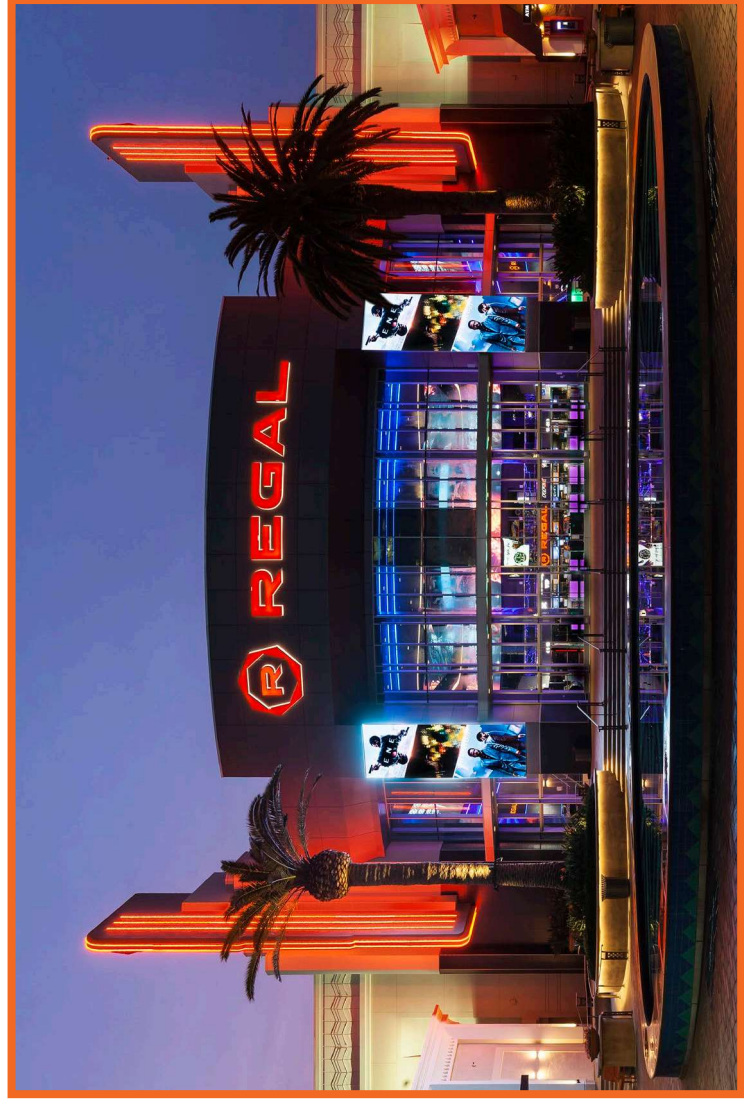
IRVINE, CALIFORNIA

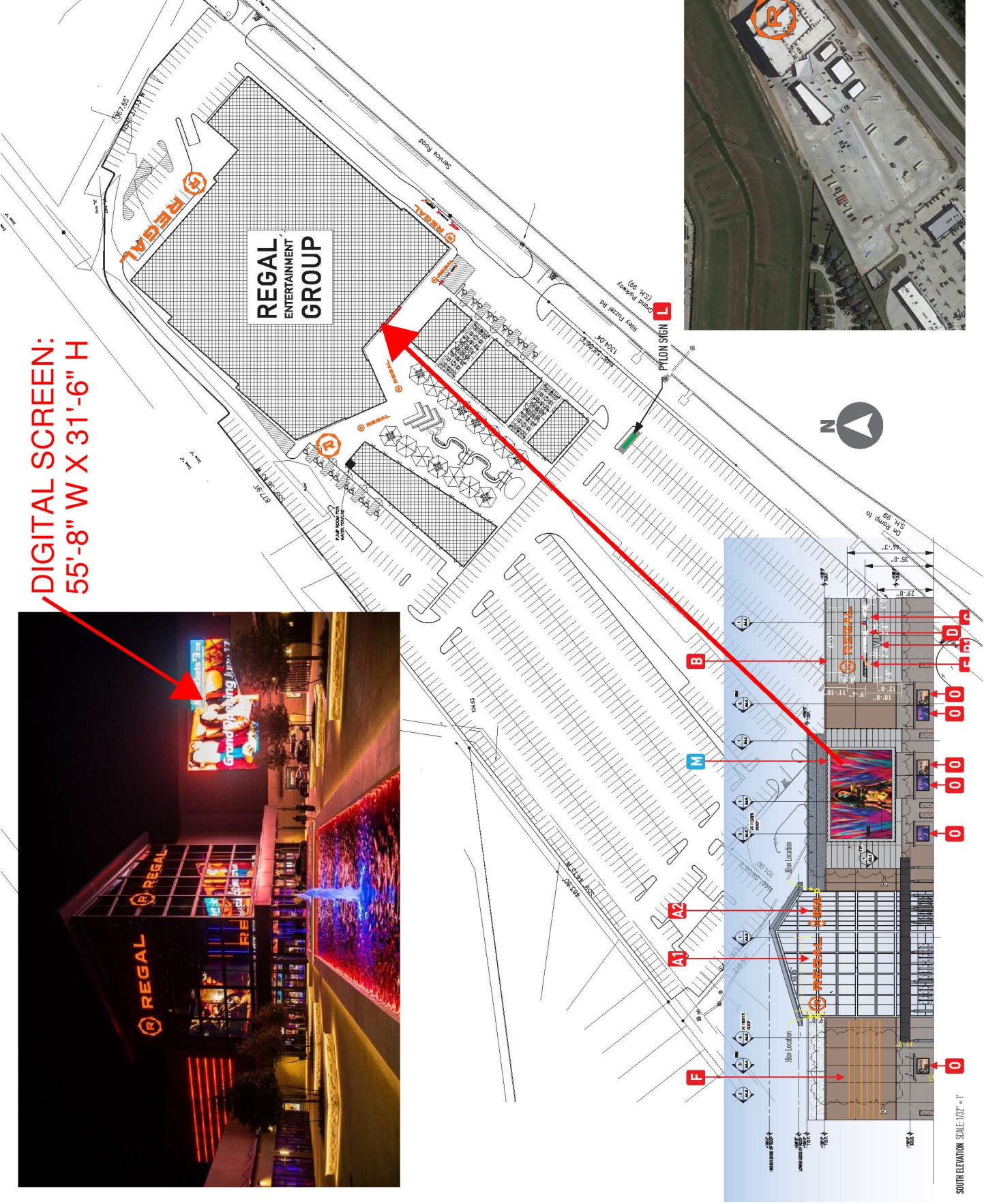


SPRING, TEXAS



IRVINE, CALIFORNIA





An aerial photograph of a large industrial or commercial facility. A red circle with a white letter 'B' inside is drawn around a specific building in the upper left portion of the image. The facility includes several large, light-colored buildings, a large paved parking lot filled with vehicles, and a road or driveway running along the right side. The surrounding area appears to be a mix of developed land and some greenery.



M. REBECCA WILSON

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215 North Eola Drive, Orlando, Florida 32801-2028
T: 407-418-6250 | F: 407-843-4444
MAIN NUMBER: 407-843-4600



January 10, 2022

SENT VIA EMAIL

City of Winter Park
Attn: John Harbilas, AICP
Planning & Transportation Department
401 Park Avenue South
Winter Park, FL 32789

jharbilas@cityofwinterpark.org

Re: Winter Park Town Center Ltd./Conditional Use

Dear John,

As you know this firm represents Winter Park Town Center Ltd. ("Casto") with regard to the Conditional Use request. The request includes the installation of 3 digital screens on the front façade of Regal Cinema. Please note that these digital screens are internal to Winter Park Village and only visible from private drive aisles and not visible from public right-of-way.

Section 58-138 allows the City Commission to grant variances for signage and sets forth criteria to consider including: fulfilling the goals of the City and improving the aesthetic appeal of the City.

The vision for the City states "Winter Park is the City of arts and culture, cherishing its traditional scale and charm while building healthy and sustainable future for all generations." As you know, the Regal Cinema is the only Cinema in the City of Winter Park screening first run movies and the only one to provide the RPX experience. Regal Cinema attracts Winter Park residents along with other Central Florida residents, to enjoy the performing arts in its cinematic format. These digital screens will enhance this cultural experience by showing exciting trailers to entertain those enjoying the Village's outdoor plaza and as they walk to and from the Villages shops and restaurants. The City puts an emphasis in its vision "for all generations". We believe that these digital screens will be enjoyed by residents of many ages due to the wide appeal of the Cinema from the Casablanca 80th Anniversary screening and Bolshoi Ballet to Spider-Man.



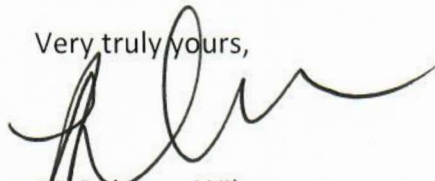
The Winter Park Comprehensive Plan FLU Element Policies include:

- GOAL 1-1: "To promote conscientious economic development in appropriate locations"
- GOAL 1-4: "Create an environment that balances business creation and growth while maintaining an exceptional quality of life for its residents."
- OBJECTIVE 1-4.2: "The City will continue to enhance local attractions and recreational facilities to promote tourism and quality of life, recognizing that the creative arts and culture play a major role in building and sustaining economically vibrant communities by generating jobs, revenue and tourism."

As explained in Brett Hutchens letter to the City dated December 3, 2021, Casto intends to invest \$40 Million in order to upgrade Winter Park Village to bring new and exciting businesses to Winter Park. The digital screens are part of the overall aesthetic and desire for activity in the Village. The City has continued to promote economic development along the US 17-92/Orlando Avenue corridor. We believe that this reinvigorating and exciting outdoor experience will promote tourism and enhance quality of experiences that available in Winter Park.

Regal Cinema is also operating in the highly competitive entertainment market. In addition to Casto's multi-million dollar exterior remodel, Regal has committed its own capital to an expensive interior renovation. Of the 540 theaters in the Regal chain, only 9 exceeded 2019 volumes and all of those had recently received a similar remodel. The cinema business has its challenges, but it has been proven that creating new and enhanced experiences will successfully overcome those challenges. Although the digital screens are not part of the interior renovation, they contribute to the overall experience and signal that the interiors are also new and exciting.

Very truly yours,



M. Rebecca Wilson

MRW/nle

cc: Randy Knight (via email rknight@cityofwinterpark.org)
Bronce Stephenson (via email bstephenson@cityofwinterpark.org)
Brett Hutchens (via email bhutchens@castoinfo.com)

December 3, 2021

Re: Winter Park Village Conditional Use Permit (CUP)

Dear Bronce,

Winter Park Town Center Ltd ("Casto") developed and owns the property known as Winter Park Village. It has been my pleasure to work on this property for 25 years. When we began, the former Winter Park Mall was a decaying 528,000 square foot mall which was virtually empty except for Dillards department store. In 2000, Casto worked with the City to create one of the first open air retail villages in the country. We saw this trend continue for the next 20 years as malls across the U.S. became a thoughtful gathering place or "village green" for the residents. We introduced Regal Cinemas, P.F. Chang's, Cheesecake Factory and Ruth's Chris to Winter Park all of which are still thriving today.

The success of Winter Park Village resulted in increased competition as many other developers have tried to mimic our success in Winter Park. Then as you are aware, in March 2020 the pandemic created another disruption among retail and restaurants. We appreciate all that the City did to keep its residents safe and provide flexibility for our restaurants. As we move out of the pandemic we continue to be committed to this legacy project and have made the decision to invest over \$40million dollars in upgrading Winter Park Village. This will include among other things: rebranding; updating of architecture and facades; enhanced lighting and landscaping; enhanced outdoor spaces for gathering and lingering; new outdoor furnishings along with exterior and interior enhancements to Regal Cinemas. This commitment is already attracting new high-quality retailers and restaurants. Once completed we will return to the glory of when we first opened and continue to serve the citizens and visitors of beautiful Winter Park.

Regal Cinemas is our largest and most important tenant and its long term success is integral to the success of Winter Park Village. The theatre business was severely damaged as a result of the pandemic but it is showing positive signs of recovery. We intend to invest \$4 million dollars in exterior improvements to the Regal building and they are committed to invest \$1million dollars for interior improvements.

In order to accomplish this vision, we are requesting help from the City Commission for two items. The first is an architectural feature on the Regal Cinema at the terminus of our entry

road into the site. This architectural feature will create a new and exciting sense of arrival. The architectural feature is 63 feet in height and is lit internally to be visible from the west, north and south. The eastern façade (Denning Drive) will be enclosed to ensure no light intrusion to the residential properties to the east. The City's Land Development Code (LDC) allows the City Commission to approve this additional height: "Architectural appendages, embellishments and other architectural features may be permitted to exceed the roof heights specified in this section, on a limited basis; encompassing no more than 30 percent of the building roof length, up to eight feet of additional height upon approval of the city commission, based on a finding that said features are compatible with adjacent properties." Sec. 58-74(e)(9). Renderings of the tower are included, as well as the surrounding area showing multi story structures of 55 feet in height.

The second item we are requesting is the installation of 3 digital screens on the front (west) façade of Regal Cinema. These digital screens are located over 882 feet from N. Orlando Avenue Right-of- Way (see pictures included demonstrating no visibility from any rights of way). Pursuant to LDC section 58-138 "the city commission shall be empowered to grant variances for signs located on properties that require conditional use approval by the city commission or in circumstances where agreements are approved by the city commission pursuant as specified in sections 58-85 and 58-86." We respectfully request that the City consider these digital screens as an exciting addition to the experience at Winter Park Village. We have attached additional information as to location, size and visual impact. The screens have been employed by Regal in other theatre remodels with great success.

Please let me know if staff has any additional questions. We look forward to continuing the successful partnership we have had with the City for over two decades.

Sincerely,



Brett Hutchens

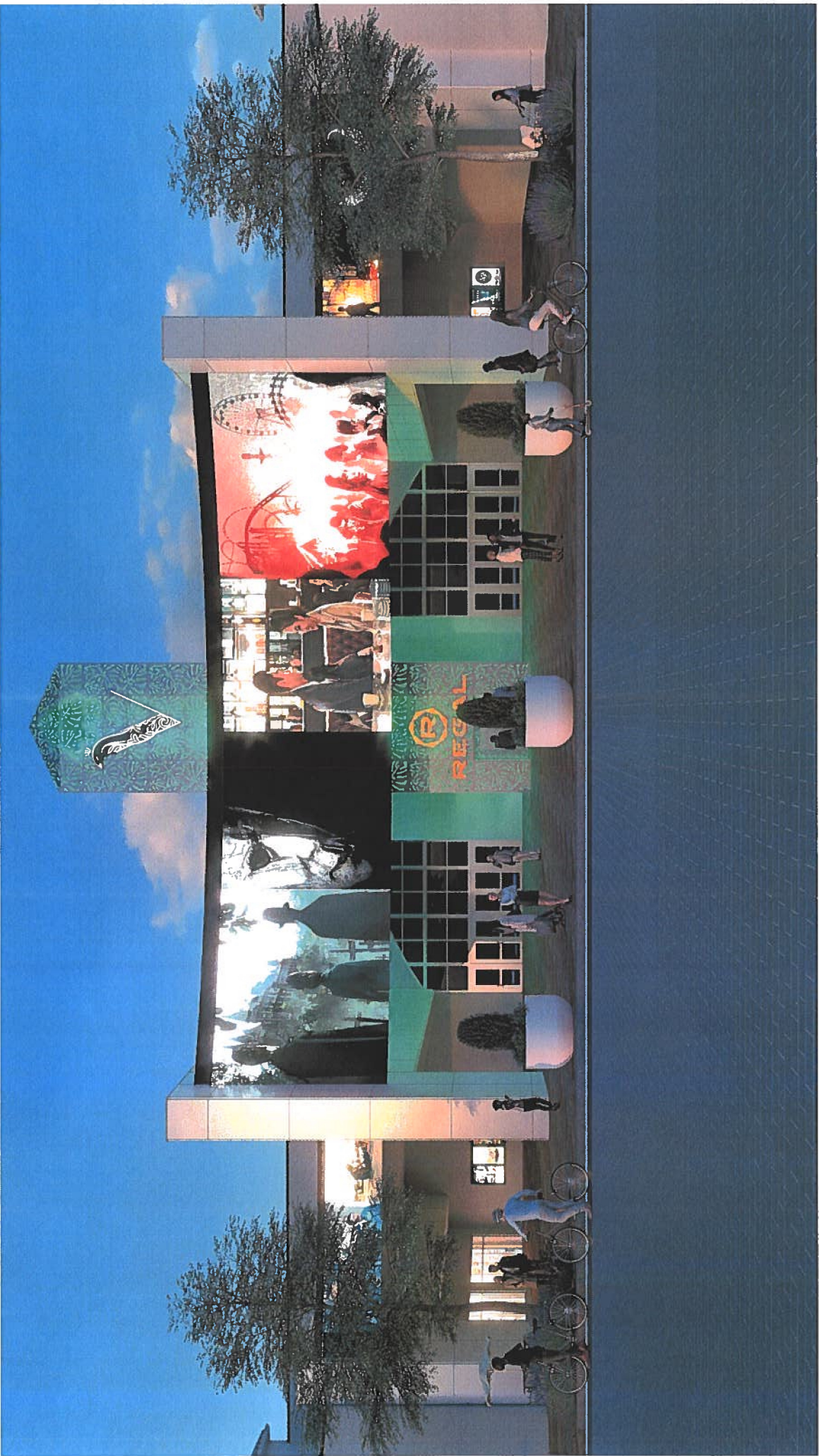
Enclosure

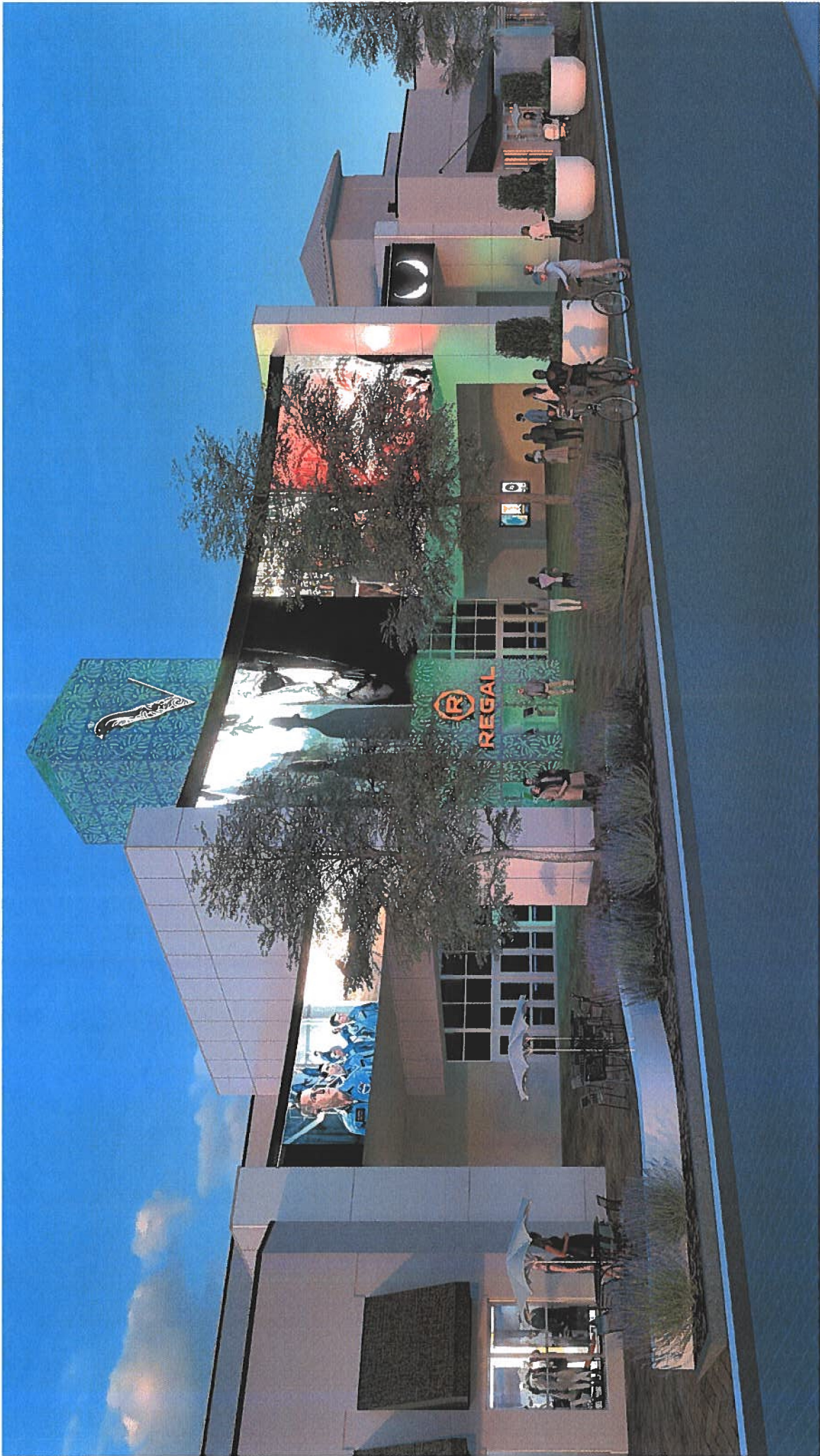














City Commission agenda item

item type Public Hearings	meeting date April 13, 2022
prepared by Jeffrey Briggs	approved by John Harbilas, Jeffrey Briggs, Michelle del Valle, Randy Knight
board approval Completed	
strategic objective	

subject

Requests of Creative Neighbors LLC.

item list

- Ordinance amending the Comprehensive Plan Future Land Use Map; from Institutional to Single Family Residential on the rear 5.38 acres. (2nd Reading)
- Ordinance amending the Zoning Map to change from Single-Family (R-1A) zoning to Planned Unit Residential District (PURD) zoning. (2nd Reading)
- Approval of Preliminary Concept Plan for the Planned Unit Residential District zoning and to provide subdivision plat approval to divide the east/rear 5.38 acres of 740/760 N. Lakemont Avenue to provide for 13 single-family home lots and 12 townhouses lots, common area park and retention tracts.

motion / recommendation

The Planning & Zoning Board voted 5-2 to approve all of the requests.

background

On March 23, 2022 the City Commission approved the requests at the first reading. The applicant had reduced the size of the proposed single-family homes and townhomes to meet both the maximum 43% FAR and maximum 50% impervious coverage, in compliance with traditional R-1A single-family development standards.

This application involves requests for the redevelopment of the 6.3 acres of the Winter Park Christian Church properties at 740/760 N. Lakemont Avenue. The Conditional Use request to rebuild a new Winter Park Christian Church facility on the front 0.93 acres was approved at the March 23rd meeting. These second readings relate to the use of the rear 5.38 acres for the development of 13 single family homes and 12 townhomes. Individually the requests are:

1. Ordinance amending the Comprehensive Plan Future Land Use Map designation of Institutional to Single Family Residential for the rear 5.38 acres. (2nd reading)
2. Ordinance amending the Zoning Map on the rear 5.38 acres from Single Family

Residential (R-1A) to Planned Unit Residential District (PURD); (2nd reading)

3. Request for approval of the Preliminary Concept Plan for a PURD development of 13 single family houses and 12 townhomes; and
4. Subdivision Plat approval to provide for the 13 single family lots and 12 townhouse lots along with the common area and retention along with the dedication of required public streets and easements..

Comprehensive Plan Change for the Residential Development:

The Creative Neighbors LLC requests involve a change to the Comprehensive Plan future land use map designation of Institutional to Single Family Residential on the rear 5.38 acres that will be redeveloped as the Enclave project once the new Church is built. As this is the same Single-Family future land use designation as the surrounding neighborhoods, such a change is consistent and compatible with the existing neighborhoods. Traditional single family is no more than 5 units per acre but up to 8 units per acre are allowed via a PURD. This project will conform to the traditional 5 units per acre standard. This project will also comply with the maximum allowable 43% FAR and 50% impervious coverage.

Zoning Change for the Residential Development:

The Creative Neighbors LLC requests include a change from the existing Single-Family Residential (R-1A) district zoning to the Planned Unit Residential District (PURD) zoning district. The essence of the PURD zoning is to allow a variety of housing/lot types and to aggregate the land that would otherwise be allocated to front and back yards into common area park tracts that are more visible and usable by everyone.

The PURD zoning is a two-step process. First an applicant gets the approval for the PURD zoning based upon a "Preliminary Concept Plan". Once that is accomplished, the applicant then submits for approval of a "Comprehensive Development Plan". That second part is where any setbacks deviations from traditional single family are outlined and may be approved. That part will come back to the City Commission after review by the P&Z Board on April 5th.

This proposed Preliminary Concept Plan matches the maximum 5 units/acre that would be permitted in the current R-1A zoning. The overall floor area ratio is to be in line with the 43% floor area ratio permitted in the current R-1A zoning. There is a townhouse component for a variety of housing types and a significant common area park tract for all to enjoy. The roadway is a dedicated right-of way with underground utilities within those areas, as is typically the case.

The Planning and Zoning Board and/or City Commission did not approve the "Comprehensive Development Plan" at this time, so any deviations to setbacks will be considered at a later time. The main focus at this time is whether the City Commission is comfortable with this redevelopment proposal, whether the City Commission is comfortable with a mix of townhouses and single-family homes.

Subdivision Plat:

The subdivision plat itself is typical of other neighborhoods in the City. The streets will be

dedicated public streets, with a typical 24 feet of travel roadway width. The alley behind the townhomes will be private which is permitted as a secondary access. A storm water retention area is provided that has been sized to meet the City Code and that of the St. John River Water Management District for the impervious coverage runoff from all of the residential buildings, driveways and streets.

The applicants are requesting one variance which is to have a 41-foot wide right-of-way in lieu of the required 50 feet. That diminishes the 'green' parkway strip between the roadway and the sidewalk but otherwise does not impair the function of the roadway.

Traffic Generation:

These 25 new residential homes will generate a potential 290 vehicle trips per day, as 'net new' traffic assuming the church traffic is a constant. The daily average vehicle traffic on North Lakemont Avenue is about 20,000 cars per day, so this number of vehicles is de minimus.

Summary and Recommendation:

This project does not appear to adversely affect the adjacent neighbors in any fashion and provides creative land use (park site and buffer strip) in return for the combination of townhouse and single-family homes. The project is true to the Comprehensive Plan single-family density limit of 5 units/acre and to the 43% FAR limit and the 50% Impervious coverage limit.

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[OCPA Map.JPG](#)

ATTACHMENTS:

[Colored Site Plan.JPG](#)

ATTACHMENTS:

[The Enclave Siteplan ISR and FAR \(Mar 14, 2022\).pdf](#)

ATTACHMENTS:

[WPCC PURD TABLE.pdf](#)

ATTACHMENTS:

[Ord._Lakemont Church_Comp. Plan FLU.doc](#)

ATTACHMENTS:





LAND AREA CALCULATIONS

Church Use (Not Included in FAR)	40,274 s.f.
ROW (Not Included in FAR)	37,021 s.f.
Residential Use	197,489 s.f.
TOTAL LAND AREA	274,784 s.f.

BUILDABLE AREA CALCULATIONS

<u>Townhouses</u>	
1 st Floor under air	1,518 s.f.
2 nd Floor under air	1,106 s.f.
Total under air	2,624 s.f.
Garage	467 s.f.
Total for FAR Calculation	3,091 s.f.
Open air entry	41 s.f.
Open air lanai	140 s.f.
Total SF	3,272 s.f.

Single Family Residences (Restricted to a Maximum FAR per Lot)

<u>LOTS</u>	<u>Lot Size</u>		<u>Home Size</u>	<u>Garage</u>
A	7,034 s.f.	x	0.51 FAR	= 3,587 s.f.
B	7,034 s.f.	x	0.51 FAR	= 3,587 s.f.
C	7,034 s.f.	x	0.51 FAR	= 3,587 s.f.
D	7,034 s.f.	x	0.51 FAR	= 3,587 s.f.
E	7,504 s.f.	y	0.51 FAR	= 3,827 s.f.

Conditional Use Site Plan Review: 740/760 N. Lakemont Avenue (Residential Development)*

	R-1A Requirements	Existing Site	Proposed Residential	Proposed Institutional
Zoning	N/A	R-1A	PURD	PURD
Future Land Use	N/A	Institutional	Single-Family Residential	Institutional
Total Lot Area (Acres)	N/A	6.37 acres	5.38 acres	0.98 acres
Total Lot Area (Square feet)	N/A	277,477 sq. ft.	197,489 sq. ft. after removal of ROW*	40,274 sq. ft.*
Building Use(s)	N/A	Institutional (Church)	Single-Family Residential	Institutional (Church)
Permitted Units Per Acre	5	5	8	8
Proposed Units Per Acre	N/A	N/A	5	N/A
Total Units Permitted	N/A	32	26	4
Number of Units Proposed	N/A	N/A	13 single-family houses/ 12 Townhouses	N/A
Proposed Units per Acre	N/A	N/A	4.7	N/A
Floor Area Ratio	38%; 43% Max. w/ Bonus****	N/A	42.99%***	16.26%
Impervious Lot Coverage	60% (single-story)/ 50% (two-story)	N/A	50%***	49.49%
Building Height	30 ft.	N/A	30-32 ft.**	33 ft.-8 in.
Max. Building Floors	2	1	2	2
Permitted Parking Spaces	2/unit	N/A	2/unit	See note below*****
Total Parking Spaces	N/A	50 +/-	50	23 asphalt/17 turf
Setbacks	-	-	TBD**	TBD**
Individual Lot Area (Square feet)	8,500 sq. ft.	N/A	7,034-8,107 sq. ft.**	N/A
Lot Width	75 ft./85 ft. (Corner Lots)	N/A	57-62 ft.**	N/A
Lot Depth	N/A	N/A	107.21-134.11 ft.**	N/A

***Based off of Applicant's Submitted Land Area Development Standards**

**Single-family lot sizes vary (setbacks to be determined by Planning and Zoning Board and City Commission with the approval of the Comprehensive Development Plan)

***For total residential portion including townhouse/single-family lots and common areas

****FAR may be increased up to 5% over the allowable 38% so long as the increased side setback standards for R-1A lots are met (1% increase in FAR for every 1% increase in lot width used to calculate side setbacks)

*****One parking space for each four seats plus one parking space for each official resident on the premises plus additional parking spaces equal in number to 50% of the number of permanent employees.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF WINTER PARK, FLORIDA AMENDING CHAPTER 58, "LAND DEVELOPMENT CODE", ARTICLE I, "COMPREHENSIVE PLAN" SO AS TO AMEND THE FUTURE LAND USE MAP SO AS TO CHANGE THE REAR 5.38 ACRES OF THE WINTER PARK CHRISTIAN CHURCH PROPERTY AT 740/760 N. LAKEMONT AVENUE FROM INSTITUTIONAL TO SINGLE FAMILY RESIDENTIAL, MORE PARTICULARLY DESCRIBED HEREIN.

WHEREAS, the City Commission intends to amend its Comprehensive Plan to establish a single-family future land use on the remaining portion of the Winter Park Christian Church property no longer to be used by the Church. and

WHEREAS, the amendment of the Comprehensive Plan maps and the establishment of a future land use designation meets the criteria established by Chapter 163, Florida Statutes and pursuant to and in compliance with law.

NOW THEREFORE BE IT ENACTED BY THE CITY COMMISSION OF THE CITY OF WINTER PARK, AS FOLLOWS:

SECTION 1. That Chapter 58 "Land Development Code", Article I, "Comprehensive Plan" future land use plan map is hereby amended so as to establish a Single Family Residential future land use designation on the rear 5.38 acres of the Winter Park Christian Church properties at 740/760 N. Lakemont Avenue

SECTION 2. This ordinance shall become effective 31 days after adoption but shall not become effective if this Ordinance is challenged pursuant to Florida Statutes Section 163.3187 within 30 days after adoption. In that case it will not become effective until the State Land Planning Agency or the Administration Commission, respectively, issues a Final Order determining the Ordinance, in compliance, with Chapter 163, Florida Statutes.

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

Mayor Phillip Anderson

Attest:

City Clerk

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF WINTER PARK, FLORIDA
AMENDING CHAPTER 58, "LAND DEVELOPMENT CODE",
ARTICLE III, "ZONING" AND THE OFFICIAL ZONING MAP SO
AS TO CHANGE THE ZONING FROM SINGLE FAMILY (R-1A)
TO PLANNED UNIT RESIDENTIAL (PURD) DISTRICT ZONING
ON THE REAR 5.38 ACRES OF THE WINTER PARK CHRISTIAN
CHAURCH PROPERTIES AT 740/760 N. LAKEMONT AVENUE,
MORE PARTICULARLY DESCRIBED HEREIN.**

WHEREAS, the City Commission intends to change the Zoning designation on the portion of the Winter Park Christian Church properties no longer intended for use by the Church, and

WHEREAS, the establishment of municipal zoning meets the criteria established by Chapter 166, Florida Statutes and pursuant to and in compliance with law, notice has been given to Orange County and to the public by publication in a newspaper of general circulation to notify the public of this proposed Ordinance and of public hearings to be held.

NOW THEREFORE BE IT ENACTED BY THE CITY COMMISSION OF THE CITY OF WINTER PARK, FLORIDA, AS FOLLOWS:

SECTION 1. That Chapter 58 "Land Development Code", Article III, "Zoning" and the Official Zoning Map is hereby amended so as to change the Zoning designation of Single Family Residential (R-1A) district zoning to Planned Unit Residential (PURD) district zoning on the rear 5.38 acres of the Winter Park Christian Church properties at 740/760 N. Lakemont Avenue.

SECTION 2. This ordinance shall become effective upon the effective date of the change to the future land use amendment for this property.

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

Mayor Phillip Anderson

Attest:

City Clerk



City Commission agenda item

item type Public Hearings	meeting date April 13, 2022
prepared by Jeffrey Briggs	approved by Michelle del Valle, Randy Knight
board approval Completed	
strategic objective	

subject

Request of Vilasa Townhouses: Amendment to the Conditional Use Approval to add exterior rear porches onto the ten Swoope Avenue townhomes, zoned R-3.

motion / recommendation

Staff Recommendation is for Approval.

background

In 2019, the City Commission approved a Conditional Use request for a project involving 14 townhouses on property fronting on both West Canton Avenue and West Swoope Avenue. The R-3 properties fronting on West Swoope Avenue are approved and under construction now and that portion of the project has 10 townhomes with a center driveway feeding two car garages for each unit. The front 8 units are two-story in height and the rear 2 units are three-story in height. This portion of the site is 37,500 sq. ft. in size. Under R-3 density of 17/units per acre, this portion of the site could be used for 14 units but only 10 were requested and approved. The original approved setbacks comply with the front setback of 25 feet and side setbacks of 20 feet.

On December 15, 2020 the owner/developer requested a side setback variance from the Board of Adjustment to allow these 10 units to add an open one-story rear covered porch/patio for each unit. The porch extends 8 feet out from the building and is 18 feet wide. The variance was to allow for a 12-foot side setback in lieu of the required 20-foot setback. That variance was approved by a 6-0 vote.

Open porches do not count toward the floor area ratio. If they did, there is ample unused floor area ratio for this project, at 90.1% versus the permitted 110% by the R-3 zoning. They do increase the impervious coverage by 1,440 sq. ft. but they remain under the permitted impervious coverage at 32,440 square feet which is 64.9% versus the R-3 code maximum of 70%. The Code issue is that they failed to ask for the variance needed to the building lot coverage. The original permitted building lot coverage (footprint) of 43.2 %

was a variance granted by the City Commission to the maximum 40%. The porches increase the building lot coverage to 46.1%. The improper legal process was followed to obtain the variance for the porches. Because this item was a Conditional Use, the project can only be changed by requesting review and approval of an Amended Conditional Use, which is what is being requested now.

Overall Project Statistics (Updated to the 2022 request)

The total square footage of the 14 new townhouse units is 45,444 sq. ft. which is an average unit size of 3,246 sq. ft. inclusive of the two car garages. In terms of floor area ratio, the R-3 zoning allows 110% FAR for projects with three-story development. The building program is at a 90.1% FAR.

The impervious coverage allowed for R-3 development is 70%. The impervious coverage shown for all buildings, walks, driveways and parking spaces is 62%. With the added 1,440 sq. ft. for these porches, the impervious increases to 64.9%.

Building lot coverage maximum is 40% and the original plans show 43.2%. This increase of 1,440 sq. ft. increases that variance to 46.1%. This design situation has arisen before due to the need to concentrate the living areas of the kitchen, dining/living rooms plus the garage and now the porches on the ground floor. While the total square footage is within the Code, the elements of the home that must be on the ground floor, such as the kitchen, dining/living room and garage creates the scenario where the variance is needed.

Compatibility with the Surroundings

The Board of Adjustment felt that the setback variance request was compatible with the neighboring properties because it was just for small 8 x 18 open covered porch/patios.

On the west side, these rear yards back up to the driveway for the adjacent Beau Soliel townhouse project. On the east side, due to the 50-foot width of that property, that property would be allowed a 7½ to 10-foot side setback when that property is redeveloped.

Summary and Recommendation

It was an oversight to utilize the incorrect legal process to amend the Conditional Use, but the applicant is now requesting approval of an Amended Conditional Use, with a higher lot coverage and side setbacks of 12 feet instead of 20. Staff is in support of this amended Conditional Use application.

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[Location Maps and Aerial.pdf](#)

ATTACHMENTS:

[Canton Swoope Duplexes P&Z Submittal 2019-07-01 revised.pdf](#)

ATTACHMENTS:

[Proposed Floor Plans with porches.pdf](#)

ATTACHMENTS:

[Board of Adjustment variance minutes.pdf](#)

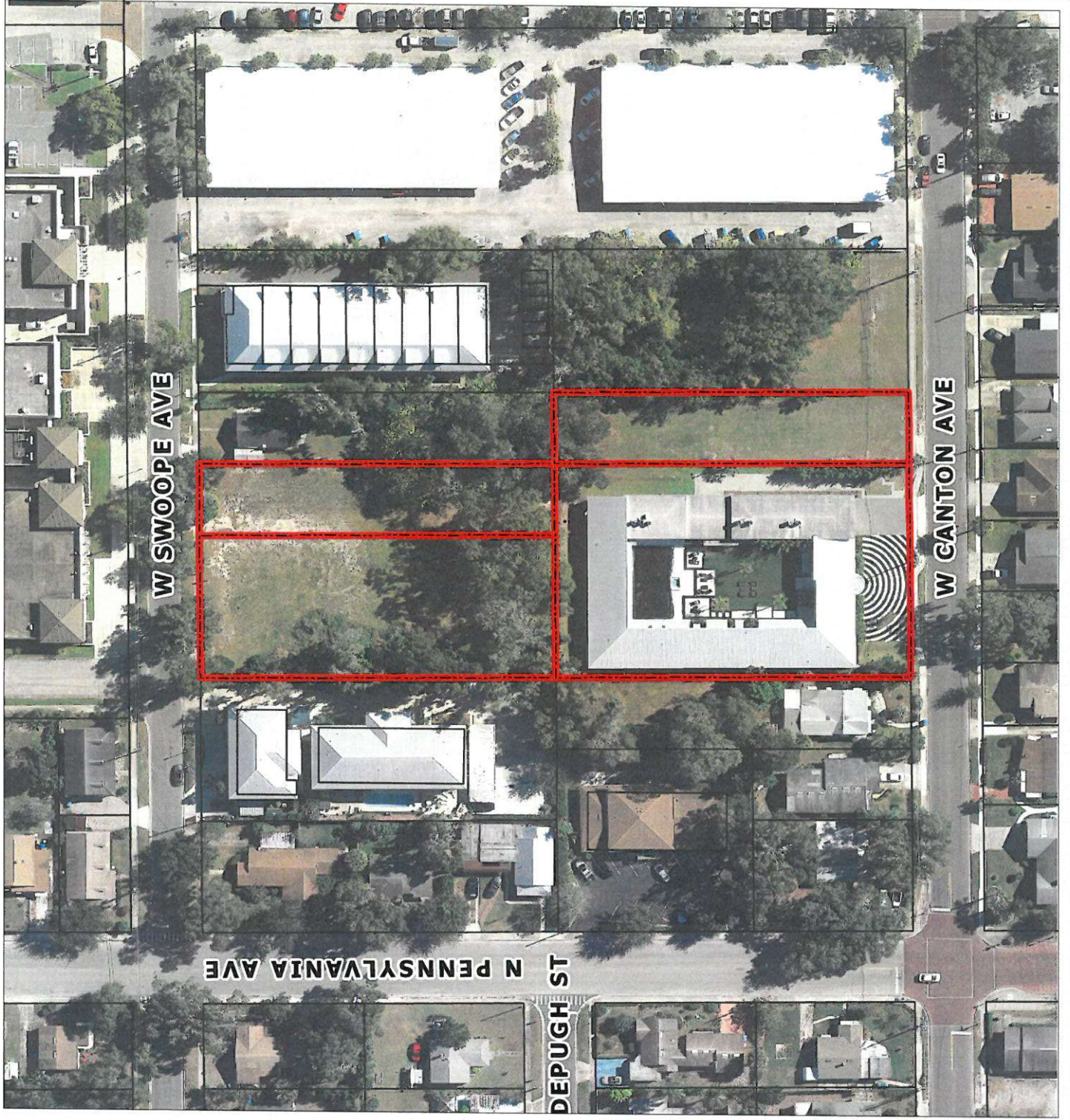


LOCATION MAP
Canton & Swoope
Conditional Use Request
 City of Winter Park
 Florida





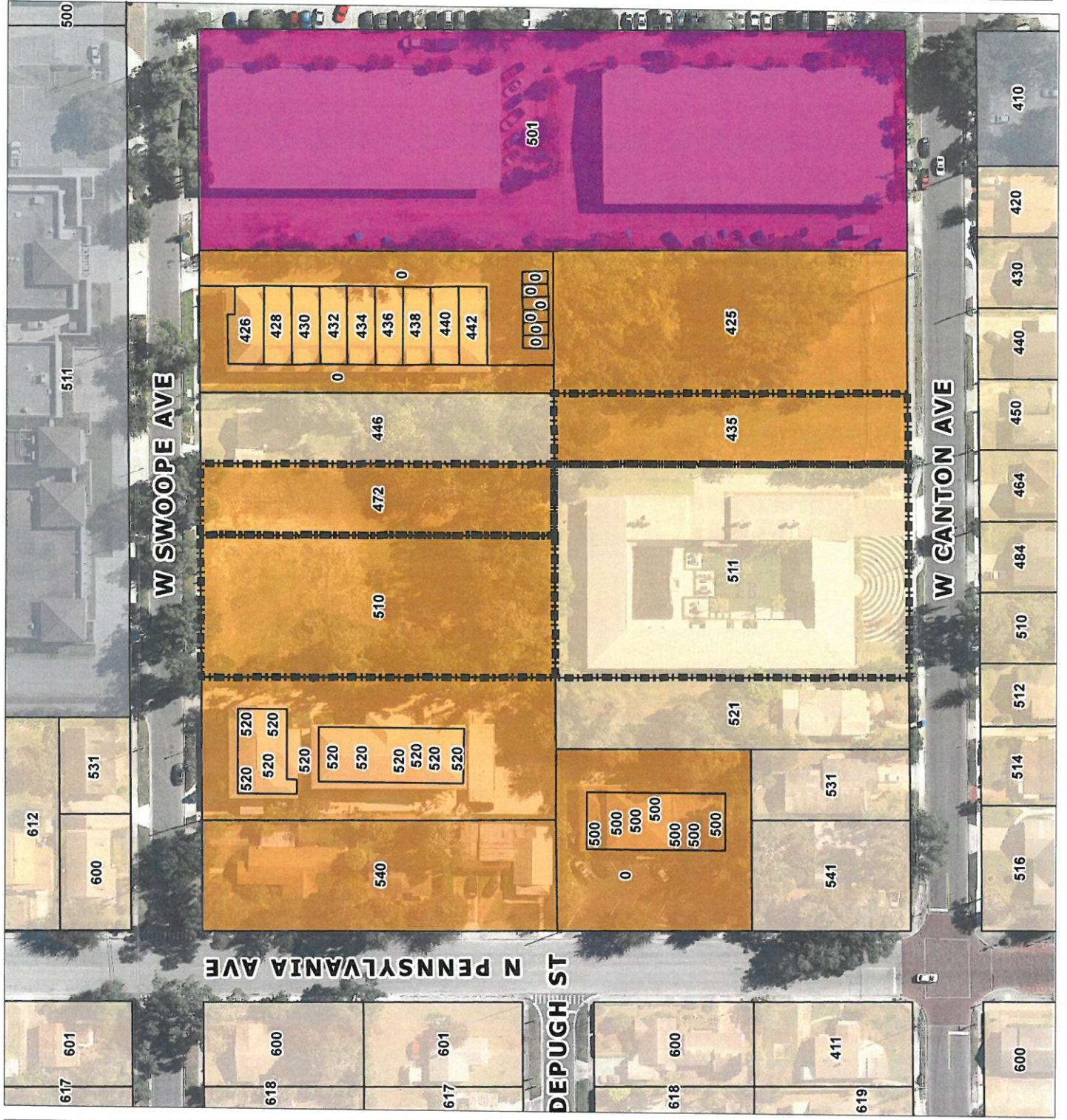
LOCATION MAP
Canton & Swoope
Conditional Use Request
City of Winter Park
Florida





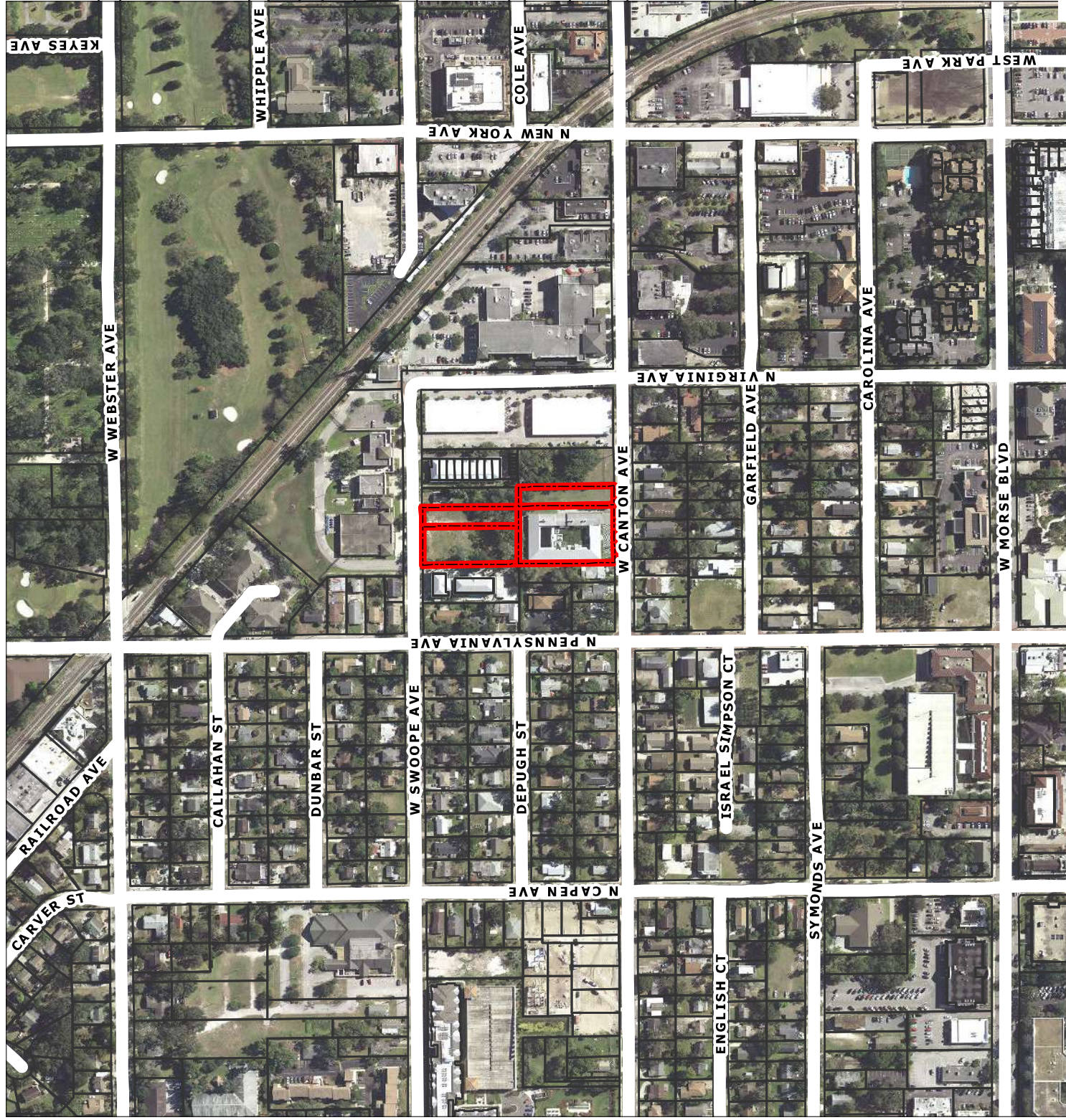
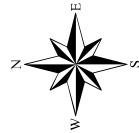
ZONING MAP
Canton & Swoope
 Conditional Use Request
 City of Winter Park
 Florida

- LEGEND**
- I-1
 - PQP
 - R-1A
 - R-3



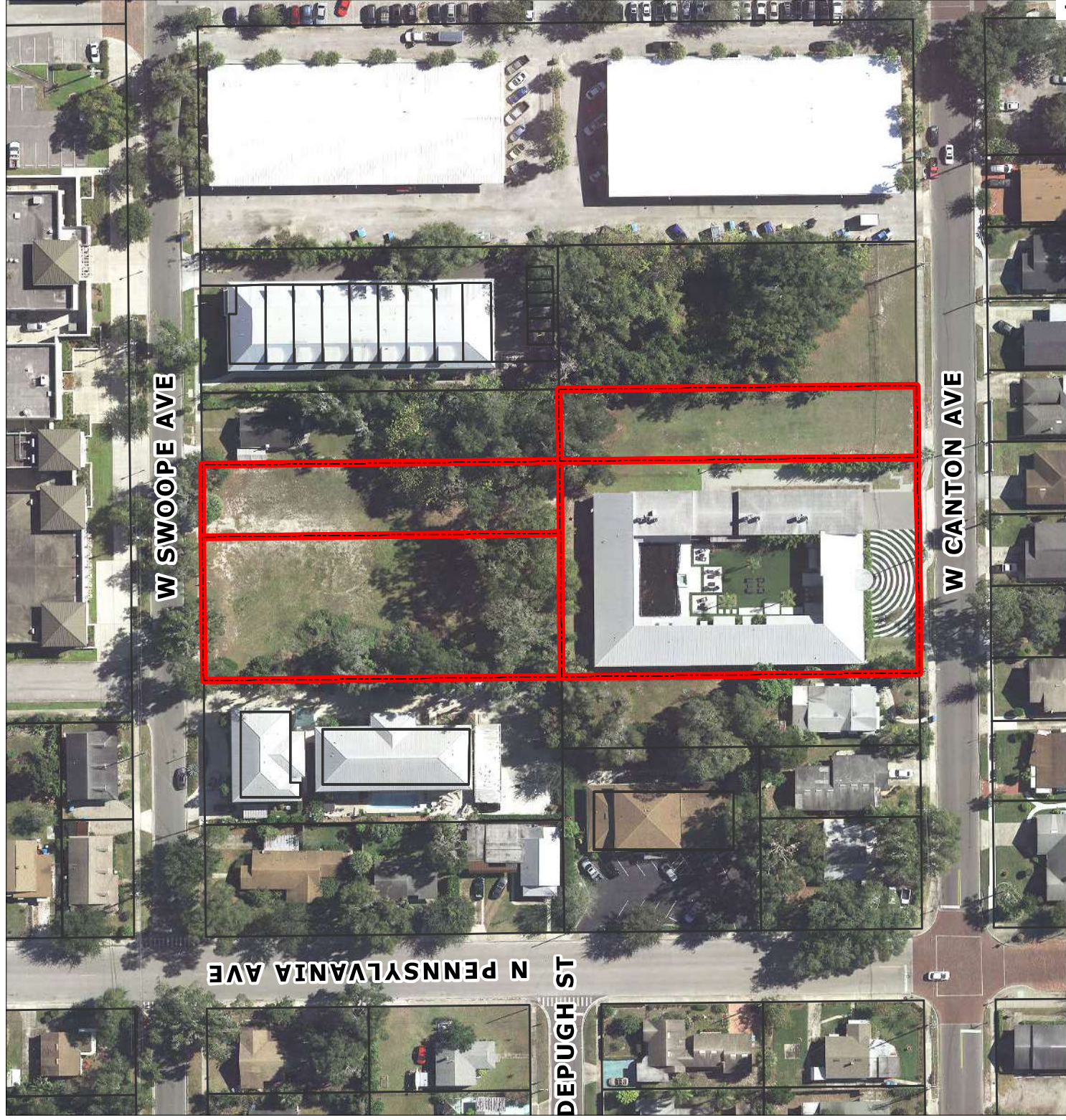
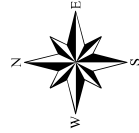


LOCATION MAP
Canton & Swoope
Conditional Use Request
City of Winter Park
Florida





LOCATION MAP
Canton & Swoope
Conditional Use Request
City of Winter Park
Florida

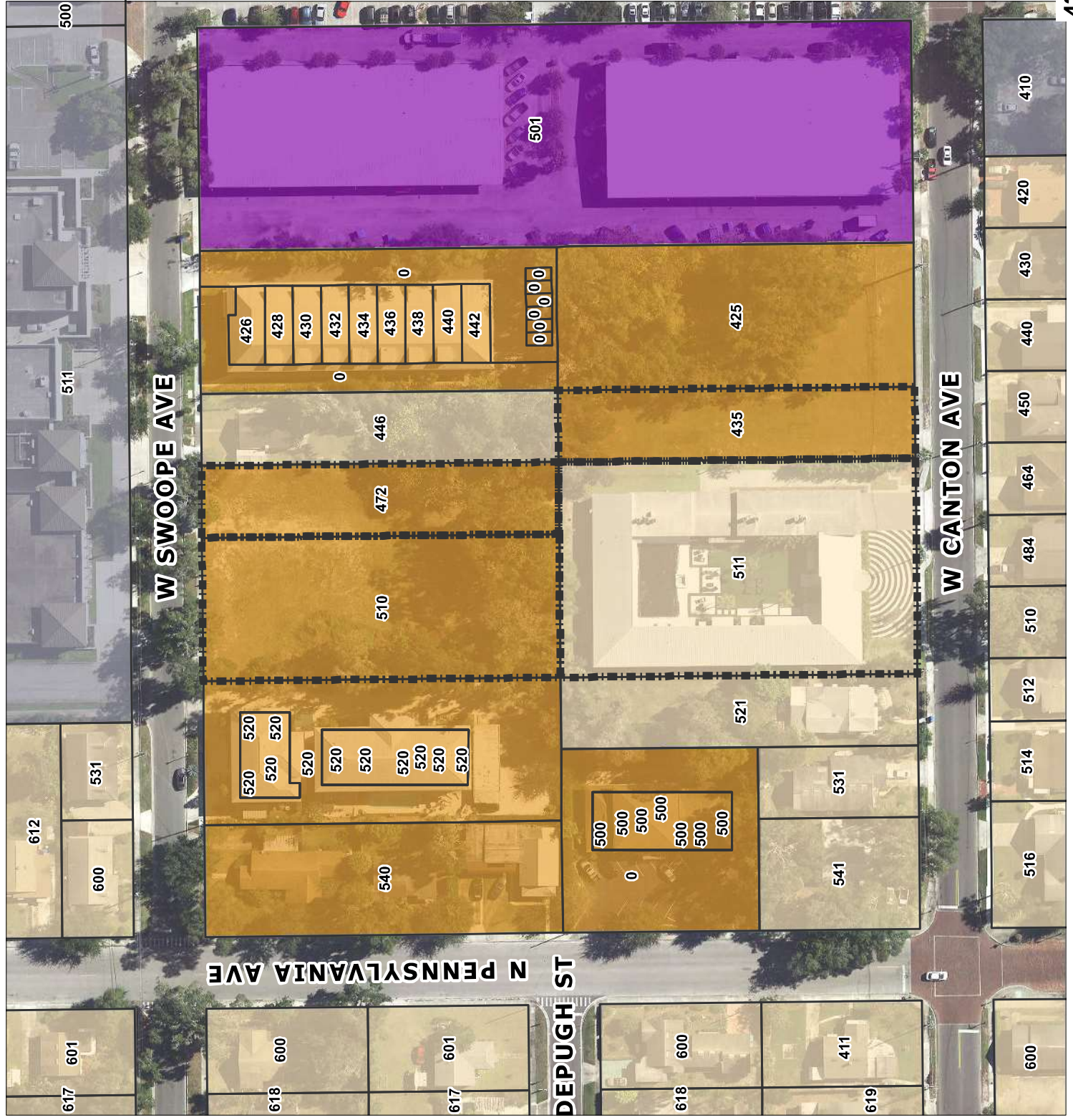


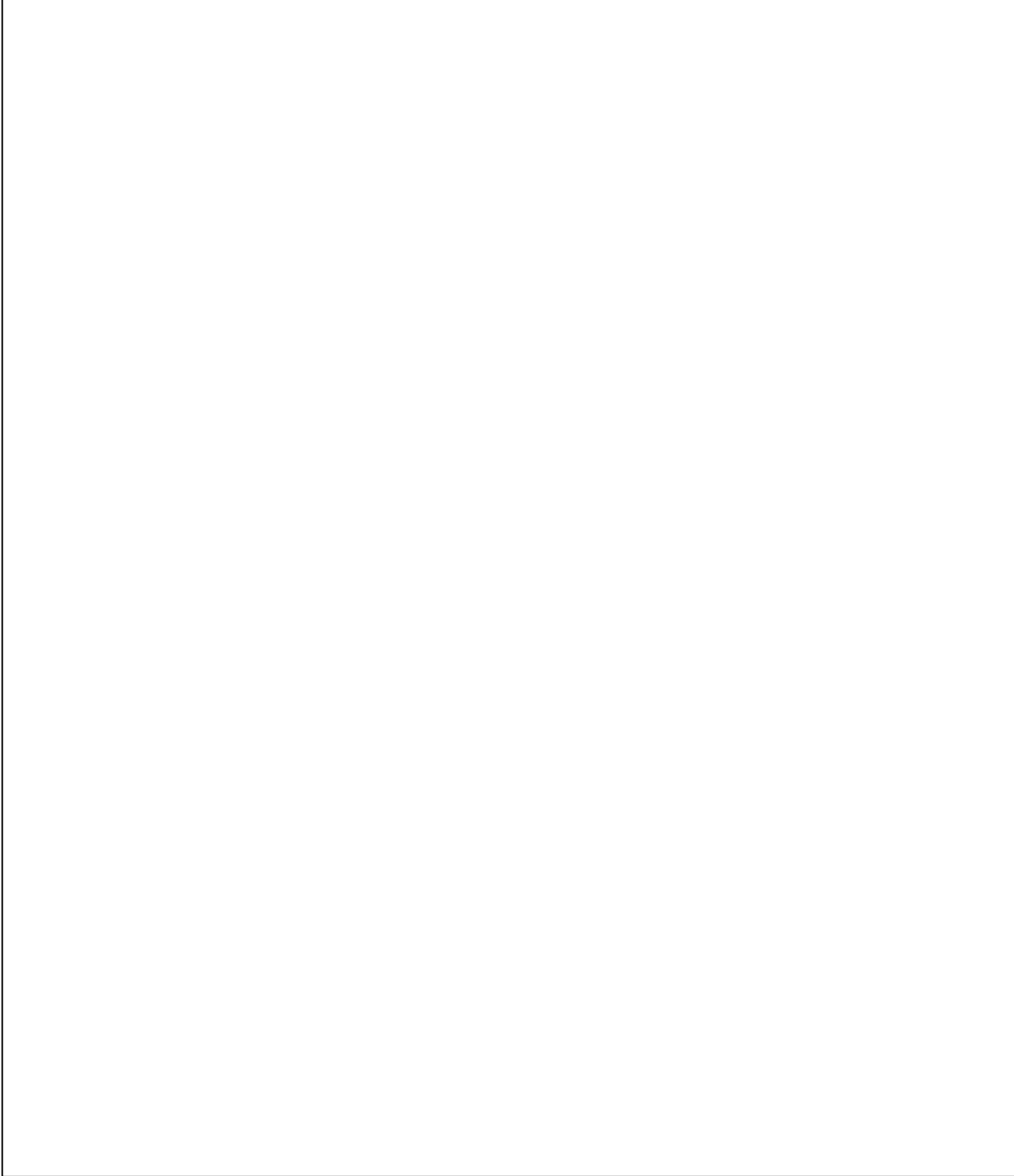


ZONING MAP
Canton & Swoope
Conditional Use Request
 City of Winter Park
 Florida

LEGEND

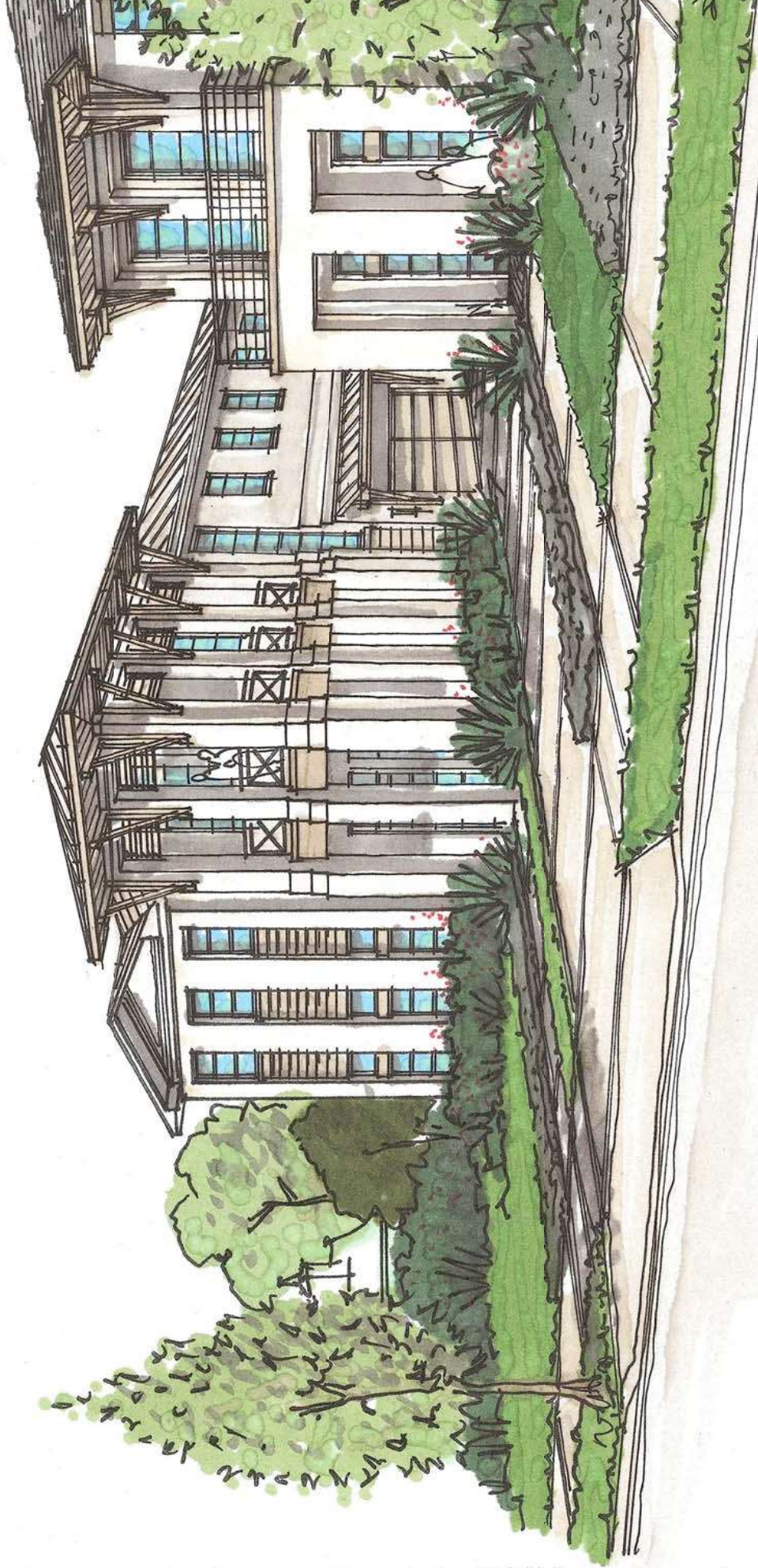
- I-1
- PQP
- R-1A
- R-3

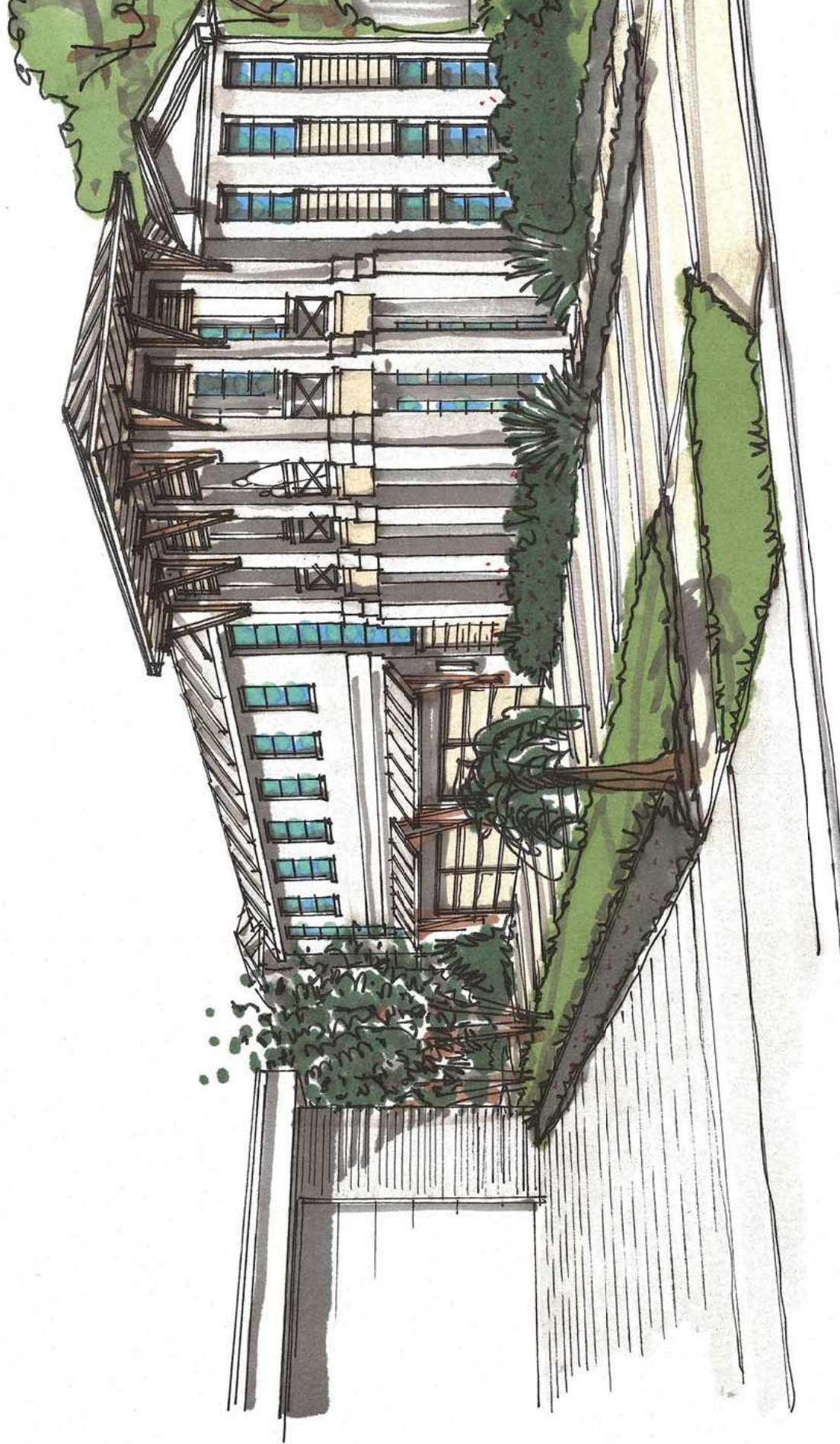




**435 W CANTON AVE
472 & 510 W SWOOPE
SITE AREA SUMMARY**

LOT AREA (0.57 Acres) SWOOPE	37,552	S.
LOT AREA (0.29 Acres) CANTON	12,512	S.
TOTAL LOT AREA COMBINED LOT(S)	50,064	S.
MAX IMPERVIOUS SURFACE = 70% LOT AREA	35,044	S.
BUILDING FOOTPRINT (SWOOPE)	15,810	S.
BUILDING FOOTPRINT (CANTON)	5,828	S.
BUILDING FOOTPRINT (TOTAL)	21,638	S.
BUILDING FOOTPRINT (ALLOWABLE @ 40%)	20,025	S.
WALKS & DRIVES (SWOOPE)	7,591	S.





DESCRIPTION:

NORTH R/W LINE

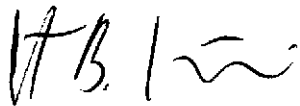


July 9, 2019

To Whom It May Concern:

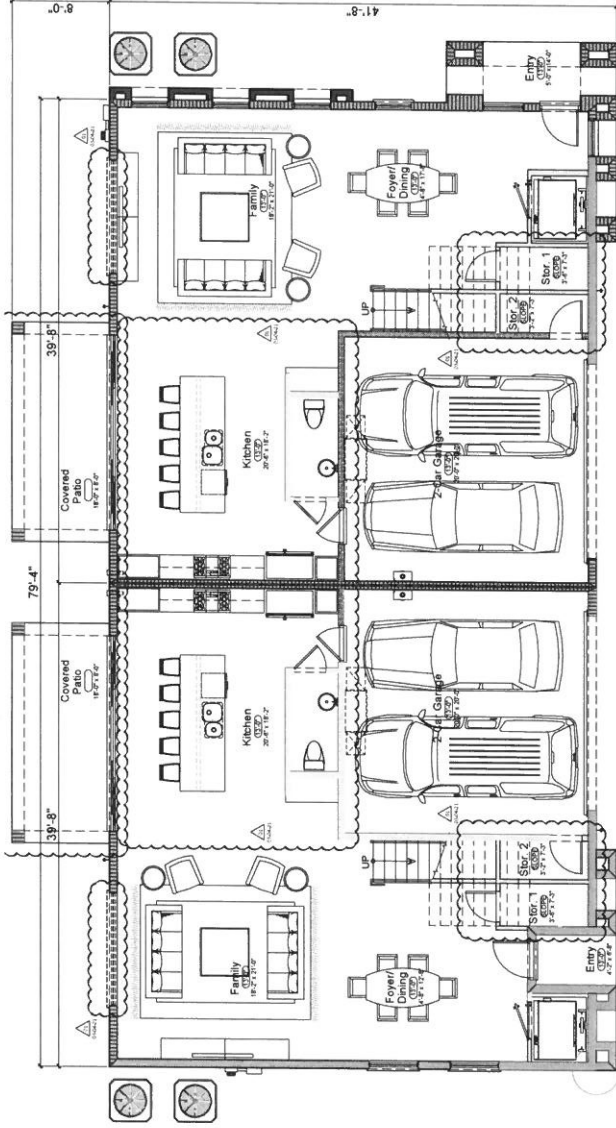
As the neighboring property owner, I support the development as submitted to the City of Winter Park on July 1, 2019 by Mark Nasrallah for Mr. Jeff Gelman dba Windermere Winter Park Ventures LLC for the properties located at 435 W Canton and 472 & 510 West Swoope Avenues.

Sincerely yours,

A handwritten signature in black ink, appearing to read "C. B. Heidrich", with a stylized flourish at the end.

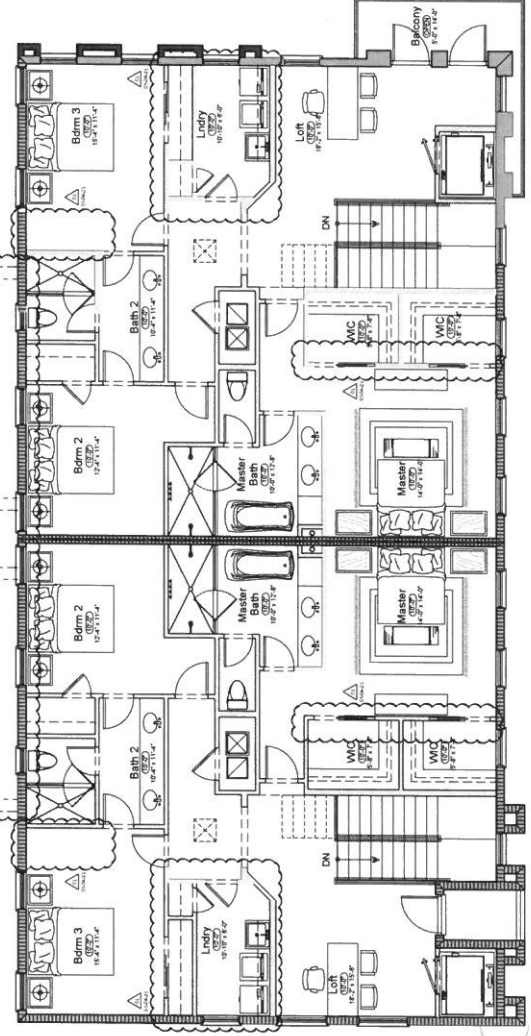
Christopher B Heidrich

Floor Plans with Porch Additions



UNIT B
FIRST FLOOR PLAN
 SCALE: 1/8" = 1'-0"

UNIT C
SECOND FLOOR PLAN
 SCALE: 1/8" = 1'-0"





See Pages 2-4

Board of Adjustments Minutes

December 15, 2020 at 5:00 p.m.

Hybrid Meeting

Present

In person: Robert Trompke (Chair), Michael Clary (Vice-Chair), Aimee Hitchner, Ann Higbie, Director of Building, George Wiggins and Recording Clerk, Theresa Dunkle.
Virtual: Charles Steinberg and Steven Heller. Absent: Tom Sims Jr.

Meeting called to order

Approval of minutes

Motion made by Michael Clary to approve the November 17, 2020 minutes. Ann Higbie seconded the motion. The minutes received approval by a vote of 5-0. Charles Steinberg joined the meeting after approval of the minutes.

Opening statement and public comments

Robert Trompke explained the rules of procedure for variance cases and opened the floor for any disclosures, public comments or questions. No disclosures or public comments made.

New business

1. Request of Yoganand Ganeshram with Y & G Florida Investments LLC, on behalf of Patricia Helen Barto, for a variance to allow a parking pad within the front setback, to meet the required parking, in order to enclose the existing garage into living area.

Located at 926 Fremont Ave, Zoned: R-1A

George Wiggins, Director of Building, gave the following summary:

These types of requests come to us from time to time, usually from a homeowner wanting to increase the living area of a home economically. When building a new home our zoning code requires that two parking spaces be in place located behind the required front setback of the home. Typically, this requirement is met by simply having a two-car garage or carport, or occasionally by having two required 9' wide by 18' long surfaced parking spaces along the side or rear of the home.

The main reason to have the required parking behind the front setback is to prevent allowing several homes on one street from enclosing their garages, which results in forcing homeowners to regularly park their cars in front of the home. This then forces all visitors to park in the street and in some cases the homeowners that do not have room for two spaces in front of an enclosed garage end up parking in the street as well.

The net result then is a drastic devaluation of property values of the homes in addition to creating a challenge for public safety vehicles (police and fire) and waste haulers trying to get access for garbage and recycling pickup. Streets with several cars parked continually creates a gauntlet to drive through and adds additional safety concerns to families with small children playing in or near the street.

We typically advise the applicants that unless they can provide a safe replacement parking space or two then it will be very difficult to prove that a hardship exists.

There appears to be no justification or hardship presented that is unique to this property. Other properties nearby that were enclosed either were enclosed before annexation into the city or were done without a permit.

One emailed received from an adjacent owner objected to this request.

Mr. Wiggins noted the overhead garage door was removed and the opening was blocked in without a permit. Because the subsequent building permit application included the enclosure of the garage into living area without a nine by eighteen foot required parking space behind the front line of the home, the application was disapproved and a stop work remained in effect. Mr. Wiggins noted the proposed plans indicate a master bedroom and utility room in the garage space although there is space available for a rear addition onto the home for this purpose.

Mr. Wiggins said the pictures received with the submittal package are homes with garages enclosed without a permit or the garages were converted to living space before the area was annexed into Winter Park. In response to Board questions, Mr. Wiggins clarified that plan review denial is not entirely related to the work started without a permit but also due to work performed to enclose the garage. The contractor will need to restore the garage to its prior condition if the variance is disapproved.

Board member, Michael Clary, noted the window installed in the garage door opening is missing from the proposed building plans. In response, the applicant, Yoganand Ganeshram with Y & G Florida Investments LLC, who resides at 11014 Mobberley Circle, Orlando, replied he would update the plans to include the window. Mr. Ganeshram restated other homes in the neighbor have enclosed garages and said the driveway can accommodate two cars but he is open to widening it if necessary. Mr. Ganeshram stated his hardship is the need for more accessible bathrooms. His client would like the same right as other homes in the neighborhood. In response to a board question, Mr. Ganeshram said he was unaware the general contractor started construction without a permit.

In closed session, the board members discussed the weight they should give to approving a variance for work done without a permit. They concurred that their determination must focus on the hardship only which is the basic criteria for granting variances.

Alejandro, the project manager, referred to issued electrical and roof permits on this project. He stated the existing bathrooms are too small and there is room to park two and half cars in the driveway.

No one from the public spoke concerning this request.

Findings

The board members could not find a unique hardship. The submittal package did not illustrate what prevents the addition of a master bedroom and utility room at the rear of the home.

Action

Based on these findings, Michael Clary made a motion, seconded by Ann Higbie to approve the request. The request was denied by a vote of 0-6 with an action request to the applicant to meet with the Building Department for procedures to restore the garage to its original use.

2. Request of Mark Nasrallah with Nasrallah Architectural Group Inc, on behalf of Vilasa Townhomes LLC, to allow the construction of multifamily townhomes with variances to allow 10 open porches located 12 feet from the side lot line, in lieu of the required setback of 20 feet.

Located at 518, 516, 514, 512, 510, 508, 506, 504, 502, 500 W Swoope Ave, Zoned: R-3

George Wiggins, Director of Building, gave the following summary:

For informational purposes, the following excerpt is provided which includes the minutes of the City Commission meeting that covers the approval of this project:

- Conditional Use Approval to develop 12 two-story townhouses and two three-story townhouses along with one single family house on the combined properties at 472 and 510 West Swoope and 435 and 511 West Canton Avenue, zoned R-1A and R-3.

CITY COMMISSION MEETING MINUTES OCTOBER 28, 2019 PAGE 7

e. Request of Windermere Winter Park Ventures LLC for: Conditional Use Approval to develop twelve two-story townhouses and two three-story townhouses along with one single-family house on the combined properties at 472 and 510 West Swoope and 435 and 511 West Canton Avenue, zoned R-1A and R-3.

Planning Manager Jeff Briggs reviewed the request for a unified development of these properties with fewer units than is allowed. He showed the current zoning and use of these and surrounding properties. He reviewed the proposed layout of buildings and drives, which allow for emergency access. Staff and P&Z recommend approval. He responded to questions regarding third-floor setbacks, impervious coverage calculations and emergency vehicle access. Mark Nasrallah, architect representing the applicant, responded to questions regarding the interior layout, parking, emergency vehicle access, and quality of materials. Motion to approve the Conditional Use request made by Commissioner Sprinkel; seconded by Commissioner Cooper. There were no public comments. Upon a roll call vote, Mayor Leary and Commissioners Seidel, Sprinkel, Cooper and Weaver voted yes. Motion carried unanimously with a 5-0 vote.

As indicated above this project of townhomes went before the City Commission in October 28, 2019 and received approval to build 14 townhomes fronting on Swoope and Canton Avenues. The ten townhomes that have an entry from Swoope Avenue have side yards of 20 feet, which function as a type of rear yard for each unit. Although each of these townhome units has a small patio, the applicant is requesting permission to encroach into the required side yard with an open covered porch.

In this multi-family project, because some of the units are three story, the Zoning Code allows a maximum floor area ratio of 110% although there is a mix of two story townhomes. With the addition of the open porches, the floor area of each one of these porches of 144 square feet can either fall under the allowed excludable area of 300 square feet found in the R-2 Zoning District criteria for duplexes. However, if interpretation of that allowance is not clearly permitted, then this added gross floor area that totals 1,440 square feet will not exceed the overall allowable gross floor area as summarized below:

(10) PROPOSED COVERED PORCHES @ 144 S.F. EACH = 1440 TOTAL S.F. NEW TOTAL FAR = 46,884 S.F. MAX. ALLOWABLE FAR = 55,070 S.F

Although this development went before the City Commission due to the project size, rather than take this request back through the entire conditional use process through the Planning & Zoning Board and City Commission, the Planning Department felt that it may be appropriate for the applicant to seek setback variances if the Board feels that criteria exists to grant variances due to the openness and small size of these porches.

We received one letter of non-objection from an adjacent property owner to the south.

Mr. Wiggins noted this request is similar to the one granted at 664 N New York in that the applicant is requesting to be heard by the Board of Adjustments, in lieu of the Planning and Zoning and City Commission. In response to an inquiry from Chairman Trompke Mr. Wiggins stated the proposed porch additions do not fall within any utility easements and typically, the side setbacks are only 7 to 7.5ft for a dwelling in this zoning district.

The applicant, Mark Nasrallah with Nasrallah Architectural Group Inc, stated covered porches would eliminate the need for any future membrane or fabric covered projections that might be set up randomly by future residents in a haphazard manner. Having permanent structured porches that match the architecture of the building will prevent the need for temporary shade structures. In response to Board questions, Mr. Nasrallah confirmed the slabs were already approved, as well as three-foot overhangs.

No one from the public spoke concerning this request.

Findings

The board members considered the City Commission's approval of the porch slab locations and felt the hardship relates to the fact that most townhomes in R-3 zoning have smaller seven-foot side setbacks and having well designed permanent porches will add value and durability for these townhomes versus an array of temporary structures.

Action

Based on these findings, Steven Heller made a motion, seconded by Michael Clary to approve the request. The request was approved by a vote of 6-0

The meeting adjourned at 6:01 pm.

Theresa Dunkle

Theresa Dunkle, Recording Clerk

January 19, 2021

Date of Board Approval