



Parks & Recreation Advisory Board Regular Meeting

Agenda

June 24, 2024 @ 5:30 PM

City Hall Commission Chambers
401 S. Park Avenue

welcome

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assistance & appeals

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please note

Times are projected and subject to change.

-
- 1. Call to Order**
 - 2. Consent Agenda**
 - a. Approve the minutes of April 17, 2024 and May 15, 2024
 - 3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
 - 4. Action Items**
 - a. Election of Chair & Vice-Chair
 - b. Blue Dolphins Swim Club Proposal for Competition Pool at Cady Way 30m
 - c. DeArcos Family/Rotary of Winter Park West Meadow Request 30m
 - d. Peace Day in Park Approval of Central Park Use 5m
 - e. Kids Beating Cancer Fee Waiver Request 5m
 - 5. Non-Action Items**
 - 6. Staff Updates**
 - a. Review Strategic Action Plan and progress 5m
 - 7. Board Comments**
 - 8. Upcoming Agenda Items**
 - 9. Adjournment**



Parks & Recreation Advisory Board

agenda item 2.a

item type

Consent Agenda

meeting date

June 24, 2024

prepared by**approved by**

Laura Halsey, Recreation Coordinator

subject

Approve the minutes of April 17, 2024 and May 15, 2024

motion | recommendation**background****alternatives | other considerations****fiscal impact****attachments**

1. PRAB 04.17.24 Minutes DRAFT
2. PRAB 05.15.24 Minutes DRAFT



Parks & Recreation Advisory Board

Regular Meeting Minutes

April 17, 2024 at 5:30 PM

City Hall Commission Chambers
401 S. Park Avenue

Present

Craig Russell, Krystal Dawkins, Leah J. Bonich, Shannnon Sarkarati, Robert Bendick

Absent

Michael Dively, Michael Perelman

Staff Present

Director Jason Seeley, Assistant Directors Cathleen Daus and Mike McCosker, Recreation Coordinator Laura Halsey, Family Services Manager John Clarke

1. Call to Order

Meeting was called to order at 5:37pm by Vice Chairperson, Krystal Dawkins

2. Consent Agenda

a. Approve the minutes of March 20, 2024

Motion made by Krystal Dawkins, seconded by Craig Russell, to approve the March 20, 2024 minutes. Motion passes 5-0.

3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker

Mark Casey, 1216 Golfside Drive, was given three minutes to speak as Ted Hudspith, 682 Blairshire Circle, and Rob Hopwood, 1688 Cypress Point Lane, conceded their one minute each to Mark Casey. Mr. Casey inquired why Blue Dolphin's pool is going in next to the existing pool and about the removal of mature Oaks. He would like to know why the City is removing one hundred year old trees and if they will be replaced with saplings throughout the City. He also asked for clarification on the city's ownership of said pool. Mr. Seeley reiterated that approval has not been given at this point. Blue Dolphins came to Parks Board to discuss the possibility of a second pool and still has to return with a construction agreement and an operations agreement. As far as the trees, multiple options are being reviewed and they would have to meet mitigation requirements.

4. Action Items

a. Cady Way Court Rebuild Configuration

Mr. Seeley presented a list of three options for the court rebuild. The options consist of:

1. Keep the current configuration of 6 pickleball courts and 2 tennis courts.
2. Add 2 pickleball courts, bringing the total to 8 pickleball courts and 1 tennis court.
3. Go to an all-pickleball facility with 12 pickleball courts.

Mr. Seeley discussed the pickleball courts that are scheduled to open in neighboring communities, which may cause the demand for courts in Winter Park to slow down. He reminded the board that there is always the option to reinstate tennis courts when it's time for resurfacing should the demand shift. He reviewed the fee structure, current operational costs, capital improvements, and reminded the board that those numbers could fluctuate over time based on inflation. Mr. Seeley also mentioned the possibility of installing two smaller courts for pickleball alongside a basketball court at MLK Park.

Ms. Gigi Papa, 1440 Hibiscus Ave, while in favor of the courts, has concerns about parking issues. Especially on weekends when there are multiple events taking place. She would like to ask the staff to take that into consideration.

Ms. Rosemary Culhane, 160 Saddlewood Trail, spoke in favor of 12 pickleball courts without any fees as that inhibits those who are less fortunate. Bringing fees into the equation creates inequity.

Mr. Chris Schafer, 2953 Northwood Blvd, spoke in favor of 12 pickleball courts and believes that the sport is a great community builder.

Mr. Elliot Davin, 3316 Bishop Park Dr, spoke in favor of 12 pickleball courts without any fees.

Mr. Steve Heller, 200 E Reading Way, spoke in favor of 12 pickleball courts without any fees.

Mr. Todd Demetriades, 1951 Laurel Rd., spoke in opposition of increasing the pickleball courts and stated the tennis courts are definitely being used and feels there is a need for additional tennis courts. He asked the board to take that into account and do additional research on tennis court usage before making a decision.

Mr. Brian Mathison, 1922 Taylor Ave, stated he is an avid player of both sports and spoke in favor of keeping both types of courts and opposes removing all of the tennis courts.

Motion made by Craig Russell, seconded by Krystal Dawkins, to keep the current configuration. Motion fails 3-2.

Motion made by Leah Bonich, seconded by Krystal Dawkins, to go with Option 2: 8 pickleball courts and 1 tennis court. Motion passes 4-1 with Craig Russell opposing.

5. Non-Action Items

a. Winter Park's Heritage Market Trail Presentation

Forest Michael presented the proposed plan for the Winter Park Heritage Market Trail

to the board. He discussed fatalities in the corridor where the trail would be and believes adding the trail would remedy the issue.

Peter Gottfried, President of Natural Systems Analysts, Inc., is also a resident. He spoke about the level of safety the proposed trail would provide for those not only living in the area, but those riding their bikes to visit the area.

Mr. Michael stated they are committed to bicycle and pedestrian safety in Winter Park. They have presented to the Transportation board also and ask that the Parks & Recreation Advisory Board provide their support to the City Commission. Mr. Gottfried stated FDOT has the funding for the project if the City commits to do their part. He provided the board members with a copy of their proposed resolution. They will submit the resolution to the City Commission tomorrow, April 18th, 2024.

Ms. Gigi Papa, 1440 Hibiscus Ave, does not feel the comparison of trails was sufficient,

6. Staff Updates

a. Strategic Action Task List Update

Mr. Seeley provided updates to the board on the newly renovated concession stand, the new Mead Gardens pavilion along with the internal loop map near the landscaping building. The picnic tables will be added once the concrete has had ample time to properly cure. Once school is out, the stadium light work will begin. He informed the board about the Thorguard upgrade in Ward and adding Winter Pines Golf Course. The system can be accessed by parents, leagues, etc. for notifications and warnings of lightning or pending storms.

b. Share mini park signage examples for PRAB feedback on design size

In the interest of time, Mr. Seeley requested the park signage be discussed at the next regularly scheduled meeting.

7. Board Comments

8. Upcoming Agenda Items

9. Adjournment

Meeting adjourned at 7:03pm

Approved by the Board on
/s/ Laura Halsey, Recreation Coordinator



Parks & Recreation Advisory Board

Regular Meeting Minutes

May 15, 2024 at 5:30 PM

City Hall Commission Chambers
401 S. Park Avenue

Present

Michael Dively, Leah J. Bonich, Michael Perelman

Absent

Krystal Dawkins, Shannnon Sarkarati, Robert Bendick

Staff Present

Director Jason Seeley, Assistant Directors Cathleen Daus and Mike McCosker, Recreation Coordinator Laura Halsey, and Family Services Manager John Clarke

1. Call to Order

Meeting was called to order at 5:32

2. Consent Agenda

- a. Approve the minutes of April 17, 2024

Approval of the minutes was tabled due to lack of quorum

3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker

Cynthia Hasenau, Mead Botanical Gardens, spoke about the momentum of the restoration and progress of the improvements at the gardens. They have completed the creekside botanical bridge and met their goal of doing so before summer camp begins as they anticipate having about 500 campers on site this summer. The trail loop will be installed through the legacy garden which ties into the Eagle Scout project.

4. Action Items

- a. Mini Park Signage Recommendation

Cathleen Daus, Assistant Director, reviewed the drafts of sign options and informed the board that staff would recommend the sign with the city seal to the left and QR code to the right for the smaller parks. The board would like the signs to be a little larger. The goal would be to change the existing green signs to new monochromatic signs to bring consistency to signage throughout the parks. The board inquired about the QR code and what it is linked to. Ms. Daus stated it will direct users to the main parks page

where they can look up information on the individual parks. Discussion entailed font size, the value of the QR code and the information it provides, the CAPRA designation, what qualifies certain parks to be listed as mini parks, and ADA compliance. Staff have agreed to have the QR code removed from the signs. The board also didn't feel the CAPRA designation was necessary, staff stated they will consider the board's input.

5. Non-Action Items

a. Green Space Mapping

Mr. Seeley, Director, provided a map depicting the radius of green space locations throughout the city, which include cemeteries, specialty parks, golf courses, and other park spaces. The map also included parks just outside the city limits as a reference to show the proximity of parks for residents near those areas.

6. Staff Updates

a. Qtr 2/FY 24 - Strategic Action Plan Update and Review

Mr. Seeley walked the board through the most recent progress on the strategic plan initiatives. He informed the board there was a decision made about the parking for the Winter Park Library and Events Center, one of the last items for Mead Gardens is slated to be completed by the Fall, and the Ward Park concession stand and restrooms are complete.

The next three months are where things could potentially fall behind pace due to the amount of tasks staff are working on. Mr. Seeley created a spreadsheet signifying which projects are completed, in progress, have not started, or are behind.

The board asked where the funding is coming from for the parking enhancements, and it is believed to be from CRA, but staff will confirm.

b. Denning/Fairbanks Native Planting

The landscaping improvements at Fairbanks Ave. and Denning Dr. are underway but Staff is holding off on planting trees in the area until there is confirmation of the development plans for the space.

7. Board Comments

The board inquired about the incoming board members and how they are acclimated to the ongoing topics. Mr. Seeley stated he is developing a welcome packet that he will present to the new members and have discussions with each of them to determine where their interests lie in relation to the Parks & Recreation strategic plan, so he can be sure to bring them up to speed on everything.

8. Upcoming Agenda Items

9. Adjournment

Meeting adjourned at 6:14pm

Approved by the Board on
/s/ Laura Halsey, Recreation Coordinator



Parks & Recreation Advisory Board

agenda item 4.a

item type

Action Items

meeting date

June 24, 2024

prepared by**approved by****subject**

Election of Chair & Vice-Chair

motion | recommendation**background****alternatives | other considerations****fiscal impact****attachments**

None



Parks & Recreation Advisory Board

agenda item 4.b

item type

Action Items

meeting date

June 24, 2024

prepared by

Jason Seeley, Director of Parks and Recreation

approved by

Jason Seeley, Director of Parks and Recreation

subject

Blue Dolphins Swim Club Proposal for Competition Pool at Cady Way

motion | recommendation

PRAB is being asked to review the general terms of the contract between City and BDSC related to the proposed construction of a second pool at Cady Way Park.

background

The Blue Dolphins Swim Club has been active in Winter Park for over 50 years. When the City was tasked with taking back management of the CW pool from the YMCA in 2018, BDSC returned to the pool giving the City a much needed 'anchor tenant' and the ability for BDSC to rebuild the WP program.

BDSC brought the proposed competition pool before PRAB and City Commission for a vote of general support of concept in Spring 2024 and received approval from both.

The next step in this process is for a contract between the City and BDSC to be brought forward which will then allow for development of bid solicitation on pre-construction process to commence.

alternatives | other considerations**fiscal impact**

Direct cost towards construction of pool - less than \$10,000

Connectivity of pool to rear of park (sidewalk) - \$20,000

Operational Costs (annual)

Slight increase in areas such as janitorial, electricity, landscape maintenance - less than \$6,000

Staffing (lifeguards) - City would provide guards for competition pool when it is used for City programming. Staff projects cost increase of less than \$15,000 annually

Their would also be potential for new revenue that would off set some of the cost above. BDSC occupies a significant number of pool hours that would be available for new programs or an extension of current lap swimming hours which could make membership more enticing for users. The City would also be able to re-establish summer camp pool rentals to surrounding child care programs during the summer months which would have a substantial positive impact on revenue.

BDSC currently pays on average \$15,000 per year for usage of CWP which would be lost revenue.

attachments

1. BDSC slides June 24 f
2. Contract Summary PRAB June24

Cady Way Park – Competition Pool

Blue Dolphins Swim Club Proposal

June 2024

Presented to Parks and Recreation Advisory Board

Scope of Project

Myrtha Pool

- Addition of 25 yard x 50m Myrtha Competition Pool to include 4,000 square feet of surrounding decking
- All mechanical equipment and housing for associated
- Pool heating system
- Deck furniture and necessary lifeguard stands

Existing Building

- Aesthetic Improvements to exterior of building
- Locker Room/Restroom update bringing facility up to current ADA standards

Landscape

- Improvement of surrounding landscape

Gathering Space

- Create seating and social area in the triangular shaped space between existing pool and proposed new pool under the existing oak canopy

Sand Volleyball Courts

- Construct 2 -3 sand volleyball courts

Site Map



Tree Conflicts



Project Concerns

Parking Constraints – BDSC does not generate a great deal of vehicle traffic. Only a small contingent of the club are old enough to drive to practice and most parents drop off their swimmer and then return to pick up post practice. The adult coed athletic using the two field at CW has significantly been cut back over the last 3 years which historically was the cause of week day evening parking demand. The second pool should not create a noticeable increase on demand and when large swimming events are scheduled parking issues would be avoided by coordinating swim meets with other park events.

Loss of Field Space – Field is primarily practice field and short side (cross play) field. Minor reduction in size would have minimal impact.

Noise – Swimming and even swimming events are relatively quiet compared to other sports that take place at the adjacent stadium and athletic fields. Additionally, the department already enforces user guidelines that go beyond the noise ordinance to be sensitive to neighborhood. Amplified noise is not permitted until gam for entire (Ward, Showalter, CW) complex and staff limits size/type of amplification to keep impact minimal.

Summary of contract terms for competition pool at Cady Way Park

Scope of Work:

- The Blue Dolphins Swim Club (*BDSC*) will be responsible for all costs associated with the Cady Way Pool project listed below.
- Construction of 25-yard x 50-meter Myrtha Pool and surrounding deck at a minimum of 3,500 square feet and not to exceed 5,000 feet. Construction will include all mechanical equipment necessary in the operation of a commercial pool as well as a heating system that is capable of bringing the pool to a suitable temperature year-round with the exception of extreme conditions.
- Exterior improvements to the existing building and renovation of existing locker rooms to be brought up to ADA standards.
- Construction of 2-3 sand volleyball courts.
- Landscape improvements and post construction remediation of areas in construction footprint.
- Installation of fencing 6' aluminum fencing with gates and locking mechanism in compliance with state guidelines.
- All permits associated with the project.
- Any 3rd party reports of studies necessary for permitting such geotechnical site information.

City Scope of Work:

- Upgrade of current electrical panel if necessary
- Demolition of small structure north of current and dugout structure
- Relocation of light pole north of existing pool
- Construction of 6' sidewalk connecting pools to volleyball courts and public restrooms

Hiring of Contractor:

State statutes require that any project conducted on public property regardless of source of funding must adhere to state purchasing regulations. Once contract executed, City will develop a solicitation for project and advertise publicly for the required number of days and follow established procedures for evaluation and selection.

Construction Process:

Upon selection of contractor the City will enter into contract negotiations with contractor. Blue Dolphin's would have the ability to review and make recommendations related to the contract. BDSC would also reserve the right to not agree to move forward based on the contract terms, but would then be subject to any state required or City administrative delays before solicitation is re-issued.

Change Orders and Requests for Information will be routed through City staff representative managing the construction project and shared with a designated representative from BDSC for approval.

Financial Commitment:

Construction

Prior to City signing the contract with builder, BDSC will be required to transfer funds equal to the contracted total guaranteed maximum price (GMP) to the City. GMP will include a contingency amount that is a minimum of 5% of total construction cost. In the unlikely event that change order costs exhaust amount held for contingency, BDSC would be required to transfer additional funds in the amount of each change order prior to approval. If construction is completed without full use of contingency amount balance of funds would be returned to BDSC or the contractor dependent upon the terms of contract between City and contractor.

Operation

BDSC will be responsible for all operational costs for the competition pool with the exception of staffing related to City use or events at the pool. The estimated annual operational cost for the pool is approximately \$70,000 per year. BDSC agrees to provide proof of a funding source that supports the annual maintenance at \$70,000 per year, with annual increase of 3% to keep pace with CPI. for term commiserate with the 25-year life expectancy of the pool. In addition, funding necessary for long term maintenance and repairs of pool over the lifespan of the pool would be the responsibility of BDSC. BDSC will be required to provide documentation verifying an appropriately funded endowment or long-term commitment from an established sponsor/donor, or a combination of financial instruments that demonstrate ability to operate and maintain the competition pool.

Scheduling of BDSC Use and City Use:

BDSC will receive preferred booking privileges, including first right of refusal, that would allow BDSC to ensure access to the new competition pool to meet the needs of

the swim club. The times primarily booked by BDSC would be 2-7p M-F during school year, 7a-11a Sa/Sn during school year, and 6a-11a and 2p-8p during summer months. Additionally, 4-6 weekends per year BDSC and City would partner to host meets that would potentially use both pools for a portion of the weekend. The agreed upon use for BDSC in the competition pool will result in the current pool time allotted to BDSC to be released with hours repurposed for residents and various community use and programming. City and BDSC would be expected to work cooperatively to schedule programming and use of the two pools to increase pool availability to our residents and members

Exclusivity:

BDSC will be the only USA Swimming Club allowed to practice or conduct dryland event at either pool during BDSC practice time without prior approval from BDSC. Seasonal swimming clubs (high school, college, open hours resident swim, and masters swimming [ages 24-99], are acceptable during BDSC hours as space allows.

BDSC agrees to not offer youth swimming lessons that would create a conflict with American Red Cross Swim Lesson and provide complimentary programming for kids that advance through ARC curriculum.

Sand Volleyball Courts:

Sand volleyball courts would managed and maintained by the Parks and Recreation Department and would be available for a mixture open play as well as fee-based rentals.

Revenue:

- BDSC would retain 100% of fees collected for the BDSC programming
- City would retain 100% of fees collected for City programming
- For cooperative events, BDSC swim meets over 200 athletes, City and BDSC would share fees collected less related expenses 50/50 70/30 net (after expenses).

Insurance:

BDSC would be required to have insurance. All programming that BDSC would conduct on site would require participants to be US Swimming members. In addition, BDSC would be required to carry general liability with a \$1m/\$3m minimum limit. The General liability will also cover special events or programs open to public,



Parks & Recreation Advisory Board

agenda item 4.c

item type

Action Items

meeting date

June 24, 2024

prepared by

Jason Seeley, Director of Parks and Recreation

approved by

Jason Seeley, Director of Parks and Recreation

subject

DeArcos Family/Rotary of Winter Park West Meadow Request

motion | recommendation

Make recommendation to the Commission as it relates to the proposed project

background

Julio De Arcos served on the Parks and Recreation Advisory Board for several years. Julio supported the efforts of the department that viewed our parks as more than a place to kick a ball or take in a concert, but as a vital component of what makes a city a community. In addition to serving on the Parks and Recreation Advisory Board, Julio was also an active member of the Rotary Club of Winter Park.

The DeArcos family and the Rotary of Winter Park are requesting the PRAB's support and City Commission's approval to construct a social space with gaming tables within the West Meadow.

If the PRAB were to support Ms. DeArcos and Rotary of Winter Park's request, it is the opinion of the Parks and Recreation Department that the gaming table could be incorporated with a few other additions to the West Meadow at a relatively modest cost.

alternatives | other considerations

Deny request

Suggest Alternate Location

fiscal impact

Fiscal impact varies based on what is ultimately approved.

Parks suggested accessibility addition would have an approximate cost of \$16,000.

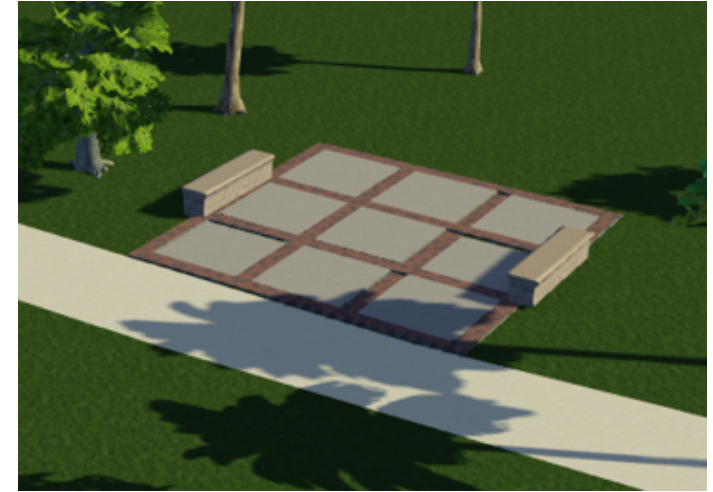
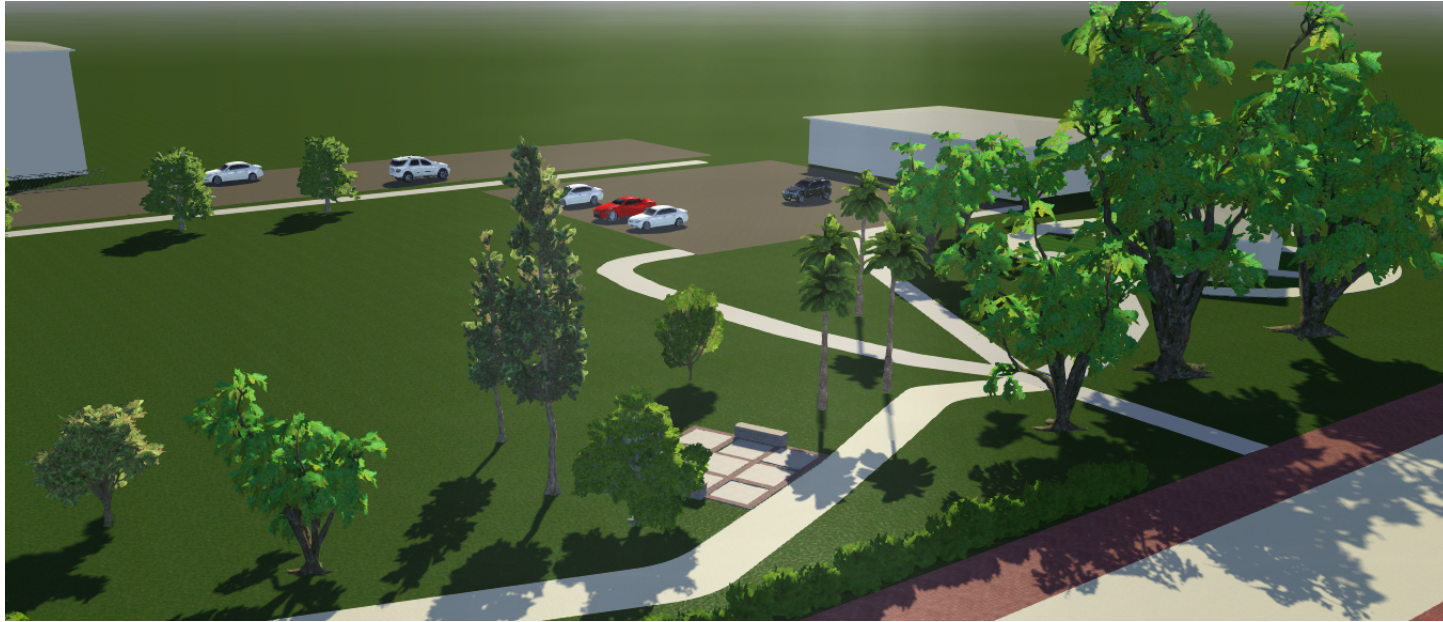
If City were to incorporate construction of the hardscape to house the gaming tables projected cost is approximately \$6000

I

attachments

1. West Meadow Gaming Tables

West Meadow Gaming Table Area Request



Project Background

Julio De Arcos served on the Parks and Recreation Advisory Board for several years. Julio supported the efforts of the department that viewed our parks as more than a place to kick a ball or take in a concert, but as a vital component of what makes a city a community. In addition to serving on the Parks and Recreation Advisory Board, Julio was also an active member of the Rotary Club of Winter Park.

The DeArcos family and the Rotary of Winter Park are requesting the PRAB's support and City Commissions approval to construct a social space with gaming tables within the West Meadow.

If the PRAB were to support Ms. DeArcos and Rotary of Winter Park's request, it is the opinion of the Parks and Recreation Department that the gaming table could be incorporated with a few other additions to the West Meadow with a relatively modest cost.

As depicted in the following slide site view, P/R staff would recommend incorporating a 6' meandering sidewalk connecting the Morse end of the West Meadow to the existing sidewalk north of Morse and east of the USPS facility. This would provide an accessible pathway from Morse to the proposed future restroom facility. P/R staff would also recommend incorporating the extension of irrigation east of the exiting tree line. As depicted in site view on the next slide there is a significant portion of the park that is not under irrigation. This area often brome's unappealing during dry snaps and more so during the late spring (April-May) where we tend to experience high temps and minimal rainfall.

Site Map with Potential Locations



Location 1



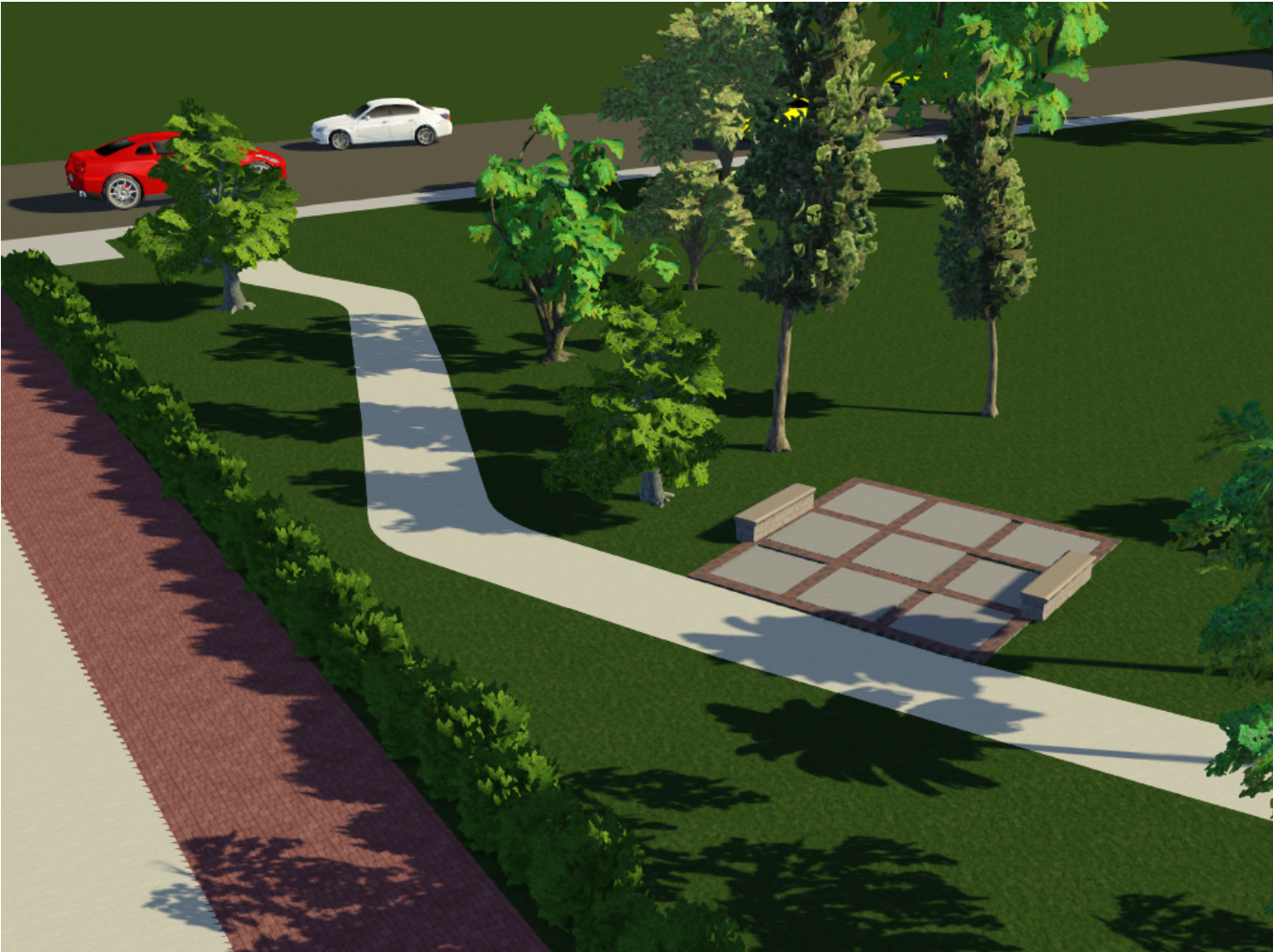
Location 2



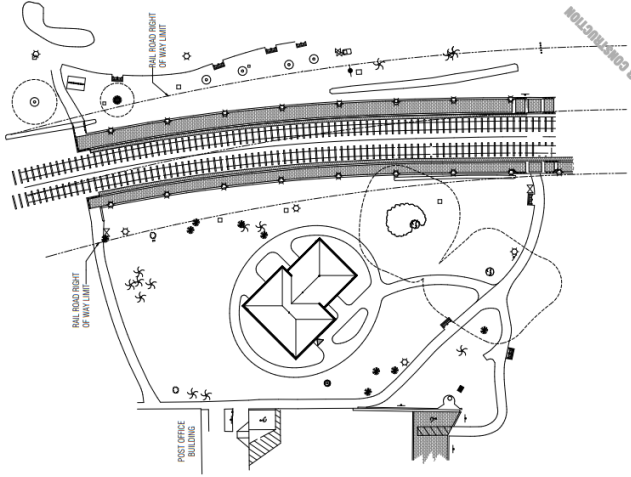
Location 3



Location 1 Rendering and Example of Gaming Tables



Proposed Restroom Design and Location

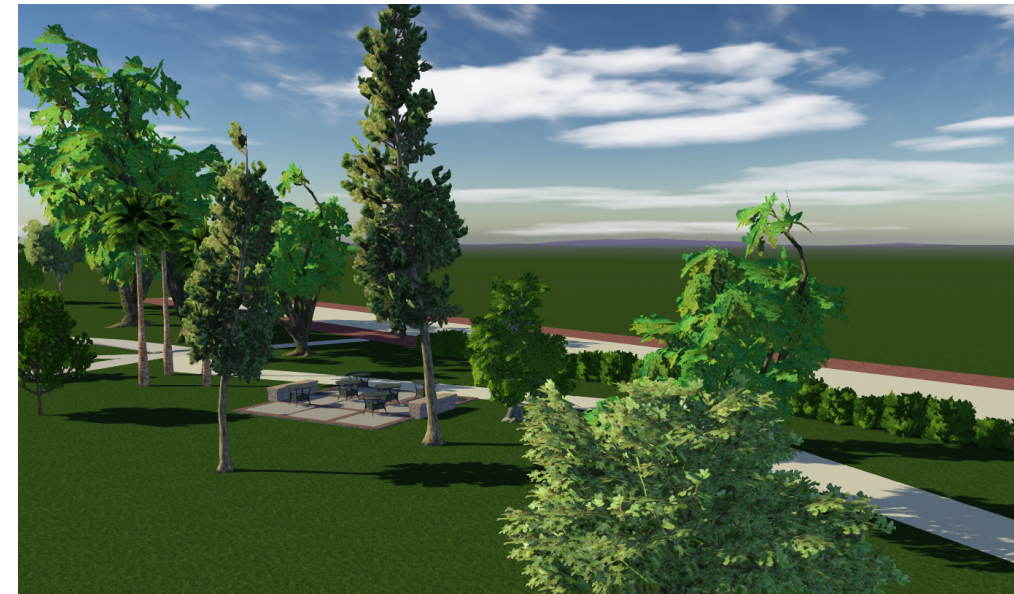




Location 1

Location 2

Location 3



Conceptual Renderings

Projected Costs

Accessibility and Irrigation - \$16,000

Hardscape space for gaming tables - \$5,000



Parks & Recreation Advisory Board

agenda item 4.d

item type

Action Items

meeting date

June 24, 2024

prepared by

Jason Seeley, Director of Parks and Recreation

approved by

Laura Halsey, Recreation Coordinator

subject

Peace Day in Park Approval of Central Park Use

motion | recommendation

Approve use

Approve fee waiver, but \$200 deposit is still required

background

Event Date: September 21, 2024

Event Time: 8am-1pm

Set up Start Time: 6am

Event Info: The day will include performances, educational presentations by community partners, games and activities for children and adults. At 11:30 am a human peace sign will be formed at the center of the park and a photograph taken as the "Annual Human Peace Sign."

Tents being used: 10

alternatives | other considerations

fiscal impact

attachments

1. 9.21.24 Peace Day Park Use Application
2. 9.21.24 Peace Day Outline

CITY OF WINTER PARK
PARKS AND RECREATION DEPARTMENT
PARK USE APPLICATION



Park Requested: _____ Email: _____

Organization Name: _____

Contact Name: _____

Address: _____

Work Phone: _____ Home Phone: _____ Cell Phone: _____

Organization Status: Profit: _____ Registered Non-Profit: _____ If so, what type? _____

Tax Number _____ Other (specify) _____

Proposed Event Date: _____ Second Choice: _____

Event Time _____ Set up time _____ Break Down Time: _____

Are dates/times flexible? _____ Alternate Dates: _____

Type of Event _____ Is this a Fundraiser? _____

Describe Event in Detail: _____

(Attach detailed outline) _____

Area of Park Requested: _____

Stage? _____ List Electricity Requirements? _____

Expected size of Crowd: _____ Estimated Parking Requirements? _____

Will there be amplified music? _____ If Yes, type: _____ Hours: _____

Amplified Voices: _____ If Yes, type: _____ Hours: _____

Are you proposing tents: _____ If Yes, type: _____

***The use of tent stakes is Strictly Prohibited. Tents must be secured with weights.

Is the consumption of alcoholic beverages requested? _____ If yes, will it be sold? _____

Are you proposing to sell anything? _____ T-shirts? _____ Posters? _____

Other (describe): _____

Are you proposing food sales? _____ If Yes, type: _____

Describe in detail? _____

Will there be displays? _____ If Yes, type: _____

Are banners/signs requested? _____ If Yes, type: _____

Describe banners/signs in detail. What will they say and how many: _____

Please note that the display banners and signs severely limited and subject to zoning and park regulations.

Will there be booths: _____ If Yes, type: _____

Describe booth contents and numbers in detail: _____

What Sanitation Facilities are planned? _____

Central Park has no restrooms. The City of Winter Park requires two portalets per 300 people if no food or drink is on site. If there is food and/or drink on site, two portalets per 125 people are required. The City does not provide portalets.

What Clean up Arrangements will be made? _____

Have you held this event in the past? _____ Where? _____

Size of Crowd at previous event? _____ Date of Last Event? _____

Name and Phone Number of location official at Last Event: _____

How will event be advertised/marketed? _____

How many event staff members will you provide, describe duties: _____

The City of Winter Park charges a fee for Park use, see fee schedule. Further, a deposit equal to the fee is required and is refundable subject to the condition of the park post event. A certificate of insurance may also be required.

"By execution hereof,the undersigned releases and discharges and agrees to hold harmless the City of Winter Park from any and all claims, demands,action, or right of action arising out of or by reason of the use of City Owned Facilities, except due to the sole negligence of the City"

By signing below, client acknowledges receipt of and understanding of facility rules and regulations on a separate sheet.

TYPED NAME INDICATES SIGNATURE _____ DATE _____

For Office Use Only: Parks and Recreation Board Agenda Date (if needed) _____

Dep Ck # _____ Parks and Recreation Board Approval: _____ If Yes, list conditions of approval if any: _____

Deposit Rec # _____

Dep Date: _____ Rental Fee Receipt #: _____ Check Number: _____ Date Paid _____

Refunded _____ Comments: _____

Retained: _____

Date Ref/Ret: _____ STAFF SIGNATURE: _____ DATE: _____

Peace Day in the Park
Peace and Justice Institute
Saturday, September 21, 2024 – 8:00 am – 12:00 pm
Central Park, Winter Park

Our vision is to bring awareness of the United Nations' International Day of Peace, celebrated annually on September 21st, when the world comes together to have a day of armistice and celebrate peace.

In 2019 we celebrated Peace Day in Central Park, Winter Park and in 2023, following Covid-19 we celebrated at the Winter Park Library. Here is a [video of the 2019 event](#).

The day will include performances, educational presentations by community partners, games and activities for children and adults. At 11:30 am a human peace sign will be formed at the center of the park and a photograph taken as the “Annual Human Peace Sign.”



Event Outcomes:

- Raise awareness about United Nations Mandated International Day of Peace- September 21
- Educate about positive peace practices and their benefits for the community
- Build intercultural connections
- Showcase the Peace and Justice Institute as community partners and a Winter Park institution

Activities:

Community:

- Annual Human Peace Sign using bucket lift. In 2019 we used Sunbelt Rentals.

- Amplified performances by local arts organizations, cultural groups, school's choirs and bands
- Tabling from local organizations with activities centered around teaching positive peace practices
- Yoga and meditation with a certified instructor

Children:

- Storytelling
- Arts and Crafts
- Face Painting
- Non-competitive games

Contact: Britney Pierce, PJI Strategic Communications and Events Manager at britney@peacejusticeinstitute.org.



Parks & Recreation Advisory Board

agenda item 4.e

item type

Action Items

meeting date

June 24, 2024

prepared by

Jason Seeley, Director of Parks and Recreation

approved by

Jason Seeley, Director of Parks and Recreation

subject

Kids Beating Cancer Fee Waiver Request

motion | recommendation

Staff is not recommending an additional waiver beyond the 50% already approved. While the event goes to a very worthy cause, the positive impact or benefit is more aimed at central florida rather than the residents of Winter Park.

background

alternatives | other considerations

fiscal impact

Regular Cost (including 30% nonprofit discount)

Full Building Rental: Sunday, August 25, 2024: \$3,097.50 Rental Fee + \$750 Deposit

8AM-5PM

Building opens for entry 8am

Catering breakdown- 4pm - 5pm

Guests must exit by 4pm

\$4,425.00 – 30% (1,327.50) = \$3,097.50

\$4425 - 50% (2212.50) + 2212.590

+ 750 deposit

Hard Cost to City - Approximately \$600

attachments

1. SKM_C3350i24052812430

Fee Waiver Application



Parks & Recreation
department

In order to be eligible for a FULL OR PARTIAL fee waiver, the applicant must meet all of the following criteria:

1. Non Profit Organization with current exemption.
2. Organization based within corporate limits of Winter Park.
3. The event is not in support of a candidate for public office.
4. The event benefits the city and its residents.
5. The event type is consistent with the city's recreation plan.
6. The applicant has a demonstrated need for the reduction or waiver.

✓	✓
✓	✓
✓	✓
✓	✓
✓	✓
✓	✓

Section One - Applicant Information

Applicant Name:	Angelica Guedes	Email Address:	angelica@kidsbeatingcancer.com	
Organization Name:	Kids Beating Cancer	Phone Number:	407-894-2888	
Address:	1720 Lee Road	Fax Number:		
City:	Winter Park	State:	FL	Zip: 32789
Tax Exempt Number: Attach Letter of Exemption from the Internal Revenue Service:				
Organization Mission:	Kids Beating Cancer provides access to life-saving treatments to children in Central Florida diagnosed with cancer and provides support to the patient and their families throughout and after their treatment.			
Reason for request:	We would like to apply for a feww waiver or a reduced fee (buy-out waiver) for an upcoming event for our patients and their families.			

Section Two - Event Information

Event Type:	Kids party	Event Date:	August 25, 2024 Sunday, 8-25-2024	
Event Name:	Prince & Princess Party	Event Hours:	12-4	
Venue:	Winter Park Library & Events Center	Expected Attendance:	150	
If charging admission, proceeds benefit:		Event Admission Fee:	0	
Will sponsorships be sold? If yes, describe levels and pricing: No - Free event				
Will vendors such as caterers, decorators, entertainment be hired? If yes, describe below and list costs. ** Catering - budget TBD Decor - \$1,500				
Has this event been held previously? If yes, describe when/where: Yes - Star Tower Condo Club Lounge				

Section Three - Instruction

1. Prior to submission of fee waiver/reduction application, venue must be reserved and deposit on file. Additional rules apply.
2. This application is for waiver/reduction of fees only and does not apply to deposit which is required for all sites.
3. Submit application for fee waiver/reduction to the Adminstrative Office of the Parks and Recreation Department.
4. To allow appropriate time for consideration, applications must be submitted no less than ninety (90) days in advance.
5. Applications will be reviewed by the Department Director with final decision by the Parks and Recreation Board.

By signature below, applicant acknowledges receipt of rules and regulations appropriate to the request venue. This application for fee waiver does not secure the date or the venue. All normal reservation procedures must be met prior to submitting this application for waiver including but not limited to submission of deposits, signing of reservation contract. Denial of the waiver request does not impact the policies of the venue for deposit retention or payment of rental fees. Misrepresentation of the group or type of event may result in revocation of the fee waiver after the event at which time payment if full will be required.

Signature:	Angelica Guedes	Date:	05/23/2024
Print Name	Angelica Guedes	Title:	Director of Program Services

FOR OFFICE USE ONLY			
Directors Signature:		Approved:	% Disapproved:
Date of Approval/Disapproval			
Parks Board Review if Necessary:	Date	Approved:	% Disapproved:



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
PO Box 2508
Cincinnati, OH 45201

KIDS BEATING CANCER INC
A GIFT OF HOPE
1720 LEE RD
WINTER PARK, FL 32789-2160

Date: March 16, 2023
Employer ID number: 59-3136203
Form 990 required: 990
Person to contact: Name: Jeffery Miller
ID number: 1001731108

Dear Sir or Madam:

We're responding to your request dated February 08, 2023, about your tax-exempt status.

We issued you a determination letter in October 1992, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also show you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax-deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading, we indicated whether you must file an annual information return. If you're required to file a return, you must file one of the following by the 15th day of the 5th month after the end of your annual accounting period.

- Form 990, Return of Organization Exempt From Income Tax
- Form 990-EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990EZ
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the due date of the 3rd required return or notice.

You can get IRS forms or publications you need from our website at www.irs.gov/forms-pubs or by calling 800-TAX-FORM (800-829-3676).

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific time).

Thank you for your cooperation.

Sincerely,

Stephen A. Martin

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

Letter 4168 (Rev. 9-2020)
Catalog Number 66666G



Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14
R. 01/18

85-8012646141C-0	01/31/2023	01/31/2028	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

KIDS BEATING CANCER INC
1720 LEE RD
WINTER PARK FL 32789-2160

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



Important Information for Exempt Organizations

DR-14
R. 01/18

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions about your exemption certificate, please call Taxpayer Services at 850-488-6800. The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.



Parks & Recreation Advisory Board

agenda item 6.a

item type

Staff Updates

meeting date

June 24, 2024

prepared by

Jason Seeley, Director of Parks and Recreation

approved by

Jason Seeley, Director of Parks and Recreation

subject

Review Strategic Action Plan and progress

motion | recommendation

NA

background

Update on progress related to 2024 strategic actions

alternatives | other considerations**fiscal impact****attachments**

1. SAP 2024 May Update

Parks and Recreation Department

2024 Strategic Action Plan

Programming

Action	Lead	Completion by	Status
Develop evaluation process for partnerships that provides qualitative and quantitative analysis	McCosker	August 2024	Not Started
Develop new KPI's for department that better capture performance	Daus/Seeley	May 2024	Completed
Update current participant feedback/survey process	McCosker/Clarke	September 2024	Not Started
Update Recreation Programming Plan	Daus/McCosker	September 2024	In Progress
Establish criteria for sun-setting programs	Daus/McCosker	September 2024	Not Started
Update Program Delivery Matrix	Daus/Seeley	September 2024	Not Started
Complete Community Assessment of programming resources	Daus	October 2024	In Progress
Increase participation in SYEP and Jr Counselor programs by 10%	McCosker/Clarke	June 2024	In Progress
Develop and execute resident education on proper tree pruning and planting	Nye	July 2024	In Progress

Facilities and Venues

Action	Lead	Completion by	Status
Evaluation of WP Community Center A/V system	McCosker	May 2024	Completed
Upgrade security camera system at Cady Way Pool	McCosker	May 2024	Completed
Expand client feedback/survey response for facility/venue use by 10%	McCosker	October 2024	Not Started
Conduct utilization analysis for major venues - WPEC, WPFM, WPCC, WPGCC	Seeley/McCosker	June 2024	In Progress
Update ADA transition plan and develop supporting CIP for improvements	Daus	July 2024	In Progress
Review facility/venue maintenance plans and replacement schedules to ensure funding in CIP	Daus/McCosker	May 2024	In Progress
Replacement of Showalter Stadium Lighting	McCosker/Clarke	August 2024	In Progress; Scheduled Summer 2024, Contract w Musco approved 5/8/24
Rebuild Cady Way playing courts (tennis/pickleball)	McCosker/Clarke	September 2024	Awaiting piggyback approval, work to start July
Complete design of Swoope Maintenance Facility	Daus	April 2024	Completed
Install security netting at Ward A1 and A2 fields	Clarke	February 2024	Completed
Complete hardscape and landscape improvements at Ward Baseball Complex	Seeley	August 2024	Hold until spring season complete

Improve drainage issue at Ward Baseball Field 7	Daus/Nye	August 2024	Hold until spring season complete
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Parks			
Action	Lead	Completion by	Status
Install updated mini park, streetscape improvement, and lake lookout signage	Daus	June 2024	In Progress
Significant completion of Seven Oaks Park construction	Seeley	December 2024	In Progress
Complete install of Mead pavillion	Seeley/Nye	January 2024	Completed
Complete install of Mead Accessibility Loop	Seeley/Nye	August 2024	In Progress
Complete construction and install of Founders bust ar Shady Park	Seeley/CRA	May 2024	In Progress; July 27
Complete constrction and install of Unity corner ar MLK	Seeley/CRA	September 2024	In Progress
Significant completion of MLK Community Playground	Seeley/CRA	December 2024	In Progress
Complete installation of pollinator garden at Blanchard Park	Daus/Nye	June 2024	Completed
Identify locations and construct two Mini Forests or 'wild' spaces	Daus/Nye	June 2024	In Progress, see Denning/Fairbanks Planting Plan
Identify locations and construct one pilot bio-swale	Seeley/Nye	December 2024	Not Started
Evaluate park spaces that may be underutilized under current use and identify potential alternatives	Seeley/Daus	October 2024	Not Started
Develop conceptual plan for improvements to HBP and adjacent stormwater property	Seeley	April 2024	Completed
Work in conjunction with Public Works on design completion for S Denning trail connecting 7 Oaks and Mead Botanical Gardens	Seeley/Nye	December 2024	In Progress

Operational			
Action	Lead	Completion by	Status
Annual review of all operational policies and staff manuals of each of the 12 divisions	Seeley/Daus/McCosker	September 2024	In Progress
Update agency succession plan	Seeley/Daus	September 2024	Not Started
Provide customer service training to all front line staff	McCosker/Clarke	August 2024	In Progress
Provide first aid and cpr trainignn to all staff	Daus	May 2024	In Progress
Develop scope for Master Plan solicitation	Seeley	August 2024	Not Started
Upgrade Thorguard Lightning Detection system	McCosker	July 2024	In Progress
Conduct annual review of all CAPRA accreditation documents and processes	Seeley/Daus/McCosker	September 2024	In Progress

