



Parks & Recreation Advisory Board

Regular Meeting

Agenda

July 17, 2024 @ 5:30 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/meetings/ 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. Call to Order**
 - 2. Consent Agenda**
 - a. Approve the minutes of June 24, 2024 meeting
 - 3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
 - 4. Action Items**
 - a. Rotary Club of Winter Park Fee Waiver Request 15m
 - b. Kids Beating Cancer Fee Waiver 15m
 - c. WP Chamber of Commerce 2025 Fee Waiver Request 10m
 - 5. Non-Action Items**
 - a. Fee Waiver Process 20m
 - 6. Staff Updates**
 - a. 2024/25 Parks and Recreation Budget Presentation 2m
 - b. 2024 Strategic Action Plan Update July 24 5m
 - 7. Board Comments**
 - 8. Upcoming Agenda Items**
 - 9. Adjournment**



Parks & Recreation Advisory Board

agenda item 2.a

item type

Consent Agenda

meeting date

July 17, 2024

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

Approve the minutes of June 24, 2024 meeting

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

1. PRAB 06.24.24 Minutes DRAFT



Parks & Recreation Advisory Board Regular Meeting Minutes

June 24, 2024 at 5:30 PM

City Hall Commission Chambers
401 S. Park Avenue

Present

Leah J. Bonich, Thomas Sims, Ginny Enstad, Lisa Tinker Marsh, Lawrence Lyman, Ellen Wolfson

Absent

Robert Bendick

Staff Present

Director Jason Seeley, Assistant Director Mike McCosker, Recreation Coordinator Laura Halsey, Recreation & Family Service Manager John Clarke

1. Call to Order

Meeting called to order by Leah Bonich at 5:30pm

2. Consent Agenda

- a. Approve the minutes of April 17, 2024 and May 15, 2024

Motion made by Leah Bonich, seconded by Lawrence Lyman, to approve the April 17 and May 15, 2024 minutes.

Motion approved 6-0.

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

No public comment

4. Action Items

- a. Election of Chair & Vice-Chair

Leah Bonich nominated by Ginny Enstad, seconded by Ellen Wolfson, for Chairperson
Nomination accepted and approved, 5-0.

Thomas Sims nominated by Ginny Enstad, seconded by Ellen Wolfson, for Vice-Chair
Nomination accepted and approved, 5-0.

- b. Blue Dolphins Swim Club Proposal for Competition Pool at Cady Way

Mr. Seeley, Parks & Recreation Director, presented an overview of the proposed project, including the current layout, fiscal impact, and the advantages it would provide to the City's residents and facility visitors. Joe Auer, Blue Dolphins Director & Head Coach, provided the board with his background and a funding update. The goal is to have the majority of the funding in hand by the time permitting is completed. The Board inquired if facilities, such as volleyball and restrooms, would be accessible to the public. Mr. Auer assured the board there would always be availability for the public to swim. Insurance would be held by both Blue Dolphins and the City of Winter Park. The general concept has already been approved by PRAB and the City Commission, so tonight's focus is to refine any final terms of the contract and discuss any revisions the board would like to propose, if any.

There is a large Live Oak in the potential construction area. However, it is in decline and would be presented to Urban Forestry for assessment and approval for removal.

Project concerns include parking constraints, loss of field space, and noise. Mr. Seeley stated Blue Dolphins does not generate a great deal of traffic, the minor reduction in size would have a minimal impact, and swim events are relatively quiet. The Parks & Recreation Department already enforces guidelines that go beyond the noise ordinance and amplified noise is not permitted before 9am.

Mr. Seeley assured the board that Blue Dolphins would not be able to select contractors on their own. All contractors would still be required to follow the procurement process and bid on the work. Sean Schlossmacher provided additional information pertaining to the construction portion of the project.

The board inquired how damage, such as from a major storm, would be resolved and who would be responsible for funding the repairs and or replacement of damaged items.

Restrooms were discussed in detail with Mr. Seeley, assuring the board that during events, additional portable restrooms would be brought in.

Motion made by Leah Bonich, seconded by Lisa Tinker Marsh, to approve the item as presented.

Motion passes, 6-0.

c. DeArcos Family/Rotary of Winter Park West Meadow Request

Mr. Seeley gave a brief overview & background to the board of the West Meadow Gaming Table Area request and asked the board if they are in support of the general concept, its proposed location, and the shared cost of the project. He provided projected costs for the board's review as well.

Butch Margraf, Winter Park Rotary Club President, spoke in support of the project and the gentleman they would like to dedicate the project to. He believes the West Meadow is the perfect location for the gaming tables. The board inquired how much funding the Rotary Club is willing to contribute to the project and Mr. Margraf responded they have \$23k in an account for the project.

David Prather, 1830 Mayflower Ct. #303, spoke in support of the project and asked that the name be changed to "Games" table as gaming sounds more like video games.

Miguel deArcos, 2061 Versailles, spoke in support of the project in memory of his father. He also spoke on the need for common areas for people to gather and spend time together, and believes it is a great concept for community building.

The board inquired about the maintenance of the tables and area. Mr. Seeley stated it would be similar to other locations where, once it is established, city staff will maintain the area. They also inquired if Seven Oaks would be a suitable location for the concept, but Mr. Seeley stated the concept may not work as the goal is to keep the area open for jazz concerts, movies in the park, etc. The deArcos family would like to keep it as low maintenance as possible, so they propose people bring their own game pieces for the chess boards.

Motion made by Leah Bonich , seconded by Thomas Sims, to approve the city to move forward with the games tables concept, with the elimination of location #3; with family providing funding for the foundations and game hardscapes, and the city providing funding for the irrigation and sidewalks. Motion passes 6-0.

d. Peace Day in Park Approval of Central Park Use

Mr. Seeley provided an overview of the event. Ms. Brittany Pearce, Peace & Justice Institute, spoke on behalf of the organization and their event. Hungerford Elementary, Boys & Girls Club, and ??? have expressed interest. They have reached out to Winter Park schools as well. In 2019, the event was held in Central Park. They did not host the event in 2020 due to covid, and in 2023 the event was held at the Winter Park Library.

Motion made by Lawrence Lyman, seconded by Leah Bonich, to approve the fee waiver request. Motion passes 5-1

e. Kids Beating Cancer Fee Waiver Request

Mr. Seeley provided an overview of the event and stated there are more opportunities to find sponsors, raise funds, and or charge an entry fee for the event. Staff has approved a 50% fee waiver but does not recommend waiving the additional 50%. Waiving the entire fee is more difficult when it is in a facility rather than the park as there's more overhead and staffing requirements.

Motion made by Thomas Sims, seconded by Leah Bonich, to table the item until the July 17, 2024, meeting to allow time to gather additional history and information on the event.

Motion passes 6-0.

5. Non-Action Items

6. Staff Updates

- a. Review Strategic Action Plan and progress

Mr. Seeley provided a brief update of what stage each of the strategic plan projects is at currently. Spreadsheets were included in the packet as a reference.

7. Board Comments

8. Upcoming Agenda Items

9. Adjournment

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



Parks & Recreation Advisory Board

agenda item 4.a

item type

Action Items

meeting date

July 17, 2024

prepared by

Laura Halsey, Recreation Coordinator

approved by

Jason Seeley, Director of Parks and Recreation

subject

Rotary Club of Winter Park Fee Waiver Request

motion | recommendation

The Denim and Dazzle event by Winter Park Rotary replaced their annual Chili for Charity event. The event is a fundraiser that directly benefits groups within the local community. Chili for Charity event had received a full fee waiver for a number of years prior to the change to Denim and Dazzle in 2024 which was also the recipient of a full fee waiuver.

background

Winter Park Rotary is a service-based non-profit that has been part of Winter Park since 1947. For more information on WP Rotary please see their website. [Club History – Rotary Club of Winter Park \(winterparkrotary.com\)](http://winterparkrotary.com)

alternatives | other considerations**fiscal impact**

1936.50 2.5 hour rental cost

Minimal hard cost as event is only 2.5 hours and finished by 730p.

attachments

1. Rotary Fee Waiver Application 2.20.25

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: <u>Jean Marie Fuhrman</u>	Email Address: <u>outlook.com</u>
Organization Name: <u>WP Rotary Club</u>	Phone Number: <u>407-760-5512</u>
Address: <u>W. P. Post Office Box 1416</u>	Fax Number: _____
City: <u>Winter Park</u>	State: <u>FL</u> Zip: <u>32790</u>
Tax Exempt Number: Attach Letter of Exemption from the Internal Revenue Service: ☒	
Organization Mission: <u>To provide service to others, promote integrity, and advance understanding, goodwill, and peace through our fellowship of business, professional, and community leaders</u>	
Reason for request: <u>To host next year's Denim & Dazzle Givback Gala</u>	

Section Two - Event Information

Event Type: <u>Tasting: showcase Charities</u>	Event Date: <u>Feb 20, 2025</u>
Event Name: <u>Denim & Dazzle</u>	Event Hours: <u>5:30 - 7pm</u>
Venue: <u>Winter Park Event Center</u>	Expected Attendance: <u>300</u>
If charging admission, proceeds benefit: _____	Event Admission Fee: _____
Will sponsorships be sold? If <u>yes</u> describe levels and pricing: <u>\$250 -> \$50,000 - To benefit local charities</u>	
Will vendors such as caterers, decorators, entertainment be hired? If <u>yes</u> describe below and list costs. <u>Those that are approved vendors by the Event Center</u> **	

** If there is onsite cooking, an additional permit is required

Has this event been held previously? If yes describe when/where: WP Event Center 2024

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 Administrative 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: <u>Jean Marie Fuhrman</u>	Date: <u>May 6, 2024</u>
Print Name: <u>Jean Marie Fuhrman</u>	Title: <u>Pres. - Elect</u>

FOR OFFICE USE ONLY

Directors Signature: _____	Approved: _____ %	Disapproved: _____
Date of Approval/Disapproval: _____		
Parks Board Review if Necessary: _____	Date: _____	Approved: _____ % Disapproved: _____

INTERNAL NL

REVENUE • SERVICE DISfklCT
DIRECTOR c -
ATLANTA, GA 3030 1

) ear Applicant :

DEPARTMENT OF THE TREASURY

Date : JAN 2 5 1991

ROTARY CLUB OF
WINTER PARK
CHARITABLE
FOUNDATION INC
C/O WILLIAM A '90
VALKER 11 ? O BOX 880 d
INTER PARK , FL 32790

EMMERICH HAINES
WARD & WOODMAN, P.A.
Received
JAN 29 1991
Copy to
Refer to
File
Corp file
Assurance
M.B.

EmÄ10yer Identification Number :
57-092323 1
Contact Person :
BRENDA WILKINS
Contact Telephone Number :
(404) 33 1-0 1 9 2

Accounting Period Ending:

Addendum Applies :
NO

B aged on Informat ion supplied , and assuming your operations wi ll be as
t • a t e d In your applicatlon for recognition of exemption , we have determined
ou 1 re exempt from Federal income tax under section 501 (a) of the Inte rnal
Revenue Code as an organization des cribed In section 501 (c) (3) .

We have furthe r determined that , as Indicated in your application , you
i re a private foundat ion within the meaning of section 509 (a) of the Code.
In. h 16 letter we are not determining whether you are an operating foundat ion
as leflned In section 4 94 2 (j) (3) .

If your sources of support , or your purposes , character, or method of
' per at ion change , please let us know so we can con e {der the effect of the
: hange on your exempt s tatue and foundation status . In the case of an amend-
1 ent to your organizational document or bylaws please send ug a copy of the I
In ended document or bylaws . Also , you should inform u 8 of all changes In
your I ame or add re s s .

As of January L , you are 1 1 able for taxes under the Federal In sur- n
ce Cont ribution 8 Act (social security taxes) on remuneration of \$ 100 or
more ou pay to each of your employees during a calendar year. You are not 11
able or the tax Imposed unde r the Federal Unemployment Tax Act . (FUTA) . '

However ince you are a private foundation , you are subj ect co excise
taxes under Chap- e r 4 2 of the Code .You algo may be subj ect to other
Federal excise taxes . Ifou have any ques t Ions about excl ee employment , or
other Federal tax eg please et us know.

Donors may deduct contribution 6 to you as provided in section 170 of the Code. Bequests, legacies, devisees' transfer or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Contribution deductible as a charitable contribution to donors only to the extent that the contribution is a gift, with no consideration received. Ticket purchases and general payment for conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circum-

Lecter 1076 (DO/CG)

-2-

ROTARY CLUB OF WINTER PARK

stances. See Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2 on page 104, which set forth guidelines regarding the deductibility of charitable contributions, of payments made by taxpayers for admission to or other participation in fundraising activities for charity.

You are required to file Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as a Private Foundation. Form 990-PF must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$10 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However the maximum penalty charged cannot exceed \$5,000 or 5 percent of your gross receipts for the year, whichever is less. This penalty may also be charged if a return is not complete, so please be sure your return is complete before you file it.

You are not required to file Federal Income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. [If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and on all correspondence with the Internal Revenue Service.

This determination is based on evidence that your funds are dedicated to the purposes listed in section 501(c)(3) of the Code. To assure your continued exemption, you should maintain records to show that funds are expended only for those purposes. If you disburse funds to other

) r g an {z at Ions , your records should show whether they are exempt under ; ectlon 501 (c) (3) . In cases whe re the recipient organization is not exempt tnder section 501 (c) (3) , there should be evidence that the funds wil l remain ledicated to the required purposes and that they will be used fo r t ho 6 e »urposes by the r e c {p lent.

If dls cributlong are made to Individual s , cage h i s tor i es rega rd ing the •ectplents should be kept 6 h o w I ng names , addresses , purposes o f awards , ma n ne r if selection , relat ionship (I f any) to membe rs , off i cers , t rus tee G o r donors o f unde to you , so that any and al l d Is t rfbut Ions made to ind Ivldua l g can be ubstantfated upon reques t by the Internal Revenue S ervice. (Revenue R u l. I n g 6-304 , C . B . 2 , page 3 0 6 .)

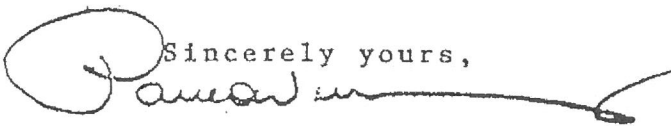
If we have indicated in the heading o f t h Ig l e c ce r t ha t a a adde n dum p plies , the addendum enclosed an integ ral par c o f thislet

Because this letter cou Id help resolve any ques t ions abou t your exemp t tat us and foundaclon statue , you s h o u Id keep i t In your p e r ma n e n t. re c o r d s .

-3-

TARY CLUB OF WINTER PARK

If you have any ques t ions , please contact the person whose name and l e phone number are shown In the heading of this letter.

Sincerely yours,


Paul Williams
District Dlr ector

Lette r 1 076 (DO / CC)



Parks & Recreation Advisory Board

agenda item 4.b

item type

Action Items

meeting date

July 17, 2024

prepared by

Laura Halsey, Recreation Coordinator

approved by

Jason Seeley, Director of Parks and Recreation

subject

Kids Beating Cancer Fee Waiver

motion | recommendation

Event is not a fundraiser and is a free event for program participants. Staff supports a full waiver based upon information provided in fee waiver application.

background

[Home - Kids Beating Cancer - Kids Beating Cancer](#)

alternatives | other considerations**fiscal impact**

4 hour rental on Sunday - \$1900

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	
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			
** If there is onsite cooking, an additional permit is required				
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 4.c

item type

Action Items

meeting date

July 17, 2024

prepared by

Jason Seeley, Director of Parks and Recreation

approved by

Jason Seeley, Director of Parks and Recreation

subject

WP Chamber of Commerce 2025 Fee Waiver Request

motion | recommendation

Approval of fee waiver; Art Festival and Holiday parades are large community events that have historically received fee waiver. Cheers to You and Best of events are recognition events for Winter Park businesses and professionals.

background**alternatives | other considerations****fiscal impact**

Itemized event info provided in the attachment

attachments

1. Winter Park Chamber of Commerce Fee Waiver Request 2025

Winter Park Chamber of Commerce Fee Waiver Request 2025

Cheers to You

Thursday, January 23, 2025

WP Event Center Full Building 5:30 to 8pm [\\$2987.50](#)

WP Event Center Rooftop Meeting Room – 25 people – 9am to 12pm [\\$750.00](#)

Fee Amount Waived: \$3,337.50

Best of Winter Park

Tuesday, October 28, 2025

WP Farmers' Market 5 to 7:30pm

Fee Amount Waived: \$787.50

AAF Saturday Night Artist Party

Saturday, October 11, 2025

WP Farmers' Market– 5 7pm \$630

Central Park and West Meadow - Festival runs October 11th-12th, 2025 \$14,475

Fee Amount Waived: \$15,105

Winter on the Ave

December 5, 2025 –

Central Park and West Meadow -12p – 11p

Fee Amount Waived: \$6,900.00

Annual Holiday Parade

December 6, 2025 -

Central Park and West Meadow -6a -2p

Fee Amount Waived: \$6,900



Parks & Recreation Advisory Board

agenda item 5.a

item type

Non-Action Items

meeting date

July 17, 2024

prepared by

Jason Seeley, Director of Parks and Recreation

approved by

Jason Seeley, Director of Parks and Recreation

subject

Fee Waiver Process

motion | recommendation

Discuss the existing fee waiver process and potential changes to the process.

background

Current Process:

All 501c3, non-profit organizations renting a city venue are automatically eligible and provided a 30% discount from the currently approved rental rate. Organizations that are seeking a greater discount may complete a fee waiver application for further consideration.

Organizations that meet the given criteria per the attached Fee Waiver Application may be provided an additional 20% by the Parks and Recreation Department Director for a total of 50% discount.

Organizations requesting a discount that exceeds 50% must appeal to the Parks and Recreation Advisory Board for a discount amount exceeding 50%.

PRAB members would like to discuss potential modification of the process.

The staff recommends keeping the basic structure but providing the applicant with more direction and requiring the applicant to submit a formal request letter to PRAB/Dept Director that allows for a more thorough vetting of the request.

Staff suggestion for modifications to process.

An NFP that meets the following criteria can be provided up to 50% total fee waiver.

- Organization is located within the City limits of Winter Park (*cannot be Non-Incorporated Orange County w a WP mailing address*)

- 501c3 documentation
- Event or organization is not politically motivated or aligned.
 - *No events that are associated with political candidates, support for or against a political cause, or organizations that engage in partisan political action.*

Organizations that meet the above criteria and seek a fee waiver greater than 50% are required to submit a formal request letter to the parks and recreation director no less than 90 days prior to the event date. The letter should address the following:

How is the event consistent with, or contributing to meeting, the parks and recreation department's mission *to enhance the quality of life for our community by providing outstanding parks, recreation, facilities, activities and services*

How will the event benefit our residents/ taxpayers? Response should touch on both the qualitative and quantitative impact for residents/taxpayers.

Please provide evidence of the organization's financial need? Response should identify if the event is a fundraising effort and provide details about the beneficiary. Information related to other event expenses and revenue generated through attendance fees and sponsorship should also be provided.

☆Fee Waiver requests for the Winter Park Event Center and Winter Park Farmers Market seeking a Friday or Saturday event date are strongly discouraged. Only events with extraordinary community benefits will be considered due to existing demand for weekend bookings at both venues.

alternatives | other considerations

fiscal impact

attachments

None



Parks & Recreation Advisory Board

agenda item 6.a

item type

Staff Updates

meeting date

July 17, 2024

prepared by

Jason Seeley, Director of Parks and Recreation

approved by

Jason Seeley, Director of Parks and Recreation

subject

2024/25 Parks and Recreation Budget Presentation

motion | recommendation

This is mainly informational, but if members have any questions regarding the 2025 budget an opportunity to do so will be provided.

background

Annual department budget presentation to commission. The Parks and Recreation Department presented to the commission on Thu 7/11

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

1. 2025 Parks and Rec Budget Presentation Final Version

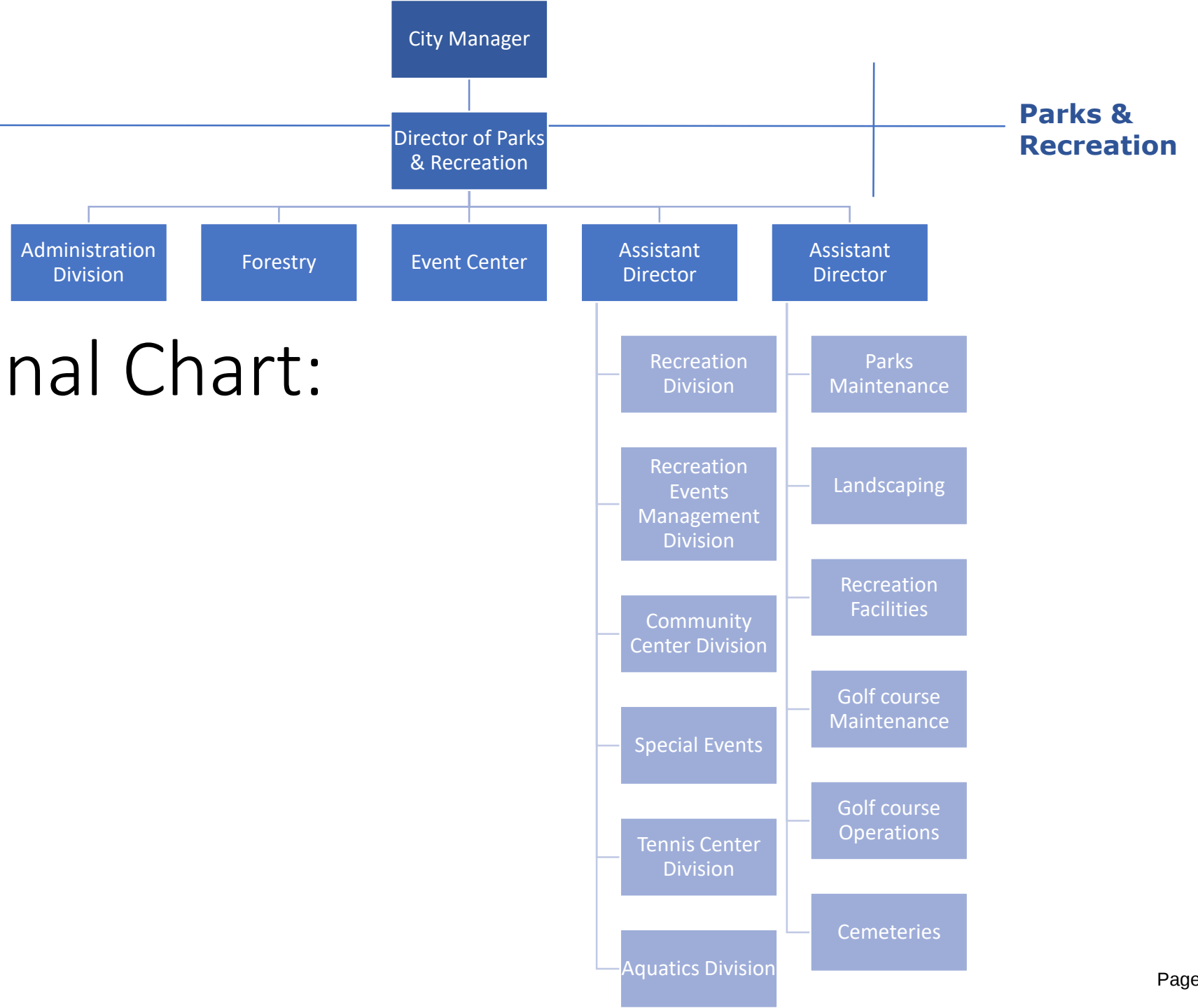
Parks and Recreation





Mission & Program Summary

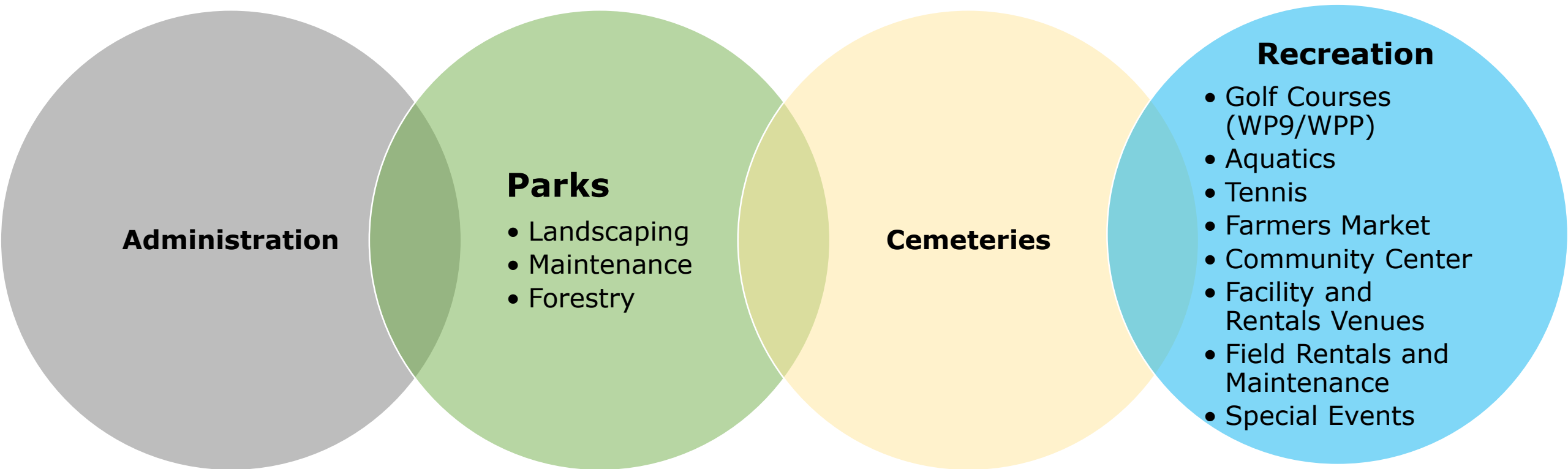
Mission: To Enhance the Quality of Life for Our Community by Providing Outstanding Parks, Recreational Facilities, Activities, and Services.



Organizational Chart:



Level of Service:





Key Performance Indicators:

Indicator	Actual FY23	YTD FY24	Goal FY25
Ten Acres of Park per 1,000 Population	16.3	16.3	10
Forestry - Trees Planted/ Hazardous Trees Removed	177/263	265/130	>100%
Parks Cost Recovery Rate	49%	>40%	>40%



Key Performance Indicators:

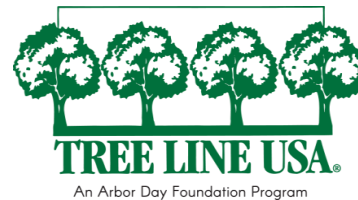
Indicator	Actual FY23	YTD FY24	Goal FY25
Number of Venue Rentals Per Year-All Venues	9,456	6,484	10,000
WP 9 Golf Rounds/members	45,162/325	22,530/325	40,000/300
WP 18 Golf Rounds/members	43,572/164	20,714/135	40,000/160
Tennis Court reservation/members	25,280/225	21,713/196	30,000/200+
Permitted Special Events	70	65	90
Community Center Rec ID issued	3,660	2,225	3400



FY 2024 Accomplishments:

- Certified Tree City USA
- Development of department 5 year Strategic Plan and annual Strategic Action Plan through Parks and Recreation Advisory Board
- Update of City's lightning detection system
- Renovation of Ward Park Concession facility
- Shady Park Pioneer Memorial Completion (July 27, 2024)
- Commission approval of Tree Preservation Ordinance (Sept 24)
- Construction of Unity Corner at MLK (Begin construction Fall 24)
- Replacement of Showalter Stadium lighting (August 24)
- Rebuild of Cady Way pickleball/tennis courts (August 24)

Parks &
Recreation





FY 2024 Accomplishments:

- Completion of soft courts 9-12 at Tennis center (Sept 24)
- Replacement of Mead Garden Pavilion
- Well installation at Mead Garden and Tennis Center
- Completion of Pineywood Columbarium
- 2023 Orlando Weekly Best of 1st place ranking for Lake Baldwin Park (dog park) and Famers Market; 2nd place ranking for Cady Way Pool (aquatic facility) and Central Park (Public Park)
- New outdoor 'beer garden' and covered patio space added at WP Pines GC
- Irrigation audit completed for WP Pines Golf Course
- Rebuilt and expanded 2 tee boxes at WP Pines to improve current condition and reduce future wear



Parks & Recreation





FY 2024 Accomplishments:

- Continued execution of signage/branding of WP18 with 436 signage update and on course signage update
- WP Pines GC restrooms renovated and brought into ADA compliance (August 2024)
- Plumbing repairs and grease trap installation at WP Pines GC Clubhouse (August 2024)





Community:

- ❑ Annual Holiday Toy Drive for Winter Park residents in need
- ❑ **Community Partnerships** – YMCA, WP Heritage Center, Equity Council, WPHS, Rollins, WP Babe Ruth 40+ weeks of activity annually, Pop Warner, etc.
- ❑ **Junior Counselor and Summer Youth Enrichment Program** – Over **12,000 hours** of volunteer/job experience for WP teens
- ❑ Execute holiday lighting
- ❑ Event support for 20+ major events, oversee over 4 major city wide special events, and permitted over 100 events for 2024 fiscal year
- ❑ Splash, Float, Swim Program – Over 600 WP kids grades K-1 taught basic swimming and water safety in 2024

Parks & Recreation





Value to Residents/Fiscal Stewardship

- ❑ On pace for over 40% cost recovery for department in 2024 with record level of cost recovery in 2023 at over **49%** (*National average is approximately 23% per NRPA*)
- ❑ WP Pines projected revenue of \$1.8m for 2024 fiscal year
- ❑ Full cost recovery Farmers Market and Event Center
- ❑ Cost recovery of 85%+ for Winter Park Tennis Center
- ❑ Over 10k facility rentals and 100+ events per year
- ❑ Installation of two new wells at properties (Mead and WP Tennis Center clay courts) that previously had high consumption of potable water



Summary of spending:

Expenditures	Actual FY22	Actual FY23	Projected FY24	Budgeted FY25
Personnel	\$5,414,170	\$6,312,035	\$7,399,393	\$7,630,635
Operating Expenses	\$4,128,329	\$4,743,053	\$3,977,514	\$4,473,347
Capital Outlay	\$0	\$0	\$88,000	\$0
Total	\$9,542,499	\$11,055,089	\$11,464,907	\$12,103,982



Next year Goals:

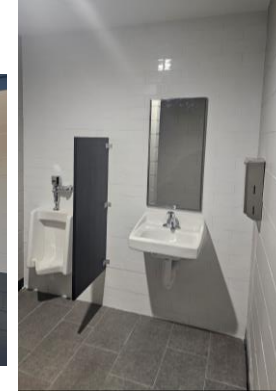
- Parks and Recreation Master Plan
- Continue CAPRA standards progression for new yearly audits
- Completion of 7 Oaks Park
- Completion of MLK Park Community Playground
- Completion of MLK Park Unity Corner
- Mead Botanical Gardens Lighting Improvements and FDEP grant funded boardwalk
- Execution of additional MLK Park Master Plan elements (basketball courts, event lawn, connectivity)
- Continued renovation of Winter Park Tennis Center soft courts 13-14/15-16
- Continue to reach or exceed full operational cost recovery for both Winter Park Pines and Winter Park GC
- Design and initiate construction on Mead Boardwalk replacement funded through FDEP RTP grant
- Create 1-2 tiny forests (Miyawaki Forest) within under utilized mini park space



Capital Project Completion:

Parks & Recreation

- ☐ Mead Pavilion Replacement
- ☐ Shady Park Art Installation and Park Improvements
- ☐ Showalter Stadium Light Refitting with LED
- ☐ Cady Way Tennis Court Rebuild
- ☐ MLK Unity Corner full design and construction documents
- ☐ Ward Park/Youth Baseball Concession Stand Renovation
- ☐ Winter Park Pines “Beer Garden” and patio
- ☐ Completion of Pineywood Columbarium
- ☐ Upgrade of Thorguard Lightning Detection System
- ☐ Cady Way Pool Filter Replacement – October 2023
- ☐ Howell Branch Preserve Conceptual Design for Pond and existing park
- ☐ Ward Baseball Field 7 Drainage Improvements – August 2023





Capital Projects In Progress/Active:

- ☐ Ward Pavilion Replacement – December 2024
- ☐ Winter Park Pines ADA Restroom and Plumbing corrections – August 2024
- ☐ Mead Internal Trails/Accessibility - Winter 2024/25
- ☐ WP Tennis Center soft court rebuild – Fall 2024
- ☐ MLK Community Playground – Winter/Spring 2025
- ☐ MLK Unity Corner Construction and Art Installation – Fall 2024
- ☐ Seven Oaks Park Construction Completion – Winter 204/25
- ☐ Ward Park Pavilion Replacement





Capital Projects Planned:

- ☐ Mead Lighting Improvements
- ☐ MLK Park Master Plan Execution – *Rebuild basketball courts and add pickleball to new configuration, Event lawn space overlooking Event Center/WP Public Library*
- ☐ West Meadow/Central Park Restroom
- ☐ Swoope Parks Maintenance Facility
- ☐ Mead boardwalk rebuild funded via FDEP grant
- ☐ Installation of Geothermal heating at WP Community Center Pool
- ☐ Update to WPCC Center Fitness Room equipment
- ☐ WP Tennis Center rebuild of clay courts #13-14
- ☐ Update WP Farmers Market Audio Visual System



Department Master Plan

- Last PRMP conducted in 2008
- Develop of long term plan (15-25 years) for the City's Parks and Recreational needs through a comprehensive assessment of current offerings versus projected long term needs based on industry standards and resident feedback.





Parks & Recreation Advisory Board

agenda item 6.b

item type

Staff Updates

meeting date

July 17, 2024

prepared by

Jason Seeley, Director of Parks and Recreation

approved by

Jason Seeley, Director of Parks and Recreation

subject

2024 Strategic Action Plan Update July 24

motion | recommendation

Informational Only

background

Provides itemized actions or tasks for 2024 calendar categorized by strategic plan section, the action/task relates to.

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

1. SAP 2024 July 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	In Progress
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	Completed
**Create self guided element to of City's historic points walk	Seeley	December 2024	In Progress
Develop and execute resident education on proper tree pruning and planting	Nye	November 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	Completed
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; Start date mid-August
Rebuild Cady Way playing courts (tennis/pickleball)	McCosker/Clarke	September 2024	In Progress, Start date mid-August
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; Dedication ceremony 8/3/24
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	In Progress
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	Completed
Develop scope for Master Plan solicitation	Seeley	August 2024	Not Started
Upgrade Thorguard Lightning Detection system	McCosker	July 2024	Completed
Conduct annual review of all CAPRA accreditation documents and processes	Seeley/Daus/McCosker	September 2024	In Progress

