Parks & Recreation Advisory Board
Regular Meeting

Agenda
September 18, 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
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"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.

agenda	estimated time

1. **Call to Order**
2. **Consent Agenda**
   a. Approve the minutes of 8/21/2024
3. **Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
4. **Action Items**
   a. Dr. MLK Jr. Park Renovations - Addition of Pickleball Courts and LED Lighting — 20m
5. **Non-Action Items**
   a. Discuss currently approved Community Events as well as any events that have had an event granted a fee waiver for consecutive years for consideration of being added to the Community Events list. — 45m
6. **Staff Updates**
   a. 2024 Strategic Action Progress Update — 5m
   b. Upcoming Programs and Events — 5m
7. **Board Comments**
8. **Upcoming Agenda Items**
9. **Adjournment**

Parks & Recreation Advisory Board

agenda item 2.a

item type
Consent Agenda

meeting date
September 18, 2024

prepared by
Denise Eaton, Recreation Coordinator

approved by

subject
Approve the minutes of 8/21/2024

motion | recommendation

background

alternatives | other considerations

fiscal impact

attachments
None

Parks & Recreation Advisory Board
Regular Meeting Minutes

August 21, 2024 at 5:30 PM
City Hall Commission Chambers
401 S. Park Avenue

Present
Ginny Enstad, Ellen Wolfson, Thomas Sims, Leah J. Bonich, Lawrence Lyman

Absent
Robert Bendick, Lisa Tinker Marsh

Staff Present
Parks and Recreation Director Mr. Jason Seeley, Assistant Directors Cathleen Daus and Mike McCosker, Family Services Manager John Clarke, Recreation Coordinators Laura Halsey and Denise Eaton

1. Call to Order
Meeting called to order at 5:27 PM by Chairperson Leah Bonich

2. Consent Agenda

a. Approve the minutes of July 17, 2024

Motion made by Lawrence Lyman, seconded by Thomas Sims, to approve the July 17, 2024 minutes.
Motion passes 5-0.

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

4. Action Items

a. Fee Waiver Policy

Mr. Seeley, Parks and Recreation Director, discussed some of his changes for the Fee Waiver process, as well as reviewing the previous requirements. Explained how a client

would need to meet certain criteria to receive 50% internal and could then request up to 50% of remaining fee be waived by Parks Board.

Ellen Wolfson asked if we had to offer 100%. Mr. Seeley responded that the Parks Board does not have to approve the additional remaining balance, up to 50%. Mr. Seeley proceeded to explain how city staff and fees would be determined by the individual event and what their event needs were and that their fees would be based that year's fee schedule. Mrs. Wolfson asked if we can cap fee waivers at the parks department level of 50% max.

Mr. Lyman, questioned if there has been anyone who came forward and complained about the fee waivers the city has previously provided. Mr. Seeley responded, no. Mr. Sims stated the public probably didn't know about the policy in order for anyone to complain about it.

Mrs. Enstad feels that 100% was a lot to waive. Mrs. Bonich commented that she did a lot of research on other cities for max fee waivers and almost none do 100%. Mrs. Wolfson recommended creating a hardship form for the additional fees to be waived. Mr. Lyman doesn't believe the policy should be changed. Mrs. Bonich's response was because the need has increased and is costing the city a lot of money. Mr. Sims made a claim that the Chamber of Commerce is not a 501c3 and should not be receiving any discounts from the city.

Mr. Seeley asked if the board agrees with the fee waiver as it reads in today meeting, aside from changing the Annual approval list. The board discussed having the pre-approved events list reviewed annually.

Mrs. Bonich suggested that it be revised again before it goes up to the commission. She also believes that some of the non-city sponsored events should not automatically fall under the blanket fee waiver (ex. Chamber of Commerce events that are not city sponsored) and would like each member to make recommended changes to the list for next month's meeting.
Mr. Seeley again asked if board is happy with the general outline of the policy.

Motion made by Ellen Wolfson, seconded by Thomas Sims, to accept the fee waiver policy but to readdress the list.
Motioned approved 4-1 with Lawrence Lyman opposing

b. Fee Schedule

Mr. Seeley reviewed the fee schedule in comparison with surrounding municipalities with the board, showing that they are inline and competitive. He made the board aware of the fact that the City of Winter Park is almost at 100% fee recovery in Parks and Recreation.

Motion made by Lawrence Lyman, seconded by Thomas Sims, to approve the Fee Schedule as presented.
Motion passes 5-0

5. Non-Action Items

Mrs. Wolfson requested to revisit the game benches proposal from the July 2024 meeting. Mrs. Enstad and Mrs. Bonich agreed to revisit the topic. Mrs. Wolfson suggested alternate locations in lieu of the West Meadow, such as MLK due to the possibilities with the extracurricular activities with the library. Mrs. Enstad brought up some concerns about homeless persons occupying the area. Mr. Lyman would like to hear from the Police Dept. on how they would address the homeless presence. Mr. Sims defended the Rotary gift and feels that due to their single seat design, there wouldn't be an issue with the homeless. Mr. Seeley stated the item would need to be presented as an action item at the next meeting if they wanted to revote.

Mrs. Wolfson and Mrs. Enstad agreed to have this come back as an action item.
The remaining members did not agree therefore, the item will move to commission as previously planned.

6. Staff Updates

Mr. Seeley provided updates to the board:

- Shady Park pioneer bust was completed and the ribbon cutting was 2 weeks ago. There was a good turnout and the project was very well received by Community.
- Mead Gardens pavilion completed this past spring and an ADA loop that connects both ends of the park together has begun. Front area near greenhouse will have a sidewalk to connect to ADA restrooms and should be completed over the course of the Fall.

- Started construction at Cady Way Park pickleball courts and should be completed this week.
- Changed to LED lights at Showalter Stadium.

Mrs. Enstad asked if the city would be installing additional Pickleball courts in Phelps Park as she was asked by a Winter Park citizen. Staff is going to present an idea for MLK park basketball courts to be repurposed into multiuse courts by adding lines for pickleball courts. Phelps is not an ideal park for the additional courts due to the proximity to residences and the potential nuisance of additional lighting and noise.

Mr. Seeley also stated we have to be cognizant of the fact that surrounding municipalities have been installing pickleball courts therefore, negating the need for additional pickleball courts in Winter Park.

a. Strategic Action Task Update

7. Board Comments

8. Upcoming Agenda Items

9. Adjournment

Meeting adjourned at 6:46pm

Approved by the Board on
/s/ Denise Eaton, Recreation Coordinator

Parks & Recreation Advisory Board

agenda item 4.a

item type
Action Items

meeting date
September 18, 2024

prepared by
Jason Seeley, Director of Parks and Recreation

approved by
Jason Seeley, Director of Parks and Recreation

subject
Dr. MLK Jr. Park Renovations - Addition of Pickleball Courts and LED Lighting

motion | recommendation
As part of ongoing renovations at Dr. Martin Luther King Jr, Park staff is recommending the addition of 4 pickleball courts as part of the redesigned basketball court area, Additionally, staff is recommending the addition of LED court lighting.

background
As part of ongoing improvements at MLK Park, the department will be moving forward with renovation of the existing basketball courts. The existing courts were built at a dimension that exceeds even NBA standards in both length and width. This not only monopolizes an excessive amount of the limited space, but also runs counter to the type of play typically preferred for outdoor pick-up style basketball, where a half court or modified full court reduces running and can accommodate games with less than 5v5 sides. Staff would like to reconfigure the space to provide a more suitable basketball court configuration that uses the space more efficiently, which will also allow for the addition of 4 pickleball courts.

Additionally, staff recommend the addition of LED court lighting to allow for better visibility. The courts currently get ambient light from the existing field lights, but only somewhat sufficient for basketball and would not be sufficient for pickleball. There are no residential properties near the park that would be affected by the lighting. The courts would continue to follow the same opening and closing schedule as they do currently, but with proper lighting.

alternatives | other considerations
Rebuild as is
Rebuild as is; no change to lighting
Rebuild as staff recommends, but no lighting

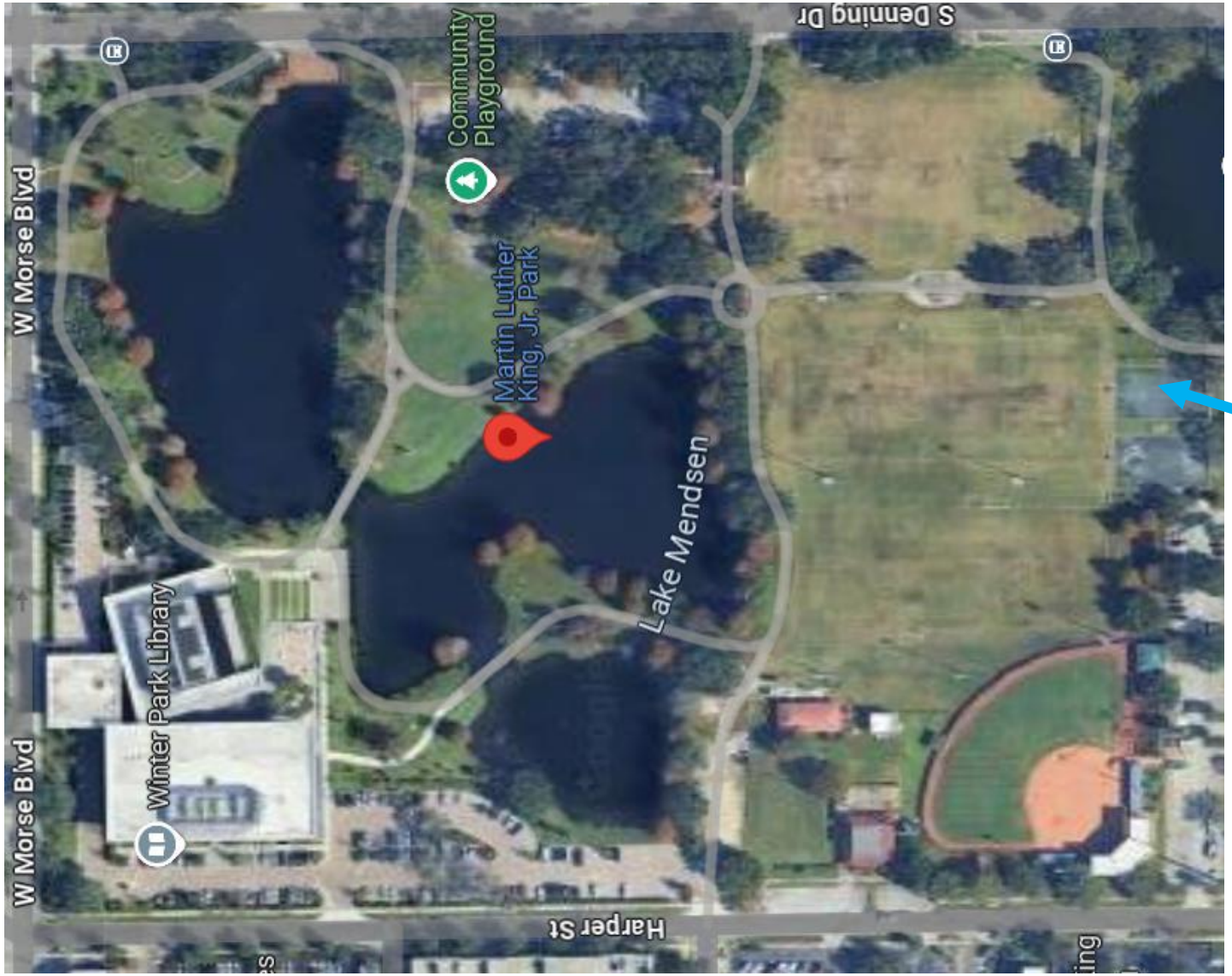
fiscal impact

Changing the design to add pickleball would create a minor increase in cost versus rebuilding as it adds approximately 1600 square feet of surface which is roughly a 12% jump. There is also an additional cost for pickleball net systems and an additional two basketball goal systems required in the redesign. The estimated cost for both is projected at 10-15k, but all additional costs can be covered within existing budget.

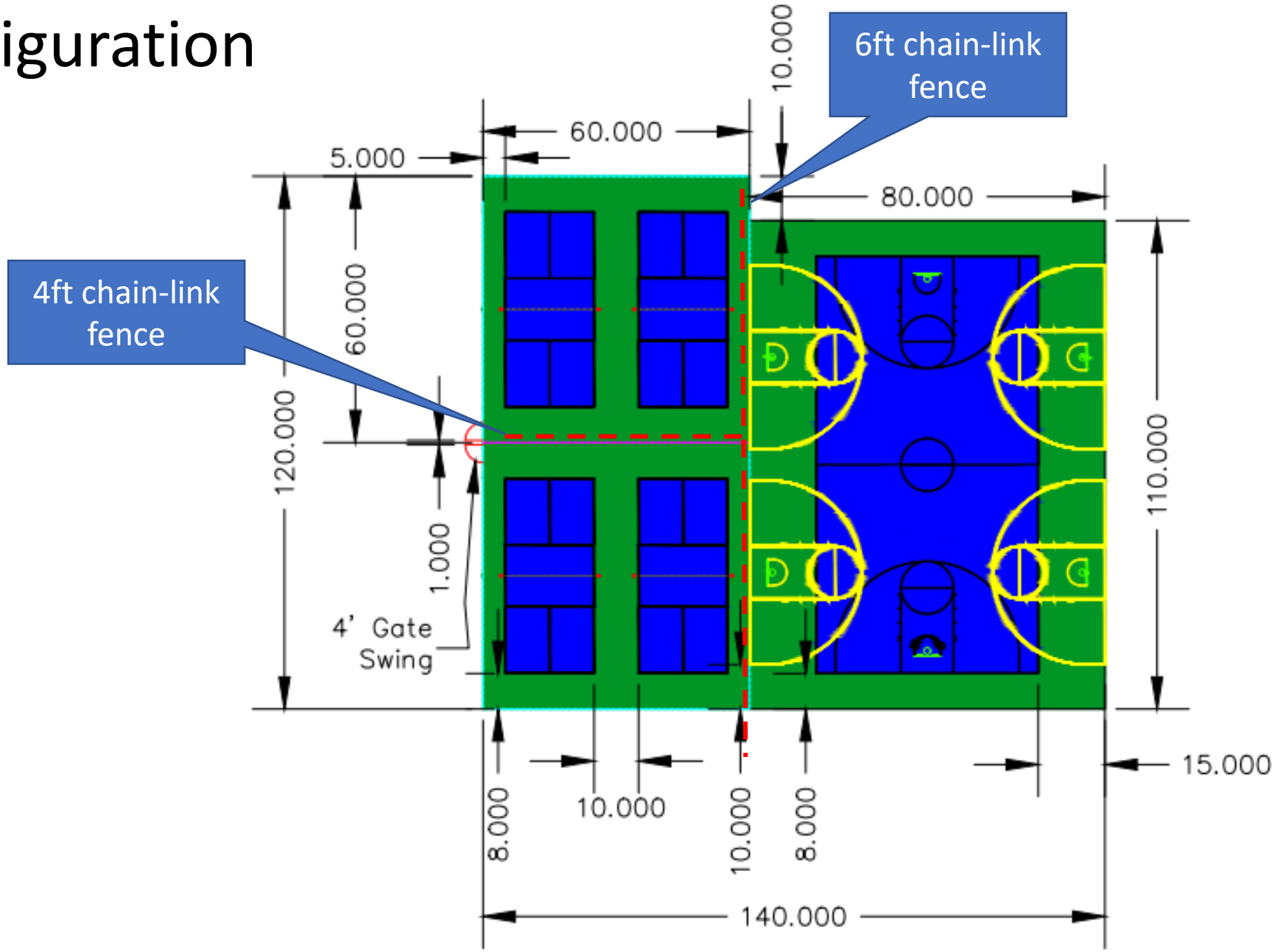
attachments

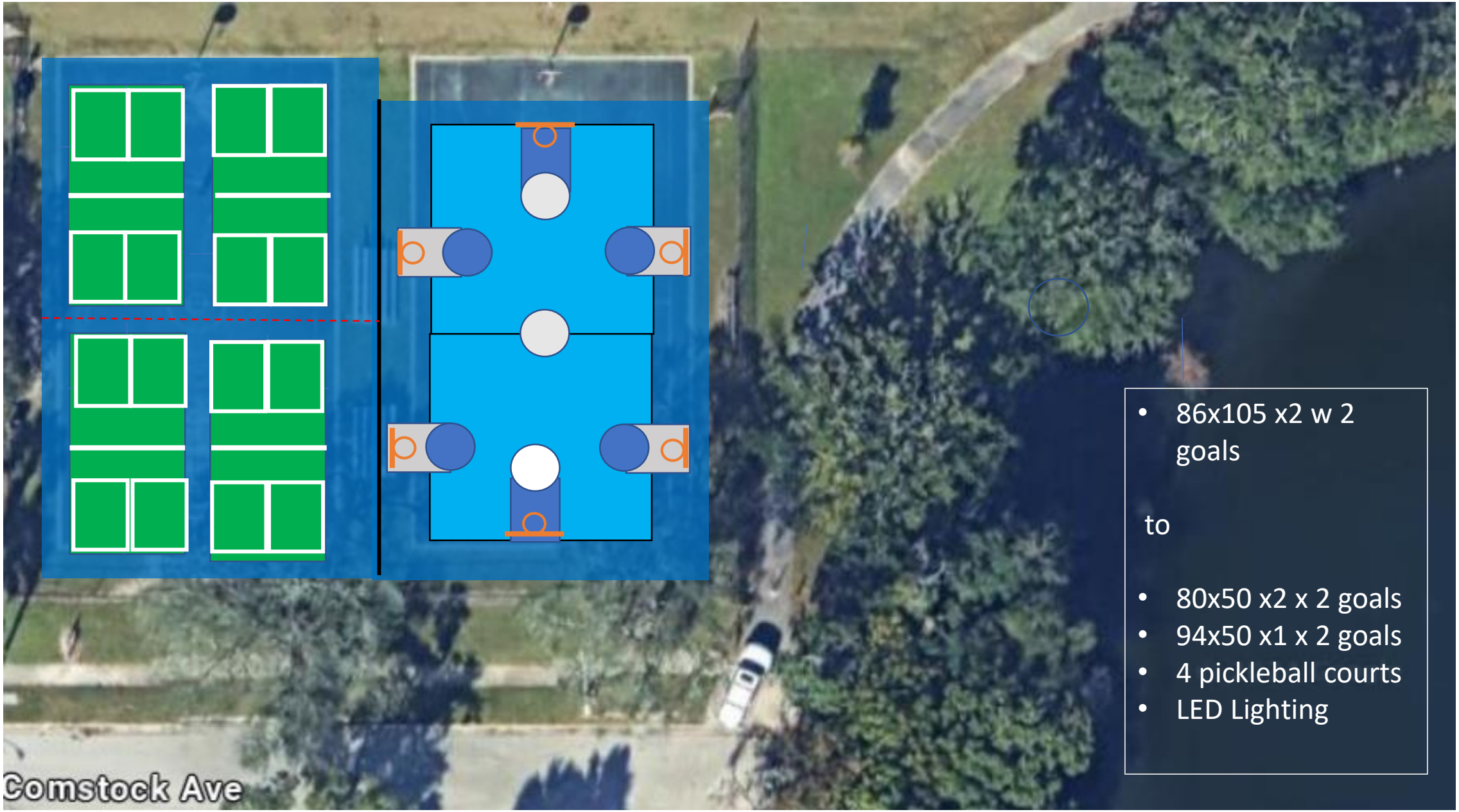
1. mlk bball reno action item fin

Dr. MLK Jr Park Improvements – Addition of Pickleball Courts to Existing Basketball Courts

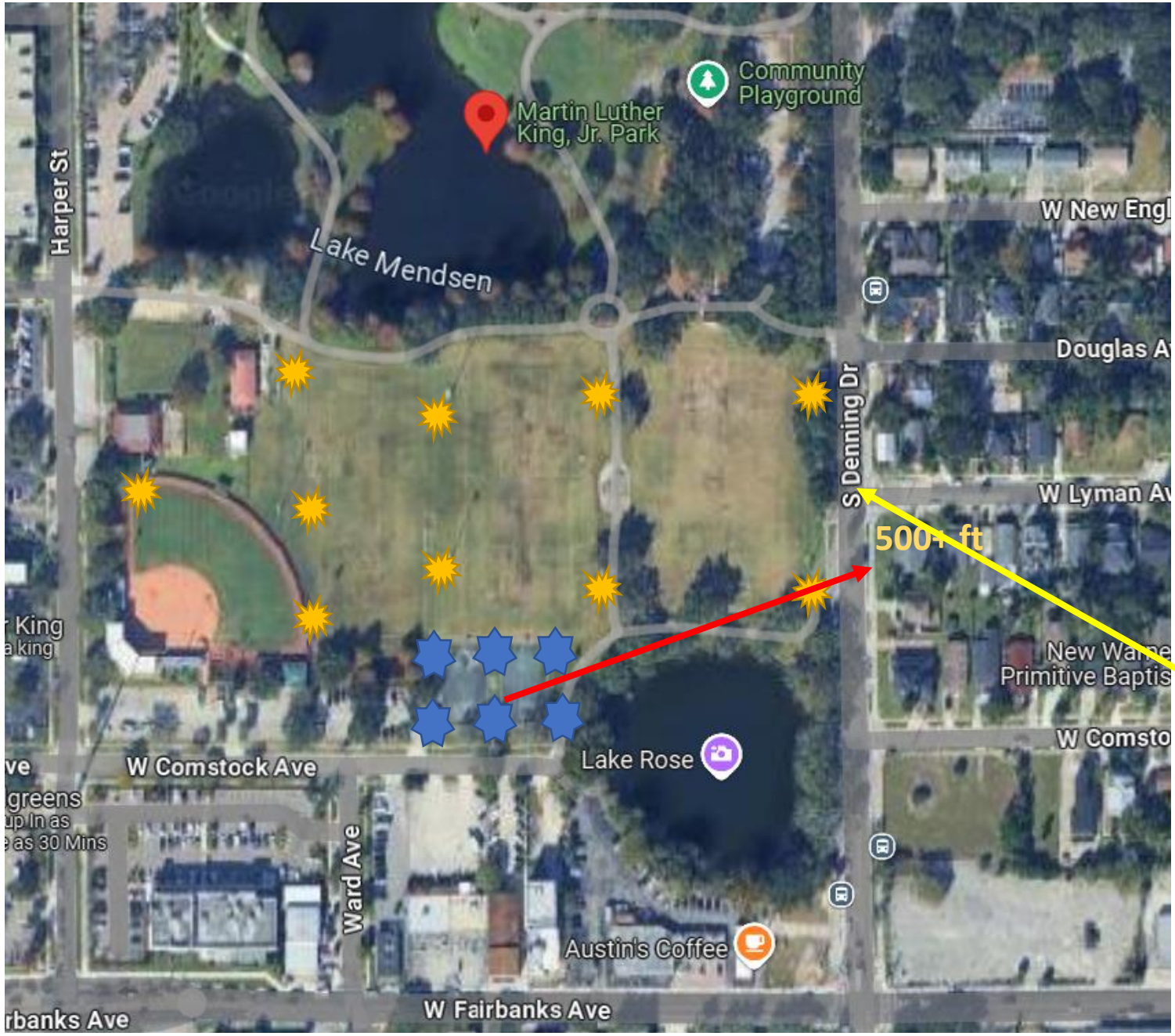


Proposed Configuration




Comstock Ave
• 86x105 x2 w 2 goals
to
• 80x50 x2 x 2 goals
• 94x50 x1 x 2 goals
• 4 pickleball courts
• LED Lighting

Proximity of Homes and Existing Lights



Existing high mast field light

Proposed 20-25ft led

Existing high mast field lighting in relation to Denning Ave

Parks & Recreation Advisory Board

agenda item 5.a

item type
Non-Action Items

meeting date
September 18, 2024

prepared by
Jason Seeley, Director of Parks and Recreation

approved by
Jason Seeley, Director of Parks and Recreation

subject
Discuss currently approved Community Events as well as any events that have had an event granted a fee waiver for consecutive years for consideration of being added to the Community Events list.

motion | recommendation
Review current events deemed community events and determine if any existing events contained within require reconsideration as well as review recurring events not on the list that may be added,

background
At the August PRAB meeting, staff and PRAB members agreed to use a portion of the meeting time to review the current Community Event list and determine if any events required further discussion regarding their status as a Community Event. Staff has provided the original 2009 list that was updated by The Commission in 2014, the list of events provided to the City Commission in 2022, and an updated listing as of September 2024. In addition, staff has added a few events not currently on the list that should be considered for addition to the list.

Events on the Community Events list would receive a full fee waiver, but still be responsible for some degree of hard costs associated with the event. Events on this list would not require reapplying for a fee waiver every year and events can only be removed or added at the will of the City Commission.

alternatives | other considerations

fiscal impact

attachments

1. Community Events Info 24
2. 2024 Fee Waiver Policy

City of Winter Park Parks and Recreation Department

City Annul Events List and Community Based Organization Fee Reductions

1. City Annual Events - The following are specific events which are accommodated with no associated Parks and Recreation Facility or Park Rental fees.

Approved list 1/2009 (City Commission)
Reviewed 11/2012 (City Commission)

Winter Park High School *(WPHS) ROTC Banquet – Civic Center*
WPHS *Homecoming ROAR and Parade – Central Park*
WPHS *Picnic in the Park – Central Park*
Welborne Avenue Day Nursery *Graduation Ceremony – Civic Center*
Bridge Builders *Monthly Meetings – Community Center*
AKA Sorority *Monthly Meetings – Community Center*
AKA *Ivey Academy Meetings – Community Center*
Hannibal Square Community Land Trust *Monthly Meetings – Community Center*
Morse Foundation *Annual Tiffany Window Display – Central Park*
Unity Heritage Festival *– CRA Annual Festival – Community Center, Shady Park*
Winter Park Historical Society *Annual Peacock Ball – Civic Center*
Hoop School *Christmas Camp – Community Center*
Winter Park Chamber of Commerce *(WPCOC) Tree Lighting – Central Park*
WPCOC *OAR Breakfast- Civic Center*
WPCOC *Legislative Breakfast – Civic Center*
WPCOC *Leadership Graduation – Civic Center*
WPCOC *Youth Leadership Meetings – Civic Center/Farmer's Market*
WPCOC *Mayor/City Commission Luncheon (State of the City) - Civic Center*
WPCOC *Orange County Commission Luncheon – Civic Center*
WPCOC *Autumn Art Festival – Central Park*
Sidewalk Art Festival *(WPSAF) Art Festival – Park Rental Central Park*
WPSAF *Monthly Meetings –Lake Island*

City of Winter Park Parks and Recreation Department

City Annul Events List and Community Based Organization Fee Reductions

1. City Annual Events - The following are specific events which are accommodated with no associated Parks and Recreation Facility or Park Rental fees.

Updated and Reviewed 02/2022 (City Commission)

Correction based on current use in Red, Event name and/or location changes Blue

WPHS ROTC Banquet – ~~Civic Center~~/Community Center
WPHS Homecoming ROAR and Parade — Central Park/Showalter Stadium
Welbourne Avenue Day Nursery Graduation Ceremony – ~~Civic Center~~/Community Center
~~**Bridge Builders Monthly Meetings** – Community Center~~
~~**AKA Sorority Monthly Meetings** – Community Center~~
~~**Ivey Academy Meetings** – Community Center~~
~~**Hannibal Square Community Land Trust Monthly Meetings** – Community Center~~
Heritage Festival – CRA Annual Festival – Community Center, Shady Park
Hoop School Christmas Camp – Community Center
Winter Park Chamber of Commerce Tree Lighting – Central Park
~~**WPCC OAR Breakfast- Civic Center Legislative Breakfast** – Civic Center~~
WPCC Summer Soiree – Event Center
~~**WPCC Leadership Graduation** – Civic Center/~~
WPCC Cheers to You – Previously held at Mead but moving to event Center
WPCC Youth Leadership Meetings – ~~Civic Center~~/Farmer's Market
WPCC Mayor/City Commission Luncheon - ~~Civic Center~~/Event Center for 2022 (may return to Alfond)
WPCC Best of Winter Park – Previously held on Lyman (street event) Moving to Event Center
~~**WPCC Legislative Update** – Civic Center~~
WPCC Political Mingle – Event Center
Winter Park Sports Association – Hall of Fame Dinner – Community Center
WPCC Autumn Art Festival – Central Park
Sidewalk Art Festival Art Festival – Park Rental Central Park

Current Community Events and Events for Consideration 2024

Exiting Community Events:

Winter Park High School ROTC Banquet – Community Center
Winter Park High School Homecoming Parade – Central Park
Winter Park High School Restore the Roar – Event Center
Unity Heritage Festival – Shady Park/Community Center
Winter Park Chamber of Commerce Winter on the Avenue/Tree Lighting – Central Park
Winter Park Chamber of Commerce Annual Holiday Parade – Central Park
Winter Park Chamber of Commerce Fall Art Festival – Central Park/Farmers Market
Winter Park Chamber of Commerce Cheers to You Event – Event Center
Winter Park Chamber of Commerce Best of Winter Park – Event Center
Winter Park Sports Association WPHS Hall of Fame Dinner – Event Center
Winter Park Sidewalk Art Festival – Central Park/Farmers Market

Existing Events To Be Considered:

Winter Park Rotary Denim and Dazzle Fundraiser – Event Center
FastStart Track and Field Invitational – Showalter Stadium
Peace and Justice Institute Peace Day In The Park – Central Park

City of Winter Park Parks and Recreation Department

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Sidewalk Art Festival Art Festival – Park Rental Central Park

Addition or Removal of Events from City Annual Events: The addition of an event to, or removal from, the City Annual Events listing is at the discretion of City Commission.

Any event wishing to be considered for the City's Annual Events list must be able to demonstrate the following; a financial need for a fee waiver, long standing history of working in support of the City of Winter Park and its residents, and a how the event provides a benefit with significant positive impact to the City of Winter Park and residents or business community. In order to be considered for addition to the City Annual Event list, the event must have already been held within city limits of Winter Park for a minimum of 5 years. If the event did not take place at a City owned venue/facility, where record of event is easily verified, requesting organization may be required to provide proof of event history with reference contact from the hosting facility.

Additions to the City's Annual Events list are considered on an annual basis. To initiate the review process for your event a Request for Consideration letter, which demonstrates how the organization and event meet the criteria described above, along with an Organizational Biography and Event Executive Summary must be submitted to the Parks and Recreation Administrative Office at 721 W New England Avenue, Winter Park FL 32789 by the first Friday of December. The Parks and Recreation Advisory Board (PRAB) will then review submitted requests. The requesting organization will be required to attend the February PRAB meeting where the board will make recommendation to City Commission regarding the organizations request. An updated City Annual Events list with PRAB recommendations

will be brought to City Commission for approval at a Commission meeting date no later then April 30th with fee waiver becoming effective October 1st.

Other Fees and Hard Costs: An event on the City Annual Events list is not exempt from permit fees or City service fees for event support such as Police, Fire, Road Closures, or other fees associated with the execution of their event and assessed by the respective City department.

Parks and Recreation Event Support Staff:

Facility Rentals – Facility rentals that occur during the standard operational hours (SOH) of the facility where the event is being held will not incur a staff fee. For any setup or break down hours that fall outside of the facilities standard operational hours they will be charged a rate of $75/hr. For event hours taking place outside of the SOH's a rate of $125/hr.

Park Rentals – For small events (under 400 people), and events not exceeding 8 hours in duration per day, a staff fee will not be assessed. If under 400 people, but exceeding 8 hours the Event Support Staff hourly rate will be charged for each hour over the 8-hour time limit.
For larger park rentals, that typically qualify as a special event, the organization holding the event may request city staff for event support at the Event Support Staff hourly rate posted in current adopted Fee Schedule set by City Commission. A minimum level of support staff will be required based on scope, size, and other properties specific to the particular event. The event organizer has the ability to reduce required event support by providing the Parks and Recreation Department with a staffing and/or volunteer plan that demonstrates essential functions such as set-up, break-down, clean up, parking, and trash management will be addressed. Event Organizer must submit the letter requesting reduction in required event support staff no less than 90 days from their event date. Upon receipt the Parks and Recreation Director or his/her designee will review and provide modified Event Support Staff cost to the event organizer with 14 days.

2. Community Based Organization Fee Reduction Request – For small scale events, new events, facility rentals, and other similar activities typically held within a Parks and Recreation venue, organization may request a one-time fee reduction for a specific event. Organizations receiving a one-time fee reduction are not disqualified for a fee reduction in subsequent years, but would need to reapply annually. In order for an event to be considered for a Community Based Organization (CBO) Fee Reduction the organization must meet the following criteria.

A. **501.3c Non-Profit Organization**
B. **Organization is based within the City of Winter Park**
C. **Event is not in support of a political candidate or in support/or opposition of a political issue**
D. **Event is consistent with the City of Winter Park vision and Parks and Recreation Department mission.**
E. **Event or Organization's mission and/or work benefits the City and its residents.**
F. **Event/Organization can demonstrate financial need for further reduction.**

***NOTE:** Additional fee reduction will not be considered for Event Center or Farmers Market for events being held on a Friday or Saturday due to existing demand.*

CBO Fee Reduction Application - In order to be considered for a CBO fee reduction the organization is required to submit a CBO Fee Reduction Application a minimum of 90 days prior to event date. Application is available on the City of Winter Park website and should be submitted to the Parks and Recreation office at 721 W. New England Ave, Winter Park Fl ATTN Parks and Rec Main Office. If submitted electronically please submit to Recreation@CityofWinterPark.org using subject line CBOFRR.

CBO Fee Reduction Decision Process - Organization's that demonstrate meeting items A-D will be eligible for a **50% reduction** from market rate *(an additional 20% beyond the 30% non profit discount)* authorized by the Parks and Recreation Director.

Organization's seeking a discount **greater than 50%** must demonstrate they meet the standards listed above in items **A-D**, and will need to provide supporting evidence related to **items E-F.** Examples of information that should be included, but not limited to are provided below.

Additionally, the organization will be required to attend a Parks and Recreation Advisory Board meeting on a date provided by the Parks and Recreation Department to present before the board. The board will consider your request and vote to determine any further discount applied to the fee beyond the 50% already granted.

E. Event or Organization's mission and/or work benefits the City and its residents.
Provide how the event and/or the organization holding the event, brings benefit to the City of Winter Park residents. Your response should include information relevant to the questions below.

- How many Winter Park residents' benefit?
- Is the event being attended solely by Winter Park residents? If not what percentage of attendees are Winter Park residents?
- What is the benefit to the residents or City?
- Does this benefit solely Winter Park residents? If not, who else is benefitting and what portion of said benefit WP residents receiving?

F. Event/Organization can demonstrate financial need for further reduction.

- Provide a financial summary that demonstrates expected revenues and expenses for the event that includes direct revenue from admission or table fees as well as indirect revenue from sponsorships and in-kind sponsors.
- If the event is a fundraiser please provide a summary of where the funds raised will be directed and an approximate percentage of where funds will be directed if multiple beneficiaries or if any amount of funds raised will be used to support organization operations.

"Hard' fee as described in Other Fees and Hard Cost above under City Annual Events apply and is in addition to whatever fee amount remaining after Fee Waiver awarded and applied.

Parks & Recreation Advisory Board

agenda item 6.a

item type
Staff Updates

meeting date
September 18, 2024

prepared by
Jason Seeley, Director of Parks and Recreation

approved by
Jason Seeley, Director of Parks and Recreation

subject
2024 Strategic Action Progress Update

motion | recommendation
NA

background
Update PRAB and status of strategic action plan tasks

alternatives | other considerations

fiscal impact

attachments
None

Parks & Recreation Advisory Board

agenda item 6.b

item type
Staff Updates

meeting date
September 18, 2024

prepared by
Jason Seeley, Director of Parks and Recreation

approved by
Jason Seeley, Director of Parks and Recreation

subject
Upcoming Programs and Events

motion | recommendation
NA

background
Provide members with information regarding signifcant department events and programs.

alternatives | other considerations

fiscal impact

attachments
None