Parks & Recreation Advisory Board

March 18, 2015 at 5:00 p.m.
WP Community Center • Oak Room
721 W. New England Ave • Winter Park, Florida

1 Consent Agenda
   a) Approval of Minutes – February 25, 2015

2 Action Items
   b) Changing the policy for large events in Kraft Azalea Gardens, Dinky Dock, Howell Branch Preserve, and Phelps Park
   c) Naming of property in honor of notable citizens
   d) Canine Memorial (Lake Baldwin Park)
   e) Rollins College Restroom Donation at Martin Luther King Park

3 Discussion
   f) Farmers Market Food Trucks

4 Staff Report
   g) Capital Projects
   h) Fee Schedule

5 Adjourn

Next Meeting – April 22, 2015 @ 5:00pm; Winter Park Community Center

appeals & assistance

"If a person decides to appeal any decision made by the Commission with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings, and that, for such purpose, he/she may need 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).

"Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office (407-599-3277) at least 48 hours in advance of the meeting."
PARKS AND RECREATION
ADVISORY BOARD
February 25, 2015

The meeting was called to order by Chairman Blair Culpepper at 5:00 p.m. at the Winter Park Community Center in conference room C.

Advisory Board Members present:
Chairman Blair Culpepper
Vice Chairman Julio de Arcos
Carl Creasman arrived at 5:02
Janet Atkins
Gary Diehl
Joel Roberts arrived at 5:07
Taylor Sacha arrived at 5:04

Advisory Board Members absent:
Marni Spence

Staff present:
Director John Holland
Assistant Director Brenda Moody
Assistant Director Chuck Trice
Assistant Director Ron Moore
Recording Secretary Kesha Jones
Lieutenant Jeffery Biles – WPPD

Guests:
Brian Weinstein, Doggie Door
Gail Robinson, SMM Catholic Church

Consent Agenda:

a) Approval of Minutes – January 28, 2015

Motion made by Julio de Arcos to approve consent agenda item ‘a’; seconded by Gary Diehl the motion carried unanimously with a 4-0 vote.

Action Items:

b. Rowing Regatta Orange County East/WP Rotary

Motion made by Janet Atkins to approve action Items agenda item ‘b’; seconded by Julio de Arcos the motion carried unanimously with a 5-0 vote.

c) Sebastian Haul Fund Doggie Door Art Festival/Annual Pet Costume Contest

Motion made by Janet Atkins to approve action items agenda item ‘c’; seconded by Gary Diehl, the motion carried unanimously with a 5-0 vote.
d) **Saint Margaret Mary East Sunrise Service**

Motion made by Carl Creasman to approve action items agenda item 'd'; seconded by Janet Atkins, the motion carried unanimously with a 7-0 vote.

e) **Kraft Azalea Gardens Ruse and Standards Approval**

The board supported the proposed changes to the guidelines to change the maximum allowed crowd to be 200 instead of 400.

Motion made by Janet Atkins to approve action items agenda item 'e'; seconded by Julio de Arcos the motion carried unanimously with a 7-0 vote.

**Staff Report**
- Staff informed the board of the group bike ride on March 11, 2015.
- Staff informed the board that this is Mr. Culpeper’s last term
- Staff informed and Invited the board to the Meet and Greet breakfast for the Accreditation Team on March 25, 2015
- The March Parks Board meeting has been changed to March 18, 2015
- Cady Way Parking lot has been under construction for about six weeks
- Cady Way Pool project is completed.
- Staff will be taking the Pet Cemetery to the City Commission after elections

**New Business**

**Next Meeting** – March 18, 2015 @ 5:00 p.m., Parks & Recreation, Community Center conference room C.

The meeting adjourned at ________.

______________________________
Kesha Jones
Recording Secretary
Requested Action

Review and vote on concept of eliminating organized special events in the following parks:
- Howell Branch Preserve
- Dinky Dock
- Phelps Park
- Kraft Azalea Garden

Applicable Rules

Approval will require an amendment to the park use guidelines and to the fee schedule, elimination of the sections regarding special events in the four parks.

Staff Recommendation

Staff recommends eliminating organized special events in these parks.
Each have very small parking lots.
Overflow parking for Phelps and Kraft Azalea Garden puts vehicles on residential streets.
There is no overflow parking for Dinky Dock and Howell Branch Preserve.
All of these parks are heavily attended without adding to the demand on the park with organized events.
Requested Action

Discuss, and take action if warranted, the City Commission’s directive to consider naming a Parks property in honor of notable citizens.

EXCERPT FROM CITY COMMISSION MINUTES OF February 23, 2015

Mayor Bradley requested support to have our Parks & Recreation Board review and recommend the renaming of a park for former Mayor Allen Trovillion and Mayor Joe Terranova and to rename the West Meadow to the Strong Meadow in honor of both David and Hope Strong. A majority showed support and said they look forward to hearing the recommendations from the board for their approval. Commissioner Cooper requested that we also look at renaming a park after Reverend Dawkins and Gus Henderson. City Manager Knight acknowledged the request to provide information regarding the process by which we name things after people.”

Applicable Rules

CURRENT POLICY:

A. Naming proposal should be in honor of an individual with the following exception:
   a. Rooms within existing facilities may be considered for (re)naming in recognition of an organization or business on a case by case basis.
      i. The Organization or business must demonstrate a significant contribution to the building in which the room is located.
      ii. The organization or business must have made significant contributions to the history, progress, development, and/or culture of Winter Park.

B. Naming proposals will only be considered for persons who are deceased.

C. The individual must have been a resident.

D. The individual must have had a significant tie to Winter Park.

E. The individual must have made significant contributions to the history, progress, development, and/or culture of Winter Park.
   a. Consideration will be given to the degree to which the individual and their contributions to Winter Park are recognizable by the public.

F. The individual must be directly associated with the existing building or site that is proposed for (re)naming.

Staff Recommendation

Parks and Recreation Advisory Board Members may discuss the Commission directive. Item has been placed into the Action Items section of agenda to provide latitude to the board should a motion be made to provide a recommendation to the City Commission.

We have been told that the former Mayor David Strong is not in favor of naming a park in his name.

SHORT BIOS:

A is street named Trovillion Avenue.

Joe Terranova: Mayor 1997-2000

Hope Strong, Jr.: Mayor 1981-1987 Died March 1, 1992

David Strong: Mayor 2006-2009


Gus Henderson: 1887 Political Activist and newspaper owner. Died 1915

More Extensive biographies below.....
Allen Trovillion: Born in Winter Park on May 1, 1926

- Lifelong Resident
- Ninth Judicial Circuit Nominating Committee
- Representative, Florida State House, 1994-2002
- Orange County Delegation, Chair, 2001
- Winter Park, Mayor, 1962-1967
- World War II Veteran, Army Air Corps
- Boy Scouts of America Scout Master
- Christian Businessmen's Committee of Winter Park
- Citrus Club Board of Governors
- Economic Development Committee of mid-Florida
- Florida League of Municipalities Board Member
- Orange County School Foundation Board, Founding Member
- Greater Orlando Chamber of Commerce Regional Board
- Junior Achievement Board Member
- Trustee Emeritus, Polasek Museum

Joseph Terranova: Born in Washington, DC on February 1925

- United States Foreign Service Officer 28 Years
- Executive Director of the Foreign Service Institute, Retired 1980
- Winter Park Mayor 1997-2000
- State Assignments in Monrovia, Madrid, Belgrade, Karachi, Siagon and Paris
- CRA Advisory Board Member Currently
- Rotary Club of Winter Park,
- Resident since 1981
- Winter Park City Commission 1993-1997
- Metropian Orlando Board Vice Chair
- NTC Reuse Commission Neighborhood Subcommittee Chair.

Hope Strong, Jr.: Born in Brunswick, GA on July 26, 1920.

- Mayor of Winter Park 1981-1987
- Resident since 1924
- Died March 1, 1992
- World War II Veteran, Navy Captain, Bronze Star, Legion of Merit
- "Please drive with extraordinary care" signs creator

- Central Florida Builders Exchange, past President
- Rotary Club of Winter Park, past President
- United Way of Winter Park, past President
- University of Central Florida Foundation, past President
- Winter Park Chamber of Commerce Advisory Committee to Board Chair
- Winter Park Jaycees
- Winter Park Memorial Hospital, past Trustee, 1967-1974
- General Contractor

- Trustee, Winter Park Chamber of Commerce
- Board of Directors Hannibal Square Community Land Trust
- University Club President 1990-1991
David Strong:
- Mayor of Winter Park 2006-2009
- Current Winter Park Resident

(no other info found)

Reverend Mitchell Dawkins, Sr.: Born in West Palm Beach, FL on August 15, 1955
Died February 28, 2014
- Raised in Orlando
- Bachelor's degree from Florida Theological Seminary and Bible College in Lakeland, FL
- Doctorate from St. Thomas Christian College in Jacksonville
- Pastor of New Warner Chapel Primitive Baptist Church 1992-2014
- Winter Park Police Department Chaplain
- President of the Interdenominational Ministerial Fellowship of Winter Park
- Casselberry Resident

Gus C. Henderson: Born near Lake City, FL on November 16, 1862 Died 1915
- Moved to Winter Park in 1886
- In support of Loring Chase's efforts, he rallied 64 Hannibal Square residents registered to vote (outnumbering the 47 white registered voters) to make Winter Park a city and Hannibal Square part of the district and the support of electing Hannibal Square residents Walter Simpson and Frank Israel to the first city council.
- Founded newspaper Winter Park Advocate, first issued May 31, 1889. Winter Park's only newspaper at the time.
Requested Action
Request from Janette Matos representing the Floating Lantern Memorials Event.
Requesting approval of the 3rd Annual Pet Memorial Event.
Saturday, April 25, 2015  6-9PM
The main portion of the event takes place in the Baldwin Park Neighborhood Park and attendees walk to our park with their lanterns to put into canoes for launch onto the lake. All lanterns are later collected and removed from the lake.

Applicable Rules
Approval will require a waiver of the park closing hours.
The applicant must clean up.
All other Park Rules apply.
Applicant will pay full park rental fee of $550 and has paid the $50 application fee.

Staff Recommendation
Staff recommends approval of event.
Applicant has maintained a good working relationship with the department.
The event takes place in the open area near the boat ramp. The unlit area within the off leash portion of the park and further north in the wooded area are not used.
March 10th, 2015

Winter Park - Parks and Recreation Advisory Board

Re: Canine Memorial

Dear Board Members,

We are requesting permission from the Advisory Board to allow for the use of the dock located at Lake Baldwin Park. After hours access to the dock area is necessary to host our annual floating ceremony at Harbor Park. Unlike the last two events, which brought our attendees to Fleet Peeples Park following the ceremony, this year we will only be using the dock to launch canoes into the water.

The event will take place on Saturday April 25th, 2015 from 6-9pm. Now on our third year, the Canine Memorial is a one-of-kind event that brings together animal lovers from near and far to celebrate the bond between human and "man's best friend".

Through the use of music, lantern dedication, and other activities, this memorial helps attendees support one another as they come to terms with the loss of their beloved canine companions.

In previous years, the event began in Baldwin Park and ended with a procession to Fleet Peeples Park. This year, the entire event including the procession of lantern bearers will be kept within Harbor Park.

We need your help; we hereby ask the City of Winter Park for permission to use the dock as well as assistance with any resources available to help us make the above a reality.

Thanks so much for your attention to this matter.

Sincerely,

Floating Lantern Memorial Team
Jannette Matos
Alanna Leaptrot
Kiara Leaptrot
**CITY OF WINTER PARK**  
PARKS AND RECREATION DEPARTMENT  
LAKE BALDWIN PARK APPLICATION

<table>
<thead>
<tr>
<th>Organization Name:</th>
<th>Floating Lantern Memorials, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Name:</td>
<td>Jannette Matos</td>
</tr>
<tr>
<td>Address:</td>
<td>13444 Gran Bay Parkway ste 1401 Jacksonville, FL.</td>
</tr>
<tr>
<td>Work Phone:</td>
<td></td>
</tr>
<tr>
<td>Organization Status:</td>
<td>Profit  X  Registered Non-Profit</td>
</tr>
<tr>
<td>Tax Number:</td>
<td></td>
</tr>
<tr>
<td>Proposed Event Date:</td>
<td>April 25th, 2015</td>
</tr>
<tr>
<td>Event Time:</td>
<td>7-9pm Set up time no set up time</td>
</tr>
<tr>
<td>Are dates/times flexible?</td>
<td>no</td>
</tr>
<tr>
<td>Alternate Dates:</td>
<td></td>
</tr>
<tr>
<td>Type of Event:</td>
<td>Canine Memorial</td>
</tr>
<tr>
<td>Describe the event</td>
<td>see attached letter</td>
</tr>
<tr>
<td>Stage?</td>
<td>no</td>
</tr>
<tr>
<td>Expected size of Crowd:</td>
<td>10 Estimated Parking Requirements?</td>
</tr>
<tr>
<td>Will there be amplified music?</td>
<td>no If Yes, type:</td>
</tr>
<tr>
<td>Amplified Voices:</td>
<td>no If Yes, type:</td>
</tr>
<tr>
<td>Are you proposing tents?</td>
<td>no If Yes, type:</td>
</tr>
<tr>
<td>Other (describe):</td>
<td></td>
</tr>
<tr>
<td>Are you proposing food sales?</td>
<td>no If Yes, type:</td>
</tr>
<tr>
<td>Describe in detail:</td>
<td></td>
</tr>
<tr>
<td>Will there be displays?</td>
<td>no If Yes, type:</td>
</tr>
<tr>
<td>Are banners/signs requested?</td>
<td>no If Yes, type:</td>
</tr>
<tr>
<td>Describe banners/signs in detail. What will they say and how many:</td>
<td></td>
</tr>
</tbody>
</table>

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

| Will there be booths: | no If Yes, type: |
| Describe booth contents and numbers in detail: | |
| What Sanitation Facilities are planned? | no |
| Central Park has no restrooms. The City of Winter Park requires two portaloos per 300 people if no food or drink is on site. If there is food and/or drink on site, two portaloos per 125 people are required. The City does not provide portaloos. |

| What Clean up Arrangements will be made? | volunteers will clean up the day of the event and the following day |
| Have you held this event in the past? | yes Where? same location |
| Size of Crowd at previous event? | 400 Date of Last Event? | 26-Jul-14 |
| Name and Phone Number of location official at Last Event: | In Baldwin Park |
| How will event be advertised/marketed? | |
| How many event staff members will you provide, describe duties: | 10 volunteers in canoes and kayaks |

The City of Winter Park charges a fee for use of Central Park, 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...*
Requested Action

Review and vote on entering into a donation and development agreement with Rollins College for the installation of a public restroom in Martin Luther King, Jr. Park.

Applicable Rules

The donation is consistent with the donation policy in that the restroom design was provided by the city to meet park standards, donor is paying costs, location is approved by Parks Department.

Staff Recommendation

Staff recommends acceptance of donation and agreement.
A new restroom is needed in the park.
It will be available to park guests during all open hours.
It will be located beside the basketball courts in the central south area of the park.
DONATION AND DEVELOPMENT AGREEMENT
BETWEEN
ROLLINS COLLEGE AND THE CITY OF WINTER PARK
FOR A PUBLIC RESTROOM FACILITY AT
MARTIN LUTHER KING PARK

The City of Winter Park, ("City") and Rollins College, ("Rollins") hereby enter this Agreement pursuant to which Rollins will design, develop, construct and then donate to the City a restroom facility, as more particularly described hereinafter, at the City’s Martin Luther King Park, ("MLK"). To set forth the legal requirements binding upon the parties and to provide the means by which Rollins may develop, construct and donate said restroom facility, the parties agree as follows:

1. **Consideration.** The parties acknowledge that the consideration to support this Agreement is sufficient, and includes but is not limited to the faithful performance by each party of its promises of future performance, said promises being embodied in this Agreement and binding upon the parties hereto.

2. **Responsibilities of Rollins.**

   **Plans For Construction**

   a. Rollins accepts the design and specifications provided by the City showing the public restroom facility Rollins will build or cause to be built at the MLK Park site provided for the project. Additional provisions regarding the design:
i. The design provided by City and to be accepted by Rollins shall be legally compliant with all state and federal laws, and compliant with the City’s Land Development Code. Without limitation, the restroom facility shall be ADA compliant.

ii. Rollins will build or cause to be built a public restroom facility consistent with the plans and specifications provided by the City. The plans may be changed only in advance, in writing, by mutual agreement of the parties.

iii. Value engineering or other revisions to the design may be made, subject to mutual agreement of the parties to make such changes, and in no event shall any such changes result in any Code violation or other material inadequacy in the final product or its intended use.

iv. A copy of the design documents and specifications (including a site plan) that govern this project are attached as Exhibit “A” hereto.

**Construction**

b. Rollins will cause, through its own forces or utilizing others who are duly licensed to perform such work, the construction of the restroom facility in accordance with the buildable construction documents, plans and specifications provided by the City. The following additional provisions shall apply with respect to the construction of the restroom facility:

i. Rollins will abide by all permitting and construction regulations pursuant to the City of Winter Park Land Development Code. The City shall promptly review the plans, permit the work and promptly conduct inspections as required by the Land Development Code such that the
time for substantial completion and final completion of the restroom facility is not delayed.

Rollins shall achieve substantial completion of the restroom facility on or before one (1) year from the date that this Agreement is fully executed and delivered to Rollins. Rollins shall achieve final completion of the restroom facility on or before thirty (30) calendar days following substantial completion. At substantial completion, occupancy may be allowed by City in accordance with its normal procedures. And, the City shall conduct a review at substantial completion and identify any items necessary for final completion in the form of a punchlist. There shall be one punchlist and the parties shall mutually agree as to the accuracy of that list. Rollins shall thereafter diligently complete the work identified in the punchlist such that final completion is timely achieved.

Rollins will cause its contractor to warrant the work for at least one (1) year following the acceptance of the project at final completion by the City. This will be a general warranty guaranteeing that the installed work is free from defect including latent defects not reasonably noticeable by the City at the time of the development of the punchlist and acceptance of the completed work. The project is warranted by the contractor upon final completion as fit and satisfactory for its intended purposes, with all items functioning and operating in accordance with general commercially acceptable standards, and that the work is compliant with all applicable codes and regulations. Rollins shall convey and assign over to the City each and every manufacturer’s warranty, the
contractor's warranty and each subcontractor's warranty issued in connection with the work installed at the project.

iv. Without limitation of Rollins' duties in subparagraph 2(b)(iii), above, Rollins and its contractor(s) and suppliers shall deliver signed, sealed as-built drawings, operation and maintenance manuals showing model number, color and description of all significant construction materials and installed appliances, devices and equipment.

v. Rollins shall use only duly licensed and qualified contractors and material suppliers for the work, and shall hold the City harmless and indemnify it from and against any claim arising out of or pursuant to the work in connection with the construction and donation of the restroom facility. Without limitation, this obligation to hold harmless and indemnify the City shall include claims relating to accidents at the project, claims relating to the failure of one or more contractors, subcontractors or material suppliers to comply with any state or federal law such as, but not limited to workers' compensation, environmental, OSHA, labor, wage and hour and other issues and matters.

vi. Upon City acceptance, Rollins by Bill of Sale and Dedication shall donate the building and all fixtures to the City.

vii. Rollins shall deliver the completed project free and clear of all claims for payment from any general, sub and sub-sub-contractor as well as claims of material suppliers, and shall hold harmless and indemnify the City from and against any of such claims.
3. **Extensions of Time.** Rollins shall have the right to request an extension of time to present final design and construction buildable final plans and specifications, and/or substantial completion or final completion, if the reason(s) for the request(s) of a time extension is a matter that is beyond the reasonable control of Rollins. Such matters that may entitle Rollins to an extension of time shall include but are not limited to strikes, war, acts of terrorism, significantly unusual and inclement weather that is substantially different than the weather customarily experienced in Central Florida at the applicable time of year, and, unreasonable delay by the City of Winter Park in making the site available and clear for construction, or in review or inspection responsibilities subject to the requirement that Rollins shall provide prompt written notice and reminders to the City that its work is ready to be reviewed and/or inspected.

Rollins shall request an extension of time within seven (7) business days following the occurrence of the matter which entitles it to request the extension. With respect to a claim that the City has failed to promptly review and inspect work tendered by Rollins, the request for an extension shall be made within seven (7) days following written notice by Rollins to the City that work is ready for review and/or inspection and a reminder notice is provided (which reminder shall be sent no sooner than twenty-four (24) hours after the first notice).

The extension of time shall reasonably relate to the actual time by which Rollins was delayed on account of the occurrence that justifies the extension.

4. **Donation and Funding Commitment.** Rollins shall fund the work required to complete the design, plans and specifications for the project, and the construction of the restroom facility. Upon completion and acceptance by the City of the work, Rollins shall convey the facility to the City and dedicate it to public use.
5. **City's Obligations.**

a. The City shall provide the site as depicted on Exhibit "A" clear and suitable for the construction of the restroom facility.

b. The City shall promptly review and inspect work tendered as ready for such review and inspection by Rollins, subject to the requirements for notice and reminder provided elsewhere in this Agreement. Further, the City shall be excused from this requirement to the extent that there are exigent circumstances that reasonably require the devotion of City staff responding to other matters, but in such event Rollins shall be entitled to receive upon its request a reasonable extension of time commensurate with the amount of delay occasioned by such exigent circumstances.

c. City will provide suitable utility lines stubbed to the restroom facility site, and shall connect at City expense, City water, wastewater and electric lines.

d. City will provide sufficient site work such that a suitable building pad at grade, with suitable compacted buildable soil, is available for Rollins to construct or cause the construction of the public restroom facility thereon.

e. Upon execution of the Bill of Sale and Dedication to the City, the City will thereafter maintain the restroom facility, including the building and fixtures, as a restroom facility open to the public for use in conjunction with recreation activities at the Martin Luther King Park and neighboring Rollins College facilities. The City will maintain the restroom facility to the standard generally required for public restrooms. Cleaning services at the restroom facility will be the responsibility of the City. The City will provide security at the facility to the
same extent security is provided to the public generally, and without undertaking any additional duty.

6. **Municipal Purpose and Acknowledgement.** The parties agree that this project and the procedures by which it will be developed, constructed and donated, serve a significant municipal purpose by providing a restroom facility for use in conjunction with recreation activities at the Martin Luther King Park and neighboring Rollins College facilities. Additionally, the City acknowledges that significance of Rollins’ donation of this facility with appreciation.

7. **Future Change of Land Use.** If the City requires or causes demolition of the facility as part of a change in use of the area for a municipal purpose during the first 5 years following CO and acceptance, City will reimburse Rollins one hundred percent (100%) of its documented construction costs; if after 5 years, but before the 10th year following CO and acceptance, City will reimburse Rollins sixty percent (60%) of its documented costs of construction; from the 10th year through the 15th year thirty percent (30%) of its documented costs of construction. If the City constructs a new restroom facility within six months of the demolition that provides the same service level no reimbursements will be paid. If the restroom facility is damaged or destroyed in whole or in part by casualty such as fire, storm, flood, etc., during the first 5 years following CO and acceptance, the City agrees to repair or reconstruct the restroom facility within six (6) months of such damage or destruction.

8. **Miscellaneous Provisions.**

a. The parties will attempt to resolve any and all disputes that may arise concerning this project and the performance of this agreement through voluntary, non-binding mediation. If mediation is unsuccessful or is rejected, then dispute resolution shall be in the court of appropriate jurisdiction in Orange County, Florida.
b. There are no third party beneficiaries to this Agreement and only the parties to this Agreement shall have any rights created hereunder or standing to enforce any duties and obligations provided for in this Agreement.

c. This Agreement is binding upon the successors of each party.

d. This Agreement may not be assigned by either party. However, Rollins may use duly licensed professionals and contractors subject to the requirements stated elsewhere in this Agreement.

e. The City reserves all of its rights of sovereign immunity and shall not be liable to any party in excess of the limits of liability set out in Section 768.28, Florida Statutes. Additionally, for those matters for which the City has complete sovereign immunity, such immunity is maintained and is not waived or altered in any manner by any provision of this Agreement. Notwithstanding the foregoing, the City is responsible to perform the express written obligations set out in this Agreement.

f. Notices shall be sent by email and also by First Class U.S. Regular Mail or express delivery to:

i. For the City:
   Randy Knight, City Manager
   City of Winter Park
   401 Park Avenue South
   Winter Park, FL 32789

ii. For Rollins:

iii. If notice is sent by email, it shall also be sent by First Class U.S. Regular Mail, personal delivery or express delivery.
g. No member of the staff of the City shall have the authority to modify the terms of this Agreement, and only the City Manager may amend subject to compliance with the City's purchasing regulations and the limitations set forth in Section 2-188 of the Municipal Code. City Commission vote is required to amend the Agreement if the proposed amendment requires a vote of the City Commission as set out in Section 2-188 of the Municipal Code.

This Agreement is effective March 23, 2015.

(signatures to follow)
Signed, sealed and delivered in the presence of:

_________________________________________
Signature of witness

_________________________________________
Print/Type Name of Witness

_________________________________________
Signature of Witness

_________________________________________
Print/Type Name of Witness

CITY OF WINTER PARK

By: ________________________________
    Ken Bradley, Mayor

Date: _____________________________

Attest: ____________________________
    City Clerk

ROLLINS COLLEGE, a Florida non-profit corporation

_________________________________________
Signature of Witness

_________________________________________
Print/Type Name of Witness

_________________________________________
Signature of Witness

_________________________________________
Print/Type Name of Witness
EXHIBIT "A"

PLANS, SPECIFICATIONS AND SITE PLAN