



PARKS AND RECREATION ADVISORY BOARD AGENDA (Amended) January 22, 2014 @ 5:00 p.m.

Winter Park Community Center– 721 W. New England Ave, Winter Park, FL 32789

1. **Call to Order**
2. **Roll Call**
3. **Chairman's Report**
4. **Consent Agenda** *(these items are grouped for approval expediency. Any Advisory Board member or member of the audience may request that an item(s) is removed from Consent Agenda for discussion)*
 - a. **Approval of Minutes – October 23, 2013 Meeting**
5. **Presentation Items:**
 - b. **Discussion for the opportunity for minor league baseball in Winter Park**
6. **Action Items** *(these items require a specific individual action of the Parks and Recreation Advisory Board)*
Groups are permitted to present a four minute introduction and overview of their request.
The Board may follow with a question and answer session.
 - c. **Pulsifer Park – Eagle Scout Service Project**
 - d. **11th Annual Doggie Art Festival – Central Park**
 - e. **Consideration of Property located at 300 Pennsylvania Avenue**
 - f. **City Monument – Donation Policy**
7. **New Business Parks and Recreation Advisory Board Members**
This area of the agenda allows Parks and Recreation Advisory Board members to request items added to the next agenda.
8. **New Business Citizens.** *This area of the agenda allows citizens to request items added to the next agenda.*
 - g. **Discussion of Small Dog Off Leash Area – Friends of Fleet Peoples Park**
9. **Old Business**
10. **Staff Report**

Next Meeting – February 26, 2014 @ 5:00p.m., Winter Park Community Center

The following board members have been appointed to serve on or liaison with other boards: Woody Woodall - Tree Preservation Board.

“If a person decides to appeal any decision made by the Board with respect to any matter considered at such a 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 MEETING
October 23, 2013**

The meeting was called to order by Vice Chairman Woody Woodall at 5:03 p.m. at the Winter Park Community Center in conference room C.

Advisory Board Members present:

Vice Chairman Woody Woodall
Janet Atkins
Marni Spence
Michael Palumbo

Staff present:

Director John Holland
Assistant Director Brenda Moody
Assistant Director Chuck Trice
Lieutenant Randy Durkee – WPPD

Advisory Board Members absent:

Blair Culpepper
Joel Roberts
Fred Jones
Julio de Arcos

Staff absent:

Assistant Director Ronald Moore
Recording Secretary Nancy McLean

Guests:

Kelly Moody, Junior League of Orlando, Jeff Berger, Chabad of Greater Orlando, Robyn Evans and Candy Moore, Stephanie James Foundation. Sally Simmons and Carla Lubet, Friends of Fleet Peoples Park and Butch Margraf, City staff.

Consent Agenda:

- a) Approval of Minutes – August 28th meeting

Motion made by Marni Spence to approve consent agenda item ‘a’; seconded by Janet Atkins. The motion carried unanimously with a 4-0 vote. Blair Culpepper, Joel Roberts, Fred Jones and Julio de Arcos were absent.

- b) Cows’n Cabs – Four Rivers BBQ Fundraiser
c) Junior League of Greater Orlando – Central Park
d) Chabad of Greater Orlando – Central Park

The board expressed concern that Cows’n Cabs adhere to the noise ordinance.

Motion made by Janet Atkins to approve consent agenda items ‘b’, ‘c’ and ‘d’; seconded by Michael Palumbo. The motion carried unanimously with a 4-0 vote. Blair Culpepper, Joel Roberts, Fred Jones and Julio de Arcos were absent.

Action Items:

e) Stephanie James Foundation – Fleet Peeples Park

Stephanie James Foundation board members Robyn Evans and Candy Moore explained that they would like to propose a donation to the Feet Peeples Park in the form of naturalistic agility equipment. Staff will approve the final location and style of equipment as well as the dedication plaque.

Friends of Fleet Peeples Park representative Carla Lubet expressed endorsement of the project and commitment to maintaining the equipment.

Motion made by Marni Spence to accept the donation from the Stephanie James Foundation seconded by Janet Atkins. The motion carried unanimously with a 4-0 vote. Blair Culpepper, Joel Roberts, Fred Jones and Julio de Arcos were absent.

f) Sebastian Haul Fund – The Doggie Door

Director John Holland explained that this event will be held on October 27, 2013 in Central Park and it is also known as the Doggie Door Halloween Pet Costume Contest. The board expressed that there needs to be proper clean up after the event. Mr. Holland stated that this would be addressed if there are any issues.

Motion made by Janet Atkins to approve The Sebastian Haul Fund donation seconded by Michael Palumbo. The motion carried unanimously with a 4-0 vote. Blair Culpepper, Joel Roberts, Fred Jones and Julio de Arcos were absent.

New Business:

1. Traffic Manager Butch Margraf informed the board of the efforts of the Bike and Pedestrian Board regarding a Bike Valet Program. He stated that the intent is to install a permanent bike rack in Central Park and there is also the possibility of having a Bike Share Program in conjunction with the Sunrail station in March.

Staff Report:

e. Holiday Schedule for Parks Board Meetings

The November and December Parks Board meetings were cancelled, however if something needs to be discussed a lunch meeting will be scheduled. There was consensus from the board on this matter.

Non Agenda Items

1. Carla Lubet asked for an item to be placed on the January 2014 agenda to discuss a small dog area at Fleet Peeples Park.
2. Mr. Holland informed the board members that they are being recorded and the audio of the meetings are public record. He reminded the board to be aware of that.
3. Mr. Holland stated that going forward there must be an opportunity for public input at each meeting.
4. Mr. Holland displayed the finalist plaque for the 2013 National Gold Medal Awards for Excellence in Parks and Recreation Management.

Next Meeting – January 22, 2014 @ 5:00 p.m., Parks & Recreation, Community Center conference room.

The meeting adjourned at 5:45 p.m.

Nancy McLean
Recording Secretary



Eagle Scout Service Project

John Michael Thomas
Life Scout – BSA Troop 62



John Michael Thomas

- * I am a Life Scout with Troop 62 in Winter Park
- * My Eagle Scout Advisor is Mr. Frechette
- * I am 15 years old
- * Resident of Winter Park
- * Graduate of St. Margaret Mary School
- * Currently attend Bishop Moore High School/Freshman



Inspired by Elizabeth Buckley

I was inspired by my 13 year old
classmate who passed away from
an inoperable brain tumor last New
Years Eve December 31, 2012

Elizabeth loved playing in Central
Park, loved gardening and roses,
and loved peacocks





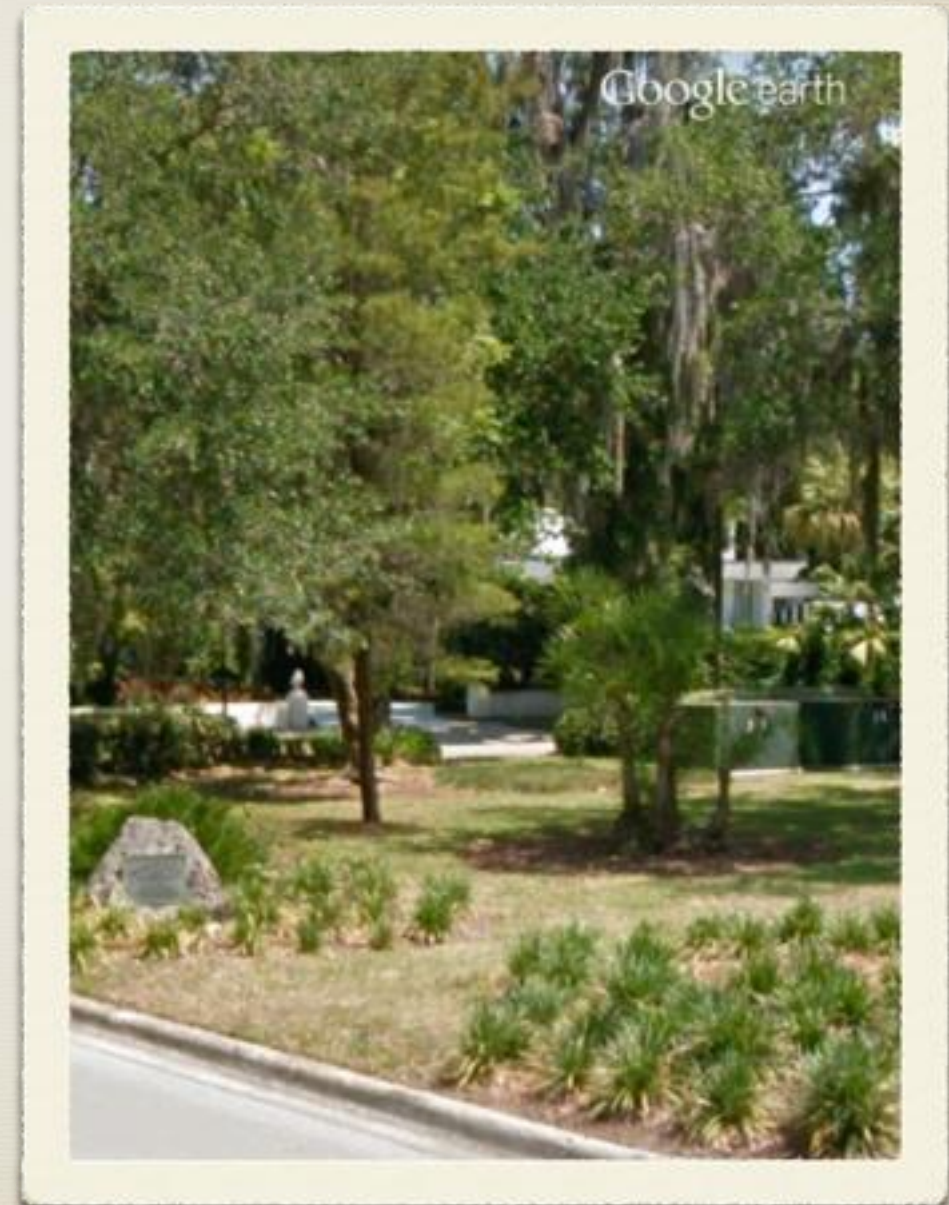
Benefits of Service Project

- * The peacock sculpture would provide our community and visitors with an artwork to enjoy for years to come
- * Provide visual enjoyment
- * It would beautify the Pulsifer Park which is in need of upgrades
- * It would establish a meditation area for the community
- * It would honor a young girl who impacted our community by her generosity and love for the arts. Elizabeth's art was displayed at the ice skating rink last year with a drawing of a peacock wearing a Santa hat.



Location and Description of Park

- * Pulsifer Place/Interlachen
- * Located at the intersection of Webster, Interlachen, and Old England
- * Mini-park
- * Passive activity - provides residents with psychological relief from everyday pressures
- * .21 acres







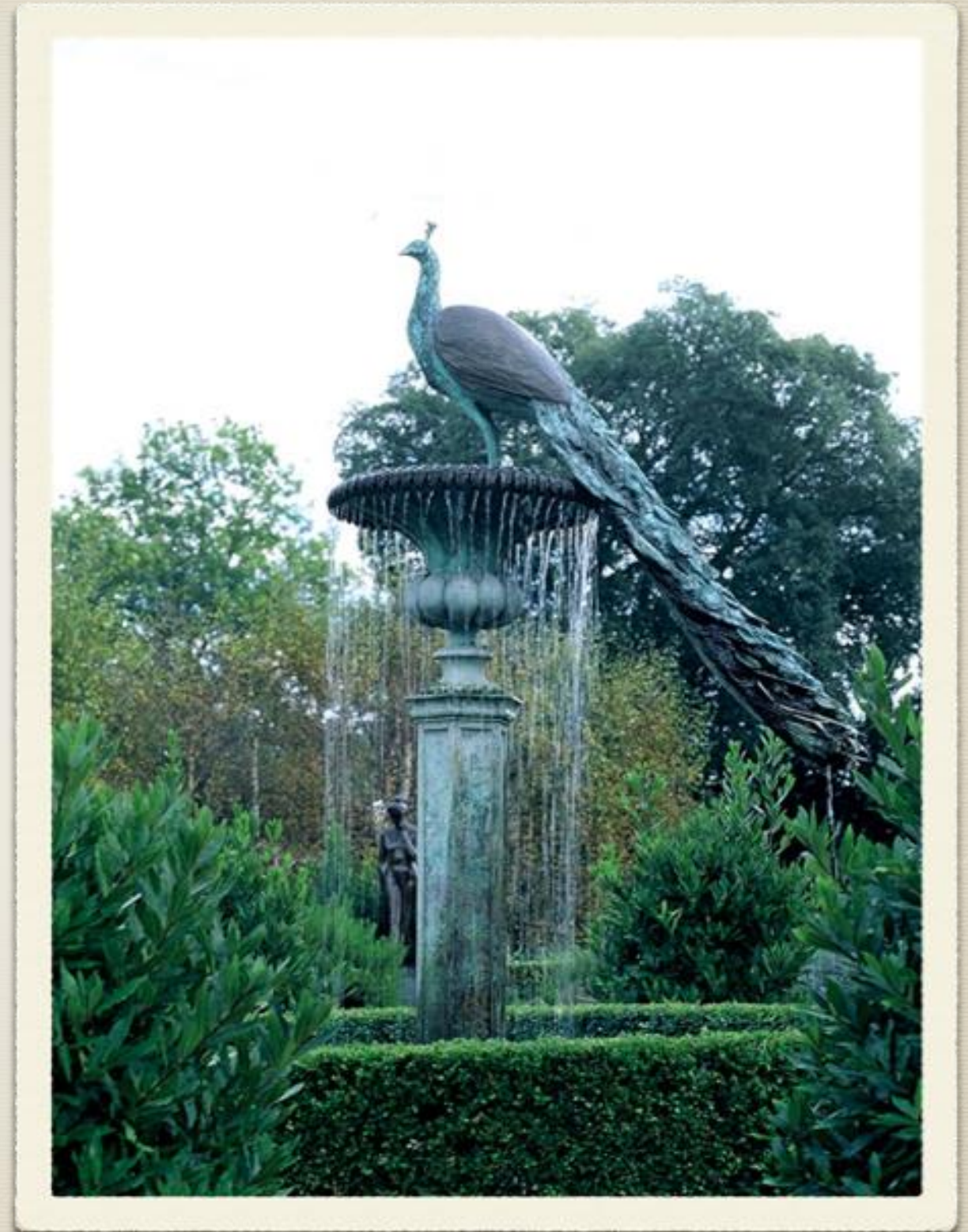
Landscape Improvements to Include:

- * Irrigation considerations
- * Grass/sod
- * Knock out roses
- * This project would require a landscape plan to be approved by the city



Peacock Sculpture or Fountain

Bronze or stone
Peacock similar to the
symbol of Winter Park
Inscription would state
that it was inspired by
Elizabeth







Areas to be Explored

- * Sculpture selection/could include submission from artists for selection of sculpture
- * Fundraising for sculpture
- * Timeline for project
- * Partner for landscaping plan and implementation
- * Permits required from city
- * Approval by City Arts Advisory Board and Parks and Recreation Advisory Board
- * Approval from residents adjacent to the park



Thank you for your time and consideration!













January 15, 2014

The Sebastian Haul Fund (and The Doggie Door – host and event producer) would like to request the use of North Central Park for our 11th Annual Doggie Art Festival on Sunday April 13, 2014. This event will host pet-related artists, vendors and non – profits in support of the Sebastian Haul Fund (SHF). The SHF helped more than 330 greyhounds reach their new families in 2013 through events such as this.

In addition to the vendors in 10x10 tents along the sidewalks in the park, we will likely have live musicians throughout the day and appropriate amplified music and event related announcements.

We hosted the 14th Annual Pet Costume Contest in North Central Park last October. It was well attended and North Central Park was well taken care of and cleaned up during and after the event. The entire Park Avenue area was canvassed after the event as well. It is our intention to treat the park and entire downtown area with the same care and respect with this event.

We would of course request pets to be allowed in Central Park at this event as well.

Thank you for your consideration. Please do not hesitate to contact me with any questions or concerns you may have about this event request.

A handwritten signature in black ink, appearing to read 'Brian Wettstein', is written over a horizontal line.

Brian Wettstein

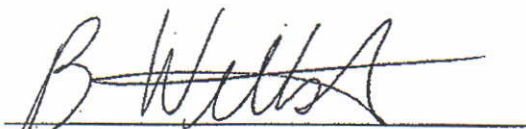
The Doggie Door
329 Park Avenue North
Winter Park, FL 32789
407 644 2969

- F. The base user fees cover electricity, basic trash collection, water and stage use. Additional fees if required shall be based upon the nature of the event, impact upon Central Park and extra services required.
- G. The event deposit shall equal the fee and is refundable to the extent that the City does not incur costs not covered by the user fee. Extra fees may be required beyond the deposit.
- H. Events which attract a larger number of people than noted on application will be assessed the appropriate fee.
- I. City sponsored events are exempt from these fees
- J. The City may adjust future fees, deposits, and or requirements for any event based upon previous history of the event.
- K. Fee waivers will not be considered.

9. OTHER

- A. Alcohol use is prohibited unless approved by the City Manager.
- B. All pets except seeing eye dogs or medically necessary service animals are banned.
- C. Existing parking is limited. The applicant may be required to provide adequate handicap and off-site parking and / or shuttle services.
- D. All litter shall be removed by the organization or fees shall be deducted from the deposit.
- E. There are no Public restrooms within Central Park.
- F. The use of motorized vehicles within the confines of Central Park must be approved by the Parks and Recreation Commission.

I have read and understand all of the above Rules and Regulations. I agree to abide by all of the above.


Signed

1st Annual Doggie Art Festival
April 13, 2014
Event & Date

**CITY OF WINTER PARK
PARKS AND RECREATION DEPARTMENT
CENTRAL PARK USE APPLICATION**



Organization Name: Sebastian Haul Fund / Husky Doge Doers
 Contact Name: Brian Wettstein
 Address: 329 Park Ave N. W.P. FL 32789
 Work Phone: 644-2969 Home Phone: 228 9778 Cell Phone: 321 278 9937
 Organization Status: Profit: _____ Registered Non-Profit If so, what type? 501c-3
 Tax Number: 26-4268122 Other (specify) _____
 Proposed Event Date: Sunday April 13 Second Choice: Sun April 14th
 Event Time: 10-5 Set up time: 6 a.m. Break Down Time: 7 p.m.
 Are dates/times flexible? perhaps Alternate Dates: _____
 Type of Event: Pet-themed ART Festival Is this a Fundraiser? yes
 Describe Event in Detail: ART Festival w/ Pet-themed artists, vendors &
 (Attach detailed outline) non profits - all benefiting area greyhounds thru Sebastian Haul Fund
 Area of Park Requested: All of North Central Park
 Stage? yes List Electricity Requirements? _____
 Expected size of Crowd: 1900 Estimated Parking Requirements? Public Parking at Mose, TIV + Canton
 Will there be amplified music? _____ If Yes, type: micro + amps Hours: 9:30-5:30
 Amplified Voices: _____ If Yes, type: micro + amps Hours: 9:30-5:30
 Are you proposing tents: _____ If Yes, type: 10x10
 ***The use of tent stakes in Central Park is Strictly Prohibited. Tents must be secured with weights.
 Is the consumption of alcoholic beverages requested? no If yes, will it be sold? _____
 Are you proposing to sell anything? yes T-shirts? yes Posters? _____
 Other (describe): Raffle table & Pet-Related ART
 Are you proposing food sales? no If Yes, type: _____
 Describe in detail? _____
 Will there be displays? yes If Yes, type: art + pet related vendors promotional items
 Are banners/signs requested? yes If Yes, type: event banners on stage + each side of event.
 Describe banners/signs in detail. What will they say and how many:
Generic Doge ART Festival noting Presenting Sponsor
 Please note that the display banners and signs severely limited and subject to zoning and park regulations.
 Will there be booths: _____ If Yes, type: 10x10 tents
 Describe booth contents and numbers in detail: up to 130 - ART + Promotional Pet
 What Sanitation Facilities are planned? 2-portalets
 Central Park has no restrooms. The City of Winter Park requires two portalets per 300 people if no food or drink is on site. If there is food and/or drink on site, two portalets per 125 people are required. The City does not provide portalets.
 What Clean up Arrangements will be made? Volunteer staff will take care of during + after event
 Have you held this event in the past? yes Where? on Park Avenue (North)
 Size of Crowd at previous event? 1800 Date of Last Event? Sun April 7, 2013
 Name and Phone Number of location official at Last Event: Brian Wettstein 321-278-9937
 How will event be advertised/marketed? W.P. Observer, Semivide Year, W.P. ART Festival Program, F.B.
 How many event staff members will you provide, describe duties: 16 volunteers to help with everything from set-up to tear down + general maintenance thru the day.
 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 and all claims, demands, action, or right of action arising out of or by reason of the use of City Owned Facilities, except due to the sole negligence of the City"
 By signing below, client acknowledges receipt of and understanding of facility rules and regulations on a separate sheet.
 SIGNATURE: B Wettstein DATE: 1/15/2014
 For Office Use Only: Parks and Recreation Board Agenda Date (if needed) _____
 Dep Ck # _____ Parks and Recreation Board Approval: _____ If Yes, list conditions of approval if any: _____
 Deposit Rec # _____
 Dep Date: _____ Rental Fee Receipt #: _____ Check Number: _____ Date Paid: _____
 Refunded: _____ Comments: _____
 Retained: _____
 Date Ref/Ret: _____ STAFF SIGNATURE: _____ DATE: _____

PAID check # 1116 K+H 1/15/14

Notice of Intent to Dispose of Property at
300 N. Pennsylvania Avenue, Winter Park, Florida

The City of Winter Park, Florida, intends to dispose of its property at 300 N. Pennsylvania Avenue, Winter Park, Florida, Tax Parcel Identification Number 05-22-30-9400-23-140, also described as Lots 14, 15 and 16, Block 23, Revised Map of the Town of Winter Park, according to the Plat thereof as recorded in Plat Book A, Pages 67 through 72, of the Public Records of Orange County, Florida. The property is zoned O-1 Office District. The City is interested in disposing of this property in return for a commitment to redevelop the site as a commercial use within the Community Redevelopment Area (CRA).

The CRA is obligated to devote such real property only to the uses specified in the Community Redevelopment Plan and demonstrate that the proposed activity will serve to prevent the reoccurrence of slum and blight.

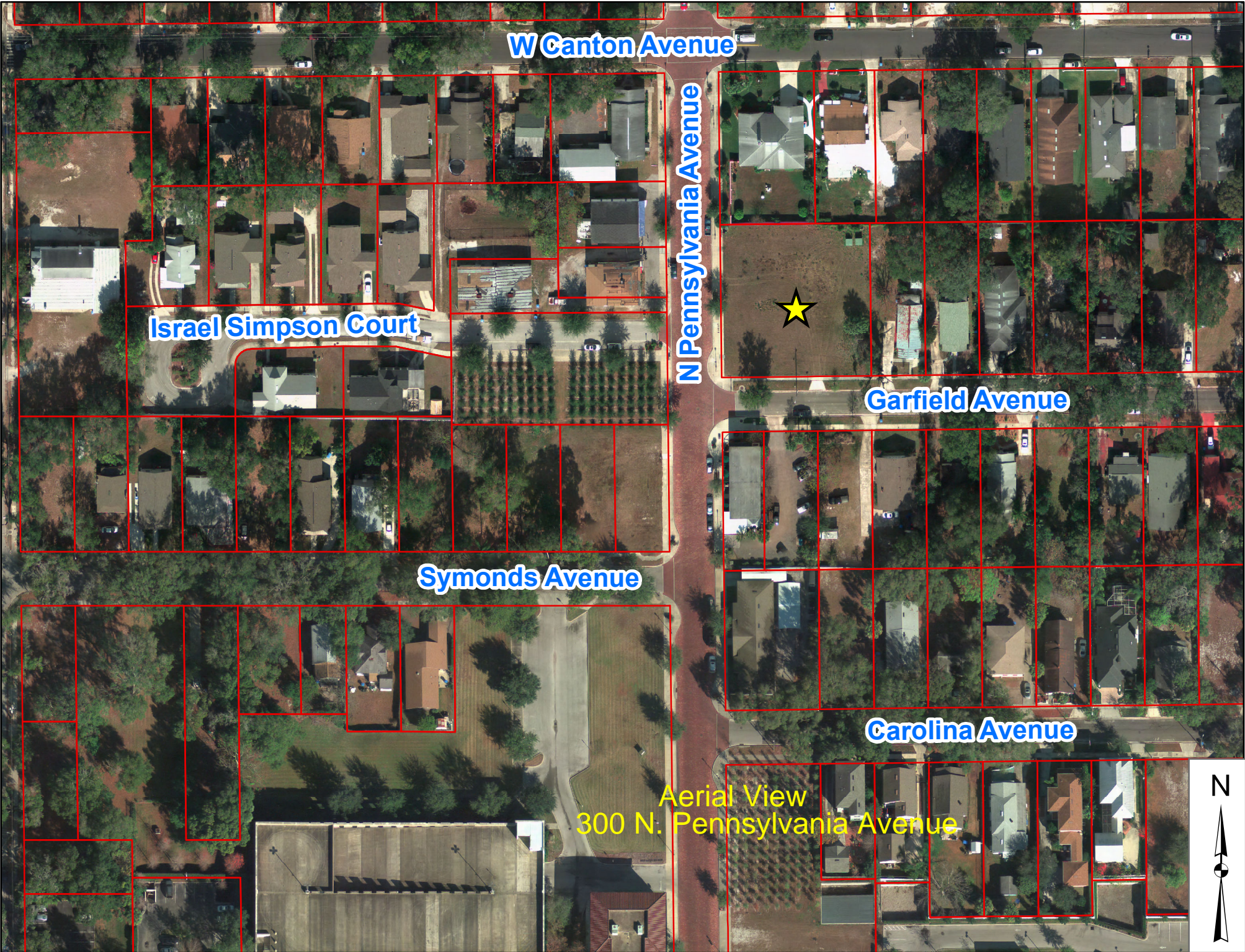
Sealed proposals, 1 original and 5 copies, shall be delivered to the Office of the City Clerk, in City Hall, 401 Park Avenue South, Winter Park, Florida 32789 on or before Monday, March 17, 2014 at 10:00 A.M. or they will not be considered. It is the sole responsibility of the respondent to see that the company or individual's proposal is in the hands of the City, stamped and dated by personnel in the Clerk's office before the due date and time indicated herein.

It is the respondent's responsibility to be sure that all information submitted is correct and complete and that the requirements for the proposal have been met. Failure to do so may cause the proposal to be rejected from consideration. The City reserves the right to accept or reject any or all proposals, in part or in total, as deemed in the best interests of the City. The City accepts no responsibility for any costs incurred during the preparing or presenting of the proposals. All proposals must be submitted in writing; no FAX or telephone proposals will be accepted. ALL PROPOSALS MUST BE MARKED ON THE OUTSIDE OF THE ENVELOPE WITH THE PROPOSAL NAME AND THE TIME AND DATE OF THE OPENING.

This public notice complies with Florida Statutes Section 163.380. Further information is available in the Planning and Community Development Office at City Hall and by calling the Director at 407-599-3665. The notice of the CRA's ultimate disposition of the subject real property to a specific party, and the terms and conditions of the disposition will be made at a duly noticed public meeting.

/s/: Cynthia Bonham, MMC, City Clerk

PUBLISH: _____, 2013 (Orlando Sentinel)



W Canton Avenue

N Pennsylvania Avenue

Israel Simpson Court

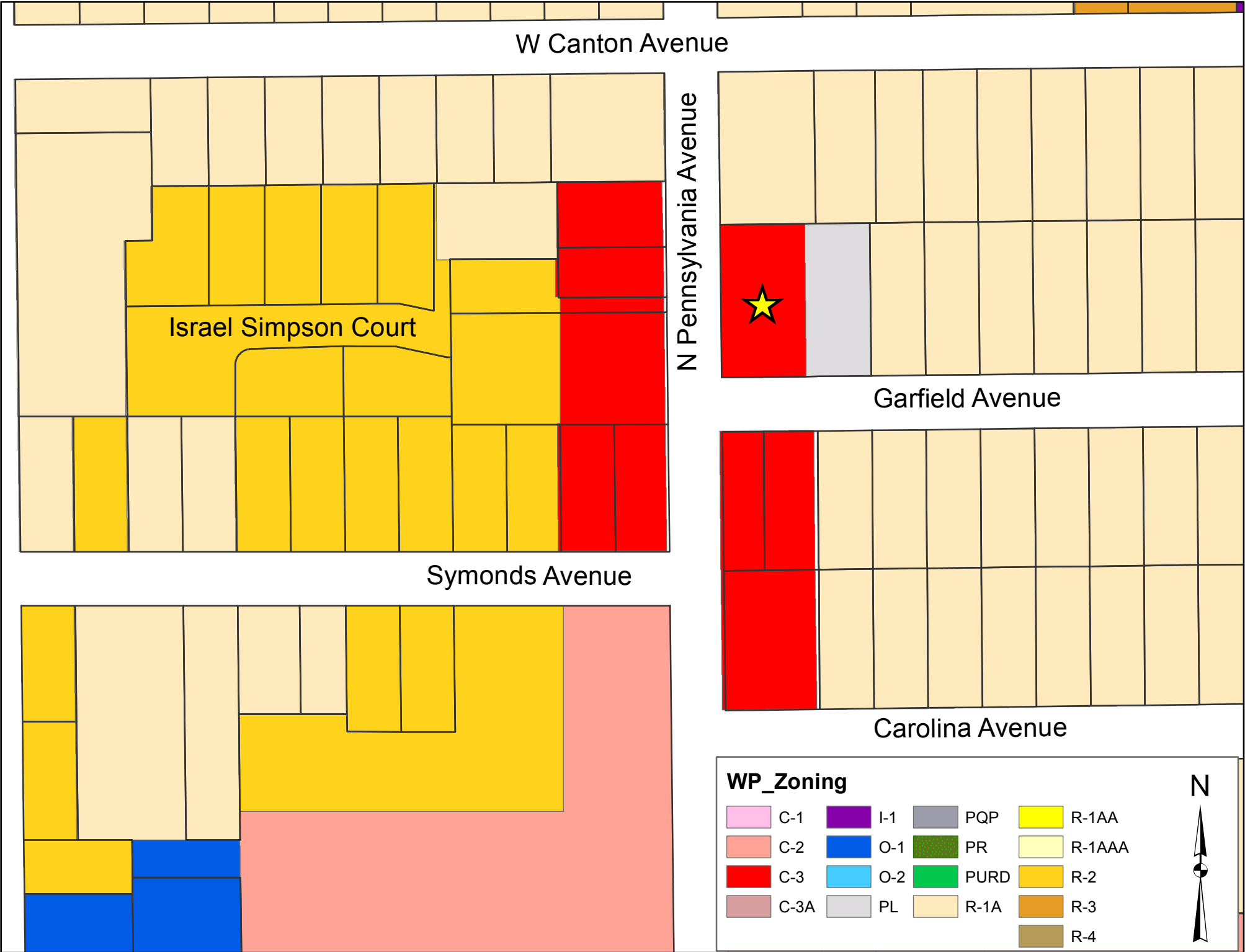
Garfield Avenue

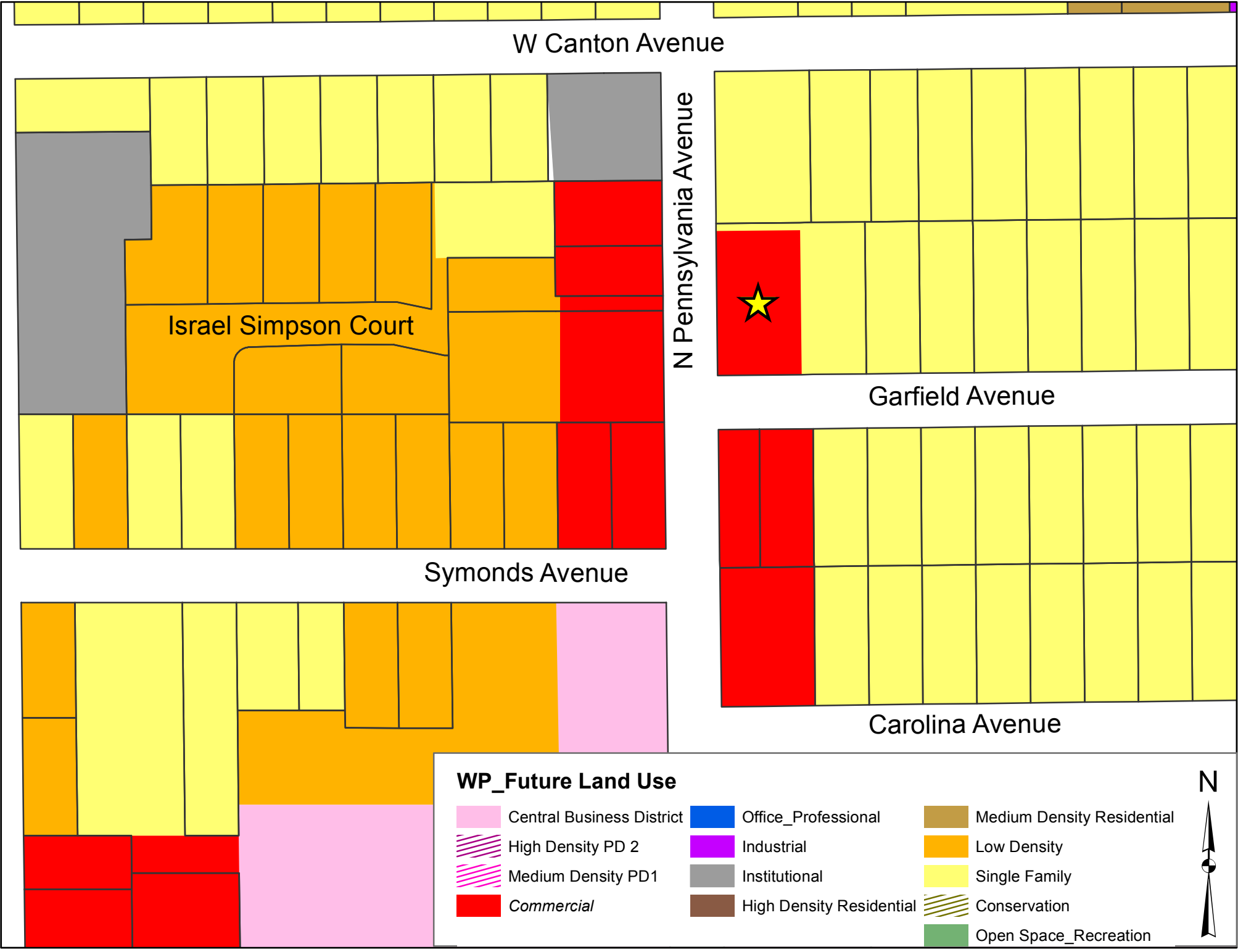
Symonds Avenue

Carolina Avenue

Aerial View
300 N. Pennsylvania Avenue









city commission agenda item

item type	Action Item Requiring Discussion	meeting date	December 9, 2013
prepared by department division	Dori Stone Planning & Community Develop.	approved by	<input checked="" type="checkbox"/> City Manager <input type="checkbox"/> City Attorney <input type="checkbox"/> N/A
board approval	CRA Advisory Board	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> N/A	6-0 final vote

Subject

Request to advertise two city-owned parcels of land through the Notice of Disposal process pursuant to Chapter 163.380, Florida Statutes under separate notices

motion | recommendation

Approve two advertisements of two parcels of land located at 300 N. Pennsylvania Avenue and 321 Hannibal Square W. located within the CRA for possible development options.

background

CRA staff has received multiple requests to consider development options which include the purchase of the city-owned property located at 300 N. Pennsylvania Avenue. The CRA staff has also received inquiries about the property located at 321 Hannibal Square W. Based on the diversity of the requests, staff feels that the most equitable way to evaluate each request is through the solicitation of offers through a Notice of Disposal or NOD process.

The process to advertise the disposal of these properties within the CRA boundary is found under Chapter 163.380, Florida Statutes, which requires the city to advertise the parcel for redevelopment and consider the proposals prior to the disposal of the properties. This process does not obligate the City and the City is also not required to accept any proposals under either NOD.

The property located at 300 N. Pennsylvania was purchased by the City in 1994 and is indicated in the 1994 original CRA Plan as a business/commercial area. The Future Land Use is Commercial and the zoning on the property is C-3 and PL. The land is currently vacant. The office use proposed is compatible with the intent of the CRA Plan to expand the commercial development along Pennsylvania. The property is approximately .45 acre in size.

The parcel located at 321 W. Hannibal Square was purchased by the City in 1991. The 1994 CRA Plan highlights this area as residential but also within the Hannibal Square corridor. A portion of this parcel was incorporated into the development of the Heritage Center, leaving a remnant that does not conform with city zoning requirements. The Future Land Use is residential and the zoning is R-1A.

Both parcels are noted in the 2007 Memorandum of Understanding between the City and the Hannibal Square Community Land Trust as parcels of interest. In the MOU, the HSCLT has the right to petition for a Notice of Disposal (NOD) to develop either site at a point of time that would be advantageous to their organization. In an evaluation from the CRA Agency attorney, the MOU does not prohibit the CRA or the City from advertising the properties for redevelopment. The issuance of a NOD does not prohibit the HSCLT from submitting a development proposal on either parcel.

Staff feels that new and continued development of vacant and underdeveloped parcels within the CRA is beneficial to the purpose and mission of the CRA and its residents and business owners. With the economy beginning to improve, the opportunity to create jobs and add to the tax base of the CRA is significant.

Staff intends to acquire appraisals for both parcels during the advertised timeframe of the NODs.

The CRA Advisory Board did review and recommend moving forward with the NODs. They also requested that the City Commission allow them to review and make a recommendation about the proposals prior to City Commission review.

A copy of both draft NODs are attached for the City Commission's review.

alternatives | other considerations

The City can choose to continue to hold the properties until some future time.

fiscal impact

N/A

long-term impact

N/A

strategic objective

Economic Development

City of Winter Park Parks and Recreation Outdoor Facilities Memorial and Donation Policy

Adopted and approved by the Parks and Recreation Commission on _____.

Adopted and approved by the City of Winter Park City Commission _____.

Purpose: The purpose of this policy is to establish guidelines, standards, and procedures for the installation and care of donated park improvements, either as a result of a cash or physical property donation and it is applicable to all City-owned Parks and Recreation land and facilities.

General: These donations may include, but are not limited to, park benches, bicycle racks, picnic tables, monuments, drinking fountains, and other types of park accessories, all of which become city property. Acceptable donations are always dependent upon the specific needs of the City of Winter Park, and an updated list of acceptable donation opportunities is maintained by the Parks and Recreation Department. The City desires to encourage donations while at the same time manage aesthetics and maintenance costs.

Guidelines established by this policy will apply to all donations made after the effective date of this policy. Donations made prior to the adoption of this policy shall be subject to applicable sections of this policy.

Donations must high quality related to style, appearance, durability, and ease of maintenance and are in character with the particular park or facility as well as compliant with park standards.

Maintenance: Donated park elements, and/or their associated donation acknowledgements, become City property and will be maintenance for the expected life cycle of the donation may be required of the donor dependent upon the type of donation.

Notification: It shall be the responsibility of the donor to provide the Parks and Recreation Department with a current address for purposes of notification regarding their donation. For the purposes of notification, the City will attempt to contact the donor, notifying the donor of changes related to the status of the donation (i.e. a need to remove, relocate, or substantially renovate).

Cost: The City has an interest in ensuring that the donor covers the full-cost of the purchase, installation, and maintenance during the expected life cycle of donated park elements.

PROCEDURE FOR MAKING A DONATION

Application: The donor must contact the Parks and Recreation Department to determine whether a donation may be accepted based upon criteria contained in this policy. If a donation can be accepted, the donor will complete an application form. Applications are available through the mail/e-mail, on the City website or in person at the Parks and Recreation Department. Completed applications, with photos of proposed donation, should be submitted to the Parks and Recreation Department for review and processing to the attention of the department director.

Criteria for Acceptance:

The donation must meet a true need of the facility or enhance aesthetics and not interfere with the intended current or future use of the facility. It should not require the relocation of other equipment or infrastructure to accommodate the donation. Proposals are subject to approval by the Parks and Recreation Department, Advisory Board, and, in certain circumstances, City Management and Commission.

Donation Acknowledgements/Memorial Plaques: Donation acknowledgements/memorial plaques will be utilized with specific permission. Donation acknowledgements and memorial plaques, if approved by the City, are to be directly affixed to the donation. Donation acknowledgements/memorial plaques will be of a standard size (2.5 inches by 6 inches) and material that will require no maintenance. The Parks and Recreation Department will review for approval all text and materials for donation acknowledgements and memorial plaques. No memorial plaques will be installed for tree donations.

Location: Donated items may be sited in locations approved by the Parks and Recreation Department in accordance with park planning and consistent with park amenity standards.

Trees: The size and specie of a donated tree (or trees) shall be limited to those determined by the City and will only be accepted for areas that have active irrigation systems in place.

Monuments: Other memorials, plaques, and upright monuments or monuments resembling those typically found in cemeteries may not be installed at a City park facility. Exceptions to this policy are monuments installed by the City

commemorating the history and/or dedication of a park facility. This includes, but is not limited to stones, plaques, pillars, and gardens. Individuals interested in memorializing loved ones are encouraged to avail themselves of the opportunity to purchase a brick, or bricks, or to purchase a park bench naming plate. Information about this program can be obtained from the Parks and Recreation Department.

OTHER DONATIONS

There may be additional donations possible other than those expressly listed or contained within this policy such as sculptures and statues. The City may accept those donations subject to a review by the Parks and Recreation Commission. The City may, at its discretion, bring any donation proposal to the Parks and Recreation Advisory Board for review and approval.

CONDITIONS

Installation: Installation of donated park elements, including the donor acknowledgement/memorial plaques, will be completed under the supervision of City personnel. The installation will be scheduled at a time and date as determined by the Parks and Recreation Department so as not to unnecessarily interfere with routine park maintenance activities.

Removal and/or Relocation: This section applies to both existing and new donations. The City reserves the right to remove and/or relocate donated park elements and their associated donation acknowledgements/memorial plaques, when they interfere with site safety, maintenance, or construction activities. In accordance with previously stated procedure in this policy, the City will attempt to contact each identifiable donor notifying the donor of any action related to the disposition of the donation. In certain circumstances, such as safety or emergency situations, the notification may be made after the action is taken. In the event a donation must be permanently removed, the City will seek an alternative location consistent with this policy. If no such location can be found, the information contained on the acknowledgement/memorial plaque may be, at the donor's request, transferred to a brick in the City's Brick Program.

MAINTENANCE AND REPAIR

The long-term care and maintenance of donated park elements is important to both the donor and the City.

Life Cycle Care Fund: The establishment of the Life Cycle Care Fund ensures that the City will care for the donation for the estimated life of the donation, or until such time the City determines that the memorial donation must be removed and /or relocated due to unforeseen circumstances. The establishment of a Life Cycle

Care Fund applies to all donated park elements installed after the adoption of this policy.

The fund is established with the intent of providing a regular revenue source dedicated and sufficient to reasonably maintain future donations for the duration of their expected life cycle. The cost of a donation should include the cost of purchase, installation, and the estimated cost of sufficient maintenance based upon the expected life cycle for a donated item. The City will determine the level of maintenance required for the donated property based upon available budget funding and the type of care needed to reasonably maintain the donation.

At the end of the life-cycle term, the donor may choose to extend the life-cycle term by paying for the current value of a new donation and its associated maintenance cost. The City reserves the right to seek a new donor for the donation at the end of the established life cycle should the original donor choose not to renew the donation or if the City has not been able to contact the original donor. The City also reserves the right to remove the donated item when it has exceeded its expected life cycle.

ATTACHMENTS: Memorial and Donation

.



City of Winter Park

Parks and Recreation Donation and Memorial Application

721 W. New England Avenue, Winter Park, FL 32789

407-599-3357

Donors Name:

Address:

City:

State:

Zip:

Telephone:

Email:

Donation Type:

Value:

Description:

Proposed Location:

Acknowledgement
Wording if Requested:

Application Process:

The Parks and Recreation Department reviews all requests on a monthly basis. Each potential donor may be required to present their proposal to the Parks and Recreation Advisory Board. There are specific guidelines for the acceptance of donations of park improvements or cash for park improvements. By signature below, applicant indicates acceptance of guidelines.

Applicant Signature:

Date:

For Office Use Only:

Reviewed by:

Date:

Advisory Board Notes:

Other Notes:

Approved/Denied by:

Please submit application with photos of proposed donated item to the attention of the
Director of Parks and Recreation, John Holland, 721 West New England Avenue, Winter Park, FL 32789

Telephone: 407-599-3357

Email: Jholland@cityofwinterpark.org