

Parks & Recreation Advisory Board



November 19, 2014 at 5:00 pm

WP Community Center • Oak Room
721 W. New England Ave • Winter Park, Florida

1. Consent Agenda

- a. Approval of Minutes – October 22nd meeting

2. Action Items

- a. Strategic Plan
- b. Sailing Club Agreement
- c. Athletic Field Discussion (Drainage)
- d. Policy Review: Field Maintenance Policies for Rain Outs, Field Rental Policy, and Youth League Policy
- e. Discussion on Central Park Event Commercial Sponsors
- f. Appoint a new member to Golf Course Strategic Plan Task Force

3. New Business

4. Staff Report

- g. Board Attendance

5. adjourn

Next Meeting – January 28, 2015 @5:00 p.m., Winter Park Community Center



INTRODUCTION

The City of Winter Park Department of Parks and Recreation continues the valued traditions and beliefs instilled in the community by the City founders more than 133 years ago. It is this recognized importance of parks, green space and the wise use of areas for scenic beauty, recreational opportunities, health, happiness, and the wholesome enjoyment of life that is the goal of the Department today and into the future. This Strategic Plan is a map of tomorrow's visions for the Parks and Recreation Department's responsibility of providing the best park and recreation facilities possible for the residents of Winter Park.

City of Winter Park Parks and Recreation Department

Strategic Plan

2015-2020

distinctive quality of life. The City's park system is known primarily for its well-landscaped neighborhood parks, yet it also boasts a large number of active parks that provide recreation facilities and programming for all ages.

The City's Comprehensive Plan establishes the standard of 10 acres of park property per 1000 residents. With more than 335 acres currently in the park system the City is in compliance with this high standard.

With 56 park properties, including 14 community or neighborhood parks and 37 mini parks, and a growing population, the City of Winter Park is at an appropriate place to define and direct the future of the parks system with strategic planning.

During the past twelve years the City has carefully planned its major park developments through the Master Planning process. This list of Master Plans is the key element in the strategic planning process.

HISTORY

Winter Park has a proud tradition of excellence in their parks system. The City's unique attention to detail and design has preserved the

2002 - **The Central Park Master Plan**, prepared by Michael Design Associates, Cost \$98,581.00

2006 – **The Winter Park Country Club / Golf Course Evaluation**, prepared by Kitson & Partners, LLC, Cost \$14,500.00

2007 – **The Mead Garden Master Plan**, prepared by PBS&J, Cost \$103,479.00

2008 – **The Parks and Recreation Master Plan**, prepared by Wade Trim, Cost \$101,059.00

2008 – **The Lake Baldwin Park Master Plan**, prepared by The Friends of Fleet Peoples Park, Cost \$0

There are additional documents, including city-wide surveys, strategic plans and stakeholder directives that also play a part in the development of this strategic plan. It is our hope that this endeavor is a completing document that will merge all the master planning efforts into a vision for the future of Winter Park's parks and recreation system.



THE WORK

The master plans will be produced in summary form in the following charts. The process of creating the master plans is illustrated and clearly shows the community involvement and research invested in each.



MISSION STATEMENT

TO ENHANCE THE QUALITY OF LIFE FOR OUR COMMUNITY BY PROVIDING OUTSTANDING PARKS, RECREATIONAL FACILITIES, ACTIVITIES, AND SERVICE

PARKS AND RECREATION DEPARTMENT

STRATEGIC PLAN RESULTS SUMMARY

The word “strategic” is defined by Webster as “*a careful plan or method especially for achieving an end*”.

This Strategic Plan was developed through the evaluation and prioritizing of Master Plans, citizen’s surveys, public, staff and Board input. The results of the Plan are summarized on these pages. The 2010 Strategic Plan was reviewed and updated to acknowledge completion of certain projects and the addition of new and exciting direction as the department continues to evolve.

CENTRAL PARK

The highest priority is the preservation and protection of the unique character of Central Park. It is considered the benchmark of the city as both a community gathering place and a distinctive landmark for the Central Business District of Park Avenue. The implementation of the Central Park Master Plan shall provide control and direction of future renovations and development. The directives of the departmental master plan provided for the complete renovation of Central Park that included new irrigation systems, electrical power distribution, wider sidewalks, lighting, landscaping and sod. This was completed in late 2010. With the beginning of the Sunrail Commuter Train System abutting the park, a new train station in the park became a reality in May of 2014 and completed a major goal of the Central Park Master Plan. While the West Meadow section of the park has been a popular and we used transition from an asphalt parking lot to the Central Park Master Plan greenspace, the master plan continues to provide guidance for the future development of the post office property abutting the park and installation of additional West Meadow amenities.



FUNDING FOR ACQUISITION, CONSTRUCTION and MAINTENANCE

The Parks and Recreation Master Plan is projecting that the City's need of multi-purpose fields will continue to grow as a priority for meeting the increasing population and rising demand for athletic fields. The scarcity of available property in Winter Park only adds to the difficult task of providing more athletic facilities. Community organizations, schools and league partnerships will play an important part in funding the purchasing of property, construction and maintenance of future athletic facilities. Revenue centers will be combined with use agreements for funding of the field and facility maintenance. Sustainability will be a priority.



INCREASE REVENUE SOURCES

Careful evaluation and adjustment of use fees is a priority to provide a balance of revenue versus maintenance in all Parks and Recreation facilities. In 2014, the revenues collected by the department exceeded 2.07 million dollars. That calculates to a 35% cost recovery and is among the highest cost recovery for a parks and recreation department in the state. This level of cost recovery is the highest in the history of the department. There is a strong possibility that revenues could be reduced with the introduction of more partnerships and shared facilities. On the other hand, maintenance and facility costs for the city may be reduced. Continued opportunities for revenue generation should be sought and evaluated for cost effectiveness.


ENVIRONMENTAL PROTECTION, GREEN MANAGEMENT, SUSTAINABILITY

Environmental protection continues to be a priority in all City parks and facilities. The recent concerns of environmental impact in Fleet Peoples Park, Kraft Gardens, Howell Branch Preserve and Mead Garden have provided a strong movement toward public education and new methods of property management. The Master Plans and now this Strategic Plan certainly establish a priority of preserving and restoring natural habitat to our many areas designated as environmentally sensitive or endangered. Careful design and consideration for sustainability shall be a priority of all park facility development.

Footnote: *A carefully developed Strategic Plan is the perfect tool for beginning a journey toward a result that is considered a priority at the time of inception. One must be careful to continually evaluate the process, the progress and end result in order to achieve the right goal. This Strategic Plan is the result of many different studies, surveys, master plans, ideas and meetings. It is a living document that reflects this period in time and the priorities of many. It is not perfect, it is not all-inclusive, but it does provide a plan for moving forward. Priorities are very important and this Strategic Plan provides a good list. One must also keep in mind that the priorities are the end result and that the methods of obtaining that result may change in time.*

Parks and Recreation Strategy Planner COMBINED PRIORITIES		Mission Statement: Enhance the Quality of Life for our Community by Providing Outstanding Parks, Recreation Facilities, Activities and Service		
Priority One	Task	Time Line	Notes	Funding
	ASSURE ADEQUATE FUNDING AND SUPPORT FOR MAINTENANCE, ACQUISITION, AND CONSTRUCTION OF THE PARKS SYSTEM AND REVENUE CENTERS	Ongoing Comp Plan Compliance	Departmental budgets, grants and capital projects must be calculated, justified, allocated and funded for maintaining the current and future level of service. Chapter 6: Recreation and Open Space Element Objective 6-1.8: Adequate Funding for Park Maintenance, Objective 6-1.9 Allocation of Park Funds (for park and capital improvements)	Departmental Budget, grants, capital projects. 2015 Budget is \$6,788,658
Priority Two	Task	Time Line	Notes	Funding
	INCREASE REVENUE SOURCE AT ALL FACILITIES	Ongoing Comp Plan Compliance	Current fees are evaluated twice per year and adjusted to meet needs of funding and market price levels. New and existing revenue sources are constantly being investigated for additional income. Tennis Center Subcontracted Chapter 6: Parks and Recreation Element Policy 6-1.8.3 Annual Fee Review	Departmental revenue for 2014 was \$2,072,700. 35% Cost Recovery
Priority Three	Task	Time Line	Notes	Funding
	PURSUE ENVIRONMENTAL PROTECTION AND GREEN MANAGEMENT THROUGHOUT THE PARKS SYSTEM, FLEET PEEPLES PARK ENVIRONMENTAL ISSUES, MEAD GARDEN NATURAL HABITAT, SUSTAINABLE DESIGN	Ongoing Comp Plan Compliance	All City Departments are enlisting green practices and a standard of green management. Environmental protection efforts are increasing through involvement of the Lakes Division and Storm water Management Projects. Recycling efforts have been put in place in city facilities and are now practiced at all Special Events. Sustainable design is now a required standard for all new city facilities Chapter 5: Conservation Element Goal 5-1: Preservation of Natural and Environmental Resources, Policy 5-1.1.11: Green Technology	Federal/State/Local Grant Programs, KWPPB, Departmental Budget

Parks and Recreation Strategy Map 2009-2014

 <p>DRIVERS</p>	<p>MISSION STATEMENT</p> <p>To Enhance the Quality of Life for our Community by Providing Outstanding Parks, Recreational Facilities, Activities and Service.</p>	<p>CORE VALUES</p> <p>Recognized importance of parks, greenspace and the wise use of scenic beauty. Accepted importance of the value of health and happiness provided by recreation opportunities The quality of life element that is provided by the parks and recreation system. Maintain goal of 10 acres of per 1000 residents.</p>	
<p>STRATEGIC PRIORITIES BY PROJECT</p>	<p>CENTRAL PARK</p> <ol style="list-style-type: none"> 1. Preserve unique nature tree canopy, and fountains 2. Train Station 3. Meadow South of Morse 4. Concert Stage 5. Children's Garden 	<p>GOLF COURSE</p> <ol style="list-style-type: none"> 1. Renovate Existing Pro Shop 2. Enhance Food and Beverage Profit Center 3. Resurface Tees, upgrade irrigation 4. Merchandise Profit Cntr. 	<p>MEAD GARDEN</p> <ol style="list-style-type: none"> 1. Restore Natural Habitat 2. Improve Water Quality 3. Consolidation of Back of House 4. Improved Arrival Sequence 5. New Visitors/Environmental Center 6. Reintroduce Historical Collections and Gardens 7. Sustainable Design
<p>STRATEGIC PRIORITIES BY New Initiatives</p>	<p>PARKS MASTER PLAN</p> <ol style="list-style-type: none"> 1. Facilities should meet future and existing demands of residents through 2028. 2. Strive to acquire, improve and increase access to Lakefront. 3. Assure adequate funding and support for maintenance, acquisition and construction. 4. Pursue funding for park land acquisition to anticipate future demand for parks. 5. Recreation and social service programs should be maintained and expanded in coordination with other semi-public/private providers to meet growing population 	<p>FLEET PEOPLES PARK</p> <ol style="list-style-type: none"> 1. Safety 2. Environmental 3. Compliance 4. Complete Trail around Lake 	<ol style="list-style-type: none"> 1. Citation Authority for Park Rangers
<p>COMBINED PRIORITIES</p>	<p>The above ranked projects that are site specific are ranked globally below:</p> <ol style="list-style-type: none"> 1. Protecting and preserving Central Park's unique nature, tree canopy, and fountains is the overall priority of the department. 2. Assure adequate funding and support for maintenance, acquisition, and construction. Particularly for revenue centers. 3. Increasing Revenue Sources at all facilities. Golf Course Food and Pro Shop revenue centers. Tennis Center Operations. 4. Pursue environmental protection and green management throughout parks system. Fleet Environmental Issues, Mead Natural Habitat, Mead Sustainable Design 		

Comprehensive Plan - Strategic Plan Compliance Cross Reference Matrix

Strategic Plan Element		Comprehensive Plan Compliance Reference			
		Goal	Objective	Policy	Description
CENTRAL PARK	PRESERVE UNIQUE NATURE, TREE CANOPY, AND FOUNTAINS.			6-1.5.4	Preserve Central Park
	CONCERT STAGE			6-1.6	Provision of Recreation Facilities
	CHILDRENS GARDEN			6-1.6	Provision of Recreation Facilities
GOLF COURSE	RESURFACE TEES and GREENS, UPGRADE IRRIGATION			6-1.5.3	Maintenance of Existing Recreation Land and Facilities
	MERCHANDISE PROFIT CENTER ENHANCEMENTS			6-1.8.3	Annual Fee Review
MEAD GARDEN	RESTORE NATURAL HABITAT	5-1			Conservation Element - Natural and Environmental Resources
	IMPROVE WATER QUALITY		5-1.2		Conservation Element - Surface Water Quality and Quantity - Lakes, Streams, and Canals
	CONSOLIDATION OF BACK OF HOUSE			6-1.8.4	Maintenance and Staff Needs for New Parks and Facilities
	NEW VISITORS/ENVIRONMENTAL CENTER	5-1			Conservation Element - Natural and Environmental Resources
	REINTRODUCE HISTORICAL COLLECTIONS AND GARDENS			6-1.5.5	Preservation of Mead Garden
	SUSTAINABLE DESIGN				House Bill 697 in Legislative Process will add this to Comp Plan

Continued..	Strategic Plan Element	Goal	Objective	Policy	Description
PARKS MASTER PLAN	PARKS SHOULD MEET FUTURE AND EXISTING DEMANDS	6-1			Provide Adequate Recreation and Open Space
	STRIVE TO INCREASE ACCESS TO LAKEFRONTS		6-1.2	6-1.2.2	Public Access to Lakes Public Access to Lakes
	ASSURE ADEQUATE FUNDING AND SUPPORT FOR MAINTENANCE, ACQUISITION, AND CONSTRUCTION				Adequate Funding for Parks Maintenance Allocation of Park Funds (for park and capital improvements)
	PURSUDE FUNDING FOR PARK LAND ACQUISITION TO ANTICIPATE FUTURE DEMAND FOR PARKS			6-1.1.3	Potential Park Funding Mechanisms
	RECREATION AND SOCIAL SERVICE PROGRAMS SHOULD BE MAINTAINED AND EXPANDED IN COORDINATION WITH OTHER SEMI PUBLIC/PRIVATE PROVIDERS TO MEET GROWING POPULATION			6-1.6.1	Public Use of Non-City Recreation Facilities
LAKE BALDWIN PARK	PARK - SAFETY			6-1.5.3	Maintenance of Existing Recreation Land and Facilities
	ENVIRONMENTAL	5-1			Conservation Element - Natural and Environmental Resources
	COMPLIANCE				(CITY ORDINANCE)

CENTRAL PARK MASTER PLAN

The Central Park Master Plan was an in-depth study of the history of the property and carefully constructed recommendations for future improvements and renovations. The Central Park Citizens Task Force was comprised of more than a dozen citizens who provided strict overview and management of the master plan development. The Planning Team made presentations to over 12 Winter Park organizations throughout the course of the master planning process. (WP Historical Association, WP Chamber of Commerce, WP Rotary Club, WP Women’s Club, Rollins College Environmental Studies, Economic Development Board, etc.) This major stakeholder participation provided extensive guidance in the delicate selection of recommendations for the City’s crown jewel. The Master Plan document has in-depth and very specific recommendations for numerous amenities in the park. The following list represents the “Highlights” as mentioned in the document. Many of the small detailed recommendations are contained within the general recommendations listed in the following table A.

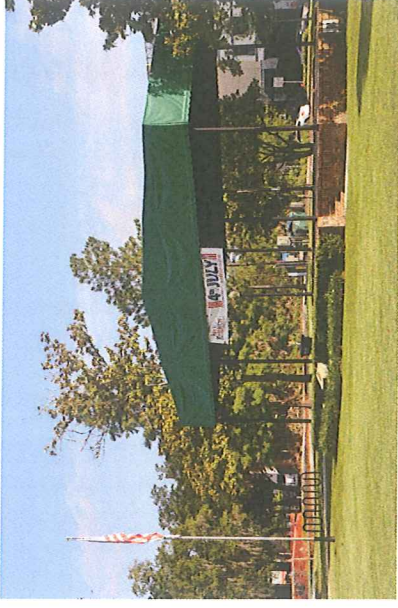


TABLE A.

RECOMMENDATIONS	CURRENT STATUS	CURRENT STATUS	ESTIMATED COST	BUDGET YEAR
Preserve the existing park’s unique and passive nature, tree canopy and fountains.	Plans are completed to begin renovation of the park sidewalks, turf, irrigation, lighting and electrical system.	Completed	\$445,000 Funded by CRA	2010
Canton Street Parking Garage	The Master Plan listed the Canton Street Parking Garage as the #1 priority in the relocation of the public parking lots and conversion of the property into parkland.	Completed	Private / CRA funding	2004
Sprint Parking Garage	The Master Plan listed the US Sprint Parking Garage as priority #4 in the relocation of the public parking lots and conversion of the property into parkland. Although the structure was constructed no public parking was realized.	Completed	Private funding	2008

RECOMMENDATIONS	CURRENT STATUS	CURRENT STATUS	ESTIMATED COST	BUDGET YEAR
The Meadow Phase I North of Morse Blvd	The Meadow is the planned conversion of the public parking lots into large green space amenities. The parking lot north of Morse Blvd has been converted to Meadow.	Completed	Phase I \$55,000	Phase I Completed in 2008
The Meadow Phase II South of Morse Blvd	The Master Plan calls for compensating parking areas prior to removing any parking spaces. There are currently no plans for construction of parking facilities.	No current plans	Unknown	Unscheduled
Morse Boulevard bricking west of the railroad tracks	No project plans are developed or scheduled.	No Current Plans	Unknown	Unscheduled Pending Funding
Rose Garden Relocation and Renovation	Project completed in 2003 with private funds provided by Mrs. Crane.	Completed	\$405,000	2003
Concert Stage	The project proposes to upgrade the existing concert stage with any CRA funding surplus from the park renovations. Improvements would include electrical, sound and lighting upgrades and structural appearance enhancements.	Priority Four	Unknown Proposed financial support from surplus CRA renovation funds	Unscheduled Pending Funding
Children's Garden	A Children's Garden is proposed to provide an artistic playground setting of splash fountains, grass berms, butterfly garden, and interactive artwork.	Priority Five	Unknown Proposed financial support from surplus CRA renovation funds	Unscheduled Pending Funding
Train Station	The Master Plan recommends a new train station, up to 2 stories, be constructed in the same location with limited parking.	Completed	Federal Government Funding \$3,000,000	2014
Chamber of Commerce Building	The Master Plan recommends the relocation of the Chamber from the Central Park property and conversion of the site into The Meadow.	Completed	\$2,800,000	2007

Parks and Recreation Strategy Planner Central Park

Mission Statement: Enhance the Quality of Life for our Community by Providing Outstanding Parks, Recreation Facilities, Activities and Service

Task	Time Line	Notes	Funding
PRESERVE UNIQUE NATURE, TREE CANOPY, AND FOUNTAINS.	2010-2014	Ongoing Maintenance, Adequate Funding, Sufficient Manpower	Departmental Budget
Maintain Tree Canopy	Ongoing	Ensure Health of Trees, Plant Replacement Trees	Departmental Budget
Preserve Fountains	Ongoing	Preventative Maintenance Paramount	Departmental Budget
TRAIN STATION IMPROVEMENTS			
Task	Time Line	Notes	Funding
Mitigate Parking Spaces	2014	Enhancements to the Train Station	Federal / State / Local
Secure Funding	2013		Federal / State / Local
MEADOW SOUTH OF MORSE BOULEVARD			
Task	Time Line	Notes	Funding
Mitigate Parking Spaces	2013-2014	Install sod and other amenities such as benches, sidewalks	Departmental Budget
Secure Funding	2014		Federal / State / Local
	2013		Federal / State / Local
CONCERT STAGE			
Task	Time Line	Notes	Funding
Construct Stage in West Meadow according to Master Plan	2010-2014	Improve Concert Opportunities in Park	Grants
Renovated Existing Stage in North East Central Park		Funding Needed	Federal / State / Local
CHILDRENS GARDEN			
Task	Time Line	Notes	Funding
Develop the concept and phasing of the Childrens Garden	2010	Refine conceptual plans and obtain Board and Commission directives	
Construct the initial phase	2011		CRA Funding
Complete the Childrens Garden	2012-2013		Federal / State / Local

CITY of WINTER PARK, FLORIDA

Mayor Roland (Harry) Hotard III, Vice Mayor Douglas Storey,
 Commissioner Barbara DeVane, Commissioner John Fekberg, Commissioner Doug Metcalf
 The appointed: Central Park Citizens Task Force - Parks & Recreation Commission
 James Williams, City Manager - Parks and Recreation Department (Contact: 407.599.3334)
 Planning & Community Development, Public Works, Cultural & Economic Development Departments.

WESTERN PARK RECOMMENDATIONS

- CANTON AVENUE**
Downtown Gateway at New York, add crosswalks, Park planters and street trees
- NEW YORK AVENUE**
Mirror Park Avenue street improvements (study needed)
- US POST OFFICE**
Keep existing P.O.; Add misc-use facility, parking garage, with "eyes on the Park"
- CIVIC SITE**
Overlooking the Meadows in partnership with the USFS
- PARK TERRACE**
For events and Park use overlooking the Meadows; integrated into Park with street benches; Terrace Rinkshop screening future buildings
- CHILDREN'S GARDEN**
Mounds, trellis, splash fountains and historically Gardens, walks and botanical displays
- CULTURAL AMPHITHEATER**
Small grass terraces for quality outdoor performances; Classroom experiences, and the with Children's Garden
- CITY PARKING**
Relocate 6th & south lots to Canton Street; Garage, various on street parking, and possibly underground in Meadows; Relocate Chamber of Commerce offices near but not in Central Park per City Commission
- MEADOW**
An open lawn for passive recreation, defining the civic nature of the Downtown
- ORANGE BLOSSOM PAVILION** south end of Meadow
- MORSE BOULEVARD**
"The Homefront" with a simple wide gravel island, civic sculpture, civic handbags and (3) 12' brick lanes
- DOWNTOWN GATEWAY**
Morse & New York Avenue with planters, brick handbags, and lighting

MORSE BOULEVARD CHARACTER

- NEW TRAIN STATION**
Replace Station; Keep passenger rail use; Add a City Welcome Center; Station at 1-12 stories; Brick parking, Morse Boulevard drop-off and garden; Park; Restrooms at Welcome Center
- PUBLIC GATHERING HALL**
Highways as Arts & Culture use with history exhibits

HANNIBAL SQUARE NEIGHBORHOOD

- CONCEAL TO HANNIBAL SQUARE** along Welborne Avenue
- NATIVE "RAMBLE"**
Enhance the existing native area south of the Station
- WEST PARK AVE**
Modify but no reduction in parking for block, restore trash, and add Park tool shed
- PARK GATEWAYS**
New York & Welborne, and New England & West Park avenues Add brick handbags, and planters
- FARMER'S MARKET & CITY HALL**
Connect Central Park to other civic facilities & neighborhoods

Master Plan prepared by:
Michael Design Associates
 CONSULTANTS & PARK PLANNING, LANDSCAPE ARCHITECTURE, ARCHITECTURE, CIVIL ENGINEERING, ENVIRONMENTAL SCIENCE, AND PLANNING
 1000 N. W. 11th Street, Suite 1000, Ft. Lauderdale, FL 33304
 PHONE: 954.561.1100 FAX: 954.561.1101
 PROJECT MANAGER: HENRY MENON & LEONARD SHERMAN
 B. BOSS & ASSOCIATES, PARK PLANNING & LANDSCAPE ARCHITECTURE
 1775 BRONXWOOD PLACE, SUITE 100, WEST PALM BEACH, FL 33411
 ASSOCIATE MANAGER: MICHAEL A. BISHOP

Presentations to the Winter Park: Women's Club, Rotary Breakfast Club, Historical Association, Leadership Winter Park 2002 & 2003 classes, Kiwanis Club, Chamber of Commerce Board, Keep Winter Park Beautiful, College Quarter Neighborhood Association, Rollins College Environmental Studies classes, July 4, 2002 in the Park, Economic Development Board, Planning Vision 2002, Florida Humanities Council Presentation Series 2001

EASTERN PARK RECOMMENDATIONS

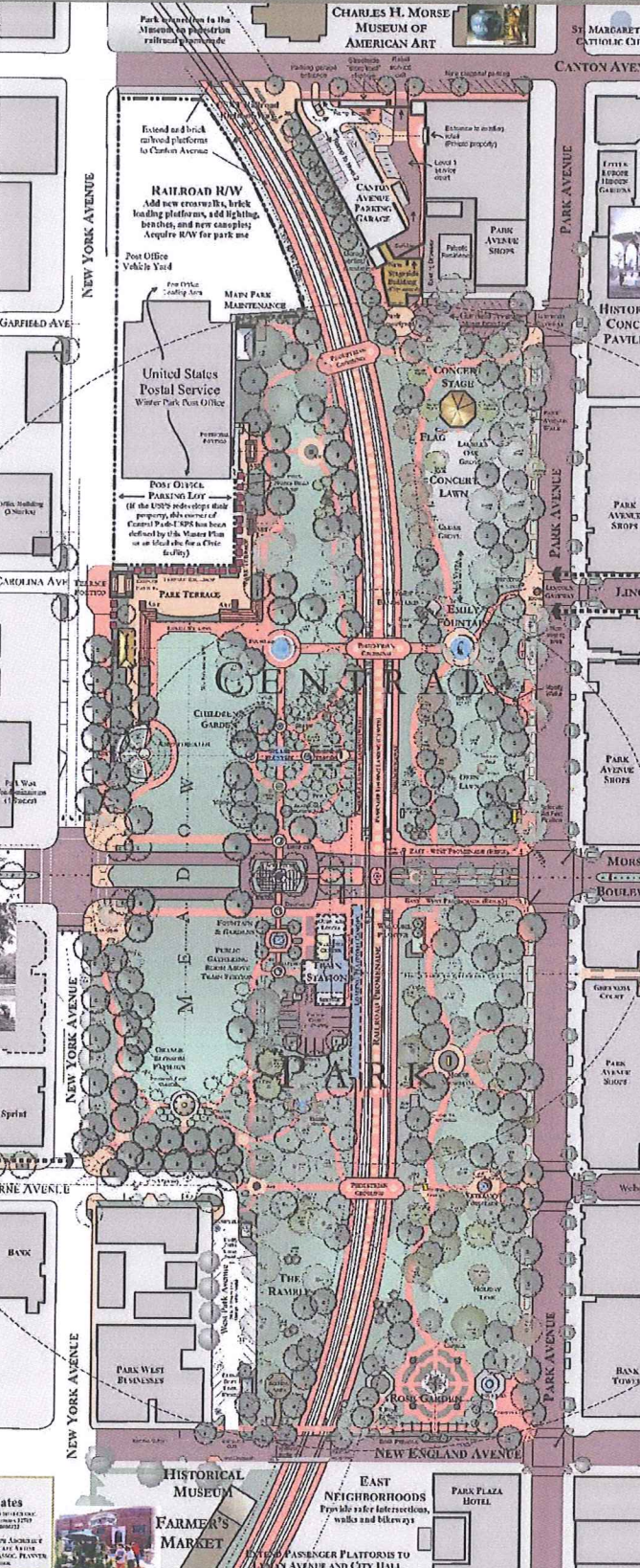
- CANTON AVENUE PARKING GARAGE**
Relocate large part of existing surface parking west of railroad on site facility. Add "Stageside" building for revenue and screening of garage. Modify Garfield Avenue
- PARK GATEWAY**
At Park & Garfield avenues Benches, urns and brick handbag
- HISTORICAL CONCERT PAVILIONS**
- CONCERT STAGE**
Permanent, traditional park pavilion with stairs to the front and sides
- HISTORIC BANDSTAND**
Re-paint, add bench, railing, and interpretive display for children
- PARK GATEWAY**
At Park & Lincoln avenues Benches and brick handbag
- LINCOLN AVENUE CULTURAL WALK**
Enhance existing walk to Morse Lodge & Lake Ocheuca Park (C.H. Morse's private park)
- EMILY FOUNTAIN**
THE ICON OF CENTRAL PARK Clean and repair sculpture, improve base, replace existing brick and seating to view Emily
- PARK GATEWAY**
At Park Avenue & Morse - Brick handbags & new Art Festival Kiosk

MORSE MEMORIAL

- ROSE PERGOLA CHARACTER**
- ROSE GARDEN**
More of EXISTING RW, expand rose beds, add a center fountain, fountain, a rose pavilion and pergola on New England
- PARK GATEWAY**
Park & New England Avenue Brick handbag, bump outs, and open the vista into Park

CITIZENS TASK FORCE

NOV 18, 2002
 APPROX. SCALE: 1" = 50'



CENTRAL PARK MASTER PLAN

THE WINTER PARK COUNTRY CLUB / GOLF COURSE EVALUATION

This study was performed to provide the City with a professional assessment of the golf course condition and golf business operation. The City purchased the property to preserve a historic element that has been a center piece of Winter Park for more than 100 years. The vision represented not only the preservation of green space, but also provided an accessible and affordable recreational opportunity for the citizens of Winter Park. Kitson & Partners was selected to perform the evaluation and provide recommendations for improving the potential revenue source of the golf operations and course layout. The points of the evaluation were reported with ranges of improvement options. The suggested options were from minimal to aggressive and specifically addressed the effect they would have on course revenue.

TABLE B.

RECOMMENDATIONS	CURRENT STATUS	PRIORITY RANKING	ESTIMATED COST	BUDGET YEAR
Provide Starting Tee Times	A reserved tee time program was initiated for a period of approximately 8 months. The reservation system did not show any change in the number of players. The mixture of walk-ons and reserved starting times was confusing and frustrating for players and staff. The use of tee times has been suspended.	Completed	\$0	2007
Walking Emphasis	Winter Park is one of a few courses in the area available for walking. Walking is encouraged and the pull carts provide a revenue source.	Completed	\$10,000 for New Carts	2014
Food & Beverage Profit Center	The consultants recommended the addition of a compact, limited food and beverage business be included in the renovation and/or relocation of the pro shop. Current plans include a small food service and new patio area associated with the temporary pro shop move into the Country Club. Select food & beverage service and patio improvements are included in the renovation of the existing pro shop.	Completed	\$9,790.00	2009

RECOMMENDATIONS	CURRENT STATUS	PRIORITY RANKING	ESTIMATED COST	BUDGET YEAR
Yield Management	During periods of busy play, the staff makes efforts to schedule four golfers in every group.	Completed	\$0	2006
Merchandise Profit Center	The consultant recommends an appropriate inventory of accessories, hats and apparel that promote the "Winter Park Brand". This recommendation has been enacted by staff.	Priority Four	\$0	Ongoing Merchandising consultants have been engaged for the pro shop renovation.
Automated Point of Sale	A computerized cash register/inventory/reporting system was purchased and is currently in place and operating as per the recommendations of the consultant.	Completed	\$1,900	2007
Credit Card Use	The use of credit card purchases has been implemented in the pro shop resulting in increased sales.	Completed	\$5,200 Estimated annual fee	2007
Equipment Maintenance	The consultant recommended hiring and performing equipment maintenance in-house. Currently, staff has produced a substantial savings in equipment maintenance through careful scheduling with Fleet Maintenance.	0	\$0 Annual savings \$40,000	2007
Management Model	The consultants recommended the City change the management practice from a contracted Golf Professional to a City employed position. This recommendation has been implemented with the hiring of the Golf Professional and all shop and cart rental income is now city revenue.	Completed	\$0 Pro shop revenue increased by over \$91,000 annually with changes made	2007
Non Resident Rates	The consultants recommended applying a higher non-resident rate to the daily greens fees. This higher rate has been engaged since April of 2009.	Completed	\$0 cost to implement. No history of revenue increases to-date	2009
Annual Membership	Due to the number of annual memberships and the frequency of daily play the consultants recommended price adjustment or gradual elimination of the membership to increase the average cost per round. Annual membership prices have been adjusted for weekday and all-week play. A frequent player discount card has also been added.	No Current Action Planned	\$0 Rate adjustments implemented in April 2009. No revenue history to-date.	2007 2008 2009 Annual adjustments

The consultants provided three options with respect to the "Facility Improvements". They ranged from a "minimal" improvement plan with an estimated price tag of \$220,000, to an estimated \$1.3 million price tag for an "aggressive" improvement plan. Table "C" below provides an overview of the three options.

TABLE C

Winter Park Country Club		Comparison of Facility Improvement Options			Kitson & Partners Table 3	
	Option A - Minimal		Option B - Moderate		Option C - Aggressive	
	Improvements	Preliminary Estimate	Improvements	Preliminary Estimate	Improvements	Preliminary Estimate
Golf Shop	Paint and refurbish the existing Golf Shop, parking lot and landscaping, without any building expansion or reconstruction	\$100,000	Renovate the existing Golf Shop, including everything proposed in Scenario A, plus new restrooms, HVAC, patio enclosure, new roof, new building exterior, improved parking lot	\$300,000	Demolish the existing Golf Shop, build a new 4,600 sq. ft. facility and parking lot on the former water plant site at Swope & New York	\$900,000
Golf Course	Resurface tees, upgrade irrigation pump station and add irrigation controllers	\$120,000	Resurface tees, rebuild practice putting green, upgrade irrigation pump station and add irrigation controllers	\$140,000	Resurface tees, rebuild all greens, including practice putting green, rebuild and expand existing bunkers, add new bunkers. upgrade irrigation pump station and add irrigation controllers	\$360,000
Preliminary Total Estimate		\$220,000		\$440,000		\$1,260,000

Parks and Recreation Strategy Planner Golf Course

Mission Statement: Enhance the Quality of Life for our Community by Providing Outstanding Parks, Recreation Facilities, Activities and Service

Task	Time Line	Notes	Funding
RENOVATE EXISTING PRO SHOP	2010	Planning team will evaluate the building and prepare construction drawings	Capital Project Funds
ENHANCE FOOD AND BEVERAGE PROFIT CENTER	2010	New Pro-Shop provides an enhanced menu of food and beverage offerings.	Funding Ongoing
RESURFACE TEES, UPGRADE IRRIGATION	Ongoing	The goal is to renovate one or two tee boxes per year. Improvements to the irrigation system is on-going.	Funding Departmental Budget
MERCHANDISE PROFIT CENTER ENHANCEMENTS	2010	Enlist the assistant of Park Ave. merchants to evaluate the pro-shop	Funding Departmental Budget

THE MEAD GARDEN MASTER PLAN

The Mead Garden Master Plan was the result of a group of Winter Park citizens that shared the same dream and mission to restore and revitalize Mead Garden as a celebration of nature and continue the vision of many that dedicated the property as a memorial to Theodore L. Mead, a noted horticulturist with a passion for native and tropical plants. Many of the supporters organized a not-for-profit called The Friends of Mead Garden and have aggressively pursued the planning and direction for the future of this unique and environmentally diverse property.

The Master Plan was prepared by PBS&J with the oversight of the Steering Committee which included members from The Friends of Mead Garden, The Winter Park Garden Club, The Florida Federation of Garden Clubs, Orange County Environmental Education Program, the Winter Park community, the Winter Park City Commission, and local landscape architect professionals. A total of 13 public meetings were held with stakeholders, task forces and the steering committee. The Master Plan was completed and presented to the City Commission on April 23, 2007.

The Master Plan included proposed directives within two areas of design: Design Themes and Design Objectives (TABLES D and E). The Master Plan included a green design direction that focused on reducing the use of non-renewable resources and minimizing the environmental impacts. The green design will be considered in all development areas which include: Alternative Energy, Conservation of Energy, Water Conservation, Renewable Building Materials and Innovative Design Techniques. The Design Theme also included the recommendation of Florida vernacular architecture for sustainable design which exemplifies the green design philosophy and the focus on green hardscape architectural elements in the design and development of the site details.

The Garden has been subcontracted to Mead Botanical Garden, Inc. as of 2013 and an ongoing master planning program and fundraising strategy is underway. Upon completion of their strategic plan, the parks and recreation department strategic plan will be updated.



TABLE D
DESIGN THEMES

RECOMMENDATIONS	CURRENT STATUS	PRIORITY RANKING	ESTIMATED COST	BUDGET YEAR
Green Design	The Master Plan included a green design direction that focused on reducing the use of non-renewable resources and minimizing the environmental impacts. The green design will be considered in all development areas which include: Alternative Energy, Conservation of Energy, Water Conservation, Renewable Building Materials and Innovative Design Techniques.	High	Unknown	Ongoing
Architectural Themes	The desire for sustainable design provided for the selection of the Florida vernacular architecture style. The type of design exemplifies the green design philosophy. Florida vernacular also focuses on the use of local building materials.	High	Unknown	Ongoing
Hardscape Themes	Site details are an important focus of the principle of green design along with the architectural themes. The use of recycled materials, permeable paving, minimal and passive signage will work in partnership with the Florida vernacular theme and provide a marketable sustainability.	High	Unknown	Ongoing

The Mead Garden Master Plan was focused on seven design objectives. These seven objectives (TABLE E) provide the particular directives that were derived from the Program Elements of the Strategic Plan Program (2004) and the Planning Brief Program (2006).

TABLE E
DESIGN OBJECTIVES

RECOMMENDATIONS	CURRENT STATUS	PRIORITY RANKING	ESTIMATED COST	BUDGET YEAR
1. Restore Native Habitat	The City has begun to restore the native habitat by treating the invasive vines and plant material in the wetland area of the garden property. In addition to the initial treatment, an ongoing maintenance program has been scheduled with budgeted funds for follow-up and continued treatment. The program provides re-establishment of the tree canopy through native tree plantings and promotion of desirable wetland plant communities.	1	\$23,810 Initial treatment \$13,080 Maint. Spraying \$17,500 Tree planting	2009 2010 2010
2. Improve Stormwater Facilities & Water Quality	The stormwater system improvements focus on controlling the inflow of stormwater runoff into the property and subsequently into the wetland area and Howell Creek. The Clay Pit project was completed in 2007 for a cost of \$575,000. Additional stormwater management projects are planned for the Pennsylvania Avenue side of the property.	2	\$575,000 Clay pit project \$324,000 \$138,000 Grant	2007 2010
3. Consolidation of Back-Of-House	The Master Plan provided for the relocation of the Parks Maintenance Crews to the horticultural and greenhouse work area in the northwest corner of the property. A preferred option was to relocate the Parks Maintenance operations out of the garden altogether. The Commission approved the construction of a new maintenance facility at Ward Park / Showalter Field that would combine the needs of the two maintenance crews.	3	\$410,000 \$300,000 (budget)	2009
4. New Environmental and Visitors Center	One of the key facilities of the proposed Master Plan is the new multi-use environmental education building and visitors center. The objective calls for a strategically located, LEED certified building, designed	5	\$4,000,000	

RECOMMENDATIONS	CURRENT STATUS	PRIORITY RANKING	ESTIMATED COST	BUDGET YEAR
<p>using the principals of green design. While the environmental education facility focuses on the learning needs of children there is also the opportunity to use the facility for after hour classes and event space.</p>				
<p>5. Improved Arrival Sequence and Circulation</p>	<p>The Master Plans include the proposed design of a new entrance feature with paving improvements enhancing the approaching roadways with new landscaping and decorative fencing. The entry roadway was given a curvilinear design to provide an initial destination of the Environmental and Visitors Center for guests arriving through the main entrance. The design continued through the garden with a circular parking facility providing a continually changing view of the gardens.</p>	4	\$1,362,095	
<p>6. Reintroduce Historic Garden Collections and Enhance Existing Gardens</p>	<p>This design objective focuses on the redevelopment and improvement of the existing gardens and introduction of a Mead Heritage Garden to display key plants from Theodore Mead's collection. In addition to a Mead Heritage House, new gardens are proposed including a butterfly garden, a camellia garden, marsh area, discovery garden, wildflower meadow with upland and wetland areas.</p>	6	\$1,211,365	
<p>7. Sustainable Design</p>	<p>The final design objective, sustainable design, encompasses all of the previous objectives. The goal is to not only create a sustainable garden but to educate the community and the public about methods and operations that can create and enhance a sustainable site. The use of proper maintenance, renewable resources and new recycled products for building materials can help ensure a sustainable design.</p>	7	Unknown	2009 - completion

Parks and Recreation Strategy Planner Mead Garden

Mission Statement: Enhance the Quality of Life for our Community by Providing Outstanding Parks, Recreation Facilities, Activities and Service

Task	Time Line	Notes	Funding
RESTORE NATURAL HABITAT	Ongoing	Invasive control, re-establishment of tree canopy, selective clearing and replanting	Departmental Budget, Friends of Mead Garden Fundraising
IMPROVE WATER QUALITY	On-going	Stormwater Management Projects / Public Works Lakes Division Maintenance of Howell Creek and Lake Lilian	Funding Stormwater Funds Lakes Division Budget
CONSOLIDATION OF BACK OF HOUSE	2010	Construction of a new Parks Maintenance Facility	Funding Capital Project Budget
IMPROVED ARRIVAL SEQUENCE	2012-2014	Improvements to the main gate and entry drive can be on-going with FMG fund raising.	Funding Friends of Mead Garden Fundraising, Capital Project Funding
NEW VISITORS/ENVIRONMENTAL CENTER	2010-2011	Construction of a new Parks Maintenance Facility will allow conversion of the existing warehouse into an Environmental Education Center.	Funding Friends of Mead Garden fundraising
REINTRODUCE HISTORICAL COLLECTIONS AND GARDENS	2011-2012	Continuance of the Master Plan sequence	Funding Friends of Mead Garden Fundraising, Capital Project Funding
SUSTAINABLE DESIGN	Ongoing	All designs of Mead Garden amenities will be planned for sustainable design	Funding Internal to each project



LEGEND

- 1** Main Entrance:
 - Main Entry
 - Entrance Fountains
 - Decorative Fountains
 - Decorative Fountains and Cuts
 - Decorative Lighting
- 2** Pedestrian Entrance:
 - Entrance Canopies and Signage
 - Entrance Landscaping
- 3** Environmental & Visitor's Center:
 - Florida Vernacular Architecture
 - Green Building Design
 - Florida Vernacular Architecture
 - Office Space
 - Visitor's Center
 - Restrooms
 - Parking
- 4** City Maintenance Department:
 - Florida Vernacular style buildings
 - Office Space
 - Employee Restrooms
 - Perimeter Fencing
 - Deteriorative Fences, Gate and Wall
- 5** City Landscape & Horticulture Department:
 - Greenhouse and shade structures
 - Office Space
 - Irrigation
 - Landscaping and Pruning
 - Layout Space
- 6** The Mead Heritage House & Gardens:
 - Dining Greenhouse
 - Ornamental Plant Collections
 - Irrigation
- 7** Funic Pavilions:
 - Green Roof
 - Picnic Tables, Grills and Trash receptacles
- 8** Amphitheater:
 - Tiered Seat Walls
 - Grass and Erosion Control
 - Landscaping
- 9** Marsh Ecosystem:
 - Native Wet Meadow Plantings
- 10** Upland Ecosystems:
 - Native Wet Meadow
 - Native Understory Plantings
 - Native Tree Removal and Planting
 - Site Remediation
- 11** Clay Pit:
 - Reconstructed stormwater Run
 - Removal of Invasive Plants
 - Irrigation with Native Plants
- 12** Carolina Garden:
 - Main Entry
 - Decorative Signage and Entrance
- 13** Discovery Garden:
 - Native Plantings
 - Informational Signage
 - Brick Pathways
 - Bench Paths
- 14** Butterfly Garden:
 - Office
 - Information
 - Water Feature/ Sculpture/ Art
 - Brick Path
 - Bench Paths
- 15** Wildflower Meadow
- 16** Winter Park Garden Club Demonstrations Garden
- 17** Rocked Wetland:
 - Integration of Invasive Plants
 - Wetland species
- 18** Pennsylvania Avenue Retention Pond
- 19** Brick Entrance Drive
- 20** Previous Parking
- 21** Hills / Bike Trail
- 22** Elevated Boardwalk
- 23** At-Grade Boardwalk
- 24** Mature Trail
- 25** Learning Pavilion:
 - Main Entry
 - Seating Area
 - Outdoor Classroom Space
 - Informational Signage

Mead Garden Master Plan



Scale 1" = 40'



PARKS and RECREATION MASTER PLAN

The Parks and Recreation Master Plan is an ongoing analysis of the parks and recreation system within the City of Winter Park. A Master Plan is an inventory of parks and facilities, programs and events, and public needs and future direction. The City completed the Parks and Recreation Master Plan in July of 2008. The previous Master Plan was developed in May of 1994. However, the City's new Comprehensive Plan requires a new Parks and Recreation Master Plan be developed every five years.

Wade Trim provided a master plan document as a result of many months of meetings, research, presentations, surveys and public discussions. The results provided a total of 7 Recommendations for Action. Each of the 7 recommendations is expanded upon with a method of implementation. It is pointed out that no one recommendation or action will lead to overall success, but will build a foundation for an efficient and sustainable park system for the citizens of Winter Park.

PARKS MASTER PLAN SURVEY

The process of master planning included a survey which was sent to a randomly distributed pattern of Winter Park residents. In total, 3,091 surveys were mailed and 371 surveys were completed and returned. In summary, overall, the City received a highly positive rating for the quality and condition of its parks. More than 80% of respondents rated the quality and general condition of parks positively. Individually, all parks, even those not as widely used, received decidedly positive ratings. The priorities of the survey included:

1. Maintaining/renovating existing parks
2. Keeping user fees/admission at current levels
3. Developing existing city land for parks
4. Acquiring land for new parks
5. Enhancing offerings at existing parks



TABLE F

RECOMMENDATIONS FOR ACTION

RECOMMENDATIONS	RANKING BY FIRM	RECOMMENDED ACTION	ESTIMATED COST	BUDGET YEAR
1. Assure adequate funding and support for park operations, maintenance, acquisition, and construction	Action 1.1	Operation and maintenance upgrades to existing parks.		Ongoing
	Priority 1a:	Acquisition of land for future parks.		Ongoing
	Priority 1b	Development of new parks and provision of funding for operation and maintenance		Ongoing
	Priority 2			
	Action 1.2	The City should evaluate the fiscal resources allocated to the Parks and Recreation Department during the annual budgeting process to assure that the needs of Winter Park's citizens are met in an effective and equitable manner.		Yearly
	Action 1.3	User fees for the City recreational and social services should be evaluated to assure that the fee is sufficient to cover the cost of providing the service.		Yearly
	Action 1.4	Public-private partnerships and joint ventures should be considered to assist in the cost of park and facility operations and maintenance including naming rights and product placement.		Ongoing
	Action 1.5	Re-evaluate the existing Parks and Recreation Impact Fee and adjust to reflect the true financial impact to the city.		On hold
	Action 1.6	Bonding should be considered for funding upgrades and development of park and recreation facilities.		
	Action 1.7	The City should continue to pursue grant opportunities and use existing and new revenue sources to leverage additional grant money.		Ongoing

RECOMMENDATIONS	RANKING BY FIRM	RECOMMENDED ACTION	ESTIMATED COST	BUDGET YEAR
2. All existing parks and recreation facilities should meet or exceed public expectation for quality of maintenance.	Action 2.1	Continue to improve and expand maintenance of existing parks and recreation facilities to meet demand.		Ongoing
	Action 2.2	Upgrade existing parks and recreation facilities consistent with the improvements identified in Master Plan.		Ongoing
	Action 2.3	Assure that existing parks and facilities meet or exceed American with Disabilities Act (ADA) requirements.		Ongoing
	Action 2.4	Landscaping for park and recreation facilities should continue to utilize Florida native plants and Xeriscape plant material to reduce irrigation demand. Reduce pesticide use to protect the water quality of the lakes system.		Ongoing
	Action 2.5	Pursue energy-conservation technologies and design components in the renovation of existing parks, including water conservation fixtures.		Ongoing
	Action 2.6	Continue the PRIDE (Parks and Recreation Initiates and Develops Excellence) program to assist the City in meeting the public's expectations for quality service.		2009
3. Parks and Recreation facilities should be provided by the City to meet the existing and future demands of residents through the year 2028 and beyond.	Action 3.1	Seventy nine (79) additional acres of park land will be required by 2028 to meet the City's standard of 10 acres per 1,000 residents based on projected population growth.		Ongoing
	Action 3.2	The City should consider alternative park standards, such as service area, when assessing the demand for additional acreage and to verify that future demands have not already been met by existing park distribution.		
	Action 3.3	The City should not enter into contractual agreements with entities that would allow for land not owned by the City to be counter toward meeting the level of service standard for park acreage.		

RECOMMENDATIONS	RANKING BY FIRM	RECOMMENDED ACTION	ESTIMATED COST	BUDGET YEAR
	Action 3.4	<p>The City should expand its recreational facilities to meet the demands identified in Chapter 5 of the Master Plan, including the following additional facilities:</p> <ul style="list-style-type: none"> 1 basketball court \$40,000 4 fishing docks / piers \$212,800 8 multi-purpose fields \$1,920,000 6 boat ramps \$540,000 1 linear mile of trails \$110,000 	\$2,822,800	
	Action 3.5	<p>The City should update the Parks and Recreation Master Plan at least every five years to reflect any shifts in development trends and recreational desires of the community.</p>	\$100,000	2013
<p>4. The City of Winter Park should aggressively pursue funding for park land acquisition to anticipate the future demand for parks.</p>	Action 4.1	<p>Due to lack of vacant land within the City, a land banking program or recreation trust fund should be established and maintained to support the assemblage of parcels for future park development or to use for trade for areas targeted for park development.</p>		
	Action 4.2	<p>Utilization of a transfer of development rights (TDR) program may be used to assist the City in land acquisition by transferring the value of the property to other areas more appropriate for development activity, such as mixed-use or other areas targeted for increased density.</p>		
	Action 4.3	<p>The City should pursue less than fee (LTF) land acquisition, where the City may buy only the development rights from the property owner but the property owner still holds title to the land. This tool may be used to assist in acquiring primarily land for passive recreational use.</p>		
	Action 4.4	<p>The City's land development regulations should be reviewed to consider requirements for park land dedication for new development.</p>		

RECOMMENDATIONS	RANKING BY FIRM	RECOMMENDED ACTION	ESTIMATED COST	BUDGET YEAR
	Action 4.5	Incentives for private developers should be considered for the dedication / donation of public park land or open space. These incentives may include, but not be limited to, density bonuses, transfer of development rights, or impact fee credits.		
5. The City should provide recreation facilities in an effective and cost efficient manner.	Action 5.1	The City should aggressively pursue coordination opportunities with Orange County for the joint use and planning of school facilities for recreational facilities during non-schooling hours. (see Action 3.3)		
	Action 5.2	Other appropriate City facilities, such as libraries or public safety facilities should be considered to be integrated into or adjacent to neighborhood or community parks.		
	Action 5.3	Cooperative agreements with non-profit organizations, civic clubs, churches, and other groups should be initiated to assist with the maintenance of existing facilities and development of new recreational facilities.		
	Action 5.4	The City should investigate the implementation of technological resources (i.e. smart cards, automatic door locks, timed site lighting, etc.) to increase convenience for parks and recreation users, to efficiently use the City's human and physical resources, to improve tracking of parks and recreation usage, and to better understand the users of the City's parks and recreation system.		Ongoing
6. Recreation and social service programs provided by the City should be maintained and expanded in coordination with other semi-public / private providers to meet the growing needs of the City's population.	Action 6.1	The City should continue to coordinate with fine and cultural arts organizations to provide expanded fine and cultural arts opportunities.		Ongoing

RECOMMENDATIONS	RANKING BY FIRM	RECOMMENDED ACTION	ESTIMATED COST	BUDGET YEAR
	Action 6.2	Special events, such as art / craft shows, festivals, community celebrations, concerts, and other events should be continued to enhance a sense of pride within the Winter Park community.		Ongoing
	Action 6.3	The City should work with other semi-public / private recreational providers in the community to expand recreational and social service programs to all ages, including the needs of the youth population as well as to seniors.		Ongoing
	Action 6.4	A coordinating committee of representatives of athletic organizations should be established to enhance and maintain communication between each of the athletic organizations as well as with the City.		Ongoing
	Action 6.5	Coordination between the city and the Orlando/Orange County Convention and Visitors Bureau, Metro Orlando Economic Development Commission, and the Orlando Regional Chamber of Commerce should be enhanced to assure that parks and recreation facilities are provided that support and enhance the goals of these organizations. The support of the goals of these organizations through appropriate parks and recreation facilities can be returned to the City as an enhanced and stable tax base.		Ongoing
	Action 6.6	The City should aggressively promote its parks and recreation system to increase awareness of the wide array of recreation programs. Opportunities for increased promotion include, but are not limited to, distribution of the parks and recreation catalogue, use of local access TV to highlight specific parks and programs, speaking appearances with community organizations and schools, and concentrated marketing campaign for the City's parks and recreation system.		Ongoing

RECOMMENDATIONS	RANKING BY FIRM	RECOMMENDED ACTION	ESTIMATED COST	BUDGET YEAR
7. The City should strive to increase access to its lakefronts for appropriate recreational activities.	Action 7.1	Maintain and expand access to the City's lakefronts where appropriate.		Ongoing
	Action 7.2	Existing and future parks that have frontage on or access to lakes should emphasize and utilize the water resource to provide opportunities for water-related recreational activities.		
	Action 7.3	In addition to motorized boat access, canoe, kayak, and other non-motorized boating opportunities should be considered for inclusion at City parks with lakefront access.		Ongoing
	Action 7.4	A lakefront management and acquisition plan should be developed to identify potential opportunities for lakefront access and appropriate public use of these resources.		Ongoing

Parks and Recreation Strategy Planner Parks Master Plan

Mission Statement: Enhance the Quality of Life for our Community by Providing Outstanding Parks, Recreation Facilities, Activities and Service

Task	Time Line	Notes	Funding
PRIORITY ONE			
PARKS SHOULD MEET FUTURE AND EXISTING DEMANDS	Ongoing	Planning of new facilities to meet Comp. Plan provisions and Master Plan recommendations	Federal/State/Local Grant Programs
PRIORITY TWO			
STRIVE TO ACQUIRE, IMPROVE, AND INCREASE ACCESS TO LAKEFRONT	Ongoing	Acquire lakefront property where never possible and enhance existing lakefront recreational areas	Federal/State/Local Grant Programs
PRIORITY THREE			
ASSURE ADEQUATE FUNDING AND SUPPORT FOR MAINTENANCE, ACQUISITION, AND CONSTRUCTION	Ongoing	Sustainability and operating funding are critical to maintain existing levels of service	Federal/State/Local Grant Programs, Departmental Budget
PRIORITY FOUR			
PURSUE FUNDING FOR PARK LAND ACQUISITION TO ANTICIPATE FUTURE DEMAND FOR PARKS	Ongoing	Pursue Grant opportunities, tax based revenues, impact fees	Federal/State/Local Grant Programs, Capital Budget Funding
PRIORITY FIVE			
RECREATION AND SOCIAL SERVICE PROGRAMS SHOULD BE MAINTAINED AND EXPANDED IN COORDINATION WITH OTHER SEMI PUBLIC/PRIVATE PROVIDERS TO MEET GROWING POPULATION	Ongoing	Programming opportunities will continue with the Boys and Girls Clubs, YMCA and the Winter Park Health Fountain. Additional partnerships are available through Federal and State funding programs and local businesses.	Departmental Budget, Federal/State/Local Grant Programs

LAKE BALDWIN PARK MASTER PLAN

The Lake Baldwin Park Master Plan has been a cooperative effort between the non-profit organization, The Friends of Lake Baldwin Park (FLBP) and the City. The Master Plan was developed as a conceptual drawing of the park property by the FLBP and was presented to the City for use as guidelines for the parks use and development.

The park property consists of 23.16 acres of picturesque tree covered lakefront property located in the southeast portion of the city. It is located on the shore of Lake Baldwin and shares a recreational trail with the Baldwin Park development that encircles the lake. The property amenities include a boat ramp, fishing dock, two picnic pavilions, a restroom/concession building, 25 picnic tables, 15 park benches, wooded nature trail and a large beach area. A large portion of the park is designated as dog friendly with off-leash privileges while the balance of the property is on-leash only.

The Master Plan designates a number of major improvements specifically designed to provide amenities for both on-leash and off-leash portions of the park property. In addition to the existing amenities listed above, most of which are located in the off-leash portion, the master plans include an additional restroom facility that is shared between the two designated portions of the park. It was installed in 2013. Additional amenities include walkways, parking lot improvements, dog wash stations, a new picnic pavilion, playground that was installed in 2013, open play areas, improved beaches and dock areas, designated boat parking areas. Environmental concerns are being addressed through the installation of grassed swales for storm water retention and an aggressive program for responsible dog ownership.

The Friends of Lake Baldwin Park have agreed to fund the development of the park and its planned amenities. Table G. reflects the current projected development items and costs for the immediate future. Phase I was scheduled for completion in 2010 with funding provided by FLBP. The City has installed new irrigation, environmental berms and swales along the beach area and 60,000 square feet of sod.

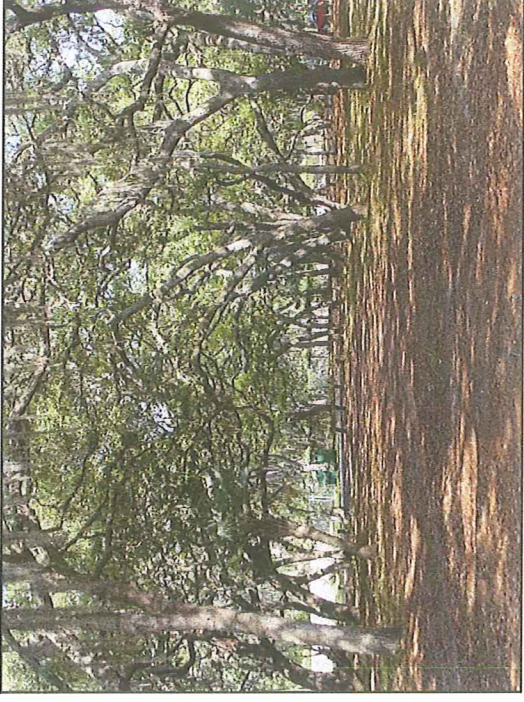


TABLE G

FLEET PEEPLES DEVELOPMENT SCHEDULE AND COSTS

Park Amenity	Cost Estimate	Specifics
Phase I		
Picnic Pavilion	\$35,000 -60,000	The proposed picnic shelter would be 35' X 45'. (same size as existing pavilion)
Restroom Facility	\$145,000 COMPLETE	Restroom includes two ADA accessible restroom units.
Sanitary Lift Station / Sewer Main	\$20,000 COMPLETE	Lift station would be located to serve both the new and existing restrooms.
Existing Restroom Improvements	Redirected to storage. Complete	Cosmetic renovation for existing restroom facilities.
Parking lot curb (1,200 lin. ft.)	\$12,000 Complete	Designates parking areas and controls vehicle access into park.
Dog Wash Improvements	\$3,000 Complete	Correct drainage problem, connect to lift station.
Environmental swales	*\$3,750 Complete	City labor, Bahia sod.
Erosion control sod	*\$10,454 Complete	60,000 square ft. of Bahia sod.
Irrigation system improvements	*\$11,500 Complete	City labor, material costs only.
Aquatic vegetation	*\$0 Ongoing	City labor, vegetation provided from harvesting existing aquatic plant material.
Total Estimated Cost Phase I	\$158,704 - \$183,704	

*Approved city funding

Phase II	Cost Estimate	Specifics
Dock and Lighthouse pavilion	\$60,000	New 50 ft. pier and shelter ADA accessible
Access road, boat ramp and trailer parking area improvements	\$28,000	Access road widening, traffic loop for boat ramp and trailer parking area and fencing. Asphalt removal, fill and sodding.
New restroom building	\$100,000 Complete	The restroom structure is proposed to be built to serve both the off and on leash portion of the park.
Estimate Total	\$188,000	

Preliminary Park Master Plan Costs

ITEM	UNIT COST (P&I)	QUANTITY	PER	TOTAL
Shade Pavilion 16' x 24'	\$30,000.00	1	Each	\$30,000.00
Wood Shade Pavilion 16' x 16'	\$20,000.00	5	Each	\$100,000.00
Restroom Building	\$100,000.00	1	Each	\$100,000.00
Dock - 8' wide by 50' long at Lake (price per linear foot)	\$125.00	160	L.F.	\$20,000.00
Playground Equipment and Surface	\$45,000.00	1	Each	\$45,000.00
Pavers (i.e. Tremron 4x8)	\$4.75	11773	Sq.Ft.	\$55,921.75
5' Concrete Sidewalk (4" depth)	\$4.25	3690	L.F.	\$15,682.50
Asphalt Entry Drive	\$2.75	12778	Sq.Ft.	\$35,139.50
Gravel for Parking Area	\$102.00	575	Cu.Yd.	\$58,650.00
Bermuda Sod	\$0.24	149612	Sq.Ft.	\$35,906.88
Irrigation	\$0.55	149612	Sq.Ft.	\$82,286.60
Pine Straw Mulch	\$0.26	125000	Sq.Ft.	\$32,500.00
Concrete Curb (price per linear foot)	\$10.00	1800	L.F.	\$18,000.00
Concrete Ribbon Curb (12" x 8")	\$13.50	1200	L.F.	\$16,200.00
Dog Wash	\$5,000.00	3	Each	\$15,000.00
Landscape Budget	\$30,000.00	1	Total	\$30,000.00
Three Steps for Seating along beach (price per linear foot)	\$40.00	630	L.F.	\$25,200.00
10% Contingency	10%		Subtotal	\$715,487.23
				\$71,548.72
				\$787,035.95

Parks and Recreation Strategy Planner

Fleet Peoples Park

Mission Statement: Enhance the Quality of Life for our Community by Providing Outstanding Parks, Recreation Facilities, Activities and Service

Task	Time Line	Notes	Funding
SAFETY	Ongoing	Park visitors safety is always a priority. Periodic inspections by Police and Fire provide a second look to Parks staff and Rangers daily inspections.	Departmental Budget
ENVIRONMENTAL	Ongoing	Environmental concerns continue to be addressed by both policy and physical means. Maintenance of the swale and berm system and aquatic plant material is priority. Provide encouragement for a "fecal free" facility.	Departmental Budget
COMPLIANCE	Ongoing	Encourage park policy rule compliance through education, signage and enforcement.	Departmental Budget
COMPLETE TRAIL AROUND LAKE	Ongoing	Grant applications are active and being prepared by Public Works Bicycle and Pedestrian Board Liaison.	Federal/State/Local Grant Programs, Capital Project Fund

Central Florida Community Sailing Program, Inc., 501(c)(3)
P. O. Box 547823
Orlando, FL 32854
www.thesailingclub.us

Proposal for an agreement between
Central Florida Community Sailing Program, Inc. and
The City of Winter Park, Parks and Recreation Department

The purpose of the sailing program is to encourage safe sailing and to foster educational programs for training in the science and art of seamanship and navigation.

The student must
pass the Basic Sailing written exam, and pass the Basic Sailing on the water exam, to
be
certified by The American Red Cross.

1. A public access Community Sailing Program, certified by The American Red Cross will be conducted for the purpose of teaching residents of Central Florida how to sail. The course will consist of 4 two and a half-hour basic classroom instructions and 4 five-hour sessions on the water.
2. A swimming verification test will be performed prior to the first on the water class. Students must also be able to right the boat for the capsize drills. The program will utilize sailboats carrying up to two students each with an instructor and a chase boat. Class size will be approximately 8 students per session. Classes are held on Tuesdays and Saturdays, or as otherwise specified and approved. Students are required to furnish their own PFD. All classes are taught by certified Red Cross Instructor volunteers from The Sailing Club
3. All classes will be located at Fleet Peoples Park on Lake Baldwin in Winter Park, Florida and/or other areas designated upon prior approval of Winter Park Parks and Recreation Dept.
4. Classes are held monthly between February and November. Certified Red Cross Instructors are provided at no charge and are volunteers of The Sailing Club.
5. Registration fees are as follows- Basic Sailing: \$145.00 per person for eight sessions.
6. Boats will be stored between classes on storage racks in Fleet Peoples Park on Lake Baldwin, approximately 10 feet from shore on the southern shoreline of the park. During class sessions boats will be moved to the existing boat dock adjacent to the boat ramp where students will launch the boats. The instructor will launch the chase boat.
7. For program graduates, The Sailing Club will hold open sailing on specified Sundays

with a certified instructor present to further the students sailing and safety skills. There will be organized racing and trophies will be presented.

8. The Sailing Club will also sponsor family picnics in the Spring and Fall with open sailing and with certified sailing instructors present.
9. The Sailing Club will provide the volunteers for the marketing of the program as well as obtaining sponsors and providing the grant writing.
10. There will be NO COST to the City of Winter Park.

REVENUE AND INSURANCE DETAILS

10 monthly sessions with 8 students per session = 80 students per year x \$145.00 =		\$11,600.00
Revenue to City of Winter Park 20% of \$11,600.00=		(\$2,320.00)
<u>Operating Income to Program 80% of \$17,400.00=</u>		<u>\$9,280.00</u>
Insurance Expense:		
General Liability Base Cost	800.00	
Boat Hull Coverage	200.00	
Sailing School liability coverage @\$35.00 per student	<u>2,800.00</u>	
Total Insurance Coverage:		\$3,800.00
Advertising/sponsorship expense		1,200.00
Red Cross instruction booklets		1,200.00
<u>Total Operating Expense:</u>		<u>\$6,200.00</u>
Net Revenue to Program for maintenance and new boat purchases		\$3,080.00

The insurance policy will be provided by The Chubb Group in the amount of \$1,000,000 with the Additional Named Insured being The City of Winter Park.

Designation of course time schedules and price schedules can be modified as deemed necessary with approval of City of Winter Park Parks and Recreation Department.

Summary

The Sailing Club exists to promote safety and fun in the sport of sailing. In the thirty-two years

of the Sailing Club's existence, the Club and its members have trained hundreds of Central Floridians to sail safely, under the auspices of The American Red Cross.

The Sailing Club has also provided volunteers to assist in a variety of water-related events such as the Golden Age Games, the Citrus Bowl/Red Lobster/Seminole Sail Fest Regatta, and a Disney employee/family day, as well as a Ocala 4-H camp training program. Sailing Club instructors even put on a choreographed-to-music sailing demonstration at Sea World! The Sailing Club also sponsors booths to promote the Basic Sailing Course at various Central Florida boat shows over the years.

In partnership with the City of Winter Park and the Central Florida Chapter, American Red Cross, The Sailing Club will continue to train safe sailors for years to come.

_____ Date

_____ Date

City of Winter Park

Central Florida Sailing Program, Inc.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/12/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Starkweather & Shepley Insurance, Inc. PO Box 549 Providence, RI 02901-0549	CONTACT NAME: Linda J. Wagner
	PHONE (A/C, No, Ext): 401-596-2212
	FAX (A/C, No): 401-431-9661
	E-MAIL ADDRESS: lwagner@starshep.com
	INSURER(S) AFFORDING COVERAGE
	INSURER A : Travelers
	NAIC # 25674
	INSURER B :
	INSURER C :
	INSURER D :
	INSURER E :
	INSURER F :

INSURED
**Central Florida Community Sailing
Program, Inc.**
 P.O. Box 547823
 Orlando, FL 32854

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL/SUBR INSR IWVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY		ZOL14R3041614ND	11/01/2014	11/01/2015	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person)	\$ 10,000
						PERSONAL & ADV INJURY	\$ 1,000,000
						GENERAL AGGREGATE	\$ 2,000,000
						PRODUCTS - COMP/OP AGG	\$ 2,000,000
							\$
						COMBINED SINGLE LIMIT (Ea accident)	\$
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
		PROPERTY DAMAGE (Per accident)	\$				
			\$				
	UMBRELLA LIAB					EACH OCCURRENCE	\$
	<input type="checkbox"/> OCCUR					AGGREGATE	\$
	EXCESS LIAB						\$
	<input type="checkbox"/> CLAIMS-MADE						\$
	DED						\$
	RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					WC STATUTORY LIMITS	OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)					E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$
A	P & I		ZOL14R3041614ND	11/01/2014	11/01/2015	\$ 1,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Certificate Holder is included as Additional Insured ATIMA per Written Contract or Agreement

CERTIFICATE HOLDER City of Winter Park 401 Park Ave South Winter Park, FL 32789	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Linda J. Wagner</i>
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REGULAR MEETING OF THE CITY COMMISSION
October 12, 2009

The meeting of the Winter Park City Commission was called to order by Mayor Kenneth Bradley at 3:30 p.m. in the Commission Chambers, 401 Park Avenue South, Winter Park, Florida.

The invocation was given by Reverend Jane Rideout, First United Methodist Church, followed by the Pledge of Allegiance.

Members present:

Mayor Kenneth Bradley
Commissioner Phil Anderson
Commissioner Karen Diebel
Commissioner Margie Bridges

Also present:

Assistant City Manager Michelle del Valle
City Attorney Larry Brown
Deputy City Clerk Nancy McLean

Members absent:

Commissioner Beth Dillaha

Non Agenda Item

Mayor Bradley commented that two members of First United Methodist Church are having a bicycle ministry for Christmas and he encouraged the citizenry to look into that.

Citizen Public Comments:

1. Dan Bellows, 511 W. New England Avenue, spoke about an opportunity for the CRA to participate in a tax rebate subsidy for a project that he is working on in Hannibal Square. He stated that he is trying to open a 38 room boutique hotel and wanted to discuss this later in the meeting. Commissioner Anderson stated that this is an economic development issue and he would bring this up under New Business.
2. Chamber of Commerce Chairperson Patrick Chapin thanked City staff for assisting with the 36th Annual Autumn Art Festival.

Mayor's Report:

- a) Employee of the Quarter presentation

Mayor Bradley recognized Senior Systems Analyst Sujay Sukahadia as the Employee of the Quarter. IT Manager Parsram Rajaram spoke about Mr. Sukahadia's professionalism and the outstanding job that he does on a daily basis.

- b) Florida City Government Week

Mayor Bradley read a proclamation proclaiming October 18-24, 2009 as Florida Government Week. He stated that the Florida City Government week is part of an ongoing effort sponsored by the Florida League of Cities to raise public awareness about the services that cities provide and to educate the public on how City government works.

Non Agenda Items

1. Police Chief Brett Railey explained that on Friday evening the Police Department responded to a residence regarding a fight that had occurred at the Winter Park Village and that there was no indication that this incident was gang related. He explained that he circulated an email regarding accurate information on the matter and stated that the Winter Park Police Department does everything within their power to ensure that the residents and visitors alike have a safe and enjoyable experience while patronizing the businesses within our City.

2. Mayor Bradley commented that he conducted a meeting last week with the property owners on Park Avenue regarding the finalization of the Park Avenue Area Revitalization Roundtable study and that there seems to be strong support for the plans coming forward. He explained that he was interested in the concept of the business improvement district and commented that the group was supportive of that idea.

Consent Agenda:

- a) Approve the minutes of 9/28/09.
- b) Approve the extension to the noise ordinance for Winter Park High School for their Homecoming dance from 11:00 p.m. – 12:00 a.m. on October 24, 2009.
- c) Approve the execution of a Design-Build agreement with Gomez Construction Company for the design and construction of the Cady Way Parks Maintenance Facility and transfer \$110,848.00 into the Construction Project Budget.
- d) Approve the installation of a temporary black, 6 foot chain link fence enclosure with wind screening and landscaping in Fleet Peoples Park located within the tree line to the south of the existing boat ramp for storing sailboats used in the Central Florida Community Sailing Program, Inc. Fencing to be removed upon conclusion of the program.

Commissioner Anderson asked that the minutes on page 6 related to the Golf Pro Shop reflect that "Option A" needs to be evaluated and consider if all the recommendations that have been made by our consultant are incorporated.

Motion made by Commissioner Bridges to approve the Consent Agenda; seconded by Commissioner Anderson and carried unanimously with a 4-0 vote. Commissioner Dillaha was absent.

Action Items Requiring Discussion:

- a) RFP 7-2009, Azalea Lane Tennis Management Services.

Attorney Brown commented that this is a quasi judicial hearing and that the Commission's responsibility is to listen to the testimony and evidence that will be presented. He stated that they will decide on two issues of Frankie C's Pro Shop's protest regarding the August 24 decision to award the contract to the High Performance group. The two factors were as follows: 1) High Performance was not an eligible, proper bidder and should not have been qualified to have the bid accepted on the RFP proposal since Ms. Zguna did not have the requisite certification from the Professional Tennis Association; and 2) the bid should have been disqualified because High Performance expressed the revenue sharing in a range of several percentages; whereas, the language in the RFP regarding the revenue sharing says that it

should *not* be expressed in a range of percentages, but rather in a single percentage. Attorney Brown provided a complete RFP document and the protest email from Frank Cosentino to the Commission. He added that staff's recommendation is that it would be in the interest of the City to reject all bids and re-solicit under a new RFP for these services. Attorney Brown answered questions and gave the Commission three options: 1) to reject all bids and reissue a new request for responses; 2) declare High Performance Sports Management's bid response non-responsive and declare Frankie C's Pro Shop the next highest rank responder and direct staff to negotiate a contract with Frankie C's Pro Shop; or 3) deny Frankie C's Pro Shop's appeal and direct staff to continue negotiating a contract with High Performance Sports Management, Inc.

Mr. Cosentino commented that his Attorney was not yet present. Mayor Bradley tabled this item until Attorney Skubiak was available.

Item a) continued upon Attorney Skubiak's arrival.

Robert Skubiak, representing Frankie C's Pro Shop, provided a presentation on issues as to why they were appealing the decision made on August 24, 2009. Mr. Cosentino added that he has a U.S.P.T.A. pro one rating as requested and required in the RFP and he would submit that as proof.

Brenda Newman, representing High Performance Sports Management, Inc. suggested that Frankie C's appeal was not timely filed pursuant to the Florida statute and expressed that her client was a responsible and a qualified bidder. She asked that they continue to issue the award to High Performance Sports Management, Inc. for the Azalea Lane Recreation Center Tennis Management Services. Raja Assal spoke about the revenue sharing process.

There was a recess taken from 5:05 p.m.-5:15 p.m.

The following spoke in favor of a re-bid:
Bill Swartz, 2020 Taylor Avenue
Kevin Grail, 748 S. Pennsylvania Avenue

George Jubert, 1212 Swan Street, commented that he has been involved in numerous RFP's and spoke about the revenue sharing process.

Pat Handwerk, 1760 Via Contessa Court, spoke in favor of the Professional 1 (P1) certification and expressed that Frank Cosentino had his P1 certification when he applied for the RFP.

Terri Rowan, 1620 Elm Avenue, encouraged the Commission to make a decision tonight.

Marc Filburn, 1520 Mizell Avenue, wanted to ensure that the City Commission was aware of a particular provision in the RFP.

Lee Manard, 1531 Brookshire Avenue, expressed that this was already awarded and he was unclear as to why they were having this discussion. Mayor Bradley explained that it was due to a bid protest.

Ed Sabori, 446 Melrose Avenue, commented that having the percentage be a fixed amount seemed like a better approach for the City.

Terri Mooney, 760 Virginia Drive, encouraged the Commission to let negotiations continue with High Performance and to have the Tennis Center up and running as quickly as possible.

Attorney Brown commented that the bid protest was filed in the appropriate timeframe by Frankie C's and explained the procedure that was followed. Assistant City Manager del Valle stated that there was a pre bid meeting and that they issued an addendum to the RFP. She explained that the criteria between the issuance of the RFP and the issuance of the addenda was reduced from Master Professional to U.S.P.T.A Tennis one; however, no one had that qualification at the time of the bid opening. Assistant City Manager del Valle and Attorney Brown answered questions.

Assistant Parks and Recreation Director Ron Moore explained the importance of having a U.S.P.T.A. pro one rating and commented that it shows that the person or the organization we contract with has been trained properly to manage, budget and operate a Pro Shop.

Attorney Brown commented that the rejection of all bids is legally the safest because the courts say that agencies and government are free to reject all bids and rebid and cannot be faulted on that unless there was fraud or some illegal motivation behind that. Ms. del Valle spoke about the practical implications if the Commission chose to rebid.

Motion made by Commissioner Anderson to follow staff's recommendation to rebid; seconded by Commissioner Bridges. Commissioner Bridges commented that this is a difficult decision and believed that this is the smartest, safest and fairest way to clear up all these issues. **Upon a roll call vote, Mayor Bradley and Commissioners Anderson, Diebel and Bridges voted yes. The motion carried unanimously with a 4-0 vote. Commissioner Dillaha was absent.** Mayor Bradley asked that this be done as quickly as possible since they are potentially six months behind where they want to be, due to this action.

b) Review of the demolition fees in the City's fee schedule.

Motion made by Commissioner Anderson to rescind the \$2,000 demolition fee; seconded by Commissioner Diebel. Commissioner Anderson commented that staff does a great job with the affordable housing initiatives and emphasized that we are continuing a major commitment to the Plymouth which is an affordable housing project for seniors from this same source of funding.

Commissioner Bridges stated that this is a difficult issue because they have made a commitment and we have obligations to support our affordable housing initiatives. She commented that these are very difficult economic times and wished that there was a way to reduce the fees. She believed that this is an important part of their comprehensive plan and it shows their commitment to affordable housing in Winter Park. Mr. Briggs answered questions.

Mayor Bradley stated that his concern is that it puts their fees completely out of line with some of our fellow municipalities. He added that we need to be competitive and also figure out a way to fund it. **Upon a roll call vote, Mayor Bradley and Commissioners Anderson, Diebel and Bridges voted yes. The motion carried unanimously with a 4-0 vote. Commissioner Dillaha was absent.**

Public Hearings:

- a) Conditional use request of the Winter Park YMCA at 1201 N. Lakemont Avenue for a 3,115 sq. ft. expansion to the existing building for new locker rooms (Continued from the 9/28/09 meeting).

Mayor Bradley commented that this was continued from the last Commission meeting and that there is an active motion on the floor with a second and that can be amended. The standing motion was as follows: **Motion made by Mayor Bradley to adopt the recommendations of the Planning and Zoning Commission as presented; seconded by Vice Mayor Diebel for discussion.** He stated that they were very explicit from their last conversation that they would not be taking public comment and would continue from where they left off.

Planning Director Jeff Briggs addressed the original three requests from the YMCA and that they have withdrawn the additional zero-depth children's pool and an expansion to the parking lot. He stated that the only request before the Commission was the conditional use for the locker room expansion.

Attorney Brown reminded the Commission to disclose if they had any unilateral communications outside the Sunshine Law from anyone regarding the issue of the expansion of the lockers. Mayor Bradley and the Commissioners disclosed that they each had meetings with YMCA representatives and they explained that their emails have come through the City email.

Commissioner Anderson commented that after having extended conversations with both its representatives from the YMCA and its neighbors, he believed there are more conditions that should be considered for a conditional use approval of the 3,115 square foot addition.

Motion made by Commission Anderson to amend the original motion with three conditions: 1) provide equal locker counts for the men's and women's locker rooms, not to exceed 150 lockers each; 2) continue to provide a need based scholarship program and, at least annually, disseminate information on the scholarship program at an open house; and 3) provide a documented restriction that runs with the land along the property line between the YMCA parcel and the residential lots that prevents any covered building structure from crossing the line. The motion failed for lack of a second.

Motion made by Commission Anderson to amend the original motion to provide equal locker counts for the men's and women's locker rooms, not to exceed 150 lockers each; seconded by Mayor Bradley. Commissioner Anderson spoke about the purpose of the locker count and explained that he was trying to respond to neighbors concerns about making sure that this expansion is about serving the needs of the existing membership and not so much an expansion of the overall service pattern of the facility. Commissioner Bridges stated that she shared his concern about the neighborhood and the immediate expansion that is being contemplated by the YMCA. She wondered if they could allow that expanded footprint for the purpose of the locker rooms and then with agreement with the YMCA go back to the 1996 permit and honor the obligations that were agreed upon then, that they would not do any further expansions.

Attorney Brown commented that the existing agreement is still in effect. Mayor Bradley clarified that the conditional use request is not a continuance from 1996; it is a new conditional use request. Attorney Brown agreed.

Upon a roll call vote, Mayor Bradley and Commissioners Anderson and Diebel voted yes. Commissioner Bridges voted no. The motion carried with a 3-1 vote. Commissioner Dillaha was absent.

Commissioner Anderson commented that he would let #2) lapse and move on to #3).

Commissioner Anderson amended the motion to provide a documented restriction that runs with the land along the property line between the YMCA parcel and the residential lots that prevents any covered building structure from crossing the line; seconded by Mayor Bradley. He stated that this was a comment directed at some of the public discussions about what would keep additional barriers to the growth and further intrusion into the neighborhood. Mr. Briggs showed the site plan. Mayor Bradley asked for clarification whether this is an easement or condition of a conditional use which would affect how he votes. Commissioner Anderson clarified that this be a condition of the conditional use.

Commissioner Diebel addressed being unsure of the purpose of this since there is nothing in the conditional use for this to be viable and that he was putting a restriction against something that does not exist on the application. Commissioner Anderson explained his intent to keep the building from creeping beyond this line at any point in the future and to give some assurance to the residents in the area. Attorney Brown stated that the legal standard is that the conditions they impose should be related to the permit application that is before them. He commented that this would not be a legal issue.

Upon a roll call vote, Mayor Bradley and Commissioners Anderson and Bridges voted yes. Commissioner Diebel voted no. The motion carried with a 3-1 vote. Commissioner Dillaha was absent.

Mayor Bradley explained the full motion with the two amendments for clarification. He listed the P&Z's conditions to approving the conditional use as follows: 1) Expansion of the existing parking lot over the exiting stormwater retention area with no more than up to 15 spaces; 2) Any changes to the approved plans, including internal floor plans, will require approval from the City; 3) The YMCA is to research areas of remote parking for employees and adding more bike racks to promote more bike ridership with their members; and 4) The final landscape plans and updated lighting plan come back to the board for final approval. The two amendments by the Commission were as follows: 1) to provide equal locker counts for the men's and women's locker rooms, not to exceed 150 lockers each; and 2) to provide a property line conditional use between the YMCA parcel and the residential lots that prevents any covered building structure from crossing the line. Upon a roll call vote, Mayor Bradley and Commissioners Anderson, Diebel and Bridges voted yes. The motion carried with a 4-0 vote. Commissioner Dillaha was absent.

- b) ORDINANCE NO. 2784-09: AN ORDINANCE OF THE CITY OF WINTER PARK, FLORIDA AMENDING WITHIN THE CHARTER LAWS OF THE CITY OF WINTER PARK, SECTION 1.02, "CORPORATE LIMITS DESCRIBED" SO AS TO ANNEX THE PROPERTIES AT 1807, 1810, 1850, 1911 and 1922 STONEHURST ROAD AND THE EAST KINGS WAY AND STONEHURST ROAD RIGHT-OF-WAY THEREOF, MORE PARTICULARLY DESCRIBED HEREIN.

Attorney Brown read the ordinance by title. No public comments were made. Planning Director Jeff Briggs stated that five additional property owners in the Stonehurst and Kings Way enclave have agreed to annex into the City. He stated that this is part of the City's strategic plan and this ordinance annexes those five properties and the rights-of way of East Kings Way and Stonehurst Drive. Mr. Briggs answered questions.

Motion made by Commissioner Anderson to accept the ordinance on first reading, seconded by Mayor Bradley. Upon a roll call vote, Mayor Bradley and Commissioners Anderson, Diebel and Bridges voted yes. The motion carried unanimously with a 4-0 vote. Commissioner Dillaha was absent.

- c) RESOLUTION NO. 2035-09: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WINTER PARK, FLORIDA, TO EXECUTE A LOCAL AGENCY PROGRAM AGREEMENT WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION FOR THE REALIGNMENT OF THE SR 527/NORTH ORANGE AVENUE-SR 426/FAIRBANKS AVENUE-PENNSYLVANIA AVENUE INTERSECTION PROJECT.

Attorney Brown read the resolution by title. No public comments were made. **Motion made by Commissioner Anderson to adopt the resolution; seconded by Mayor Bradley.** Commissioner Bridges asked about the decorative street lighting. Public Works Director Troy Attaway explained that, as part of this LAP agreement, there was no decorative street lighting but the street lighting they will be doing on Fairbanks (installation and construction) will be paid for by the state. **Upon a roll call vote, Mayor Bradley and Commissioners Anderson, Diebel and Bridges voted yes. The motion carried unanimously with a 4-0 vote. Commissioner Dillaha was absent.**

Mayor Bradley spoke about serving on the MetroPlan Advisory Committee and that there are projects being funded by stimulus funding like the Morse Boulevard project. He added that there is potential for additional funds because for the majority of our region those projects are coming in under the budgeted costs. He wanted to put City staff on notice and make sure that they are working with MetroPlan regarding other additional projects which may qualify within our City.

- d) RESOLUTION NO. 2036-09: A RESOLUTION OF THE CITY OF WINTER PARK, FLORIDA, SUPPORTING FLORIDA'S HIGH SPEED AND INTER-CITY RAIL APPLICATIONS.

Mayor Bradley explained that this is supporting Florida's High Speed and Inter-City Rail applications. He stated that these are Federal funded projects that would have a train line run from Tampa-Orlando-Miami.

Motion made by Mayor Bradley to adopt the resolution as presented; seconded by Commissioner Diebel. Commissioner Dillaha's letter regarding the "Recap of the October 5 MetroPlan meeting with Transportation Secretary Ray LaHood and FTA Administrator Peter Rogoff" was read into the record. Commissioner Anderson stated that at the top of page 2 there was a word missing. For clarification Commissioner Anderson suggested the word "fund". Mayor Bradley agreed. It reads as follows:

NOW, THEREFORE, BE IT RESOLVED that the Winter Park City Commission hereby supports and urges President Obama, U.S. Transportation Secretary Ray LaHood and Federal Railroad Administrator Joseph C. Szabo to fully fund Florida's applications for the Florida High Speed rail corridor and the design and construction of the Jacksonville to Miami Amtrak inter-City service.

Commissioner Anderson asked to consider an amendment on the last paragraph in the last line after it says "to qualify for these federal funds" and suggested adding the words "**and to approve dictated funding sources for Tri-Rail and Central Florida commuter rail.**" He stated that this was basically encouragement to the Florida Legislature to not only support these rail lines, but also to support creating these dedicated funding sources for Tri-Rail and Central Florida commuter rail. **Mayor Bradley accepted the amendment; seconded by Commissioner Diebel.**

Mayor Bradley referred to Commissioner Dillaha's letter and commented that she was correct in terms of her discussion of Tri-Rail needing some help. However, he believed she was also incorrect with some of her information as to whether there is funding there or not and it is something that they could discuss at another time.

Commissioner Anderson commented that this is a great thing and is what the money has been allocated for and he would like to redirect the funds to saving jobs in Cocoa Beach and Cape Canaveral to the extent that we could make sure that this train line takes the eastern route into Cocoa Beach and Cape Canaveral. He stated that there are two routes from the Orlando to Miami that they are considering and would strongly endorse picking a route that gets them to the high income wage earners and retains them in Central Florida. Mayor Bradley suggested the port as well. Commissioner Anderson agreed.

Upon a roll call vote, Mayor Bradley and Commissioners Anderson and Diebel voted yes. Commissioner Bridges voted no. The motion carried with a 3-1 vote. Commissioner Dillaha was absent.

City Attorney's Report:

No report.

Non-Action Items:

- a) City Manager's report.

Assistant City Manager del Valle gave an update on the Park Avenue Task Force, the customer service training for City staff and the kick-off for the ice skating rink marketing campaign.

- b) Library expansion options.

Mayor Bradley commented that it has come to the Commission's attention that the library is looking at potential expansion and they want to make sure that they are working together in terms of looking at these options. Commissioner Bridges stated they are about to potentially enter into an expensive investment for our community and our Community Center. She asked the Commission to consider working with the library on some of their space needs and to explore that possibility.

Mark Van Valkenburgh, 319 Raintree Court, on behalf of the Library Board, stated that the library does not intend to go on its own and the issue of a new or expanded library has been around for some time. He commented that they had an expert prepare a study in 2002 of the library's space needs and they recommended 62,000 square feet for the future. He explained that they have looked at two sites to date for potentially moving the library which included the City Hall site and the State Office Building site. He commented that if the Commission makes a decision on the State Office Building site, hopefully, the library will be considered and they will be in a position to make a better informed argument to that being an appropriate site.

Commissioner Bridges asked the Commission to consider having formal discussions with our CRA staff to see if there is any way to cohesively work together with the library on some of their needs as well as our needs. Mayor Bradley suggested that Assistant City Manager del Valle work with the library and the Community Center staff to see if there are ways to work together for the interim as well as potentially into the future.

Commissioner Anderson commented that he would be interested to know if they were to break up the square footage requirement into two facilities, how much would be for archival use. Mayor Bradley suggested they have a work session with Mr. Van Valkenburgh and others on his team to begin to look at options for the specific requirements. He stated that Planning the Possibilities is very much alive and well and he believes it is working.

New Business (Public):

No new business.

New Business (City Commission):

1. Commissioner Anderson spoke about the commuter rail station (\$3 million plus/minus project). He asked if they do not get the alternative funding source in place, if we should consider funding that and building it ourselves and paying for it out of the allowance where we have a long term budget that is allocating a certain amount of money per year. He asked that staff look to see if there is a funding option that might mitigate the risk of the subsidy that we would have to pay if there is no alternative funding source.

2. Commissioner Anderson commented that the proposed boutique hotel in the Winter Park Hannibal Square area secures the value of property that has already been put in place and maintains that tax base that is already there, but enhances it through this particular use and modification. He stated that this is exciting because this may be a "shovel ready" project to test this on and wanted to hear Mr. Bellows thoughts and if he has experts to hear how abatements work and whether that is appropriate for this.

Dan Bellows, 511 W. New England Avenue, representing St. Michael LTD, stated that this is an opportunity for the CRA to participate in a tax rebate subsidy for a proposed 38 room business boutique hotel that he is working on in Hannibal Square. He stated that this hotel would be a major modification to a building already under construction and it will provide stability and allow them to market and bring businesses in around it. He requested that the City give them a \$165,000 tax rebate and they will assign that rebate to Bank Atlantic; Bank Atlantic will loan \$2.5 million at approximately 5% with a 25 year amortization; and this tax rebate will be a minimum of 5 years; 2) the water and sewer impact fees for the hotel are approximately

\$78,000. He stated that he paid \$16,000 when he pulled the base building permit 3 years ago and has a deficit of \$58,000. He asked that the City waive this or the CRA fund that amount to the utility department. He commented that he had all the information they need as it relates to the hotel.

Real Estate Research Consultants, Owen Beitsch stated their firm is an economic consulting firm providing advice to institutions, individuals and local government throughout Florida and the country. He provided a memo that outlined three principal items: 1) the amount of money that Sydgan Corporation contributed to Winter Park's CRA since 1995. He stated that Mr. Bellows has contributed significant sources of financing; 2) the nature of the request is not at all unusual; and 3) hotels are not at all an unusual investment for CRA dollars. He commented that in the memo he listed hotels in Florida that have partnered with their local CRA. He stated that they will be delivering a report in more detail to Mr. Bellows next week and would be happy to distribute that through Mr. Bellows. Mr. Beitsch and Mr. Bellows answered questions.

Mayor Bradley asked staff to bring back a recommendation as to what they can do with this at their next meeting. Commissioner Bridges asked if this concept has gone before the CRA Advisory Board and wanted to know what kind of vehicle they have in place to implement these types of tax incentives and what the impacts will be if this hotel is not successful. Ms. del Valle stated that these are questions they can address and currently the CRA is working on an economic development strategic plan. Mayor Bradley wanted to understand the long-term implications of what these kinds of projects are. Mr. Beitsch stated that they were also available to City staff if need be.

Mr. Bellows commented that he is meeting with the bank chairman on October 15 and believed it would be appropriate for City staff to go there with him or see if the minutes will be drafted by then so the bank will know that this is something the City is supporting.

3. Commissioner Bridges commented about the marketing plan for the ice skating rink being underway and appreciated the discussion on the library and Community Center partnership and exploring all of that.

4. Mayor Bradley commented that Commissioner Dillaha had requested they postpone their Central Business District Historical designation agenda item until their next meeting. He requested that staff poll the property owners formally and see whether they support this. He was concerned that there would not be support for this and wanted to be clear before going forward that it is in the best interest of all parties.

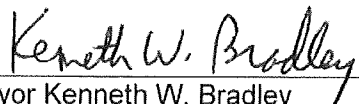
Commissioner Anderson wanted this on the next agenda and commented that it could be tabled if there is a lack of data. He stated that if they are able to do this type of survey then they should poll the merchants as well to see if they are in agreement with national statistics that say that historic designations boost tourism and commerce. Commissioner Diebel suggested they do it through a direct email poll of the property owners. Ms. del Valle believed they could do that but needed to check with the IT Department. Mr. Briggs answered questions.

5. Mayor Bradley asked that before the Ethics code comes on the agenda they have a City work session.

A work session was scheduled on the 90 day plan for October 26 from 2:30 p.m. – 3:30 p.m.

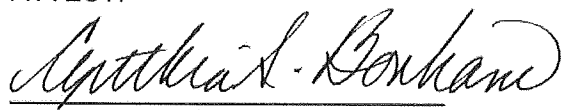
Motion made by Commissioner Anderson to adjourn the meeting; seconded by Commissioner Bridges and carried unanimously with a 4-0 vote.

The meeting adjourned at 6:57 p.m.



Mayor Kenneth W. Bradley

ATTEST:



City Clerk Cynthia S. Bonham



Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14
R. 04/05
06/12/10

85-8015395873C-2	05/10/2010	05/31/2015	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

CENTRAL FLORIDA COMMUNITY SAILING
PROGRAM INC
2781 W STATE RD 434
LONGWOOD FL 32779-4880

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. 04/05

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 (FAC).
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 by your organization 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, FAC).
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 necessitate the revocation of this certificate.
6. If you have questions regarding your exemption certificate, please contact the Exemption Unit of Central Registration at 850-487-4130. The mailing address is PO BOX 6480, Tallahassee, FL 32314-6480.

To: Mayor Bradley, Vice Mayor Diebel, Commissioner Anderson,
Commissioner Bridges, and Commissioner Dillaha

Re: The Central Florida Community Sailing Program (501c3)

The sailing program has been in existence now for over 30 years; however, we have only been at Fleet Peoples Park this past year under the attached agreement with the Parks & Recreation Board. You will also find our expected revenue details, (20% goes to the City), our student disclaimer, as well as our insurance, naming The City of Winter Park, as additional named insured. We have also attached our Sponsorship Proposal, for your perusal, should you have a friend that would like to contribute:)

While there has been a slow start to the program at this location, it has mostly been because of the obstacles we have had to overcome in the transporting of our boats for each class, each day, from another location to the park. Because of this our classes are small, but we have a waiting list of over 50 students, at this time.

The solution to our problem is to allow us to build a secured boat storage area in the park. This would comprise of a 6' chain-link fence on the property in an area of about 25x50 feet. The boats could then stay on their trailers and easily be moved to the water, even by the students, and launched. The chain fence would be somewhat obscured by the approved landscape we would place around it.

It would be placed on the South side of the park near the beach. Diagram and photos are attached.

We understand this could be subject to be moved, or incorporated into the plans for the upcoming overall renovation design of Fleet Peoples Park.

The beauty of Lake Baldwin is the no wake zone for the boats on the lake. This brings satisfaction to our largest teaching concern of safety on the water.

We believe this win-win relationship with the City of Winter Park will bring even more attention to the beauty of Lake Baldwin and perhaps more events on the water with other rowing, crewing and canoeing events.

We presented this proposal to the Parks Board and received a 7-0 vote in favor.

The problem: Getting the boats to the water for each class.

The solution: Allow us to build a landscaped fenced area, on the South end.

The results: This would allow us to hold more classes, thus bringing more revenue to the City.

Your discussion and consideration is appreciated.

David Akins/Marti Miller

Central Florida Community Sailing Program, Inc., 501(c)(3)
P. O. Box 547823
Orlando, FL 32854
www.thesailingclub.us

**Proposal for an agreement between
Central Florida Community Sailing Program, Inc. and
The City of Winter Park, Parks and Recreation Department**

The purpose of the sailing program is to encourage safe sailing and to foster educational programs for training in the science and art of seamanship and navigation. The student must pass the Basic Sailing written exam, and pass the Basic Sailing on the water exam, to be certified by The American Red Cross.

1. A public access Community Sailing Program, certified by The American Red Cross will be conducted for the purpose of teaching residents of Central Florida how to sail. The course will consist of 4 two and a half-hour basic classroom instructions and 4 five-hour sessions on the water.
2. A swimming verification test will be performed prior to the first on the water class. Students must also be able to right the boat for the capsize drills. The program will utilize sailboats carrying up to two students each with an instructor and a chase boat. Class size will be approximately 8 students per session. Classes are held on Tuesdays and Saturdays, or as otherwise specified and approved. Students are required to furnish their own PFD. All classes are taught by certified Red Cross Instructor volunteers from The Sailing Club
3. All classes will be located at Lake Baldwin Park, on the lake, in Winter Park, Florida.
4. Classes are held monthly between February and November. Certified Red Cross Instructors are provided at no charge and are volunteers of The Sailing Club.
5. Registration fees are as follows- Basic Sailing: \$145.00 per person for eight sessions.
6. Boats will be stored between classes in a fenced area in the southeastern portion of Lake Baldwin Park. The fence and the area within the fence is to be maintained solely by the Central Florida Community Sailing Program, Inc. and the City of Winter Park is held harmless from any damage to or theft of the boats or equipment stored within the fence or to the fence itself. The fence must feature screening so that the boats may not be seen from the balance of the park. During

class sessions boats will be moved to the existing boat dock adjacent to the boat ramp where students will launch the boats. The instructor will launch the chase boat.

7. For program graduates, The Sailing Club will hold open sailing on specified Sundays not to exceed 12 per year with a certified instructor present to further the students sailing and safety skills. There will be organized racing and trophies will be presented.
8. The Sailing Club will also sponsor family picnics in the Spring and Fall with open sailing and with certified sailing instructors present. The rental fee for use of the park will be paid.
9. The Sailing Club will provide the volunteers for the marketing of the program as well as obtaining sponsors and providing the grant writing.
10. There will be NO COST to the City of Winter Park.
11. Term: the contract is limited to one year and must be reviewed annually by the Parks and Recreation Advisory Board.

REVENUE AND INSURANCE DETAILS

10 monthly sessions with 8 students per session = 80 students per year x \$145.00 = \$11,600.00

Revenue to City of Winter Park	20% of \$11,600.00=	(\$2,320.00)
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<u>Operating Income to Program</u>	<u>80% of \$17,400.00=</u>	<u>\$9,280.00</u>
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Insurance Expense:

General Liability Base Cost	800.00
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Boat Hull Coverage	200.00
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Sailing School liability coverage @\$35.00 per student	<u>2,800.00</u>
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Total Insurance Coverage:	\$3,800.00
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Advertising/sponsorship expense
1,200.00

Red Cross instruction booklets	1,200.00
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<u>Total Operating Expense:</u>	<u>\$6,200.00</u>
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Net Revenue to Program for maintenance and new boat purchases
\$3,080.00

The insurance policy will be provided by The Chubb Group in the amount of \$1,000,000 with the Additional Named Insured being The City of Winter Park.

Designation of course time schedules and price schedules must be submitted for approval by the City of Winter Park Parks and Recreation Department.

Summary

The Sailing Club exists to promote safety and fun in the sport of sailing. In the thirty-two years of the Sailing Club's existence, the Club and its members have trained hundreds of Central Floridians to sail safely, under the auspices of The American Red Cross.

The Sailing Club has also provided volunteers to assist in a variety of water-related events such as the Golden Age Games, the Citrus Bowl/Red Lobster/Seminole Sail Fest Regatta, and a Disney employee/family day, as well as a Ocala 4-H camp training program. Sailing Club instructors even put on a choreographed-to-music sailing demonstration at Sea World! The Sailing Club also sponsors booths to promote the Basic Sailing Course at various Central Florida boat shows over the years.

In partnership with the City of Winter Park and the Central Florida Chapter, American Red Cross, The Sailing Club will continue to train safe sailors for years to come.

_____Date

_____Date

City of Winter Park

Central Florida Sailing Program, Inc.

The board directed questions to Ms. Lucia and pointed out particulars with regards to the how the park should be utilized. (I.e. no interruption of patrons of the park; all appointments are to be pre arranged prior to arriving at the park).

The board had a brief discussion after which a motion was made.

Motion by: Ray Colado to approve the request from Angela Lucia to use Mead Garden as a backdrop for family portraits.

Seconded by: Janet Atkins. The Parks and Recreation board unanimously approved the motion.

C. Marti Miller – Request to use Fleet Peoples Park on Lake Baldwin to present the Central Florida Community Sailing Program

In the absence of Ms. Marti Miller, Mr. Barry Orchard, Commodore of the Sailing Club, and President of the Central Florida Community Sailing Program, gave a brief power point presentation with information about their program.

Mr. Orchard stated that this proposal is to conduct a “Learn to Sail Program” on Lake Baldwin out of Fleet Peoples Park. The program will teach safe boating certified by the American Red Cross and all instructors affiliated with the program are certified by the American Red Cross.

Mr. Orchard stated that the organization is proposing to charge a fee of \$145.00 per person for the course. The club has fundraising capabilities through their 501 (c) 3 status and will initially use loaner boats, with all intentions of purchasing new boats for the program once the fundraising activity is underway. Also, insurance will be provided for both the students and the boats and any other liability involved with regards to the program.

Mr. Orchard presented slides showing the type of boats that will be used for the program and stated that all books and materials will be provided.

Mr. Orchard stated that the organization is seeking endorsement of the program from the Parks board and to have access to use Fleet Peoples Park for launching into Lake Baldwin and possibly some assistance from the Parks department in getting the park setup to start the program.

Mr. Orchard also stated that the organization would like to advertise in the city’s newsletter and on the website which he feels could help to jumpstart the program. Mr. Orchard stated that the program has been

setup to have no recurring costs to the city by having volunteer instructors and that the organization plans to share some of the revenues with the city to help offset some of the costs that may be recurred.

Mr. Orchard stated that the organization will solicit area businesses for additional assistance in getting the community sailing program fully funded.

At this time the board directed questions to Mr. Orchard about the sailing program.

In summarizing Mr. Orchard asked the board for their endorsement and assistance with securing a chain link fence to store their boats and an area for lockers to store equipment for the program and for access to the lake for Saturday and Sunday for on water practice.

The board continued questions about the boat storage, insurance, boating classes and other questions relating directly to the program.

The board continued discussion after which a motion was made.

Motion by: Janet Atkins to approve the boating lessons provided by Central Florida Community Sailing without the chain link fencing at this time for storage of boats and without sponsorship for financial assistance with an amendment added that under the Parks department a link is allowed on the city's website promoting the lessons for sailing at Fleet Peoples Park on Lake Baldwin.

Seconded by: Kim Allen. The motion carries with an amendment added.

AMENDMENT BY: Bonnie Jackson to amend the motion to allow a link on the city's website to promote the program.

(MOTION BY JANET ATKINS RESTATED TO INCLUDE AMENDEMENT) THE MOTION PASSES UNANIMOUSLY.

D. Mike Burkhead, CSE, representing T-Mobile – Revised Survey & Lease Exhibit for submission to the Parks Board for Cell Tower/Cady Way

Mr. Holland, Parks & Recreation Director, briefly explained the proposal from Mr. Mike Burkhead representing T-Mobile for an additional carrier to be placed on the existing cell tower located on Showalter Field at Cady Way.

C. Barry Orchard, President, Central FI Sailing Program – Proposal to build storage space at Fleet Peoples Park

Mr. Barry Orchard, President, Central Florida Community Sailing Program, came before the board with a proposal to build storage racks at Fleet Peoples Park.

Mr. Orchard presented a drawing of the proposal to the board and stated that, the organization feels that the sailing program can operate more efficiently if the boats are stored on site at the park as opposed to transporting by trailer.

The board had a brief discussion and made inquiries about the success of the program, its finances and liabilities. The board also inquired about the permanency of the racks once the program is either finished or becomes nonexistent.

The board had a final discussion after which a motion was made.

Motion by: Bonnie Jackson to approve the request from Barry Orchard to build storage racks at Fleet Peoples Park subject to approval by the Building department, the city attorney/other interested parties. (if any)

Seconded by: Diane Reece. The Parks and Recreation board unanimously approved the motion.

D. “Friends of Mead Garden”, Marcia Frey – Request to use Mead Garden to host the 2 nd Annual Duck Derby

Mrs. Marcia Frey came before the board with a request to use Mead Garden to host the 2 nd Annual Duck Derby on February 28 th 2009.

Mrs. Frey explained that the first event was a grand success beyond all expectations. Mrs. Frey explained that the event is a positive promotion and all monies raised from this event will be used for the care and revitalization the garden.

The board made brief inquiries about possible parking issues.

Mr. Holland explained that this event is a fundraiser for Mead Garden the fee for using the park will be paid up front by the “Friends of Mead Garden”.

D. Friends of Mead Garden Update – Dori Madison

Mrs. Dori Madison gave the board an update on several plans that the FMG committees are presently working towards including the planting of approximately three thousand trees. (Species of trees to include Bay, Maple, Willow, Gum and others)

Ms. Madison invited the board to attend a committee meeting on August 28th at 8:00am hosted by the “Friends of Mead Garden.

Ms. Madison also updated the board on the following items:

- 1. Replanting and Wetland Restoration**
- 2. Invested in Aerial Historical Analysis**
- 3. Astetics to the Garden**
- 4. Capital Campaign Fundraising**

Ms. Madison requested (20) minutes to speak at the next Parks Board meeting and a luncheon to review their upcoming plans for the future of the garden.

The board made a request to review the most current audit of the “Friends of Mead Garden.

After a brief discussion the board thanked Ms. Madison and Mrs. Lassiter for attending the meeting.

E. Discussion: Marti Miller/David Akins with the Central Florida Community Sailing Program – Proposal for Boat Storage @ Fleet Peoples Park

Mr. David Akins and Ms. Marti Miller came before the board with a request for a fenced enclosure to store boats at Fleet Peoples Park.

Ms. Miller stated that the organization would like to retain space for the boat storage that would be amicable and feasible for everyone, possibly near the wooded area.

Ms. Miller also stated that presently the boats that are utilized by the sailing club for their program are too large for storing on regular boat racks thus the problem with storage. Ms. Miller stated that if granted a space the sailing club would assume responsibility for the fenced area as well as maintaining the landscaping. The dimensions requested for the storage space is 25x50ft, and approximately 6ft high.

Ms. Miller gave more specifics about the program and stated that the instructors prefer a space on the south side of the beach near the water allowing easier access. Ms. Miller also stated that the sailing program has limited time and only goes for nine months out of the year.

After brief discussion the board asked to staff to make a proposal.

Mrs. Kim Allen, alternate member, made a recommendation to table the item for this meeting to which the board agreed.

F. Kendall Canavan/Morgan Jackson – Request Rental of Fleet Peoples Park – Discussion and Vote on Proposals for Fleet Peoples Park

THIS ITEM WITHDRAWN BY APPLICANT VIA TELEPHONE CALL – 08/26/09 (NOT PREPARED)

G. Discussion: Kevin Robillard – Ward Park Youth Baseball Program

At this time Kevin Robillard, President of Winter Park Little League, introduced Steve Lang, Sara Whiting and Winnie Hogue.

Mr. Robillard spoke to the board about switching the banner from Little League to Babe Ruth at the Ward Park Complex.

Mr. Robillard stated the reason for the change is solely due to Little League wanting to strictly enforce their boundaries that allowed certain areas to play on the fields at Ward Park and this equates to approximately 60% of Winter Park residents that would be allowed to play baseball at the complex.

Mr. Robillard also stated that in 2003 former Mayor Kipp Marchman, submitted a letter to the president of Little League in Williamsport PA, requesting that the boundaries be changed so that all Winter Park residents would be allowed to play Little League baseball at the Ward Park Complex.

Motion by: Kim Allen (alternate) to follow staff's recommendation to grant priority use for the facility for the Winter Park Youth Baseball and in addition, to prepare that agreement for use of the facility with a clear vision of obligations, costs and expectations in lieu of use fees and to be reviewed by the City Attorney.

Seconded by: Blair Culpepper.

MOTION BY ALTERNATE KIM ALLEN, WITHDRAWN.

MOTION ON PRIORITY USE DID NOT PASS.

c. Marti Miller/David Akins with the Central Florida Community Sailing Program – Location for Boat Storage @ Fleet Peoples Park

David Akins and Marti Miller came before the board to have additional discussion about the fence proposal at Fleet Peoples Park. Ms. Miller distributed photos taken in May 2009 of the area that the Sailing Club is requesting to store their sailboats at the park.

Ms. Miller stated that an agreement has been reached with the Parks board but the final approval has not been given as yet for the fence to be installed at the site. Ms. Miller stated that the organization will be taking part in the installation of landscaping of the area with the appropriate vines and shrubbery.

The proposal is for a 6ft tall black chain link fence with a gate. The measurements for the fence are 25x50.

Discussion ensued about the possibility of storing the boats year round to include a summer program for kids while out of school, if the regular sailing program proves to be more successful. Ms. Miller made mention that presently the storage site at the park will be for single use only by their organization.

Ms. Miller also stated that the organization does return 20% of its revenue from their program to the city for the use of the park.

Ms. Miller stated that the sailing program is Red Cross sanctioned and all instructors are Red Cross certified.

The board continued with discussion after which a motion was made. A notation was made that this request will go to the City Commission for final approval.

Motion by: Blair Culpepper to approve the request from the Central Florida Community Sailing Program to construct a 6ft black chain link fence enclosure (25x50) to store sailboats for use in the sailing program.

Seconded by: Bonnie Jackson. The Parks and Recreation board unanimously approved the motion.

VI. New Business Parks and Recreation Board Members

1. Kim Allen, alternate, requested for the next meeting, establishment of a policy for dogs off leash in all parks.
2. Mrs. Allen would like to review giving Park Rangers enforcement authority at the parks.

VII. New Business Citizens

At this time the Chairman asked Laura Riecki and Greg Kerrebrock, with the Orlando Rowing Club to come forward with an introduction about their organization and to brief the board on their proposal.

Mr. Colado did advise the organization that the board would not take any action on their request at this meeting but would like to hear about their organization.

Mr. Greg Kerrebrock stated that their organization would like the board to consider allowing a shared use of Fleet Peoples Park by way of a Water Sports Complex that could also be utilized by other organizations that do not include power boats. Mr. Kerrebrock explained various programs hosted by the Orlando Rowing Club for blind and handicapped individuals.

Ms. Riecki stated that 25% of their rowing members are residents of Winter Park.


The Chairman suggested that the organization speak to other groups who use the lake for recreational activities such as WPHS and the Sailing Club to get additional insight on how their organization might benefit from the use of such a program and afterward return with a solid proposal for the board's consideration.

VIII. Old Business

a. Pat Handwerk – Citizen Request to Rename Azalea Lane Tennis Center

Kesha Jones

From: Brenda L Moody
Sent: Thursday, November 13, 2014 4:07 PM
To: Kesha Jones
Subject: FW: Parks board

 <p>City of Winter Park 721 W. New England Ave. Winter Park, FL. 32789 cityofwinterpark.org</p>	<p>Brenda L Moody Assistant Director Parks & Recreation</p> <p>407.599.3525</p>
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Under Florida law, email addresses and written correspondence with the city become public record and must be made available to the public and media upon request (unless otherwise exempt). If you do not want your email address to be public record, please contact our office by phone.

From: John Holland
Sent: Monday, September 29, 2014 10:59 AM
To: Roberts, Joel E.
Cc: Ronnie Moore
Subject: Re: Parks board

Joel,

I will be happy to place the discussion of our field drainage and closing policies on the Parks Board agenda. I would really like the Board to understand the reasons why we close the fields and how we make the decisions for players safety and field care. It is not a decision we take lightly because we know the impact it has on parents, players and coaches. We are aware that most leagues are businesses and need to get their games played. But one game played on a field that is too wet with put us out of of the field rental business quickly. One game can destroy a field for a season. We will always make our decision based upon player safety and field conditions.

I will put the issue on the next agenda. Thanks for your input.

John

John

John R. Holland, Director
Department of Parks and Recreation
Winter Park, FL 32789

(407) 599-3373

On Sep 29, 2014, at 10:26 AM, "Roberts, Joel E." <jeroberts@bakerlaw.com> wrote:

John,

I would like to put the field drainage issue/number of fields/maintenance on the agenda. The games in Winter Park the past two weekends were the only games canceled. I attended my nephew's lacrosse game on Saturday morning at Lake Sylvan after our games at Lake Island were canceled for the second week. Their fields were in great shape even though they received the same amount of rain. Our games were then canceled again yesterday. I feel that we can do better. This is not a criticism of the decision to cancel or the work we are doing, but the long term issue of investment in our fields, drainage, etc. We can do better.

Thanks,

Joel

Sent from my iPhone

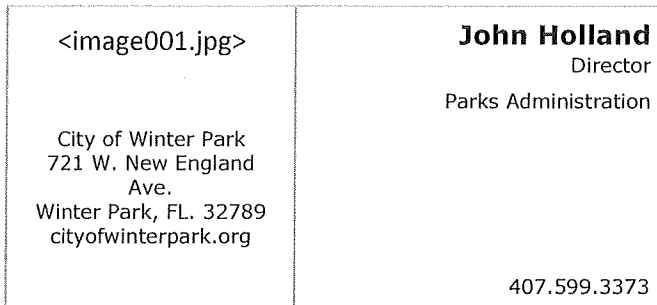
On Sep 25, 2014, at 2:57 PM, "John Holland" <JHolland@cityofwinterpark.org> wrote:

Joel,

I am not sure if Brian goes by Vince but I will find out.

Missed you last night.

John



<image003.png> <image005.png> <image007.png>

Under Florida law, email addresses and written correspondence with the city become public record and must be made available to the public and media upon request (unless otherwise exempt). If you do not want your email address to be public record, please contact our office by phone.

From: Roberts, Joel E. [<mailto:jeroberts@bakerlaw.com>]

Sent: Thursday, September 25, 2014 2:56 PM

To: John Holland

Subject: FW: Golf Course Planning Task Force

John,

Good work. I know Bill, Steve and Matt and they will do a great job. Matt Hegarty is also a Winter Park resident/my neighbor.

Does Brian Furey go by Vince?

Thanks,
Joel

From: John Holland [mailto:JHolland@cityofwinterpark.org]
Sent: Thursday, September 25, 2014 2:52 PM
To: 'bculpepper@cfl.rr.com'; 'macsbestfriends@aol.com'; 'marni.spence@cliftonlarsonallen.com'; Roberts, Joel E.; 'juliodearcos@aol.com'; 'Michael Palumbo (singledad20@yahoo.com)'; 'taylorsacha@hotmail.com'; 'creasman@mac.com'
Cc: Brenda L Moody; Nancy McLean; Cindy Bonham; Michelle del Valle; Randy Knight; Leif Bouffard
Subject: Golf Course Planning Task Force

Dear Parks and Recreation Advisory Board Members,

Staff is working toward putting together a Golf Course Planning Task Force made up of residents that have an interest in and a professional background in the golf industry. The idea for the task force was generated by several members of the Golf Course Centennial Committee. Now that the Centennial Celebration is over several of the committee members wanted to look at ideas and direction to take our golf course to the next level. Several of the Committee members volunteered for the task force and were appointed by the City Commission earlier this month. The following is a list of residents the City Commission appointed as members to the task force.

Bill Neidlinger, WP resident
Gary Diehl, Golf Industry Professional, WP resident
Steve Hoffman, CFO of Golf Week, WP resident
Matt Hegarty, Senior Director, The Golf Channel

The City Commission also requested that a member of the Parks and Recreation Advisory Board serve on the task force and that the Parks and Recreation Advisory Board select and appoint the final two members to the task force. We have received several names of residents interested in serving and will be requesting information and resume's from them. Their information will be sent to you prior to the next Board meeting on October 22nd in order that you may nominate and select the final two board appointees.

Brian Furey
407-599-0842

Jeff Shafer
407-625-0444

Steve Davey
407-558-0019

Please let me know if you have any questions, recommendations or additional names of volunteers to serve on the new Golf Course Planning Task Force.

Please do not "Reply to all" as it may initiate a violation of the "Sunshine Law" if an opinion or recommendation is shared with other members of the Parks Board.

Thanks for your help.

John

<p><image009.jpg></p> <p>City of Winter Park 721 W. New England Ave. Winter Park, FL. 32789 cityofwinterpark.org</p>	<p>John Holland Director Parks Administration</p> <p>407.599.3373</p>
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<image010.png><image011.png> <image012.png>

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Athletic Field Rentals

RULES & REGULATIONS

Parks & Recreation Advisory Board
Parks & Recreation Advisory Board

> **APPROVED 02.23.2007**
>
>

GENERAL

- A. It is the intent of the City Commission that all athletic fields be used primarily to accommodate sports events
- B. Hours are from 8 a.m. to 10 p.m. as approved by the Parks and Recreation Commission and / or City Commission with the following exceptions.
 - a. Ward Fields 1-8 are unavailable before 12 noon on Sundays.
 - b. Showalter East Field at Ward Park is unavailable before 7 p.m. on weekdays during the school year.
- C. The business office for Field inquiries is located at the Winter Park Community Center, Recreation Division, 721 West New England Avenue, Winter Park, FL 32789
 - a. Office hours are from Monday - Friday 8am to 5pm. Ph. 407-599-3397.
- D. Fields are located in the following parks: Martin Luther King, Jr. Park, Ward Park and Cady Way Park.
- E. Pets must remain on leash at all times and are not permitted on athletic fields, restrooms, pavilions. (Please refer to city of Winter Park animal ordinances)
- F. Alcohol is prohibited in all parks.

FIELD RENTALS

- A. Organized sports require rental of the fields. Definitions: organize teams or league participants, 15 or more participants, uniform, officials, coaches. Pick up-recreational play is welcome with no charge.
- B. The City of Winter Park reserves the right to refuse any activities deemed inappropriate for the site. Also reserve the right to relocate rental activities on alternate fields.
- C. A completed field rental request form is required before any rental inquiry is considered.
 - a. Rental fees are subject to change and are listed in the most current City of Winter Park Fee schedule, available on the City's Website.
 - b. Field Rental request forms must be submitted at least 2 business days prior to the requested field times. Reservation based on first come first serve.
 - c. Field Rental request forms submitted less than 2 full business days prior to the requested field date and time shall be subject to additional fees according to the City of Winter Park fee schedule

- d. The rental request for requires that all field rental groups have liability insurance in the amount of \$500,000 each occurrence and \$1,000,000 in general aggregate. The city must be named co-insured on the certificate which must accompany the field request form.
- D. The scheduling of rentals may be limited based upon the condition and the projected impact on the park turf and landscaping, the impact on the neighborhood and adjacent facilities.
- E. Considerations may be made for other events in specific areas of the park or on specific fields.
- F. Field rental will not be confirmed until contract is signed, insurance is provided and payment is made.
- G. All fields request will be confirm within two business days.
- H. Athletic Field Banner policy complies for all field rentals.
- I. Personal training and boot camp must be approved by Parks Recreation department and comply with the Parks Open Space business permit policy.
- J. All Open Space business permit on athletic fields require field rental.
- K. Fields will be closed for maintenance a minimum of four weeks during the Summer months, one week during the month of November (overseeing) & fields condition that require repairs.
- L. Rain policy: field status based on inclement weather will be determined at 4 pm for all activities after 5 pm on weekdays. Activities prior 5 pm, fields condition will be determined one hour prior to the rental time or at that request of the customer. Weekend rental field condition will be determined at 7 am for morning activities. All others inclement field condition will be determined one hour prior to rental time or at the request of customer.
Field will be closed as the result of the inclement weathers if a field is deem to be unsafe for the participants or will result in significant damage to the field. Inclement weather that consists of lightning will result in field closure.

FOOD AND BEVERAGE SALES

- A. Food and beverage sales shall not compete with the event or disturb the participants or persons using the park.
- B. Food and beverages to be sold shall be approved by the Parks & Recreation Department.
- C. All cooking and/or heating must be done with gas or electricity. Charcoal grills are prohibited.
- D. All waste from cooking materials, supplies and by-products (such as grease) must be disposed of in proper trash containers in an approved environmentally safe manner.

AMPLIFIED SOUND

- A. Amplified sound is allowed only between 8am and dusk during hours of operation, amplified sound levels may be monitored and adjustment may be required, based upon the hour and the day of the event as well as other uses of the park and surrounding areas.

- B. Any wires, cables or hoses laid across paved walking surfaces must be taped down on the paved surface with duct tape or equal material or covered with stage / electric cord mats and taped to prevent buckling. These measures are to assure the safety of the spectators and participants from tripping hazards.

OTHER

- A. Alcohol use is prohibited unless approved by the City Manager.
- B. Existing parking is limited. The applicant may be required to provide adequate handicap and off-site parking and / or shuttle services.
- C. A parking site plan must be submitted.
- D. All litter shall be removed by the organization or fees shall be deducted from the deposit.
- E. Tents are permitted. A site plan must be submitted and applicable permits issued by the City of Winter Park Code Enforcement Division.
- F. Tent larger than 10x10 must comply with city of Winter Park tent policy.
- G. All adults working with Youth group must comply with a group II back ground check.
- H. All continuous groups are allowed to pay half rental fee at the time of the reservation.
- I. The city reserves the right to cancel any reservation or contract.
- J. The city reserves the right to approve the type of activities on all fields (high impact/ low impact activities).
- K. All Orange County Public Schools has priority on field use for parking.
- L. Winter Park Youth Baseball must comply with current agreement between the city of Winter Park and WPYB.
- M. Any and all subcontracting of baseball fields must be approved by Parks & Recreations department.

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

Signed

Event & Date

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

Signed

Date



Youth League Fees

RULES & REGULATIONS

City Commission

Parks & Recreation Advisory Board

> **APPROVED 07.14.2008**

> **APPROVED 08.25.2010**

GENERAL

- A. It is the intent of the City Commission that a reduced fee is afforded to specific groups to encourage healthy, active lifestyles.
- B. A Winter Park Youth League fee was adopted by the City Commission.
 - a. The groups must consist of at least _____ City resident participants.
 - i. A roster is required to be submitted with the field rental request form.
 - b. The participants must be 16 years of age or under.
 - c. Group must submit 501c3 designation letter with request for fields.
 - d. Groups may not reserve fields more than two years in advance.
 - e. All other established field rental guidelines are applicable.

FEE

- A. A flat rate of \$25 per hour will be charged for rental of athletic fields to all groups meeting the Winter Park Youth League criteria listed above in section B.

CONCESSIONS

- A. Designated Winter Park Youth Groups may set up concessions for the sale of water and snacks during their rental times and within 10' of their rental field.
 - a. All city, state and county food service requirements must be met and appropriate licenses copies submitted to the Recreation Department. Open Space Business permit application must be completed & approved.

FUNDRAISING

- A. Approved groups may set up a fundraising table twice annually at the Winter Park Farmer's Market.
- B. Athletic Field Banner Policy applies to all field rental groups.

OTHER

- A. Alcohol use is prohibited.
- B. All litter shall be removed by the organization or fees shall be deducted from the deposit.
- C. All adults working with Youth group must comply with a group II background check.

D. Youth continuous group are allowed to pay half rental at the time of the reservation.

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

Signed

Event & Date



City of Winter Park Athletics Division Field Request Form

Return by mail to: City of Winter Park Athletics,
721 West New England Ave, Winter Park, FL 32789
or Fax to 407-599-3454

Name:		Title:	
Team/League Name:			
Billing Address:			
	City:	State:	Zip:
	Phone:	Cell:	
	Email:		

Request 1:	Field:	Day of Week:	
	Date Range:	Start:	End:
(\$50 Line Fee per event)	Field Lines:	List type, number and dimensions of needed field lines	
(\$100 Line Fee multi field line)	Type:	#:	Size:
Request 2:	Field:	Day of Week:	
	Date Range:	Start:	End:
(\$50 Line Fee per event)	Field Lines:	List type, number and dimensions of needed field lines	
(\$100 Line Fee multi field line)	Type:	#:	Size:

**Proof of Insurance: Attach copy of certificate including naming city as co-insured.
No Insurance = No Play**

Below are overall dimensions of fields

Martin Luther King Park	Field 1	Ward Park	Field A-1
	Field 2		Field A-2
	Field 3		Field B
Cady Way Park	Field 9		Field C
	Field 10	Showalter	EAST

Little League Fields
 Complete form and fax or mail to the Athletics Department. Reservations must be made at least 2 business days in advance. Upon receipt of request form, the Athletics Division will check availability of the fields and, if available, send a rental agreement to the contact listed above. No rental is confirmed until the field measurements are provided, the contract is signed, insurance is provided, and the contract is paid for. Use additional forms if necessary.

Applicant Signature		Date:	
Request Received by:		Date:	