

# Parks & Recreation Advisory Board



**May 27, 2015 at 5:00 p.m.**

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

## **1. Consent Agenda**

**a) Approval of Minutes –April 22, 2015**

## **2. Action Items**

**b) Approval of Liability Insurance Policy**

**c) Consideration of revised Pet Memorial for Lake Baldwin Park**

**d) Rate increase for Saturday Farmers' Market**

**e) Establish Citizens Century Collection**

## **3. Discussion**

## **4. New Business**

## **5. Staff Report**

## **6. Adjourn**

**Next Meeting – June 24, 2015 @5:00pm; Winter Park Community Center**

### appeals & assistance

"If a person decides to appeal any decision made by the Commission with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings, and that, for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." (F. S. 286.0105).

"Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office (407-599-3277) at least 48 hours in advance of the meeting."

**PARKS AND RECREATION  
ADVISORY BOARD  
April 22, 2015**

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

Advisory Board Members present:

Chairman Blair Culpepper  
Vice Chairman Julio de Arcos  
Carl Creasman  
Janet Atkins arrived at 5:23  
Gary Diehl  
Taylor Sacha

Staff present:

Director John Holland  
Assistant Director Brenda Moody  
Assistant Director Chuck Trice  
Assistant Director Ron Moore  
Recording Secretary Kesha Jones  
Lieutenant Jeffery Biles – WPPD  
Lieutenant Jon Askins --WPPD

Advisory Board Members absent:

Joel Roberts  
Marni Spence

Staff absent:

Guests:

Peter Moore- Budget Manager  
Michele del Valle Neuner  
Mayor Steve Leary

**Consent Agenda:**

- a) Approval of Minutes – March 18, 2015

**Motion made by Julio de Arcos to approve consent agenda item ‘a’; seconded by Taylor Sacha. The motion carried unanimously with a 5-0 vote.**

**Action Items:**

- b) Trismen Park Graduation Drop in

Resident is requesting to have a ‘drop in’ graduation party for their daughter in Trismen Park.

**Motion made by Julio de Arcos to approve action Items agenda item ‘b’; seconded by Gary Diehl. The motion carried unanimously with a 5-0 vote.**

- c) Approval of Consumption of Alcohol on Park Property Policy

Staff requested a policy change to require signature from City Manager for approval/disapproval of alcohol on park property instead of Parks Board approval.

**Motion made by Carl Creasman to approve the revised alcohol consumption policy seconded by Julio de Arcos, the motion carried unanimously with a 5-0 vote.**

- d) Approval of Shady Park Rules and Regulations

**Motion made by Julio de Arcos to approve the rules and regulations for Shady Park Seconded by Carl Creasman, the motion carried unanimously with a 5-0 vote.**

Staff Report

- Peter Moore Budget Manager explained the city's Budget Process to the Board.
- Staff gave an update on the Accreditation Process, and results.
- Staff informed the board on the proposed locations for the Library.
- Presentation of plaque to Blair Culpepper for his years of service on the Parks and Recreation Advisory Board.

**Next Meeting – May 27, 2015 @ 5:00 p.m., Parks & Recreation, Community Center conference room C.**

The meeting adjourned at 5:40pm

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Kesha Jones  
Recording Secretary

# Title Sheet

Parks and Recreation  
Advisory Board  
May 27, 2015

**Requested Action** Approval of Policy for Liability Insurance

**Applicable Rules** Each of the departments various rental venues have requirements for liability insurance. This written policy lists all requirements in one document for ease in conveying requirements to customers.

**Staff Recommendation** Staff recommends approval of the overall policy in one document.



# Liability Insurance

## RULES & REGULATIONS

Parks & Recreation Advisory Board

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Review 5.27.2015

### 1. GENERAL

- A. The Parks and Recreation Department requires customers to provide proof of liability insurance from customers renting or utilizing city property in specific instances outlined herein.
- B. The person signing a rental contract is responsible for the orderly conduct of attendees.

### 2. PAVILION RENTALS

- A. Customers must sign a rental agreement in accordance with all rental policies.
- B. Liability Insurance is required for business customers/events.
- C. Private parties are not required to provide a certificate of insurance unless alcohol is being served. Specific permission is required to serve alcohol.
- D. Liability Insurance is required when a bounce house or other inflatable or party amenity is proposed for the event. This insurance is provided by the bounce house vendor.
- E. The City Of Winter Park must be named on the Certificate of Insurance as co-insured.
- F. The minimum coverage is \$500,000 per occurrence and \$1,000,000 aggregate.
- G. A copy of the certificate must be on file before event may begin.

### 3. ATHLETIC FIELD RENTALS

- A. Customers must sign a rental agreement in accordance with all rental policies.
- B. Liability Insurance is required for all field rentals
- C. Additional Liability Insurance is required when a bounce house or other inflatable or party amenity is proposed for the event. This insurance is provided by the bounce house vendor.
- D. The City Of Winter Park must be named on the Certificate of Insurance as co-insured.
- E. The minimum coverage is \$500,000 per occurrence and \$1,000,000 aggregate.
- F. A copy of the certificate must be on file before event may begin.

#### **4. BUILDING RENTALS**

- A. Customers must sign a rental agreement in accordance with all rental policies.
- B. Liability Insurance is required for business customers/events.
- C. Private parties are not required to provide a certificate of insurance unless alcohol is being sold. Specific permission is required to serve alcohol.
- G. Liability Insurance is required when a bounce house or other inflatable or party amenity is proposed for the event. This insurance is provided by the bounce house vendor.
  
- D. The City Of Winter Park must be named on the Certificate of Insurance as co-insured.
- E. The minimum coverage is \$500,000 per occurrence and \$1,000,000 aggregate.
- F. A copy of the certificate must be on file before event may begin.
- G. Specific to the Community Center:
  - a. Athletic Events, leagues, tournaments and camps, etc, are required to submit a Certificate of Insurance.
  - b. Program providers are required to submit Certificates of Liability and if the programs reach youth participants, a Level 2 background screening is also required.

#### **5. SPECIAL EVENTS AND PARK RENTALS**

- A. Customers must sign a rental agreement in accordance with all rental policies.
- B. Liability Insurance is required for business customers/events.
- C. Private parties are not required to provide a certificate of insurance unless alcohol is being served. Specific permission is required to serve alcohol.
- D. Liability Insurance is required when a bounce house or other inflatable or party amenity is proposed for the event. This insurance is provided by the bounce house vendor.
- E. The City Of Winter Park must be named on the Certificate of Insurance as co-insured.
- F. The minimum coverage is \$500,000 per occurrence and \$1,000,000 aggregate for events under 400 guests and \$1,000,000 per occurrence and \$2,000,000 aggregate.
- G. A copy of the certificate must be on file before event may begin.

#### **6. BUSINESS PERMITS**

- A. Customers must sign a rental agreement in accordance with all rental policies.
- B. Liability Insurance is required for business customers/events.
- C. The City Of Winter Park must be named on the Certificate of Insurance as co-insured.
- D. The minimum coverage is \$500,000 per occurrence and \$1,000,000 aggregate.
- E. A copy of the certificate must be on file before event may begin.

# Title Sheet

Parks and Recreation  
Advisory Board  
May 27, 2015

<b>Requested Action</b>	Consideration of revised Pet Memorial for Lake Baldwin Park
<b>Applicable Rules</b>	<p>Although there are no city rules for this project, there was a \$100K grant issued in 1972 that stated that funded a recreation area to be offered for recreation purposes only. ....verbiage:</p> <p><b>"a recreation area in perpetuity to be offered to the general public for recreational purposes only." "The City agrees to return to the Department its original contribution of \$100K in the event that the herein described recreation area becomes utilized for purposes other than recreation." Shall be kept in reasonable repair, shall be maintained so as to appear attractive and inviting, shall be kept reasonably safe, shall be kept open for public use at reasonable hours and times of the year, discrimination on the basis of residence including preferential reservation, membership, or annual permit systems is prohibited except to the extent that reasonable differences in admission and other fees may be maintained on the basis of residence, fees charged to non-residents cannot exceed twice that charged to residents, where there is no charge to residents but a fee is charged to non-residents non resident fees cannot exceed fees charged for residents at comparable state or local public facilities, shall be used for public outdoor reservation. may impose reasonable limits, proposals to construct public facilities or to shelter or include fund assisted outdoor recreation facilities where it can be shown that that there is a gain or increased benefit to the public will not constitute a conversion, the proposals must be adequately reviewed at the state level and recreation use remains primary function of site, structures are supportive, signage recognizing grant must be in place.</b></p>
<b>Staff Recommendation</b>	<p>Staff recommends the installation of an ossuary, communal repository of cremated remains. See attached diagram.</p> <ul style="list-style-type: none"><li>• A fenced in area 40' x 40' would be partially bricked and the other section a low maintenance foliage bed.</li><li>• Inside the foliage bed would be a gazing ball or other feature that would cover the opening for the ossuary.</li><li>• The ossuary is an underground concrete vault with a pipe above ground. The pipe opening is lockable.</li><li>• Once a month, the ossuary will be unlocked for "burials."</li><li>• Pricing:<ul style="list-style-type: none"><li>○ Interment of cremains only: \$30</li><li>○ Interment of cremains and an engraved brick: \$100 (2000 available)</li><li>○ Memorial Bench (4 available): \$2500.</li></ul></li><li>• Total potential revenue over \$200,000</li><li>• Initial Expense: \$36,000</li></ul>



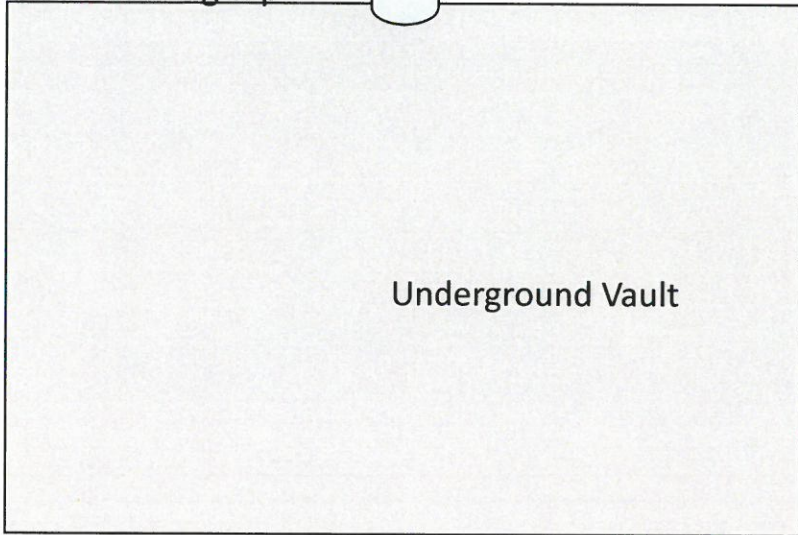
Statuary over pipe

Ground Level

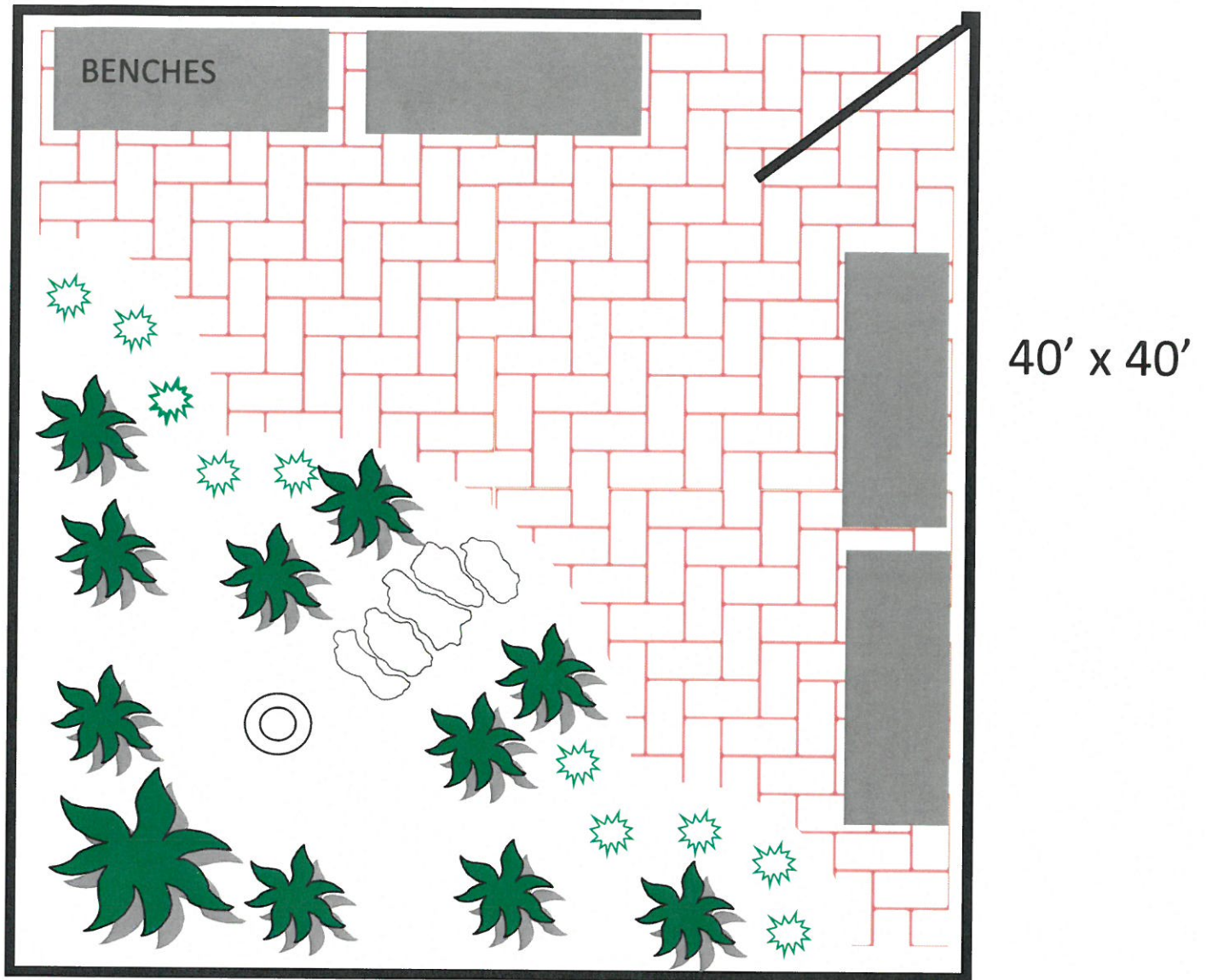
Pipe with Locking top



Underground Vault







## REVENUE

Approximately 2000 Bricks available. @ \$100 each =	\$200,000
Four Benches Available @ \$2000 each =	\$ 8,000
Total Revenue for Memorial Area:	\$208,000

## EXPENSES

Ossuary with vault and statuary:	\$ 2,000
Wrought Iron Fence & Benches, Engraved Bricks:	\$ 34,000
Total Expenses:	\$ 36,000

# Title Sheet

Parks and Recreation  
Advisory Board  
May 27, 2015

**Requested Action**            Approval of rate increase – Saturday Farmers Market  
Vendors

**Applicable Rules**            While there are no specific rules regarding when rates may be increased other than such rate changes are reviewed twice annually, the department utilizes market comparisons to make rate decisions.  
**Both demand for space and the rates of surrounding areas are considered along with existing conditions on property.**

WEEKLY Fee	Winter Park Existing	Winter Park Proposed	Oviedo Market	Lake Eola Market	Winter Garden Market	Maitland Market	Lake Mary Market
12'x10' Outside Full Time no electric	21	26	25	30	30	20	18
12'x10' Outside Full Time electric	25	30	30	30	30	20	18
Add'l 6 Feet of space no electric	12	14	10	30	30	10	8
Add'l 6 feet of space with electric	15	17	n/a	30	30	10	8
INSIDE 12'x10' no electric	27	32	n/a	n/a	n/a	n/a	n/a
INSIDE 12'x10' with electric	30	35	n/a	n/a	n/a	n/a	n/a
Part Time 12'x10' no electric	31	36	35	30	30	20	25
Part Time 12'x10' with electric	35	40	40	30	30	20	25
PT Add'l 6' no electric	22	24	10	30	30	10	10
PT Add'l 6' with electric	25	27	n/a	30	30	10	10
PT INSIDE 12' x 10' no electric	37	42	n/a	n/a	n/a	n/a	n/a
PT INSIDE 12' x 10' with electric	40	45	n/a	n/a	n/a	n/a	n/a

**Staff Recommendation**        Staff recommends approval.

**CITY OF WINTER PARK - FEE SCHEDULE**  
**Effective: April 1, 2015**

**RECREATION FACILITY RENTAL FEES (CONTINUED)**

**COUNTRY CLUB (20% discount off regular fee for residents, 30% discount off regular fee for verified non-profits):**

Continuous User:

Dining Room:

Hourly .....	70.00 (M)
Deposit .....	100.00 (M)

Club lounge:

Hourly .....	70.00 (M)
Deposit .....	100.00 (M)

Full building:

Hourly .....	110.00 (M)
Deposit .....	200.00 (M)

One Time User - (Friday and Saturday- Full Building)

Hourly .....	140.00 (M)
4 p.m. to 12 midnight.....	900.00 (M)
Deposit .....	250.00 (M)

One Time User - Hourly: (Sunday through Thursday)

Dining Room (hourly) .....	100.00 (M)
Club lounge (hourly).....	100.00 (M)
Full building (hourly).....	140.00 (M)
Deposit .....	250.00 (M)

**FARMER'S MARKET:**

**Saturday Market:**

12' x 10' space Outside without electricity (per week).....	21.00 (M)
Additional 6 feet (per week).....	12.00 (M)
12' x 10' space outside with electricity (per week).....	25.00 (M)
Additional 6 feet with electricity (per week) .....	15.00 (M)
12' x 10' inside space without electricity (per week).....	27.00 (M)
12' x 10' inside space with electricity (per week).....	30.00 (M)

**Part-Time Vendor Fees:**

12' x 10' Outdoor space without electricity (per week) .....	31.00 (M)
Additional 6 feet without electricity (per week) .....	22.00 (M)
12' x 10' Outside space with Electricity (per week).....	35.00 (M)
Additional 6 feet with electricity (per week) .....	25.00 (M)
12' x 10' inside space without electricity (per week).....	37.00 (M)
12' x 10' inside space with electricity (per week).....	40.00 (M)
Vendor's deposit.....	50.00 (M)

# Title Sheet

Parks and Recreation  
Advisory Board  
May 27, 2015

## Requested Action

Consideration of establishing a "Citizens Century Collection".

This proposed program would establish protocol for honoring Winter Park residents that reach the age of 100 with a ceremonial planting of a tree in a City park.

## Applicable Rules

Proposed rules for the "Citizens Century Collection":

- The honoree will be eligible upon reaching the age of 100 years.
- The honoree must be a long-time Winter Park resident. (minimum 25 years)
- An application must be made to the City requesting approval of the resident as an honoree of the Citizens Century Collection.
- The Citizens Century Collection plantings will be designated in Central Park or Martin Luther King, Jr. Park unless otherwise requested and approved by the Parks and Recreation Advisory Board.
- The City will provide the tree and planting at no cost to the honoree.
- The list of available tree species for planting will include Live Oak, Tabebuia, Sweet Gum, Magnolia Grandiflora, Red bud, Cypress, Chaste tree.
- GPS location of the planted Citizens Century Collection will be provided on the City website.
- A tree dedication ceremony will be held to honor the recipient and designate the tree as part of the "Citizens Century Collection".
- A temporary tag will be attached to the tree for information and recognition of the Honoree. (plaques will not be permitted)

## Staff Recommendation

Discussion of proposed "Citizens Century Collection" rules, add or modify and approve draft policy for City Commission approval.



# Citizens Century Collection

## RULES & REGULATIONS

Parks & Recreation Advisory Board

> Reviewed 05.27.2015

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**Purpose:** The purpose of this policy is to establish guidelines, standards, and procedures for the installation and care of trees planted in honor of residents who reach 100 years of age.

**General:** A request for a tree installation in particular Citizens Century Collections will be considered in honor of residents reaching 100 years of age. Citizen Century Collections will be established in Central Park and in Martin Luther King Park.

Requests for installation of an honorary tree in any other park will be subject to approval from the Parks and Recreation Advisory Board.

Guidelines established by this policy will only apply to all requests made after the effective date of this policy.

**Maintenance:** Trees will be maintained by the city. Trees are subject to peril from insects or harm and may be replaced should a tree not survive.

**Cost:** The City will cover the full-cost of the purchase, installation, and maintenance during the expected life cycle of the tree and will provide a temporary marker.

### PROCEDURE:

**Application:** The donor must contact the Parks and Recreation Department with a letter of request and a completed application form. Applications are available through the mail/e-mail, on the City website or in person at the Parks and Recreation Department. Completed applications should be submitted to the Parks and Recreation Department for review and processing to the attention of the department director.

### Criteria for Acceptance:

The request for Century trees within Central Park or Martin Luther King, Jr. Park will be considered by the Department Director. Proposals may be subject to approval by the Urban Forestry Division, Parks and Recreation Advisory Board, and, in certain circumstances, City Management and Commission.

- The honoree must be at least 100 years old.
- Must be a long-time resident of Winter Park, at least 25 years.

**Acknowledgement:** A temporary badge will be placed on the tree that bears the name of the honoree. This plaque will be removed within 90 days so that no permanent damage to the tree occurs. No permanent memorial plaques will be installed for tree installations.

The GPS location of the tree will be provided on the City Of Winter Park website.

**Trees:** The size and species of trees shall include Life Oak, Tabebuia, Sweet Gum, Magnolia Grandiflora, Red Bud, Cypress and Chaste trees. Any other requested species shall be subject to approval by the Parks and Recreation Advisory Board.

**Installation:** The trees will be installed by the Urban Forestry Division with the assistance of the Parks and Recreation Department. A tree dedication ceremony will be held to honor the recipient and designate the tree as part of the Citizens Century Collection. Any refreshments or fare shall be the responsibility of the applicant. The installation will be scheduled at a time and date as determined by the Parks and Recreation Department so as not to unnecessarily interfere with routine park maintenance activities.

**Removal and/or Relocation:** This section applies to both existing and new trees. The City reserves the right to remove and/or relocate park elements when they interfere with site safety, maintenance, or construction activities or if the tree does not survive.