

Parks and Recreation Advisory Board

January 17, 2018 at 5:30 PM

Winter Park Community Center
721 West New England Avenue / Winter Park,
Florida



1: Consent Agenda

a. Minutes Approval-Nov 29, 2017

Approval of Minutes-November 29, 2017

b. Open Space Business Permit Application

Staff is seeking approval of changes made to the Business Permit Application

c. Cemetery Rules and Regulations

Updated rules and regulations for cemeteries.

2: Action Items

a. Tennis Center Business Model

Staff is seeking approval of the Tennis Center Business Model

3: Discussion

4: New Business

5: Staff Report

- **Department Reorganization**
- **Christmas Update**
- **Golf Course Update**
- **Mead Garden Update**

6: Adjourn

Next Meeting will be February 28, 2018

Appeals and 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."

Meeting Protocol

The protocol described below is used to conduct an orderly meeting of the Parks and Recreation Advisory Board. It is the Chair's option to follow or deviate from these guidelines during any meeting of the Board.

- Agenda item is brought up by Chair;
- Chair recognizes the staff for department input;
- Staff will present the item and state department recommendation if appropriate;
- The staff or Board Chair may recognize the individual or group requesting the action and present the opportunity to address the Board and present the details of their request. This presentation should be brief (3-5 minutes)
- The Chair will recognize the Board members and provide an opportunity for questions from the item sponsor or department staff;
- The Chair will entertain any motion from the Board regarding the agenda item;
- Once the item has been motioned and received a second, the Chair will ask if there is any public comment about the issue. (Public comment comes before the Board discusses the motion.) Public comment will be held to 3 minutes each;
- The public comments are closed by the Chair once all citizens who wish to speak have been given an opportunity;
- The Chair will recognize the Board members for discussion of the motion. Any Board member may address a question to the sponsor, to the department staff or to a citizen if appropriate;
- Once there is no further discussion, or if the Question has been called (debated and voted affirmative), then the Chair will request the Board moves to a vote.



Agenda Item Summary

Minutes Approval-Nov 29, 2017 -
Approval of Minutes-November 29, 2017

Summary:

Background:

ATTACHMENTS:

Description

Minutes-Nov 29, 2017

Upload Date

1/11/2018

Type

Cover Memo

**PARKS AND RECREATION
ADVISORY BOARD
September 27, 2017**

The meeting was called to order by Chairman Carl Creasman at 5:30 p.m. at the Winter Park Community Center in conference room D.

Advisory Board Members present:

Chairman Carl Creasman
Vice Chair Julio de Arcos
Taylor Sacha
Addison Lanpher
Renee Maloney
Bradley Doster
Taylor Sacha

Staff present:

Assistant Director Ron Moore
Parks & Rec Manager Jason Seeley
Business Operations Manager Leif Bouffard
Recording Secretary Kesha Jones
Sargent Stanford Locke- WPPD

Advisory Board Members absent:

Trish Teague

Staff absent:

Consent Agenda:

- a) Approval of Minutes August 30, 2017
- b) Athletic Field Use & Booking Guidelines

Chairman Carl Creasman gained consensus from the board on approval of the consent agenda.

Staff Report

- **Howell Branch Property:**
Staff updated the board on the newly acquired land on Howell Branch Rd, once plans are submitted they will come back to the board for input.
- **Hurricane Irma Update:**
Debris is currently being picked up over the city, majority of the parks have reopened, with the remainder set to open in the upcoming weeks. The fields are back open, and Community Center opened a few days after the hurricane.
- **Mead Garden Update:**
Mead Gardens sustained lots of damage from Hurricane Irma, staff is working to get the park open in the upcoming weeks.
- **Golf Course Update:**
Staff provided an update for the golf course reopening after the hurricane; also on revenues and usage. The one year anniversary will be celebrated on Saturday.

Next Meeting – October 25, 2017 @ 5:30 p.m., Parks & Recreation, Community Center conference room D.

The meeting adjourned at: 5:50pm

Kesha Jones
Recording Secretary



Agenda Item Summary

Open Space Business Permit Application - Staff is seeking approval of changes made to the Business Permit Application

Summary:

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Open Space Business Permit Application

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1/11/2018

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**CITY OF WINTER PARK
PARKS AND RECREATION DEPARTMENT
PARKS OPEN SPACE BUSINESS PERMIT POLICY**

Parks Commission Approval 12/10/2008

City Commission Approval 1/12/2009

Parks Commission Approval –Updated Fee Structure – 11/17/2010

City Commission Approval Updated Fee Schedule -4/25/2011

Parks Commission Revision –Background Checks per State Statute 2/9/11

Parks Commission added the Concessioner Section 5/22/13

INTENT: The Parks Open Space Business Permit shall be issued to licensed businesses or individuals engaging in business on the open space areas of City parks. Types of businesses this policy is intended to address include personal trainers, fitness instructors, martial arts instructors, personal coaching, **summer camps**, program instructors, **still photography, film, concessionaires, water sport equipment rentals**, and the like.

LOCATIONS:

- A. Parks Open Space Business Permits will be issued for activities taking place in parks open spaces only and subject to approval. Permit does not grant exclusive use of open area, park remains open to the public.
- B. Any use of athletic fields, courts, or pavilions require rental of those fields, courts, or pavilions at the rate posted on the City of Winter Park current fee schedule.

GROUP RULES:

- A. Groups larger than 20 people must be considered by the Parks and Recreation Commission.
- B. No tents, tables, or equipment other than mats may be utilized on park open space.
- C. Parking may not interfere with surrounding residential or business areas.

FILMING:

All filming must initially go through the Orlando Film Commission. Filming deemed exempt by the Orlando Film Commission must go through the Open Space Business Permit application process to be approved for filming.

SALES BUSINESSES AND CONCESSIONAIRES:

- A. Parks Open Space Business Permits MAY be issued for sale of concession items such as food and drink as deemed appropriate for a particular property or event.
 - a. Potential concessionaires must provide proof of compliance with all state and local Department of Health regulations and meet all guidelines pertaining to the preparation and service of food and drink. Additional temporary food permit guidelines are in place by Winter Park Parks and Recreation, Code Enforcement, Fire Department and Building Department.
 - b. Potential concessionaires must comply with all physical regulations as they relate to the service of said food and drink such as fire resistant tenting, hand wash sinks, proper refrigeration, proper food temperatures and the like.
 - c. All potential concessionaires are subject to periodic spontaneous inspection of sales area if approved for sales.
- B. Concessionaires will be divided into the following categories for sales:
 - a. Prepackaged commercially available non-alcoholic beverages, snacks such as candy, chips, muffins and the like as regulated by the Florida Department of Agriculture and Consumer Services.

- b. Prepared food of any sort that requires cooking or sales of foods as defined by the Department of Florida Department of Business and Professional Regulations and which include but are not limited to the sale of foods that require refrigeration such as sandwiches, meats, etc.
- c. Fees
 - a. Concession Category a:
 - i. \$25 per sales day per sales station.
 - ii. \$60 per week (~~three day limit~~) per sales station
 - iii. \$150 per month (~~12 day limit~~) per sales station
 - b. Concession Category b:
 - i. \$50 per sales day per sales station.
 - ii. \$120 per week (~~three sales day limit~~) per sales station
 - iii. \$300 per month (~~12 sales day limit~~) per sales station
 - c. Open Space Business
 - i. \$35 per month twenty attendees or less
 - ii. \$110 per month over twenty attendees
 - d. Photography/Film
 - i. \$25 per day
 - ii. \$60 per week
 - iii. \$150 per month

BUSINESS PERMITS PROCESS:

- A. Interested businesses must submit an application to the Parks and Recreation administrative office at 721 W New England Ave, Winter Park FL 32789 or by email at recreation@cityofwinterpark.org
- B. Proof of business license, Orange County Tax Certificate, State of Florida Food Permit (if applicable), and liability insurance in the amount of \$1 million general aggregate and \$500,000 each occurrence must accompany request along with completed application.
- C. Business working with children must submit proof of two background checks on all volunteers and staff members in accordance with Florida Statute 409.221.
- D. The Director of Parks and Recreation will be responsible for approval or disapproval of request within 30 days.**
- E. Upon approval, a contract will be executed pending the receipt of a certificate of insurance naming of the City of Winter Park as an additional insured and liability waivers signed by every participant. Applicant is personally responsible to ensure that every participant signs a liability waiver which must be submitted to the City prior to that individual participating.
- F. Payment at the current rate as posted on the City of Winter Park fee schedule will be due in advance.
- G. Payments will be accepted monthly, quarterly, or annually.
- H. The City of Winter Park has the right to cancel any agreement or arrangement with 30 days' notice.

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

Signature_____

Date_____

Application for Parks Open Space Business Permit
City of Winter Park
Parks and Recreation Department

Business Name: _____	Date: _____
Business Manager: _____	Title: _____
Business Address: _____ _____ _____	
Business Phone: _____	Cell: _____
Email Address: _____	Fax: _____
Park Requested: _____	Area: _____
Type of Activity: _____	
Describe in Detail: _____ _____	
Time: _____	Date(s): _____
Number of Expected Participants: _____	Ages of Participants: _____
By signing below, applicant acknowledges receipt of rules and regulations. Applicant has read rules and regulations and agrees to abide by same.	
Signature: _____	Date: _____
FOR OFFICE USE ONLY:	
Proof of Insurance?: _____	Proof of Orange County Tax Certificate: _____
Proof of Background Checks if Applicable: _____	Liability Waivers on File?: _____
Director of Parks and Recreation Signature of Approval: _____	
Business Permit Number: _____	Amount Paid: _____
Expiration Date: _____	Approved Park: _____

INTENT:

The Parks Open Space Business Permit shall be issued to licensed businesses or individuals engaging in business on the open space areas of City parks. Types of businesses this policy is intended to address include personal trainers, fitness instructors, martial arts instructors, personal coaching, summer camps, program instructors, and the like. Concessionaires require an additional application form.



City of Winter Park

Individual Liability Waiver

NAME: _____ ACTIVITY: _____

RELEASE AND WAIVER OF LIABILITY (READ CAREFULLY)

In consideration of being permitted to engage in the above activity, I hereby ASSUME THE RISK OF PERSONAL INJURY OR DEATH AND I, FOR MY HEIRS, EXECUTORS, REPRESENTATIVES AND ADMINISTRATORS, HEREBY AGREE TO RELEASE, HOLD HARMLESS, AND FOREVER DISCHARGE THE CITY OF WINTER PARK, THE CITY OF WINTER PARK'S EMPLOYEES, AGENTS, AND REPRESENTATIVES FROM ANY AND ALL LIABILITY, CLAIMS, DEMANDS, DAMAGES, EXPENSES, FEES, SUITS, PROCEEDINGS, CAUSES OF ACTION, COST OF ACTIONS, INCLUDING ATTORNEY'S FEES, FOR TRIAL AND APPEAL, WHICH I MAY HAVE AGAINST THEM ARISING OUT OF OR IN ANY WAY CONNECTED WITH MY PARTICIPATION IN THE ACTIVITY LISTED ABOVE. I UNDERSTAND THAT THIS RELEASE AND WAIVER INCLUDES ANY CLAIMS BASED ON NEGLIGENCE, GROSS NEGLIGENCE, ACTIONS, OR INACTIONS OF THE CITY OF WINTER PARK, IT'S EMPLOYEES, AGENTS, AND/OR REPRESENTATIVES.

I HAVE READ THIS CONTRACT BEFORE SIGNING.

NAME (PRINT)

DATE

SIGNATURE

DATE OF BIRTH

WITNESS NAME (PRINT)

DATE

WITNESS SIGNATURE



Agenda Item Summary

Cemetery Rules and Regulations - Updated rules and regulations for cemeteries.

Summary:

Background:

ATTACHMENTS:

Description

Rules and Regulations

Upload Date

1/16/2018

Type

Cover Memo



CITY OF WINTER PARK PALM AND PINEYWOOD CEMETERIES RULES AND STANDARDS

Approved by City Commission 3/27/01 Revised by Parks and Recreation
Board 6/26/13

GENERAL:

1. Palm and Pineywood Cemeteries will be operated for the benefit of the residents of Winter Park. The City Manager will be responsible for the proper operation of the cemeteries in accordance with these regulations. The operation of the cemeteries will be the responsibility of the Parks Department, and carried out by the Parks Director.
2. The City, in accordance with the provisions of the cemetery space deed covenants, will perpetually maintain the cemeteries, including individually owned spaces and lots.
3. Complete cemetery records will be maintained in the Palm Cemetery Office.
4. Any complaint or grievance, which cannot be resolved by the Parks and Recreation Director, will be presented to the City Manager.
5. It is hereby declared that except as expressly provided in these regulations, or in instruments executed pursuant hereto, the City assumes no liability to individuals, classes of persons or organizations for the administration, operation or use of the cemeteries.

PURCHASE OWNERSHIP AND INTERMENT

1. Eligibility

a.) Only the following persons will be eligible to purchase cemetery spaces:

1. Verified residents who have resided within the City of Winter Park for five years or more.
2. A non-resident with spouse, children, grandchildren, mother, father, brother, sister grandfather or grandmother of a person interred in Palm or Pineywood Cemetery.
3. Columbarium's niches may be purchased by any non-residents.

b.) Only veterans and their spouses may be interred in "Memorial Park" (Veterans' Section). The eligibility requirements listed in **paragraph 1a** must also be met.

c.) Interments in "Babyland" will be limited to infants below the age of one year. Parents of the infant must meet eligibility requirements listed in **paragraph 1a**.

2. Purchasing Procedure

a.) A prospective purchaser may reserve a lot/space or columbarium niche for fifteen (15) days, if the purchase of a reserved lot/space or columbarium niche is not completed within fifteen (15) days, the reservation will be null and void without notice.

b.) Lot/Spaces or columbarium niche may be purchased at Palm or Pineywood Cemeteries upon payment of full price as listed in the current City of Winter Park Fee Schedule.

c.) After payment of the current purchase price as set by the City Commission, each purchaser will receive a deed for the lot/space or columbarium niche, which will be held by the City's records custodian in City Hall of Winter Park. Such deed will not be recorded in the Official Records of Orange County, Florida. Such deed shall be evidence only of a right of interment (and for no other purpose) in the lot/space or columbarium niche conveyed subject to the ordinances, rules and regulations of the City of Winter Park governing cemeteries, as may be amended from time to time.

d.) Duplicate deeds are available for a charge of \$10 each.

e.) In the event the City mistakenly sells or conveys a cemetery lot/space or columbarium niche to more than one purchaser/grantee, then upon discovery of such mistake such situation shall be resolved in the following manner:

(1) In the event no burial or interment of cremated remains has occurred within the cemetery lot/space or columbarium niche at issue, then the purchaser issued a document of ownership first in time shall be deemed the sole owner of the cemetery lot/space or columbarium niche and the City shall, as the sole remedy, refund the other purchaser(s) money in full and declare their document of ownership null and void.

(2) In the event a burial or interment of cremated remains has occurred within the cemetery lot/space or columbarium niche at issue, then the purchaser who has buried or interned cremated remains with such lot/space or niche shall be deemed the sole owner of the cemetery lot/space or columbarium niche and the City shall, as the remaining purchaser's(s') sole remedy, refund the other purchaser's(s') money in full and declare their document(s) of ownership null and void.

f.) All grantees/purchasers (including their heirs, personal representatives, successors and assigns in interests) indemnify and hold the City and the City's elected and appointed officials, officers, attorneys, employees and agents harmless concerning mistakes that may occur in the selling and conveyance of cemetery lots/spaces and columbarium niches and further, agree that the maximum liability the City may incur in the event of such mistakes shall be a sum not exceed an amount equal to 100% of the fees paid to the City by said grantees/purchasers for the particular cemetery lots/spaces and columbarium niches at issue. Grantees/Purchasers waive any and all injunctive relief, specific performance, other monetary and equitable claims against the City that they may or could have brought against the City concerning such matters.

3. Transfer of Spaces, Palm and Pineywood Cemeteries

a.) Grantees will be entitled to assign and transfer cemetery space/lots to his/her immediate family; father, mother, spouse, daughter, son, step-children, brother, sister, grandchildren, grandparents, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law or other members of the household.

b.) Application for transfer may be submitted by grantee or the heir(s) or legal representative of the grantee. It is the burden of the applicant(s) for a transfer to provide proof that such person(s) seeking the transfer and those receiving the transfer (proposed transferee) meet the requirements for the transfer sought. Upon request for a transfer, the City may require supporting documentation and evidence of a person's status as the grantee or an heir or legal representative of the grantee, including but not limited to, birth certificate, death certificate, driver's license, probate documentation and execution of an affidavit and hold harmless agreement in a form acceptable to the City. If the City is not satisfied that the person(s) seeking a transfer is/are in fact the grantee or sole heir or legal representative of the grantee or that the transfer complies with the requirements of a transfer, the City may deny the transfer.

c.) Upon written request the City will re-purchase the Cemetery lot or lots at the price listed on the cemetery deed.

d.) All conveyances shall be subject to the approval of the City. Upon approval, by the City, of an application for transfer, a cemetery deed will be issued by the City to the transferee and the City's records of ownership will be changed accordingly. Prior deed should be returned. In the event the City denies a transfer, the City shall have the right, but not the obligation, to repurchase at the price listed on the cemetery deed the space(s)/lot(s) or columbarium niche(s) at issue.

4. Interment Eligibility

a.) Only the following persons will be eligible to be interred in Palm or Pineywood Cemeteries:

1. Verified residents who have resided within the City of Winter Park for five years or more.
2. The father, mother, spouse, daughter, son, step-children, brother, sister, grandchildren, grandparents, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, or other members of a person interred in either Cemetery.
3. Non-resident who purchased cemetery lot/s while they were residents after having resided within the City five years or more.

5. Interments

a.) General Procedures

1. The funeral home will contact the Parks Office at least 24 hours prior to the hour of the funeral service to give details of funeral arrangements.
2. The cemetery personnel mark off the space to be used. If a definite place is not requested, the normal procedure will be followed, which is to inter the man in the south space and the woman in the adjacent space to the north.

b.) Standards

1. All interments will be made in concrete or metal vaults, or concrete liners. No wooden boxes will be permitted.
2. One vault or liner, interment per space will be permitted. Cremations will be limited to five per space, or four cremations in addition to an earlier vault or liner.
3. Digging of graves and setting up of equipment (canopy, chairs, etc.) will be performed by a qualified vault company under contract with the City of Winter Park. The charge for this service will be charged according to current fee schedule. A check for the required amount will be made payable to the City of Winter Park and must be submitted prior to interment. The opening and closing charge includes a chapel tent, 10 chairs, and cribbing lowering device and artificial grass borders.
4. Soil covers over all vaults, or liners, will be a minimum of eighteen inches in depths and will be thoroughly tamped to the satisfaction of the cemetery personnel.
5. Funeral Directors and vault companies will leave the cemetery substantially as found and will be subject, at all times, to the direction of the cemetery personnel as related to the physical property and structures of the cemetery. While inside the cemetery, funeral processions will be under the control of the cemetery personnel.
6. There will be a charge for all interments, payable to the City of Winter Park by the Funeral Director or applicable person and in accordance with the current City of Winter Park Fee Schedule.

CEMETERY CARE AND GRAVE DECORATIONS

1. Perpetual care of the cemeteries will be under the direction of the Parks Department.
2. All plant materials must be approved by the cemetery personnel before being planted in a cemetery. The regulation also applies to any changes or replacement of existing plantings. The cemetery personnel will trim and remove existing plantings as necessary to maintain uniformity. Flowerbeds must conform in size and may not interfere with neighboring property and/or maintenance practices and equipment such as mowers.
3. One potted plant urn or vase will be permitted at each interment, but not of porcelain or glass material. Glass containers are not permitted at any burial site at any time.
4. No planting of any kind will be permitted in "Babyland", "Memorial Park" (Veterans' Section) or "Cremation Section" with the exception of trees planted by the City of

Winter Park.

5. The cemetery personnel will have the authority to remove any plant material that has grown to a dimension which interferes with irrigation or maintenance or surrounding areas.
6. Flowers placed at the time of an interment will be left a minimum of three days and discarded when they decline. It is suggested that potted plants from funerals should not be left in the cemetery since they will be discarded.
7. The Cemetery reserves the right to remove all flowers, wreaths, or other decorations from spaces/niches as soon as they become unsightly or are in decline.
8. The Cemetery shall have the right to remove all objects that violate the cemetery regulations and/or warrant removal due to decline in appearance or condition.
9. No tree shrub or flowers shall be planted or pruned in or removed from the cemetery without the express consent of the Cemetery Manager. The manager may plant, prune, remove or transplant any tree, shrub or plant in a cemetery or at any burial spaces or within the property to prevent the impairment of or interference with the use of other burial spaces or lots or to promote, preserve, or improve the appearance and dignity of the cemetery.

MEMORIALS

1. All monuments, materials and grave markers will be of stone or nonferrous material, not of concrete, and will conform in size and style to reasonable decorum. Monuments cannot exceed six feet in height and must leave at least a six inch set back on each side of the property line of the plot. All memorial installations require prior approval from the Cemeteries Manager and in some cases the Parks and Recreation Department or Advisory Board.
2. Monument companies must notify the cemetery personnel at least 24 hours prior to installation to afford the cemetery personnel time to locate and mark off the grave.
3. The cemetery personnel will supervise and inspect the installation of all monuments and markers. Prior approval is required for all installations.
4. In order to allow free passage of mowers or other equipment, curbs, coping, walls or other enclosures around spaces will not be permitted.
5. In sections designed as "Babyland", "Memorial Park" (Veterans' Section) or "Cremation Section", all grave markers will be level with the ground and attached to a base.
6. All footstones will be of stone or nonferrous metal, level with the ground and permanently attached to a base.
7. Cleaning, straightening and repairs due to normal wear and tear of monuments are the responsibility and expense of the owner. The city is not responsible for damage caused by acts of nature or routine grounds maintenance.

SPECIAL RULES FOR PALM CEMETERY

1. RESERVED BLOCKS

a.) The following blocks are reserved as indicated:

- | | |
|-------------------------|-------------------------------------|
| • Babyland | Blocks 109 and 110 |
| • Memorial Park | Corner by blocks 259, 229, 301, and |
| 261 (Veterans' Section) | |

2. SALES OF SPACES/COLUMBARIUM NICHES

a.) Spaces/niches will be sold only to persons meeting the eligibility requirements of **Purchase Ownership and Interment paragraph 1a** of these regulations.

b.) Spaces/niches in Palm Cemetery will be charged according to current fee schedule. All spaces will be sold on a cash, check, or credit card basis, payable in full at the time of purchase.

SPECIAL RULES FOR PINEYWOOD CEMETERY

1. RESERVED BLOCKS

a.) The older section will be maintained as a memorial park (cemetery), and will not be offered for new sales. Owners of the plot/s in this section may continue to inter in them, however, no new spaces will be offered.

b.) The following blocks are reserved as indicated:

- | | |
|--------------------|-------------|
| • Cremation Block | Block 123 |
| • Babyland | Blocks, 156 |
| • Veterans Section | Block 19-28 |

2. SALES OF SPACES

a.) Spaces will be sold only to persons meeting the eligibility requirements of **Purchase Ownership and Interment paragraph 1a** of these regulations.

b.) Spaces in Pineywood Cemetery will be charged according to current fee schedule. All spaces will be sold on a cash, check, or credit card basis, payable in full at the time of purchase.



CITY OF WINTER PARK

PALM CEMETERY MAUSOLEUM RULES AND STANDARDS

Approved by City Commission 7/25/05 Revised by Parks and Recreation Board 6/26/13

Installation of Mausoleums shall be restricted to a specific area in northwest corner of Palm Cemetery designated at the "mausoleum section." This area is highly restrictive and each installation is subject to individual approval by the Parks and Recreation Board.

1. Mausoleum Standards:

a.) Size:

- No mausoleum shall be constructed to exceed a footprint of 300 square feet.
- An additional 12 inches of footer will be allowed.
 - Footer may not be exposed
 - Footer must be within property line of owner
 - Footer may not be closer than 12" to property line of adjacent owner.
- Mausoleum main entry must face east or west.
- East and West elevation of mausoleum must not be wider than 14 feet.
- North and south elevation of mausoleum must not be wider than 21 feet.
- Overall height of mausoleum may not exceed 12 feet and 6 inches high.
- Size of mausoleum must fit within the property boundaries of space purchased.

b.) Pricing:

- A sufficient number of spaces must be purchased to accommodate the installation of the mausoleum, footing, and proposed landscaping if any.

Space 1: 16' wide x 23' deep: \$80,000 resident rate, \$90,000 non-resident rate. Maximum size of mausoleum with footer is 14x21'

Space 2: 16' wide x 23' deep: \$80,000 resident rate, \$90,000 non-resident rate. Maximum size of mausoleum with footer is 14'x21'

Space 3: 16' wide x 23' deep: \$80,000 resident rate, \$90,000 non-resident rate. Maximum size of mausoleum with footer is 14'x 21'.

Space 4: 16' wide x 23' deep: \$80,000 resident rate, \$90,000 non-resident rate. Maximum size of mausoleum with footer is 14'x21'



CITY OF WINTER PARK CEMETERY DISINTERMENT Rules and Standards

Rule 69K-6.007 of the Florida Administrative Code addresses the requirements for disinterment in subsection 3 and 4. Subsection 3 requires the presence of a licensed funeral director (FD). Subsection 4 states that the presence of a funeral director IS NOT enough, and a court order is required, UNLESS ALL of these conditions are satisfied:

1. "All required permits". FD is required to show his current license in writing identify all permits he/she has (and attach and incorporate these permits to his or her written statement), and the FD must attest that these are all required permits.
2. Written authorization from the individual OR individuals who own the burial rights for the City cemetery space from which the remains are to be removed.
3. Written authorization from the person who would be legally authorized to bury the remains in the first instance. If this is the widow/widower a certified copy of an order admitting to probate a will that confers such authority and the FD must certify in writing that in his/her professional opinion the person is so authorized.

Further, a copy of all of the above documentation must be submitted in triplicate and delivered to the Assistant Director of Parks and Recreation responsible for Cemeteries. Copies will be forwarded to the City Attorney and Deputy Chief of Police for review and before approval is granted. Funeral Director must document to the City of Winter Park the location for the re- interment of the remains. Disinterment is subject to fees according to the current city of Winter Park Fee Schedule.

Without 1-3 being satisfied, a court order is required.

Approval by City Attorney granted as to legality on March 18, 2012. Approval by Parks and Recreation Board on March 28, 2012. Approval by City Commission on April 23, 2012.



Agenda Item Summary

Tennis Center Business Model - Staff is seeking approval of the Tennis Center Business Model

Summary:

Background:

ATTACHMENTS:

Description

Tennis Center Info

Upload Date

1/12/2018

Type

Cover Memo



Winter Park Tennis Center Renovations And Operation Community Discussions

What is the City doing?

Funding for some much needed hard court renovations and scheduled light improvements were approved for the 2018 fiscal year. Since the facility will be significantly impacted by these improvements the City would like to use the closure to make some additional improvements to the facility to include landscaping, lighting, entry ways, signage, court amenities, and our pro shop.

Why now?

The timeframe of May thru August was chosen for a few reasons. First and foremost, the summer months typically see the lightest amount of play so the timeframe will have the least impact on the most users. In addition to weather, contractor availability and scheduling were considered as well as the fact that the existing contract for operation through High Performance Sports Management is set to expire.

What will happen to High Performance Sport Management?

As mention in the above section, HPSM's contract is set to expire in May 2018. At this time the City is considering several possible operational models. In any likely operational model there will be a need for tennis professionals or a tennis instruction and programming contractor. HPSM and any of its staff are welcome and encouraged to bid or apply.

How can I make my opinion count? Where can i go to find out more?

Throughout the months of January and February the City will be holding public discussions and information sessions where scope of the renovation project and operations will be discussed.

Dates of Community Discussions:

- Fri, January 19 9am @ Winter Park Tennis Center pavilion
- Wed, January 24 4pm @ Winter Park Tennis Center pavilion
- Thu, February 1 6pm @ Winter Park Tennis Center pavilion
- Wed, February 7 12pm @ Winter Park Tennis Center pavilion

In the event of inclement weather meeting will be held at Lake Island Hall located at 450 Harper St.

Where can I play tennis during the closure?

The City has multiple tennis courts for public use at Ward Park and Phelps Park. These courts are free to public and have lights. In addition, the City will make any reasonable effort to keep the clay court open on a limited basis throughout construction closure. As construction plans progress we will provide updated information on clay court availability during the closure.

When will the WPTC close and re-open?

The date for closure is tentatively set for May 14. City may keep some courts open for public use depending on construction schedule and construction impacts to overall site.

Barring any unforeseen construction setbacks or severe weather/storm related delays we plan to have the facility renovations complete and operational team in place no later than Saturday, September 8th.