

Parks and Recreation Advisory Board



May 22, 2019 at 5:30 PM

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

1: Consent Agenda

- a. **Minutes Approval 2.27.2019**
- b. **Disinterment Policy Resolution Amendment**
- c. **Track Shack Central Park Events**

2: Action Items

- a. **Adaptive Cycling Program Proposal**
Proposal to implement an Adaptive Cycling Program at Lake Baldwin Park
- b. **Approval of Grant Application for Extension of Wetland Boardwalk-Mead Gardens**
Staff is seeking approval of the application process to apply for a grant to extend the wetland board walk in Mead Garden.

3: Discussion

4: New Business

5: Staff Report

- **Parks Projects/Landscaping Update**
- **Recreation/Family Fun Update**
 - Easter Egg Hunt
 - Dinner on the Ave
 - Senior Prom
 - Run for the Trees & CFHWP Grand Opening
 - Flicks on the Fairway
- **Golf Course Update**
 - Mid Year Financial Update
 - Renovation Update

6: Adjourn

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 2.27.2019 -

Summary:

Background:

ATTACHMENTS:

Description

0227.19 Board Minutes

Upload Date

4/17/2019

Type

Cover Memo

**PARKS AND RECREATION
ADVISORY BOARD
February 27, 2019**

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

Advisory Board Members present:

Carl Creasman
Julio de Arcos
Chris Morrison
Brian Furey
Renee Maloney
Taylor Sacha
Bradley Doster

Staff present:

Jason Seeley
Ron Moore
Tim Egan
Cathleen Daus
Stanford Locke
Kesha Thompson

Advisory Board Members absent:

Trish Teague

Staff absent:

Guests:

Consent Agenda:

- a) Approval of Minutes November 28, 2019
- b) Philharmonic Events-Central Park

Carl Creasman gained consensus from the board to approve the consent agenda.

Action Item

a) Azalea Lane Playground Upgrades & Site Improvements

Cathleen Daus presented a Power Point presentation with upgrades to the Azalea Lane playground, lighting, landscaping as well as some updated storage sheds for the Tennis Center. The board has recommended working with forestry to have more trees added for shade to the playground.

Bradley Doster made a motion to approve the upgrades to the Azalea Lane playground and surrounds areas as presented; seconded by Taylor Sacha. The motion passes unanimously.

New Business

Melissa Geller, and Ava Remoll from Glenridge Middle School informed the board of their recent community service project to give Marvin Smiley Park a makeover, by laying mulch and planting plants that are bee friendly.

Staff Report

- **Geothermal-Cady Way Pool**

Symbiont Service Corp was awarded the contract for the Geothermal Pool Heater at Cady Way Pool at the Commission Meeting on 2/25.

- **Park Projects, Family Fun and Recreation**
- **Mead Garden Update**

Next Meeting – March 27 2019 @ 5:30 p.m., Parks & Recreation, Community Center conference room D.

The meeting adjourned at 6:02pm

Kesha Thompson

Kesha Thompson
Recording Secretary



Agenda Item Summary

Disinterment Policy Resolution Amendment -

Summary:

Background:

ATTACHMENTS:

Description

Disinterment Resolution

Upload Date

4/17/2019

Type

Cover Memo

RESOLUTION NO. ____

**A RESOLUTION OF THE CITY COMMISSION OF WINTER PARK,
FLORIDA; AMENDING THE CITY OF WINTER PARK PALM AND
PINEYWOOD CEMETERIES RULES AND STANDARDS WITH
RESPECT TO THE CITY'S DISINTERMENT POLICY; PROVIDING
FOR SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.**

WHEREAS, the City's cemetery policies are laid out in that certain document entitled the City of Winter Park Palm and Pineywood Cemeteries Rules and Standards (the "Cemetery Policies"); and

WHEREAS, the City has adopted a policy governing disinterment of individuals buried in the City's cemeteries (the "Disinterment Policy"), which is incorporated into and made part of the Cemetery Policies; and

WHEREAS, the current Disinterment Policy contains a provision requiring a court order before a disinterment may be performed; and

WHEREAS, the City finds that there are many situations where it is preferable not to require a court order for a disinterment; and

WHEREAS, the City finds that it is in the best interests of the residents of Winter Park and the general public that the Disinterment Policy be amended as provided in this Resolution and that such amended policy be incorporated into the Cemetery Policies.

**IT IS HEREBY RESOLVED BY THE CITY COMMISSION OF WINTER PARK,
FLORIDA, AS FOLLOWS:**

1. **Recitals.** The foregoing recitals are hereby verified as true and correct and are adopted as a material part of this Resolution.
2. **Disinterment Policy Amendment.** The City's Disinterment Policy shall be amended as follows (words that are ~~stricken out~~ are deletions; words that are underlined are additions; provisions not referenced are not being modified).

GENERAL

Before a disinterment may take place, all requirements under this policy and Rule 69K-6.007 of the Florida Administrative Code must be met.~~The City of Winter Park requires a court order for disinterment along with requirements stated in Rule 69K-6.007 of the Florida Administrative Code.~~

REQUIREMENTS

1. Funeral Director (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.
4. The City may in its sole discretion require an order from a court with appropriate jurisdiction, as determined by the City, before allowing or performing a disinterment. A court order by a judge in Orange County, Florida with appropriate jurisdiction over the matter calling for the disinterment or allowing it. Alternatively, if the applicant for disinterment can establish that the court issuing the order has jurisdiction of the estate of the decedent, then a certified copy of a court order from a judge with jurisdiction but located outside of Orange County, Florida can be used in satisfaction of this requirement.⁺
5. 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.

FEES

Disinterment is subject to fees according to the current city of Winter Park Fee Schedule.

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

Signed

Date

⁺~~Should there be sufficient proof that a foreign court had jurisdiction over the estate of the decedent and the applicant provides a certified copy of the foreign judgment, Florida Law provides detailing procedures by which a foreign judgment may be domesticated in Florida and the city of Winter Park reserves the right to request an Orange County judge to order that the foreign judgment will have full force and effect. This process shall be submitted to the City of Winter Park Attorney for review prior to any action.~~

3. **Severability.** If any section, subsection, sentence, clause, phrase, or portion of this Resolution is, for any reason, determined invalid, void, voidable, unenforceable, or unconstitutional by a court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining Resolution unless the purpose of this Resolution is frustrated thereby.

4. **Conflicts.** In the event of a conflict or conflicts between this Resolution and any other Resolution or policy of the City of Winter Park, this Resolution controls to the extent of the conflict.

5. **Effective Date.** This Resolution shall take effect immediately upon adoption.

ADOPTED this ____ day of _____, 2019, by the Winter Park City Commission.

APPROVED:
WINTER PARK CITY COMMISSION

By: _____
Steve Leary, Mayor

ATTESTED:

Cynthia Bonham, City Clerk

Date

S:\AKA\CLIENTS\Winter Park\General W600-26000\Cemetery Issues\Resolution re. disinterment policy amendment 03-14-2019.docx



Agenda Item Summary

Track Shack Central Park Events -

Summary:

Background:

ATTACHMENTS:

Description

Watermelon 5k

Winter Park Road Race

Park Ave 5k

July 4th Celebration

5K Run for Haiti

DogFest

Easter Sunrise Mass 2020

Easter Sunrise Mass 2021

Upload Date

4/17/2019

4/17/2019

4/17/2019

5/16/2019

5/16/2019

5/16/2019

5/16/2019

5/16/2019

Type

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City of Winter Park Facility Contract



Receipt # 513111
Payment Date: 03/28/19
Household: 11235

Athletics Division
 Recreation/Athletics Division
 721 West New England Avenue
 Winter Park FL 32789
 Phone: (407)599-3397
 Visit us on the Web at: www.cityofwinterpark.org

Track Shack Events
 1013 Montana St
 Orlando FL 32803
jon@trackshack.com
 Hm Ph: (407)896-1160

Reservation Details: Central Park, Central Park South

Address: 251 S. Park Ave., Winter Park, FL, 32789
 Reserv. Contact: **Track Shack Events**
 Phone Number: **(407)896-1160**
 Reserv. Number: 23356
 Status: Firm
 Purpose: Watermelon 5K
 Anticipated Count: 4000

<u>Date(s) And Times</u>	<u>New Fees</u>	<u>Total Fees</u>	<u>New Paid</u>	<u>Total Paid</u>	<u>Amount Due</u>
Sat 07/04/2020 3:00A to 12:00P	2,928.75	2,928.75	0.00	0.00	2,928.75

Processed on 03/28/19 @ 9:13A by xsolomon	Total New Fees	2,750.00
	Discount Applied	0.00
	Total New Taxes	178.75
	Total Due	2,928.75
	Total Fees Paid	0.00
	Total Taxes Paid	0.00
	Total Paid	0.00
	Balance From Receipt	2,928.75

Household Balance Information

Overall Household Credit Balance Available 0.00
 Overall Household Balance Due 11,426.25

City of Winter Park Facility Contract

**Receipt #****513111**

Payment Date:

03/28/2019

Household:

11235

Winter Park Parks and Recreation hereby grants permission Track Shack Events to use the facilities as outlined subject to the terms and conditions of the agreement herein and attached hereto all of which form part of this agreement. By execution hereof, the undersigned releases and discharges and agrees to hold harmless the City of Winter Park from any and all claims, demands, action, or right of action arising out of or by reason of the use of City Owned Facilities. By signing below, client acknowledges receipt of and understanding of facility rules and regulations on a separate sheet.

Signature _____ Date Signed: _____ Track Shack
Events 1013 Montana St

City of Winter Park Facility Contract



Receipt # 513108
Payment Date: 03/28/19
Household: 11235

Athletics Division
 Recreation/Athletics Division
 721 West New England Avenue
 Winter Park FL 32789
 Phone: (407)599-3397
 Visit us on the Web at: www.cityofwinterpark.org

Track Shack Events
 1013 Montana St
 Orlando FL 32803
jon@trackshack.com

Hm Ph: (407)896-1160

Reservation Details: Central Park, Central Park North

Address: 251 S. Park Ave., Winter Park, FL, 32789
 Reserv. Contact: **Track Shack Events**
 Phone Number: **(407)896-1160**
 Reserv. Number: 23355
 Status: Firm
 Purpose: Winter Park Road Race
 Anticipated Count: 4000

<u>Date(s) And Times</u>	<u>New Fees</u>	<u>Total Fees</u>	<u>New Paid</u>	<u>Total Paid</u>	<u>Amount Due</u>
Sat 03/07/2020 3:00A to 12:00P	2,928.75	2,928.75	0.00	0.00	2,928.75

Processed on 03/28/19 @ 9:12A by xsolomon

Total New Fees	2,750.00
Discount Applied	0.00
Total New Taxes	178.75
Total Due	2,928.75
Total Fees Paid	0.00
Total Taxes Paid	0.00
Total Paid	0.00
Balance From Receipt	2,928.75

Household Balance Information

Overall Household Credit Balance Available	0.00
Overall Household Balance Due	8,497.50

City of Winter Park Facility Contract

**Receipt #****513108**

Payment Date:

03/28/2019

Household:

11235

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Signature _____ Date Signed: _____ Track Shack
Events 1013 Montana St

City of Winter Park Facility Contract



Receipt

513106

Payment Date:

03/28/19

Household:

11235

Athletics Division
Recreation/Athletics Division
721 West New England Avenue
Winter Park FL 32789
Phone: (407)599-3397
Visit us on the Web at: www.cityofwinterpark.org

Track Shack Events
1013 Montana St
Orlando FL 32803
jon@trackshack.com

Hm Ph: (407)896-1160

Reservation Details: Central Park, Central Park North

Address: 251 S. Park Ave., Winter Park, FL, 32789
Reserv. Contact: **Track Shack Events**
Phone Number: **(407)896-1160**
Reserv. Number: 23354
Status: Firm
Purpose: Park Ave 5K
Anticipated Count: 4000

<u>Date(s) And Times</u>	<u>New Fees</u>	<u>Total Fees</u>	<u>New Paid</u>	<u>Total Paid</u>	<u>Amount Due</u>
Sat 01/18/2020 3:00A to 12:00P	2,928.75	2,928.75	0.00	0.00	2,928.75

Processed on 03/28/19 @ 9:10A by xsolomon

Total New Fees	2,750.00
Discount Applied	0.00
Total New Taxes	178.75
Total Due	2,928.75
Total Fees Paid	0.00
Total Taxes Paid	0.00
Total Paid	0.00
Balance From Receipt	2,928.75

Household Balance Information

Overall Household Credit Balance Available	0.00
Overall Household Balance Due	5,568.75

City of Winter Park Facility Contract

**Receipt #****513106**

Payment Date:

03/28/2019

Household:

11235

Winter Park Parks and Recreation hereby grants permission Track Shack Events to use the facilities as outlined subject to the terms and conditions of the agreement herein and attached hereto all of which form part of this agreement. By execution hereof, the undersigned releases and discharges and agrees to hold harmless the City of Winter Park from any and all claims, demands, action, or right of action arising out of or by reason of the use of City Owned Facilities. By signing below, client acknowledges receipt of and understanding of facility rules and regulations on a separate sheet.

Signature _____ Date Signed: _____ Track Shack
Events 1013 Montana St

July 4 201

July 4th
Celebration

CITY OF WINTER PARK PARKS AND RECREATION DEPARTMENT PARK USE APPLICATION



Park Requested: Central Park Email: jmliller@cityofwinterpark.org
 Organization Name: Johnny Miller City of Winter Park
 Contact Name: Johnny Miller
 Address: 401 S. Park Ave.
 Work Phone: 407-599-3463 Home Phone: _____ Cell Phone: 321-377-2986
 Organization Status: Profit: ☐ Registered Non-Profit: ☒ If so, what type? _____
 Tax Number _____ Other (specify) _____

Proposed Event Date: July 4 2019 Second Choice: _____
 Event Time: 9:00 - 1:30 Set up time: 6:00am Break Down Time: 1:30pm

Are dates/times flexible? NO Alternate Dates: _____
 Type of Event: City of WP July 4th Celebration Is this a Fundraiser? _____

Describe Event in Detail: Annual event
 (Attach detailed outline) _____

Area of Park Requested: north central park
 Stage? yes List Electricity Requirements? TBD

Expected size of Crowd: 6000+ Estimated Parking Requirements? _____
 Will there be amplified music? YES If Yes, type: Voice Hours: _____

Amplified Voices: yes If Yes, type: voice Hours: _____
 Are you proposing tents: yes If Yes, type: 10x10

***The use of tent stakes is Strictly Prohibited. Tents must be secured with weights.
 Is the consumption of alcoholic beverages requested? NO If yes, will it be sold? _____

Are you proposing to sell anything? NO T-shirts? NO Posters? _____
 Other (describe): _____

Are you proposing food sales? YES If Yes, type: Give away FREE hot dogs, watermelon, water from
 Describe in detail? _____

Will there be displays? NO If Yes, type: _____
 Are banners/signs requested? ON STAGE If Yes, type: _____

Describe banners/signs in detail. What will they say and how many: _____

Please note that the display banners and signs severely limited and subject to zoning and park regulations.
 Will there be booths: NO If Yes, type: _____

Describe booth contents and numbers in detail: _____
 What Sanitation Facilities are planned? PORT-A-LETS

Central Park has no restrooms. The City of Winter Park requires two portalets per 300 people if no food or drink is on site. If there is food and/or drink on site, two portalets per 125 people are required. The City does not provide portalets.

What Clean up Arrangements will be made? CITY STAFF
 Have you held this event in the past? YES Where? CENTRAL PARK

Size of Crowd at previous event? 6000 Date of Last Event? 2018
 Name and Phone Number of location official at Last Event: _____

How will event be advertised/marketed? Through Communications Dept.
 How many event staff members will you provide, describe duties: 10-12

The City of Winter Park charges a fee for Park use, see fee schedule. Further, a deposit equal to the fee is required and is refundable subject to the condition of the park post event. A certificate of insurance may also be required.

"By execution hereof, the undersigned releases and discharges and agrees to hold harmless the City of Winter Park from any and all claims, demands, action, or right of action arising out of or by reason of the use of City Owned Facilities, except due to the sole negligence of the City"

By signing below, client acknowledges receipt of and understanding of facility rules and regulations on a separate sheet.
1/7/2019

TYPED NAME INDICATES SIGNATURE _____ DATE _____

For Office Use Only:	Parks and Recreation Board Agenda Date (if needed)
Dep Ck # _____	Parks and Recreation Board Approval: _____ If Yes, list conditions of approval if any: _____
Deposit Rec # _____	
Dep Date: _____	Rental Fee Receipt #: _____ Check Number: _____ Date Paid _____
Refunded: _____	Comments: _____
Retained: _____	
Date Ref/Ret: _____	STAFF SIGNATURE: _____ DATE: _____

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



Park Requested:	<u>Mead Garden</u>		Email:	<u>scott@stmargaretmary.org</u>
Organization Name:	<u>St. Margaret Mary Church</u>			
Contact Name:	<u>Scott Lindeman</u>			
Address:	<u>526 N. Park Avenue, Winter Park, FL 32789</u>			
Work Phone:	<u>407-628-1324</u>	Home Phone:		
Cell Phone:				
Organization Status:	Profit: <input type="checkbox"/>	Registered Non-Profit: <input checked="" type="checkbox"/>	If so, what type?	<u>501C3</u>
Tax Number	<u>85-8012672690C2</u>		Other (specify)	
Proposed Event Date:	<u>11/9/19</u>	Second Choice:		
Event Time	<u>7:30 a.m.</u>	Set up time	<u>7:00 a.m.</u>	Break Down Time: <u>9:00 a.m.</u>
Are dates/times flexible?	<u>no</u>	Alternate Dates:		
Type of Event	<u>5K Run/Walk</u>	Is this a Fundraiser?	<u>Yes</u>	
Describe Event in Detail:	<u>5K run/walk to benefit missionary work in Haiti.</u>			
(Attach detailed outline)				
Area of Park Requested:	<u>Picnic Shelter</u>			
Stage?	<u>no</u>	List Electricity Requirements?	<u>none</u>	
Expected size of Crowd:	<u>400</u>	Estimated Parking Requirements?	<u>200</u>	
Will there be amplified music?	<u>yes</u>	If Yes, type:	<u>PA</u>	Hours: <u>7-9 a.m.</u>
Amplified Voices:	<u>yes</u>	If Yes, type:	<u>PA</u>	Hours: <u>7-9 a.m.</u>
Are you proposing tents:	<u>no</u>	If Yes, type:		
***The use of tent stakes is Strictly Prohibited. Tents must be secured with weights.				
Is the consumption of alcoholic beverages requested?	<u>no</u>	If yes, will it be sold?		
Are you proposing to sell anything?	<u>no</u>	T-shirts?	<u>no</u>	Posters? <u>no</u>
Other (describe):				
Are you proposing food sales?	<u>no</u>	If Yes, type:		
Describe in detail?				
Will there be displays?	<u>yes</u>	If Yes, type:	<u>educational</u>	
Are banners/signs requested?	<u>no</u>	If Yes, type:		
Describe banners/signs in detail. What will they say and how many:				
Please note that the display banners and signs severely limited and subject to zoning and park regulations				
Will there be booths:	<u>no</u>	If Yes, type:		
Describe booth contents and numbers in detail:				
What Sanitation Facilities are planned?	<u>2 portable toilets</u>			
Central Park has no restrooms. The City of Winter Park requires two portalets per 300 people if no food or drink is on site. If there is food and/or drink on site, two portalets per 125 people are required. The City does not provide portalets.				
What Clean up Arrangements will be made?	<u>Organization will dispose of any waste and refuse</u>			
Have you held this event in the past?	<u>yes</u>	Where?	<u>Mead Garden</u>	
Size of Crowd at previous event?	<u>400</u>	Date of Last Event?		
Name and Phone Number of location official at Last Event:	<u>Justine Leahey, 407-677-5449</u>			
How will event be advertised/marketed?	<u>Fliers & Emails to Church Membera, YMCA, running clubs, scho</u>			
How many event staff members will you provide, describe duties:	<u>There will be 15-20 staff members.</u>			
<u>They will check in runners, time runners and clean up.</u>				
The City of Winter Park charges a fee for Park use, see fee schedule. Further, a deposit equal to the fee is required and is refundable subject to the condition of the park post event. A certificate of insurance may also be required.				
By execution hereof, the undersigned releases and discharges and agrees to hold harmless the City of Winter Park from any and all claims, demands, action, or right of action arising out of or by reason of the use of City Owned Facilities, except due to the sole negligence of the City				
By signing below, client acknowledges receipt of and understanding of facility rules and regulations on a separate sheet				
<u>Scott Lindeman</u>		<u>4/2/19</u>		
TYPED NAME INDICATES SIGNATURE		DATE		
For Office Use Only: Parks and Recreation Board Agenda Date (if needed)				
Dep Ck #	Parks and Recreation Board Approval: _____ If Yes, list conditions of approval if any: _____			
Deposit Rec #				
Dep Date:	Rental Fee Receipt #	Check Number:	Date Paid	
Refunded	Comments:			
Retained:				
Date Ref/Ret:	STAFF SIGNATURE:	DATE		

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



Park Requested: Central Park Email: yhware@cci.org
 Organization Name: Canine Companions for Independence
 Contact Name: Yuclemia Ware
 Address: 8150 Clarcona Ocoee Road
 Work Phone: 407-522-3308 Home Phone: _____ Cell Phone: 813-375-2459
 Organization Status: Profit: ☐ Registered Non-Profit: ☒ If so, what type? 501c3
 Tax Number: 94-2494324 Other (specify) _____
 Proposed Event Date: March 14, 2020 Second Choice: _____
 Event Time: 11am-3pm Set up time: 7:30am - 10:30am Break Down Time: 3pm
 Are dates/times flexible? Yes Alternate Dates: May 16, 2020
 Type of Event: Fundraiser and festival with dogs Is this a Fundraiser? Yes
 Describe Event in Detail: DogFest is a dog-friendly and family friendly event to promote and raise funds for
 (Attach detailed outline) _____
 Area of Park Requested: North Central Park with Stage and Gardfield Street
 Stage? Yes List Electricity Requirements? PA & Music near stage
 Expected size of Crowd: 300-400 Estimated Parking Requirements? Area parking will be adequate
 Will there be amplified music? Yes If Yes, type: Popular Music Hours: 11 to 3pm
 Amplified Voices: Yes If Yes, type: Announcements/Speakers Hours: 11 to 3pm
 Are you proposing tents: Yes If Yes, type: 10x10
 ***The use of tent stakes is Strictly Prohibited. Tents must be secured with weights.
 Is the consumption of alcoholic beverages requested? Yes If yes, will it be sold? Yes (Beer/Wine Garden)
 Are you proposing to sell anything? Yes T-shirts? Yes Posters? _____
 Other (describe): Participating vendors only
 Are you proposing food sales? Yes If Yes, type: Food trucks
 Describe in detail? We normally invite 2 to 3 food truck vendors but can also promote surrounding restaurants
 Will there be displays? Yes If Yes, type: Canine Companions Blow up dogs
 Are banners/signs requested? Yes If Yes, type: Vinyl 4'x6'
 Describe banners/signs in detail. What will they say and how many: 1 - Welcome banner, 1 - Thank you to our sponsors, 1 - Mission banner

Please note that the display banners and signs severely limited and subject to zoning and park regulations.
 Will there be booths: Yes If Yes, type: 10x10 Tents
 Describe booth contents and numbers in detail: Promotional animal theme materials, artwork & vet offices
 What Sanitation Facilities are planned? Portalets will be provided
 Central Park has no restrooms. The City of Winter Park requires two portalets per 300 people if no food or drink is on site. If there is food and/or drink on site, two portalets per 125 people are required. The City does not provide portalets.
 What Clean up Arrangements will be made? Volunteer and staff
 Have you held this event in the past? Yes Where? UCF-2014, Lake Lily 2015-2017, Lake Concord - 2018
 Size of Crowd at previous event? 300 to 400 Date of Last Event? November 3, 2018
 Name and Phone Number of location official at Last Event: Lake Concord Park - Casselberry
 How will event be advertised/marketed? Radios, TV, Paper ads, Website, Social Media, Newsletters
 How many event staff members will you provide, describe duties: 5 Staff and 30 volunteers

The City of Winter Park charges a fee for Park use, see fee schedule. Further, a deposit equal to the fee is required and is refundable subject to the condition of the park post event. A certificate of insurance may also be required. By execution hereof, the undersigned releases and discharges and agrees to hold harmless the City of Winter Park from any and all claims, demands, action, or right of action arising out of or by reason of the use of City Owned Facilities, except due to the sole negligence of the City"

By signing below, client acknowledges receipt of and understanding of facility rules and regulations on a separate sheet.

TYPED NAME: Yuclemia Ware DATE: 3/10/19

For Office Use Only: Parks and Recreation Board Agenda Date (if needed) _____
 Dep Ck # _____ Parks and Recreation Board Approval: _____ If Yes, list conditions of approval if any: _____
 Deposit Rec # _____
 Dep Date: _____ Rental Fee Receipt #: _____ Check Number: _____ Date Paid _____
 Refunded _____ Comments: _____
 Retained: _____
 Date Ref/Ret: _____ STAFF SIGNATURE: _____ DATE: _____

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



Park Requested:	Central Park		Email:	Andrea@stmargaretmary.org	
Organization Name:	St. Margaret Mary Church				
Contact Name:	andrea cavaliere				
Address:	526 N Park Ave				
Work Phone:	407-647-3392	Home Phone:		Cell Phone:	407-739-3698
Organization Status:	Profit: <input type="checkbox"/>	Registered Non-Profit: <input checked="" type="checkbox"/>	If so, what type? <u>religious</u>		
Tax Number	Other (specify) _____				
Proposed Event Date:	April 12, 2020		Second Choice: _____		
Event Time	6:30 am	Set up time	4:30 am	Break Down Time: _____	
Are dates/times flexible?	No		Alternate Dates: _____		
Type of Event	Easter Sunrise Service		Is this a Fundraiser? <u>no</u>		
Describe Event in Detail: <u>Easter Sunrise Mass in the Park</u>					
(Attach detailed outline) _____					
Area of Park Requested:	<u>Main Stage</u>				
Stage?	<u>yes</u>	List Electricity Requirements?	<u>outlets</u>		
Expected size of Crowd:	<u>400</u>	Estimated Parking Requirements?	<u>none</u>		
Will there be amplified music?	<u>limited</u>	If Yes, type:	Hours: _____		
Amplified Voices:	<u>limited</u>	If Yes, type:	Hours: _____		
Are you proposing tents:	<u>no</u>	If Yes, type:	_____		
***The use of tent stakes is Strictly Prohibited. Tents must be secured with weights.					
Is the consumption of alcoholic beverages requested?	<u>no</u>	If yes, will it be sold?	_____		
Are you proposing to sell anything?	<u>no</u>	T-shirts?	Posters? _____		
Other (describe): _____					
Are you proposing food sales?	<u>no</u>	If Yes, type:	_____		
Describe in detail? _____					
Will there be displays?	<u>no</u>	If Yes, type:	_____		
Are banners/signs requested?	_____	If Yes, type:	_____		
Describe banners/signs in detail. What will they say and how many: _____					
Please note that the display banners and signs severely limited and subject to zoning and park regulations.					
Will there be booths:	<u>no</u>	If Yes, type:	_____		
Describe booth contents and numbers in detail: _____					
What Sanitation Facilities are planned?	<u>we will rent portable facilities</u>				
Central Park has no restrooms. The City of Winter Park requires two portalets per 300 people if no food or drink is on site. If there is food and/or drink on site, two portalets per 125 people are required. The City does not provide portalets.					
What Clean up Arrangements will be made?	<u>we will take care of everything</u>				
Have you held this event in the past?	<u>yes</u>	Where?	<u>same</u>		
Size of Crowd at previous event?	<u>400</u>	Date of Last Event?	<u>4/21/19</u>		
Name and Phone Number of location official at Last Event: _____ same					
How will event be advertised/marketed?	<u>church bulletin</u>				
How many event staff members will you provide, describe duties: _____					
<u>20</u>					
The City of Winter Park charges a fee for Park use, see fee schedule. Further, a deposit equal to the fee is required and is refundable subject to the condition of the park post event. A certificate of insurance may also be required.					
"By execution hereof, the undersigned releases and discharges and agrees to hold harmless the City of Winter Park from any and all claims, demands, action, or right of action arising out of or by reason of the use of City Owned Facilities, except due to the sole negligence of the City"					
By signing below, client acknowledges receipt of and understanding of facility rules and regulations on a separate sheet.					
<u>Andrea Cavaliere</u>			<u>04/22/19</u>		
TYPED NAME INDICATES SIGNATURE			DATE		
For Office Use Only: Parks and Recreation Board Agenda Date (if needed) _____					
Dep Ck # _____	Parks and Recreation Board Approval: _____ If Yes, list conditions of approval if any: _____				
Deposit Rec # _____	_____				
Dep Date: _____	Rental Fee Receipt #: _____	Check Number: _____	Date Paid _____		
Refunded: _____	Comments: _____				
Retained: _____	_____				
Date Ref/Ret: _____	STAFF SIGNATURE: _____		DATE: _____		

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



Park Requested: Central Park Email: Andrea@stmargaretmary.org
 Organization Name: St. Margaret Mary Church
 Contact Name: Andrea Cavallere
 Address: 526 N Park Ave
 Work Phone: 407-647-3392 Home Phone: _____ Cell Phone: 407-739-3698
 Organization Status: Profit: ☐ Registered Non-Profit: ☒ If so, what type? religious
 Tax Number _____ Other (specify) _____
 Proposed Event Date: 04/04/21 Second Choice: _____
 Event Time: 6:30 am Set up time: 4:30 am Break Down Time: _____
 Are dates/times flexible? no Alternate Dates: _____
 Type of Event: Easter Sunrise Service Is this a Fundraiser? no
 Describe Event in Detail: Easter Sunrise Mass
 (Attach detailed outline) _____

Area of Park Requested: Main Stage
 Stage? yes List Electricity Requirements? stage electric outlets
 Expected size of Crowd: 400 Estimated Parking Requirements? none
 Will there be amplified music? limited If Yes, type: _____ Hours: 6:30 am
 Amplified Voices: limited If Yes, type: _____ Hours: 6:30 am
 Are you proposing tents? no If Yes, type: _____
 ***The use of tent stakes is Strictly Prohibited. Tents must be secured with weights.
 Is the consumption of alcoholic beverages requested? no If yes, will it be sold? _____
 Are you proposing to sell anything? no T-shirts? no Posters? no
 Other (describe): _____
 Are you proposing food sales? no If Yes, type: _____
 Describe in detail? _____
 Will there be displays? no If Yes, type: _____
 Are banners/signs requested? _____ If Yes, type: _____
 Describe banners/signs in detail. What will they say and how many: _____

Please note that the display banners and signs severely limited and subject to zoning and park regulations.
 Will there be booths: no If Yes, type: _____
 Describe booth contents and numbers in detail: _____
 What Sanitation Facilities are planned? we will rent portable facilities
 Central Park has no restrooms. The City of Winter Park requires two portalets per 300 people if no food or drink is on site. If there is food and/or drink on site, two portalets per 125 people are required. The City does not provide portalets.
 What Clean up Arrangements will be made? we will take care of everything
 Have you held this event in the past? yes Where? same
 Size of Crowd at previous event? 400 Date of Last Event? 4/21/19
 Name and Phone Number of location official at Last Event: andrea cavallere 407-647-3392
 How will event be advertised/marketed? church bulletin
 How many event staff members will you provide, describe duties: 20

The City of Winter Park charges a fee for Park use, see fee schedule. Further, a deposit equal to the fee is required and is refundable subject to the condition of the park post event. A certificate of insurance may also be required.
 "By execution hereof, the undersigned releases and discharges and agrees to hold harmless the City of Winter Park from any and all claims, demands, action, or right of action arising out of or by reason of the use of City Owned Facilities, except due to the sole negligence of the City"

By signing below, client acknowledges receipt of and understanding of facility rules and regulations on a separate sheet.

Andrea Cavallere 4/23/19

TYPED NAME INDICATES SIGNATURE

DATE

For Office Use Only: Parks and Recreation Board Agenda Date (if needed) _____
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Agenda Item Summary

Adaptive Cycling Program Proposal - Proposal to implement an Adaptive Cycling Program at Lake Baldwin Park

Summary:

Background:

ATTACHMENTS:

Description

Proposal

Upload Date

4/22/2019

Type

Cover Memo



ADAPTIVE CYCLING PROGRAM PROPOSAL

Presented by the Greater Orlando Spinal
Cord Injury Network

Andrea Cooper, M.S. LRT/CTRS

Robert Melia, MPH

Scott Porter, Achilles International Chapter
President

AGENDA

- ◉ Who we are
- ◉ Background
- ◉ Objectives/Outcomes
- ◉ Project Outline
- ◉ Timeline
- ◉ Winter Park partnership

WHO WE ARE

The Greater Orlando Spinal Cord Injury Network (GOSCIN) is a non-profit 501(c)(3) chapter under the United Spinal Association. Our mission for over 30 years has been to serve the needs of individuals with spinal cord injuries in employment, adaptive sports, recreation, social functions, networking, outreach, injury prevention, and peer mentoring for individuals in the community.



PROJECT BACKGROUND

- ◎ This project is designed to serve the Spinal Cord Injury (SCI) population and other individuals with paralysis in order to improve access to adaptive recreation within the community.
- ◎ After discharge, individuals report a lack of adaptive recreation and leisure programs as one of their barriers while integrating back into their community.
- ◎ Because of this, these populations are more likely to develop secondary health conditions, such as diabetes, heart disease, or wounds caused by inactivity.

PROJECT OBJECTIVES

- ◎ Promote health and wellness
- ◎ Increase social opportunities
- ◎ Improve self-esteem
- ◎ Improve overall health related quality of life
- ◎ Reduce transportation barriers
- ◎ Hold organized weekly group adaptive cycling rides
- ◎ Host quarterly adaptive cycling clinics
 - Allowing newly injured community members to trial various handcycles, and learn about cycling safety within the community

PROJECT SOURCING

- ◎ 12' x 20' pre-constructed steel frame storage shed
 - House adaptive bikes belonging to Achilles International and community members
 - Space for 19 adaptive bikes
- ◎ Maintenance station
- ◎ Miscellaneous repair equipment

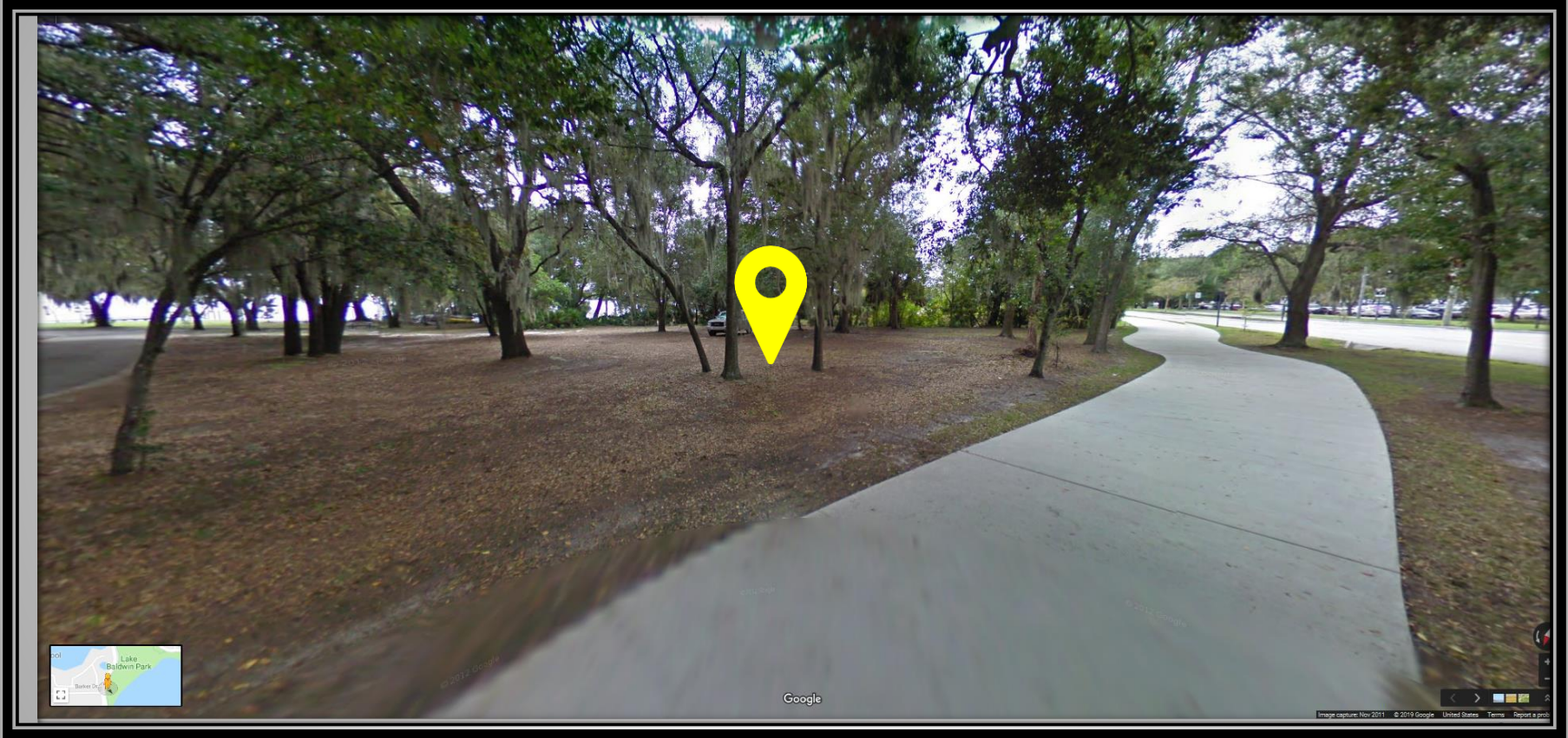
WHY BALDWIN PARK TRAIL?

- ⦿ Ground breaking project for Central Florida:
First adaptive cycling program for the area
- ⦿ Central Orlando location
- ⦿ 2.4 mile (4K) circular trail
- ⦿ Accessible parking
- ⦿ Shaded area
- ⦿ Away from heavy traffic areas

Location

Lake Baldwin





12 FT X 20 FT STEEL SHED



Bungalow Shed Specs

SIZES AVAILABLE	6', 8', 10', 12', 14' widths – Lengths to 40'
TRUSS SYSTEM	Manufactured 2" X 4" trusses-press plates, hurricane straps, approximate 24" center
SKIDS/FLOOR JOISTS	Standard = 76" on 6', 8', 10' wide; 84" on 12' & 14' wide; *10' wide can be raised to 84" for garage doors or higher sidewall entry door. 6' and 8' wide cannot be raised. *84 is maximum sidewall height on 10', 12' and 14' wide buildings.
SIDE WALL HEIGHT	Standard 4" X 4" pressure treated skids. 2" X 6" pressure treated floor joist attached to skids with Simpson Hurricane Fastening Systems, approx. 24" centers or 16" centers.
DECKING	3/4" tongue & groove Sturdi Floor (treated) or 3/4" tongue & groove Advantech Decking (option on Advantech of gray acrylic deck paint)
SIDING	24" lap siding-aluminum-baked-enamel finish
OPTIONS	Variety of entry doors, garage doors, windows, vents, ramps and electrical package available.
WIND LOAD	180 mph as calculated by Florida Standard Building Code ASCE7-98 3 second gusts
FLOOR LOAD	75 lbs. per square foot; optional 125 lbs. per square foot.
STATE APPROVAL	Florida State Approved and inspected; insignia and data plate in each building; deemed to comply with state and local construction requirements. Florida Statute 553.37(3)(5)
PERMITS	Local municipalities require permits; Superior Sheds guides the homeowner through the process. We make it easy.
ENGINEERED DRAWINGS	Copies of State Certified drawings and Florida Approval letter provided upon purchase.
COLORS	See current color chart

TYPES OF ADAPTIVE BICYCLES



Recumbent Bicycle



Recreational Handcycle



Racing Handcycle



*United Spinal
Association, New York
2011*

Achilles International & GOSCIN Clinic Feb. 2019



Agenda Packet Page 36





TIMELINE

Christopher Reeves
Foundation Grant

Submitted March
2019

Notice of grant
award

June 2019
*12 months to complete
project*

Ideal completion
date

Spring-Summer 2020

GOSCIN AND WINTER PARK PARTNERSHIP

GOSCIN

- ◎ Shed, bike maintenance equipment, and security through grant funding source
- ◎ Insurance
 - Achilles International liability insurance
 - GOSCIN pursuing insurance on shed and miscellaneous items
- ◎ State Permit
- ◎ Inspections

City of Winter Park

- ◎ Land prep
- ◎ Concrete slab *TBD*
- ◎ Inspections?

COMMUNITY SUPPORTERS



ORLANDO
HEALTH®

QUESTIONS?

Andrea Cooper

Andrea.Cooper@OrlandoHealth.com

321-843-4917

Robert Melia

Robert.Melia@OrlandoHealth.com

Scott Porter

SCI@scottporter.info



Agenda Item Summary

Approval of Grant Application for Extension of Wetland Boardwalk-Mead Gardens - Staff is seeking approval of the application process to apply for a grant to extend the wetland board walk in Mead Garden.

Summary:

Background:

ATTACHMENTS:

Description

Memo

Upload Date

4/22/2019

Type

Cover Memo

From: [Tim Egan](#)
To: [Kesha Thompson](#)
Cc: [Jason Seeley](#); [Ronnie Moore](#); [Cathleen Daus](#)
Subject: Parks Board agenda
Date: Wednesday, April 17, 2019 5:32:13 PM

Kesha,

Please put the following item on the agenda for next week's meeting:

RTP grant application for extension of the wetland boardwalk at Mead Botanical Garden.

We would like to have Parks Board support, for the project but does not have to include a monetary commitment (something along the lines of being in favor of the project and supporting it within our current budgetary means).

Background: Anna Pepper, is a local engineer who is pursuing a Masters Degree in the field of environmental management. One of her current class requirements is to develop and submit a grant application related environmental management. She has worked with Parks staff and Mead Botanical Garden to choose and develop a grant request for expanding the boardwalk at the Mead Garden wetland. Grant amounts range up to \$500K with a minimum of 20% local match. Most grants are smaller and you get more points by upping the match (a \$250,000.00 grant would have a match of \$50,000.00 (20%) to \$100,000.00 (40%). The project has received support from our partners Mead Botanical Garden, Inc.

Jason, the class schedule is driving the timeline, so we would like to make sure it gets on this month's agenda. Please call me to discuss if you have any questions or concerns. I will prepare a handout packet for the meeting.

Thanks!

Tim



City of Winter Park
401 Park Avenue South
Winter Park, FL. 32789
cityofwinterpark.org

Timothy J. Egan
Natural Resources Manager
Parks and Recreation Dept.

p: 407.599.3546