



Parks & Recreation Advisory Board Regular Meeting

Agenda

February 21, 2024 @ 5:30 PM

City Hall Commission Chambers
401 S. Park Avenue

welcome

Agendas and all backup material supporting each agenda item are accessible via the city's website at cityofwinterpark.org/meetings/ and include virtual meeting instructions.

assistance & appeals

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"If a person decides to appeal any decision made by the Board with respect to any matter considered at this hearing, a record of the proceedings is needed 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).

please note

Times are projected and subject to change.

-
- 1. Call to Order**
 - 2. Consent Agenda**
 - a. Approve the minutes of January 31, 2024
 - 3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
 - 4. Action Items**
 - a. Strategic Plan and 2024 Action Plan 20m
 - b. Cady Way Pool- Blue Dolphins Proposal for Addition of Second Pool 30m
 - 5. Non-Action Items**
 - 6. Staff Updates**
 - a. Project Updates 5m
 - b. Upcoming Programs and Events Update 5m
 - 7. Board Comments**
 - 8. Upcoming Agenda Items**
 - 9. Adjournment**



Parks & Recreation Advisory Board

agenda item

item type

Consent Agenda

meeting date

February 21, 2024

prepared by**approved by****subject**

Approve the minutes of January 31, 2024

motion | recommendation**background****strategic objectives****alternatives | other considerations****fiscal impact****attachments**

1. PRAB 01.31.24 Minutes



Parks & Recreation Advisory Board

Regular Meeting Minutes

January 31, 2024 at 5:30 PM

City Hall Commission Chambers
401 S. Park Avenue

Present

Michael Perelman, Michael Dively, Craig Russell, Leah J. Bonich, Robert Bendick, and Shannnon Sarkarati

Absent

Krystal Dawkins (V)

Staff Present

Director Jason Seeley, Assistant Director Cathleen Daus, Recreation & Family Services Manager John Clarke, and Recreation Coordinator Laura Halsey

1. Call to Order

2. Consent Agenda

- a. Approve the minutes of November 15, 2023

Motion made by Michael Dively, seconded by Shannon Sarkarati, to approve the minutes. Motion passes 6-0.

3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker

4. Action Items

- a. Parks and Recreation Strategic Plan

Mr. Seeley presented the 5-year strategic plan to the Board with the four major focus areas: Parks, Programming, Facilities & Venues, and Operational Strategy. The board expressed interest in the connectivity of the city parks to promote and support community walkability, sustainability, habitat restoration. The board requested staff return with a plan that does not include tasks and instead, return to the board with a separate document for the 2024 tasks.

- b. Winter Park Historic Society Fee Waiver Request

Jason Seeley, Parks & Recreation Director, presented the fee waiver request of \$472.50 to the board.

Motion made by Michael Dively, seconded by Shannon Sarkarati, to approve the request. Motion passes 6-0.

Discussion ensued regarding the fee waiver request process and eligibility requirements of the applicants.

Motion made by Michael Dively to review the current fee waiver request process. No second was obtained, therefore the motion failed.

5. Non-Action Items

6. Staff Updates

a. Update from Mead Botanical Gardens Inc

Cynthia Hasenau, Mead Botanical Gardens, provided the board with a 2023 Recap. She provided background and history of the garden itself along with the primary work and accomplishments of the organization. She provided hard copy packets to the board members outlining their strategic plan. The Mead Botanical Garden organization has over 7,000 volunteer hours each year.

Photographs and updates on the current improvements were also provided and discussed with the board. Some of those updates are the new picnic pavilion, new pathways, greenhouse upgrades, and lodge landscaping.

b. Parks and Recreation Project Update

Mr. Seeley provided the board with updates on the current projects including the Pineywood Columbarium, Cady Way Pool Filtration Replacement, Mead Pavilion, Ward Concession stand, MLK Unity Corner & Shady Park Art Installations, 7 Oaks, and Mead ADA Loop. John Clarke, Recreation & Family Services Manager, provided additional insight on the pool closures and progress.

Chairperson Perelman asked Jason to speak about the budget changes that were presented to the City Commission. Mr. Seeley informed the board that the additional funding was approved. Chairperson Perelman inquired about the park signage and Ms. Daus, Assistant Director of Parks & Recreation, stated the signage is on the project list, but she does not have an exact date of completion.

Mr. Seeley informed the board of upcoming events: Fiddler's green 5K, Run 4 Love, Senior Prom, St. Patrick's Day Parade, Florida Youth Symphony Orchestra, Winter Park Sidewalk Art Festival, Spring Break Camp, Splash, Float, Swim program, and Easter in the Park.

7. Board Comments

8. Upcoming Agenda Items

9. Adjournment

Meeting adjourned at 6:47pm

Approved by the Board on

/s/ Laura Halsey, Recreation Coordinator



Parks & Recreation Advisory Board

agenda item

item type

Action Items

meeting date

February 21, 2024

prepared by

Jason Seeley, Director of Parks and Recreation

approved by

Jason Seeley, Director of Parks and Recreation

subject

Strategic Plan and 2024 Action Plan

motion | recommendation

Approve or provide further recommendations for additions or changes

background

5 year Strategic Plan and accompanying Action Plan for 2024 was presented to PRAB at January meeting with members providing recommendations for changes to both items. Staff has updated the documents based on PRAB feedback for further review and discussion.

strategic objectives**alternatives | other considerations****fiscal impact****attachments**

1. Strategic Plan Feb 24
2. SAP 2024 PR

Winter Park Parks and Recreation Department

STRATEGIC PLAN 2022-2027

Mission: To enhance the quality of life for our community by providing outstanding parks, recreation, facilities, activities and services

PROGRAMMING

STRATEGY: Provide accessible and diverse range of high quality programming for residents of the City

Objective 1: Ensure that quality programming is provided to the community through effective program development and evaluation process.

Objective 2: Develop programming that meet the needs of the residents.

Objective 3: Develop and support programming that contributes to a healthy and active community

Objective 4: Provide opportunities for education, advocacy, and volunteerism

FACILITIES and VENUES

STRATEGY: Provide highly maintained community facilities that address the needs and priorities of our citizens

Objective 1: Maintain consistent quality and service levels at existing facilities

Objective 2: Enhance utilization of recreation facilities and venues to ensure residents are getting the most value out of our limited park spaces

Objective 3: Long term Planning

PARKS

STRATEGY: Provide sufficient quality park space that meets the needs of all residents while improving the health and vitality of ecologically significant properties such as Mead Gardens and Howell Branch Creek Preserve

Objective 1: Strengthen the quality of existing parks

Objective 2: Assess current properties and determine opportunities for better utilization of park space

Objective 3: Reduce ecological impact on parks while improving conditions through invasive species removals, re-forestation projects, and other practices that allow native flora and fauna to flourish.

Objective 4: Develop and promote external stewardship

Objective 5: Improve Greenways and Connectivity between parks and other strategic locations within City (schools, business centers, etc)

Objective 6: Improve accessibility and security within parks

OPERATIONAL STRATEGY

STRATEGY: Provide excellence in organizational management, financial stewardship, and customer service through quality assurance.

Objective 1: Strengthen organizational structure for efficient and effective operations.

Objective 2: Reinforce financial planning through diversified funding and responsible spending.

Objective 3: Leverage community partnerships to support service delivery

Objective 4: Maintain customer service excellence

Parks and Recreation Department

2024 Strategic Action Plan

Programming

Action	Lead	Completion by	Status
Develop evaluation process for partnerships that provides qualitative and quantitative analysis	McCosker	August 2024	Not Started
Develop new KPI's for department that better capture performance	Daus/Seeley	May 2024	In Progress
Update current participant feedback/survey process	McCosker/Clarke	September 2024	Not Started
Update Recreation Programming Plan	Daus/McCosker	September 2024	In Progress
Establish criteria for sun-setting programs	Daus/McCosker	September 2024	Not Started
Update Program Delivery Matrix	Daus/Seeley	September 2024	Not Started
Complete Community Assessment of programming resources	Daus	October 2024	Not Started
Increase participation in SYEP and Jr Counselor programs by 10%	McCosker/Clarke	June 2024	In Progress
Develop and execute resident education on proper tree pruning and planting	Nye	July 2024	Not Started

Facilities and Venues

Action	Lead	Completion by	Status
Evaluation of WP Community Center A/V system	McCosker	May 2024	In Progress
Upgrade security camera system at Cady Way Pool	McCosker	May 2024	Completed
Expand client feedback/survey response for facility/venue use by 10%	McCosker	October 2024	Not Started
Conduct utilization analysis for major venues - WPEC, WPFM, WPC, WPGCC	Seeley/McCosker	June 2024	In Progress
Update ADA transition plan and develop supporting CIP for improvements	Daus	July 2024	Not Started
Review facility/venue maintenance plans and replacement schedules to ensure funding in CIP	Daus/McCosker	May 2024	In Progress
Replacement of Showalter Stadium Lighting	McCosker/Clarke	August 2024	Scheduled Summer 2024; Structural Engineer eval March; WPHS in season thru May
Rebuild Cady Way playing courts (tennis/pickleball)	McCosker/Clarke	September 2024	
Complete design of Swoope Maintenance Facility	Daus	April 2024	In Progress
Install security netting at Ward A1 and A2 fields	Clarke	February 2024	In Progress
Complete hardscape and landscape improvements at Ward Baseball Complex	Seeley	August 2024	Hold until spring season complete
Improve drainage issue at Ward Baseball Field 7	Daus/Nye	August 2024	Hold until spring season complete

Parks

Action	Lead	Completion by	Status
Install updated mini park, streetscape improvement, and lake lookout signage	Daus	June 2024	In Progress
Significant completion of Seven Oaks Park construction	Seeley	December 2024	In Progress
Complete install of Mead pavillion	Seeley/Nye	January 2024	Complete
Complete install of Mead Accessibility Loop	Seeley/Nye	August 2024	In Progress
Complete construction and install of Founders bust ar Shady Park	Seeley/CRA	May 2024	In Progress
Complete constrction and install of Unity corner ar MLK	Seeley/CRA	September 2024	In Progress
Significant completion of MLK Community Playground	Seeley/CRA	December 2024	In Progress
Complete installation of pollinator garden at Blanchard Park	Daus/Nye	June 2024	Not Started
Identify locations and construct two Mini Forests or 'wild' spaces	Daus/Nye	June 2024	Not Started
Identify locations and construct one pilot bio-swale	Seeley/Nye	December 2024	Not Started
Evaluate park spaces that may be underutilized under current use and identify potential alternatives	Seeley/Daus	October 2024	Not Started
Develop conceptual plan for improvements to HBP and adjacent stormwater property	Seeley	April 2024	In Progress
Work in conjunction with Public Works on design completion for S Denning trail connecting 7 Oaks and Mead Botanical Gardens	Seeley/Nye	December 2024	In Progress

Operational

Action	Lead	Completion by	Status
Annual review of all operational policies and staff manuals of each of the 12 divisions	Seeley/Daus/McCosker	September 2024	Not Started
Update agency succession plan	Seeley/Daus	September 2024	Not Started
Provide customer service training to all front line staff	McCosker/Clarke	August 2024	In Progress
Provide first aid and cpr trainignn to all staff	Daus	May 2024	In Progress
Develop scope for Master Plan solicitation	Seeley	August 2024	Not Started
Upgrade Thorguard Lightning Detection system	McCosker	July 2024	In Progress
Conduct annual review of all CAPRA accreditation documents and processes	Seeley/Daus/McCosker	September 2024	Not Started



Parks & Recreation Advisory Board

agenda item

item type

Action Items

meeting date

February 21, 2024

prepared by

Jason Seeley, Director of Parks and Recreation

approved by

Jason Seeley, Director of Parks and Recreation

subject

Cady Way Pool- Blue Dolphins Proposal for Addition of Second Pool

motion | recommendation

Staff is seeking PRAB recommendation regarding the proposal from Blue Dolphins for the addition of a second pool at Cady Way Pool, along with additional site improvements to the surrounding park.

background

Blue Dolphins is a Winter Park-based Youth Swim Club that has been part of the community for nearly 30 years. The club currently calls Cady Way Pool home and has done so for the past 7 years. In an effort to provide pool space that will allow for both residents of the City to have access to pool time and allow for the continued growth and success of the swim club, Blue Dolphins would like to construct a second pool at the current location with construction funded by the club and shared operational costs based upon shared use.

strategic objectives**alternatives | other considerations****fiscal impact**

City Site Improvements not to exceed \$50,000 and operational cost annually of approximately \$30,000

attachments

1. Cady Way Pool Proposed Improvements Updated

CADY WAY POOL

BLUE DOLPHINS PROPOSED IMPROVEMENTS

PROPOSED PROJECT SCOPE

- Addition of 50m Myrtha pool and surrounding deck with geothermal or air based heating
- Addition of 6' aluminum fencing for pool
- Construction of 400 square foot mechanical/chemical room can be open air
- Addition of 2-3 sand volleyball courts
- Addition of sidewalk connecting current pool to tennis court/playground at rear of park
- Upgraded landscaping
- Building Renovation

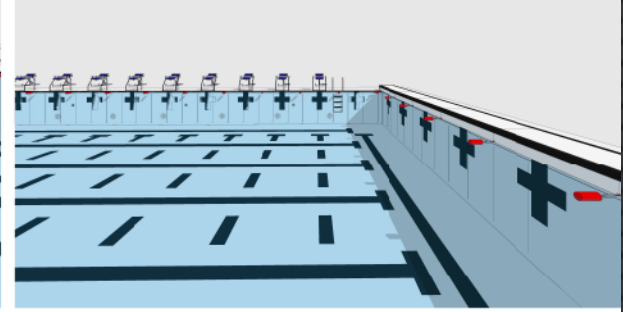
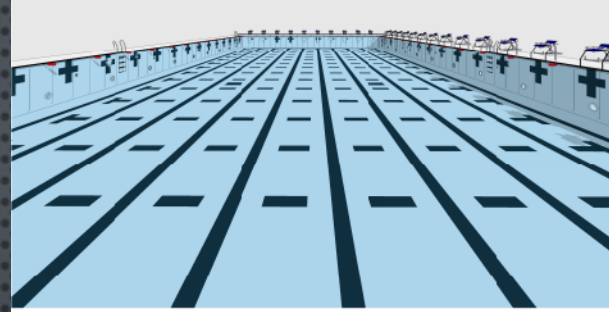
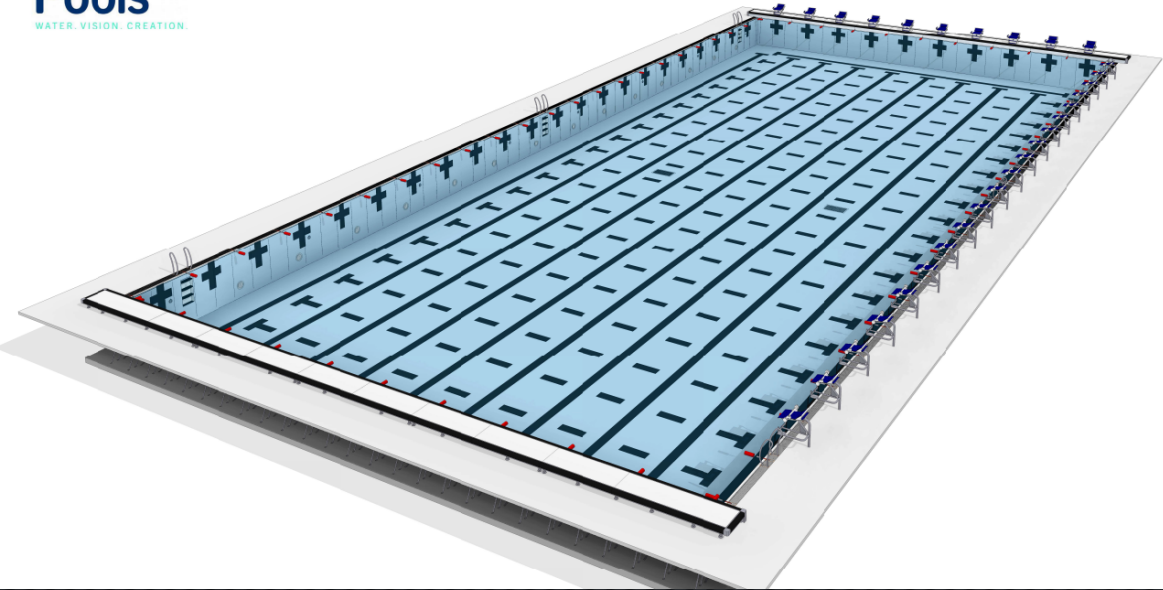
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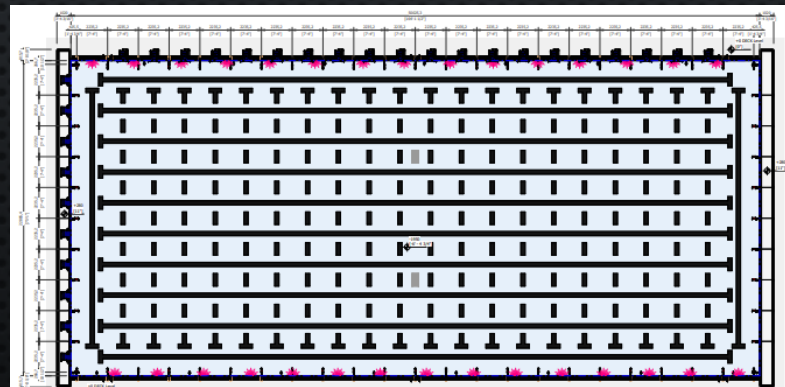
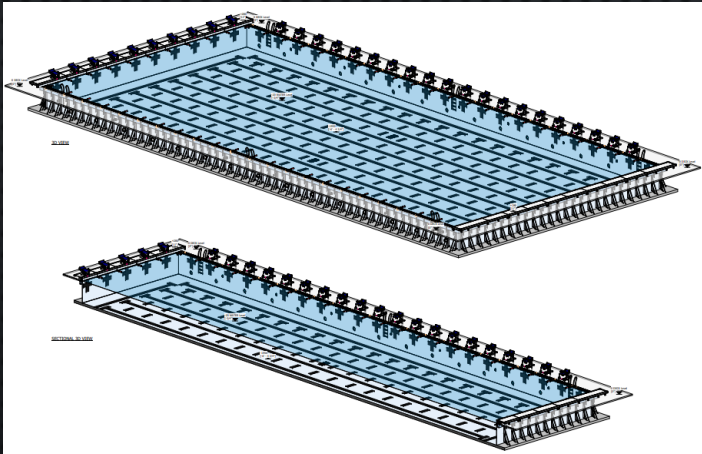
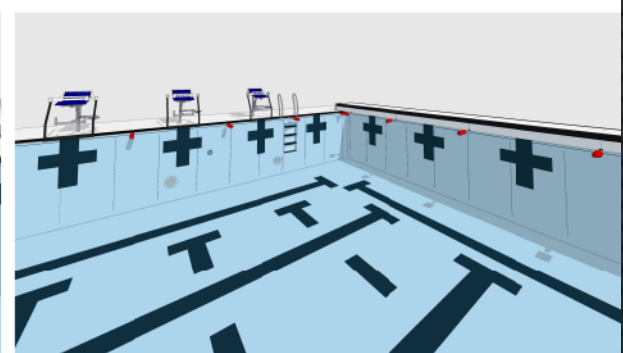
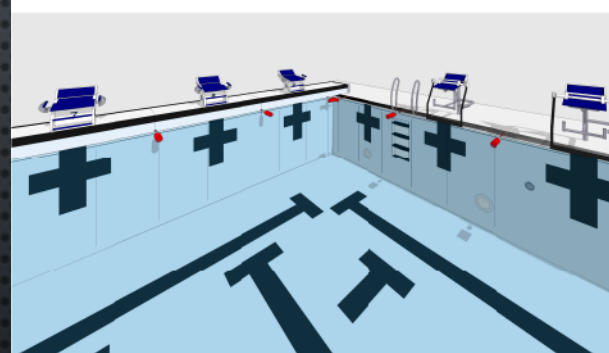
MYRTHA POOL RENDERINGS



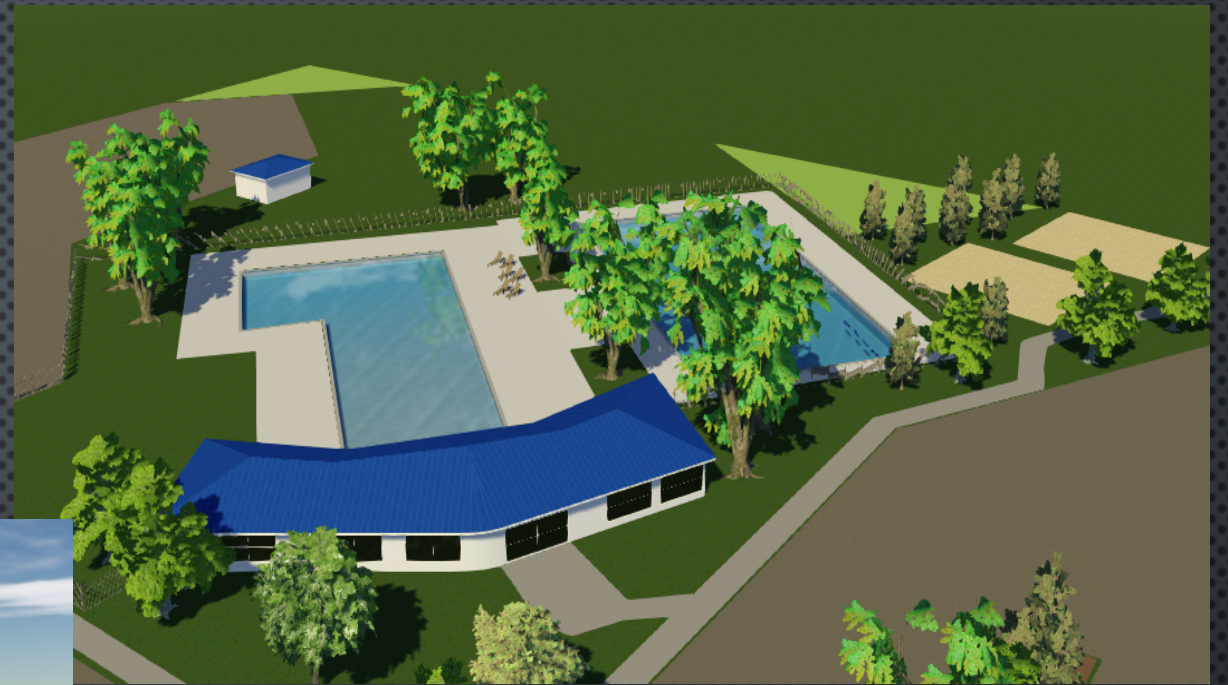
WINTER PARK BLUE DOLPHINS
UNITED STATES



WINTER PARK BLUE DOLPHINS
COMPETITION POOL



CONCEPTIONAL RENDERINGS



BENEFITS TO CITY

- Increase Lap Swim availability that currently are in conflict with swim club practices
- Expanded capability to accommodate summer camp groups which has historically generated considerable revenue
- Allows City to become a main Red Cross training location and improve ability to attract lifeguard and swim instructor staff
- Attract state and regional swim meets
- Additional programming and services for residents
- Provide an enhanced community recreational space

PROJECTED COST TO CITY

Operating: \$30,000 - \$35,000

Staffing for City Use: \$10,000 - \$12,000

Offsetting Operating Revenue: \$12,000-\$15,000

Annual Projected Cost to City: \$25,000 to \$35,000

AGREEMENT TERMS

Construction:

City

- Sidewalk additions
- Volleyball nets and posts
- Landscape Improvements
- Tree Preservation protocols

Blue Dolphins

- Purchase of pool and cost of installation
- Heating installation
- Site Prep
- Permitting and engineering
- Chem/Pump Room
- Volleyball Courts Construction

AGREEMENT TERMS

- (4) – 5yr Facility Use Agreements that allow Blue Dolphins (BD) first right of refusal and primary use rights of pool #2.
- BD submits annual use calendar for tentative times/days of BD use and City can use remainder for City functions. We would need to establish some max limits or approximated on BD use so that City is guaranteed reasonable use/access.
- BD would keep all revenue generated from BD programming
- BD/City would split revenues generated from meets and events 50/50
- 3rd party rentals of pool – City would supply necessary lifeguard staffing – 50% revenue goes to City (covers guards) and 50% goes to a fund supporting CW Aquatic Facility upgrades and maintenance (maintenance fund).
- City would provide lifeguard staff for any events that requires lifeguards
- Day to Day Operational Costs – (electrical, chemical, periodic cleaning, etc) –the City and BD would split the cost 50/50.
- Long term maintenance of pool, filtration, and heating of pool 2 would be responsibility of BD



Parks & Recreation Advisory Board

agenda item

item type

Staff Updates

meeting date

February 21, 2024

prepared by

Jason Seeley, Director of Parks and Recreation

approved by

Jason Seeley, Director of Parks and Recreation

subject

Project Updates

motion | recommendation

NA

background

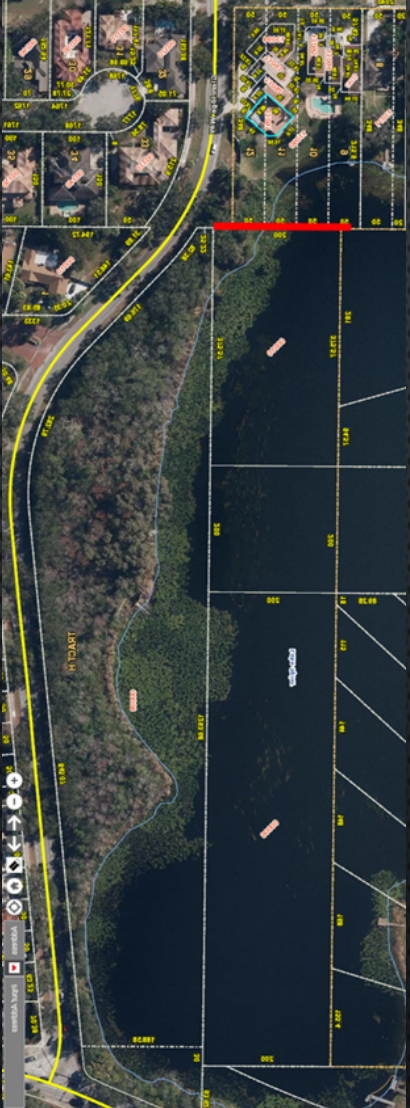
Status update on current Parks and Recreation Projects

strategic objectives**alternatives | other considerations****fiscal impact****attachments**

1. Lake Spier info_Project Update

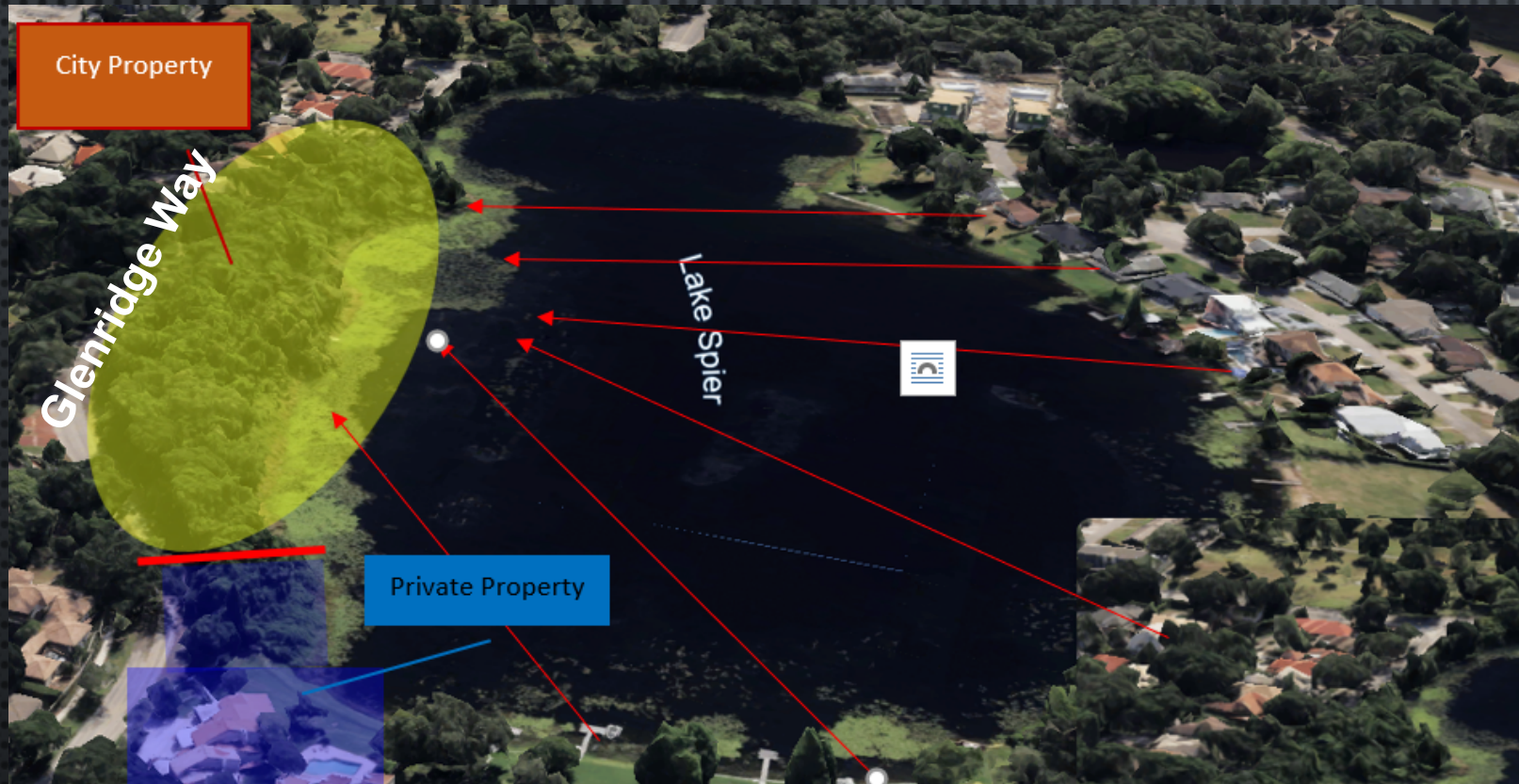
LAKE SPIER

PROPERTY



LAKE SPIER

PROPERTY



City Property:

- 3.93 Acres
- Classified as Right of Way or Maintenance Property not as part of 'green space'
- Mix of invasive and native with dominant plant being Brazilian Pepper.
- Main function of property has been a much valued green screen for surrounding residents.
- Public Works and Lakes working with neighbors regarding access for Lakes boat to service Lake.
- Potential for invasive removal and habitat restoration dependent funding and ability to accomplish work without major disruption to green screen.



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Staff Updates

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Jason Seeley, Director of Parks and Recreation

approved by

Jason Seeley, Director of Parks and Recreation

subject

Upcoming Programs and Events Update

motion | recommendation

na

background

Information regarding upcoming programs and events taking place in the City.

strategic objectives**alternatives | other considerations****fiscal impact****attachments**

None