



Parks & Recreation Advisory Board Regular Meeting

Agenda

February 19, 2025 @ 5:30 PM

City Hall Commission Chambers
401 S. Park Avenue

welcome

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please note

Times are projected and subject to change.

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- 1. Call to Order**
 - 2. Consent Agenda**
 - a. Approve the minutes of December 18, 2024
 - 3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
 - 4. Action Items**
 - a. City Event and Fee Waiver Policy 30m
 - b. Update to Kraft Azalea Park Policy and Procedures 15m
 - 5. Non-Action Items**
 - 6. Staff Updates**
 - a. Parks and Recreation Strategic Action Update 10m
 - 7. Board Comments**
 - 8. Upcoming Agenda Items**
 - 9. Adjournment**



Parks & Recreation Advisory Board

agenda item 2.a

item type

Consent Agenda

meeting date

February 19, 2025

prepared by

Laura Halsey, Recreation Coordinator

approved by**subject**

Approve the minutes of December 18, 2024

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

1. 12.18.24 PRAB Minutes



Parks & Recreation Advisory Board

Regular Meeting Minutes

December 18, 2024 at 5:30 PM

City Hall Commission Chambers
401 S. Park Avenue

Present

Leah J. Bonich, Thomas Sims, Ginny Enstad, Ellen Wolfson, Lisa Tinker Marsh

Absent

Lawrence Lyman, Anne Mooney

Staff Present

Parks and Recreation Director Jason Seeley, Assistant Directors Cathleen Daus and Mike McCosker, Recreation Coordinator Laura Halsey

1. Call to Order

2. Consent Agenda

- a. Approve the minutes of November 20, 2024

Motion made by Thomas Sims, seconded by Lisa Marsh, to approve the November 20, 2024 minutes with corrections as stated.

Motion passes 5-0

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

Gigi Papa, 1440 Hibiscus Ave, addressed the board regarding the city holidays. She stated there are a number of city-observed holidays and events that were not listed in the utility bill flier. She would like corrections to be made and encourages staff to include all events in the September to December calendar. She also requests that all political activities be excluded from city events.

Mr. Seeley asked Ms. Papa if she has a list of specific events that were not included. Staff determined the article in question was created by the Communications Department. Mr. Seeley will reach out to Communications as there may be a reason they did not include everything.

4. Action Items

5. Non-Action Items

a. Parks and Recreation Advisory Board Planning Session

Mr. Seeley recommended discussing what the goals and expectations of the board are moving forward into the new calendar year. He also provided them with a list of projects, events, and actions the staff are working on at this time and moving into the new year. This is also a time for Q&A should the board have any inquiries or require any clarification on any of the items.

Ms. Wolfson opened the discussion with Kraft Azalea Garden rules & regulations pertaining to what items are allowed to be released at the park during weddings and other reservations. She brought a few of the artificial red flowers that are littered throughout the park, and do not seem to be biodegradable, to show board members and staff. Mr. Seeley was already aware of the issue and had assigned staff to look deeper into the situation. He is also working on adjusting the security deposit for the outdoor wedding venues.

Mr. Sims suggested a deposit and a fee that has some teeth, maybe in the range of \$1,000.00 that will encourage renters to follow the rules and cover the cost of having staff onsite for the duration of the rentals. He feels this would dissuade people from breaking the rules and littering in the parks. He would like to ensure that all city costs are covered by a price increase and deposit increase. Mr. Seeley is also considering decreasing the maximum number of rentals that can be held per day at the venues, especially if staff has to remain onsite for the duration of the rentals. Ms. Wolfson pointed out the parking problem the rentals cause in the areas, since both have very limited parking, and agrees that decreasing the number of rentals allowed per day at each outdoor wedding venue would be a step in the right direction.

The board feels current pricing is very cheap and not in line with surrounding venues and agree the goal should not be to attract wedding rentals. Ms. Bonich confirmed that Leu Gardens charges \$700 for a micro-wedding. Ms. Wolfson inquired about board members each adopting a park to help ensure they are kept free of litter, are not in disrepair, etc. Although it is the city staff's responsibility, she feels board members should take an interest in the parks. Ms. Enstad suggested reaching out to local schools for volunteers, since students are always looking for community service hours. Mr. Seeley was receptive to the suggestion and offered to provide a list of parks and locations to include the mini parks throughout the city, since the majority of the mini parks are located within neighborhoods. Having the neighborhood residents be more involved would be welcome, and he would encourage residents to adopt a mini-park.

Mr. Sims inquired about a "suggestion box" where residents can share thoughts or concerns. The city implemented the @yourrequest portal to allow residents, visitors, business owners, etc to contact staff with any suggestions, concerns, or inquiries. One possible solution to increase public knowledge about @yourrequest would be to include a QR code on the website. Another would be to include "adopt a park" verbiage in the

utility bill fliers. Mr. Seeley wants to ensure the residents don't view the activity as the city not wanting to do their jobs.

Ms. Enstad mentioned the planter beds on the west side of Park Ave look great, while the planter beds on the east side of Park Ave, where people actually walk, look horrible. Mr. Seeley pointed out street parking interferes with planting on the east side of the street and areas with larger oak trees have difficulty sustaining plantings. City staff are currently taking an inclusive look at Park Ave to make the areas more planter friendly, which may start with improving some of the infrastructure. Lighting, electrical access, and irrigation would all be items in the discussion.

Mrs. Bonich would like to see the open space at Howell Branch Preserve be more usable. Mr. Seeley took this opportunity to show the Howell Branch Preserve Improvements renderings to the board, which moves us into the staff updates section of the agenda.

6. Staff Updates

a. Program and Events Update

Discussion began with the Howell Branch Preserve improvements. Mrs. Bonich referenced the large open area that could be better utilized. Mr. Seeley shared the idea of moving the pond and observation deck to allow for the area to be better utilized. Mrs. Bonich stated the pond is always riddled with litter and there is never any wildlife to observe. A discussion would need to be held to decide if such a project would be done in-house or if it would require outside contracting. He would also look into any available grant funds that may be able to offset the cost of such improvements.

Mr. Seeley then moved to the Winter Park Sports Complex projects and Cady Way Pool improvements, showing the potential of creating a walkable loop around the perimeter of the area. Cady Way Court and Pickleball Courts have been completed. MLK, Jr. Park is being completed in stages with Unity Corner being the current project. Once completed, the focus will shift to the Community Playground. All renderings and updates are included in the agenda packet for the board to review at their convenience.

The final update included the purchase of the laundromat adjacent to MLK, Jr. Park.

The city is now working to purchase the property where Austin Coffee currently operates, which would complete the loop around the park and allow staff to create a boardwalk.

The city is also looking at the triangle-shaped piece of property located off of Semoran Blvd. adjacent to the Winter Pines Golf Course. Purchasing the property would allow for future growth and evolution of the golf course should they decide they'd like a nicer

clubhouse, dining room, or taproom.

West Meadow improvements were approved and slated to begin in January 2025, and will include renovating and improving the restroom closest to the playground. Kraft Azalea Garden will also receive restroom renovations and upgrades.

The last item on the list would be improving the dog park and maybe bringing back some of the shoreline to residents who don't prefer dogs. Having separate areas would allow for rotation and maintenance as well as provide the option to separate smaller and larger dogs that may need to be with dogs of their own size. This has not been officially added to the list of approved projects, but is on the radar for the future.

Mr. Seeley closed by stating he would resume the conversation with updates in February or March to allow for discussion and guidance.

7. Board Comments

8. Upcoming Agenda Items

9. Adjournment

Meeting adjourned by Chairperson, Leah Bonich

Approved by the Board on
/s/ Laura Halsey, Recreation Coordinator

ATTEST:



Parks & Recreation Advisory Board

agenda item 4.a

item type

Action Items

meeting date

February 19, 2025

prepared by

Jason Seeley, Director of Parks and Recreation

approved by

Jason Seeley, Director of Parks and Recreation

subject

City Event and Fee Waiver Policy

motion | recommendation

The revised policy is presented as directed by PRAB members during our previous meetings related to the topic. PRAB members are being asked to approve the revised policy and may provide the commission with a recommendation whether the new policy, if accepted, would affect those events currently on the event list or if those currently on the event list would be 'grandfathered', left unaffected by any change in policy.

background

The City currently has a City Event list of events that were approved by the City Commission and receive a fee waiver for rental fees. The City also has a Non-Profit Fee Waiver process that allows for Winter Park non-profit groups to receive anywhere from a 50-100 percent discount. The revised policy provides policy and process for both of these items along with clarification on the assessment of additional fees associated with event rentals.

alternatives | other considerations**fiscal impact**

The change to the Non Profit Fee Waiver would result in a savings of approximately \$75,000 on an annual basis. The addition of the clarification language related to additional fees to the event list will result in an additional \$5,000 to \$10,000 in fees. If the event list policy were to be enacted as presented and applied the current list of events the City would see an additional \$10,000 to \$20,000 in rental revenues.

attachments

1. Fee Waiver Policy 2_2025

City of Winter Park – Parks and Recreation Department

Fee Waivers and Non-Profit Cost Reduction Policy and Procedure

City Events List

City Events are exempt from rental fees associated with the park or venue. Fees for support services or event staff are not waived and the responsibility of the organization. Events considered for the City Events list are required to be open to the public, with no fee/ticket for attendance, and entry. Events must also demonstrate that they provide a benefit to a significant cross-section of Winter Park residents and not just a select or specific group.

Events Requesting City Event Status and Full Fee Waiver:

The addition of an event to the City Annual Events listing is at the discretion of City Commission. Any event wishing to be considered for the City's Annual Events list must be able to demonstrate the following; a financial need for a fee waiver, long standing history of working in support of the City of Winter Park and its residents, and a description as to how the event provides a benefit and/or significant positive impact to the City of Winter Park and residents.

The event must have a history of being successfully held within the city limits of Winter Park for a minimum of 5 years. If the event did not take place at a City owned venue/facility, where record of event is easily verified, requesting organization may be required to provide proof of event history with reference contact from the hosting venue.

Additions to the City's Annual Events list are considered on an annual basis in coordination with the City's annual budget process. To initiate the review process for your event a Request for Consideration letter demonstrating how the organization and event meet the criteria described above, along with an Organizational Biography and Event Executive Summary must be submitted to the Parks and Recreation Administrative Office at 721 W New England Avenue, Winter Park FL 32789 by Monday, **June 30th 2025 for the 2025-2026 fiscal year beginning on 10/1/2025.**

The Parks and Recreation Advisory Board (PRAB) will then review submitted requests. The requesting organization will be required to attend the July Parks and Recreation Advisory Board meeting where the board will make recommendation to City Commission regarding the organizations request.

An updated City Events list with PRAB recommendations will be brought to City Commission for approval at the 2nd July Commission meeting or 1st August Commission meeting.

Other Fees and Hard Costs: An event on the City Events list is not exempt from permit fees or City service fees for event support such as Police, Fire, Road Closures, or other fees associated with the execution of the event.

Parks and Recreation Event Support Staff:

Facility Rentals – Facility rentals that occur during the standard operational hours (SOH) of the facility where the event is being held will not incur a staff fee. For any set-up or break down hours that fall outside of the facilities standard operational hours will be charged a rate of \$75/hr. For event hours taking place outside of the SOH's a rate of \$125/hr.

Park Rentals – For small events (under 400 people), and events not exceeding 8 hours in duration per day, a staff fee will not be assessed. If under 400 people, but exceeding 8 hours the Event Support Staff hourly rate will be charged for each hour over the 8-hour time limit.

For larger park rentals, that typically qualify as a special event, the organization holding the event may request city staff for event support at the Event Support Staff hourly rate posted in current adopted Fee Schedule set by City Commission. A minimum level of support staff will be required based on scope, size, and other properties specific to the particular event being held. The event organizer has the ability to reduce required event support required by the City's Parks and Recreation Department by submitting a staffing and/or volunteer plan that demonstrates essential functions such as set-up, break-down, clean up, parking, and trash management will be addressed.

Event Organizer will be provided an event support staff cost from the department as part of their event permit/rental contact. If the organizer wishes to use volunteers or staff to reduce Event Support Staff cost a request to do so must be made no less than 90 days prior from their event date and include a staff/volunteer plan that includes number of volunteers, identify a volunteer supervisor or lead, and a description of what role or tasks their team would be responsible for. The Parks and Recreation Director, or his/her designee, will review the event organizers plan and provide modified Event Support Staff cost to the event organizer with 14 days of receipt.

Non-Profit Fee Reduction:

Winter Park Based Non-Profit Organization -501c3 organizations based within the Winter Park City Limits, will receive a 35% discount from the general rental rate for the particular park or venue being rented.

Non-Profits Organizations Outside Winter Park - 501c3 organizations not based within Winter Park are eligible or a 25% discount.

This discount does not apply to any other fee associated with the event such as permits or staffing such as police officers or event attendants provided by City.



Parks & Recreation Advisory Board

agenda item 4.b

item type

Action Items

meeting date

February 19, 2025

prepared by

Jason Seeley, Director of Parks and Recreation

approved by

Jason Seeley, Director of Parks and Recreation

subject

Update to Kraft Azalea Park Policy and Procedures

motion | recommendation

Based on feedback from the December PRAB meeting related to Kraft Azalea as well as feedback from residents living in the immediate vicinity of the park, staff is recommending a change to the policy to help limit the number of events that take place at park.

background**alternatives | other considerations****fiscal impact**

Reducing or limiting the number of events at Kraft Azalea would result in a loss of revenue of approximately \$5,000 to \$10,000.

attachments

1. Presentation10



RULES & REGULATIONS

Parks & Recreation Advisory Board
Parks & Recreation Advisory Board

> Approved 1/25/2017
>
>

GENERAL

- A. It is the intent of the City Commission that Kraft Azalea Garden be used primarily as a passive park.
- B. Hours are from 8 a.m. to dusk unless otherwise approved by the Parks and Recreation Commission and / or City Commission.
- C. The park is not permitted bathing area, however no lifeguards on duty.
- D. Parking is extremely limited and parking within the neighborhood is discouraged.
- E. Overnight camping is not permitted.
- F. Available facilities include benches, an exedra (white columns) and a fishing/viewing dock which will remain open to the Public during normal operating hours.
- G. Organized events require rental of the park with the exception of the Exedra area which can be rented for private wedding ceremonies – see rules below.
- H. The business office for park inquiries is located at the Winter Park Community Center, Recreation Division, 721 West New England Avenue, Winter Park, FL 32789
 - a. Office hours are from Monday - Friday 8am to 5pm. Ph. 407-599-3397.
- I. The park is located at 1305 Alabama Drive, Winter Park, FL 32789
- J. Pets must remain on leash at all times City Ordinance Number 2665-06.
- K. Owners must clean up after their pets City Ordinance Number 2665-06.
- L. Alcohol is prohibited in Kraft Azalea Garden.

WEDDINGS

- A. The Exedra may be rented for wedding ceremonies with 20 guests or less including wedding party.
- B. Tables and chairs for ceremony are prohibited unless for the accommodation of the infirm.
- C. The use of confetti, rice, sparklers or artificial flowers for throwing is prohibited.
- D. Additional regulations:
 - Deposit is required when booking the park.
 - Decorations must be removed at the conclusion of the ceremony.
 - Fee is separate from the deposit.
 - Specific time frames are mandated.

Parks & Recreation Department ■ 721 W. New England Ave. ■ Winter Park, FL 32789 ■ 407.599.3334

FULL PARK EVENT APPLICATION

- A. Organized events require rental of the park.
- B. The City of Winter Park reserves the right to refuse any events deemed inappropriate for the site which is located within a residential area.
- C. The scheduling of new events shall be limited based upon the impact on the park turf and landscaping and the impact on the neighborhood.
- D. To provide protection to trees, plantings and turf, limit impact on surrounding homes and businesses, and to allow the public sufficient access for use of the park, the number of special events may be limited.
- E. Considerations may be made for other events in specific areas of the park.
- F. No additional special events will be scheduled in the same area of the park within two weeks of a scheduled large event.
- G. A completed park use application and cover letter must be submitted to the Parks and Recreation Event Management office a minimum of 45 days prior to the event.
- H. A non-refundable fee, amount in accordance with current fee schedule, must be paid and submitted with the application.
- I. The date the application and fee is received by the Parks & Recreation Department shall determine priority for all scheduling.
- J. All applications for special events and food, beverage or merchandise sales and donation boxes shall be reviewed by the Parks & Recreation Commission.

RESTRICTIONS ON EVENTS

- A. All events must consist primarily of cultural, athletic, or entertainment activities beneficial to and acceptable by the general public.
- B. Events should not be objectionable or offensive to accepted standards of decency that the average person, applying contemporary community standards, would find, taken as a whole, appeals to prurient interests.
- C. Parking is extremely limited. The maximum size of events must not exceed 400 guests.
- D. Events such as movies, exhibits, company gatherings and other similar events are considered compatible and consistent with the general guidelines for use.
- E. All events are to be open and visible to all people during operating hours. Access may be controlled and admission cannot be charged.
- F. No plant materials, turf or trees may be removed, relocated or disturbed in any way for the sole benefit of an event.
- G. Sponsors of special events are responsible for providing adequate and required traffic control, crowd control, and security, as is appropriate for the event. It is the sponsor's responsibility to coordinate all life / safety issues with the City's Police and Fire Departments as well as the Special Events Division. Conformance with the mandates of Police and Fire Departments is required.

Parks & Recreation Department ■ 721 W. New England Ave. ■ Winter Park, FL 32789 ■ 407.599.3334

Add Under General - M. Due to the size of the park, seasonally estuary site, and limited parking available Kraft Azalea is limited to no more than 2 wedding events per day and no more than 10 wedding or similar events per week. Any business offering services at the park such photography, picnic event planners, watercraft rentals, etc. must possess an Open Space Business Permit from the Parks and Recreation Administration Office.

ACTIVITIES

- A. Merchandise to be sold shall be approved by the Parks & Recreation Department. This merchandise shall be limited to items that directly promote the event and/or organization holding the event. Examples of items include: T-shirts, posters, music CD's and other commemoratives.
- B. A merchandise sales site plan shall be reviewed and approved by the Parks and Recreation Department.
- C. Donation container(s) shall be placed only at a merchandise location. Containers shall not be passed or circulated, compete with the event or disturb the participants or persons using the park.
- D. No one shall be required to purchase an item or donate money or goods in order to observe the event.
- E. Verbal requests for donations shall be limited and confined to periods of general announcements within the entertainment.

FOOD AND BEVERAGE SALES

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

AMPLIFIED SOUND

- A. Amplified sound is allowed only between 8am and dusk during hours of operation, amplified sound levels may be monitored and adjustment may be required, based upon the hour and the day of the event as well as other uses of the park and surrounding areas.
- B. Amplified sound is not allowed from merchandise, food or beverage locations.
- C. The use of any stage, public address system, sound system or other amplified sound will be furnished by the user/renter and the placement of same will be at the discretion of the Parks and Recreation Department.
- D. Any wires, cables or hoses laid across paved walking surfaces must be taped down on the paved surface with duct tape or equal material or covered with stage / electric cord mats and taped to prevent buckling. These measures are to assure the safety of the spectators and participants from tripping hazards.

GROUP EVENT USER FEE AND DEPOSIT

- A. User fees are based upon the size of the event, the activity and the requirements placed upon City service. User fees and the deposit are payable in advance. If the event is canceled, fees are refundable only to the extent that the City has not incurred costs.
- B. The base user fees cover electricity, basic trash collection, water and stage use. Additional fees, if required, shall be based upon the nature of the event, impact upon the park and extra services required.
- C. The event deposit shall equal the fee and is refundable if the City does not incur costs not covered by the user fee. Extra fees may be required beyond the deposit.
- D. The City may adjust future fees, deposits, and or requirements for any event based upon previous history of the event.
- E. **Fee waivers will not be considered.**

OTHER

- A. Alcohol use is prohibited unless approved by the City Manager.
- B. Existing parking is limited. The applicant may be required to provide adequate handicap and off-site parking and / or shuttle services.
- C. A parking site plan must be submitted. Parking on the adjacent neighborhood streets is discouraged.
- D. All litter shall be removed by the organization or fees shall be deducted from the deposit.
- E. Ponies, horses or other animals such as petting zoos are not permitted
- F. Tents are permitted. A site plan must be submitted and applicable permits issued by the City of Winter Park Code Enforcement Division.
- G. Banners must meet City codes and must be approved by the Parks and Recreation Commission. Banners may only be displayed 24 hours before the event and during the event.

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

Signed _____

Date _____



Parks & Recreation Advisory Board

agenda item 6.a

item type

Staff Updates

meeting date

February 19, 2025

prepared by

Jason Seeley, Director of Parks and Recreation

approved by

Jason Seeley, Director of Parks and Recreation

subject

Parks and Recreation Strategic Action Update

motion | recommendation

NA

background

Strategic Action Report provides status update on significant department assignments related to the department strategic plan.

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

1. SAP 2025 Feb Update

Parks and Recreation Department

2024 Strategic Action Plan

Programming

Action	Lead	Completion by	Status
Develop new KPI's for department that better capture performance	Daus/Seeley	May 2024	Completed
Update current participant feedback/survey process	McCosker/Clarke	September 2024	In Progress
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	Completed
Complete Community Assessment of programming resources	Daus	October 2024	In Progress
Increase participation in SYEP and Jr Counselor programs by 10%	McCosker/Clarke	June 2024	Completed
Develop and execute resident education on proper tree pruning and planting	Nye	July 2024	In Progress

Facilities and Venues

Action	Lead	Completion by	Status
Evaluation of WP Community Center A/V system	McCosker	May 2024	Completed
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	In Progress
Conduct utilization analysis for major venues - WPEC, WPFM, WPCC, WPGCC	Seeley/McCosker	June 2024	Completed
Update ADA transition plan and develop supporting CIP for improvements	Daus	July 2024 (April 25)	In Progress
Review facility/venue maintenance plans and replacement schedules to ensure funding in CIP	Daus/McCosker	May 2024 (March 25)	In Progress
Replacement of Showalter Stadium Lighting	McCosker/Clarke	August 2024	Completed
Rebuild Cady Way playing courts (tennis/pickleball)	McCosker/Clarke	September 2024	Awaiting piggyback approval, work to start July
Complete design of Swoope Maintenance Facility	Daus	April 2024	Completed
Install security netting at Ward A1 and A2 fields	Clarke	February 2024	Completed
Complete hardscape and landscape improvements at Ward Baseball Complex	Seeley	August 2025	Hold until spring season complete
Improve drainage issue at Ward Baseball Field 7	Daus/Nye	August 2025	Hold until spring season complete

Parks			
Action	Lead	Completion by	Status
Install updated mini park, streetscape improvement, and lake lookout signage	Daus	June 2025	In Progress
Significant completion of Seven Oaks Park construction	Seeley	December 2024	Completed
Complete install of Mead pavillion	Seeley/Nye	January 2024	Completed
Complete install of Mead Accessibility Loop	Seeley/Nye	August 2024 (April 2025)	In Progress
Complete construction and install of Founders bust ar Shady Park	Seeley/CRA	May 2024	Completed
Complete constrction and install of Unity corner ar MLK	Seeley/CRA	September 2024	In Progress; waiting on artist to install statue
Significant completion of MLK Community Playground	Seeley/CRA	September 2025	In Progress
Complete installation of pollinator garden at Blanchard Park	Daus/Nye	June 2024	Completed
Identify locations and construct two Mini Forests or 'wild' spaces	Daus/Nye	June 2024	In Progress, see Denning/Fairbanks Planting Plan
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	Completed
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 2025	Moved to 2025-26 Fiscal Year
Upgrade Thorguard Lightning Detection system	McCosker	July 2024	Completed
Conduct annual review of all CAPRA accreditation documents and processes	Seeley/Daus/McCosker		Ongoing

