



Parks & Recreation Advisory Board Regular Meeting

Agenda

November 17, 2021 @ 5:30 pm

Virtual

welcome

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assistance & appeals

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

"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. [Minutes Approval 1020.21](#) 2 minutes
 - b. [Park Rules & Regulation Update](#) 10 minutes
 3. **Staff Updates**
 - a. [FY21 Project Summary/FY22 Project Update](#) 5 minutes
 - b. [ARPA Funded Initiatives](#) 10 minutes
 - c. [Recreation Programming and Event Update](#) 10 minutes
 - d. [Phelps Playground, Progress Point and MLK Project Status Update](#) 10 minutes
 4. **Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
 5. **Non-Action Items**
 - a. [Strategic & Long Term Planning Update](#) 25 minutes
 6. **Action Items**
 7. **Board Comments**
 8. **Adjournment**



Parks & Recreation Advisory Board

agenda item

item type	Consent Agenda	meeting date	November 17, 2021
prepared by	Kesha Thompson	approved by	
board approval			
strategic objective			

subject

Minutes Approval 1020.21

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[1020.21.pdf](#)



Parks & Recreation Advisory Board Minutes

October 20, 2021 at 5:30p.m.

Virtual Meeting
Winter Park, Florida

Board Members Present

Michael Perelman, Kelly Price, Krystal Dawkins, Annemarie Smith, Shannon Sarkarati, Jennifer Adams, Frank Baker

Call to Order

Meeting Called to order by Chairman Perelman at 5:30pm

Consent Agenda

a. September 15, 2021 Minutes Approval

Chairman Perelman request that the minutes reflect resident's comments, and the MLK proposal was priced at approximately \$500,000.

Motion made by Kelly Price to approve the consent agenda with the above corrections, seconded by Frank Baker. Motion carried unanimously.

Staff Updates

a. FY 21 Project Update/FY22 Project Update

- FY22 spread sheet has been updated to reflect the current projects from FY21 that will be finished in the first quarter of this fiscal year, and future projects. Some upcoming projects include; MLK Athletic Fields, Baseball field lighting, dink dock parking lot beach and boardwalk, improvements at the Winter Park Tennis Center

b. Recreation Programming Update

- Furniture is being delivered at the Library/Event Center. The holiday lighting initiative started this morning at 3am, November 18th is the deadline to have all the decorations up. There will be two Halloween events next weekend, the Farmers' Market and Community Center. The ribbon cutting for the art installation near I4 on October 29th. Jennifer Adams inquired about possible toy drives, and Thanksgiving food drive or partnering with organization. Board members suggested proactivity promoting local assistance. Staff will include the toy drive distribution box at the Event Center Gala.

c. Progress Point/MLK Projects Update

- Public Works is working on the lake at MLK park; once the work is complete the Landscaping Division will re sod and replant where is necessary. Staff is currently waiting for an updated plan for Progress Point. Forestry has purchased the Oak Trees and will be ready for installation in Jan/Feb. The Commission is looking for guidance for on locations for a possible splash pad/

- spray play. Staff and board members discussed the difference between interactive water features and spray plays. Chairman Perelman request that Parks & Recreation advisory board send a recommendation to the Commission. MLK Corner will be presented to CRA in November, and then to Commission.
- d. **Forestry Presentation-** rescheduled
 - e. **Parks & Recreation Strategic & Long-Term Planning Update-** Board members will email staff feedback, and recommendations

Public Comments (for items not on agenda): Three minutes allowed for each speaker
Non-Action Items

Action Items

a. Phelps Park Structure

- Staff presented the results of the Phelps Park Poll regarding the Playground addition. Family fun initiate that visits each park twice monthly where residents will be able to provide feedback and area interest. Board members would like to be informed of the monthly family fun events. Staff will collate the comments and bring back to the board as an after-action item.

Motion made by Michael Perelman to support staff recommendation to install the Miracle Playground Equipment at Phelps Park; seconded by Kelly Price. Motion carried unanimously.

b. Shady Park Proposal Presentation

Staff informed the board of the funds that are allocated for Shady Park and a Power Point presentation. The presentation included survey results from community input and survey results, History & Heritage, and Arts and Culture were two of the most requested themes of the park. Staff recommendations include elevated landscape in key spaces, replace sod and trees, addition of interactive gaming spaces, hardscape and site amenity improvements, and increase greenspace and event space. Maria Bryant presented the board with a proposed design for a bronze sculpture of the four founding fathers of Shady Park in the Heritage & Memorial section of the park. Individuals such as Mary Lee Depugh, Gus Henderson, Frank R Israel, Walter B Simpson, Copeland Hurly Davis, and Dr. Barbara Jenkins were identified as authenticated historical figures in Hannibal Square. The proposed budget for the monument was between \$150,000- \$225,000.

Board Discussion includes displaying the two designs of the MLK Park and Shady Park and encourage the public to be informed on the plans.

The following residents spoke in favor of the proposed park upgrades and the memorial of the Founder Fathers. Forest Michael, Lee Rambeau, Shelia Reid, Martha Bryant Hall, Mary Daniels,

Motion made by Michael Perelman to support the concept of design of Shady Park upgrade and an allocation to the development of a memorial to the founding fathers of Hannibal Square with the final design presented to the board prior to approval; seconded by Frank Baker. Motion passed unanimously

c. Parks Rules & Regulations- Moved to November Agenda

d. Fee Waiver Request- Holiday Market West Meadow

Park Ave District is requested an additional 50% fee waiver for the Holiday Market in the West Meadow.

After board discussion; motion made by Kelly Price to reject the application of the additional 50% fee waiver; seconded by Frank Baker. Motion carried with Krystal Dawkins voting no.

Board Comments

Adjournment

Motion made by Michael Perelman to adjourn the meeting at 7:19pm seconded by Kelly Price. Motion carried unanimously

Minutes approved the board on 1117.21.

/s/ Kesha Thompson



Parks & Recreation Advisory Board

agenda item

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prepared by	Kesha Thompson	approved by	
board approval			
strategic objective			

subject

Park Rules & Regulation Update

motion / recommendation

approve revised and condensed park rules and regulations

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[Rules__Standards_Draft.pdf](#)



Rules & Standards

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Rules & Standards

Information and Rules for All Parks

General Rules

- a) The business office for park inquiries is located at the Winter Park Community Center, Recreation Division,
 - a. 721 West New England Avenue, Winter Park, FL 32789
 - b. Office hours are Monday-Friday 8:00 a.m. to 5:00 p.m.
 - c. Phone number 407-599-3397
- b) The City of Winter Park reserves the right to refuse any events deemed inappropriate for the site.
- c) The number of special events will be limited 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,.
- d) rental of park or athletic fields is required for all organized events or athletic activities .
- e) If a Pavilion is available, rental rates are posted on the City of Winter Park Current Fee schedule ([WebTrac](#)) add link to web-track
- f) Ponies/horses and petting zoos are prohibited in all parks.
- g) For groups of 15 people or less, only one pop-up tent is permitted (no stakes and not larger than 10X10'.
- h) A permit is required for the placement of a "bounce house" for use during an event.
 - a. Applications for bounce houses will only be issued in conjunction with pavilion rental
 - b. A permit will not be issued without proof of liability insurance naming the City co-insured with proper liability limits.
 - c. An application fee applies.
- i) Patrons must clean up after pets.

Amplified Sound

- a) Amplified sound is generally allowed only between 9am and dusk (some Parks have greater restrictions – see specific Park guidance). During hours of



Rules & Standards

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.

- a. Amplified sound levels will 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) Public address system, sound system or other amplified sound must be furnished by the user/renter but the placement of these items will be at the discretion of the Parks and Recreation Department.
- d) To assure the safety of spectators and participants, all 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.

Event Registration

- a) A completed application and cover letter must be submitted to the Parks and Recreation Event management office at least 30 days before the event. (Central Park and West Meadow require 90 days notice before event)
- b) A non-refundable fee, must be submitted with the application.
- c) priority for all scheduling shall be determined by the date the application and fee is received by the Parks and Recreation Department .
- d) All applications for special events shall be reviewed by the Parks and Recreation Director.
 - a. Final approval, if required, shall be by the Parks and Recreation Advisory Board.
- e) To reserve a field, a field request form must be submitted to the Parks and Recreation
- f) Events will generally not be scheduled in the same area of a park within two weeks of an already scheduled large event.
- g) All requests for events and food, beverage or merchandise sales and donation boxes shall be reviewed by the Parks & Recreation Board
 - a. Final approval, if required, shall be by the Winter Park City Commission.



Rules & Standards

Restrictions on Events

- a) The scheduling of events shall be limited based upon the condition and the projected impact on the park turf and landscaping.
- b) All events must consist primarily of cultural, athletic or entertainment activities beneficial to and acceptable by general public.
- c) Events should not be objectionable or offensive to accepted standards of decency to the average person, applying contemporary community standards,
- d) All events must be open and visible to all people during operating hours.
 - a. Access may be controlled but admission cannot be charged.
- e) No plant materials, turf or trees may be removed, relocated or disturbed in any way for the benefit of an event.
- f) Sponsors of events are responsible for providing adequate traffic control, crowd control, and security, as is appropriate for the event.
 - a. Parking is generally extremely limited and the sponsored event must obtain additional off-site parking.
 - b. The applicant may be required to provide adequate handicap and off-site parking and/or shuttle services.
 - c. A parking plan must be submitted
- g) Conformance with the mandates of Police and Fire Departments is required.
 - a. 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 of Communications.
- h) Event sponsors are required to provide port-o-lets, dumpsters or other sanitary measures based upon the type of event, length of event, and the projected attendance of an event.
 - a. Requirements include at least one port-o-let for each 150 people in attendance.
 - b. Events at which food and drink may be served require at least one port-o-let be provided for each 60 people.
 - c. At least one handicap unit must be provided for all events.
 - i. Large events of more than 600 people require at least one handicap unit for each four regular units.

Event User Fees and Deposits

- a) User fees are based upon the size of the event, the activity and the requirements placed upon City service.



Rules & Standards

- a. User fees and the deposit are payable in advance.
- b. If the event is canceled, fees are refundable only to the extent that the City has not incurred costs.
- c. Fee Waivers will not be considered.
- d. If the application mis-represents the impact on the City, then an excess fee will be levied
- b) A deposit is required with the initial application
- c) All fees must be paid in full by at least 30 days before the event
- d) All events require a user fee in accordance with current fee schedule.
 - a) The user fees cover electricity, basic trash collection, and recycling bins.
 - b) Additional fees, if required, shall be based upon the nature of the event, impact and any extra services required.
- e) In the event of inclement weather, there will be no refund of any fees paid.
 - a. The event may be rescheduled with a new application and re-payment of appropriate fees.
- f) Violation of zoning laws and City ordinances will result in loss of the deposit and/or additional fees.
- g) The City may adjust future fees, deposits, and or requirements for any event based upon previous history of the event.

Liability Insurance

- a) All Park renters are required to carry liability insurance in the minimum amount of \$1,000,000 general aggregate and \$500,000 each occurrence.
- b) Insurance certificate must list the City of Winter Park (401 South Park Avenue, Winter Park, FL 32789) as an additionally insured party.
- c) Insurance must be submitted via the insurance company at least ** days before the start of the event.

Merchandising

- a) All merchandise for sale must be approved by the Parks & Recreation Department.
 - a. 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 must be reviewed and approved by the Parks and Recreation Department.



Rules & Standards

- c) Donation container(s) shall be placed only at a merchandise location.
 - a. Containers may not be passed or circulated,
 - b. Non-event related donations requests may not compete with the event
 - c. Donation solicitation may not 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) The preparation and/or sale of food and beverage must comply with all state and local regulations and licensing requirements.
 - a. Applicable licenses and/or proof of compliance are required.
- b) Food and beverages to be sold must be approved by the Parks & Recreation Department.
- c) A food and beverage site plan must be reviewed and approved by the Parks & Recreation Department.
- d) All cooking and/or heating must be done with gas or electricity.
 - a. Permission to cook on site requires the approval of the City of Winter Park Fire Marshall.
 - i. A separate application is used for this process and is available upon request
 - b. Charcoal grills are prohibited for large events.
- e) 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.
- f) All recyclable items shall be placed in appropriate containers.

Pets (City Ordinance Number 2835-11)

- a) Leash laws strictly enforced at Phelps Park.
- b) No Pets in Playground Area.
- c) No Pets in Picnic Areas.
- d) No Pets on Tennis or Basketball Courts.
- e) No Pets in Restrooms.



Rules & Standards

Other

- a) Alcohol use is prohibited unless approved by the City Manager.
- b) All pets are prohibited with the exception of Seeing Eye dogs or medically necessary service animals. Such service animals must be leashed.
- c) For larger events tents are permitted.
 - a. A site plan must be submitted and applicable permits approved by the City of Winter Park Code Enforcement Division.
- d) All litter shall be removed by the organization or fees shall be deducted from the deposit.
- e) Banners must meet City codes and must be approved by the Parks and Recreation Advisory Board.
 - a. Banners may be displayed only 24 hours before the event and during the event.

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Rules & Standards

Information and Rules for Specific Parks

CENTRAL PARK AND WEST MEADOW

General Rules

- a) Hours are from 6 a.m. to 12 a.m. unless otherwise approved by the Parks and Recreation Commission and / or City Commission
- b) Central Park runs along Park avenue from New England to Garfield. The West Meadow is located on the corner of New York and Morse Blvd.
- c) There are no Public restrooms within Central Park or Central Park West Meadow.
- d) The use of motorized vehicles within the confines of Central Park West Meadow must be approved by the Parks and Recreation Commission.
- e) The City reserves the right to mandate placement and type fencing along railroad tracks placed at the expense of the renter.

Restrictions on Events

- a) Events such as concerts, movies, performing arts, small festivals, road race staging, exhibits, weddings and other similar events are considered compatible and consistent with the general guidelines for use.
- b) Central Park West Meadow may be rented for controlled access events at which admission fees are charged. Access control devices such as fencing is the responsibility of the renter.
- c) Large events attracting 400 or more people per day are not to occur more frequently than once every 30 days. This is to assure adequate recovery time for the park grounds and turf. Considerations may be made for other events in specific areas of the park.
- d) No additional events will be scheduled in the same area of the park within two weeks prior to a scheduled large event.

Items c) and d) above are provided as standards intended as a guideline for consideration of events by the City of Winter Park.

Variables to be considered include:

- *the necessity of an event to the purpose and good of the Park's role in the community;*
- *the time of the year during which an event occurs;*



Rules & Standards

- *the weather of the season; and the nature and size of the event being considered.*

Amplified Sound

- a) Amplified sound is allowed only between 8am and 9pm Sunday through Thursday and 8am to 10pm on Friday and Saturday. Amplified sound may begin at 7am for weekend road race starts only.

Event User Fees and Deposit

- a) Groups charging admission, collecting fees, having significant sales or controlling access to the park shall be charged double the base user fee.
- b) Events which attract a larger number of people than anticipated in fee schedule will be assessed the appropriate fee.
- c) City sponsored events are exempt from these fees



Rules & Standards

DINKY DOCK PARK

General Rules

- a) Open from 8am until dusk unless otherwise approved by the Parks and Recreation Commission and/or City Commission.
- b) The park is located at 410 Ollie Street, Winter Park, FL 32789.
- c) Available facilities include picnic tables, restroom facility, double boat launch dock, dock, and a beach.
- d) Bathing / swimming is permitted; it should be noted that there is no lifeguard on duty.
- e) College event or student parking is not permitted.
- f) Overnight camping is not permitted
- g) Animals are permitted on the dock only during transfer from vehicle to boat.
- h) Events may not exceed 400 guests.

Boats

- a) The launching of boats and other watercraft is permitted at Dinky Dock Park.
- b) Motorized boats must display a Winter Park Chain of Lakes boat permit.
 - a. Permits are available both on site and in various city locations. See city website, lakes division for details ([Boats](#)).
- c) All Florida boating laws apply- refer to the City of Winter Park Police Department Lakes Patrol for more information.



Rules & Standards

HOWELL BRANCH PRESERVE PARK

- a) Open from 8am until dusk.
- b) The park is located at 1205 Howell Branch Rd, Winter Park, FL 32789.
- c) Available facilities include pavilions, open field, and a playground.
- d) Events attracting 400 or more people are prohibited.

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Rules & Standards

KRAFT AZALEA

General Rules

- a) Open from 8 a.m. to dusk unless otherwise approved by the Parks and Recreation Commission and / or City Commission.
- b) The park is located at 1305 Alabama Drive, Winter Park, FL 32789
- c) Available facilities include an exedra (white columns) and a fishing/viewing dock.
- d) Overnight camping is not permitted.
- e) Organized events require rental of the whole park with the exception of the Exedra area which can be rented for private wedding ceremonies – see Weddings below.

Weddings

- a) The Exedra alone may be rented for wedding ceremonies with 20 guests or less, including wedding party. Larger events require rental of the whole park
- b) Tables and chairs for ceremony are require pre-approval by Parks and Recreation department.
- c) The use of confetti, rice, sparklers or artificial flowers for throwing is prohibited.
- d) Additional regulations:
 - Decorations must be removed at the conclusion of the ceremony.
 - The specific time frame for the Wedding must be provided at the time of booking.



Rules & Standards

LAKE BALDWIN PARK

General Rules

- a) Open from 8am to sunset unless otherwise approved for a special event
- b) The park is located at 410 2000 South Lakemont Ave., Winter Park, FL 32792

Dog Recreation Area (off leash Dog Area ONLY)

- a) A specific fenced-off portion of the park is designated as a 'dog recreation area' where off-leash dogs are allowed.
 - i. Children under 5 are not allowed in the dog recreation area
 - ii. Children between 5 and 12 must be accompanied by an adult in the dog recreation area.
 - iii. Cooking within the dog recreation area is prohibited.
- b) Upon entering, it is agreed that the dog owner must abide by park rules. Violation of park rules can result in fines and/or permanent loss of park privileges.
- c) The owner/guardian must not leave the park without their dogs.
- d) Professional dog walkers, trainers and groomers shall not use the park to conduct business.
- e) A maximum of 3 dogs per guardian/owner at one time unless accompanied by another adult.
- f) Pet owners must clean up after their pets per City Ordinance Number 18-44.
 - i. Dispose of all pet waste and trash in receptacles.
- g) Dogs must be within voice range and under owners' control at all times.
- h) Puppies under four months old are prohibited from park.
- i) Dogs must not be tethered, staked, or left unattended at any time.
- j) Dogs must wear proof of current vaccinations on collar at all times.
- k) Aggressive dogs are prohibited from this park and dogs exhibiting aggressive behavior must be removed from the park immediately.
 - i. Aggressive behavior includes: fighting/biting other dogs or humans, uncontrollable actions, or lack of owners ability to control their dog.
- l) If a dog inflicts an injury, the owner is required to provide name, phone number, and proof of vaccination to injured party before leaving park.
- m) Dog owners are solely liable for injuries or damage caused by their dogs.
- n) Female dogs in heat are prohibited from the park.



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- o) Dogs must be leashed when entering and leaving the off-leash dog park, including parking lot.

Boats

- a) No motorboats are allowed in Lake Baldwin.
- b) Fishing boats or sailboats with NO internal combustion engines may be launched at Lake Baldwin Park boat ramp.

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Rules & Standards

MARTIN LUTHER KING JR PARK

- a) Hours are from 8 a.m. to 10 p.m. unless otherwise approved by the Parks and Recreation Advisory Board and / or City Commission.
- b) The park is located at 1050 W. Morse Boulevard.
- c) Available facilities include pavilions, open field, basketball courts, restrooms, fitness stations, and a playground.

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Rules & Standards

PHELPS PARK

General Rules

- a) Open from 8 a.m. to sunset. unless otherwise approved by the Parks and Recreation Commission and / or City Commission.
- b) The park is located at 1206 N. Phelps Ave.
- c) Available facilities include pavilions, tennis courts, open field, basketball courts and playgrounds.
- d) Organized sports are prohibited in the large open field. This area is for open play only.

Tennis Courts

- a) Courts are available on a first come-first serve basis. Courts may not be reserved ahead of time
- b) Instructors must register with the Recreation Department.
- c) Instructors may not monopolize courts. At least one court must be left available at all times for resident play.



Rules & Standards

WARD PARK

- a) Open from 8:00 a.m. to 10:00 p.m. unless otherwise approved by the Parks and Recreation Commission and/or City Commission.
- b) The park is located at 250 Perth Lane, Winter Park, FL 32789
- c) Available facilities include playground, soccer fields, softball/baseball fields, multipurpose fields and basketball courts.
- d) Ward Park cannot be rented in its entirety.
- e) The fields are rented individually.

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Rules & Standards

MINI-PARKS

All general rules apply

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Parks & Recreation
Advisory Board

agenda item

item type	Staff Updates	meeting date	November 17, 2021
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board approval			
strategic objective			

subject

FY21 Project Summary/FY22 Project Update

motion / recommendation

background

alternatives / other considerations

fiscal impact



Parks & Recreation Advisory Board

agenda item

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subject

ARPA Funded Initiatives

motion / recommendation

- Meadows Recreation Space Improvements- P/R working directly with WPHA/Meadows Executive team
- Conversion from gas powered to B/O landscape equipment
- Dinky Dock Parking and Beach Improvements

background

alternatives / other considerations

fiscal impact



Parks & Recreation Advisory Board

agenda item

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Recreation Programming and Event Update

motion / recommendation

- Splash, Float, Swim Initiative Update
- Holiday Event Schedule
- Library/Event Center Grand Opening Update
- Holiday Lighting Update

background

alternatives / other considerations

fiscal impact



Parks & Recreation Advisory Board

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Phelps Playground, Progress Point and MLK Project Status Update

motion / recommendation

background

alternatives / other considerations

fiscal impact



Parks & Recreation Advisory Board

agenda item

item type	Non-Action Items	meeting date	November 17, 2021
prepared by	Kesha Thompson	approved by	
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strategic objective			

subject

Strategic & Long Term Planning Update

motion / recommendation

- Property Audit
- Mini Park & Playground Assessment
 - Pollinator Gardens and Native Plantings
- Resident Survey

background

alternatives / other considerations

fiscal impact