



Parks & Recreation Advisory Board Regular Meeting

Agenda

July 20, 2022 @ 5:30 pm

City Hall Commission Chamber

401 Park Ave

Winter Park, FL 32789

welcome

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

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. [Approval of Minutes- June 15, 2022](#) 2 minutes
 3. **Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
 4. **Action Items**
 - a. [Howell Branch Preserve - Conceptual Plan](#) 45 Min
 - b. [Winter Park Library Fee Waiver Approval](#) 5m
[WPPL Fee Waiver Request](#)
 - c. [Ward Athletic Field Discussion](#) 30 m
 - d. [Parks and Recreation Cost Recovery Policy](#) 10 m
 5. **Non-Action Items**
 6. **Staff Updates**
 - a. [Parks and Rec Project Updates](#) 5
 - b. [Recreation Programming Update](#) 5
 7. **Board Comments**
 8. **Upcoming Agenda Items**
 - a. [Parks and Recreation Strategic Plan - Parks Section](#) 2
 9. **Adjournment**



Parks & Recreation Advisory Board

agenda item

item type	Consent Agenda	meeting date	July 20, 2022
prepared by	Kesha Thompson	approved by	
board approval			
strategic objective			

subject

Approval of Minutes- June 15, 2022

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[0615.22 Minutes-DRAFT.pdf](#)



Parks & Recreation Advisory Board Minutes

June 15, 2022 at 5:30p.m.

City Hall
Commission Chamber
401 Park Ave South
Winter Park, FL 32789

Board Members Present

Michael Perelman, Krystal Dawkins (virtual), Susan Sarkarati, Leah Bonich, Annemarie Smith
Jennifer Adams (virtual)

Call to Order

Meeting Called to order by Chairman Perelman at 5:31 pm

Consent Agenda

a. May 16, 2022 Minutes Approval

Motion made by Annemarie Smith to approve the consent agenda, seconded by Shannon Sarkarati. Motion carried unanimously.

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

Action Items

a. Progress Point- Add Alternate Priorities & Rankings

Staff addressed the board about the budget reconciliation for Progress Point and presented the add alternate options. After discussion each board member ranked the top three options. Chairman Perelman asked about pathways, swells and drainage.

Motion made by Chairman Perelman to request the Commission to invest more funding in addition to the base budget for Progress Point to include the trellis upgrade, public restroom, shaded seating along with some brick elements; seconded by Shannon Sarkarati. Motion carried unanimously

Non-Action Items

a. Howell Branch Preserve Update- Presentation by Dix Hite

Johan Bueno and Kiley Aguar from Dix Hite provided the board with a conception map of the Howell Branch Preserve Project. This map included proposed trails, parking, water access and connectivity to neighborhoods. There is currently a zoom call for stake holders scheduled for Thursday June 16th and the Community Meeting scheduled for Tuesday June 21st. Several residents spoke about the project

Clay Mitchell, 2001 Cove Trail spoke about concern of crime, encroachment on resident property and suggested the trails are monitored by police, and the possibility of securing the trail

Jeannine & Daniel Koehler, 2900 Cove Trail spoke about the concern of the clearing of vegetation and the security of homes. Questions about how the fire department would access trails in case of a fire, a concern for current wildlife.

Scott Redmon, 2455 Waumpi Dr. spoke in favor of the trails for connectivity of the neighborhoods

Ms. Bonich suggested call stations along the trail for security in addition to the police monitoring and the safety of the current wildlife.

Staff Updates

a. Project & Recreation Update

Mr. Seeley informed the board of some upcoming meetings and the upcoming Board Appreciation. City approved the sale of the Swoope Property to allow relocation of the maintenance facility and changing current maintenance facility in Palm Cemetery to allow for future mausoleum/columbarium space.

Current programs include; Summer Camp with 160 campers per week, SYEP program, aquatics camp which include swim lessons for current campers.

Current field projects include; Ward baseball field amenities, Showalter East 2, fields 6, 7 and 8 and Ward C. Other current in process projects are: Mead ADA restrooms, small amphitheater, Mead parking lot and drainage, MLK park improvements. Dinky Dock parking lot will begin once the project at Ft. Maitland is nearly complete or after summer.

Board Comments

Chairman Perelman asked about the status of the Youth Advisory Board, and an update on the Pollinator Gardens

Adjournment

The meeting was declared adjourned by Chairman Michael Perelman at 7:10pm

Minutes approved by the board on:
/s/ Kesha Thompson



item type	Action Items	meeting date	July 20, 2022
prepared by	Jason Seeley	approved by	Jason Seeley
board approval	Completed		
strategic objective			

subject

Howell Branch Preserve - Conceptual Plan

motion / recommendation

Approve and/or make recommendations for changes to conceptual trail system designed for Howell Branch Property.

background

The City of Winter Park received a grant through FDEP for improvements to Howell Branch Preserve. Part of the grant allows for development of a trail system within the property. Dix Hite was contracted to develop a conceptual design trail system and has conducted a number of stakeholders meeting with adjacent property owners in addition to an open community meeting for all residents. Dix Hite has prepared a design that they feel best utilizes the property and creates connectivity while accounting for the input provided by stakeholders. Adjacent residents still have major concerns related to privacy, safety, and other issues associated with opening up the property to more active use.

alternatives / other considerations

- Approve as is
- Approve elements and make recommendations for changes
- Recommendation that trails not be include on property

fiscal impact

Ares within the yellow parcel have designated grant funding for work to be completed. Work in other parcels would need an alternative funding source.

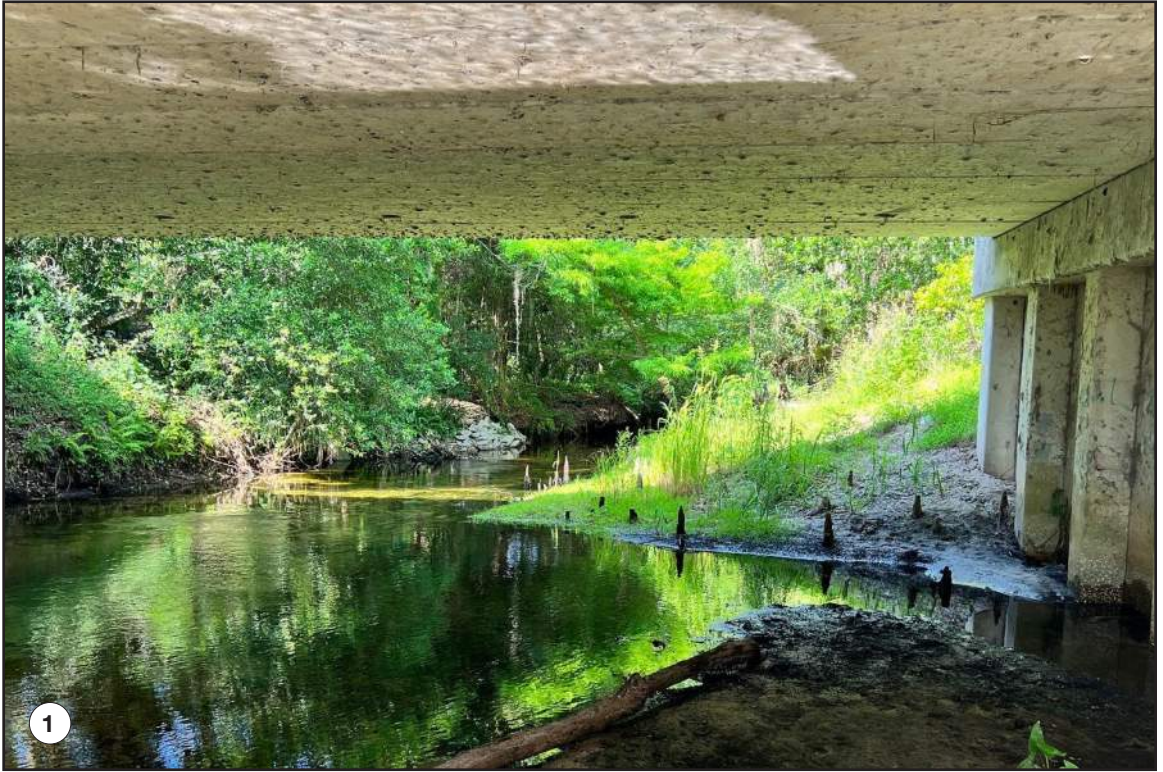
A recommendation of no trails would impact grant amount available for project.

ATTACHMENTS:

[Concept Plan and Sections.pdf](#)



TRAIL TYPES

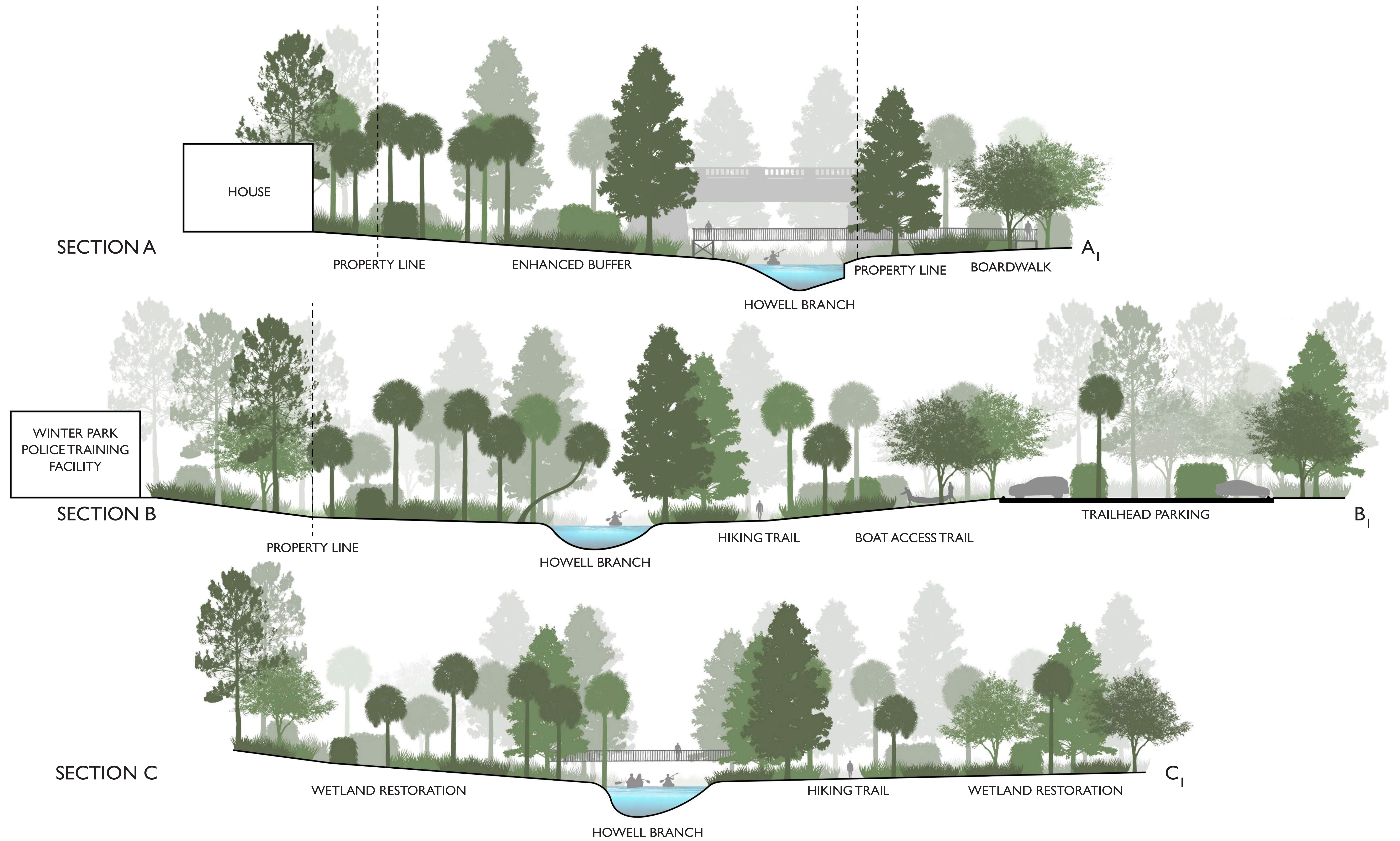


HOWELL BRANCH PRESERVE TRAIL & RESTORATION PROJECT | Concept Plan

CITY OF WINTER PARK

07-14-2022





HOWELL BRANCH PRESERVE TRAIL & RESTORATION PROJECT | Concept Sections

CITY OF WINTER PARK

07-14-2022

SCALE: 1"= 1'





Parks & Recreation Advisory Board

agenda item

item type	Action Items	meeting date	July 20, 2022
prepared by	Jason Seeley	approved by	Jason Seeley
board approval	Completed		
strategic objective			

subject

Winter Park Library Fee Waiver Approval

item list

WPPL Fee Waiver Request

motion / recommendation

Approve fee waiver with exception of hard costs (staffing).

background

WPPL Volunteer Celebration @ Winter Park Country Club

alternatives / other considerations

fiscal impact

Approximate labor cost of approximately \$100.

ATTACHMENTS:

[WPPL Fee Waiver Request 2022.pdf](#)

Fee Waiver Application



Parks & Recreation
department

In order to be eligible for a FULL OR PARTIAL fee waiver, the applicant must meet all of the following criteria:

- | | | |
|---|---|---|
| 1. Non Profit Organization with current exemption. | ✓ | ✓ |
| 2. Organization based within corporate limits of Winter Park. | ✓ | ✓ |
| 3. The event is not in support of a candidate for public office. | ✓ | ✓ |
| 4. The event benefits the city and its residents. | ✓ | ✓ |
| 5. The event type is consistent with the city's recreation plan. | ✓ | ✓ |
| 6. The applicant has a demonstrated need for the reduction or waiver. | ✓ | ✓ |

Section One - Applicant Information

Applicant Name:	Jody Lazar	Email Address:	jlazar@winterparklibrary.org	
Organization Name:	Winter Park Library	Phone Number:	(407)623-3277	
Address:	1052 W. Morse Blvd.	Fax Number:		
City:	Winter Park	State:	FL	Zip: 32789
Tax Exempt Number: Attach Letter of Exemption from the Internal Revenue Service:		59-0794396		
Organization Mission:	Connecting people to knowledge and resources to amplify learning and build a stronger community			
Reason for request:	To host a volunteer recognition brunch.			

Section Two - Event Information

Event Type:	Catered brunch and recognition event	Event Date:	12/6/22
Event Name:	Volunteer Celebration	Event Hours:	10:30-noon
Venue:	WP9 Golf Club	Expected Attendance:	40
If charging admission, proceeds benefit:	n/a	Event Admission Fee:	none
Will sponsorships be sold? If yes, describe levels and pricing:			
No			
Will vendors such as caterers, decorators, entertainment be hired? If yes, describe below and list costs. **			
Food will be dropped off by caterers. Appx. cost \$1,200			
** If there is onsite cooking, an additional permit is required			
Has this event been held previously? If yes, describe when/where:		2018 and 2019 at the Golf Club	

Section Three - Instruction

1. Prior to submission of fee waiver/reduction application, venue must be reserved and deposit on file. Additional rules apply.
2. This application is for waiver/reduction of fees only and does not apply to deposit which is required for all sites.
3. Submit application for fee waiver/reduction to the Administrative Office of the Parks and Recreation Department.
4. To allow appropriate time for consideration, applications must be submitted no less than ninety (90) days in advance.
5. Applications will be reviewed by the Department Director with final decision by the Parks and Recreation Board.

By signature below, applicant acknowledges receipt of rules and regulations appropriate to the request venue. This application for fee waiver does not secure the date or the venue. All normal reservation procedures must be met prior to submitting this application for waiver including but not limited to submission of deposits, signing of reservation contract. Denial of the waiver request does not impact the policies of the venue for deposit retention or payment of rental fees. Misrepresentation of the group or type of event may result in revocation of the fee waiver after the event at which time payment if full will be required.

Signature:	<i>Jody Lazar</i>	Date:	6/6/22
Print Name	Jody Lazar	Title:	Community Engagement Manager

FOR OFFICE USE ONLY

Directors Signature:	_____	Approved:	_____ %	Disapproved:	_____
Date of Approval/Disapproval	_____				
Parks Board Review if Necessary:	Date _____	Approved:	_____ %	Disapproved:	_____



item type	Action Items	meeting date	July 20, 2022
prepared by	Jason Seeley	approved by	Jason Seeley
board approval	Completed		
strategic objective			

subject

Ward Athletic Field Discussion

motion / recommendation

Provide recommendation related to turf field upgrades at Sports Complex.

background

City Commission approved 1.6 million dollars for upgrade of 2 multi-purpose fields at the sports complex in December 2020 through use of water dept funds. City has completed all necessary storm water improvements and now looking to move forward. A revised quote was received in July 2022 and cost has increased by roughly 20% due to current economic conditions.

alternatives / other considerations

Option 1: Move forward with conversion of Showalter East; hold on conversion of field B and look to find additional funding source in FY23 or beyond to fund remaining 300-400K in new costs.

Option 2: Move forward with conversion of Showalter East; seek approval from Commission to use remaining funds to renovate field B as a grass field and convert Softball Field B to a multi-purpose field.

fiscal impact



item type	Action Items	meeting date	July 20, 2022
prepared by	Jason Seeley	approved by	Jason Seeley
board approval	Completed		
strategic objective			

subject

Parks and Recreation Cost Recovery Policy

motion / recommendation

Parks and Recreation staff initially presented cost recovery philosophy and goals through general PRAB meeting in March 2022. A work session was held on June 9 2022 to continue the discussion and the policy reflects the direction provided by PRAB at the 6/9 work session.

Staff recommends approval.

background

Parks staff and PRAB have worked together to create clear cost recovery goals for each business unit within the parks and recreation department based on type of service being provided and its overall community good versus individual gain.

Cost Recovery policy provides another tool for staff and community to assess efficiency and performance of respective business unit within the department as well as steer fee schedule decisions.

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[Draft Cost Recovery Policy.docx](#)

ATTACHMENTS:

[Cost Recovery Work Session.pptx](#)

ATTACHMENTS:

[Cost Recovery Methodolgy.pptx](#)

CITY OF WINTER PARK PARKS AND RECREATION DEPARTMENT

COST RECOVERY POLICY

Parks Board Approval –July 20, 2022

Intent: The Parks and Recreation Department shall establish cost recovery goals and expectations for each of their respective operating division as outlined below. Cost Recovery goals and expectations will be reviewed annually through Parks and Recreation Advisory Board in an effort to ensure fiscal stewardship.

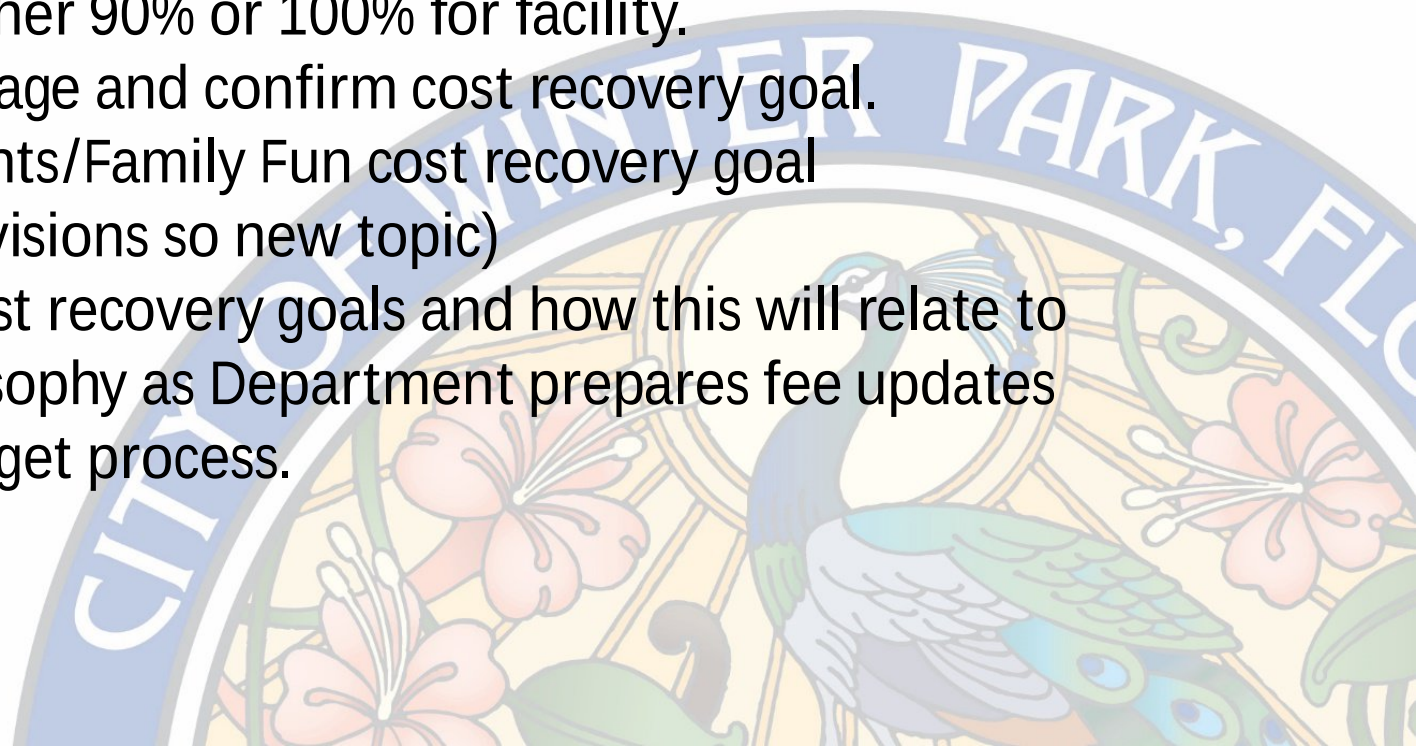
Cost Recovery Expectations by Division: Cost Recovery is defined by the percentage of expenditures recovered through revenue collected by a respective business unit for services provided. Cost Recovery expenditures are based on operating costs associated with a respective business unit and when applicable capital improvement items.

- Administration – Not Applicable
- Parks Maintenance – Not Applicable
- Landscaping – Not Applicable
- Winter Park Tennis Center – 90%
- Recreation – 30% (Field Rentals – 50%)
- Winter Park Event Center – 100%
- Winter Park Farmers Market (venue and Sat. market) – 125%
- Winter Park Community Center – 50%
- Aquatics – 50%
- Special Events – 10% (Sponsorship or Revenues)
- Winter Park Golf Course – 100%
- Winter Park Pines Golf Course – 100% + Debt Service Costs

Cost Recovery expectations, while not the sole determinant of performance or fees, should be used as a tool to assess business unit performance as well as provide guidance when assessing fee rates for given services by the Parks and Recreation Department.

Work Session Purpose

- Discuss Event Center usage statistics and determine cost recovery goal of either 90% or 100% for facility.
- Discuss Aquatics usage and confirm cost recovery goal.
- Discuss Special Events/Family Fun cost recovery goal (restructuring of divisions so new topic)
- Discuss finalized cost recovery goals and how this will relate to Fee Schedule philosophy as Department prepares fee updates as part of FY23 budget process.



PRAB Comments and Notes from March 2022 Meeting

- Should Administration Division be allocated across divisions or left as its own cost center for cost recovery purposes?
- How do we account for CIP costs in cost recovery?
- Event Center usage summary? Resident v Non Resident, Community Usage, Library Usage, Non Profit/Fee Waivers, etc.
- Aquatics usage for both pools; Resident v Non Resident Use, Community Programming, PRAB supports 30% cost recovery, but also supports increase in Private Swim Club usage fees.

Cost Recovery Summary A

Cost Recovery Summary By Division					
Division	Expenditures	Revenues	Cost Recovery	Staff Rec	PRAB Rec
Administration	\$ 382,282.00		0%	0%	
Parks Maintenance	\$ 1,424,400.00	\$ -	Not Applicable	0%	
Landscape	\$ 671,228.00	\$ -	Not Applicable	0%	
Tennsi Center	\$ 752,406.00	\$ 649,557.00	86%	90%	90%
Recreation/Athletics	\$ 1,586,962.00	\$ 416,870.00	26%	30%	30%
Farmers Market	\$ 134,285.00	\$ 217,791.00	160%	100%	100%
Event Center	\$ 561,317.00	\$400,000.00**	70%	90%	
Community Center	\$ 1,019,818.00	\$ 369,318.00	36%	50%	50%
Family Fun/Special Events	\$ 260,000.00	\$ 3,260.00	Not Applicable	25%	
Aquatics	\$ 315,000.00	\$ 65,055.00	21%	30%	30%
Winter Park Golf Course WP9	\$ 837,259.00	\$ 1,102,179.00	135%	100%	100%
Winter Pines Golf Course (Pines)	\$ 1,200,000.00	\$ 1,500,000.00	100%	100%	100%

- Divisions in green were covered and PRAB had consensus on cost recovery.
- Table A shows cost recovery with Administration left as separate business unit.

Cost Recovery Summary B

Cost Recovery By Division (with Admin allocated across other divisions)

Division	Expenditures	Revenues	Cost Recovery	Staff Rec	PRAB Rec
Parks Maintenance	\$ 1,454,400.00	\$ -	Not Applicable	0%	
Landscape	\$ 701,228.00	\$ -	Not Applicable	0%	
Tennsi Center	\$ 782,406.00	\$ 649,557.00	85%	90%	90%
Recreation/Athletics	\$ 1,616,962.00	\$ 416,870.00	25%	30%	30%
Farmers Market	\$ 164,285.00	\$ 217,791.00	130%	100%	100%
Event Center	\$ 591,317.00		90%	90%	
Community Center	\$ 1,049,818.00	\$ 369,318.00	36%	50%	50%
Family Fun/Special Events	\$ 290,000.00	\$ 3,260.00	Not Applicable	25%	
Aquatics	\$ 345,000.00	\$ 65,055.00	21%	30%	30%
Winter Park Golf Course WP9	\$ 867,259.00	\$ 1,102,179.00	135%	100%	100%
Winter Pines Golf Course (Pines)	\$ 1,230,000.00	\$ 1,500,000.00	100%	100%	100%

- Divisions in green were covered and PRAB had consensus on cost recovery.
- Table B shows cost recovery with Administration allocated across divisions.

Event Center Detail

Usage Data – 1 / 1 / 22 - 6 / 1 / 22

Total of 68 Events:

- 45 Private Events
- 3 Library Events
- 2 Community Events
- 8 Civic Organization/Non Profit Events
- 8 City Sponsored Events
- 2 Major Donor Events



Aquatics Detail

User Statistics

Daily Passes – 2641 Resident/1670 Non Resident
Group Passes – 299 Resident/291 Non Resident
Lap Swim Passes – 38 Resident/21 Non Resident
Punch Passes – 205 Resident/93 Non Resident

Group Swim Lessons – 200+ student per year – 70% Resident

Swim Teams

- Blue Dolphins – 200+ Participants – Over 80% WP Residents
- FastLane Swim – 50+ Participants – 60% WP Residents

Community Outreach

Splash, Float, Swim Program –
Swim and Drown Prevention to Winter Park elementary schools and residents in K-1.

Eatonville youth programming support

Infant Swim and Special Needs Swim Instruction

Junior Lifeguard, Water Safety Instructor, and Lifeguard Certification Programs.

City of Winter Park - Parks and Recreation Cost Recovery and Financial Overview

Review and Discuss March PRAB Meeting:

Department Cost Recovery Methodology

- Filters – Benefit and Secondary
- Cost Recovery Pyramid

Program Development Models

Financial Overview and Summary by Division

PRAB Direction:

Provide feedback regarding cost recovery pyramid, filters, and programs/services position within the cost recovery pyramid.

Next Step:

Staff will take feedback from PRAB regarding cost recovery methodology and develop Policy/Procedure for Cost Recovery for review and approval at next meeting.

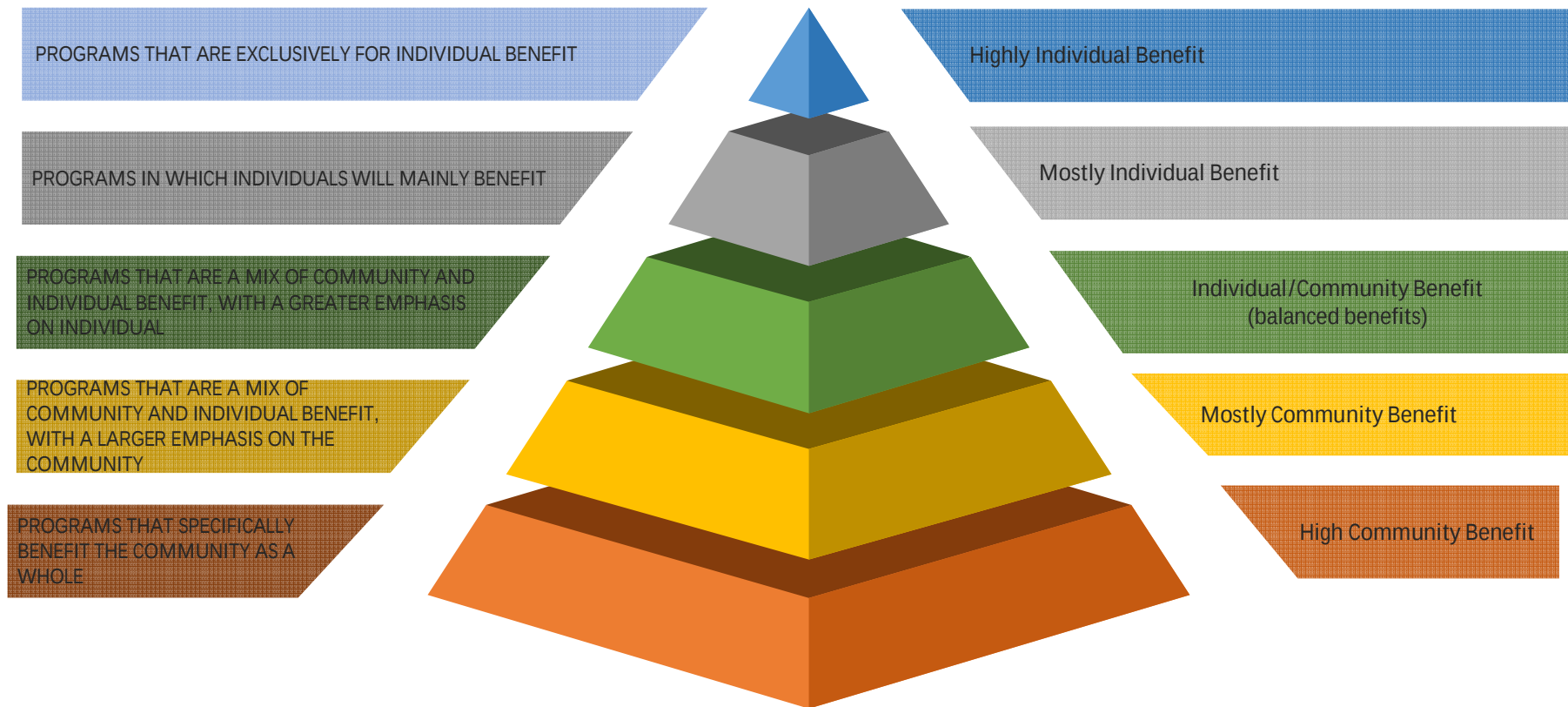
Filters – Benefit and Secondary

Filters are a series of ‘lenses’ covering different ways of viewing service delivery. Filters influence the final positioning of services as they relate to each other and are summarized in the table below. The **benefit filter** is the primary filter as it relates to development of an agencies cost recovery pyramid.

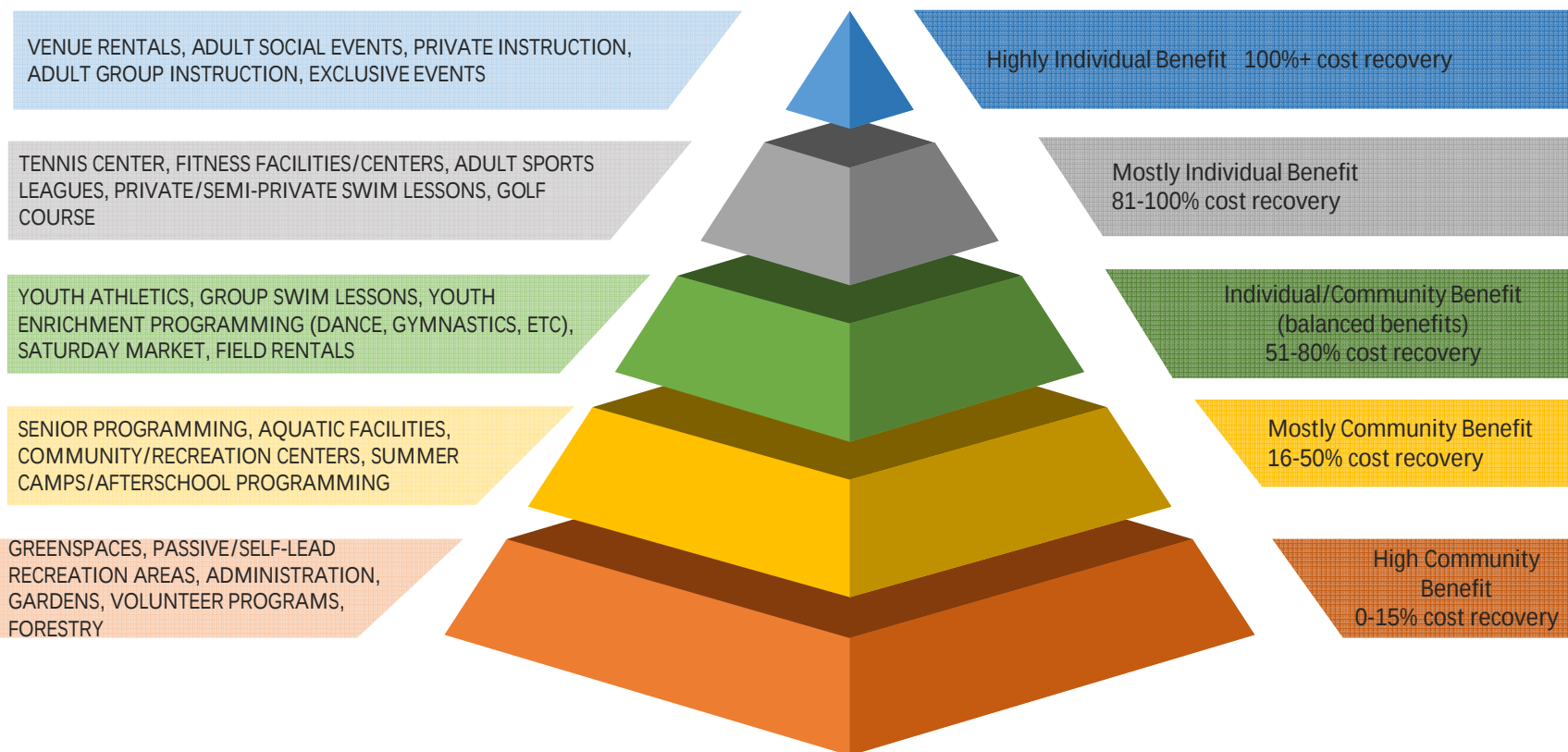
The Cost Recovery Pyramid is the most widely accepted methodology for cost recovery and fee development within the Parks and Recreation profession with use in both NRPA and FRPA (National and State P/R professional orgs) education curriculum.

Filter	Definition
Benefit	Who receives the benefit of the service?
Access/Type of Service	Is the service available to everyone equally? Is participation or eligibility restricted by diversity factors?
Organizational Responsibility	Is it the organization’s responsibility or obligation to provide the service based upon mission, legal mandate, or other obligation or requirement?
Historical Expectations	What have we always done that we cannot change?
Anticipated Impacts	What is the anticipated impact of the service by constituents, City staff and leadership, and policy makers? Is it a community builder?

Parks and Recreation Cost Recovery Pyramid



Cost Recovery With Department Examples





Parks & Recreation Advisory Board

agenda item

item type	Staff Updates	meeting date	July 20, 2022
prepared by	Jason Seeley	approved by	Jason Seeley
board approval	Completed		
strategic objective			

subject

Parks and Rec Project Updates

motion / recommendation

background

alternatives / other considerations

fiscal impact



Parks & Recreation
Advisory Board

agenda item

item type	Staff Updates	meeting date	July 20, 2022
prepared by	Jason Seeley	approved by	Jason Seeley
board approval	Completed		
strategic objective			

subject

Recreation Programming Update

motion / recommendation

background

Programming and event update.

alternatives / other considerations

fiscal impact



Parks & Recreation Advisory Board

agenda item

item type	Upcoming Agenda Items	meeting date	July 20, 2022
prepared by	Jason Seeley	approved by	Jason Seeley
board approval	Completed		
strategic objective			

subject

Parks and Recreation Strategic Plan - Parks Section

motion / recommendation

background

Section of strategic plan related to Parks will be provided for review with discussion taking place at August 2022 PRAB meeting.

alternatives / other considerations

fiscal impact