



Parks & Recreation Advisory Board Regular Meeting

Agenda

July 19, 2023 @ 5:30 pm

City of Winter Park City Hall

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. [Minutes Approval- June 21, 2023](#) 2 minutes
 3. **Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
 4. **Action Items**
 - a. [Ordinance restricting smoking/vaping at City parks](#) 15
 - b. [Winter Park Public Library Fee Waiver request](#) 5
 - c. [Winter Park Chamber of Commerce Fee Waiver Request for FY24 \(Oct23 -Sept24\).](#) 5
 - d. [Strategic Plan - Facilites section](#) 20
 5. **Non-Action Items**
 6. **Staff Updates**
 - a. [Project Update](#) 10
 - b. [Department Budget Update](#) 10
 7. **Board Comments**
 8. **Upcoming Agenda Items**
 9. **Adjournment**



Parks & Recreation Advisory Board

agenda item

item type	Consent Agenda	meeting date	July 19, 2023
prepared by	Kesha Thompson	approved by	
board approval			
strategic objective			

subject

Minutes Approval- June 21, 2023

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[0621.23 Minutes Draft.pdf](#)



Parks & Recreation Advisory Board Minutes

June 21, 2023 at 5:30 p.m.

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

Board Members Present

Michael Perelman, Leah Bonich, Krystal Dawkins, Craig Russell

1. Call to Order

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

2. Consent Agenda

a. Approve Regular Meeting Minutes - May 17, 2023

Motion made by Dr. Michael Perelman to approve the consent agenda; seconded by Krystal Dawkins. Motion carried unanimously.

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

4. Action Items

a. WP Tennis Center Instructional Contractor RFP

Commission has requested that RFP are approved by the appropriate board. The City has changed the model five years ago that operational is ran by city staff, and programming by a contractor. Current Cost recovery ranges 85-90 instructions programming accounts 65% of total revenue.

Dr. Michael Perelman suggest specific reference to encouraging training/play for handicap and a maximum number of lessons in the RFP.

Motion made by Dr. Michael Perelman to approve the Tennis Center Instructional Contractor RFP; seconded by Craig Russell. Motioned carried unanimously

5. Non-Action Items

a. Land Use Analysis Final Report

Staff proved the board with a color coordinated Land Use Analysis final report. Dr. Michael Perelman spoke on distinguishing the differences between passive park space and green space, and to compare subgroups to comparable cities. Mr. Russell suggested separating the field space, and golf course.

b. Shady Parks & MLK Unity Corner

Staff provided the narrative and background of the concept of the corner of Denning and Morse currently known as the "unity corner". Staff has been working with the Hannibal Square subcommittee working on the project. Staff provide a conceptual rendering of the potential space. Dr. Michael Perelman suggest to start conversation on naming of the corner.

Forest Michael, 358 W Comstock spoke on the amount of seating, and to incorporate this monument site into the Hannibal Square history tours.

Staff presented the potential site for the Shady Park historical figure conceptual design, and upgraded landscaping along Pennsylvania. Total height of 6ft with the bust head being 2.5ft. Current markers will be restored. Suggestions made to include the Shady Park historical site in a digital walking art tour.

c. Mini Park Update Action Plan

Staff provided a list of the mini parks with estimated completion dates for signage, accessibility improvements, bench replacements, and landscape improvements. During discussion the term board members recommends using a different term for the “lake lookouts” to city of winter park, public access allowed and suggest a smaller sign/marker to identify the locations as park property. Staff will provide the Commission with the change in definition of space.

6. Staff Updates

a. Project Update

Unity Corner/ Playground to go to CRA agency for discussion next meeting. Ward Park turf fields and multipurpose fields are currently under renovations expected completion by August/September. Staff is still exploring new locations if the croquet courts need to be moved with a possibility of converting to turf. Remediation plans and full construction documents have been submitted and staff is going to ask Purchasing to start the RFP process to have them selected to start construction once approved, the grant portion has to be complete by April; Dix Hite reached out to possibly provide a visual of the front half of the park, the Winter Park Land Trust could possibly be able to support the cost of the visual. The ADA restrooms and patio area at the Winter Park Pines scheduled to start in a couple of weeks. Mead Gardens footbridge has been complete, and the tree clearance for the trail to the front of the park has begun.

7. Board Comments

8. Upcoming Agenda Items

Strategic Plan
No Smoking Policy

9. Adjournment

The meeting was declared adjourned by Chairman Dr. Michael Perelman at 6:47 pm

Minutes approved by the board on: 07/19/2023
/s/ Kesha Thompson



Parks & Recreation Advisory Board

agenda item

item type	Action Items	meeting date	July 19, 2023
prepared by	Jason Seeley	approved by	
board approval			
strategic objective			

subject

Ordinance restricting smoking/vaping at City parks

motion / recommendation

Staff seeks approval and/or recommendations related to language of ordinance.

background

In Summer 2022 the state of Florida made changes to law that restricted local municipalities from prohibiting and enforcing smoking policies within public property. As a result of this change at state level, department is seeking approval of ordinance to prohibit smoking and vaping within city parks.

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[No Smoking Ordinance - 6-19-2023.pdf](#)

ORDINANCE 23-__

AN ORDINANCE OF THE CITY OF WINTER PARK, FLORIDA, AMENDING ARTICLE III OF CHAPTER 66 OF THE WINTER PARK CODE OF ORDINANCES TO ESTABLISH SECTION 66-53, PROHIBITING SMOKING AND VAPING IN CITY RECREATIONAL PARKS AND FACILITIES; PROVIDING FOR EXCEPTIONS AND ENFORCEMENT; AND PROVIDING FOR DEFINITIONS, CODIFICATION, INCONSISTENCY, SEVERABILITY, AND AN EFFECTIVE DATE.

RECITALS:

WHEREAS, § 386.209 of the Florida Statutes (2022) expressly authorizes municipalities to adopt and enforce restrictions as to smoking within the boundaries of any public parks that the municipality owns, and to further restrict smoking within the boundaries of public parks that are within the municipality's jurisdiction but are owned by the county, unless such restriction conflicts with a county ordinance; and

WHEREAS, despite the foregoing, § 386.209 of the Florida Statutes (2022) nonetheless preempts municipalities from further restricting unfiltered cigars beyond those restrictions established by state law; and

WHEREAS, to the extent permitted by law, the City Commission of the City of Winter Park desires to restrict vaping and the smoking of tobacco at its parks within the City of Winter Park; and

WHEREAS, the City Commission of the City of Winter Park finds that the provisions of this Ordinance are in the best interests of the citizens of and visitors to the City of Winter Park, and that such restrictions are necessary for the health, safety, and welfare of the citizens of and visitors to the City of Winter Park.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF WINTER PARK, FLORIDA:

Section 1. Recitals. The foregoing recitals are true and correct, are adopted and incorporated herein, and constitute the legislative findings of the City Commission of the City of Winter Park.

Section 2. Amendment. Section 66-53 of the Code of Ordinances, City of Winter Park, Florida, is hereby added to Article III of Chapter 66 of the Winter Park Code of Ordinances and reads as follows (underlined language are additions; ~~stricken through~~ language are deletions; provisions not shown or that are not otherwise underlined or stricken are not being amended):

Sec. 66-53. - Prohibiting smoking and vaping at publicly owned parks and recreation facilities within the City

- (a) Definitions. For purposes of this section the terms listed have the following meanings:

- (i) Public Parks means and refers to all recreational parks and venues owned or otherwise operated by the City of Winter Park, including those facilities, structures, and buildings located thereupon, which include, but are not limited to: bleachers, seating, gymnasiums, stadiums, courts, fields, buildings, restrooms, parking lots, amphitheaters, pavilions, picnic areas, and playground areas.
- (ii) Smoking means inhaling, exhaling, burning, carrying, or possessing any lighted tobacco product, including cigarettes, cigars, pipe tobacco, and any other lighted tobacco product.
- (iii) Vape or Vaping means to inhale or exhale vapor produced by a vapor-generating electronic device or to possess a vapor-generating electronic device while that device is actively employing an electronic, a chemical, or a mechanical means designed to produce vapor or aerosol from a nicotine product or any other substance. The term does not include the mere possession of a vapor-generating electronic device.
- (b) Prohibited Acts. Except for the smoking of unfiltered cigars, smoking or vaping within a public park is prohibited. Regardless of the foregoing, nothing in this section may be interpreted as permitting or allowing the smoking of unfiltered cigars when such activity is otherwise prohibited or forbidden by general law.
- (c) Penalty. A violation of this section is punishable as Class I violation as set forth in § 1-23(a) of this code of ordinances. Repeat violations are subject to the escalator provision in § 1-23(b) of this code.
- (d) Signage. The City Manager, or his/her designee, is authorized to display one or more signs prohibiting smoking and vaping at the parks and youth athletic activities as specified in this section.

Section 3. Inconsistency. If any Ordinances or parts of Ordinances are in conflict herewith, this Ordinance governs and controls to the extent any such conflict exists.

Section 4. Severability. If any portion of this Ordinance is determined to be void, unconstitutional, or invalid by a court of competent jurisdiction, the remainder of this Ordinance will remain in full force and effect.

Section 5. Codification. Section 2 of this Ordinance is to be codified and made a part of the City of Winter Park Code of Ordinances. The Sections of this Ordinance may be renumbered or relettered to accomplish such intention, and the word “*Ordinance*” may be changed to “*Section*,”

“Article,” “Division” or another appropriate word. The City Clerk is further given liberal authority to correct scrivener’s errors, such as incorrect Code cross-references, grammatical, typographical, and similar errors when codifying this Ordinance.

Section 6. Effective Date. This Ordinance will become effective immediately following approval by the City Commission at its second reading.

PASSED AND ADOPTED on first reading this ____ day of _____ 2023.

PASSED AND ADOPTED on second reading this ____ day of _____ 2023.

**CITY COMMISSION
CITY OF WINTER PARK, FLORIDA**

By: Phil Anderson, Mayor

ATTEST:

Rene Cranis, City Clerk, MMC



item type Action Items	meeting date July 19, 2023
prepared by Jason Seeley	approved by
board approval	
strategic objective	

subject

Winter Park Public Library Fee Waiver request

motion / recommendation

Approval of fee waiver for WPPL use of MLK park for community event. Director has approved a fee 50% reduction and seeks approval from PRAB to waive remaining fees.

background

Event Description as provided by WPPL; Park Use attached

Festapalooza is a lively family fun fest and community fundraiser benefiting the Winter Park Library. This exciting event offers a variety of food and entertainment, including games and engaging activities for all ages. The Library is seeking sponsors for Festapalooza, who will gain exposure to a diverse audience while supporting the Library's programs and services, promoting community literacy, education, and cultural experiences. Families will pay one price to attend (\$25/ea or 6 for \$120) There will be bounce houses, carnival games and food trucks. It will be a memorable day of fun, celebration, and making a meaningful difference for the Winter Park Library.

Fee Amount for MLK Park Rental - \$800; Director Approved reduction \$400; Amount being requested for additional waiver via PRAB - \$400

Department does not anticipate and city staff involvement in event and no significant hard cost associated with event.

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[festapalooza 11.4.23- Layout.png](#)

ATTACHMENTS:

[Park Use Application_WPPL.pdf](#)



CITY OF WINTER PARK PARKS AND RECREATION DEPARTMENT PARK USE APPLICATION



Park Requested:	MLK JR PARK		Email:	jlazar@winterparklibrary.org	
Organization Name:	WINTER PARK LIBRARY				
Contact Name:	JODY LAZAR				
Address:	1052 W MORSE BLVD				
Work Phone:	407-623-3277	Home Phone:		Cell Phone:	
Organization Status:	Profit: ☐	Registered Non-Profit:	☒ If so, what type?		
Tax Number:	59-0794396	Other (specify):			
Proposed Event Date:	NOVEMBER 4, 2023	Second Choice:			
Event Time	9 AM - 2 PM	Set up time	2 HOURS	Break Down Time:	1 HOUR
Are dates/times flexible?	NO		Alternate Dates:		
Type of Event	FAMILY CARNIVAL		Is this a Fundraiser?	YES	
Describe Event in Detail:	MULTIPLE TENTS WITH GAMES, FOOD TRUCKS, BOUNCE HOUSE AND				
(Attach detailed outline)	A BEER GARDEN				
Area of Park Requested:	EAST LAWN				
Stage?	TBD	List Electricity Requirements?	TBD		
Expected size of Crowd:	300	Estimated Parking Requirements?			
Will there be amplified music?	TBD	If Yes, type:		Hours:	
Amplified Voices:	TBD	If Yes, type:		Hours:	
Are you proposing tents:	YES	If Yes, type:	8X8		
***The use of tent stakes is Strictly Prohibited. Tents must be secured with weights.					
Is the consumption of alcoholic beverages requested?	YES	If yes, will it be sold?	NO		
Are you proposing to sell anything?	TBD	T-shirts?	TBD	Posters?	NO
Other (describe):					
Are you proposing food sales?	TBD	If Yes, type:	FOOD TRUCKS		
Describe in detail?	KONA ICE AND OTHERS				
Will there be displays?	TBD	If Yes, type:			
Are banners/signs requested?	NO	If Yes, type:			
Describe banners/signs in detail. What will they say and how many:					
Please note that the display banners and signs severely limited and subject to zoning and park regulations.					
Will there be booths:	TBD	If Yes, type:			
Describe booth contents and numbers in detail:					
What Sanitation Facilities are planned?	TBD				
Central Park has no restrooms. The City of Winter Park requires two portalets per 300 people if no food or drink is on site. If there is food and/or drink on site, two portalets per 125 people are required. The City does not provide portalets.					
What Clean up Arrangements will be made?	TBD				
Have you held this event in the past?	NO	Where?	N/A		
Size of Crowd at previous event?	N/A	Date of Last Event?	N/A		
Name and Phone Number of location official at Last Event:	N/A				
How will event be advertised/marketed?	LIBRARY MAILING LIST AND SOCIAL MEDIA				
How many event staff members will you provide, describe duties:	30 TO MANAGE TICKETS AND TENT GAMES				
The City of Winter Park charges a fee for Park use, see fee schedule. Further, a deposit equal to the fee is required and is refundable subject to the condition of the park post event. A certificate of insurance may also be required.					
"By execution hereof, the undersigned releases and discharges and agrees to hold harmless the City of Winter Park from any and all claims, demands, action, or right of action arising out of or by reason of the use of City Owned Facilities, except due to the sole negligence of the City"					
By signing below, client acknowledges receipt of and understanding of facility rules and regulations on a separate sheet.					
TYPED NAME INDICATES SIGNATURE Jody Lazar		DATE 5/19/23			
For Office Use Only: Parks and Recreation Board Agenda Date (if needed)					
Dep Ck #	Parks and Recreation Board Approval: _____ If Yes, list conditions of approval if any: _____				
Deposit Rec #					
Dep Date:	Rental Fee Receipt #:	Check Number:	Date Paid		
Refunded	Comments:				
Retained:					
Date Ref/Ret:	STAFF SIGNATURE:	DATE:			



Parks & Recreation Advisory Board

agenda item

item type	Action Items	meeting date	July 19, 2023
prepared by	Jason Seeley	approved by	
board approval			
strategic objective			

subject

Winter Park Chamber of Commerce Fee Waiver Request for FY24 (Oct23 -Sept24).

motion / recommendation

Approval of full fee waiver with exception of any hard costs directly related to specific event.

background

WPCC request is similar to FY23 request with addition of the June 18, 2024 Political Mingle. While this would typically come to PRAB as a Consent Agenda item due to repeat request will be an action item as a result of the above event being added.

Thursday, January 25, 2024 – Cheers to You – WPEC – 175 people– 5 to 8pm

- WPEC Rooftop Meeting Room – 25 people – 9am to 12pm

Tuesday, July 23, 2024 – Soiree – WPEC – 200 people – 5 to 7:30pm

Saturday, October 12, 2024 – AAF Saturday Night Artist Party - WP Farmers' Market– 300 people – 5 to 7pm

Tuesday, June 18, 2024 – Political Mingle – WPEC – 200 people – 5:30-7:30pm (held in 2022 at WPEC)

Saturday and Sunday, October 12th-13th, 2024 - Autumn Art Festival – Central Park/Park Ave

Tuesday, October 29, 2024 – Best of Winter Park – WP Farmers' Market – 300 people – 5 to 7:00pm

Christmas Weekend events – Central Park/Park Ave

- December 6, 2024 - Winter on the Ave
- December 7, 2024 - Parade

alternatives / other considerations

fiscal impact



item type	Action Items	meeting date	July 19, 2023
prepared by	Jason Seeley	approved by	
board approval			
strategic objective			

subject

Strategic Plan - Facilities section

motion / recommendation

Approve and make recommendation for revisions for Facilities section of Strategic Plan.

background

PRAB has approved the first two out of four sections of department strategic plan. Staff will provide an updated version of draft provided at June meeting for review, revisions, and approval at July meeting.

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[Copy of Strategic Plan_Facilities_ Draft.pdf](#)

ATTACHMENTS:

[Strategic Plan_Programming.pdf](#)

ATTACHMENTS:

[Copy of Strategic Plan_Parks.pdf](#)

Winter Park PARKS AND RECREATION
STRATEGIC PLAN 2022-2027

FACILITIES	SUCCESS RATE	STATUS/TASKS
STRATEGY: Provide highly maintained community facilities that address the needs and priorities of our citizens		
Objective 1: Maintain consistnt quality and service levels at existing faclities		
Action: Enhance existing or add Wi-Fi capabilities in all rental facilities	In Progress	Ongoing IT Department priority; all indoor faciities currently offer free wifi for guests; outdoor venues continue to be added with Central Park and Shady Park the two main outdoor sites with the service
Action: Enasure all major venues and facilties have updated maintenance and replacement schedules that are being implemented and part of 5yr CIP process	In Progress	Most major venues/facilities currently have plans to some degree; This information should be centralized to one master document with consistnt language, formatting, and methodology prior to 2025 fiscal year budget process start in Spring 2024.
Action: Continue to execute and expand client and resident feedback while ensuring front line staff are aware of service standards (training) and accountable for maintainng such standard (evaluations)	In Progress	Update to site specific employee manuals; develop and implement quartely department wide customer service trainging for front line staff; continue to utilize digital survey tools to get customer feedback in a timely and cost effectiuve manner; develop and implement scorecard for facility/venue performance as
Action: Review, revise, and implement ADA Transition Plan	In progress	Review and update most current ADA Tranisition Plan during 2023 calendar year; Work with internal staff, other departments within city, and outside community partners to develop action plan and
Action: Design and implement new facility and Wayfinding Signage	Not Complete	City began a transition to monochromatic branding for park signage in 2016 with no long term strategy or plan to make change across entire department; Develop strategy/action plan for implementation prior to 2025 budget process with goal of September 2026 for all parks to updated.
Objective 2: Enhance utilization of recreation facilities and venues to ensure residents are getting the most value out of our limited park spaces		
Action: Continue to proctively engage residents and strakeholders through various methods	In Progress	Continue to regularly engage with a wide spectrum of community organizations that either have a clear mission related to parks/recreation and/or a vested interest in specific facility or venue; Continue to provide community input and collaboration through various means to include stakeholders meetings, community meetings, and surveys
Action: Evaluate facility and venue utilization using both customer feedack as well as data anaylsis	In Progress	Conduct occupancty anaylsis for major faclities and events to better determine peak and non peak usage times; develop and implement strategy to increase usage during non peak or historically low periods; identify potential oppuirtunities to combine services or repurpose spaces based on usage trends and community needs
Action: Cleraly define parks and recreation department assetts and set finincial and/or usage goals where applicable	Achieved	Completed land use evaluation for all park properties and defined perfomance goals for venues/facilities;
Objective 3: Long term Planning		
Action: Review and revise departmenbt policies/procedures and rules/regulations to ensure efficient and effective management and use of facilities and venues	Ongoing (Annually)	Site specific management staff should review policies and other use guidelines each fall and provide recommendation for revisions with cost/customer impact and benefit to city clearly defined; Recomemdation for revisions brought to PRAB each January by department head for consideration.
Action: Communication and engagement with residents and facility stakeholders/communnity orgnizations to understand priorities and long term goals/vision	Not Complete	Department already does this in an informal manner, but lacks uiniformity and centralized source for information; Implement formnal and unifrom process for long term community needs as part of FY24 and creaste document/report for annual review and revsions going beyond.
Action: Conduct 10+ (25 year) year master plan to provide comprehensive strategy for long term needs, opprutunities, and challenges	Not Complete	Dept completed and internal master plan administrative update in 2018 but is passed due for revamped Master Plan. MP is budgeted in Dept CIP for FY2025.

Winter Park PARKS AND RECREATION

STRATEGIC PLAN 2022-2027

PROGRAMS		
STRATEGY: Provide accessible and diverse range of high quality programming for residents of the City	Status	Outcomes and Deliverables
Objective 1: Quality of Programming		
Action: Update current recreation programming plan to identify and fill programming gaps while establishing criteria for sunseting programs	Incomplete	Update programming delivery matrix, identify gaps in service by age, activity type, establish criteria for sunseting current programs; Update department Recreation Programming Plan
Action: Ensure Department operates under best management practices and standards as recognized by National Recreation and Parks Association.	Ongoing	Ensure department achieves and maintains CAPRA accreditation through completion and maintenance of standards and practices. Maintain necessary back up documentation; periodic quality check to ensure ongoing compliance; active maintenance of documents and standards through PowerDM.
Action: Keep pace with local and national trends	Ongoing	P/R staff active in national and state professional organizations (NRPA and FRPA); P/R staff actively solicit programming and amenity trends at local, state, and national level; Staff actively solicit fee information from local agencies to conduct periodic peer pay study
Action: Analyze current partnerships for improvements to service delivery	Incomplete	Establish annual review process for all partnerships; Conduct value analysis of all current partnerships and establish process for evaluating potential new partnerships; Produce annual report that quantifies value of partnerships both qualitatively and quantitatively

Action: Ensure programming is meeting the expectations of all stakeholders	Ongoing	Establish and maintain program performance reports for all services; Update Key Performance Indicators for Department; Establish process for resident/participant feedback on private recreational service providers operating on City property
Objective 2: Focus on Community		
Action: Facilitate community wide collaboration and cooperation	Ongoing	Identify, establish, and maintain relationships with key community organizations both public and private; Identify key groups and initiate discussions on areas of collaboration and share objectives/priorities
Action: Ensure city recreation facilities and assets are being operated with a priority on our residents	In Progress	Establish and enforce policies that ensure resident access or priority access to services and facilities; Conduct annual evaluation of all high demand programs and venues to analyze Resident v Non Resident use; Annual review and adjustment of non resident fees and related policies
Action: Ensure that residents are provided opportunity and mechanism to provide feedback on parks and recreation matters.	Ongoing	Ensure resident/participant are surveyed annually at a minimum; Conduct city-wide survey to reestablish resident priorities as it relates to Parks and Recreation related amenities and services. Ensure residents have regular and open access to voice concerns and feedback related to P/R issues through Advisory Boards, Task Forces, and Public Input Meetings.
Action: Ensure residents have access to fairly priced and quality programming	In Progress/Ongoing	Conduct annual fee study; make fee recommendations through advisory board and commission
Objective 3: Active and Healthy Community		
Action: Utilize parks for educational and fitness programming targeting youth, active adults and families	In Progress	Yoga in central Park Saturdays at 9am Family Fun programs ; partnerships with Coral Gables School of the Arts, Mead Botanical Gardens, Florida Wildlife Commission, and various other groups that provide a diverse array of programming for all ages

<i>Action:</i> Expand health and wellness offerings to youth, adults and active older adults	In Progress	Fitness in the Park; Healthy Aging Expo; Continually add new senior/adult programming in various interest areas that include social , fitness/exercise, health education, lifelong learning, and other areas of interest.
<i>Action:</i> Continue to support expansion of adult and youth athletic tournament play	Achieved	Athletic Division has greatly expanded adult league participation over past 3 years. Continue to maintain current programming and expand intelligently within the capacity of dept time and staffing. Ensure current programs are continuing to operate at break even or better.
<i>Action:</i> Increase free fitness in the parks opportunities	In Progress	Offered weekly free yoga in Central Park; Increase partnership in this area to continue to stay current and meet community demand for fitness programming while being sensitive to the private fitness businesses within our City.

Objective 4: Education, Advocacy, and Volunteerism

Action: Lifelong Learning and engagement	Ongoing	Increase opportunities for intergenerational programming; Ensure affordable and diverse programming for active adults 55+ through internal and external (partnerships) efforts; Assist Sustainability and Natural Resource efforts in promoting environmental and sustainability education programs/services;
Action: Encourage youth participation in civic	In Progress	Development of Youth Citizen Academy or such program to provide resident youth knowledge of the purpose of local government along with understanding the public process. Encourage youth participation in other City processes through task force(s) and focus group(s) when appropriate
Action: Provide opportunities for education and volunteerism related to parks, programming, and sustainability/environment	Ongoing	Reestablish Park Clean Up Volunteer Program and work to collaborate with Sustainability to develop a comprehensive program for Lakes, Watershed, Parks, and Preserve volunteer program; Develop adopt a park program for mini park to develop community pride and investment in the hyper local park properties; Develop on-line and in-person workshops that focus on home tree maintenance; drought tolerant and Florida friendly landscaping, responsible use of fertilizer, pesticide, and herbicide, and other pertinent topics.

Winter Park PARKS AND RECREATION
STRATEGIC PLAN 2022-2027

PARKS		
STRATEGY: Provide sufficient quality park space that meets the needs of all residents		
Objective/Action	Status	Outcomes/Measurables
Objective 1: Strenghten the quality of existing parks		
Action: Establish set maintenance and replacement shcedules for major park amenities	In Progress	Replacement and maintenance plans for: Athletic Field, Sports Fields, Sport Courts (tennis, pickleball, basketball), Pavillions, Playgrounds, etc.
Action: Ensure sufficient human resources and training to properly maintian parks at the level expected by residents	Ongoing	Ensure adequate compensation and benefits through pay study; Ensure pro active and adequate recruitment for vacant postions; Defined work plans for each division relevant to Parks; Ensure proper training and access to ongoing learning for staff development
Action: Assess usage of major parks to ensure certain parks are not being over utilized and negatively impacted.	Ongoing	Addition of people and car counting devices/software where applicable; Leverage RecTrac reporting to run periodic reports to ensure proper frequency of rentals and rest to avoid effective use issues; work with residents and park users to strategically schedule park use.
Action: Develop and maintain 5 year Capital Improvements program	In Progress	Develop and update 5 Year CIP each year as part of budget process
Objective 2: Assess current properties and determine opportunities for better utilization of park space		
Action: Conduct full appraisal of current parks properties	In Progress	Update and maintain GIS park layer
Action: Evaluate current property classifications and catagories used	In Progress	Update property classifications; Create GIS layer that delineates park space by classifications; conduct field check of properties and GIS, Complete Park Property Assessment Report
Action: Playground Assement to determine areas of duplication or deficiency	In Progress	Complete assessment to include inventory and description of amenities, condition of structures, SWAT analysis for each location and overall park system.
Action: Assessment of Mini Park properties and establishment of minimum standards for such	Not Completed	Complete assessment to include inventory and description of amenities, condition of structures, SWAT analysis for each location and overall park system.
Objective 3: Focus on sustainabiity and envirnmental impact within parks		
Action: Improve Canopy Coverage on City Property	Ongoing	Exceed 1:1 Removal to Planting ratio; Conduct quarterly volunteer and community tree planting events at various park or City properties;
Action: Improve Canopy Coverage on private property within City	Ongoing	Institute Community Canopy Program; Regular review and update to Tree Preservation Code to ensure protection and preservation of trees; Conduct tree giveaways and community education programs related to benefits of trees and healthy tree canopy;
Action: Increase tree diversity on City property	Ongoing	Bring ROW plantings in line with ISA best management practices for tree diversity; Incentive program for developers that rewards tree diversity; Public education to residents related to value and need for tree diversity

<i>Action:</i> Improve quality of water bodies adjacent to park properties	Ongoing	Staff Training and certification related to NPDS and spray applications; Coordination with Natural Resources Department on shoreline clean ups and revitalization; Continue best management practices related to fertilization and treatments to park properties;
<i>Action:</i> Transition maintenance equipment from gas powered to alternative power where applicable	In Progress	Transition all 2 cycle gas powered lawn maintenance equipment to alternatively powered tools; Transition utility vehicles and golf carts from gas powered and lead acid battery powered to lithium ion; begin transition of mowers and tractors to lithium ion as technology becomes more affordable and viable
<i>Action:</i> Incorporate sustainable building practices where applicable	Ongoing	Inclusion of Sustainability and Building personnel in project planning process;
Objective 4: Develop and promote external stewardship		
<i>Action:</i> Continued involvement of community advisory boards and task forces applicable to parks	Ongoing	Maintain regular meeting schedule with Golf Advisory, Parks and Recreation Advisory, and Tree Preservation boards; Define clear mission and goals for each board on annual basis;
<i>Action :</i> Promote and develop ongoing volunteer opportunities for residents to become actively involved	Ongoing	Organize park clean up events through KWPB; Support community organizations volunteer efforts in parks and community; Create Adopt A Park program for mini parks; Work closely with Sustainability and Keep Winter Park Beautiful to support community and lakeshore clean up programs
<i>Action:</i> Promote and develop community education and advocacy for park related issues.	Not Completed	
Objective 5: Improve Greenways and Connectivity between parks and other strategic locations within City (schools, business centers, etc)		
<i>Action:</i> Develop strategy and master plan for greenways and connectivity within City	Not Completed	Collaboration with Transportation Advisory Board on overall goal and vision of City connectivity and relationship with parks; Complete internal connectivity and greenways plan through Transportation Division or through 3rd party extension of services;
<i>Action:</i> Research, identify, and apply for relevant grant funding to support and implement plan	Not Completed	Collaboration with City grant administrator and Winter Park Land Trust grant writer to identify and pursue state and federal grant funding to assist in funding connectivity efforts
Objective 6: Improve accessibility and security within parks		
<i>Action:</i> Conduct ADA compliance assessment of all facilities	Not Completed	Complete comprehensive ADA assessment of all parks and recreation facilities, venues, and parks.
<i>Action:</i> Prioritize ADA issues and develop plan to address major deficiencies	Not Completed	Complete action plan for ADA accessibility improvements to include appropriate CIP requests and budget adjustments
<i>Action :</i> Coordinate with police department to assess safety needs of each park	Not Completed	Coordinate with Winter PD to have safety evaluations completed of parks and recreation facilities, venues, and parks to assess lighting, visibility, traffic, and other safety elements; Complete action plan for improvements based on evaluations that includes appropriate CIP and budget requests.
<i>Action:</i> Develop plan and priority list for video surveillance installation and upgrades at various parks	In Progress	Complete inventory of current systems location, type, and condition; Coordinate with City IT
<i>Action:</i> Updates to parking lots to improve sightlines, speed control, and lighting	Not Completed	



Parks & Recreation Advisory Board

agenda item

item type	Staff Updates	meeting date	July 19, 2023
prepared by	Jason Seeley	approved by	
board approval			
strategic objective			

subject

Project Update

motion / recommendation

No Action required

background

General update on various parks and recreation projects

alternatives / other considerations

fiscal impact



item type	Staff Updates	meeting date	July 19, 2023
prepared by	Jason Seeley	approved by	
board approval			
strategic objective			

subject

Department Budget Update

motion / recommendation

No action required

background

City departments gave budget presentations to Commission on July 12th and July 13th as part of the annual budget process. Staff has provided the presented budget as attachment and will provide PRAB with condensed version of presentation and answer any questions regarding 24 proposed budget.

Proposed fee schedule for FY24 will be brought before PRAB at August meeting.

alternatives / other considerations

fiscal impact

ATTACHMENTS:

4. Parks & Rec - City Commission Budget Presentation FY2023-24.pptx



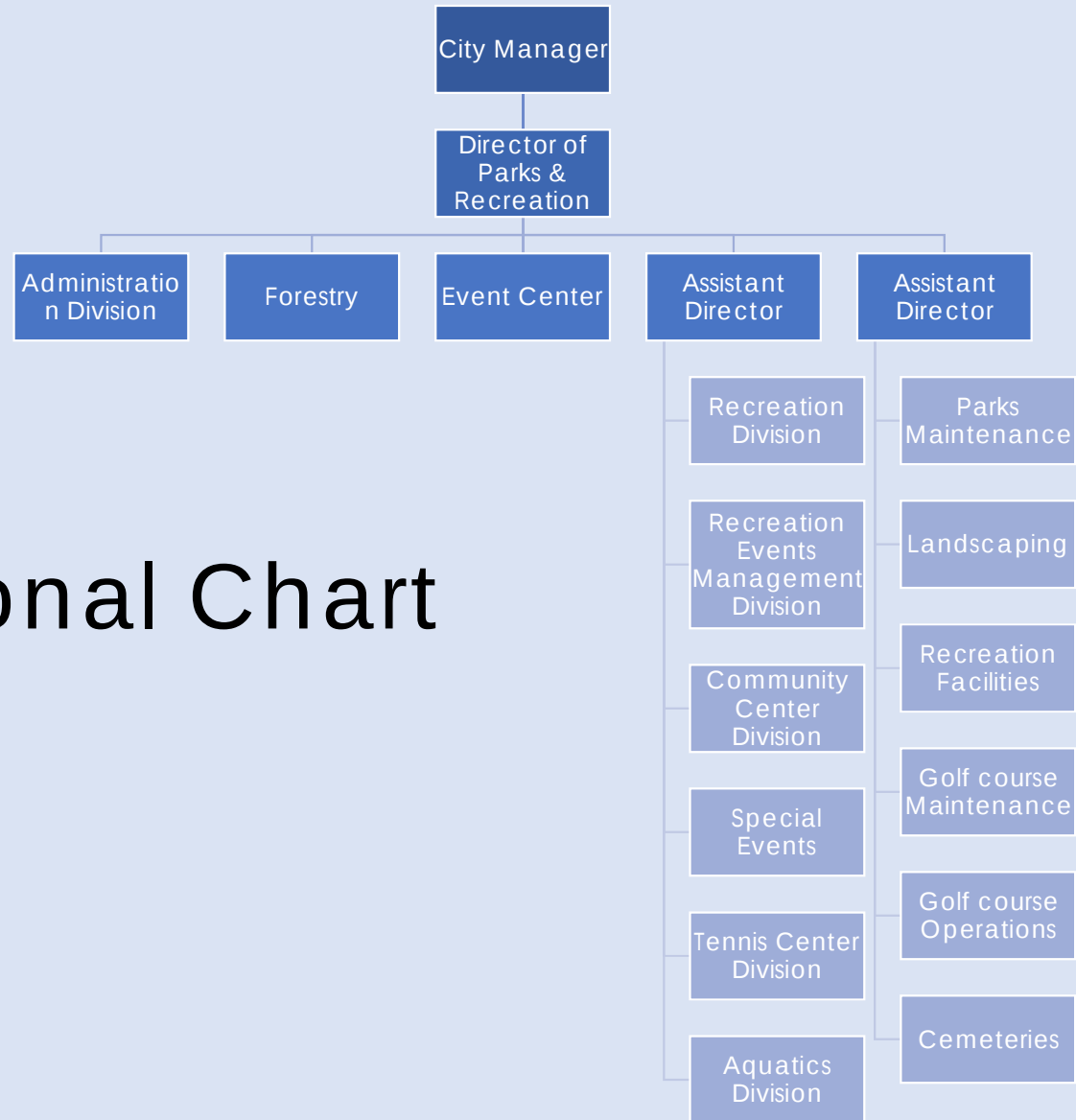
Parks & Recreation

Mission & Program Summary

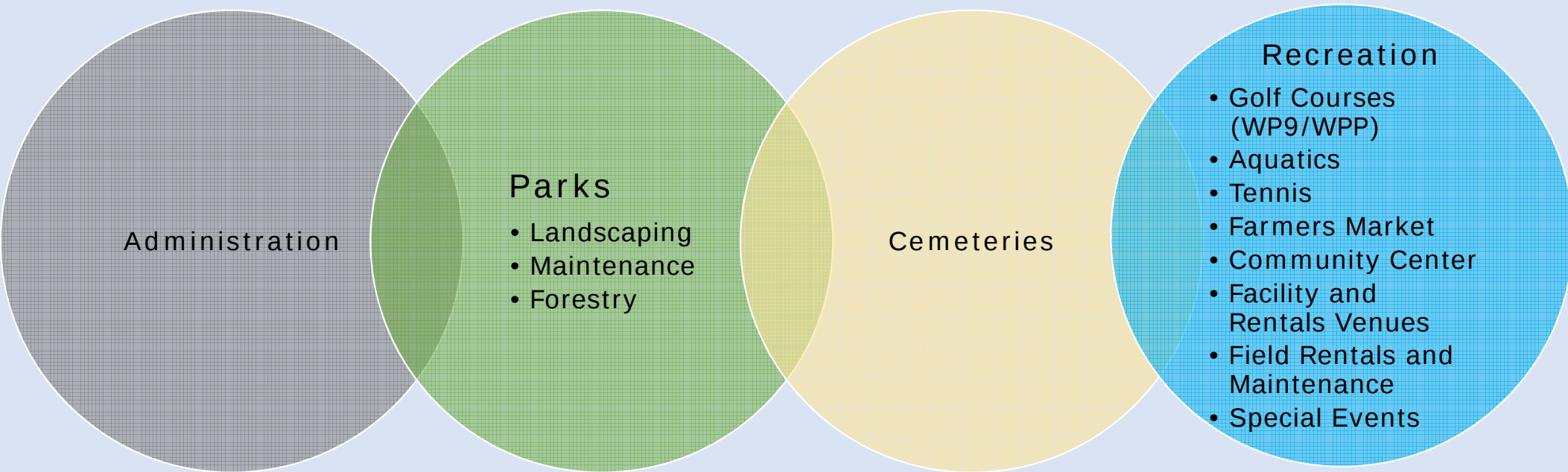
Mission: To enhance the quality of life for our community by providing outstanding parks, recreational facilities, activities and services.



Organizational Chart



Level of Service





Key Performance Indicators

Indicator	Actual FY22	YTD FY23	Goal FY24
Ten Acres of Park per 1,000 Population	16.3	16.3	10
Forestry - Trees Planted/ Hazardous Trees Removed	135/113	261/178	>100%
Parks Cost Recovery Rate	42%	>25%	>40%



Key Performance Indicators

Indicator	Actual FY22	YTD FY23	Goal FY24
Number of Venue Rentals Per Year-All Venues	9,576	4,771 (as of March 2023)	10,000
WP 9 Golf Rounds / members	42,427/275	18,895/325 (as of March 2023)	40,000
WP 18 Golf Rounds / members	19,710/187	22,081/164	42,000/180
Tennis Court reservation / members	33,314/384	17,208/225 (as of March 2023)	34,000/250
Permitted Special Events	74	85	90
Community Center Rec ID issued	2,875	3,660	>3750



FY 2023 Accomplishments

Administrative

- CAPRA Accreditation – *500+pages of narrative/documentation, 100's of majority leadership team hours dedicated to completion mainly outside of normal business*
- Continued designation of Tree City USA and Tree Line USA
- Completion of Land Use Analysis and update GIS layer (PRAB Initiative)
- Mini Park Evaluation (PRAB Initiative)
- Conceptual design for HBP, Seven Oaks Park, Unity Corner, Shady Park, Community Playground
- Update to Tree Preservation Ordinance





Community

- Annual Toy Drive
- Community Partnerships – YMCA, WP Heritage Center, Equity Council, WPHS, Rollins, WP Babe Ruth 40+ weeks of activity annually, Pop Warner, etc. 5,000 hours of athletic field bookings
- Junior Counselor and Summer Youth Enrichment Program – Over 12,000 hours of job experience for WP teens
- Holiday Lighting
- Hurricane Clean Up
- Splash, Float, Swim Program – Over 125 WP kids in 23
- Park Clean Up Volunteer Events





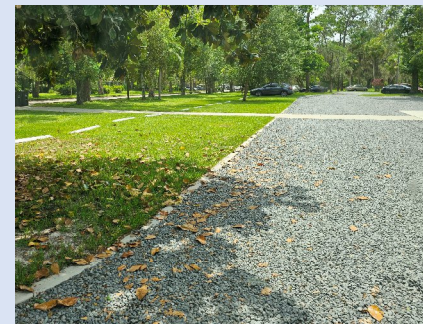
Value to Residents/Fiscal Stewardship

- Development of Cost Recovery goals for all applicable cost centers/divisions through PRAB
- Full cost recovery Winter Park Golf Course and Winter Park Pines (YTD 1.4m/1.05m)
- Full cost recovery Farmers Market and Event Center (as of 7/10 - \$100k up)
- Cost recovery of over 85% for Winter Park Tennis Center
- On pace for over 40% cost recovery for department
- Over 9k+ facility rentals and 100+ events per year
- 261 trees planted YTD and over 1800 giveaway trees deployed into private properties via giveaway programs.

*****Projects/Cap Improvements covered in CIP section..*

Capital Project Completion

- Margaret Square Park Renovation – playground, accessibility, basketball court rebuild, and mini field space
- Kraft Azalea Lodge and parking improvements
- Dinky Dock Parking Lot Improvements
- Winter Park Pines GC Awning
- WPPGC Driving Range
- WPPGC Bridge Replacement
- WPPGC Golf Cart fleet replacement, addition of GPS, and transition to GolfNow's newest course software
- WP9 and Country Club patio improvements





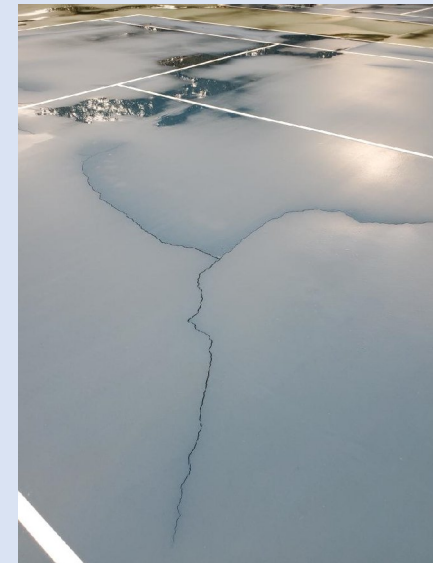
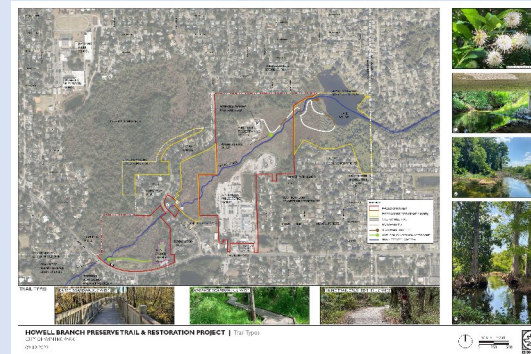
Capital Projects In Progress/Active

- Showalter East Sports Turf transition – August 2023
- Cady Way Softball field to Multipurpose field conversion – August 2023
- Ward Concession Renovation – October 2023
- Ward Pavilion Replacement – December 2023
- Winter Park Pines ADA Restroom and Outdoor patio – September 2023
- Mead Internal Trails/Accessibility - Spring 2024
- Ward Baseball Field 7 Drainage Improvements – August 2023
- Cady Way Pool Filter Replacement – October 2023
- Mead Pavilion – September 2023
- Pineywood Columbarium – Fall 2023



Capital Projects Planned

- Cady Way Tennis/Pickleball Re-Build
- Seven Oaks Park
- Howell Branch Preserve Trails
- WP Tennis Center soft court rebuild
- MLK Community Playground
- MLK Unity Corner
- Showalter Stadium Lighting Upgrade to LED





Summary of Spending

Expenditures	Actual FY21	Actual FY22	Budgeted FY23	Budgeted FY24
Personnel	\$4,822,911	\$5,614,722	\$6,945,064	\$7,682,466
Operating Expenses	\$4,042,581	\$5,241,171	\$4,612,788	\$4,991,964
Capital Outlay	\$0	\$6,788	\$47,000	\$88,000
Total	\$8,865,492	\$10,862,681	\$11,604,852	\$12,762,430



Next Year's Goals

- CAPRA management and successful completion of annual audit
- Construction and opening of Seven Oaks Park
- Construction and opening of Howell Branch Preserve Trails
- Construction and opening of new MLK Community Playground and Unity Corner
- Implement Mini Park Improvements per park evaluations
- Renovation of Winter Park Tennis Center soft courts and rebuild of Cady Way Tennis/Pickleball
- Continue improvements to WP18 and solidify long term vision for course