



Parks & Recreation Advisory Board Regular Meeting

Agenda

February 15, 2023 @ 5:30 pm

Ray Beary Room

500 North Virginia Ave

Winter Park, FL 32789

Second Floor

welcome

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please note

Times are projected and subject to change.

-
1. **Call to Order**
 2. **Consent Agenda**
 - a. [Minutes Approval January 18, 2023](#) 2 minutes
 3. **Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
 4. **Action Items**
 - a. [Mini Park Classification](#) 30 minutes
 - b. [Florida Youth Symphony Orchestra Fee Waiver Request and Central Park Use](#) 5 minutes
 - c. [Progress Point property park naming](#) 15 minutes
 5. **Non-Action Items**
 - a. [Parks and Recreation Strategic Plan - Programming Section](#) 15 minutes
 6. **Staff Updates**
 - a. [Project Update](#) 5m
 - b. [Programming and Event Update](#) 5m
 7. **Board Comments**
 8. **Upcoming Agenda Items**
 9. **Adjournment**



Parks & Recreation Advisory Board

agenda item

item type	Consent Agenda	meeting date	February 15, 2023
prepared by	Kesha Thompson	approved by	
board approval			
strategic objective			

subject

Minutes Approval January 18, 2023

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[0118.23 Minutes-Draft.pdf](#)



Parks & Recreation Advisory Board Minutes

January 18, 2023 at 5:30 p.m.

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

Board Members Present

Michael Perelman, Shannon Sarkarati, Leah Bonich, Jennifer Adams, Annemarie Smith (virtual)

Call to Order

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

Board member attendance was addressed and discussed board members were reminded of the city's ordinance on board attendance.

The order of the agenda was rearranged due to lack of quorum, staff updates were presented first. Once Ms. Adams arrived at 5:43 the meeting was quorate; the consent agenda and action items followed.

Consent Agenda

a. Approve Regular Meeting Minutes - November 17, 2022

Motion made by Jennifer Adams 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
(none)

Action Items

a. Progress Point Naming

Clarissa Howard, Director of Communications addressed the board about possible names of the current Progress Point. During board discussion board members mentioned that the location already has a name "Progress Point" and has been addressed by that name. Ms. Adams suggested involving the public in the naming of the space. A suggestion to check to see if there are any history related facts to assist with the naming was also made. Other suggestions include The Oaks at Progress Point, Canopy Park, Gateway Park and Park at Progress Point.

After discussion; the board recommendation was to consult with the WPSM for direction on a name, add it to the current list of names and bring those suggestions back to the board, and move forward with a public input process.

b. Rotary Fee Waiver Request

The Rotary Club is requesting a fee waiver for the Winter Park Event Center for their Annual y Chili for Charity Event; recently held at the Winter Park Farmers' Market. Staff recommendation is to approve the fee waiver, with a portion of the proceeds to fund a city public asset. Staff also

recommends the event does revert back to another day of the week that is not a Friday or Saturday going forward as this has a direct impact on the limited weekend nights available for revenue generating rentals.

Butch Margraf, Winter Park Rotary answered questions from board members and informed them of the projects that the Rotary has contributed to the city. The plans were to contribute funding up to 15% to the MLK playground or another major city asset.

After discussion, motion made by Jennifer Adams to support staff recommendation; seconded by Shannon Sarkarati. Motion passes unanimously

c. PRAB Support in applying for grant through state RTP fiend to improve and rebuild boardwalks within Mead Gardens

Anna Peppers, a grad student is seeking approval from the Parks Board to peruse the grant. The max amount for the grant is 500k with the city matching 20%. The Project summary would be to restore a portion of the boardwalk destroyed in the 2004 hurricanes. Board members discussed the city's possible financial obligation and where that funding would come from.

After discussion, motion made by Michael Perelman to support grant submission with Mead Gardens and City Commission discussion on where funding is obtained; seconded by Jennifer Adams. Motion carried unanimously.

d. Mini Park Classification - Rescheduled to February Meeting

e. Pollinator Gardens

Staff is proposing to move forward with he Orwin Manor pollinator garden as a pilot, then expand the idea to other parks.

Motion made by Michael Perelman to approve the pollinator garden pilot park at Orwin Manor, seconded by Annmarie Smith. Motion carried unanimously.

Non-Action Items

a. 2022-2027 Strategic Plan- Programming Section - Rescheduled to February Meeting

Staff Updates

a. WP Event Center Financial & Fee Waiver Summary

Jason provided the board with statistical financial data of the revenue and fee waivers for the event center. The report was based off nine months of operation of FY22 and the first quarter of the current FY23.

b. WP Pines Update

Jason gave an update on some of the completed and upcoming projects at the Winter Park Pines Golf Course. Completed projects included the driving range upgrade, interior electrical upgrades, clubhouse, new golf carts and conversion of Golfnow software. Future projects include, stormwater/drainage improvements, new awning to increase outdoor space, outdoor patio space addition and the outdoor electrical improvements. Mr. Seeley also provided a financial report for FY22 and the first quarter of FY23

c. Parks Major Project Update

Permitting is in the process for Howell Branch Trail, Meadows recreation space basketball court, and playground is complete. The artist has been selected for the Shady Park sculpture, Showalter East sports turf conversion is scheduled to begin 1st quarter of 2023. The survey has been completed for the Mead ADA trails and will begin April/May 2023. Site fencing installed Jan 2023 and graphic banners Feb 2023. The RFP/Call for artist issued and representatives from CRA, Public Art Advisory and PRAB will make up the selection committee tentatively schedule for March 2023. Dix Hite provided staff with a conceptual playground design in early January and will be presented to PRAB/CRA board through joint meeting in February or March as well as a public input meeting for direct resident input.

Board Comments

Annmarie Smith informed the board that she will be relocating to Atlanta, and this would be her last meeting.

Upcoming Agenda Items

- Mini Park Classification

Adjournment

The meeting was declared adjourned by Chairman Michael Perelman at 7:13pm

Minutes approved by the board on: 0215.23

/s/ Kesha Thompson



item type	Action Items	meeting date	February 15, 2023
prepared by	Jason Seeley	approved by	
board approval			
strategic objective			

subject

Mini Park Classification

motion / recommendation

Based on previously agreed upon minimum requirements for mini park that were established by PRAB, determine if each current mini park property should remain classified as such and which should be considered for reclassification as streetscape enhancement, lake lookout, or other term.

background

Continuation of discussion at November meeting related to Mini Parks. Staff is asking PRAB members to focus on general classification of properties at this time so we can complete overall Park Property Assessment. Properties that PRAB deems Mini Parks but need some improvements to better meet the standard will be looked at in more depth in later meetings.

Summary Page and Park Detail included in backup docs.

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[MIni Park Designation Summary Feb.xlsx](#)

ATTACHMENTS:

[Mini Park Min Standards Feb 23 Update.pdf](#)

Mini Park Listing Cover sheet for Powerpoint

Slide #	Park Name	Location	Acreage	Staff Recommends
1	FAWCETT ROAD MINI PARK	W FAWSETT RD	0.26823196	Lake Lookout
2	SUNSET / CHESTNUT MINI PARK	SUNSET AND CHESTNUT	0.10440096	Streetscape Enhancement
3	VIA BELLA MINI PARK	VIA BELLA	0.0845424	Streetscape Enhancement
4	READING WAY MINI PARK	READING WAY	0.79450797	Streetscape Enhancement
5	CANTON / INTERLACHEN MINI PARK	EAST END OF CANTON AT LAKE	0.1806969	Streetscape Enhancement
6	KIWI / WEBSTER MINI PARK	WEBSTER AVE EAST END BY :LAKE	0.23960934	Lake Lookout
7	HAMILTON PLACE MINI PARK	HAMILTON PLACE CT	0.36632111	Streetscape Enhancement
8	HARRIS CIRCLE MINI PARK	1575 HARRIS CIR	0.25936991	Lake Lookout
9	ALBERTA / JOALCA MINI PARK	1351 ALBERTA DR	0.04395077	Lake Lookout
10	BONNIE BURN MINI PARK	BONNIE BURN CIR	0.22154228	Mini Park
11	LOCH LOMOND / ST ANDREWS MINI PARK	2294 HAWICK LN	0.37264446	Ward Parking
12	TYREE LANE MINI PARK	2278 HAWICK LN	0.21828101	Mini Park
13	FAIRBANKS AVE / ORLANDO AVE MINI PARK	FAIRBANKSAVE AT ORLANDO AVE	0.22329008	Mini Park
14	ALBERTA DRIVE MINI PARK	413 ALBERTA DR	0.30887112	Mini Park
15	BONITA DRIVE MINI PARK	BONITA DR	0.07381003	Streetscape Enhancement
16	PULSIFER PARK MINI PARK	701 N INTERLACHEN AVE	0.25029983	Streetscape Enhancement
17	ALBERTA / CORTLAND MINI PARK	480 ALBERTA DR	0.24175061	Mini Park
18	ALFRED J HANNAH MINI PARK	220 HOLT AVE	0.24989896	Mini Park
19	ALEXANDER PLACE MINI PARK	150 ALEXANDER PL	0.36284367	Mini Park
20	LAKE WILBAR MINI PARK	WILBAR CIR	1.6953406	Mini Park
21	CHELTON CIR MINI PARK	CHELTON CIR	5.13418296	Mini Park

22	JAY BLANCHARD MINI PARK	1562 ALOMA AVE	0.4751269	Mini Park
23	GOLFVIEW MINI PARK	GOLFVIEW TER	0.54788008	
24	LASBURY / MAIDEN MINI PARK	LASBURY @ MAIDEN AVE	0.21643277	Mini Park
25	PARK GROVE MINI PARK	N PENNSYLVANIA AVE AND N PARK AVE	0.12005345	Mini Park
26	VILLA VIEW PARK	1709 N PARK AVE	0.2942951	Mini Park
27	HARLAND MINI PARK	TIMBERLANE LANE	2.71322801	Mini Park
28	LAKE KNOWLES MINI PARK	LAKE KNOWLES CIR	10.34480376	Mini Park
29	LAKE MIDGET MINI PARK	MIDGET DR	1.61555793	Mini Park
30	SMILEY MINI PARK	N PHELPS AVE	0.18584244	Mini Park
31	CAVENDISH / HARMON MINI PARK	1421 CAVENDISH RD	0.03078738	Streetscape Enhancement
32	HOOPER MINI PARK	1411 N ORANGE AVE	0.52355773	Mini Park
	KINGS WAY MINI PARK	KINGS WAY	0.79416322	Streetscape Enhancement
	ORANGE / HARMON MINI PARK	1390 N ORANGE AVE	0.1923491	Mini Park
	MORSE MINI PARK	Interlachen at Golf Park lit	0.11641402	Mini Park
	LAKEVIEW MINI PARK	LAKEVIEW AND FRENCH	0.19245374	Mini Park
x	LAUGHLIN MINI PARK	750 W NEW ENGLAND AVE	0.08546963	Mini Park
x	LEITH MINI PARK	1501 S ORLANDO AVE	0.64333682	Mini Park
x	CANTON / NEW YORK MINI PARK	CANTON AVE AND NEW YORK AVE	0.07153154	Streetscape Enhancement
x	Champion Circle Mini Park	Oakwood and Rockwood Way		Mini Park

Mini Park Evaluation

Clarification Info:

- ▶ Current Mini Parks that do not have ability to meet mini park standard typically fell under two categories, park is a street median or park offers lake access with no actual park space or limited park space.
- ▶ For Medians, staff suggests that these properties be designated and rebranded as Streetscape Enhancements and still count towards park acreage but not be considered actual parks.
- ▶ For lake access, staff suggests that these properties be designated and rebranded as Lake Lookouts and still count towards park acreage but not considered actual parks.
- ▶ Mini Park #11 at 2294 Hawick has traditionally been used for Ward overflow parking. Staff recommends this be designated as part of Ward Park and classified as parking for GIS purposes and no longer a mini park.

Not a Mini Park - Change designation to Lake Lookout

W. Fawcett road 0.27 acres

- Small green space that is a Public Works access point
- No site amenities.
- No defined landscaping
- No signage



Not a Mini Park - Change designation to *Streetscape Enhancement*

Sunset and Chestnut 0.10 acres

- Small green space within a median and not accessible to those with mobility issues
- 1 bench
- No defined landscaping, but shade and understory trees
- No signage
- Contains utility poles



Not a Mini Park - Change designation to Streetscape Enhancement

Via Bella 0.085 acres

- Small green space within a median and not accessible to those with mobility issues.
- No site amenities. (1 bench)
- No defined landscaping. Contractor mows.
- No signage



Not a Mini Park - Change designation to Streetscape Enhancement

Reading Way and Forest .79 acres

- Green space. Large median in neighborhood
- No site amenities.
- No defined landscaping. Very large and mature trees
- No signage



Not a Mini Park - Change designation to Lake Lookout

Canton & Interlachen dead end at lake 0.18 acres

- Minimal greenspace and located between houses at a dead end.
- No site amenities other than lookout dock
- No parking area for users
- Lacks Signage
- Located within residential zone and frequent source of complaints from neighbors; noise, parked cars, etc.
- No defined landscaping. City contractor mows.
- Lake Division access point for lake maintenance



Not a Mini Park - change designation to Lake Lookout

Kiwi & Webster dead end 0.24 acres

- Small greenspace but minimal and located between houses at a dead end.
- Cannot drive over grates per Public Works
- No site amenities leads to lake
- Lacks Signage
- Located within residential zone
- No defined landscaping. City contractor mows.
- No parking for users



Not a mini park - Change designation to *Streetscape Enhancement*

Hamilton Place Ct. 0.37 acres

- Small green space.
- Most of space is fenced off retention area
- No site amenities.
- Decorative fountain
- Has defined landscaping
- No signage



Not a Mini Park - Change designation to **Lake Lookout**

1575 Harris Circle 0.26 acres

- Small green space leads to lake between 2 houses
- No access for patrons with mobility issues
- No site amenities.
- No defined landscaping.
- Signage
- No parking for users
- Utility equipment at frontage



Not a Mini Park - Change designation to Lake Lookout

1351 Alberta Dr. 0.044 acres

- No green space
- Sloped sidewalk that leads to lake between 2 houses no ability to make ADA
- No site amenities
- No defined landscaping
- No signage (other than pictured)
- Lake Access
- No Parking



Mini Park – Minor Improvements needed to meet standard

Bonnie Burn Cir 0.22 acres

- Small green space between 2 houses
- Water access
- Existing signage

Need:

- Upgrade landscape
- Add Site Amenities
- Improve accessibility (pathway)



Not a Mini Park - Change designation to *Streetscape Enhancement*

2294 Hawick Ln/Tyree Ln 0.37 acres

- Small green space within median in neighborhood. Surrounded by streets on all sides.
- 2 benches.
- Defined landscaping
- No signage



Not a mini park - need PRAB direction

2278 Hawick Lane 0.29 acres

- Small green space that is at a corner of 3 roads
- No site amenities.
- No defined landscaping. Contractor mows.
- No signage
- Currently used for overflow parking



Mini Park

Fairbanks Ave & Orlando (Chipotle corner) 0.22 acres

- Small green space
- Has no protective barrier between park and adjacent streets. Corner of 17-92 and Fairbanks
- Has site amenities
- Professional landscape but no garden element
- No signage

Needs:

- **Signage**
- **Due to park characteristics and use staff doesn't feel protective fencing is necessary.**



Mini Park

413 Alberta Dr. 0.31 acres

- Small green space between 2 houses.
- No access for patrons with mobility issues
- 1 Bench
- No defined landscaping.
- No signage

Needs:

- **Signage**
- **Add site amenities**
- **Upgrade landscape**
- **Improve Accessibility**



Not a Mini Park - Change designation to Streetscape Enhancement

Bonita Dr. 0.074 acres

- Small green space in a **median**
- No site amenities
- No defined landscaping
- Has signage and memorial plaque



Not a Mini Park - change designation to *Streetscape Enhancement*

Pulsifer Park 701 N. Interlachen Ave 0.25 acres

- Has small green space. Not accessible to patrons with mobility issues
- Has no protective barrier between park and adjacent streets
- No site amenities. No benches, trash cans, or lights.
- Located in residential zone
- Defined and actively maintained landscape
- Has signage



Mini Park

480 Alberta Dr. 0.24 acres

- Small green space in a neighborhood.
- Existing site amenities
- Defined landscaping
- Accessibility sufficient
- No signage

Needs:

Add site amenities

Add signage



Mini Park

Alfred J Hanna (corner of Holt and NY) 0.25 acres

- Small green space. In Rollins area and surrounded by streets on all sides. Some hardscape.
- 1 bench
- Has defined landscaping.
- No signage

Needs:

Signage

Additional site amenities



Mini Park

150 Alexander Place. 0.36 acres

- Small green space at the end of a residential street between 2 homes
- Not accessible to patrons with mobility issues
- 2 benches and lights
- No defined landscaping
- No signage

Needs:
Add Signage
Improve accessibility



Mini Park

Lake Wilbar 1.69 Acres

- Small green space around a lake.
- Not accessible to patrons with mobility issues
- 2 benches and trash bins
- Natural landscape trees and sod, shoreline plantings
- No signage

Needs:

- Add Signage
- Improve accessibility



Mini Park

Lake Chelton 5.13 acres

- Small green space around lake. Most of acreage is water.
- Not accessible for patrons with mobility restrictions.
- Park includes site amenities such as trash bin and benches
- Has signage
- Park has defined landscape that is actively maintained.
- Located in residential neighborhood



Mini Park

Jay Blanchard 1562 Aloma Ave 0.48 acres

- Small green space in a median off Aloma.
- Green space behind brick, still surrounded by streets
- Not accessible to patrons with mobility issues
- Has site amenities. Benches & Fountain with hardscape. Add trash can
- Some defined landscaping
- Has signage



Mini Park

Golfview Terrace 0.55 acres

- Adequate green space.
- Located in a residential neighborhood, surrounded by streets on all sides
- Park is not accessible to users with mobility restrictions
- Has Signage
- Park has site amenities (water fountain, benches) (no trash can)
- Park has defined landscape beds



Mini Park

Lasbury Ave and Maiden Ave 0.22 acres

- Small green space. Located in a residential neighborhood, surrounded by streets on all sides
- Park has some accessibility for patrons with mobility restrictions
- Has signage (small memorial plaque)
- Park has site amenities (benches, trash can, dog station)
- Park has defined landscape.



Mini Park

Park Grove N. Pennsylvania & N. Park Ave 0.12 acres

- Small green space. On corner of a road way
- Park is accessible to users with mobility restrictions
- Park lacks signage identifying it as a City park
- Park has site amenities (water fountain, shaded pergola, benches, and trash can)
- Park has defined landscape beds (could be updated on street side)
- Located in a residential neighborhood

Needs:
Signage



Mini Park

Villa View 1709 N. Park Ave 0.29 acres

- Greenspace is both safe and accessible and includes hardscape for access by those with mobility restrictions
- Park includes site amenities such as trash bin and benches
- Park includes signage
- Park has defined landscape beds that are actively maintained.
- Located in residential neighborhood



Mini Park

Harland Park 1.70 acres

- Greenspace is both safe and accessible and includes hardscape for access by those with mobility restrictions
- Park includes site amenities such as trash bin, dog station, benches, and fountain
- Park includes signage
- Park has defined landscape beds that are actively maintained.
- Located in residential neighborhood



Mini Park

Lake Knowles 10.35 acres

- Greenspace is both safe and accessible and includes hardscape around part for access by those with mobility restrictions. Most of acreage is lake.
- Park includes site amenities such as trash bin and benches
- Has park signage
- Park has natural landscaping
- Located in residential neighborhood



Mini Park

Lake Midget 1.62 acres

- Small green space around lake. Most of acreage is water.
- Not accessible for patrons with mobility restrictions.
- Park includes site amenities such as trash bin and benches
- Has signage
- Park has defined landscape that is actively maintained.
- Located in residential neighborhood and Denning



Mini Park

Smiley Park N Phelps 0.19 acres

- Small green space
- No site amenities.
- No defined landscaping.
- Has signage

Needs:

- Upgrade landscape
- Add appropriate site amenities
- Improve accessibility



Not a Mini Park - Change designation to Streetscape Enhancement

1421 Cavendish Rd 0.030 acres

- Small green space that is a median.
- 1 bench
- No defined landscaping.
- No signage



Mini Park

Hooper Mini Park 1411 N. Orange 0.52 acres

- Small green space. On corner of busy roadways. Does have some hardscape to assist patrons with mobility issues.
- Has site amenities. (1 bench)
- Has defined landscaping.
- No signage

Needs:
Signage





Parks & Recreation Advisory Board

agenda item

item type	Action Items	meeting date	February 15, 2023
prepared by	Jason Seeley	approved by	
board approval			
strategic objective			

subject

Florida Youth Symphony Orchestra Fee Waiver Request and Central Park Use

motion / recommendation

Approve both use and fee waiver

background

The Florida Symphony Youth Orchestra is a local non-profit organization that provides and promotes musical education for youth across central Florida. FSYO would like to utilize the Central Park stage for this year's play-a-thon fundraiser that benefits the organizations summer touring program.

For more info on FSYO, visit www.fyso.org

alternatives / other considerations

Deny Request for stage use

Approve Stage but deny fee waiver

Approve stage and approve partial fee waiver

fiscal impact

Full Cost for CP Stage - \$850

Director Approved 50% - \$425

Remaining Balance - \$425



item type	Action Items	meeting date	February 15, 2023
prepared by	Jason Seeley	approved by	
board approval			
strategic objective			

subject

Progress Point property park naming

motion / recommendation

Approve new name of **Seven Oaks Park** for Progress Point property as recommended by Communications staff.

background

Continuation from discussion regarding naming of the progress point property being developed into a park. Communication staff was directed to compile a list of park names for potential public survey/vote in addition to seeking input from the WP Historical Society for Feb meeting after initial discussion at Jan meeting.

alternatives / other considerations

If PRAB does not wish to move forward with Seven Oaks Park, a list consisting of previously proposed park names with addition to Seven Oaks Park will go out to residents via survey for input and then come back to PRAB for final decision.

fiscal impact

ATTACHMENTS:

[PRAB - Naming Discussion Pt.2 - 02.15.23.pdf](#)



Naming Discussion Part 2 | February 15, 2023 | Parks & Recreation Advisory Board

On January 18, after a presentation and discussion to the Parks & Recreation Advisory Board (PRAB), the following names were proposed by the PRAB members for the city-owned property at the former Progress Point site:

- Progress Point Park
- Park at Progress Point
- Canopy Park
- Gateway Park
- The Oaks at Progress Point

Staff was asked to also consult with Winter Park History Museum for direction on a possible name related to history of the site. After meeting with the museum staff, recognizing the beautiful live oaks that have been planted and celebrated at the site, and considering its proximity to Mead Garden, it seemed appropriate to recommend the following name which is consistent with the plant names (Palmetto Avenue, Orchid Avenue, Cypress Avenue, Azalea Lane) of many streets in the surrounding area:

- Seven Oaks Park

Once a slate of names has been selected by the PRAB, the board requested a public process to help choose a name to recommend to the City Commission. An online survey could be conducted for public input. Guidance would be needed regarding the board's preferred eligibility criteria – **open to the public at large** or **open to city residents only**. This decision will determine the method(s) of seeking public input on the potential names.



item type Non-Action Items	meeting date February 15, 2023
prepared by Jason Seeley	approved by
board approval	
strategic objective	

subject

Parks and Recreation Strategic Plan - Programming Section

motion / recommendation

Review and discuss section of strategic plan. Provide staff with any direction prior to final draft going forward as action item.

background

As agreed upon by PRAB in previous meeting, staff is bringing strategic plan for approval by section. Programming is the next section for review. Staff has provided draft document and will

give brief summary at time of meeting. PRAB members are asked to provide feedback and direction at meeting prior to final draft coming to PRAB for approval in March.

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[Strategic Plan_Programming 2_23.pdf](#)

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.



Parks & Recreation Advisory Board

agenda item

item type	Staff Updates	meeting date	February 15, 2023
prepared by	Jason Seeley	approved by	
board approval			
strategic objective			

subject

Project Update

motion / recommendation

NA

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[Major Projects Update -Feb 22.pdf](#)

General Update:

- Howell Branch Preserve Trail - Permitting and construction docs in progress; Grant extension through June 2024 approved
- Meadows Recreation Space - Ribbon cutting and celebration of renovated park space scheduled for 2/18 at 1030a.
- Shady Park - Artist, George Gadsen selected, 9-12 month lead time for sculptures, City will begin other park improvements Spring 2023
- SportsTurf Conversion - Showalter East - Set to begin 1st qtr 2023; Permitting approved Jan 2023 with tentative start date of April 3rd and completion by August 1st.
- Mead ADA Trails - Survey completed; first leg of trail will begin April/May 2023; waiting on permit approval for small boardwalk
- Dinky Dock Parking Lot - Public Works has tentative start in first quarter 2023 with a 2-4 week expected completion. Goal to have completed by April 1, 2023
- Multi=Purpose Fields B, C, and Showalter East 2 Renovation - June - August 2023
- Baseball Field 7 - June through August 2023
- WP Pines Patio Build - May 2023
- Ward Park Concession Renovation - Architect has completed design and contractor tentatively scheduled for April start with completion by July 2023.

Dec 7 - Commission approved elimination of parking along Denning Ave

Signed and Sealed construction documents recieved

Ground Breaking - Mar 2023

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MLK Park Renovations

- ▶ Unity Corner - RFP/Call for artist issued and representatives from CRA, Public Art Advisory, and PRAB will make up selection committee. Selection tentatively to occur March 2023.
- ▶ Dix Hite held playground community input meeting on Tuesday, 2/7; approximately 50 residents attended and provided feedback to Dix Hite and City staff regarding design. D/H will be presenting to PRAB and CRA advisory board next month.



Parks & Recreation Advisory Board

agenda item

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strategic objective			

subject

Programming and Event Update

motion / recommendation

NA

background

alternatives / other considerations

fiscal impact