



**PARKS AND RECREATION ADVISORY COMMITTEE MEETING  
CITY OF ST. PETE BEACH**

155 Corey Avenue  
St. Pete Beach, FL 33706

Tuesday, November 14, 2023  
9:00 AM

Call to Order  
Pledge of Allegiance  
Roll Call

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**REGULAR MEETING**

1. Presentations -
2. Approval of the Agenda -  
  
**Action Request: Motion to approve the November 14th agenda [with or without changes].**
3. Audience Comments -  
*Comments shall be limited to 3 minutes. Please complete a public comment card to the Clerk and state your name and address at the podium.*
4. Approval of the Minutes -  
**a. May 16, 2023**
5. Action Items -  
**a. 2024 Committee Meeting Dates**  
Requested Action: Motion to approve the Parks and Recreation Advisory Committee meeting dates for 2024.
6. Items for Discussion -  
**a. FY2023 End of Year Report**  
FY 2023 End of Year Report  
**b. Update on Park Enhancements Throughout the City**  
Provide information on Horan Park playground, Egan Park design, Hurley Park, Pass-A-Grille Park, and Lido Park.

## 7. Adjournment -

**APPEAL:** In accordance with 286.0105, Florida Statute (Notices of meetings and hearings must advise that a record is required to appeal), if a person decides to appeal any decision made by this committee, board, agency, or commission with respect to any matter considered at this meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need 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.

**AMERICANS WITH DISABILITIES ACT (ADA):** In accordance with the Americans with Disabilities Act and Florida Statutes, if any person with a disability defined by the ADA needs special accommodation to participate in this proceeding, then not later than two business days prior to the proceeding, he or she should contact City Hall at (727) 367-2735.

**The public is cordially invited to attend this meeting.  
All agenda material is available for review at City Hall or [www.stpetebeach.org](http://www.stpetebeach.org).**

# **DRAFT PARKS AND RECREATION ADVISORY COMMITTEE MINUTES**

**May 16, 2023 9:00 A.M.**

**PRESENT:** Phil Christman, Member  
Robin Gibson, Member  
Mike Wise, Member

**EXCUSED:** Steve Stewart, Member  
Scott Seubert, Member

**ALSO PRESENT:** Jennifer McMahon, Chief Operating Officer  
Ginny Bodkin, Deputy City Clerk

In the absence of a Chair or Vice Chair, Member Christman called the meeting to order at 9:05 AM and led the Pledge of Allegiance.

**1. Changes to the Agenda** – Chief Operating Officer Jennifer McMahon reported no changes to the agenda, but welcomed new committee members Phil Christman, Robin Gibson and Mike Wise, who all shared on their backgrounds.

**2. Approval of the Agenda** –

**Member Christman moved, and Member Wise seconded to approve the agenda as presented; the motion carried unanimously.**

**3. Audience Comments** – John Kurzman of 59<sup>th</sup> Avenue gave public comment on safety straps for playground seats and better parking at Lido Park.

**4. Action Items**

**a. Approval of Minutes: November 15, 2022**

**Member Christman moved and Member Gibson seconded to approve the November 15, 2022 minutes as presented; the motion carried unanimously.**

**b. Election of Committee Officers for 2023**

**Member Wise moved and Member Gibson seconded to appoint Steve Stewart as Committee Chair for 2023-24; the motion carried unanimously.**

**Member Gibson moved and Member Wise seconded to appoint Phil Christman as Committee Vice Chair for 2023-24; the motion carried unanimously.**

**c. Playground Replacement Priorities**

Ms. McMahon reported that Parks Supervisor Mandy Edmunds, a Certified Playground Inspector, will soon be assuming the role of staff liaison to this Committee. Ms. McMahon went on to review the data (number of visits past year, average dwell time) that was included in the meeting packet for Vina Del Mar, Lazarillo, Lido and Belle Vista Triangle Parks. She reported that Horan Park will be

completed this year and McKenney Park was completed in 2020. Ms. McMahon asked for Committee input. Discussion followed on the pricing of surfacing, annual budgeting, preventative maintenance at park shelters, and transients gathering in parks near the SunRunner stops. Pinellas CPOs (Community Patrol Officers) will be checking at McKenney, Horan and Lido Parks daily; a timer light at the Lido shelter was suggested for prevention. The Vina Del Mar fitness equipment was discussed and that neighborhood's demographic.

Ms. McMahon summarized that following her safety inspections, Mandy Edmund's suggested priority list for the repair/refurbishment of parks was Vina Del Mar, Lazarillo, Lido (kids 2-5), Lido (kids 5-12), then Belle Vista Triangle Park. The prioritization would assist when bringing the budget forth to the City Commission.

**Vice Chair Christman moved and Member Gibson seconded to recommend the priorities as outlined by staff to the City Commission; the motion carried unanimously.**

## **5. Items for Discussion**

### **a. Egan Park**

Ms. McMahon explained that the \$300,000 budgeted for soccer field sharing with St. John's School proved unpopular with residents. Those funds could be supplemented and put towards Egan Park improvements, where fencing and lighting are necessary. She reviewed an updated Conceptual Plan, which is part of the meeting record. The plan included pickleball, soccer fields (Southwest Little League has disbanded), upgrades to tennis and restrooms. She requested Committee input. Boat ramps, parking, docks and the addition of LED lights were discussed. The use of the new barges for maintenance work, fishing piers and fireworks was also discussed.

Resident John Kurzman added public comment on keeping the Egan Park boat launch spacious and getting boater input on the design/s.

### **b. PAG Park Update**

Ms. McMahon displayed an updated Conceptual Plan (part of the meeting record) that was discussed at the last meeting. She updated members on proposed upgrades – mostly for safety, walkability, and crosswalks. The plan will go back to the Historic Preservation Board and City Commission; she asked for comments. The design was discussed. More trees were suggested, and the extra sidewalk may not be necessary.

### **c. 2nd Quarter FY23 Budget Update**

Ms. McMahon reviewed a presentation which is part of the meeting record. She reviewed Revenues (Staff and Instructor Led Programs, Pool Admissions, Community Center Rentals and Fitness Center), Expenses, and Cost Recovery. She went on to review the Programming, Aquatics, Rental, Parks (cleanups, repairs, landscaping, tree installations, fencing) and Beaches (Mobi-mats, cleanups, concession inspections, safety initiative) Reports. Ms. McMahon lastly reported on upcoming events.

Vice Chair Christman asked about building the next agenda; Ms. McMahon explained that she and Ms. Edmunds would welcome suggested items or topics via email or phone call. Small items can just be reported at any time; they do not have to be put on an agenda. Bayway median lighting was briefly discussed; the lights are being looked at as part of the undergrounding project.

**6. Adjournment** – Next meeting November 14, 2023

There being no further business, Vice Chair Christman moved and Member Gibson seconded adjournment at 10:37 AM.

*These minutes will be considered for approved at the November 14, 2023 Parks and Recreation Advisory Committee meeting.*

Notice of Meetings  
Parks and Recreation Advisory Committee  
2024

The Recreation Advisory Committee Board meets on a bi-annual basis on the third Tuesday of the month in the Commission Chambers of City Hall, 155 Corey Avenue, St. Pete Beach, Florida.

<u>Meeting Date</u>	<u>Time</u>
May 21, 2024	9:00 am
November 19, 2024	9:00 am

Meeting date to elect the Chair and Vice Chair will be on May 21, 2024.

The current Code of Ordinances pertaining to this board can be found at:  
[https://library.municode.com/fl/st.\\_pete\\_beach/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_CH22BOCOCO\\_ARTIVPAREADCO](https://library.municode.com/fl/st._pete_beach/codes/code_of_ordinances?nodeId=PTIICOOR_CH22BOCOCO_ARTIVPAREADCO)

**PARKS AND RECREATION ADVISORY COMMITTEE  
MEETING  
CITY OF ST. PETE BEACH**

**Agenda Report**

**Action Request:**

**Strategic Objective:**

**Date:** November 14, 2023

**Prepared By:** Jennifer McMahon, Chief Operating Officer

**Through:** Wayne Saunders, Interim City Manager

**Summary of Issue:** Provide financial reporting and programming reporting to the committee

**Funding:** N/A

**Attachments:** 1. Parks and Recreation Department 4th Quarter Report FY2023



**MEMORANDUM**

To: Wayne Saunders  
City Manager

From: Jennifer McMahon  
Chief Operations Officer

Date: October 28, 2023

**Recreation Quarterly Report - 4<sup>th</sup> Quarter  
July – September 2023**

**Programs**

- The licensed after school program enrolled 68 participants that come from Gulf Beaches and Azalea Elementary Schools.
- Total Camp revenue was \$85,983 up from FY22 at \$77,406
- Averaged 83 campers a week.
- 31% of the campers were residents; 56% non-residents.
- The Jr. Leader program had 2-3 teens in the program each week of camp
- Summer men’s basketball league had 6 teams
- The Fitness Center revenue for the year was \$8,500 up from FY22 at \$7,709
- Staff Led Programs revenue is \$197,000 up from FY22 at \$134,250.
- Instructor Led program revenue is \$86,000 up from \$76,500.
- Total Pool Admission is \$46,000 down from FY22 at \$50,000
- Pool Instructor revenue is \$33,000 up from FY22 at \$26,700.
- Community Center revenue is at \$105,000 down from FY22 at \$112,150

**AQUATICS DIVISION**

	<b><u>quantity</u></b>	<b><u>check-ins</u></b>
<b>Daily Admissions, total:</b>	4,260	5882
Adults Year Pass & Adults 6 m pass:	2	147
Adults daily: \$4	1325	1350
Adult 20 pass	3	100
Ad TE Camp	4	4
Senior year & 6 m:	16	1054
Sen daily: \$3	648	586
SR 20 pass	10	292

Youth Year & 6m:	0	0
Youth daily: \$3	1384	1501
YTH 20 pass	3	15
YTH TE Camp	835	835
SS , RA, A&F, S&F:	30	684

REV

<b>Exercise classes:</b>	930	
Aqua Motion:	187	1496
Aqua Pilates:	67	536
Aqua Power:	147	1176
Aqua tone:	154	1232
Aqua Fusion:	124	992
Aqua Zumba:	179	1432
Aqua Yoga:	72	720

WCA Swim Team: \$1,430

Boca Ciega High School Swim Team: \$1,849.5

Masters swim program: \$909.34

Pool snacks: \$2,107.38

Aquathon: \$725

Swim Lessons: \$3,780

Swim Diapers, Swim Caps, & Vinyl Pants: \$75.19

Umbrella rentals: 17

Private Rentals: 5

### Parks

Tree Permits:

- 12 permits

Trees Added:

- 8 Washingtonians

Significant Projects completed by Staff:

- Recreation summer camp completed a beach cleanup service project on July 5<sup>th</sup> at Upham Beach
- Complete renovation of 80<sup>th</sup> Ave /Boca Ciega Dr mini park
- Renovation of 87<sup>th</sup> Ave / Boca Ciega Dr mini park

Significant Projects completed by Contractors / Partners:

- Grow Care – completed trimming throughout city for FY 2023
- Four Seasons Mowing – assisted with Idalia cleanup
- Keep Pinellas Beautiful – beach cleanup on July 5<sup>th</sup> at PAG beach
- Project Innovations – completed outdoor fitness equipment installation, completing Horan playground installation, replaced broken playground piece at Lido, added climber at Lido playground

## Staff Training

- Mandy Edmunds - Certified Public Managers certification received
- Ryan Dellinger – working towards spray certification
- Bobby Shelton – working towards certified Arborist certification
- Frank Scrivani – working on CEUs for spray certification (currently has certification)

## Upcoming Projects: Oct-Dec 2023

- Full tree trimming at Vina Del Mar park - October
- Removal of walkovers damaged by Idalia - October
- Beautification Phase 3 – starting in November
- Mulching of all dog parks - October
- Full tree trimming at McKenney park - November
- Fertilizing all parks over 1 acre – November
- Operations lot wall landscaping – upon completion of the wall
- Replacement of memorial bricks at Upham beach

## Beaches

- Beach Workshop (11 Jul)
- Beach Workshop (28 Jul)
- Beach cleanups (1-5-6-7-8-9-14-27 Jul)
- Conducted weekly facility inspections at both Paradise Grilles
- Beach stewardship meeting (16 Aug)
- Beach cleanups (5-12-13-18-20 Aug)
- Hurricane Idalia (30 Aug) – beach closed till 1 Sep
- Beach cleanups (2-5-9-13-15-29 Sep)

## Weddings & Special Events

- July 2023 weddings 26
- Surfers for Autism (15 Jul)
- August 2023 weddings 14
- Luigi's Ice at Upham (12/13 + 19/20 Aug)
- September 2023 weddings 21

## PCSO Violations

### July 2023

Citations: 0  
Warnings: 16

- Grill on Beach – 1
- Dog on Beach – 5
- Dog Off Leash – 7
- Glass on Beach - 3

### August 2023

Citations: 4

- Alcohol on Beach - 1
- Sleeping on Beach - 3

Warnings: 35

- Dog on Beach – 4
- Sleeping on Beach - 31

September 2023

Citations: 4

- Sleeping on Beach – 4

Warnings: 32

- Electric Bike on Beach – 1
- Grill on Beach - 1
- Dog on Beach – 9
- Dog Off Leash – 4
- Sleeping on Beach - 17

### **Marketing**

Marketing material is created in house and then is sent by many different avenues.

- Flyers/Brochures – at city facilities
- City’s Weekly newsletter
- Program Guide
- Online – website, facebook, twitter, TBO.com, blogs, WhatsdoingTampaBay.com, VisitFlorida
- Face to Face
- Press Releases

### **Rentals for the quarter**

- Community Center Rentals: 14 weddings
- Warren Webster: 8
- Other rental revenues for 4<sup>th</sup> quarter:
  - Merry Pier \$45,896/year
  - Concessions (2) \$209,535/year
  - Cabanas \$59,386/year
  - PAG Patio \$14,706/year
  - Suntan (Don Vista) \$9,600/year
  - Pool Rentals \$15,700/year

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**Agenda Report**

**Action Request:**

**Strategic Objective:**

**Date:** November 14, 2023

**Prepared By:** Jennifer McMahon, Chief Operating Officer

**Through:** Wayne Saunders, Interim City Manager

**Summary of Issue:** Horan Park's new playground was completed in October 2023.  
Egan Park will be looking to a design firm to take the concept into a design plan.  
Hurley Park is looking to replace mulch in the dog park with sod and update the concession building.  
Lido Park had new outdoor fitness equipment installed.

**Funding:** N/A

**Attachments:**