



City of Pensacola

PARKS AND RECREATION BOARD

MINUTES

City of Pensacola
222 W. Main Street
Pensacola, FL
32502

April 16, 2024

10:00 AM

Hagler-Mason, 2nd Floor

CALL TO ORDER

The meeting was called to order by Vice-Chair Borden at 10:02 AM.

1. 24-327 SWEARING IN OF NEW AND RETURNING BOARD MEMBERS

City Clerk, Ericka Burnett was present to administer the oath and swear in new board members Michael Blankenship, Suzanne Lewis, and Kirwan Price.

2. 24-364 NOMINATING AND VOTING NEW CHAIR AND VICE-CHAIR

ELECTION OF CHAIR

Vice-Chair Borden opened the floor for nominations for the position as Chairperson. Member Renfroe nominated Renee Borden for Chairperson. Vice-Chair Borden declined the position. Vice-Chair Borden nominated Antonio Bruni. Member Bruni accepted the nomination. Vice-Chair Borden closed the floor for nominations. Vice-Chair Borden asked for a vote all in favor to say aye, any opposed. Let the record show the vote was unanimous consent.

ELECTION OF VICE-CHAIR

Vice-Chair Borden opened the floor for nominations for the position as Vice-Chair. Member Bruni nominated Renee Borden. Vice-Chair Borden accepted the nomination. Vice-Chair Borden closed the floor for nominations. Vice-Chair Borden asked for a vote all in favor to say aye, any opposed. Let the record show the vote was unanimous consent.

ROLL CALL

Members Present: Michael Blankenship, Renee Borden, Kristin Brown, Antonio Bruni, Suzanne Lewis, Jake Renfroe, Kirwan Price

Members Absent: John Jerralds, Leah Harrison

OPEN FORUM

Chairperson Bruni asked that each new board member introduce themselves. New Members: Michael Blankenship, Kirwan Price, and Suzanne Lewis each made a brief statement and stated they looked forward to working with all board members to make the most of Parks and Recreation.

APPROVAL OF MINUTES

3. 24-337 MINUTES OF FEBRUARY 20, 2024, PARKS AND RECREATION BOARD

A motion to approve was made by Parks & Recreation Board Member Lewis and seconded by Parks and Recreation Vice Chair Borden.

The motion passed by the following vote:

Yes: 7 Michael Blankenship, Vice Chair Borden, Kristen Brown, Antonio Bruni, Suzanne Lewis, Jake Renfroe, Kirwan Price

No: 0

4. 24-374 MINUTES OF MARCH 19, 2024, PARKS AND RECREATION BOARD

A motion to approve was made by Parks & Recreation Board Member Lewis and seconded by Parks and Recreation Vice Chair Borden

The motion passed by the following vote:

Yes: 7 Michael Blankenship, Vice Chair Borden, Kristen Brown, Antonio Bruni, Suzanne Lewis, Jake Renfroe, Kirwan Price

No: 0

DIRECTOR'S REPORT

5. 24-324 DIRECTOR'S REPORT

Chairperson Bruni briefed the new members on the monthly Directors Report, which is a consolidated report instead of a presentation from the Director.

Vice-Chair Borden asked if we had a confirmed date for the opening day ceremony at Bruce Beach for Phase 1?

Director Heistein commented that Phase 1 will be open to the public on April 27th at 9:30 A.M. That is just for Phase 1. Phase 2 is still under construction and construction fencing will be installed to separate the active construction zones. Mayor Reeves will announce the ribbon cutting date at his weekly press conference.

Vice-Chair Borden asked if the public would have access to the water from Phase 1? Are we to encourage parking at Community Maritime Park?

Director Heistein responded yes, the public will have access to water, which is part of Phase 1. The public may park at Community Maritime Park, City Hall, or pay to park at Nicks Boathouse.

Director Heistein announced that the Summer Activity Guide is now available. Anyone may pick up a copy at City Hall in the Parks and Recreation Department.

Chairperson Bruni asked if the Request for Proposal for the Assessment of City Parks would be considered as the first step to the Master Plan.

Director Heistein commented that it would be a section in the Master Plan, or it could be done in tandem with the Master Plan due to the existing need for addressing and quantifying our overall maintenance and repair needs, especially for high visibility situations.

Chairperson Bruni asked if the grant writing workshop is being put on by the City.

Director Heistein responded the grant writing workshop is being put on by an outside organization which city staff has been invited to participate.

Chairperson Bruni asked how was the lottery system for the outdoor adventure camps were decided. Chairperson Bruni commented that he would like to have had public input before starting the on-line registration process.

Director Heistein commented that the staff had been working on a way to simplify the registration process and with the RecTrac System being down there was an urgent need to start the on-line registration process so we took the opportunity to offer a new process. Assistant Director, Tonya Byrd also commented that city residents are being given first priority.

6. 24-325 BUDGET REPORT - KENDRA WEEKLEY

Director Heistein announced that Budget Manager, Kendra Weekley, was on vacation. The 2nd quarter financial report was handed out prior to the meeting, and the board members were asked if they had any questions.

Vice-Chair Borden asked why there was an increase in expenditures under the Tennis Center Fund and was the council aware of this when they voted on the new MOU for Roger Scott.

Director Heistein commented that we will hold that question for when Kendra is present to address the numbers.

Member Lewis asked if it is typical at mid-point of the fiscal year to be at 50% expended funds.

Director Heistein commented yes, in general that is the goal. There are always fluctuations in how money is expended.

Member Brown asked where the LOST funds are accounted for in the budget.

Director Heistein commented that the LOST funds are not in the operating budget. They are shown on the Capital Improvement Program Summary Report in the budget documents.

Vice-Chair Borden commented that the summary reports had been given to board members at previous board meetings.

Director Heistein commented that there is a link on the city's website to download the summary reports. He will bring those reports to the next board meeting.

STAFF REPORTS

7. 24-326 PARKS PRESENTATION - BILL KIMBALL

Bill Kimball, Parks and Recreation Division Manager, brought before the board a presentation (on file with background materials) providing an overview of Parks Landscaping and Maintenance.

Member Brown asked if some city parks are maintained by outside landscape companies.

Division Manager Kimball responded, Yes, that is correct.

Member Brown asked if a park is in the need for another dog waste station. Is there a process to request that?

Division Manager Kimball responded that the best process is to use the 311 system.

Vice-Chair Borden asked if his budget had increased in the past 7 years.

Division Manager Kimball commented that we have had some small increases.

Vice-Chair Borden asked what is the biggest issue at this point that you are up against with managing all the locations.

Division Manager Kimball commented it is having the resources to maintain at the standard it is needed involving both personnel and funding.

Chairperson Bruni asked if we partnered with volunteer groups. In the past we had partnered with the Eagle Scouts. Have we partnered with any neighborhood associations.

Division Manager Kimball commented yes we partnered with the Scenic Heights and the East Hill Neighborhood Associations.

NEW BUSINESS

8. 24-340 RFP PARK AND FACILITIES ASSESSMENT

Director Heistein brought before the board a brief overview of the Request for Proposal for a Parks and Facilities Assessment (on file with background materials). He referred to the Parks and Recreation Facilities Condition Assessment, which is a draft copy, as the timeline and the scope of work may change. We are in an internal review process to discuss the scoping of work. The final sign-off will be by the Mayor and then we can advertise for proposals.

Member Lewis asked if the city is going to ask those submitting the proposal to use a standardized definition to evaluate the conditions of parks and facilities.

Director Heistein commented that the RFP allows the consultant to propose one using their expertise as the best way to quantify the condition.

Member Lewis asked if the consultant would be asked to give an estimated cost for repairs vs replacement for the public to understand the assessment.

Director Heistein commented yes based on priority and then organized by the park or facilities to look at the location. Also organized by asset type. e.g. playgrounds, community centers, and fields.

Member Price asked what the role of board members is for this RFP. Are you asking for input from the board before this RFP goes out.

Director Heistein commented that this was an opportunity for the board to be briefed on it. The staff is internally drafting the RFP and in discussions with the Mayor on what is going to be in the scope before it is finalized.

Member Price asked if board has a decision on selecting the consultant.

Director Heistein commented that once we go through the selection process following the procurement guidelines we will bring our recommendation to the board first and then to city council to approve.

OLD BUSINESS

Chairperson Bruni asked board members if they had items they would like to add to the agenda for the next board meeting.

Member Brown commented she would like to have Sunshine Law training.

Member Brown asked if the board was going to review the MOU's with the Sports Providers. She suggested including in the MOU process the number of participants and the cost/expenses and revenue.

Director Heistein commented that we can request that information. They are not required to provide financial reports. We are looking at incorporating additional requirements into the agreements for more transparency. We are in the process of restructuring the MOU's for the next year. Once finalized, we will bring the MOU back to the board for review and ask that the board give a recommendation to council to approve.

Member Bruni commented that we have had a presentation from all the sports providers, so instead of asking them all to present again, he suggested going online, downloading their financial statements and having the sports providers submit their agenda and meeting minutes to be reviewed by the parks board. If the board has any questions, we could invite them to come before the board to give a presentation, answer questions, and receive public input.

Vice-Chair Borden commented she would like to have the Skatespot added to next month's agenda.

Member Lewis request a copy of the roles and responsibilities for board members.

ADJOURNMENT