

December 28, 2020

**PARKS AND RECREATION BOARD
NOTICE OF REGULAR/WORKSHOP MEETING**

Pursuant to Governor Ron DeSantis' Emergency Order 20-69, and amended by EO 20-172, THE PARKS AND RECREATION BOARD OF THE CITY OF TAMARAC, FLORIDA will conduct its meeting on Tuesday, January 5th, 2021 at 4:30 p.m., using communications media technology (CMT). One or more City of Tamarac Commissioners may be in attendance at this meeting.

A G E N D A

1. **CALL TO ORDER**
 - a. Roll Call
 - b. Pledge of Allegiance
 - c. Approval of minutes of 12/01/20
2. Welcome New Member
3. **DIRECTOR'S REPORT**
 - I. Happenings/Upcoming Events
 - II. Commission Issues
 - III. Capital Projects
4. **NEW BUSINESS**
5. **OLD BUSINESS**
 - a. Parks and Recreation Facility/Program updates.
 - b. Park Visits
6. **OTHER BUSINESS**
 - a. Any other business as may come before the Board
 - b. Public Participation
 - c. Questions and Answers
 - d. Next meeting date: To be announced.
7. **ADJOURNMENT**

All Board members are urged to attend this meeting. All meetings are open to the public. Any Board member who can not attend this meeting should call the City Clerk's Office at (954) 597-3505.

In the event there is no quorum for this meeting, the meeting may be held as a Workshop instead of a Regular Meeting. Although no formal action can be taken at Workshop, discussion may be held.

Pursuant to Chapter 286.0105, Florida Statutes, if a person decides to appeal any decision made by the Parks & Recreation Board with respect to any matter considered at such meeting or hearing, he 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 based.

The City of Tamarac complies with the provisions of the Americans With Disabilities Act. If you are a diSabled person requiring any accommodations or assistance, please notify the City of such need at least 72 hours (3 days) in advance.

PARKS AND RECREATION BOARD – January 2021

- I. Happenings/Upcoming Events:
 - P&R staff currently working on MLK event in January.
 - The Community Center and Recreation Center will remain closed.
 - Food Distribution January dates:

January 6, 2021	9:00 – 11:00	Christian Life Center
January 11, 2021	9:00 – 11:00	Community Christian Church
January 25, 2021	9:00 – 11:00	Community Christian Church
- II. Commission Issues
 - The Diversity, Equity and Inclusion Advisory Board ordinance second reading will be on January 13th during the Commission meeting to become an official Advisory Board.
- III. Old Business
 - Parks Projects Update
 - Parks & Recreation Foundation Update
- IV. New Business
 - Sports Update
 - Youth Soccer –Registration has ended. Practices began the week of December 7th. Games begin on January 9th.
 - Adult Coed Softball - Registration has ended. Games began on December 4th.
- V. Upcoming Meetings/Calendar items – TBD

**CITY OF TAMARAC
PARKS AND RECREATION BOARD MEETING
December 1, 2020
MINUTES**

1. **CALL TO ORDER:** – The meeting was called to order at approximately 4:30 p.m. on Tuesday, December 1, 2020, in the Coconut/Palm room at the Tamarac Community Center.

a. **ROLL CALL:**

PRESENT:

Percy Johnson, Chair
Barbara Tarnove, Vice-Chair
Barry C. Harris
Natasha Exemar

ABSENT:

Carl Williams

EXCUSED ABSENT:

Natasha Exemar

ALSO PRESENT:

Greg Warner, Director of Parks & Rec.
Linda Probert, Assistant Director of Parks & Rec.
Dibb Machuca, Project Manager
Germania Roman, Adm. Coordinator

- **PLEDGE OF ALLEGIANCE** – Done.
- **Minutes of 11/10/20** – Barbara Tarnove moved to approve the minutes as submitted, seconded by Barry Harris.

VOTE: ALL VOTED AYE

2. **Dibb Machuca – Project Manager:**

- Mr. Warner introduced Mr. Dibb Machuca, Project Manager, as he manages a multitude of the City Improvement Projects including Waters Edge Park. Mr. Machuca gave a general overview to the members of the Board on how the Construction Projects steps are as follows:
 - The city hires design/builder (General Contractor) to perform both design and construction under a single contract. The design builder provides collaboration between designers and construction disciplines and the city based on design criteria.
 - Design build proposals are reviewed through and evaluation selection committee through two steps process.
 - Evaluations are finalized via a scoring system.Mr. Machuca also explained how the Design Bid-Build (invitation to Bid) projects process is:
 - City Hires design firm to deliver 100% complete design documents. The city

solicits fixed price bids from contractors to perform the work.

- Designer and contractors bear no contractual obligation to one another. The city bears all risk associated with the completeness of the design documents.
- The city awards the bid to the lowest responsible and responsive bidder.

Mr. Machuca went over to the steps of how a Request for proposal (RFP) as follows:

- This process is a competitive negotiation for soliciting proposals where price is not the only factor. Quality and experience are heavily weighted.
- The RFP will describe the city's end product with general specifications, requirements and set out a proposal evaluation criteria.
- An evaluation and selection committee will be appointed for reviewing and selecting the most qualified firm base on scoring system. The highest ranked submittals may be asked to provide a presentation of their product/service to the evaluation and selection committee.
- Upon successful negotiation, a recommendation for award will be considered by the City Commission.

Mr. Machuca mentioned some of the construction projects he oversees are the Sports Complex concession building, Sports Complex field 4 renovation, Tamarac Park Playground renovation, Waters Edge Park, etc.

- Mr. Warner thanked Mr. Machuca for his presentation and complemented him for his hard work by keeping track of the contractors, site visits and to make sure the job is complete based on the design criteria previously presented.
- Ms. Probert mentioned that Mr. Machuca is very important in every project.

DISCUSSION WAS HELD.

3. Director's Report:

a. Mr. Warner went over some of the actual happenings within the department such as:

- Tamarac Parks and Recreation reports 150 participated in our 1st ever Annual Tamarac Virtual Turkey Trot 5k run.
- Feeding South Florida Drive-Thru Food Distribution event will be held on December 9th and December 16th from 9 a.m. to 11 a.m. at Christian Life Center, 2699 West Commercial Blvd., Tamarac, FL 33309. December 21st from 9 a.m. to 11 a.m. at Community Christian Church, 10001 W Commercial Blvd., Tamarac, FL 33321
- Parks and Recreation staff is currently working in Martin Luther King's Day and month activities. The plan is to have Mr. Bryan Stevenson as a major speaker. The event will be in partnership with Christian Life Center Church and it will be held at their location, which has a capacity for 500 people.
- "Santa Coming to Town" caravan will take place on December 5th, starting at

Sunset Point Park, ending at Caporella Park. The Mayor will light up the Christmas Tree and the Menorah. The event will be videotaped and posted.

- Tinsel Town Holiday will be at the Tamarac Sports Complex on Friday, December 11th from 5:30 – 8:30 pm, lights and themed décor will be displayed during a festive drive-thru.
- Virtual Calls with Santa through Zoom will take place on December 8, 10, 15 and 17 from 5 – 7:30pm. December 12 and 19 from 9:30 – 11:30 am.

b. Commission Issues

- The Diversity, Equity and Inclusion Advisory Board ordinance reading will be done on December 9th during the Commission meeting. The second reading will be done in January before it becomes an official Advisory Board.

c. Capital Projects

- The Aquatic Center Annex should be completed by early December.
- The Sports Complex Concession Stand completion is scheduled for January 2021.
- The Public Art Committee is in the process of selecting the fence around the Waters Edge Park playground.
- The Foundation is fundraising in partnership with Terrilyn, they sell a variety of nuts, with every purchase a percentage will come back to the Foundation. The foundation is part of the charity list on SmileAmazon.com, if an order is placed and the foundation is picked from the charity list, a percentage of the purchase will come back to the Foundation.

DISCUSSION WAS HELD

Mr. Warner left the meeting at 5:10 pm

4. New Business:

- a. Per Ms. Tarnove suggestion in the last meeting a list with the name of the parks per district with board members assigned and park maps was distributed among the members of the board for review. Also, a check list model taken from the City Master Plan was distributed.

Ms. Probert explained to the members that the check list can be used as a start to find out the residents input regarding to the different possibilities in the city parks.

Ms. Tarnove suggested to the members to take turns to present the information gathered from the residents to the board.

Suggestions were made on how to redesign the form and a draft will be elaborated and emailed to everybody for consideration and discussion.

Ms. Probert said the idea of having the members assigned their district parks is to improve the community needs as they will go out and meet with the residents.

DISCUSSION WAS HELD

5. Old Business

- Parks and Recreation Facility/Program updates.
- Youth Soccer – Practices will start next week, and we have 300 kids registered. Soccer was the first sport implemented live during this time.
- Adult Coed Softball – 19 people registered.

Other Business:

- a. **Any Other Business as may come before the Committee** – Discussion held above.
- b. **Public Participation** – None.
- c. **Questions and Answers** – Done.
- d. **Next meeting date** – The next meeting will be held on Tuesday, January 5, 2020, at 4:30 p.m. at the Tamarac Community Center.

ADJOURNMENT: Having no further business, the meeting adjourned at approximately 5:25 p.m.

Germania Roman