



**AGENDA
PARKS AND RECREATION ADVISORY COMMITTEE
REGULAR MEETING
MAY 11, 2021
5:00 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. APPROVAL OF MINUTES**
 - 4.1 April 10th Sub-Committee Meeting, April 13th Regular Meeting and April 22nd Sub-Committee Meeting.
- 5. PUBLIC COMMENT NOT ON THE AGENDA**
- 6. NEW MEMBER CANDIDATES**
- 7. REVIEW ACTION AND ASSESSMENT PLAN**
 - 7.1 Outline Scope of Work for Action and Assessment Plan / Outline scope of work for 2015 Master Plan / Sample Master Plans
- 8. DISCUSSION ITEMS**
- 9. STAFF REPORT**
 - 9.1 April Staff Report
- 10. OTHER BUSINESS**
- 11. ADJOURNMENT**

All members of the public are invited to be present and be heard. Persons with disabilities requiring accommodations in order to participate in this program or activity should contact the City Clerk at 904-310-3115 or TTY/TDD 711 (for the hearing or speech impaired).

The Parks and Recreation Advisory Committee Sub-committee of the City of Fernandina Beach Florida, met Saturday, April 10, 2021 at 10:00am. Present were Member Bartelt, Chair Ross, Vice-Chair Pugh.

1. Call to Order: Faith Ross called the meeting to order at 10:00am
2. Roll Call
3. Pledge of Allegiance
4. Master Plan Survey Questions.
Chair Ross provided an update explaining that the "Master Plan" name will be changed to "Assessment and Action Plan". She also thanked Vice Chair Pugh and Member Bartelt for assisting during her city commission columbarium presentation.

Reviewed proposed survey questions and made some adjustments. These proposed questions will be reviewed at the April 12 regular PRAC meeting.

5. Adjournment 12:15pm

The Parks and Recreation Advisory Committee of the City of Fernandina Beach Florida, met on Tuesday, April 13, 2021 at 5:00 pm. Present were Member Bartelt, Chair Ross, Vice Chair Pugh, Member Norris, Member LaJoux, Member Kegler

1. Call to Order: Faith Ross called the meeting to order at 5:00pm
2. Roll Call
3. Pledge of Allegiance
4. Approval of Minutes
 1. Member Norris made a motion to approve the minutes of the March 9, 2021 regular meeting. Vice Chair Pugh seconded the motion. Motion passed being all ayes, with the following amendments to items 6 and 10 to include unanimous approvals by the Board and 10.3 Chair Bartelt needs to be corrected to Member Bartelt.
5. Public Comment Not on the Agenda
6. New Member Candidates and Approval

Chair Ross thanked Member LaJoux for providing suggested questions for candidates. Member Pugh nominated Ms. Grant. Member Norris nominated Ms. Richards. Pugh made a motion for Grant and Bartelt second being all ayes.
7. Capital Improvement Plan Budget Year 2021-2022

Chair Ross made a motion to approve the Facility Maintenance Requests with a second for Pugh. There was discussion about all staff requests and the priorities. Voit stated that staff supports the priority as submitted. Ross changed the motion to approve one and two of the facility maintenance section second by Bartelt.

 1. Repoint the Peck Center
 2. Peck Center Window Replacement

Impact Fee Fund Requests: There was discussion about the two items requested in the 2021-22 Budget. PRAC decided to wait for the beach access committee results prior to making a recommendation. Member LaJoux moved that the committee would like the City Commission to strongly support the installation of the MLK softball field.

5 year capital improvement plan. There was discussion on several items listed in the plan. Bartelt questioned the fitness course at Main Beach and Voit stated it will be removed. Bartelt also questioned the challenge course at the Peck Center. Member Pugh asked staff if they were provided with an amount that was available for use in the budget. A decision was made to revisit the 5 year plan once the Assessment and Action Plan was complete.
8. Discussion Items Survey Question for Assessment and Action Plan for Parks and Recreation. Chair Ross stated that the City Manager strongly wants to do away with the existing master plan and create a new plan. Pugh suggested activities be listed in alphabetical order. Parks and Recreation staff will add the list of parks into the survey. Kegler requested to add Bosque Bello Cemetery to the survey. Need a separate question for cemetery added at the end. Do you visit Bosque Bello Cemetery?

Scheduled sub-committee meeting for Thursday, April 1 at 5pm at the ARC Auditorium.

9. Discussion Items
Update on Columbarium and other improvements to the Cemetery
There is no update on this.
Parking at Ybor Alvarez Sports Complex
The City is working with the Crane Island developer on a plan to address this issue.
10. Staff Report
March and April staff reports were reviewed
11. Other Business
12. Adjournment
Meeting adjourned by Chair Ross at 6:43 pm

The Parks and Recreation Advisory Committee Sub-committee of the City of Fernandina Beach Florida, met Thursday, April 22, 2021 at 5pm. Present were Member Bartelt, Chair Ross, Vice-Chair Pugh, Member Norris and Member Kegler

1. Call to Order: Faith Ross called the meeting to order at 5:00pm
2. Roll Call
3. Compilation of Parks and Recreation Assessment and Action Plan
 - 3.1 Discussion of Draft Outline
 - Scope of Work Outline
- I. Briefly review the 2015 Master Plan
 - a. Assess the accomplishment of any goals.
 - b. Assess further needs to be met.
 - c. Select key elements to add to the 2021 AAP.
- II. Distribute Applicable Sample Master Plans from Other Entities
 - a. Select style approach
 - b. Select key elements that are applicable to Fernandina Beach
 - i. Introductions
 - ii. History
 - iii. Demographics
 - iv. Existing Facilities and Programs
 - v. Assessment of Current Facilities
 - vi. Assessment of Citizen Participation
 - vii. Meeting Federal Disability Goals
 - viii. Methods of Presenting Data
 - ix. Methods of Analyzing the Data
 - x. Graphic Displays of Data
- III. Analyzing the Survey Results
- IV. Compiling the 2021 AAP
- V. Distribution of the 2021 AAP to the City Manager
- VI. Public Meetings to Gain Public Input
- VII. Committee Approval to forward the 2021 AAP to the City Commission for Approval

Some key elements to include in the Assessment Plan and Action Plan were reviewed. Ms. Pugh suggested the Demographics Element be included, Ms. Ross suggested that the Progress and Accomplishments element be added. Mr. Norris added to a list of the Outside Forces element. Mr. Bartelt suggested that we add suggestions to the Design Element of the plan.

3.2 Entry of Items/Elements to be Transferred from Existing 2015 Master Plan
Tabled, did not get to this discussion

4. Adjournment 6:30pm

Compilation of the 2021 Parks and Recreation Assessment and Action Plan

2021.04. 22 DRAFT

Scope of Work Outline

- I. Briefly review the 2015 Master Plan
 - a. Assess the accomplishment of any goals.
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 - i. Introductions
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Outline: 2015 Master Plan Evaluation & Review

(The Kick or Can It Exercise)

Purpose:

- Reach consensus on element content to eliminate, incorporate, or change/add.
- Assess progress/accomplishments or address needs unmet
- Utilize consensus elements to create a general “Table of Contents” of elements for the Assessment and Action Plan

Materials: A laptop or phone with the 2015 Master Plan pdf file, or individually request that Ms. Voit provide a black and white copy.

Review of 2015 Master Plan Content and Elements:

1. Cover Page
2. Acknowledgements?
3. Table of Contents
4. Introduction
 - a. The plan’s purpose
 - b. How it was developed
 - c. Who participated in its creation?
5. Citing any Progress or Improvements (what has the City accomplished to meet 2015 requests?)
6. Overview of Existing Conditions
 - a. Demographic Changes (2020 census data to be released Sept. 2021)
 - b. Housing Value Changes (Property Appraiser’s Office)
 - c. Income Level Changes
 - d. Changes in External Forces
 - i. Increased Tourism Trends
 1. Hotel Industry Growth
 2. Vacation Rental Industry Growth
 3. Activity-Based Entertainment Growth
 4. Ecotourism Growth
 5. Historical Tourism Growth
 6. Waterway Tourism
 - ii. County Growth
 - iii. Nassau County Parks and Recreation Plan
 - iv. Budgetary Constraints
 1. Fewer Impact Fees
 2. Roll Back Rate
7. The Existing Parks and Recreation System
 - a. Inventory of Existing Parks and Recreation Facilities
 - i. Park classifications: heritage, community, public access, neighborhood, conservation, open space, pocket, and beach
 1. Update Table 2.1
 - ii. User-Based Recreation Facilities
 1. Update Table 2.2
 - iii. Resource-Based Recreational Sites
 1. Update Table 2.3
 - iv. Update Map of Parks and Recreation System

- v. Update Additional Services
 - 1. Youth Services
 - 2. Senior Services
 - 3. Activities
 - a. Leagues
 - b. Tournaments
 - c. Special Events
 - b. Beach Access Locations
 - i. Update Table 2.5
 - ii. Add Data from Beach Access Committee Report
- 8. Evaluation of the Existing Parks and Recreation Facilities
 - a. Statement of Evaluation Criteria
 - i. Comparison to City Offerings
 - ii. Ease of Access or Convenience
 - iii. Accessibility
 - iv. Maintenance
 - b. Results of the Evaluation (from the survey)
- 9. Needs and Priorities Assessment
 - a. Levels of Service Standards by Acreage
 - b. Public Survey
 - c. Public Workshops
- 10. Citizens' Long-Range Parks and Recreation Vision (Is it the same?)
 - a. Public Survey Results and Public Workshop Comments
 - b. Elements (p 51) from 2015 Plan
 - i. Wanted First Class Venues at
 - 1. Egans Creek Greenway
 - 2. Central Park and Buccaneer Field
 - 3. Atlantic Recreation Center
 - 4. Main Beach
 - 5. Peck Center
 - 6. MLK Center
 - 7. Athletic Complex
 - 8. Waterfront Park
 - 9. 30 Acre Airport Site (Nature Center)
 - ii. Improved Connectivity (p 57)
 - 1. Sidewalks
 - 2. Bike Paths
 - 3. Trolley or Transit Service
 - iii. Equitable Access (p 57)
 - 1. Proximity to Facilities
 - 2. Acquisition of More Land
 - iv. Improved Communications
 - 1. Use Social Media
 - 2. Connect with Tourism
 - v. Improved Design (p 58)
 - 1. Use Commercial Development Standards (landscaping, curbing, etc.)
 - vi. Improved Maintenance
 - vii. Improved Water Quality through Greenspace
- 11. Implementation of the Plan

- a. Meet Residents' Needs
- b. Prioritize Their Needs
- c. Advocate Funding Mechanisms
 - i. User Fees
 - ii. Sales Tax
 - iii. TDC Funding
 - iv. Bond Issues

12. Recommended Comprehensive Plan Goals, Objectives, and Policies

- a. Previously compiled by PRAC
- b. Additional from the Citizens in the Survey

A Few Sample Master Plans with Interesting Features

Note: Page numbers are not actual numbers on the document page but numbers of the pdf pages.

Dania Beach, Florida: Population 32,008 (2019)

<https://daniabeachfl.gov/DocumentCenter/View/13881/ADOPTED-DANIA-BEACH-CITY-WIDE-PARKS-MASTER-PLAN-2019-08-01>

Style: *Slide Style Display with Traditional Format*

P 20 Mission Statement

P 25 Display of Listing of Parks

P 27 Consider site visits? Method of displaying and evaluating data and ensuring equal distribution of park assets

P 59 A Survey Goal

P 60 Narrative approach

P 61 Graphic

P 62 Terminology: “top priorities for investment”

P 66 Demographics

City of North Port, Florida: Population 66,410 (2019)

<https://www.cityofnorthport.com/home/showpublisheddocument/17105/637012150907000000>

Style: *Slide Style with Individualized Material*

P 10 Facility Display

P 17 Other Providers

P 23 Fee Policy to “generate strong revenues from recreation programs, facility rentals, and other uses . to cover direct costs, etc.

P 27 Display: Age Comparison (City vs County vs State)

P 39 Summary of Key Findings

P 41 Display of Park Descriptions (interesting acquisition goals)

P 42 Interesting Goals continued

P 51 Site Evaluations

P 53 SHOWING Park Improvements: Photos

P 136 Graphic of VISION COSTS

City of Mount Dora: Population 13,897 (2019)

https://www.ci.mount-dora.fl.us/DocumentCenter/View/11065/PRINT-FILE_Mount-Dora-PRMP-Report_FINAL?bidId=

Style: *Traditional Portrait Page with Traditional Elements*

P 3 Style of Table of Contents

P 7 Detailed Purpose

P 12 Fee Schedule: Recommend a Study? “When compared to Lake County and the other cities profiled, Mount Dora has the highest average household income and the second highest median household income, following Lake County. While Mount Dora has the second lowest total spending on fees for participant sports and recreation lessons when compared to Lake County and the other cities profiled, Mount Dora has the highest per capita spending on fees for participant sports and recreation lessons when compared to Lake County and the other cities profiled.” ??????

P 15 Joint Planning Areas: Recommend a Study and Propose Recommendations?

P 103 Graphic: What We Heard (participants’ trending thoughts)

P 110 CPTED Design Recommendations

P 112 Design: Green Infrastructure

P 158 Simple Site Visit Checklist – Use of the word “opportunities”

P 225-226 Focus Group (Survey Questions)

P 238 Mt. Dora Survey (1,423 respondents, almost 3 months)

P 239 Start of Interesting Survey Questions and Display of Responses

P 338 Grants Listings – Ask Grants Administrator for this information?

PARKS & RECREATION

(April, 2021; Nan Voit)

Dune Walkovers

- Dune walkover repairs at North Beach Park and Accesses 22, 27, 29, 39 & Main Beach.

Parks

- Removed dead trees at the lighthouse.
- Mulched the Depot and Butterfly Garden. New plantings downtown.
- Chemical weed control throughout the city.
- Removed invasive species from Main Beach and further south along the beach accesses.
- Installed two new city trash enclosures at Main Beach.
- Added a dump truck of dirt behind the seawall at Parking Lot B.
- Installed benches, doggy poop stations and trash cans at Simmons Road Park.
- Assisted Streets with yard debris pick-up.
- Completed regular weekly mowing schedule in all assigned areas.

Greenway

- Invasive control measures by FWC contractor commenced in September and will continue into October.

Atlantic Recreation Center Activities

- 40 Atlantic Fitness Memberships. 86% City Residents.
- 32 Pool Memberships. 69% City Residents.
- 42 Water Aerobic Memberships. 66% City Residents.
- 9 Pool/Fitness Memberships. 78% City residents.
- 585 Individual uses of the Atlantic Fitness Center.
- 98 Individual uses of the Atlantic Pool.
- 611 Individual uses of Water Aerobics at Atlantic Pool.

Number of Facility Reservations in addition to our regularly scheduled courses, sponsored events and after school programs

- 14 Pavilion Rentals /2 Indoor Rentals

Bosque Bello Cemetery

- 6 Burial Permits issued.
- 7 Monument Permits issued.
- 14 Bosque Bello Cemetery lots sold.
- 14 Deeds were processed.

Aquatics

- MLK, Jr. Kiddie pool resurfacing completed
- Kiddie pool refurbishing at both facilities completed

Atlantic Recreation Youth Program

- 85 participants

Special Event Permits

- No event permits were issued

MLK After School Tutoring Program

- 23 participants, all city residents.
- Summer Learning registration has begun

Peck Gym Use

- Individual weight room uses (members and daily users): 187 City, 2 Non-City
- Youth Team VB: 48 City players, 238 Non-City
- Open Adult VB: 21 City players, 19 Non-City
- Open Adult Indoor Soccer: 0 players
- St. Michael Academy basketball: 62 players

Vandalism

- The front cover to one of the pedestals was damaged on 2nd Street.
- Graffiti was found in the ladies handicap restroom at Central Park.

MLK Recreation Center

- Food distribution held second Saturday of April.

Adult Sports

- Co-ed Open Softball League: 9 teams, 156 players