



**AGENDA
PARKS AND RECREATION ADVISORY COMMITTEE
REGULAR MEETING
JUNE 8, 2021
5:00 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. WELCOME NEW MEMBER**
 - 3.1 Ms. Grant and Mr. Chapman
- 4. PLEDGE OF ALLEGIANCE**
- 5. APPROVAL OF MINUTES**
 - 5.1 April and May Regular Meeting Minutes
- 6. PUBLIC COMMENT NOT ON THE AGENDA**
- 7. REVIEW ACTION AND ASSESSMENT PLAN**
 - 7.1 Progress of the Public Survey
 - 7.2 Key Elements/Table of Contents
- 8. APPROVAL OF ASSESSMENT TOOL**
 - 8.1 Park Amenities Assessment Form
 - 8.2 Parks Photo Inventory Form
 - 8.3 Facilities Assessment Form
 - 8.4 Implementation of Assessment Tools

9. APPROVAL OF NOTICE OF COMMUNICATION

9.1 Form Review and Approval

10. DISCUSSION ITEMS

10.1 Simmons Park Update

10.2 Suggested Communication Items to Commission

10.3 July Agenda Items

11. STAFF REPORT

11.1 Cleaning Services

12. OTHER BUSINESS

13. 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 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, all in favor.

 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, motion 2nd by Vice Chair Pugh, all in favor.

5 year capital improvement plan. There was discussion on several items listed in the plan. Bartelt asked about the fitness course at Main Beach. Voit explained that this is going to 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 22 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 of the City of Fernandina Beach Florida, met on Tuesday, May 11, 2021 at 5:00 pm. Present were Member Bartelt, Chair Ross, Vice Chair Pugh, Member Norris, Member LaJoux,

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
April 10th Sub-Committee Minutes: Motion to approve Vice Chair Pugh, Second Member Norris, all in favor.

April 13th Regular Meeting Minutes: Minutes were pulled for changes and will be placed on the June Agenda.

April 22nd Sub-Committee Minutes: Motion to approve Vice Chair Pugh with the following addition: The following outline was reviewed and discussed by the committee, 2nd Member Norris, all in favor.

5. Public Comment Not on the Agenda
No comments for items not on the agenda.
6. New Member Candidates and Approval
Chair Ross informed the Committee that the City Commission will no longer take recommendations from Committees for new member appointments.
7. Review Action and Assessment Plan
The Committee reviewed the current outline for the action and assessment plan. The outline was condensed and will be used to develop the action and assessment plan.

The survey is complete and will be dispersed through multiple avenues.

Additional documents were presented that included a parks photo assessment and needs assessment document.

8. Discussion Items
Chair Ross would like to implement a notice of communication and decision form. This will be used to inform Commissioner's on important topics that have been decided upon by the Committee.

Chair Ross received some concerns regarding Simmons Road Park. Staff will have Ms. Voit, Parks and Recreation Director, send out an email updated the Committee where the City stands with finishing up the Park.

Chair Ross brought up some concerns of her being Chair. The Committee let Chair Ross know they support her being Chair.

DRAFT

MINUTES
Parks and Recreation Advisory
Committee
May 11, 2021
Page 2 of 2

9. Staff Report
May staff report was reviewed and discussed by Committee.
10. Other Business
11. Adjournment
Meeting adjourned by Chair Ross at 6:56 pm

DRAFT - Requested Target Response Rate: 1,633 households

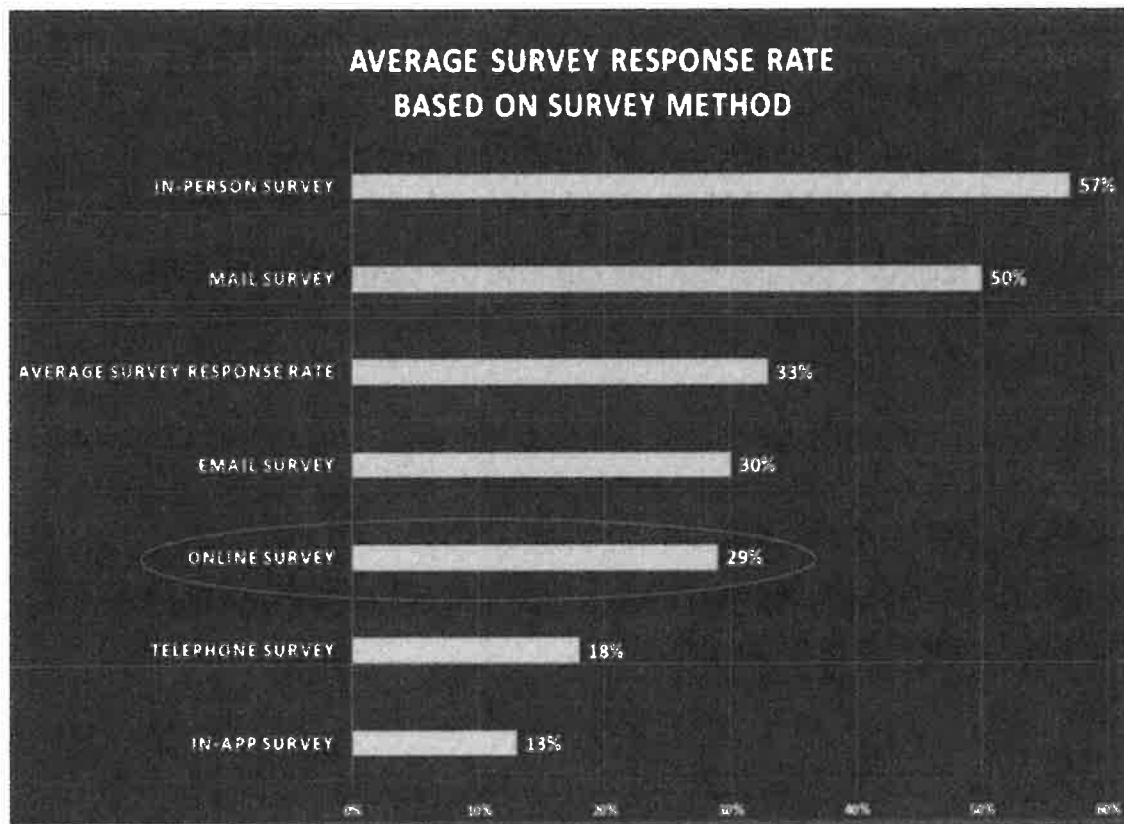
Population Reference: <https://www.census.gov/quickfacts/fernandinabeachcityflorida>

Number of Estimated Households in Fernandina Beach: 5,631

Average Response Rate from an Online Survey: 29%

Average response rate infographic

In this infographic, you can find the average survey response rates for the most used survey methods based on the most recent data.



SOURCES:

- (1) <https://www.fieldboom.com/blog/survey-response-rate/>
- (2) <http://www.pewresearch.org/2017/05/15/what-low-response-rates-mean-for-telephone-surveys/>
- (3) <https://www.genroe.com/blog/acceptable-survey-response-rate/11504>
- (4) <http://socialnorms.org/what-is-an-acceptable-survey-response-rate/>
- (5) <https://www.apptentive.com/blog/2016/10/04/mobile-survey-response-rates/>
- (6) <https://www.officervibe.com/blog/employee-surveys-infographic>
- (7) <https://academic.oup.com/poq/article/75/2/249/1860211>
- (8) <https://www.promoter.io/blog/increase-survey-responses>

<https://surveyanyplace.com/blog/average-survey-response-rate/>

Public Survey Progress

In cooperation with Ms. Hamburg and the Information and Technology Office

1. A **LINK** to the survey will be created and shared with the PRAC and the Parks and Recreation staff so that it may be further distributed.
2. The data will be collected by Ms. Hamburg's office (Information and Technology).
3. A press release will be placed in the NewsLeader.
4. The link will be placed on the City's website, and the Parks and Recreation website.
5. The link will also be shared on social media.
6. Once the link has been established, a weekly count of the number of responses will be sent to Ms. Voit/Mr. Mikelson to be shared with PRAC members.
7. PRAC will facilitate getting the link out into the community in a variety of ways to boost participation in the survey. (Goal 1,160 responses, 29% of 5,631 households)
8. At the end of the response time, the data file and Google Form display of graphics of responses will be sent to Ms. Voit/Mr. Mikelson to be shared with PRAC for further analysis.
9. If Non-residents respond, this information will be shared with the County's Parks and Recreation Department.

Compilation of the 2021 Parks and Recreation Assessment and Action Plan

2021.04. 22 DRAFT: City Manager Approved

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

For Review and Edit:

June Meeting

Revised DRAFT: 2021.05.11

Outline of Assessment and Action Plan

Key Elements/Table of Contents

1. Introduction/Purpose/Executive Summary
2. Demographics
3. Accomplishments and Improvements
4. Existing Conditions
 - a. Parks
 - b. Recreation Facilities
 - c. Recreation Programs
 - d. Other Recreational Offerings in the Community
 - e. Outside Forces
5. Survey Results
 - a. Needs Assessment
 - b. Priorities
6. Action Plan
 - a. Suggested Goals
 - b. Recommendations
7. Appendices

Google Forms Page: 2021 PRAC

Google Forms

docs.google.com/forms/u/0/

Forms Search

Start a new form

Blank Contact Information RSVP Party Invite

Recent forms

Owned by anyone

Existing Park Amenities Assessment
Opened May 20, 2021

Parks Photo Inventory
Opened May 20, 2021

Facility Assessment Form
Opened May 20, 2021

References: Assessing Existing Conditions

Suggested survey key elements from the National Recreation and Parks Association

(<https://www.nrpa.org/>), <https://www.nrpa.org/publications-research/evaluation-resource-hub/community-needs-assessments/create-the-assessment/> **Key Elements: Activation/Access, Community Satisfaction, Needs/Priorities**

The US Department of Justice: American Disabilities Act, Section 2, Part G: Parks and Recreation Programs <https://www.ada.gov/smtown.htm#anchor27864>

American Disability Act <https://www.ada.gov>

Florida Statutes

http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0500-0599/0553/0553PARTIIContentsIndex.html

Park Selection Roster:

Administered by the City of Fernandina Beach

- 1. North Beach Park** (leased from the State of Florida), 1230 N Fletcher
- 2. Main Beach Park** (Wolf Park), 32 N Fletcher
- 3. Greenway north of Jasmine**, 2555 Jasmine
- 4. Greenway south of Jasmine**, 2400 Jasmine
- 5. Atlantic Avenue Park** (at Atlantic Recreation Center), 2500 Atlantic Ave
- 6. Egan's Creek Park**, 2201 Atlantic Ave
- 7. Sunrise Park**, South end of Sunrise Dr
- 8. Central Park**, 1200 Atlantic Ave
- 9. Train Depot Park**, 102 Centre St
- 10. Pocket Park on Ash**, Corner Ash/S. 2nd
- 11. 2 Pocket Parks, East and West**, 8th & Lime St
- 12. Simmons Road Park**, 1650 Simmons Rd
- 13. Martin Luther King (Elm St.) Park**
- 14. Peck Center Park**, 530 S 10th St
- 15. Ybor Alvarez Sports Complex (Soccer Fields)**
Corner Bailey/Crane Island Dr
- 16. Hickory Street Park (leased from the School Board)**, S 15th & Hickory St
- 17. Bosque Bello Cemetery**, 1320 14th St
- 18. Lighthouse Park**, 215.5 Lighthouse Circle

Parks Administered by the State

- 19. Fort Clinch State Park**
- 20. Plaza San Carlos (Old Town)**

Facility Selection Roster:

- 1. Atlantic Recreation Center**, 2500 Atlantic
- 2. Peck Center**, 516 S 10th St.
- 3. Martin Luther King Center (Elm St. Park)**
1200 Elm St.

DRAFT for June 8 Meeting

Assessment Goals:

1. Safety
2. Access
3. ADA Compliance
 - a. Go anywhere
 - b. Surfacing
 - c. Parking
 - d. Ramps
 - e. Seating
 - f. Transfer pads
4. Comfort/Inviting Access
5. Needed Maintenance

Existing Park Facilities Assessment

The following assessment of park facilities within the city limits of Fernandina Beach has been compiled utilizing recommendations from the National Recreation and Park Association, the American Disabilities Act, and Florida statutes.

1. Park Name
Your answer _____
2. Name of Evaluator
Your answer _____
3. Date of Assessment
mm/dd/yyyy _____
4. What is the condition of the park's sign?
No sign visible
Good
Acceptable
Poor
5. Estimate of available parking spaces for all visitors?
Your answer _____
6. Number of handicap parking spaces?
Your answer _____
7. Condition of handicap parking space signage?
No signage
Good
Acceptable
Poor
Other: _____
8. Number of handicap ramps?
Your answer _____

9. Condition of sidewalks? (Suggest additional sidewalks in "Other" below.)
No sidewalks
Good
Acceptable
Poor
Other: _____
10. Bicycle racks exist?
Yes
No
Other
11. Condition of Restrooms?
No restroom
Good
Acceptable
Poor
Other: _____
12. Is a handicap accessible stall present?
No restroom
Yes
No
Other: _____
13. Water present? Check all that apply.
No fountain
ADA compliant fountain
No ADA compliant fountain
Water bottle filler
14. Availability of seating? Check all that apply.
No seating
Benches
Picnic tables
ADA picnic tables
Other
15. Check the seating options that are in poor condition. Check all that apply.
Benches
Picnic tables
No seating
No poor seating
Other
16. Condition of the playground equipment?
No equipment
Good
Acceptable
Poor
Other: _____

17. Handicap access to playground equipment.

Check all that apply.

No playground equipment exists

A surface exists for easy wheelchair access

A transfer pad exists

Other: _____

18. Condition of sports fields?

No sports fields exist

Good

Acceptable

Poor

Other: _____

19. Condition of Multipurpose Courts?

No multipurpose courts

Good

Acceptable

Poor

Other: _____

20. Condition of Tennis Courts?

No tennis courts

Good

Acceptable

Poor

Other: _____

21. Condition of Pickleball Courts?

No pickleball courts

Good

Acceptable

Poor

Other: _____

22. Condition of Soccer Fields?

No soccer fields

Good

Acceptable

Poor

Other: _____

23. Condition of the Skate Park features?

No skate park

Good

Acceptable

Poor

Other: _____

24. Condition of Petanque Courts

No petanque courts

Good

Acceptable

Poor

Other: _____

25. Is handicap seating designated at each sports court?

Yes

No

Other: _____

26. Condition of Fitness Equipment?

No fitness equipment

Good

Acceptable

Poor

Other: _____

27. Condition of Wooden Walkways?

No wooden walkways

Good

Acceptable

Poor

Other: _____

28. Existence of Lighting? Check all that apply.

Soccer fields

Baseball fields

Football fields

Tennis courts

Pickleball courts

Skate board park

Petanque courts

No courts/fields

Other: _____

29. Is shade available? Check all that apply.

Picnic Pavilion

Shade structure(s)

Little tree cover

Acceptable tree cover

30. Is appropriate safety lighting available?

No lighting exists

Lighting is adequate

Suggest additional safety lighting

Other: _____

31. Please explain any safety concerns.

Your answer _____

32. Additional Comments

Your answer _____

Parks Photo Assessment Form

This form is to provide photographic documentation of existing equipment, buildings, sports fields and other physical amenities located at a single park within the city limits of Fernandina Beach, Florida. Assessors are encouraged to provide comments concerning the condition of each amenity or if the amenity is in need of service. You may add up to 5 photos of the same amenity in each numbered slot. Example: "01 Photo of Feature" may have 5 photos added in the space to show the same amenity from different angles. If you need to enter more than 10 features, submit another form.

The name and photo associated with your Google account will be recorded when you upload files and submit this form.

Not **floridafaitcross@gmail.com**? Switch account

* Required

Park Name *

Your answer

Name of Contributor *

Your answer

Date of Visit *

Date

mm/dd/yyyy

01 Photo of Feature

 Add file



01 Feature & Comments

Your answer

02 Photo of Feature

 Add file

02 Feature & Comments

Your answer

03 Photo of Feature

 Add file

03 Feature & Comments

Your answer

04 Photo of Feature

 Add file



Facility Assessment Form

This form is dedicated to documenting the existing conditions of the recreation facilities of Fernandina Beach. It also creates an inventory of amenities with photo documentation for future reference to measure facility improvements. Photos of amenities are limited to 3 per item. Example: 3 photos of the weight room, or three photos of the gym.

1. Facility Name
Short answer text _____
2. Contributor Name
Short answer text _____
3. Date
Month, day, year
4. Facility Signage Check all that apply.
Visible
Good condition
Needs updated
Other: _____
5. Estimated number of parking spaces
Short answer text _____
6. Number of ADA parking spaces
Short answer text _____
7. Handicap signage
No signage
Yes
Other: _____
8. Number of ramps
Short answer text _____
9. Door opening devices
No
Yes
Other: _____
10. Condition of restrooms
Good
Acceptable
Poor
Other: _____
11. ADA stalls available
Yes
No
Other: _____

SECTION TWO: PHOTO INVENTORY

This section is a photo inventory of the facility.

12. Photos of Maximum Occupancy Signage
Add file
13. Photo of Facility Sign
Add file
14. 01 Photo of Feature/Amenity
Add file
15. 01 Comment
Long answer text _____
16. 02 Photo of Feature/Amenity
Add file
17. 02 Comment
Long answer text _____
18. 03 Photo of Feature/Amenity
Add file
19. 03 Comment
Long answer text _____
20. 04 Photo of Feature/Amenity
Add file
21. 04 Comment
Long answer text _____
22. 05 Photo of Feature/Amenity
Add file
23. 05 Comment
Long answer text _____
24. 06 Photo of Feature/Amenity
Add file
25. 06 Comment
Long answer text _____
26. 07 Photo of Feature/Amenity
Add file
27. 07 Comment
Long answer text _____
28. 08 Photo of Feature/Amenity
Add file
29. 08 Comment
Long answer text _____
30. 09 Photo of Feature/Amenity
Add file
31. 09 Comment
Long answer text _____
32. 10 Photo of Feature/Amenity
Add file
33. 10 Comment
Long answer text _____

DRAFT: 5/12/2021

Notice of Decision or Communication

Date:

From: Parks and Recreation Advisory Committee

Dear City Commissioners:

In an attempt to facilitate communication between our boards, members of the Parks and Recreation Advisory Committee have suggested the following communication(s) be forwarded to members of the City Commission.

Thank you for your continued support of “5 star” recreational facilities, parks, programs and services. It is tremendously appreciated.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be a standard notebook page.