



**AGENDA
PARKS AND RECREATION ADVISORY COMMITTEE
REGULAR MEETING
AUGUST 26, 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 July 13th Regular Meeting
 - 4.2 July 29th Sub-Committee Meeting
 - 4.3 August 10th Sub-Committee Meeting
- 5. PUBLIC COMMENT NOT ON THE AGENDA**
- 6. ASSESSMENT AND ACTION PLAN**
 - 6.1 Update on the Citizen Survey
 - 6.2 Approval of the Duplication of Services Summary Page
 - 6.3 Approval of the Level of Services Acreage Summary Page
 - 6.4 Approval of the Acknowledgements Page
 - 6.5 Update on Individual Park and Facility Summary Pages
- 7. DISCUSSION ITEMS**
 - 7.1 Action Plan Construction

8. STAFF REPORT

8.1 July 2021 Report

9. OTHER BUSINESS

9.1 Update on Bosque Bello Cemetery

10. NOTICE OF COMMUNICATION ITEMS

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 of the City of Fernandina Beach Florida, met on Tuesday, July 13, 2021 at 5:00 pm. Present were Member Bartelt, Member Norris, Chair Ross, Vice Chair Pugh, Member Kegler

Absent: Member Chapman, Member Grant

1. Call to Order: Faith Ross called the meeting to order at 5:00pm
2. Roll Call
3. Pledge of Allegiance
4. Approval of June 8, 2021 Minutes
Vice-Chair Pugh suggested the following amendments to the minutes, Item #7, third sentence; Member Kegler suggested that it was important for the committee not to bias the survey by targeting certain areas of the community.
Member Pugh made a motion to approve the minutes with the amendment. Motion seconded by Member Norris. Motion passed being all ayes.
5. Public Comment Not on the Agenda
No comments for items not on the agenda.
6. Presentation
Presentation was withdrawn prior to the meeting.
7. Discussion Items

7.1 Progress of Survey

There was a discussion about the number of survey responses. Chair Ross gave an update on her outreach efforts. Scott also gave suggestions on how to increase the number of responses. Member Bartelt made a motion to have the P&R Department to look at the cost to print the survey and send it out in the utility bills, not to exceed \$1,000. Motion seconded by Vice-Chair Pugh. Motion passed 4-1 (Nay-Kegler). Vice-Chair also suggested that a pre-notice about the survey be sent or advertised. Chair Ross suggested a sub-committee meeting to verify City residency. Scott stated the verifying residency could be done in-house. Member Bartelt inquired if it matters rather the respondent is a City or non-City resident. Chair Ross stated that it does matters because that was one of the City Manager's conditions.

7.2 Progress of the Assessment Plan

There was an update on the progress of the Assessment Plan. Individual projects are due July 31. There was a discussion about the process of uploading information. Member Norris questions who would be reviewing Park Assessment and how is it going to be used. Chair Ross responded that this is an action plan that the Parks & Recreation Department would use to guide expenditures, analyze what is doing well and what should be improved. Chair Ross recommended that Members make notes on the items that may not be on the form but are noticed. Member Bartelt suggested that while you are out doing your assessments, you should talk to the people you see in the parks.

The following items were submitted via email by Member Chapman to be read at the meeting. Member Chapman was unable to attend the meeting due to a medical procedure. Agenda #6 - Advisory Circular. Why is this on our agenda? Should this be the Airport Advisory Committee to take action? What about the airport Manager? How does this affect park city wide?

Agenda #7 - The Survey. This is so out of hand! Why all this effort? What is the specific goal in light of the City's history? The waterfront public input effort, how is that being used today? What impact has all of that had on that project moving forward? What makes this effort different?

In a recent email it spoke about spending \$1,000.00 to mail out a survey. \$1000 can be better spent by P & R...example, power clean all the trash cans in our city's parks! The city is spending \$100K on a survey to develop the forward vision of the city. In that effort, there was not one mention of the vision for the city's parks! Why? Shouldn't the vision include parks? Isn't that what the "master plan" does?

At the last Commission meeting by a 5-0 vote, to reestablish the Youth Advisory Committee. Getting that Committee and our young people is a must! They have a connection to a population that are our biggest park users. It also shows them that the city is serious about their success and their opinions BUT we must let them speak! Again, I ask what is the end goal? What assurance does this group have that all of this effort is going to be used or is it going to be discarded as was the waterfront public input?

The time is now to end the survey and take what we have and move forward.

7.3 Duplication of Services

Member Ross introduced ideas for reducing the capital expenses for the department. There was a chart and list of services provided by private, schools, and the City. Chair Ross offered suggestions on how to reduce cost. Member Ross suggested a subcommittee meeting to discuss the duplication of services. A sub-committee meeting to discuss duplication of services will be held on Thursday, July 29 at 2:00p at the Atlantic Auditorium.

7.4 Raw Parkland Data

Chair Ross provided data to show amount of recreation acreage provided by the City of Fernandina Beach. Chair Ross will create a report to separate passive use from active use land for the assessment report.

7.5 Target Date for Action Plan Work

Chair Ross stated that the target completion date for this project is November 30, 2021.

7.6 Purpose Work for August Meeting

Chair Ross gave a handout, a Census Paper, and suggested that Members review and make suggestions.

8. Staff Report
Scott reviewed the staff report. The Committee asked questions for clarification of items on the report.
9. Other Business
9.1 Capital Improvement Budget Items
Scott presented that proposed 300 Capital Improvement Budget for FY 21/22. Scott emphasized that the presented budget is fluid and is subject to change. There was a discussion about the items on the report. Member Pugh inquired about the 310 account. Scott replied that all funds may be redirected to the waterfront park.
10. Notice of Communication or Decision
Member Ross asked if there was anything that the Committee would like communicated to the City Commission. Member Pugh suggested an update on the assessment.
11. Adjournment
Meeting adjourned by Chair Ross at 6:49 pm

The Parks and Recreation Advisory Committee of the City of Fernandina Beach Florida, met on Thursday, July 29, 2021 at 2:00 pm. Present were Member Bartelt, Member Norris, Chair Ross, Vice Chair Pugh via zoom, Member Grant

Absent: Member Chapman, Member Kegler

1. Call to Order: Faith Ross called the meeting to order at 2:00pm
2. Roll Call
3. Pledge of Allegiance
4. Assessment and Action Plan
Duplication of Services: Data for the discussion on duplication of recreational services was compiled from private entities, various agencies within the City limits and its environs. The Committee requested that the Nassau County School Board recreational offerings be removed as they are not open to the public. The conclusions derived from the sub-committee will be presented at the regular August meeting for discussion.
5. Adjournment
Meeting adjourned by Chair Ross at 3:35pm, Next Meeting August 10, 2021 at 5pm, City Hall conference room. PRAC regular August meeting will take place on the 24th at 5pm in the Commission Chambers.

The Parks and Recreation Advisory Committee of the City of Fernandina Beach Florida, met on Thursday, August 10, 2021 at 5:00 pm. Present were Member Bartelt, Member Norris, Chair Ross, Vice Chair Pugh and Member Kegler via zoom, Member Grant, Member Chapman.

1. Call to Order: Faith Ross called the meeting to order at 5:00pm
2. Roll Call
3. Assessment and Action Plan
 - a. Level of Service - Consensus
The City of Fernandina Beach park acreage, as it pertains to population is well above the 2015 Master Plan standard of 12 acres of parkland per 1,000 residents. Even with seasonal population nearly the same as residents, the acreage exceeds the standard.
 - b. Duplication of Services – Consensus
Items discussed in the section will help lead the committee in developing an action plan to follow moving forward.
 - c. Park Assessment Reports
Each park will have an assessment report done by a board member. The specifics of this report were discussed to ensure clarity and uniformity.
4. Adjournment
Meeting was adjourned at 6:30pm

Notes to the Reader

Duplication of Service

Two subcommittee meetings (July 29 and August 10) were dedicated to the discussion of possible duplications of recreational services within the community. The discussions entailed:

1. Identifying elements and data that would be required to accurately assess a duplication of service in the community (usage and cost data).
2. Adopting a policy to address the continuation of a service that was duplicated by the Parks and Recreation department.
3. Reviewing the impact of tourism and seasonal populations on the city's recreational services.
4. Identifying possible gaps in service for specific demographic segments of the population which may be overlooked.
5. Identifying the aging buildings of the department that are requiring annual, substantial monetary resources in repair and maintenance costs.
6. Reviewing how buildings and facilities may need to change to meet changing needs.
7. Phasing out older buildings may potentially free up more monetary resources to pursue more relevant programming or services.
8. Further utilizing outdoor sports and activities of the city's natural park system would likely lessen conflicts in service.
9. Emphasizing outdoor recreational activities which may require fewer monetary expenditures than the capital expenditures required to build and maintain buildings.
10. Adding additional revenue streams such as fees, grant monies, and tourism programming.

The following page, to be included in the Assessment and Action Plan, includes only the items that directly addressed the issue of duplication of services within the community.

The remaining items were placed in the DRAFT Action Plan Proposal, for consideration in the form of a need to be addressed as a future goal or strategy to be accomplished in other areas of the plan .

Duplication of Services: Public and Privately Offered Recreational Services

Florida Statute 163.3177 (6) (e)

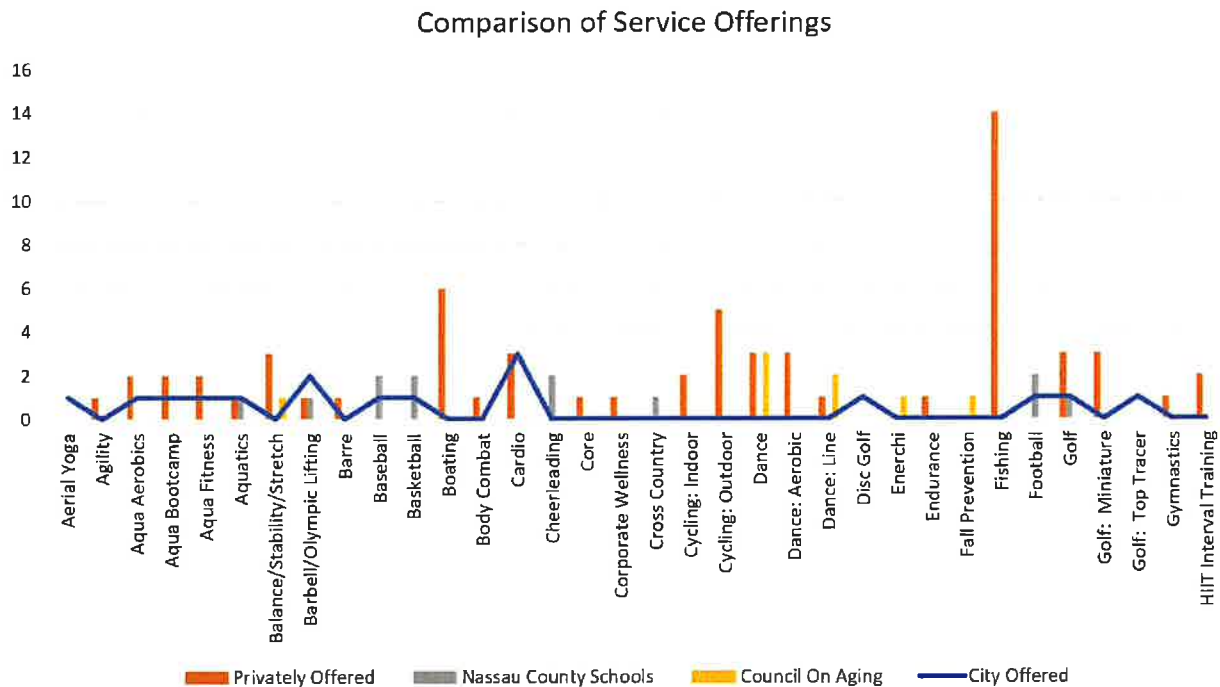
(6) In addition to the requirements of subsections (1)-(5), the comprehensive plan shall include the following elements:

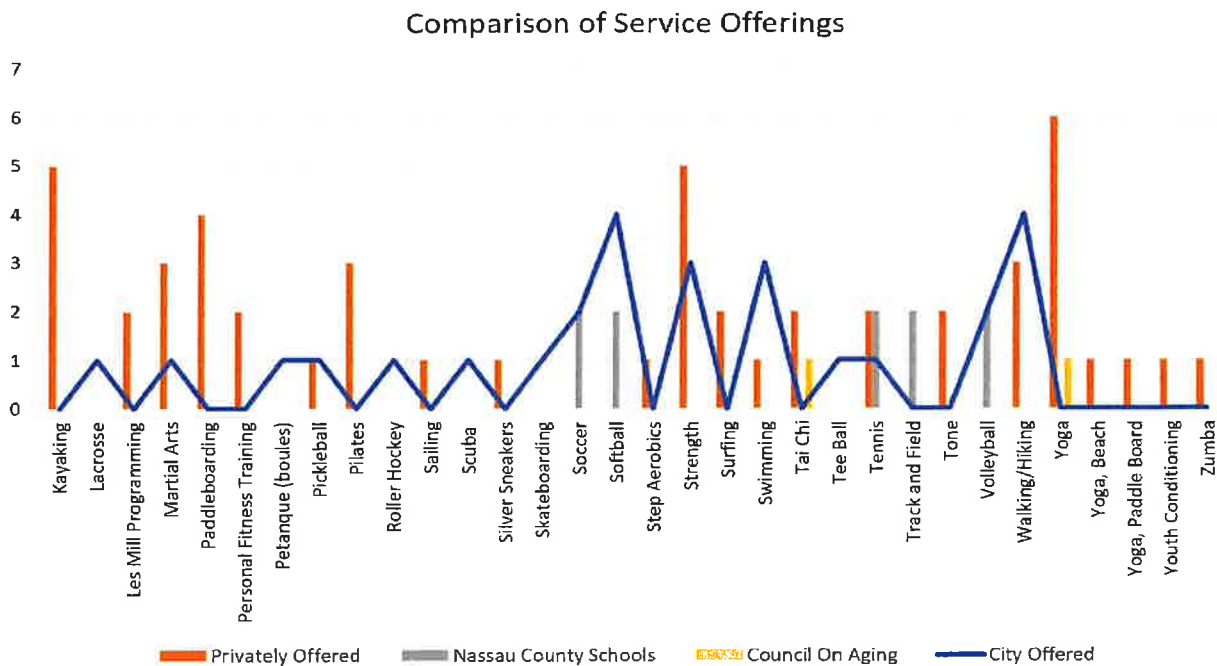
(e) A recreation and open space element indicating *a comprehensive system of public and private sites for recreation*, including, but not limited to, natural reservations, parks and playgrounds, parkways, beaches and public access to beaches, open spaces, waterways, and other recreational facilities.

In a review of the 2015 Parks and Recreation Master Plan, the Parks and Recreation Advisory Committee (PRAC) noted a statement by the consultant concerning a possible duplication of recreational services presently offered by private entities and other agencies in the community. Noting this concern, and the need to comply with Florida statutes, PRAC collected recreational activity information from the community. The following information attempts to compare the recreational opportunities offered by the city's Parks and Recreation department, private entities, nonprofits, and the Nassau County public school system located within the city limits and its environs.

Comparison of Services

The vertical bars in the graphs below depict the estimated number of opportunities offered by all providers (excluding the COFB Parks and Recreation Department). The number of recreational opportunities offered by the Parks and Recreation department, for the same activities, is depicted by the horizontal line crossing other providers' offerings.





See Appendix __ for information about each provider and associated offerings.

Duplication of Service: Summary of Findings

Lengthy discussions provided the following conclusions concerning how to ascertain the unnecessary duplication of a recreational service within the community:

- The committee found that it did not have an adequate amount of citizen participation or usage data available at this time to determine if specific city offerings were filling a need or were unneeded offerings by the department.
- If department offerings were financially worthwhile to fund an activity's costs, the city should consider keeping the offering despite the duplication of a service.
- The committee did not have enough data to assess the direct or indirect costs of each city offering to assess a recreational activity's financial viability.
- Offerings of the public school system of competitive sports and athletics did not conflict with the City of Fernandina's recreational offerings. The public school system limits its recreational offerings to only Nassau County public school students mostly during school hours.
- Offerings by the Nassau Council on Aging negates the 2015 Master Plan's recommendation of repurposing the city's Dr. Martin Luther King, Jr Center to create a senior center.
- The committee recommended that the Action Plan request the necessary adequate usage and cost data to evaluate the department's recreational offerings and to further assess any duplication of recreational services that may be occurring in conflict with private entities or other agencies.

Acknowledgments

City of Fernandina Beach

Dale Martin, City Manager

Scott Mikelson, Parks and Recreation

Mary Hamburg, Digital Communications Specialist

City of Fernandina Beach Commission

Michael Lednovich, Mayor

Len Kreger, Vice Mayor

Bradley Bean, Commissioner

Chip Ross, Commissioner

David Sturges, Commissioner

COFB Parks and Recreation Advisory Committee

Cheryl Grant

Eric Bartelt

Faith Ross

Jean Pugh

Michael Kegler

Philip Chapman

William Norris

Citizens of Fernandina Beach

In great appreciation to those who dutifully filled out the surveys, contributed their time, suggestions, their comments, and offered their support

Amelia Island Convention & Visitors Bureau

Gil Langley, CEO

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Train Depot Welcome Center Park

102 Centre Street



Amenities:

Baby Changing Station

Bench Seating

Bicycle Racks

Butterfly Garden

Handicap Accessible

Hand Sanitizing Station

Historic Markers

Restrooms

Train Viewing

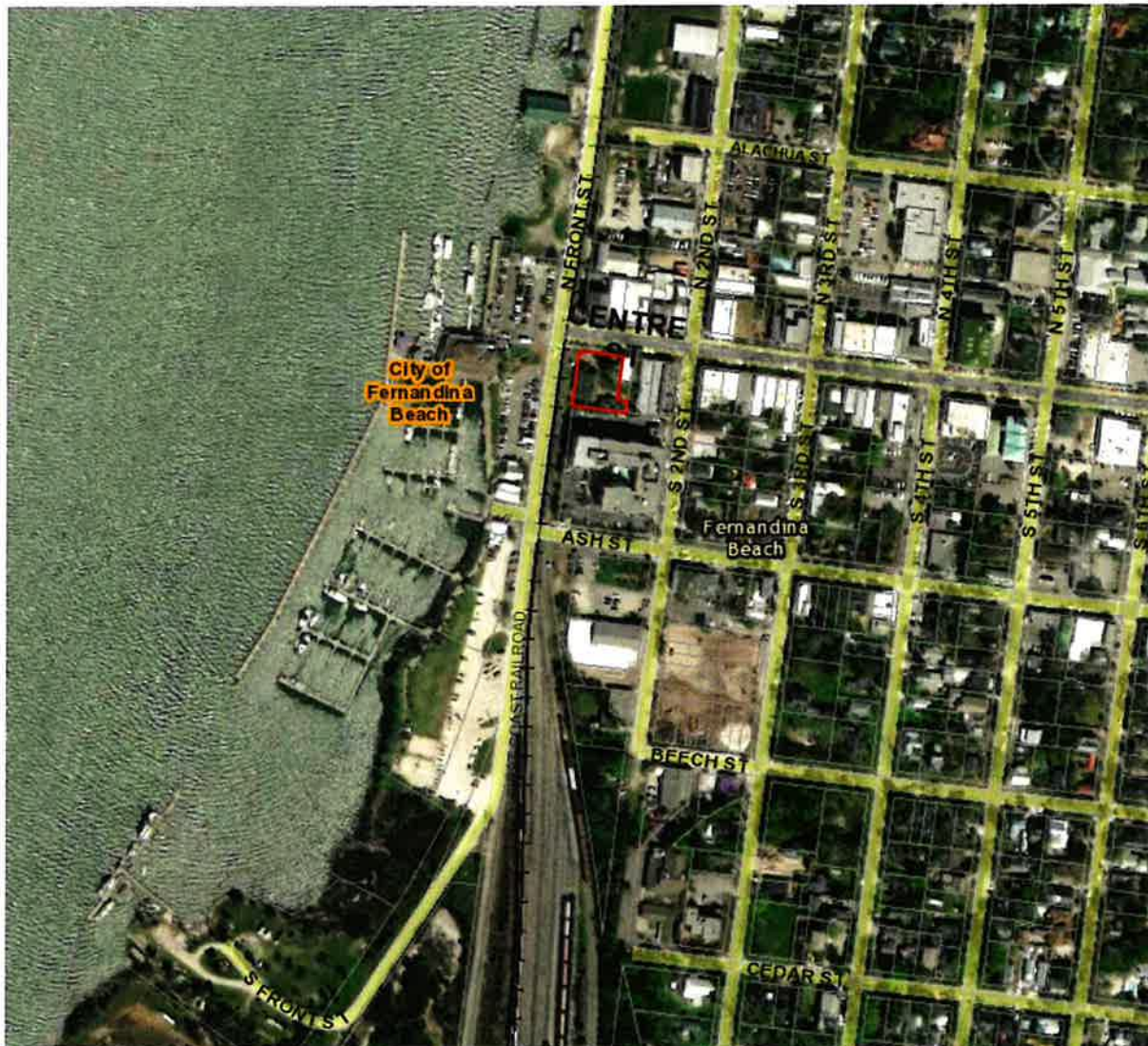
Water Fountain

Water Views

Welcome Center

Train Depot Welcome Center Park

Located in the heart of the Fernandina's downtown Historic District and downtown business district, this attractive park gets high marks for comfort. Visitors enjoy ample shade and excellent views of the city marina. Though it may be small, it offers a great deal of shaded bench seating and educational signage. To entertain park goers, the site offers an active butterfly garden with signage, historical markers, historic statuary, and a shaded train viewing area on its west side. The water fountain with a dog bowl is popular along with the expansive, well-maintained restrooms with a baby changing station. The Park also houses the Visitor Bureau's Welcome Center in the historic depot building.



Train Depot and Welcome Center Park

Assessment Form Information

Access and Comfort

AC	2. ESTIMATE of available parking spaces for all visitors	City street parking
AC	7. Bicycle Racks Exist	Yes
AC	10. Water present? Check all that apply.	ADA Compliant fountain exists
AC	11. Availability of seating? Check all that apply.	Benches
AC	26. Existence of Lighting? Check all that apply.	Park light exists
		Acceptable tree cover, Side pavilion exists
AC	27. Is shade available? Check all that apply.	

ADA Compliance

ADA	3. Number of handicap parking spaces		1
ADA	5. Number of handicap ramps		3
ADA	9. Is a handicap accessible stall present?	Yes	
ADA	14. Handicap access to playground equipment.	No playground equipment exists	
ADA	16. Is handicap seating designated at Sports Fields?	NA	
ADA	23. Is handicap seating designated at each sports court?	NA	

Maintenance

M	1. What is the condition of the park's sign?	Good
M	4. Condition of handicap parking space signage	Good
M	8. Condition of Restrooms	Good
M	15. Condition of Sports Fields	No sports fields
M	17. Condition of Multipurpose Courts	No multipurpose courts
M	18. Condition of Tennis Courts	No tennis courts
M	19. Condition of Pickleball Courts	No pickleball courts
M	20. Condition of Soccer Fields	No soccer fields
M	21. Condition of the Skate Park features	No skate park
M	22. Condition of Petanque Courts	No petanque courts
M	24. Condition of Outdoor Fitness Equipment	No outdoor fitness equipment

Safety

S	6. Condition of sidewalks	Acceptable
S	12. Check the seating options that are in poor condition.	NO POOR seating
S	13. Condition of the playground equipment?	No equipment
S	25. Condition of Wooden Walkways	No wooden walkway
S	28. Is appropriate safety lighting available	Lighting is adequate
S	29. Please explain any safety concerns.	No concerns except for train crossing

Comments

Z	30. Additional Comments	Lovely butterfly garden big deal for the kids
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2021 Action Plan

DRAFT Proposals and Initiation of Goals and Objectives

Florida Statute 163.3177 (1) The comprehensive plan shall provide the principles, guidelines, standards, **and strategies for the orderly and balanced future economic, social, physical, environmental, and fiscal development of the area that reflects community commitments to implement the plan and its elements.** These principles and strategies shall guide future decisions in a consistent manner and shall contain programs and activities to ensure comprehensive plans are implemented.

1. Future Economic Development

- a. Provide usage numbers for all recreational services.
 - i. Install counting devices such as beacons/geofencing
 - ii. Further utilize card scan data
 - iii. Add usage numbers for all parks, fields, courts, and facilities to monthly staff reports.
- b. Provide "Cost Center" data for recreational parks, services, and facilities which includes:
 - i. Maintenance costs
 - ii. Utility costs
 - iii. Personnel costs
 - iv. Anticipated capital costs
- c. Utilizing the department's Cost Center data, the department shall determine the city's Cost of Level of Service ratio utilized by the National Recreation and Parks Association.
- d. The Parks and Recreation Advisory Committee shall receive an annual report of seasonal population numbers from the Amelia Island Convention and Visitor's Bureau.

2. Social Development

- a. Annually staff shall identify underserved populations in the community utilizing demographic data and identified gaps within community-wide service offerings.
- b. Utilizing data from the Citizen Survey and usage numbers, staff shall develop recreational programs that further meet the needs of community.
- c. Determine a minimum level of service for parkland acreage that reflects the quality of life desired by the community.

3. Physical Development

- a. Create a consolidation of services and facilities' management plan to further the efficient use of recreational facilities.
- b. Staff and the Parks and Recreation Advisory Committee shall develop criteria to determine the need for the construction of new recreational facilities.

4. Fiscal Development

- a. Identify recreational facilities or services that may be easily cost shared with Nassau County and the Council on Aging.
- b. By the end of 2022, the Fernandina Beach Parks and Recreation department will begin the process of certification with the National Recreation and Parks Association which assists with and provides grant funding opportunities.
- c. Incrementally develop an outdoor education recreation plan for tourism and local interest to provide additional revenue.
- d. Annually staff shall recommend parkland, facility, field and court sports fees to assist with the maintenance and capital costs of city recreational offerings.
- e. Promote passive recreational programming which is less costly to construct and maintain.
- f. Annually the Parks and Recreation department shall notify the City Manager of any underutilized facility space that may be offered for lease to an outside agency or private entity for recreational use.

PARKS & RECREATION

(July, 2021; Scott Mikelson)

Dune Walkovers

- Repaired numerous beach access signs
- Replaced broken boards at access 30
- Filled in large holes along the beach
- Removed sand fencing from 4N & 6N

Parks

- Repaired soccer goals at Hickory Street
- Removed rust and painted playground equipment at Sunrise Park
- Removed dead trees at the lighthouse
- Removed windblown trees from Simmons Park.
- Cleaned and repaired the fountain in front of the courthouse downtown.
- Repaired/replaced broken boards on boardwalks in Parking Lots A & D
- Repaired netting at Joe Velardi Field
- Replaced tennis nets at Central Park

Greenway

- Invasive control measures by FWC contractor will commence in September and continue into October.
- Placed concrete and soil in washed out areas.
- Removed windblown trees from the bike trails.

Atlantic Recreation Center Activities

- 183 Atlantic Fitness Memberships. 86% City Residents.
- 159 Pool Memberships. 70% City Residents.
- 47 Water Aerobic Membership. 74% City Residents.
- 464 Pool/Fitness Memberships. 88% City residents.
- 961 Individual uses of the Atlantic Fitness Center.
- 891 Individual uses of the Atlantic Pool.
- 722 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

- 4 Facility Rentals

- 16 Pavilion Rentals

Bosque Bello Cemetery

- 15 Burial Permits issued
- 4 Monument Permits issued.
- 27 Bosque Bello Cemetery lots sold
- 40 Deeds were processed
- 13 Lots were transferred
- We have 886 lots remaining

Aquatics

- 9 Registered in Learn to Swim Program
- 1 Registered in Private Swim Lessons
- 2 Registered in Jr. Guard Program

Special Event Permits

- 5 permits were issued.

Atlantic Recreation Summer Camp

- 100 participants

MLK Summer Learning Program

- 23 Participants, all City residents

Peck Gym Use

- Individual weight room uses: 109 City users, 11 Non-City
- Open Adult Volleyball: 0 players
- Youth Team Volleyball: 3 City players, 13 Non-City
- Open Adult Indoor Soccer: 0 players

Vandalism

- Removed spray paint from various downtown locations.

MLK Recreation Center

- 154 Individual uses of the MLK Jr Pool
- 127 Individual uses of water aerobics

Adult Sports

- Summer Adult Co-ed Softball League: 7 teams, 122 players