



**AGENDA
PARKS AND RECREATION ADVISORY COMMITTEE
SUB COMMITTEE MEETING
JANUARY 27, 2022
2:00 PM
ATLANTIC RECREATION CENTER
2500 ATLANTIC AVENUE
FERNANDINA BEACH, FL 32034**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. 2021 PARKS AND RECREATION ADVISORY ACCOMPLISHMENTS**
 - 3.1 Draft of Accomplishments
- 4. 2022 WORKPLAN**
 - 4.1 Calendar of Workplan
- 5. DISCUSSION**
- 6. 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).

1/11/2022 UPDATED DRAFT: 2021 PRAC Accomplishments

1. Monthly agenda items were added:
 - a. Monthly Staff Report
 - b. Notice of Communication
2. PRAC completed and approved the 2021 Parks and Recreation Assessment and Action Plan which Included:
 - a. New department vision statement
 - b. Latest demographic changes
 - Household income
 - Age demographics
 - c. Future growth trends & added Seasonal Population numbers
 - d. Park Assessments & Photo Inventory
 - Safety
 - ADA Compliance
 - Maintenance
 - e. Public Needs Assessment Survey
 - a. 1,200 responses
 - b. Compiled results/distributed to the City Commissioners
 - f. Duplication of Services Assessment
 - g. Parkland Level of Service Determination with Parkland Acreage Inventory
 - h. Recommendations for
 - Future programming
 - Monetary Efficiency
 - Social Cohesion
 - Environmental Support
 - Updates to the Recreation and Open Space Element of the City's Comprehensive Plan
 - i. Six subcommittee meetings were held to complete it in a timely manner.
3. Developed a Future Draft Annual Work Plan Calendar.

DRAFT: Annual Work Plan Calendar

January (Organizational Meeting)

Agenda:

Elections

New Member Orientation (Update New Member LINK)

By-Laws Review

Subcommittee to set up Work Plan if needed

Chair:

Post agenda packet 7 days before the meeting.

Notify new members when Sunshine Law Training will be held.

Set date for Work Plan Presentation to the City Commission

Present Work Plan to Commission

February

Agenda:

Notify new members when Sunshine Law Training will be held.

Review unresolved maintenance issues from Park Assessments (2021 Assessment and Action Plan)

Staff presentation on Capital Improvements and historical usage numbers.

Chair:

Present Work Plan to the Commission if not in January.

Post agenda packet 7 days before the meeting.

March

Agenda:

PRAC approves Capital Improvements for Parks and Recreation budget for following year.

PRAC writes/modifies/approves a standardized letter requesting Seasonal Information from TDC.

PRAC writes/modifies/approves a standardized letter requesting any changes in zoning of City lands to Recreation or Conservation Land.

Staff presentation of recommendations for possible discontinuation of services to non-residents due to lack of capacity utilizing usage numbers.

Chair:

Post agenda packet 7 days before the meeting.

Notify Commission of PRAC Capital Improvement Recommendations ranked by priority

Request Conservation Lands Inventory from Finance Department (Conservation Trust Fund purchases)

Request Seasonal Population Numbers from TDC and any suggestions for needed services for the seasonal population from the TDC.

April

Agenda:

Approve recommendations for possible discontinuation of services to non-residents due to lack of capacity utilizing usage numbers.

Create or modify a “check list” of entities for “requests” for funding.

PRAC writes/modifies/approves standardized letter to be sent to various agencies and organizations requesting funding to be sent from the City Manager’s Office.

Chair:

Post agenda packet 7 days before the meeting.

City Commission begins budget process/Capital Improvements

SEND recommendations to Commission concerning possible discontinuation of services to non-residents due to lack of capacity.

SEND letter of request for funding with Notice of Communication to the City Manager

Request any rezoning information concerning City lands into Recreation or Conservation lands from the Planning and Conservation Department for the year. UPDATE Level of Service for Parkland if there are changes.

May

Agenda:

Update on Seasonal Population Numbers from TDC. Discussion of requested services from TDC.

Review Level of Service of Parkland Acreage if it has changed.

Recreation and Conservation Land Zoning Change Updates

Review new Recreation or Conservation Lands for possible utilization or improvements.

Chair:

Post agenda packet 7 days before the meeting.

Post Conservation Lands in Agenda Packet (include maps)

Post Recreation Lands added (include maps)

Notify City Manager of suggested Seasonal Population services requested and recommended.

Notify City Manager of changes in the Level of Service of Parkland Acreage if applicable and/or any suggested changes in use of Recreation or Conservation lands.

June

Agenda:

Staff Presentation of Updated Cost Centers and Underutilized Space to be leased to public/private entities

Staff adds all existing leases to the agenda. (Review all existing leases.)

PRAC reviews usage by residency in the monthly staff report for recreational services

Chair:

Post agenda packet 7 days before the meeting.

July

Agenda:

Staff notifies PRAC of Fee Recommendations for Services and Programs prior to Commission approval.

Staff notifies PRAC of progress of certification by the National Recreation and Parks Association.

PRAC approves and sends "Underutilized Space" report to City Manager with request for public noticing.

Chair:

Post agenda packet 7 days before the meeting.

August

Agenda:

PRAC evaluates 75% "ask" rate for funding capital improvements from other agencies, organizations, and private entities.

PRAC designs "criteria" for prioritizing Capital Improvements

Chair:

Post agenda packet 7 days before the meeting.

September

Agenda:

PRAC approves "criteria" for prioritizing Capital Improvements funding

Staff presentation on suggested future consolidation of services and facilities management plan.

PRAC evaluates programming to maintain implementation of its Vision Statement.

Chair:

Post agenda packet 7 days before the meeting.

Sends "Criteria" to City Commission for approval.

October

Agenda:

PRAC approves consolidation of services and facilities management plan.

PRAC compiles report to Commission and City Manager on implementation of Programming

Staff presentation on replacement of shade structures with trees or alternatives. Notify committee of number of trees planted.

PRAC Parkland Photo Inventory Assignments

Chair:

Post agenda packet 7 days before the meeting.

Sends Programming Evaluation to City Manager.

November

Agenda:

Staff notifies PRAC of progress of certification by the National Recreation and Parks Association.

Presentation from Business Development Professional.

Discussion of needed maintenance items from photo inventory

Chair:

Post agenda packet 7 days before the meeting.

December

Agenda:

Progress report from staff on goal of leasing 100% of underutilized space.

Discussion: Prep for elections and Work Plan

Chair:

Post agenda packet 7 days before the meeting.

Compile list of maintenance items to be addressed.

Send list of suggested maintenance items to City Manager.

Request from Parks and Recreation Department new list of Capital Improvement Plan items for next year.



Completed
Work



Parks and Recreation Advisory Committee



Moving
Forward



Accomplished - Year 2020 -

Administrative

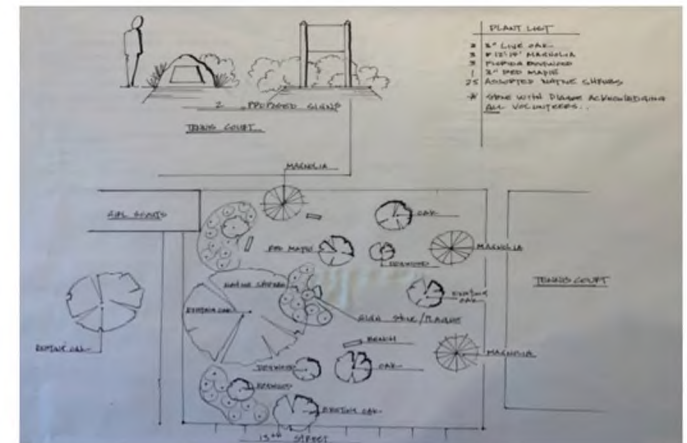
- Created a set of Bylaws
- Compiled draft of a 'New Member' Packet
- Recommended PRAC change from "ad hoc" to "standing" Committee
- Provided input into policy concerning parking on grass areas
- Wrote and approved a "Naming of Facilities" Ordinance

Planning

- Committee rescinded its approval of Simmons Park (end of 2019)
- Provided input to the Waterfront Park
- Approved new Master Plan amendments for future submission to the City Commission

New Services

- Approved the Amelia Tree Conservancy's Hero's Grove in Central Park



Funding

- Reviewed 2020-21 Capital Improvement Plan
- Reviewed the City's use of the Parks and Recreation Impact Fee Funds

Administrative

- Implement the “New Member Packet”
- Hold a public hearing on proposed Master Plan amendments

New Member Welcome Letter Parks and Recreation Advisory Committee (PRAC)

Dear New Member;

Thank you for taking the time to volunteer your service to this important City Committee. Your input will be critical to making recommendations to the City Commission to set policy, assist with park design and development, and assist with creating plans and programs designed to meet and satisfy the recreational needs of the community. The City Commission has also tasked the PRAC with making recommendations for improvements to the park system that will attain the goals and objectives set forth in the Recreation and Open Space Element of the adopted Comprehensive Plan, and assist with the long-range Capital Improvement planning of the Parks and Recreation Department. Your involvement on this committee is important and is gratefully acknowledged.

To assist you in your quest for success on the PRAC, please familiarize yourself with the “Sunshine Laws” of the State of Florida which apply to government boards and committees. From the moment you are appointed by the City Commission, you may no longer discuss committee business with other committee members outside of a public meeting. This means that if you have questions or concerns about Parks and Recreation matters, please contact a member of the Parks and Recreation staff for answers. Do not contact another committee member. A training session in the

will be provided to you as soon as feasibly possible. You will have an advisory

Mission - Year 2021 -



Planning

- Review the Parks and Recreation Master Plan
- Approve a Columbarium design
- Assist with the amendment of a Cemetery Master Plan
- Assist with the creation of a business plan for the cemetery
- Approve a Standard of Care and Scope of Work for the Cemetery Grounds
- Recommend a cemetery business plan to the Commission

Services

- Review Parks and Recreation services to reduce possible replication of services already offered in the community
- Offer the Commission suggestions on services and facilities that may be effectively cost-shared with other agencies.

Nassau County School District
Our Schools...Our Students...Our Future!



Mission - Year 2021 -

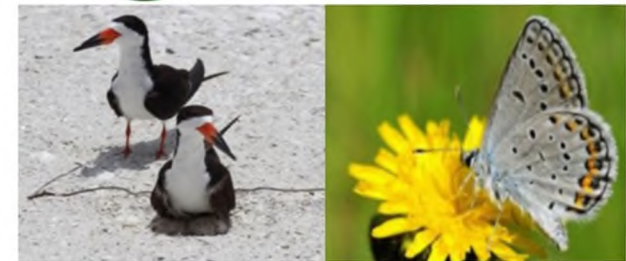


Funding

- Review the 2021-22 Capital Improvement Plan
- Review the City's use of the Parks and Recreation Impact Fee Funds
- Provide 2022-23 budgetary input
- Recommend a possible restructuring of cemetery's funding mechanisms



Florida Fish and Wildlife
Conservation Commission



Proposed Parks and Recreation Master Plan Amendments

Current Existing Language

- Recommends changing the name of Atlantic Avenue to “Avenida de las Banderas” (Avenue of the Flags)
- “Parking will be removed from the river front”.
- Buccaneer Field, should be moved to expand the Fernandina Sports Complex (softball and soccer fields).
- proposes to change this property to the Atlantic Aquatics Center. It is suggested that a waterslide, pickleball court and lazy river be installed.

New Language

- Removes the language, no name change, remains Atlantic Avenue
- Parking should be reduced and the lots reconfigured as much as possible to remove parking from close proximity to the shoreline
- Keep the existing ballfields at Central Park
- Recommends removing the Pickleball court from the Atlantic Rec Center, leaving the buildings in their current use. The lazy river and waterslide can remain as future options.

Proposed Parks and Recreation Master Plan Amendments (continued)

Current Existing Language

- Proposed that the Peck Center could become an arts, education and culture center.
- No language
- Proposed that the MLK Center be used as a senior center.

New Language

- PRAC recommends leaving the Peck Center as it is because it is currently occupied with other uses.
- Add a walking path around Richo (Peck) Field, along with a restroom with a water fountain, and a larger pavilion
- Maintain its current use, do not duplicate the services of the Council on Aging

Thank you for your 5 Star support!



Excellent playground for the kids!! Very clean with unique and well maintained equipment.



Big Jon
Jan 21, 2019



...The is a fitness walking path, playground equipment, picnic pavilions, a dock on Egan's creek...



Don Barth
Nov 25, 2020



Small playground, but awesome toys. The beach was nice and clean.



Daniel Mckerro...
Dec 24, 2020

