



**AGENDA
PARKS AND RECREATION ADVISORY COMMITTEE
SUB-COMMITTEE MEETING
APRIL 21, 2022
1:00 PM
ATLANTIC RECREATION CENTER
2500 ATLANTIC AVENUE
FERNANDINA BEACH, FL 32034**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. DISCUSSION**
 - 3.1 Parks and Recreation Advisory Committee By-Laws
- 4. 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).

Parks and Recreation Advisory Committee

By-Laws

- I. Mission
- II. Membership
- III. Responsibilities
- IV. Rules of Committee Procedure

I. Mission or Purpose:

As Set Forth by City Resolution, Resolution #2005-67, adopted April 5, 2005 created the Parks and Recreation Advisory Committee “to recommend plans and programs designed to meet and satisfy the recreational needs of the community, and to make 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.”

Resolution #2009-05 amended Resolution 2005-67 by adding to the Parks and Recreation Advisory Committee's mission “to assist with the long-range Capital Improvement planning of the Parks and Recreation Department.”

Resolution #2020-153, adopted October 20, 2020, amended Resolutions 2005-67 and 2009-05 by removing “ad hoc” from Resolution 2005-67, and adjusting the Parks and Recreation Advisory Committee’s mission to add “the Parks and Recreation Advisory Committee conducts monthly Regular Meetings and Special Meetings as necessary, and make recommendations to the City Commission related to policies, programs, and park design/development to meet and satisfy the recreational needs of the community.”

Parks and Recreation Mission Statement or Purpose:

Therefore as stated by City Resolution, the Fernandina Beach Parks and Recreation Advisory Committee shall make recommendations to the City Commission related to policies, park design/development, plans and programs designed to meet and satisfy the recreational needs of the community, and to make 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 long-range Capital Improvement planning of the Parks and Recreation Department.

II. Membership:

- A. Members appointed to the Parks and Recreation Advisory Committee should fairly represent the demographic composition of the City (Resolution 2005-67)
- B. Terms shall be for 3 years.
- C. Members' attendance shall meet the requirements set by the City Commission for all City committees or boards (City Ordinance 2020-14, Effective June 2, 2020).

III. Responsibilities:

- A. Ethical Responsibilities
 - 1. First priority, each member shall represent and advocate for what is best for the City of Fernandina Beach as a whole, putting aside personal or special interests.
 - 2. The Recreation Advisory Board is an appointed board subject to the State of Florida ethics laws, chapter 112, the Government in the Sunshine Laws, chapter 286, and the Public Records Laws, chapter 119.
 - 3. Florida Statutes, Section 112.311 through 112.326 sets forth a code of ethics for public officers and employees.
 - 4. Violations of ethical responsibilities may result in removal from the Advisory Committee by the City Commission.
- B. Committee Responsibilities
 - 1. Adopt bylaws and other rules of procedure to achieve its purposes and functions.

2. Advise the initiation, planning, design, and to recommend a system of parks, facilities, etc., that will accommodate the public's need for parks and recreation activities through a Parks and Recreation Master Plan.
3. Implement the goals and objectives of the most recent Fernandina Beach Comprehensive Plan, Recreation and Open Space Element of the City's Comprehensive Plan, and the Parks and Recreation Master Plan.
4. Recommend changes to the Land Development Code and Comprehensive Plan to the Planning Board to implement the goals and objectives of the Recreation and Open Space Element within the Comprehensive Plan as a whole.
5. Recommend actions which enhance the safety and security of site locations and physical facility standards.
6. Annually advise the City Commission of the Committee's Plan of Work.
7. Shall promote close cooperation between the City and all private citizens, institutions, and agencies interested in or conducting recreational activities, so that all recreational resources within the City may be coordinated to secure the greatest public welfare for the citizens of Fernandina Beach.

C. The Chairperson's Responsibilities

1. Preside at all regular and special meetings. Conduct meetings in an efficient manner, focusing on the issues relevant to the functions and mission. A short civility statement shall be read at the opening of each meeting as is necessary.
2. Regulate and facilitate discussion among board members to ensure that all viewpoints are represented. Give each member the opportunity to express ideas and/or concerns on issues that are being considered by the board or commission. The Chairperson shall give due consideration to all board members.
3. Assist in orienting new board members about the function, role and mission of the committee at noticed meetings.
4. Assist in mediating conflicts or disputes between board/commission members.
5. Represent the committee in appearing before the City Commission as designated by the Board.
6. Foster compliance with the "Florida Sunshine Law."
7. Sign all appropriate documents.

IV. Rules of Committee Procedure

A. Election of Officers

1. The election of a Chairperson and Vice Chair shall be held annually at the first regular meeting in January.
2. In the absence of the Chair, the Vice-Chair shall be the presiding officer of the Advisory Committee.
3. Elections may be held at any time due to officer vacancies on the Advisory Committee.

B. General Procedural Rules

1. Parliamentary procedure in Committee meetings shall be informal. However, if required to keep order, Committee meetings shall be governed by Robert's Rules of Order.
2. Action of the Advisory Committee shall be made by motion, nominated, and seconded. Approval of the motion shall be by majority vote of those members present. Failure to receive a majority vote shall act as a denial of the proposed motion.
3. Approved actions taken by the Advisory Committee shall be recorded in the minutes of the committee meeting.
4. The Chairperson may limit the amount of time allowed for each person wishing to make public comment at an Advisory Committee meeting.
5. Special or Subcommittee meetings may be called by the Chairperson or by any three members of the Committee.
6. General procedural rules may be suspended during special meetings or subcommittee meetings.
7. Special Committees or Subcommittees are subservient to the Parks and Recreation Advisory Committee and report their recommendations to the Advisory Committee for review and action. The Parks and Recreation Committee may overrule any recommendation of any subservient committee.

C. Agendas

1. Permanent agenda items for All Regular Meetings shall contain:
 - a. Call to Order
 - b. Pledge of Allegiance
 - c. Roll Call
 - d. Approval of the Minutes
 - e. Public Comments Not on the Agenda
 - f. Staff Report
 - g. Other Business
 - h. Notice of Communication
 - i. Adjournment
2. Additional Agenda Items and Due Dates
 - a. Committee members and Department members may submit additional agenda items to a designated Parks and Recreation Department representative prior to publication deadlines which are generally 7 days before the meeting.
 - b. A Parks and Recreation Department representative shall notify all Committee members of agenda deadline dates seven (7) days in advance of agenda's deadline of publication.
 - c. Committee members may submit informational items related to published agenda items 5 days prior to a published scheduled meeting.
 - d. The Chairperson shall approve items to be placed on the agenda prior to publication.
 - e. All items on the agenda for presentations must include the topic of discussion and the speaker's name. Related presentation materials and handouts shall be placed in the agenda packet.¹

¹ Approved January 11, 2022

ORDINANCE 2020-14

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING THE CITY OF FERNANDINA BEACH CODE OF ORDINANCES, CHAPTER 2, ARTICLE III, BOARDS, COMMISSIONS, COMMITTEES; AMENDING SECTION 2-122 TO STANDARDIZE START AND END TERMS FOR BOARD APPOINTMENTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Fernandina Beach appoints citizens to serve on boards, commissions, and committees to conduct the business of the City; and

WHEREAS, the Office of the City Clerk manages these appointments; and

WHEREAS, it is in the best interest of the City to standardize when the terms of these appointments begin and expire.

NOW THEREFORE BE IT ENACTED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, AS FOLLOWS:

SECTION 1. Section 2-122 of the City's Code of Ordinances is amended as follows:

Sec. 2-122. - Appointment, term of office, and filling board vacancies.

(a) *Appointment, term, attendance.*

- (1) All members and alternate members ~~shall be~~ are appointed by the city commission;
- (2) Each board ~~shall have~~ has the opportunity to review each applicant's resume and may make a recommendation on the appointment;
- (3) All members ~~shall~~ must reside within the city limits;
- (4) Elected officials and employees of the city ~~shall not be~~ are not eligible to serve on city boards or committees, unless otherwise provided herein;
- (5) Each member serves at the pleasure of the city commission;
- (6) The term of office for all regular board or committee members ~~shall be~~ is three years, and a vacancy ~~shall~~ occurs at the end of the three-year term;
- (7) All applicants for a specific board or committee appointments ~~shall~~ will be considered at the time a vacancy occurs;
- (8) A member of a board who is seeking re- appointment ~~shall~~ continues to be a voting member for two months to allow for the finalization of the appointment or re-appointment by the city commission;
- (9) Each appointed member ~~shall~~ will attend all regular and called meetings.

(b) *Officers and subcommittees.*

- (1) Each board or committee ~~shall~~ must have a chairperson, ~~and a vice-chairperson,~~
and a recording secretary; and
- (2) The chairperson and vice-chairperson ~~shall~~ may serve one-year terms. Officers ~~shall~~ may not serve more than two consecutive terms; and
- (3) A board or committee may create whatever sub-committees it deems necessary to carry out its purposes. The chairperson of the board or committee ~~shall~~ will appoint the membership of each sub-committee from the members of that board or committee.

(c) *Removal and vacancies.*

- (1) When a position on a board or committee becomes vacant before the end of the term; an alternate ~~shall~~ fills the vacancy;
- (2) When no alternate member is available to fill the vacancy; the city commission ~~shall~~ will appoint a member to fill the vacancy for the duration of the term;
- (3) When the unexpired term is two months or less, the city commission may appoint a new member to fill the unexpired term and the following full term;
- (4) A member who moves outside of the city or no longer meets eligibility requirements ~~shall be~~ is removed immediately;
- (5) Any member who has been absent for three regular meetings in one calendar year ~~shall be~~ is subject to removal; and
- (6) Vacancy ~~shall~~ occurs upon death, resignation, removal, conviction of a felony, or expiration of term.

(d) *Term limits and reappointment.* Term limits do not apply to appointed board or committee members. All terms are effective January 1 of a given calendar year and expire on December 31 of the calendar year ending the term. The city clerk's office ~~shall~~ will provide all board or committee members eligible for reappointment at least ~~30~~ 90 days' notice prior to their term expiring. Board or committee members seeking reappointment must provide the city with updated contact information and statement of interest at least ~~45~~ 60 days prior to expiration of their term. New board or committee members ~~shall~~ must complete an application and provide a résumé and statement of interest to the city at least 15 days before consideration for appointment.

SECTION 2. SEVERABILITY. In the event that any word, phrase, clause, sentence or paragraph hereof is held invalid by any court of competent jurisdiction, such holding will not affect any other word, clause, phrase, sentence or paragraph hereof.

SECTION 3. EFFECTIVE DATE. This Ordinance takes effect immediately upon its enactment.

ENACTED this 2nd day of June, 2020.

ATTEST:

CITY OF FERNANDINA BEACH



Caroline Best
City Clerk



John A. Miller
Mayor-Commissioner

APPROVED AS TO FORM & LEGALITY:



Tammi E. Bach
City Attorney

NOTICE OF PUBLIC HEARING
CITY COMMISSION
CITY OF FERNANDINA BEACH

NOTICE IS HEREBY GIVEN that a Public Hearing is scheduled for **Tuesday, June 2, 2020, at 6:00 PM** in the City Commission Chambers, 204 Ash Street Fernandina Beach, Florida to consider the following application:

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Interested parties may appear at said hearing and be heard as to the advisability of any action, which may be considered. Any persons with disabilities requiring accommodations in order to participate in this program or activity should contact 310-3115, TTY/TDD 711 or through the Florida Relay Service at 1-800-955-8771 at least 24 hours in advance to request such accommodation.

IF ANY PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE BOARD/COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH HEARING, S/HE WILL NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

For information, please contact the Staff of the City Clerk's Office, 204 Ash Street, between the hours of 8:00 AM – 5:00 PM, Monday through Friday, (904) 310-3115.

Note:

Please run as a DISPLAY in the May 20, 2020 edition of the News Leader.

Please send proof of publication to:
City Clerk's Office
City Hall, 204 Ash Street
Fernandina Beach, FL 32034
904-310-3115

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¹ Approved January 11, 2022

By-Law Suggested Changes from the April 12, 2022 Regular Meeting

1. Suggested Meeting Agenda Changes
 - a. Reverse Roll Call and Pledge of Allegiance
 - b. Add "Discussion"
 - c. Leave off "Presentation", can be added as needed.
2. Delete and add to C. Agendas, 2. d.: "The Chairperson shall review the agenda items prior to publication to and adjust the agenda to accommodate for time constraints if necessary."
3. After each agenda item under Discussion, the introducing member's name shall be noted if other than the Chair.