



**AGENDA
PARKS AND RECREATION ADVISORY COMMITTEE
REGULAR MEETING
JUNE 11, 2024
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 May 14, 2024 Meeting Minutes
- 5. PUBLIC COMMENT REGARDING ITEMS NOT ON THE AGENDA**
- 6. DISCUSSION ITEMS**
 - 6.1 Budget Calendar
 - 6.2 Budget: Current Fiscal Year and Next Fiscal Year
- 7. STAFF COMMENTS**
 - 7.1 Updates
- 8. BOARD MEMBER COMMENTS**
- 9. 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 met for a regular meeting on Tuesday, May 14, 2024, at 5:00 p.m., located in Commission Chambers at City Hall 204 Ash Street. Present were Vice-Chair Cocchi, Chair Camera, Member Spaulding, Member Borrero, Member Pearlstine, Member Mountjoy and Member Goldman.

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE:

4. APPROVAL OF MINUTES

4.1 April 2024 Regular Meeting Minutes

Vice Chair Cocchi made a motion to approve the March 2024 Regular Meeting Minutes. Second by Member Pearlstine; All Aye.

5. PUBLIC COMMENT REGARDING ITEMS NOT ON THE AGENDA

Jacob Kovalcik and Clay Hicks representatives of Youth Advisory Council spoke to the Parks and Recreation Advisory Committee about the need for recreational youth sport programs in the community. In particular, Pickleball, football, volleyball and basketball.

6. DISCUSSION ITEM

6.1 Public Art: Permanent and Temporary Art Process

Kaitie Rivera, Parks and Recreation Deputy Director presented a draft ordinance to be reviewed and approved by City Commission. The draft ordinance transitions the approval roles from Arts and Culture Nassau to the Parks and Recreation Advisory Committee when it comes to Permanent and Temporary Art within City Limits outside of the downtown district. Permanent and Temporary Art within the historic district will be reviewed by the Historic District Council. All permanent art will be approved by the City Commission following PRAC recommendation.

PRAC members came to a consensus to move forward with the draft ordinance.

7. STAFF COMMENTS

7.1 Welcome New Hire: Parks and Recreation Manager, Dionna Sowers

7.2 Project Update

- Tennis courts 1 and 2 renovation: Commencement May 15th
- Skate Park Repair: Commencement May 20th, this follows the scheduled skate competition.
- Large scoreboard installation at Central Park: Scoreboard install week of May 20th.
- Installation of Peck softball field with bases: Complete
- Installation of walking track at Peck Field: Grant funded through Nassau County, this project will be moving forward this budget year FY24.

PRAC MINUTES

05/14/2024

- Ybor Alvarez Sports Complex Project is still moving forward. Commission approved on 2/6/2024 Gillette Associates to move forward with design of new soccer fields and softball fields at MLK.
- Bid Opening May 8th: Women's locker room at the Atlantic Recreation Center pool.
- Upcoming Special Events:
 1. May 11th: Amelia Island Chamber Music Festival Picnic Concert (Central Park)
 2. May 17th and 18th: Wild Amelia Nature Festival / Opening of the Beaches
 3. May 18th: Isle of 8k Run (Peters Point to Main Beach)
 4. May 25th: Paws at the Market (Central Park)
 5. May 27th: Memorial Day Ceremony (Downtown)
 6. May 31st: Youth Advisory Council Heatstroke Musical Festival in partnership with Parks and Recreation (Parking lots A & B)
 7. June 1st: NEF 5K Fun Run (Atlantic Avenue)
 8. June 7th: Sounds on Centre (Centre Street)
 9. June 8th: Pride Parade and Festival (Central Park)
- Next PRAC meeting June 11th

8. BOARD MEMBER COMMENT

ADJOURNMENT Chair Camera adjourned the meeting. Meeting adjourned at 5:56 p.m.

Approved by: _____

Chair, Thomas Camera

CITY OF FERNANDINA BEACH

FY 2024-2025 ANNUAL BUDGET CALENDAR

Date	Action
March 15, 2024	Budget Instructions in the Tyler/Munis System - Email with step-by -step instructions
March 21, 2024 9:30am	Budget Kickoff – Right After the Directors Staff Meeting Department Mission Statements, Department Descriptions, Goals and Objectives, and Performance Measures will be discussed.
March 29, 2024	Five Year Capital Plan due to Finance
April 26, 2024	Initial Budget Requests, Revenue Projections, Statement of Level of Service, Five-year Capital Improvements Plan (revisions), Department Mission Statements, Goals and Objectives due to Comptroller's Office.
April 29-May 10, 2024	Comptroller and City Manager review requests. Notify Directors at Staff meeting of potential cuts and or revisions.
May 13-24, 2024	City Manager and Comptroller meet with Directors to review and discuss departmental budgets.
June 3-7, 2024	City Manager and City Comptroller meets with City Commissioners individually to discuss preliminary budget proposals.
July 1, 2024	Property Appraiser certifies Taxable Value.
July 2-22, 2024	City Manager prepares Proposed Budget.
July 23, 2024	Submission of Proposed Budget to City Commission (no meeting)
July 30, 2024 SPECIAL MEETING	City Commission adopts Proposed Millage Rate
August 4, 2024	Deadline for Proposed Millage Rate to Property Appraiser
August 6, 2024 August 7, 2024 August 8, 2024 August 12, 2024 August 13, 2024	BUDGET WORKSHOP BUDGET WORKSHOP BUDGET WORKSHOP (if needed) BUDGET WORKSHOP (if needed) BUDGET WORKSHOP (if needed)
September 3, 2024 SPECIAL MEETING	Tentative Date for Budget Hearing and Commission Reading of Statement regarding Millage Rate
September 13, 2024	Advertise Budget Summary and Hearing Date
September 17, 2024 SPECIAL MEETING	Commission Final Budget Hearing and Approval of Budget and Millage
October 1, 2024	New fiscal year begins.

Project and Program Updates: 6/04/2024

- 1) Tennis courts 1 and 2 renovation: Scheduled to be completed the week of June 17th

Notes:

- 2) Skate Park Repair: The two ramps to the east and the small ramp in the middle have been dismantled and are being fabricated. Once complete they will go to the galvanizer and then we will install. We hope to have these three ramps back up by the end of June.

Notes:

- 3) Large scoreboard installation at Central Park: Completed.

Notes:

- 4) Installation of walking track at Peck Field: Survey was ordered. Will set up a community meeting soon regarding design and location.

Notes:

- 5) Ybor Alvarez Sports Complex Project: Received first pass design from Asa and reviewed with Amelia Island Youth Soccer.

Notes:

- 6) Egans Creek Fitness Equipment: Commission approved purchase on 6/4/2024. We will order and install.

Notes:

- 7) Re-surface of MLK Pool: Re-marcite of existing MLK pool

Notes:

- 8) Small Beach Access signs along North and South Fletcher. We are having these all replaced and hope to be completed by the end of June.

Notes:

- 9) Positions:
 - a. Parks: Maintenance Tech: Interview week of June 3
 - b. Parks: Administrative Coordinator: Filled
 - c. Recreation Coordinator (2): Reviewing applications

Notes:

- 10) Upcoming Special Events:
 - a. June 15th: Community Field Day / Martin Luther King
 - b. June 22nd: Juneteenth Jumpoff / Peck Center Field
 - c. June 29th: Christian Heritage Parade and Faith Festival / Parade Route and Central Park
 - d. July 4th: 4th of July Fireworks / Parking Lot B

Notes:

11) Next PRAC meeting July 9th.

Summer Camp: Started the week of June 3rd, 75 kids per week.

Swim Lessons: Started week of June 3rd.

Adults softball league is finishing up / Adult basketball will be starting shortly followed by flag football.