



PARKS AND RECREATION BOARD MEETING AGENDA

**City Hall – Vince Whibbs Conference Room
222 W. Main St., 1st Floor
Pensacola, FL 32502**

January 18, 2018 8:00 a.m.

- 1. Meeting Called to Order**
- 2. Approval of Minutes for December 14, 2017**
- 3. Director/Staff Reports, Correspondence, Project Updates**
 - Introduction of new staff – Roger Scott Tennis Center Management
- 4. New Business**
 - Ross Johnstone – Pensacola Rowing Club
- 5. Old Business**
 - Rules of Conduct and Procedure
 - Bicycle Advisory Committee update
- 6. Open Forum**
- 7. Adjournment**

**MINUTES
CITY OF PENSACOLA
PARKS AND RECREATION BOARD MEETING
222 West Main Street (City Hall), First Floor
Vince Whibbs Conference Room
Pensacola, FL 32502**

December 14, 2017 8:00 am

PRESENT: Paul Epstein (Chairperson), Barrett Breedlove, David Forte, Rand Hicks, Kimberly Sullivan, Maranda Sword, and Ed Wonders

ABSENT: David Mayo, Whitney Voeltz

CITY STAFF: Brian Cooper (Parks and Recreation Director); and Heidi Thorsen (Director's Assistant)

CITIZENS: Blair Stephenson (East Hill Neighborhood Association)

1. **MEETING CALLED TO ORDER.** Meeting was called to order by Chairperson Epstein.
2. **APPROVAL OF MINUTES.** Board member Sword made a motion to approve the minutes of the November 16, 2017 meeting. The motion was seconded by Board member Hicks, and approved unanimously.
3. **DIRECTOR/STAFF REPORTS, CORRESPONDENCE, PROJECT UPDATES.**
Director Cooper brought the following reports:
 - Jake Renfroe (former Board member) again provided the pecans for today's meeting.
 - We have not added any additional projects this month, but we continue to work on the existing projects.
 - At Bill Gregory, the storm water pond is working. After the pond is complete, we will be working on the baseball fields. Spring baseball will probably not take place here this year, but will again be moved to Escambia County's Raymond Riddle Park.
 - The Corrine Jones project is almost complete, the storm water is still not functioning. The playground is open, and right now it has the best basketball court available. There is good signage about the storm water process and retention, as well as the Corrine Jones legacy.
 - We are working with Atkins North America to get Sanders Beach boat launch issues corrected.
 - The business next to Ft. George has redone the wooden picket fence at his expense. The owner of the business wants to present some films on the wall of his building during the spring and summer.
 - We are doing some work on the gazebo at Alabama Square.
 - Aviation Park is coming along. We found two missing sponsor tiles. We will be adding two or three new kid rockers that resemble airplanes, the airport will be painting runway lines, the tower will be repainted, shade some benches, and add some monuments.
 - On tonight's Council meeting agenda is a moratorium on construction of Bayview Resource Center. The project is moving forward.
 - We will be working with the Scenic Highway Association on Chimney Park.

- Morris Court playground area will be redesigned. The proposed design will be presented at Council woman Cannada-Wynn's town hall in March.
- Plaza Deluna, Ferdinand Plaza, and Seville Square will be undergoing some improvements.
- The renovations at Bayview Senior Center are still in the design phase.
- Gull Point renovations are still being designed.
- The renovations at Osceola Clubhouse are almost done. The Clubhouse looks really nice.

Chairperson Epstein asked Director Cooper if he has put together a soccer workgroup to help with the soccer complex. Director Cooper mentioned that he will be working with a soccer group, but would be open to accepting other recommendations for participants. He would like 5-7 people in the group.

4. NEW BUSINESS. (None)

5. OLD BUSINESS.

Drones.

Chairperson Epstein asked whether or not we need to take any action on Drones besides educating the public? Discussion seemed to agree that there is no reason to keep this on our agenda since we have no jurisdiction. We currently have no issues with drones in parks.

Bicycle Advisory Committee (BAC) update.

Board member Breedlove mentioned that committee person John Ellis resigned. At the last meeting we had a discussion of the Bicycle/Pedestrian plan by the Transportation Planning Organization (TPO). The TPO has accepted input from the Committee, but ultimately has the final say, so there is no reason to create one as well. Board member Hicks mentioned that the BAC will have regular meetings on the 4th Friday of every month at 8:30 beginning in January 2018.

The BAC will be using the Complete Streets from FDOT, and focusing it towards the City. Board member Hicks has spoken with City staff member Leslie Statler, and she says that there is a Complete Streets policy for the City. He will continue to work with her to see if they can find it.

Chairperson Epstein mentioned that there will be two Pensacola Police Officers present at the next BAC meeting. Also, Richard Sherrill is working on completing his Sunshine Law training to be on the BAC as well.

6. OPEN FORUM.

- Chairperson Epstein mentioned that the Board has had some policies and procedures in the past. We will be enforcing these, in particular the term of office and attendance. These will be distributed to the Board members for discussion at the January 2018 meeting. The Rules of Conduct encompass four areas – Creation and Purpose, Process of Business, Membership and Term of Office (including term of office and attendance), and Meetings (when we meet, records, and quorum).
- Ms. Blair Stephenson mentioned the Bayview Resource Center Council agenda item is how the process of the approval of the Center's plans were "perceived". She proceeded to mention why she is against construction of the new facility until further public input is received.

7. ADJOURNMENT.

Mr Cooper,

My name is Holli Pruett and I work in the sanitation department for the city. I wanted to let you know about the incredible experience I have had at Gull Point Community Center. I have a hard time with trust, my eldest daughter is nonverbal and had autism. So she is not able to go to camps like the ones offered although it is my hopes you will expand.

My son is 5 and has autism but is high functioning. I was looking for something for him to do over the holidays and came across the camps. I called Christina, I explained that he is in regular class, but sometimes has a hard time with socialization and can be needy. She said that is no problem and that they could accommodate him. He went there for Thanksgiving and loved it. We have been there for Christmas and he had such a good time. That is not to say he has not had his struggles, he has a hard time saying what he means sometimes. Christina and her staff have gone above and beyond to make him feel welcome. He loves it! She is such an asset to the city. I cannot say enough good things about this program and the staff, he has never felt not welcome when he walks in those doors.

Thank you for your time,

Holli Pruett
Administrative Officer
Sanitation Services
(850)436-5570
(850)435-1890



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**City of Pensacola
Parks and Recreation Advisory Board
Rules of Conduct and Procedure**

Section 1. Creation and Purpose of Parks and Recreation Advisory Board

- (A) Creation: The creation of the City of Pensacola's Parks and Recreation Advisory Board, herein after referred to as the P&R Board, is authorized by City Ordinance Number 09-13.
- (B) Purpose of the P&R Board: The P&R Board shall review and make recommendations to the City Council and/or Mayor and/or Department Staff on matters concerning the establishment, maintenance and operation of parks, community centers, and recreation facilities within the City. The P&R Board shall provide input on master plan updates and improvements and policy development for the use of recreational facilities and programs.

Section 2. Process of Business of the Parks and Rec Advisory Board

The P&R Board shall provide Council with an annual list of accomplishments and a plan of action for the coming fiscal year. These documents shall serve as a reference point in communication between the Council, the Mayor, and the P&R Board. These documents as well as minutes and meeting agendas will also be posted on the City website for access by interested citizens.

Section 3. Membership and Term of Office

- (A) Membership: The Parks and Rec Board shall consist of nine (9) members, including the Chairman, appointed by the City Council. P&R Board members are considered volunteers, and no member shall be a paid or elected official or employee of the City.
- (B) Term of office: Members of the Parks and Rec Board shall serve for terms of two (2) years and may be reappointed at the discretion of the City Council. Any member of the P&R Board may be removed from office during the two-year term by City Council with reasonable cause or by recommendation by the Parks and Rec Board.
- (C) Attendance: Any P&R Board member missing three (3) consecutive P&R Board meetings or five (5) P&R Board meetings over the course of a calendar year shall forfeit their position on the P&R Board. Any vacancy occurring during the unexpired term of office of any member shall be filled by the City Council for the remainder of the term. Such vacancies shall be reported to Council as soon as possible so that the position may be filled in a timely manner.

Section 4. Meetings

- (A) Regular and Special Meetings: The P&R Board shall hold regular meetings on the third Thursday of the month at 8:00 a.m. at City Hall or occasionally at other City facilities. Special meetings may be called by the chairperson for the consideration of business before the P&R Board. All regular and special meetings of the P&R Board will be open to the public.
- (B) Meeting Records: A recorded or written record of the proceedings of the P&R Board shall be kept showing its action on each item considered, and filed in the office of the Neighborhood Services Department. Agenda items, requests for information and/or speakers should be directed to the Neighborhood Services Department.
- (C) Quorum: A majority of the existing membership shall constitute a quorum, and the affirmative vote of a majority of the members present of the P&R Board will be necessary for any action thereof. The method of voting may be verbal, a show of hands, or, if requested by a P&R Board member, by roll call.
- (D) Conflicts of Interest: Any member of the P&R Board who may have a conflict of interest on any item that is on the agenda shall voluntarily excuse him or herself and refrain from discussing and voting on said item. In such cases, said member shall comply with the disclosure requirements of state law.
- (E) *Robert's Rules of Order* will serve as a guide for parliamentary procedures in the conduct of all P&R Board meetings.
- (F) Sunshine Law: The P&R Board operates under Florida Sunshine Law requirements.
- (G) Public Input: The public is permitted to speak on any agenda item, limiting their discussion to three (3) minutes per speaker. Time limit for public input may be changed at the discretion of the chairperson. All comments shall be directed to the chairperson.
- (H) Order of Business: The order of business on a P&R Board agenda shall generally be:
 - 1. Call to order
 - 2. Roll call and determination of quorum
 - 3. Approval of minutes
 - 4. Director/Staff Reports, Correspondence, Project Updates
 - 5. Old business items
 - 6. New business items
 - 7. Open Forum
 - 8. P&R Board member comments
 - 9. Adjournment