



AGENDA
PARKS & RECREATION ADVISORY BOARD
CITY OF PORT ORANGE

Meeting Date: Tuesday, July 19, 2016

Time: 5:00 PM

Type of Meeting: Regular

Location: 2nd Floor Conference Room
City Hall, 1000 City Center Circle

A. CALL TO ORDER

1. Roll Call

B. DISCUSSION/ACTION

2. Consideration of Minutes
3. Linear Parks Update - (Tim Burman)
4. FERDAP Grant Application for Spruce Creek Road Baseball Field - Fence, Dugout & Backstop Replacement.
5. Foundation Progress Update
6. Land Disposition - Land under serving the community
7. Sports Complex vs. Community Center
8. Park Naming Strategy / Policy Update - (Susan Lovallo)
9. Coraci Parking

C. PARKS & RECREATION DIRECTOR'S REPORT

10. Capital Budget Review

D. PUBLIC COMMENTS

E. BOARD COMMENTS

F. NEXT MEETING DATE

11. Next Meeting Date: 10/18/16

G. ADJOURNMENT

ANY PERSON WHO DECIDES TO APPEAL ANY DECISION MADE BY THE **PARKS & RECREATION ADVISORY BOARD** WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE HE OR SHE MAY NEED TO ENSURE AT HIS OR HER OWN EXPENSE FOR THE TAKING AND PREPARATION OF A VERBATIM RECORD OF ALL TESTIMONY AND EVIDENCE OF THE PROCEEDINGS UPON WHICH THE APPEAL IS TO BE BASED. NOTE: IF YOU ARE A PERSON WITH A DISABILITY WHO NEEDS ANY ACCOMMODATION IN ORDER TO PARTICIPATE IN THIS PROCEEDING, YOU ARE ENTITLED, AT NO COST TO YOU, TO THE PROVISION OF CERTAIN ASSISTANCE. PLEASE CONTACT THE CITY CLERK FOR THE CITY OF PORT ORANGE, 1000 CITY CENTER CIRCLE, PORT ORANGE, FLORIDA 32129, TELEPHONE NUMBER 386-506-5563, WITHIN 2 WORKING DAYS OF YOUR RECEIPT OF THIS NOTICE OR 5 DAYS PRIOR TO THE MEETING DATE; IF YOU ARE HEARING OR VOICE IMPAIRED, CONTACT THE RELAY OPERATOR AT 1-800-955-8771.

PARKS AND RECREATION ADVISORY BOARD
REGULAR MEETING
CITY HALL – SECOND FLOOR – CONFERENCE ROOM
1000 CITY CENTER CIRCLE
PORT ORANGE, FLORIDA
APRIL 12, 2016 AT 5:00 P.M.

The Parks & Recreation Advisory Board was called to order by Chairman Wiles at 5:03 p.m.

Present: Jack Wiles, Chairman
Mark Bowling
Patricia Barraco
Dianne Gardner (left at 6:10 p.m.)
Bobby Ball (arrived late and left at 6:30 p.m.)
Sean Maroney
Robert Maxwell

Absent: Maria Mills-Benat
John Cameron, Vice Chairman

Also Present: Susan Lovallo, Parks & Recreation Director
Margaret Roberts, City Attorney
Barbara Abbate, City Clerk's Office

A. DISCUSSION/ACTION

1. Consideration of Minutes

a. Regular Meeting Minutes 1/12/16

Motion made by Member Bowling to approve the minutes for the meeting held January 12, 2016, Seconded by Member Maroney. Motion carried unanimously by voice vote.

b. Special Meeting Minutes 2/16/16

Motion made by Member Bowling to approve the minutes for the Special meeting held February 16, 2016, Seconded by Member Maroney. Motion carried unanimously by voice vote.

c. Special Meeting Minutes 3/14/16

Motion made by Member Bowling to approve the minutes for the Special meeting held March

*14, 2016, Seconded by Member Maroney.
Motion carried unanimously by voice vote.*

2. Council Priorities

a. Foundation

Margaret Roberts, City Attorney, provided information about how the Foundation can be formed. She believes the Foundation should be separate from the Parks & Recreation Board and asked for the Board's input.

Chairman Wiles agreed the Foundation should be separate from the Parks & Recreation Advisory Board and should have its own Board. He believes the Parks & Recreation Advisory Board should make recommendations to the Foundation.

Susan Lovallo, Parks and Recreation Director, sees the Foundation running as a fundraising mechanism with the proceeds benefiting parks & recreation opportunities for the City of Port Orange.

There was some discussion regarding responsibilities for the Foundation. Ms. Lovallo believes there should be a startup Board with two or three members to get the paperwork started. After the Foundation is established, the bylaws can be changed to have a larger number of Board Members. Member Ball said he would be willing to help in any way he can. Member Bowling will also do whatever it takes to get the Foundation established.

Ms. Roberts asked the Board to come up with a name for the Foundation and suggestions about a Board of Directors that will get this Foundation established. Ms. Roberts will bring back to the Board the structure for the Foundation that will be the next steps to getting it established.

Ms. Lovallo asked the Board to email her any names for the Foundation and she will get a list together for the Board to discuss at the July meeting.

b. Facilities naming rights procedure

The Board discussed the Park Naming Policy that was drafted 7/13/11. Some changes were made to that draft and Ms. Lovallo will bring the new draft back to the Board in July.

c. Spruce Creek Kayak Launch

There was some discussion regarding taking down the no trespassing sign that is at the end of Spruce Creek Road. Ms. Lovallo said the City owns the land but it is in the County.

d. Park consolidation/expansion - Coraci parking

Chairman Wiles said this will need the Board's input as to what properties to sell.

e. Community Center - Airport Road

Ms. Lovallo said a Community Center would accommodate all age groups.

f. Community Center – Gym

There was some discussion about moving Parks & Recreation Admin Staff and expanding the Gym.

g. Mega Sports Complex

Ms. Lovallo said some of the big ticket items could be funded through bonding. She said there could be a referendum put on the ballot for 2018 so the public could vote for the improvements and pay a little more in taxes to fund them.

h. Linear Parks - Community Development

Chairman Wiles said Linear Parks have been turned over to Community Development and there has been good progress. He would like Tim Burman to update the Board on the progress.

3. Funding of Priorities

There was no discussion on this item.

4. Meeting dates schedule

Motion was made by Member Ball to change the meeting dates to the 3rd Tuesday of the month with the next meeting to be July 19, 2016 at 5:00 p.m. in the second floor conference room, Seconded by Member Bowling. Motion carried unanimously by voice vote.

B. PARKS & RECREATION DIRECTOR'S REPORT

Ms. Lovallo reported to the Board that the:

- Zachary Siegfried dedication is scheduled for April 16 @ 8:00 a.m.
- Names at City Center fields are Gant, Walker, and Carson and will bring more information to the July meeting.
- Capital budget will be submitted and will give an update at the July meeting.

- Senior Games kick off is April 25, 2016 12:30 p.m. at the Adult Activity Center.
- YMCA phase 3 is on schedule.

C. PUBLIC COMMENTS

There were none

D. BOARD COMMENTS

There were none

E. NEXT MEETING DATE

6. Next Meeting Date: 7-19-16

F. ADJOURNMENT

*Motion was made by Member Bowling,
seconded by Member Maroney to adjourn.
Motion carried unanimously by voice vote and
the meeting ended at 6:43 p.m.*

Chairman Wiles

Park Naming Policy – Draft 7/13/11

I. Purpose

The purpose of this policy is to establish a uniform procedure for the naming of parks and recreation facilities throughout the City of Port Orange.

II. Authorization

The Port Orange City Council shall have the authority for the naming of all public parks and facilities and for determining what constitutes a substantial or major contribution. The City Council shall consider recommendations from the Port Orange Parks and Recreation Advisory Board.

III. Objectives

- Provide name identification
- Provide citizen/neighborhood input into the process
- Provide a standard naming process

IV. Qualifying Name

- Geographic location relative to park or facility
- Outstanding feature
- Adjoining subdivision
- Historical event, group, or individual
- Individual(s) making a significant contribution to acquisition/development

V. Guidelines for Naming Parks and Recreation Facilities

The following guidelines will be used when naming a park or recreation facility.

Definitions:

- **Contribution:** a significant donation of time and commitment to the City of Port Orange Parks and Recreation Dept.; a donation of significant value to the City of Port Orange or Port Orange Parks and Recreation Dept. and/or foundation;
- **Recreation Facility:** a public facility where recreation, exercise, or sport is enjoyed within the City of Port Orange.
- **Park:** a preserved area of land and other geographic features for public use within the City of Port Orange

1. A permanent name shall be assigned as soon as possible.
2. Duplication of other places or facility names in the City shall not be considered.
3. An existing name of a park and/or facility, particularly one of local or national importance or outstanding feature, shall not be changed unless there are extraordinary circumstances of local or national interest.
4. Prominent geographic features or local reference points (i.e., notable geographic feature, street, community or neighborhood) shall be considered.
5. Naming a park or facility in honor of a person shall only be considered if one of the following criteria has been met:
 - a. The individual is of national significance.
 - b. The individual contributed significantly to the acquisition or development of the park, the facility or to the overall parks system. The suggested name must be accompanied by a biographical sketch which shall provide evidence of contributions to the park, facility, or parks system overall.
 - c. The individual made a major contribution to the City of Port Orange or to the Department of Parks and Recreation.
 - d. The individual made a substantial donation to the City for park and recreational purposes wherein the donor stipulates a name as being consideration of the donation.
6. Recommendations for a park or facility name shall be submitted to the Director of Parks and Recreation and first be heard by the Port Orange Parks and Recreation Advisory Board. Following the Board's review and recommendations, the item will be scheduled for consideration by the City Council.
7. After the Port Orange City Council selects a park or facility name, a thirty (30) day comment period on the proposed name will begin. Written citizen comments and recommendations for thirty (30) day public-notice period will be accepted by the Director of Parks and Recreation and items mailed to the City Manager for inclusion in the Council Agenda Packet.

8. After the thirty (30) day comment period, a resolution establishing the name of the park or facility will be scheduled for the Port Orange City Council's consideration.

VI. Renaming

The renaming of parks and facilities is strongly discouraged. It is recommended that efforts to change a name be subject to the most critical examination so as not to diminish the original justification for the name or discount the value of the prior contributors.

Only those parks and facilities named for a location or subdivision shall be considered for renaming. Parks named by deed restriction shall not be considered for renaming.

Parks and facilities named after individuals shall not be changed unless it is found that the individual's personal character is or was such that the continuing use of the name for a park or facility would not be in the best interest of the community.

In order for a park or facility to be considered for renaming, the recommended name must qualify according to Section 5 of this policy, and be accompanied by a renaming proposal from the Parks and Recreation Advisory Board.

VII. Other Naming Alternatives

Parks and facilities that are donated to the City can be named by deed restriction by the donor. The naming and acceptance of land is subject to the guidelines set forth in Section 5 and approved by the Port Orange City Council. A facility within a Park, i.e., playground, picnic shelter, etc., can be named separately from the park or facility location subject to Section 5 of this policy.

VIII. Final Naming Approval

All naming or renaming proposals must meet the approval of the Port Orange City Council.