

**CITY OF ORMOND BEACH
QUALITY OF LIFE ADVISORY BOARD
REGULAR MEETING**

February 4, 2021

5:00 PM

City of Ormond Beach
Ormond Beach Senior Center
351 Andrews Street
Ormond Beach, Florida

1) Call to Order – Roll Call

Recording Secretary Ms. Taylor Lochert called the meeting to order at 5:02 p.m.

Members Present: John Adams, Peggie Hart, William Masters, Troy Railsback, Dr. Philip Shapiro, and David Romeo.

Members Excused: Kenneth Kimble.

Staff Present: Assistant City Manager Claire Whitley, Planning Director Steven Spraker, Senior Planner Becky Weedo, City Landscape Architect Cara Culliver, Leisure Services Director Robert Carolin, Assistant Leisure Services Director Stefan Sibley, Recreation Program Specialist Sarah Garcia, Recording Secretary Taylor Lochert and former Recording Secretary Angela Gibbs.

2) Election of Chairman and Ormond Memorial Art Museum and Gardens Liaison

City Ordinance 2012-31, Section 2.219(c) was read as part of the record.

Mr. William Masters moved, seconded by Ms. Peggie Hart, to nominate Dr. Philip Shapiro as Chairman. The motion passed unanimously.

Dr. Shapiro thanked the board for their continued confidence in him as Chairman. Dr. Shapiro noted that Ms. Lochert will be the Recording Secretary as she took over for Ms. Angela Gibbs.

3) Election of Vice Chairman

Dr. Shapiro stated he had not missed a meeting since chairing the board, but noted it could happen and the Vice-Chairman needed to be familiar with the overall functions of the board.

Mr. John Adams moved, seconded by Ms. Hart, to nominate Mr. William Masters as Vice-Chairman. The motion passed unanimously.

Dr. Shapiro noted that no new members had arrived at the current time and that all present members knew the purpose of the Quality of Life Advisory Board

4) Approval of Minutes – June 4, 2020

Dr. Shapiro noted a revision or deletion was needed on page four, paragraph four.

Mr. Masters moved, seconded by Ms. Hart, to approve the minutes of June 4, 2020, as amended. The motion passed unanimously.

Dr. Shapiro welcomed Mr. David Romeo and informed him that the board had just selected Dr. Shapiro as Chairman and Mr. Masters as Vice-Chairman. Dr. Shapiro stated that the board would handle any issues or ideas and give input when an item was brought before them. Dr. Shapiro informed all board members that the meeting location for the board was typically at City Hall; however, due to circumstances the board was meeting at the Senior Center to help with distancing.

5) Administrative Matters

i) Establishment of Regular Meeting Schedule and Time

Dr. Shapiro noted that all members should have received a copy of the "Proposed Meeting Schedule". He stated the meeting dates were scheduled for the first Thursday of every other month typically at 5:00 p.m. at City Hall. He reminded all board members to read their emails very carefully as the meeting location may change. He discussed the importance of replying to emails to inform Ms. Lochert if a board member was unable to attend, as to make sure there would be a quorum present. Dr. Shapiro reminded all board members to not "reply all" to any board related emails due to the Sunshine Law.

Mr. Troy Railsback moved, seconded by Mr. Adams, to approve the meeting schedule. The motion passed unanimously.

i) Sunshine Law

Ms. Ann-Margret Emery, Deputy City Attorney, stated the Quality of Life Advisory Board was an advisory board to the City Commission and was required to uphold the Sunshine Law. She stated that anything discussed before this board had to be done in a public meeting, including potential agenda items. She stated there was not an issue in speaking directly with staff outside of a public meeting as long as other board members were not involved. She noted that common

violations were replying all in emails and discussion between members before and/or after meetings.

Ms. Emery stated if a board member thought there might be a conflict of interest on a voting matter they could always contact the Legal Department for clarification. She stated that a voting conflict was when the board member, a member of the board member's family, or a board member's employer had a vested interest in the outcome of the vote of the board. Ms. Emery asked if there were any questions.

Dr. Shapiro stated the Sunshine Law was about transparency, and further discussed Sunshine Law, possible violations, and voting conflicts.

6) Discussion Item

i) Parks and Recreation Master Plan Update

Dr. Shapiro introduced Ms. Cara Culliver, City Landscape Architect.

Ms. Culliver introduced other staff members that were in attendance. Ms. Culliver informed the board that the purpose of the meeting was to introduce the board to the Parks and Recreation Master Plan (Master Plan) and provided background on the plan. She stated that the last Master Plan was completed in 2005, and mentioned a few projects that had taken since then. She then noted that the Master Plan was intended to help meet the needs of the current and future residents, as well as build the community. Ms. Culliver added that the Master Plan would identify new opportunities and programming ideas.

Ms. Culliver explained the process of how the City of Ormond Beach chose Barth and Associates. She noted the city sent out a Request for Proposals (RFP), six companies responded, and the Evaluation Committee reviewed all submitted proposals. Ms. Culliver discussed Barth and Associates' experience and background. Ms. Culliver stated that the Barth and Associates RFP outlined seven tasks which would end with the completion of the Master Plan.

Ms. Culliver stated the first public meeting regarding the Master Plan would be held on Wednesday, March 31, 2021, at 6:00 p.m., and the first combined meeting with the Quality of Life Advisory Board and the Leisure Services Advisory Board would be held on Thursday, April 1, 2021, around lunchtime. Ms. Culliver mentioned that the location for those meetings would be determined at a later date, but that the public meeting on March 31, 2021 would also be held virtually on the Zoom platform. Ms. Culliver stated that staff was working to get the word out to citizens via the city's website and with their utility bills.

Dr. Shapiro asked for clarification on grant approvals. He stated when the last Master Plan was completed in 2005, it was explained that grant approval was based on how many parks and mini-parks there were throughout the community.

Dr. Shapiro then asked if that was still a factor for grant applications; whereby, Mr. Robert Carolin, Leisure Services Director, stated that would be dependent on the grants the city applied for.

Dr. Shapiro stated that 15 years ago the number of parks and mini-parks and how they were distributed throughout the city were a big factor in what grants were applied for. He also asked if the mini-parks were put in the "Parks Inventory" in consideration for possible upgrades including signage and parking, and if that was to help with grant approval.

Mr. Carolin stated that in 2005 there was a strong effort that everyone in the community had a park within walking distance, which was also a national effort. Mr. Carolin noted that different types of grants had different requirements.

Dr. Shapiro inquired if the two West Ormond Beach properties that were large in acreage would be reduced as they develop; whereby, Mr. Carolin replied that at the current time, they had no intention of reducing the size of the natural conservation areas the city had identified.

Mr. Carolin mentioned that the City Commission was looking at forming a taskforce or committee to look at all of the natural conservations and potential purchase options.

Mr. David Romeo complimented staff on the report. He then inquired if the main focus would be on the items marked as "poor" on the Parks Inventory report; whereby, Mr. Carolin explained that Barth and Associates would be evaluating all parks and comparing designated benchmark parks against similar parks.

Mr. Carolin explained that a designated benchmark riverside park would be the standard for all other riverside parks in the city, that way Barth and Associates would be comparing different parks to comparable parks. Mr. Carolin clarified that the way parks used to be evaluated involved finding a comparable city and comparing our parks to theirs. He noted Ormond Beach was a unique city, and it was decided that evaluating similar city parks would be the best course of action.

Mr. Railsback quoted page 8 Task 5b from the RFP. He summarized that Barth and Associates would identify the standard and unify the parks from there, and described the timeline laid out in the RFP.

Mr. Romeo inquired if the parks with "poor" conditions would have continued improvements while the Master Plan was being worked on; whereby, Mr. Carolin explained that while there was continual work on parks, it was more feasible to ask for dollars when a plan had been laid out.

Mr. Railsback asked how often a Master Plan should be completed; whereby, Mr. Carolin stated every 10 years. Mr. Carolin explained in the past a Master Plan would go on the Capital Improvement Plan (CIP), but would be pulled off due to not having the available funding.

Ms. Hart asked about the April 1, 2021 meeting.

Dr. Shapiro asked what day of the week the meeting would be held on; whereby, Mr. Railsback informed everyone that April 1, 2021 was on a Thursday.

Mr. Carolin asked the board if April 1, 2021 worked for them; whereby, all board members agreed that date worked.

Mr. Carolin stated that they would be meeting with Barth and Associates. He also indicated that the location had not been established at that time due to verifying spatial and connectivity concerns.

Dr. Shapiro asked where the Quality of Life Advisory Board would be meeting for their regular meeting following the lunchtime meeting.

Mr. Railsback inquired if the intent was to have the meeting during the day instead of at night; whereby, Mr. Carolin clarified that was correct, so there would not be two meetings in one day.

Dr. Shapiro asked the board members to make a note of the meeting date with the new lunch hour time frame.

Mr. Carolin stated the board members should set aside approximately an hour and a half for the upcoming meeting.

Dr. Shapiro asked if a motion was needed from the board; whereby, Mr. Stefan Sibley, Assistant Leisure Services Director, stated it was only discussion and no motion was needed.

Dr. Shapiro thanked staff and noted that he did not see anything as a glaring issue when going through the reports provided. He then asked if there were any member comments.

7) Audience Comments

None

8) Member Comments

Mr. Adams and Mr. Masters complimented staff on the provided reports.

Quality of Life Advisory Board
February 4, 2021

Dr. Shapiro asked Ms. Lochert to send an email to all board members with the upcoming meeting information so all would be aware of the new meeting time.

9) Adjournment – Next Meeting April 1, 2021

The meeting adjourned at 5:42 p.m.

Respectfully submitted,



Taylor Lochert, Recording Secretary

ATTEST:



Dr. Philip J. Shapiro, Chairman