

**Parks and Recreation Advisory Board
Agenda
March 28, 2022**

Chair Gary Kocher
Vice Chair Laurie Hall
Member Billy Rogers
Member James Curington
Member Carol Richardson

City Manager Mike DaRoza

**Parks and Recreation Advisory Board
At 4:00 PM**

Meeting Date: March 28, 2022

Meeting Location: James A Lewis Commission Chambers

Notice given pursuant to Section 286.0105, Florida Statutes. In order to appeal any decision made at this meeting, you will need a verbatim record of the proceedings. It will be your responsibility to ensure such a record is made.

PARKS AND RECREATION ADVISORY BOARD MEETING AGENDA

CALL TO ORDER

INVOCATION

PLEDGE TO THE FLAG

APPROVAL OF THE AGENDA

I. OLD BUSINESS

- A. Approve Committee Minutes for September 28, 2021

II. NEW BUSINESS

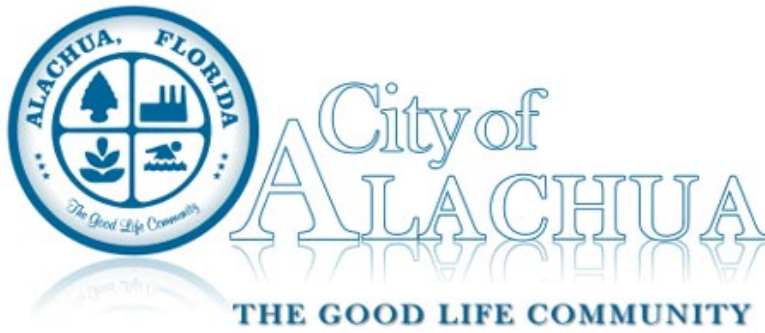
- B. Sunshine Law and Public Records Presentation

- C. Parliamentary Procedure
- D. Introduce New Recreation Advisory Board Members and Vote on Chair and Vice Chair
- E. Pickleball Presentation
- F. Legacy Updates

III. BOARD COMMENTS/DISCUSSION

IV. CITIZENS COMMENTS

ADJOURN



Board/Committee Agenda Item

MEETING DATE: 3/28/2022

SUBJECT: Approve Committee Minutes for September 28, 2021

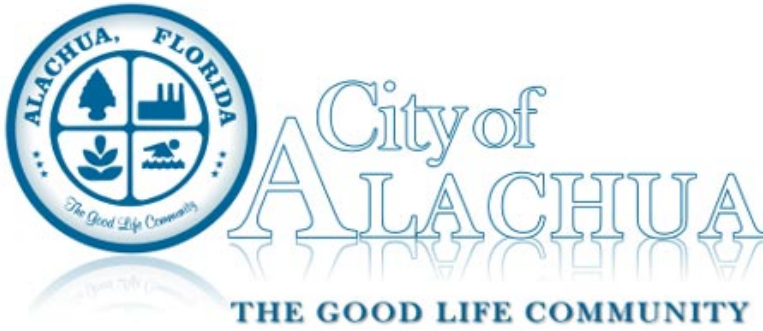
PREPARED BY: Elliot Harris, Director of Parks and Recreation

RECOMMENDED ACTION:

Approve the minutes.

Summary

The last meeting was held on September 28, 2021. The meeting minutes are attached to this agenda.



Board/Committee Agenda Item

MEETING DATE: 3/28/2022

SUBJECT: Sunshine Law and Public Records Presentation

PREPARED BY: Elliot Harris, Director of Parks and Recreation

RECOMMENDED ACTION:

Receive the presentation

Summary

Staff will provide an overview of the Sunshine Law and how it applies to the RAB.

ATTACHMENTS:

Description

- ☐ Sunshine Law

SUNSHINE LAW & PUBLIC RECORDS



City of
ALACHUA
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Florida's Sunshine Law

- Florida's Sunshine Law is considered the gold standard of open records and meetings laws across the country
- No other government on the planet is as open as Florida

What this Means for Board Meetings

- Provides a right of access to governmental proceedings
- Affects mostly city council and advisory board members
- Meetings must be open to the public
- Reasonable notice must be given
- Minutes must be taken

What it Means for the interaction of the Board Members

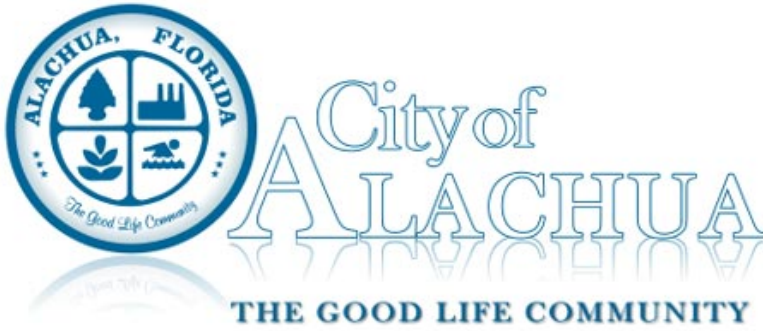
- All discussion about Public Business must be conducted in a Public Meeting
- Any discussion about Public Business conducted in private is strictly forbidden: this includes siblings, spouses, etc.
- All discussion about Public Business on Social Media must be maintained by the City: Facebook, Twitter, Instagram, YouTube, email, text messages.

Public Records

- A Public Record is any information related to the conduct of the public's business prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics.
- If you used it to communicate public business, it's a public record
- Rule of Thumb: Don't create a record until it is necessary

Questions?





Board/Committee Agenda Item

MEETING DATE: 3/28/2022
SUBJECT: Parliamentary Procedure

PREPARED BY: Elliot Harris, Director of Parks and Recreation

RECOMMENDED ACTION:
Receive the presentation.

Summary

Parliamentary Procedure is the body of rules, ethics and customs governing meetings. The City of Alachua has established such rules for all of its boards and committees.

This presentations will introduce the RAB to the basics of parliamentary procedure.

ATTACHMENTS:

Description

- ▢ Parliamentary Procedure

Parliamentary Procedure



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What is parliamentary procedure?

The rules that help us maintain order and ensure fairness in all decision-making processes.



What are Robert's Rules of Order?

Codification of general present-day parliamentary procedures.



Basic Principles

- Someone must facilitate meetings and maintain order (the presiding officer)
- All members have a right to bring up ideas
- Members should come to an agreement about what course of action to take
- The majority rules, but the basic rights of the minority are always protected by assuring them the right to speak and to vote
- Parliamentary procedure enables members to take care of business in an efficient manner while maintaining order
- It ensures everyone get the right to speak and to vote
- Takes up business one item at a time and promotes courtesy, justice, and impartiality



The Presiding Officer

- The presiding officer (often referred to as “the chair”) is the person who conducts the meeting
- The presiding officer is a role – not a position. This means that the presiding officer is the person who occupies the chair at a given instant of time. (during the meetings)
- The general duties of the presiding officer are:
 - To call the meeting to order at the **scheduled time**, not before
 - If a quorum is not present, the meeting is to be canceled
 - To announce the business that is to come before the body
 - To recognize members who wish to speak
 - To state and put to vote all questions that come before the body
 - To enforce the rules relating to debate
 - To decide all questions of order
 - To declare the meeting adjourned



Promoting Courtesy

- Members should refer to each other in a cordial and courteous manner, for example:
 - “the previous speaker” or “Miss Smith”
- All remarks are made through and to the chair
- If a motion is out of order the chair should state: “The motion is out of order”
- Only major infraction of rules are corrected



Order of Business

- Commonly referred to as an agenda, the order of business is the sequence of general business items that will be addressed in the meeting
- The order of business or agenda must be adopted by the body prior to addressing business.
- The standard order of business includes:
 - Call to Order
 - Invocation
 - Pledge to the Flag
 - Approval of Agenda
 - Agenda
 - Council Comments
 - Adjournment
- Different organizations may establish their own standard order of business pursuant to their by-laws.



Motions 101



Motions

- A motion is a formal proposal that recommends a course of action that the body should take
- A motion contains three basic pieces of information:
 - Who: References who is authorized or directed
 - What: References the action to be taken
 - When: References the timeframe in which the action is to be taken
- Only one motion can be considered at a time.
- Once a motion has been made and seconded, it must be acted upon before another motion is considered
- The chair may not make or second a motion

Making A Motion

- To make a motion, the maker should say:
 - “I move that...” or “ I move to...”
- Never say “I make a motion to...”
- A motion must be seconded by another member to stand
- A second merely implies the seconder of the motion agrees the body should consider/discuss the motion on the floor – not necessarily that he/she supports the motion itself.
- Once a motion is made and properly seconded, the chair should open the floor for comments from citizens present.
- Once all citizens have commented the chair should restate the motion, which means the motion belongs to the board and no longer to the maker of the motion.
- After the motion belongs to the board the chair puts the motion to a vote by saying: “All those in favor say Aye..... All opposed say Nay”.
- After the vote is tallied, the chair rules on which side won the vote.

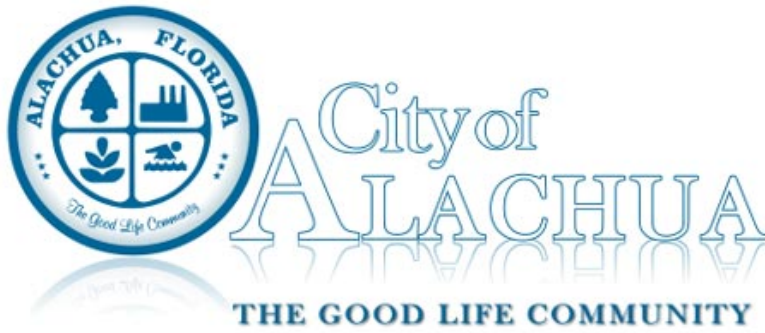


Amending A Motion

- Amending a motion means to modify a pending motion in some manner prior to voting on the pending motion.
- An amendment must be related to the pending motion and have a relevant bearing on the meaning of the pending motion.
- There are three basic processes for amending a motion:
 - To insert or to add words
 - To strikeout words
 - To strikeout and insert words
- The amended motion requires a second and the floor should be opened for public comment after amended motion stands
- The amendment requires a majority vote to adopt

Summary

- The chairperson runs the meeting
- The meeting starts when the chairperson calls the meeting to order
- If a motion is to stand for discussion, someone has to “second” it
- If the motion is to be changed, someone must make a motion to amend.
- At the end, the chairperson will take a vote. Majority wins.



Board/Committee Agenda Item

MEETING DATE: 3/28/2022

SUBJECT: Introduce New Recreation Advisory Board Members and Vote on Chair and Vice Chair

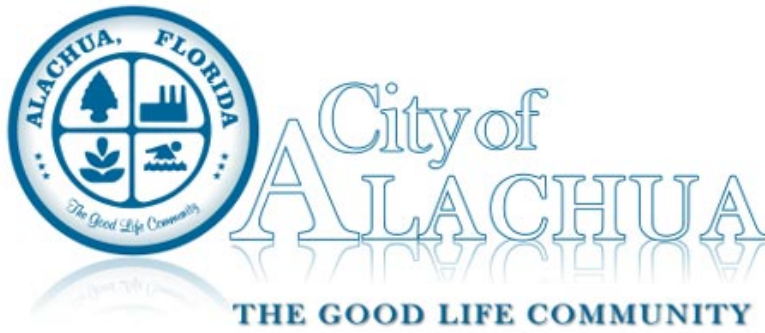
PREPARED BY: Elliot Harris, Director of Parks and Recreation

RECOMMENDED ACTION:

Have the new board members introduce themselves.

Summary

The Board has four (4) seats with two (2) terms expiring on Feb. 21, 2023 (Malcolm Dixon and Jovante Hayes) and two (2) terms expiring on February 21, 2025 (Travis White and Carol Richardson).



Board/Committee Agenda Item

MEETING DATE: 3/28/2022
SUBJECT: Pickleball Presentation

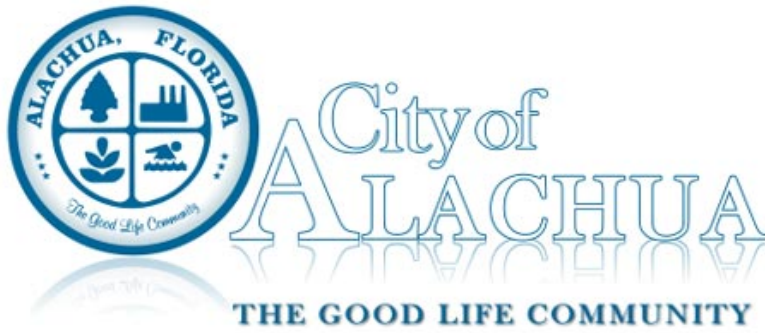
PREPARED BY: Elliot Harris, Director of Parks and Recreation

RECOMMENDED ACTION:
Receive the presentation

Summary

Pickleball is the fastest growing sport in the United States. Pickleball combines elements of tennis, badminton and table tennis. Mary Rossow, the president of our local pickleball association will present an introduction to the sport.

<https://youtu.be/kqLRRNOpe8U>



Board/Committee Agenda Item

MEETING DATE: 3/28/2022

SUBJECT: Legacy Updates

PREPARED BY: Elliot Harris, Director of Parks and Recreation

RECOMMENDED ACTION:

Update RAB on upcoming events.

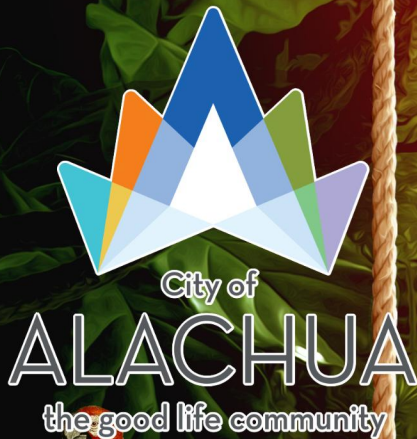
Summary

Strategic Plan Initiative 2.4 calls for staff to develop and implement a strategy to increase cultural opportunities for residents. The Recreation and Culture Department has several upcoming events.

ATTACHMENTS:

Description

- ☐ Summer Camp Flyer
- ☐ April Concert
- ☐ Zumba Flyer
- ☐ Art Classes



LEGACY PARK SUMMER ADVENTURE CAMP 2022

\$400

100% SCHOLARSHIPS AVAILABLE



**CHILDREN'S TRUST
OF ALACHUA COUNTY**

REGISTER BY JUNE 1

**JUNE 6TH - JULY 30
CAMPERS AGES 5 TO 14**

APPLICATIONS ARE AVAILABLE AT CITYOFALACHUA.COM.

FOR MORE INFO CONTACT THE CITY OF ALACHUA RECREATION AND CULTURE DEPARTMENT AT (386)462-1610

LEGACY PARK

Spring Concert Series

RC
AND
SHOWTIME



SATURDAY, APRIL 2ND FROM 5-8 PM

Legacy Park
Amphitheater
15400 Peggy Rd.
Alachua, FL. 32615

Food Trucks
Bounce House for
Kids (5pm-7pm)
No Pets
Smoke-free campus



Free to the Public



For more info contact Alachua Recreation and Culture at 386-462-1610

WWW.CITYOFALACHUA.COM



TUESDAY

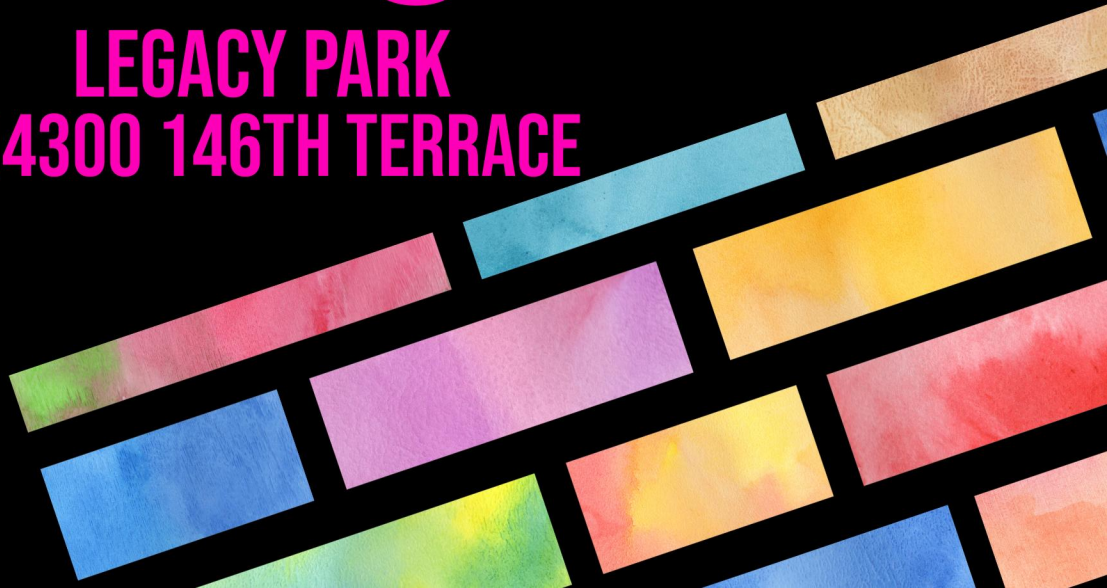
7 PM @

**HAL BRADY GYM
14300 146TH TERRACE**

THURSDAY

7 PM @

**LEGACY PARK
14300 146TH TERRACE**





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Art Classes



Seniors Citizens - Thursday 11am @ Cleather Hathcock

Children - Monday 6:30pm @ Legacy Park



Cleather Hathcock Center
15818 NW 140th Street
Alachua, FL 32615

Legacy Park
15400 Peggy Road
Alachua, FL 32615