



1015 Cultural Park Blvd.
Cape Coral, FL 33990

AGENDA

Parks and Recreation Advisory Board

January 23, 2023	4:00 PM	Council Chambers
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1. Call to Order

- A. Chair Siekmann

2. Roll Call:

- A. Members Donaldson, Ilczyszyn, Kuss, Larsen, Siekmann, Alternate Aliperti, Alternate Schwartz; GCAB Member Smith and YC Member Zajdowicz

3. Citizen Input Time

- A. CITIZENS INPUT TIME - 3 minutes per individual, with a maximum of 30 minutes is set for input of citizens on matters concerning the Parks & Recreation Advisory Board

4. Approval of Minutes

- A. Regular Meeting - November 14, 2022

5. Business

- A. GO Bond Update
- B. CAPRA accreditation - quarterly report
- C. Name Change for Yellow Fever Creek; Staff recommends change to Pennyroyal Preserve
- D. Special Events

6. Staff Updates

7. Date and Time of Next Meeting

- A. The next meeting of the Parks & Recreation Advisory Board will be held on Monday, April 17, 2023 at 4:00 p.m. in Council Chambers

8. Adjourn

In accordance with the Americans with Disabilities Act and Florida Statutes 286.26, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk whose office is located at City Hall, 1015 Cultural Park Boulevard, Florida; telephone number is 1-239-574-0411, at least forty-eight (48) hours prior to the meeting for assistance. If hearing impaired, telephone the Florida Relay Service Numbers, 1-800-955-8771 (TDD) or 1-800-955-8700 (v) for assistance.

If a person decides to appeal any decision made by the Board/Commission/Committee with respect to any matter considered at such meeting or hearing, he will need a record of the proceedings, and for such purpose, he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based.

Item Number: 4.A.
Meeting Date: 1/23/2023
Item Type: Approval of Minutes

AGENDA REQUEST FORM
CITY OF CAPE CORAL



TITLE:

Regular Meeting - November 14, 2022

SUMMARY:

Meeting minutes attached for review and approval.

ADDITIONAL INFORMATION:

Sheri Rhine, Recording Secretary
City Clerk's Office
1-239-574-0743

ATTACHMENTS:

Description	Type
1. Meeting Minutes - November 14, 2022	Backup Material

**MINUTES OF THE MEETING OF THE
PARKS AND RECREATION ADVISORY BOARD**

Monday, November 14, 2022

COUNCIL CHAMBERS

4:00 p.m.

The meeting was called to order at 4:00 p.m. by Chair Siekmann.

ROLL CALL: Donaldson, Kuss, Larsen, Siekmann, Alternate Aliperti, and Alternate Swartz, were present. Members Ilczyszyn, Golf Course Advisory Board Member Crann and Youth Council Member Zajdowicz were excused.

ALSO PRESENT: Keith Locklin, Parks & Recreation Superintendent
Matthew Creed, Parks & Recreation Superintendent
Omar Leon, Public Works Arborist
Marvin Negrón, Parks & Recreation Accounts Coordinator
Lucille Vaillancourt-Kreider, Parks & Recreation Revenue/Special
Facilities Superintendent

Citizen Input Time

Deborah Devall appeared to discuss the following regarding Joe Coviello Park:

- Completion date
- Marked dead trees
- Is the park being completed in stages?
- Removal of trees and brush
- Landscaping around retention pond

Kevin McGrath appeared to discuss the following regarding Joe Coviello Park:

- Dead tree at the back of his property
- Are workers paying attention to white posts indicating Gopher Tortoise habitat?
- Why are trees marked with white ribbons?

Member Aliperti, speaking as a property owner discussed the following:

- Better communication with the community regarding parks
- Trees marked with white ribbons
- Gopher Tortoise burrows
- Removal of trees

Rick Megar, new resident, inquired about the Parks usage regulations and the hours of operation.

Discussion held regarding:

- Parks hours posted on the website

- Rules and regulations for the Parks available on the website and Parks Programs Guides
- Pet policy on Park grounds
- Concerns with coyotes and safety
- Addressing those types of concerns separately

Councilmember Welsh mentioned the Parks and Recreation Department sets the times for each park. Any further questions can be done through a records request from the City Clerk's office. Lots of invasive trees found since Hurricane Ian. Call 311 to have questions answered from Parks and Recreation.

Approval of Minutes

Regular Meeting – July 18, 2022

Committee Member Donaldson moved, seconded by Committee Member Kuss, to approve the July 18, 2022 Meeting Minutes, as presented.

Board polled as follows: Donaldson, Kuss, Larsen, Siekmann, Aliperti, and Schwartz voted "aye." Motion carried 6-0.

Staff Updates

Superintendent Vaillancourt-Kreider discussed the following:

- Yacht Basin and Tennis facilities closed
- Removal of boats from the yacht basin
- Special Populations received Exceptional Employer Award
- Rotary Park Green Days' (Iguana) cage housewarming party scheduled on November 17th hosted by Cape Coral Friends of Wildlife
- Adult and Youth programs delayed due to lighting damage from Hurricane Ian
- Café is extremely busy
- Received two grants for Yellow Fever Creek
- New website page by January

Councilmember Welsh asked the total grant amount to remove evasive species from Yellow Fever Creek.

Superintendent Vaillancourt-Kreider responded she would provide the information.

Superintendent Locklin discussed the following:

- All facilities except the Yacht Club are open
- Art Center
- Four Freedoms Park
- Lake Kennedy being used by FEMA

- Youth Center and Skate Park

Superintendent Creed discussed the following:

- Point of Distribution Centers
- Clearing debris from Parks
- Clearing facilities and athletics complexes
- Night play limited due to lighting issues
- Neighborhood and Specialty Parks
- Ongoing temporary repairs being made
- Some fields closed due to excessive damage
- Trying to fill 7 vacancies in the maintenance department
- Sirenia Vista Park installing restroom facility

Discussion held regarding:

- Tree replacement
- Jaycee Park
- Burrowing Owls
- Appreciation for all the work being done
- Hurricane Ian debris removal and reimbursement
- Waste Pro
- Debris cleanup
- Debris on sidewalks
- Education regarding coyotes

BUSINESS

Arborist Presentation

Arborist Leon discussed the following:

- Introduction and background
- Shortfall in tree canopy citywide
- Invasive trees
- Colored paint to mark trees
- Reforestation efforts

Discussion held regarding:

- Involving school children in reforestation
- Removing versus saving trees
- Managing citywide canopy
- Tree Trust Fund

GO Bond Update

Superintendent Creed presented the following displayed slides:

- GO Bond Parks Update 11/14/2022
- GO Bond Parks – Status Update (3 slides)

Discussion held regarding punch lists for Gator Trails, Cultural, and Sands Park.

Parks Approved Budget and Capital Improvement Plans

Accounts Coordinator Negrón discussed the following:

- Budget Process for projects
- Capital Asset Program
- Partially funded by General Fund
- Funds carry over from year to year
- FY2023 forecast and requested funds
- FY2022 funds
- Park Pavilions Kosa / Saladino
- Combine all roof replacements into one project
- BMX Maintenance shed moved to Nursery Facility
- Kosa batting cages moved to Cape Coral Sports Complex
- Lake Kennedy asphalt multi-use paths
- Sports lighting fixture replacements included in a larger project
- Charter School A/C Units
- Playground replacements Four Freedoms and Storm Football Complex
- Roof replacement, electrical, HVAC, distribution, flooring, and ADA upgrades for Special Populations being split up
- Rotino Center, Yacht Club, and Aquatics Center delayed
- Lake Kennedy Center Parking lot
- Skate Park Building Replacement
- Cart Paths at the Golf Course
- Maintenance Equipment Replacements
- Oasis Football Field Design
- Aquatic/Community Center Design
- Replacement vehicles

Discussion held regarding light replacement and/or upgrade.

CAPRA Accreditation – Quarterly Report

Superintendent Vaillancourt-Kreider discussed the following:

- Kick-off meeting team scheduled
- Time to obtain accreditation
- Processes, policies, and procedures in place prior to making an application for accreditation

Nomination of Chair and Vice Chair

Chair Siekmann conducted the Election of the Chair and explained the nomination and voting process. She further clarified that nominations did not require a second and that Board Members could nominate themselves.

Member Donaldson nominated Chair Siekmann.

Discussion held regarding current Chair and Vice Chair.

Chair Siekmann stated there were no other nominations and no objections and closed the floor for nominations.

Board Member Donaldson moved, seconded by Board Member Larsen, to appoint Board Member Siekmann as the Chair.

Board polled as follows: Donaldson, Kuss, Larsen, Siekmann, Aliperti, and Schwartz voted "aye." Motion carried 6-0.

Chair Siekmann conducted the Election of the Vice Chair and opened the floor for nominations.

Member Donaldson nominated Member Kuss for Vice Chair.

Chair Siekmann stated there were no other nominations and no objections and closed the floor for nominations.

Board Member Donaldson moved, seconded by Board Member Larsen, to appoint Board Member Kuss as the Vice Chair.

Board polled as follows: Donaldson, Kuss, Larsen, Siekmann, Aliperti, and Schwartz voted "aye." Motion carried 6-0.

Approval of Proposed 2023 Meeting Schedule

Chair Siekmann opened the floor for discussion of the 2023 Meeting Schedule.

Board Member Donaldson moved, seconded by Vice Chair Kuss, to approve the 2023 Meeting Schedule. Voice Poll: All "ayes." Motion Carried.

Love Locks Update by Youth Council

Youth Council Member Reamer discussed the following:

- Moved project from Jaycee Park to Cultural Park

- Working with a local welder
- Fund raising for the project
- 6' x 5' webbed sculpture where people can attach locks

Discussion held regarding:

- Project moved to Cultural Park
- Project approved by Council
- Locks by Oasis School

Time and Place of Next Meeting

The next Parks and Recreation Advisory Board meeting will be held on Monday, January 23, 2023, at 4:00 p.m. in Council Chambers.

Motion to Adjourn

There being no further business, the meeting adjourned at 5:46 p.m.

Submitted by,

Sheri Rhine
Recording Secretary

Item Number:	5.A.
Meeting Date:	1/23/2023
Item Type:	Business

AGENDA REQUEST FORM
CITY OF CAPE CORAL



TITLE:

GO Bond Update

SUMMARY:

ADDITIONAL INFORMATION:

ATTACHMENTS:

Description	Type
1. GO Bond Parks - Status Update	Backup Material

GO Bond Parks – Status Update
January 3, 2023

Crystal Lake Park is on hold pending permit approvals from SFWMD.

Cultural Park is substantially complete.

Del Prado Linear Park is under construction.

Festival Park is preparing the bid package.

Gator Circle Park (now named Gator Trails Park) is substantially complete.

Giuffrida Park is complete.

Lake Kennedy Racquet Center recommendation to award will be presented at the January 11th council meeting.

Lake Meade Park is preparing the bid package.

Oasis Woods Park (now named Joe Coviello Park) is under construction.

Sands Park is under construction.

Shade Structures over Playgrounds and Bleachers project is under construction.

Tropicana Park is on hold pending permit approvals from ACOE and SFWMD.

Yacht Club is on hold pending permit approvals from ACOE and FDEP.

Yellow Fever Creek Preserve is under construction.

Item Number:	5.B.
Meeting Date:	1/23/2023
Item Type:	Business

AGENDA REQUEST FORM
CITY OF CAPE CORAL



TITLE:

CAPRA accreditation - quarterly report

SUMMARY:

ADDITIONAL INFORMATION:

ATTACHMENTS:

Description	Type
▣ 1. CAPRA Kickoff Presentation	Backup Material



City of Cape Coral Parks and Recreation CAPRA Kickoff



CAPRA KICKOFF

- What is CAPRA
- Benefits of Accreditation
- Accreditation Process
- Agency Roles and Responsibilities
- 10 CAPRA Chapters
- 154 Standards, 36 Fundamentals
- Q & A

What is CAPRA?

- NRPA's Commission for Accreditation of Park and Recreation Agencies (CAPRA) provides quality assurance and quality improvement of accredited park and recreation agencies throughout the United States by providing agencies with a management system of best practices.
- CAPRA is the only national accreditation of park and recreation agencies and is a valuable measure of an agency's overall quality of operation, management, and service to the community.
- Achieving CAPRA accreditation is the best way to demonstrate that your agency and your staff provide your community with the highest level of service.

Benefits of Accreditation

For Your Community

- Demonstrates that the agency meets national standards of best practice.
- Recognizes the community as a great place to live.
- Helps secure external financial support and reduce costs for the community.
- Holds an agency accountable to the public and ensures responsiveness to meet their needs.
- Ensures that all staff are providing quality customer service.

For Your Agency and Staff

- Provides positive public and political recognition.
- Proves to decision makers, stakeholders and the public that the agency is operating with the best practices of the profession.
- Increases credibility and can improve internal and external funding.
- Improves overall operations and increases efficiency.
- Enhances staff teamwork and pride by engaging all staff in the process.
- Creates an environment for regular review of operations, policies and procedures, and promotes continual improvement.

Accreditation Process

The CAPRA Accreditation Process includes 5 steps:

1. Submit Preliminary Application
2. Attend CAPRA Accreditation Training (online or in person)
3. Prepare Self Assessment
4. Host Onsite or Virtual Evaluation by trained CAPRA Volunteers
5. Attend Official CAPRA Hearing in person or virtually at NRPA's Annual Conference

Agency Roles and Responsibilities

CAPRA Managers – Persons that will serve as the main contact for accreditation of our agency

CAPRA Executive Team Sponsor – Assist Lead and Assistant Lead with questions, liaisons for other departments, general department knowledge

CAPRA Executive Team Lead – Primary role responsible for Chapter. Coordinating input from department staff, working with other leads, sponsor and assistant leads to acquire evidence of compliance with aligned chapter. Maintains deadlines for the overall goal.

CAPRA Executive Team Assistant Lead – Supports the Primary Chapter lead.

City Department Liaisons – Primary contact from departments outside Parks and Recreation to assist with information necessary for chapter evidence of compliance to meet standards.

CAPRA Chapters and Assignments

CAPRA Agency Accreditation Champion – Mark Cagle

Chapter Assignment	Executive Team Sponsor	Executive Team Lead	Executive Team Asst. Lead
1 - Agency Authority, Role, Responsibility	Lucille	Mark	Stacey
2 - Planning	Keith	Ashley	Frank
3 - Organization and Admin	Allen	Ashley	Eric
4 - Human Resources	Lucille	Mark	Eddie
5 - Financial Management	Allen	Marvin	Stacey
6 - Programs and Services Management	Keith	Lisa	Vicki
7 - Facility & Land Use Management	Dan	Katie/Honey	Will
8 - Public Safety, Law Enforcement and Security	Dan	Erin/Rich	Carlos
9 - Risk Management	Lucille	Erin	Austin
10 - Evaluation, Assessment, and Research	Keith	Lisa	Frank

154 Standards, 36 Fundamentals & Evidence of Compliance

- Accreditation is based on an agency's compliance with the 154 standards for national accreditation. To achieve accreditation, an agency must comply with all 36 Fundamental Standards, which are indicated by the ★ icon in this publication, and 108 of the 118 Non-Fundamental Standards upon initial accreditation and 111 of the 118 Non-Fundamental Standards upon reaccreditation.
- A Suggested Evidence of Compliance (EOC) section is included for each standard in order to identify acceptable means of demonstrating compliance with a standard. Agencies may have different evidence for standards depending on the size, complexity and diversity of the agency. For some standards, the Suggested Evidence of Compliance will include the visitation team being able to observe that the standard is being implemented by conducting site visits or tours and interviewing personnel.

Example - **1.7 – Agency Relationships ★**

Standard: There shall be ongoing liaison roles with complementary organizations, such as nearby park and recreation agencies, social service organizations, and other governmental units and regulatory bodies.

Suggested Evidence of Compliance: Provide evidence of cooperative efforts, including a list of staff with liaison responsibility. This information may be evidenced through Memoranda of Agreement, Memoranda of Understanding, Cooperative Agreements, etc.

Informational reference in the *Management of Park and Recreation Agencies*, (2010), 3rd Ed., Chapter 2 – Management and the Law, p. 28; Chapter 4 – Politics and Advocacy, p. 66; Chapter 6 – Partnerships, pp. 95-110; Chapter 7 – Planning for Strategic Management, pp. 110-122. 11

Informational reference in the *Management of Park and Recreation Agencies*, (2016), 4th Ed., Chapter 4 - Organizational Structure and Administrative Operations, pp. 77-82.

Developing Your Self Assessment

CAPRA accreditation is a five-year cycle that includes three phases:

- Development of the agency self assessment report
- The onsite visitation
- The Commission's review and decision.

If accreditation is granted by the Commission at its meeting following the onsite visit, the agency will develop a new self-assessment report and be revisited every five years. Within each of the four years between onsite visits, the agency will submit an annual report that addresses its continued compliance with the accreditation standards.

Questions and Discussion



Item Number:	5.C.
Meeting Date:	1/23/2023
Item Type:	Business

AGENDA REQUEST FORM
CITY OF CAPE CORAL



TITLE:

Name Change for Yellow Fever Creek; Staff recommends change to Pennyroyal Preserve

SUMMARY:

ADDITIONAL INFORMATION:

ATTACHMENTS:

Description	Type
▣ 1. Yellow Fever Creek Name Change Presentation	Backup Material



January 23, 2023
Proposal to Rename Yellow Fever Creek to
Pennyroyal Preserve



About Yellow Fever Creek Preserve

Yellow Fever Creek Preserve is 195 acres located in northeast Cape Coral.

A variety of ecosystems are present in the preserve; including pine flatwoods, oak hammocks, freshwater marshes, flag ponds, wildflowers – Pennyroyal's, and a cypress forest.





Yellow Fever Creek Preserve Lake. Northern bordering residential neighborhoods are visible in the background.



Lee County Portion of Yellow Fever Creek Preserve

The 340-acre preserve was acquired in 2001 using funds from Conservation 20/20, Lee County's conservation land acquisition and management program. It features 2.5 miles of marked hiking trails through predominantly pine flatwoods.



Why Pennyroyal Preserve?

- ❖ Attract visitors with a favorable image that is present within the Preserve
- ❖ Create distinction between entrance to Lee County Preserve and Cape Coral Preserve
- ❖ Educate visitors on the different amenities within the Preserve including the headwaters of Yellow Fever Creek, trails, eco systems, wildlife, plants and camping



THANK YOU

Any questions?

