

# City of Coral Gables

405 Biltmore Way  
Coral Gables, FL 33134  
[www.coralgables.com](http://www.coralgables.com)



## Meeting Minutes

Thursday, April 8, 2021

8:00 AM

The Board meets the second Thursday of every month.  
Coral Gables Youth Center, 405 University Drive, Coral Gables, FL  
**Parks and Recreation Advisory Board**

## **CALL TO ORDER**

Meeting was called to order at 8:17am

## **ROLL CALL**

### **Present:**

Charlie Rua

Monica Segura

Nancy Leslie

Felix Pardo

Carlos Hernandez

### **Absent:**

Desmond Gonzalez

### **Open Seats:**

Board-As-A-Whole

Appointee by Commissioner Keon

## **APPROVAL OF THE MINUTES**

### **a. October Meeting Minutes**

A motion to approve the minutes from October 2020 was made by Monica Segura and second by Nancy Leslie. No Discussion, all in favor. Motion passed unanimously.

## **NEW BUSINESS**

### **I. Board Review and Approvals for Accreditation:**

Director Fred Couceyro began by going over the accreditation process and approvals we require from the Parks Advisory Board. Felix Pardo asked how often the accreditation process takes place. The department's accreditation occurs every 5 years. All board members were emailed the discussed documents in advance for their review. Assistant Director Carolina Vester began by going over the Leadership Succession Plan with the board and explained the processes being put in place in the event of staff turnover or staff promotions. The purpose of this plan is to provide the policies and tools to effectively plan for both short-term and long-term vacancies in the Department's Leadership for its essential & critical divisions. The plan also assists with identifying, developing, retaining, and training employees to fill leadership roles as they become available.

The next document that was reviewed with the Board was the General Security Plan. Carolina briefly summarized the contents of the security plan explaining that the purpose of this plan is to provide the outline and policies for the general security of all the Community Recreation facilities. The policies encompass the department as one, along with policies that are specific to each facility independently. These plans are not shared with the public to not make our facilities vulnerable to security incidents.

Carolina also briefly made mentions to smaller edits made to the existing Communications Plan and the existing Risk Management Plan, but they were not thoroughly reviewed with the board during the meeting.

Felix Pardo made a Motion of approval to accept all reports and plans needed in support of the department's accreditation. The plans include the Leadership Succession Plan, the Communications Plan, the General Security Plan, and the Risk Management Plan. This motion was second by Nancy Leslie. There was no discussion, all were in favor. Motion passed unanimously.

After the motion was passed, Felix Pardo spoke to staff explaining that he too has sat on many accreditation boards and understands the tedious process needed to meet the necessary standards. Felix recognizes the department's professionalism and sees that our staff knows what they are doing, so he had no reservations in making a motion approving these documents while endorsing staff's efforts on continuing to have our Parks accredited. This sentiment was also shared by Carlos Hernandez.

## **OLD BUSINESS**

### **I. Permitting for Special Events-Amendment to Sound & Staging**

### **II. Ponce Circle Park Conceptual Design- Proposed Barrier Fencing**

During our previous Board meeting in March, the Parks Advisory Board along with guest members from the Landscape Beatification Board were presented the conceptual design of Ponce Circle Park by Urban Robot Associates. The Parks Board made note of certain features of the design that they had concerns with and asked that the hired design firm take the board's suggestions of small edits to the design into consideration. The Board also asked that these suggestions be added to the April agenda for formal motion on the design and their considerations.

Item 1: Any vendor or special event that will require any kind of staging or sound amplification, must be required to provide a temporary/removeable sound suppression barrier to limit noise to the surrounding neighbors. By doing so, no permanent structures will be added that will take away from the esthetics of the park. The board is also asking for this item to added to any permitting that is required to have an event.

Felix Pardo made the motion that each vendor must take care of the sound annulation for their particular event that shall be removeable and it will be their responsibility in order to obtain any kind of permitting for their event to take place. This motion was second by Nancy Leslie.

Prior to voting, Nancy Leslie asked who regulates the permitting. Fred Couceyro let the board know that all special event permitting is ran through the Special Events division of the Community Recreation department and each application will be brought forth to a Special Events committee for approval. The day of each event, Code Enforcement is present.

Felix Pardo gave the suggestion that the City should offer a pre-approved vendor listing or have the City prepurchase the proper sound barriers needed for vendors to rent in order to give smaller organizations or events the opportunity to still have their event take place. It is Felix's fear that if we do not offer options that these smaller local events will be turned away.

All were in favor, motion passed unanimously.

Item 2: Both the Parks Advisory Board and the Landscape beautification Board have requested that a physical barrier be added to the permitter of

Ponce Circle Park to ensure the safety of the children or dogs using the park space.

Felix Pardo made the motion that it be required that a physical barrier, except for the openings into the park, be integrated and incorporated in to the landscaping where it is esthetically pleasing but still provides a physical barrier for protection specifically for children from the vehicular circulation around the park as supported by the landscape beautification board. Motion was second by Monica Segura.

Felix made note that the height of the barrier be left to the discretion of the design team and the specifications of the City. Carolina let the board know that since there are no designated play structures, there is no specific height or column spacing required by Park's standards.

### **III. Approvals on the Past Design Presentations**

- a. Granada Pro Shop
- b. Granada Shelters
- c. Pierce Park

Fred continued with the next set of agenda items by briefly going over the conceptual designs for the Granada Pro Shop, the Granada Golf Rain Shelters, and Pierce Park. However, both the Granada Pro Shop and the Granada Golf Rain Shelters will be going out for public review again with an additional redesign. Once the redesign has been received, the updates will be submitted to the board for approvals.

A motion was made by Felix Pardo to approve the presented conceptional deign of Granada Pro Shop. Nancy Leslie second the motion. No discussion was had, all voted in favor, motion passed unanimously.

A motion was made by Felix Pardo to approve the conceptual design of Pierce Park. Motion was second by Monica Segura. No discussion was had, all voted in favor, motion passed unanimously.

The board will defer the Granada Golf Rain Shelter item pending feedback from Parks and Recreation with new design plans.

### **IV. Board Member at Large Nominations**

Carlos Hernandez began this discussion by stating the current situation of the Parks Advisory board member positions and reviewing the term years with staff. The board is comprised of eight members all of which serve two-year terms with the maximum time able to serve per board is eight years. Carlos has asked staff to seek clarification of the Neighborhood Representative board position and the term length. The board requests a definition of the position, term length, and who is the official authority that elects to refill the position. Carolina will reach out to the City Clerk's office and the City's Legal Department for clarification.

Carlos Hernandez wanted to also have clarification on if he will be allowed to finish out his two-year appointment through his commissioner or since he has reached his 8th year will he need to leave the board. Carolina explained that Carlos will need to speak directly with his appointed commissioner to have the commission vote to allow for him to finish his term. The board is not allowed to vote on this continuance however the board made a motion of recommendation for Carlos to finish his term.

A motion of recommendation to retain Carlos Hernandez on the Parks Advisory board until the end of his appointed commissioner's term was made by Charlie Rua and was second by Monica Segura. No discussion was made, all voted in favor. Carlos Hernandez excused himself from the vote. Motion passed unanimously.

The Board continued conversation on how to be elected as Board-Member-at- Large and potential candidates that would be interested in joining the board. The Board also spoke about the importance of electing a new board-member-at-large position as soon as possible to be able to meet quorum following the April board meeting. There will be too many vacancies on the board to pass any motions until late Summer.

The Board member at large nomination will be differed to the May agenda.

## **DIRECTOR'S REPORT**

There was an elimination of emergency orders that lessens restrictions on businesses, restaurants, and recreation. We will be working with legal and the city manager's office to see what the next steps are going to be. In turn, summer camp is coming up, but certain restrictions will affect capacities and how many programs will be offered.

Capacities for the pool and tennis will also change for public operations. The date the manager's office has set for things to be back up running to full capacity will be June 14th. In preparation the city will be offering employees the opportunity to be vaccinated.

The department's Master plan will be completed soon and will be submitted to Commission for approval in the later meeting in May. The Master Plan will be shared with the Board when completed.

The City's Easter event took place and was a success with servicing almost 200 homes. These residents only smaller events seem to be doing well and will probably continue into the future event seasons. The annual 4th of July event is still pending.

The Director of Coaching position for soccer has been made unfrozen and staff have conducted interviews. They will be notifying the candidates of their section shortly. We hope to have a hybrid program where we do not completely lose the travel soccer component, but we will strongly focus on the development of the participant in the sport. Tryouts will occur in May, but staff are trying to recruit more volunteer coaches.

Budgeting has begun for the 2022 fiscal year. Capital improvements are going to be a focus for our smaller parks and staff hope these items will be funded.

## **DISCUSSION ITEMS**

### **ITEMS FROM THE SECRETARY**

The next meeting is scheduled for May 13th at 8am at the Adult Activity Center.

If there needs to be an emergency board meeting to select a new Board-member at large will be April 29th at 8am at the Adult Activity Center.

## **ADJOURNMENT**

**Meting adjourned at 9:35am**

### **NOTE**