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Chapter 2: Learning Objectives

1. Review the standards for Chapter 2 of the Agency Accreditation Process
2. Understand thoroughly the suggested evidence of compliance for CAPRA Accreditation
3. Review resources available to assist you in the achieving of compliance or implementing best practices in your agency



SEMINOLE COUNTY
FLORIDA'S NATURAL CHOICE



● Sanford

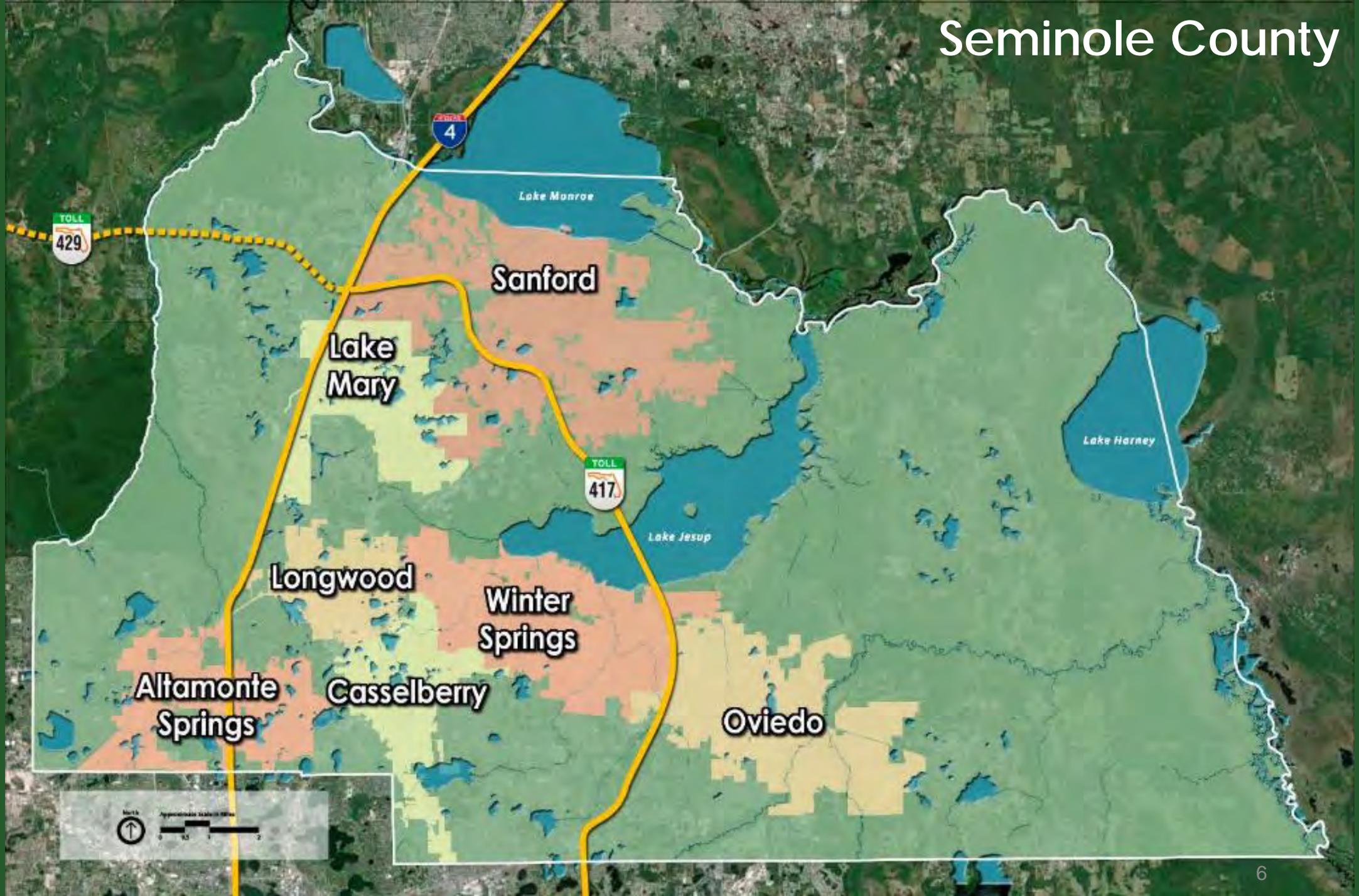
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Seminole County



Leisure Services Operations



6 Staffed Community/Regional Parks

11 Natural Lands Areas Open for Use

24 Unstaffed Parks & Trailheads

5 Library Branches

51 Miles of Paved Trails

60 Misc. County Facilities – Public Grounds

50 Miles of County Roadway Medians

Seminole County Leisure Services Department



Commission for Accreditation of Park and Recreation Agencies (**CAPRA**) accredits park and recreation agencies for excellence in operation and service

Evaluation on 154 Standards of Excellence

Seminole County's Agency Accreditation is one of:

- 183 Agencies Nationally
- 24 Agencies in Florida
- 8 Counties in Florida

2009
Accredited

2014
Re-accredited

2019
Re-accredited



Disclaimers & Helpful Hints

1. 2014 vs 2019 Standards - we show 2014 Standard examples;
2. Find similar agencies like you for resources;
3. NRPA Connect CAPRA Accreditation Community:
<https://connect.nrpa.org/home>
4. Get your entire agency involved – work with other departments/divisions;
5. Use your narrative to walk reviewer/anyone through your EOC
- don't make reviewers go hunt for your evidence;
6. "Suggested" means **Required!**

Chapter 2: Planning



- ▶ 11 Standards
- ▶ 4 Fundamental Standards ★
- ▶ Planning activities are essential to effective agency management
- ▶ The strength of the planning unit's leadership is a major ingredient in a productive and effective planning effort – staff and consultants
- ▶ Strategic planning is vital to high performing organizations
- ▶ The types of planning necessary to efficiently and effectively manage both day-to-day and long-term operations

Chapter 2: Planning



- 2.1 Overall Planning Function within Agency
- ★ 2.2 Involvement in Local Planning
- 2.3 Planning with Regional, State, and Federal Agencies
 - 2.3.1 Community Comprehensive Plan with Park and Recreation Component
- ★ 2.4 Park and Recreation System Master Plan Standard
- ★ 2.5 Strategic Plan
- 2.6 Feasibility Studies
- 2.7 Site Plans
- 2.8 Historical and Cultural Resource Management Plans
- ★ 2.9 Community Involvement
- 2.10 ADA Transition Plan

2.1 Overall Planning Function within Agency



Standard: The agency shall have planning functions with established responsibilities, including at least one staff member or consultant with planning capability.

Suggested Evidence of Compliance (EOC): Provide the responsibilities and functions of the planning entity. Provide resumes of training and experience for staff and/or consultants who have planning capabilities.

2.1- EOC 1: Development Services Director Resume- R. Hammock

2.1- EOC 2: Development Services Organizational Chart

2.1- EOC 3: Development Services Main webpage

2.1- EOC 4: Planning Division Main webpage

2.1- EOC 5: Greenways and Natural Lands Division Manager Resume – R. Durr



2.2 Involvement in Local Planning



Standard: The agency shall be involved in local planning, e.g., comprehensive planning, strategic planning, and capital improvement planning by reviewing development proposals, monitoring the decisions of planning and zoning boards or commissions and participating on task forces and committees that will impact parks and recreation services within the jurisdiction.

Suggested Evidence: *Demonstrate the role of the agency in local planning through personnel assignments and documentation of involvement, e.g., minutes, agendas, and cooperative agreements.*

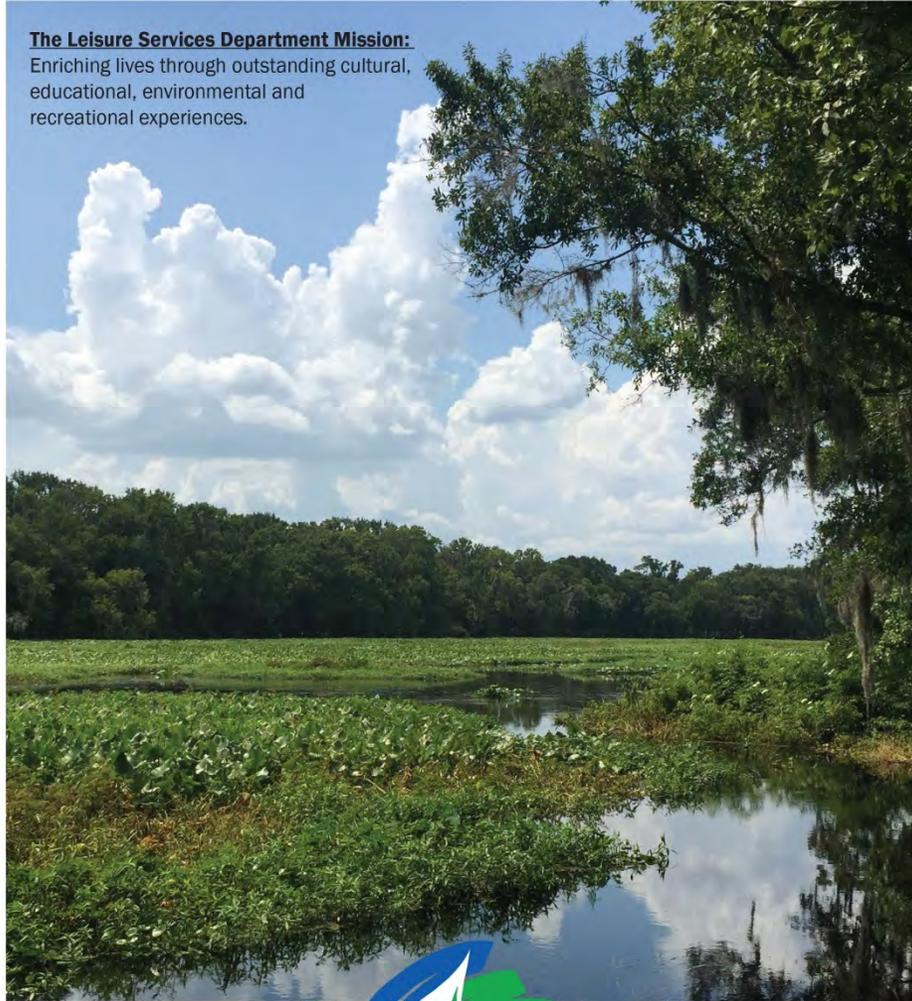
2.2- EOC 1: Seminole County Leisure Services Master Plan, Needs Assessment, page 15

2.2- EOC 2: Email regarding involvement with comprehensive plan update to Recreation and Open Space

2.2- EOC 3: Resume of Greenways and Natural Lands Division Manger showing Planning background

The Leisure Services Department Mission:

Enriching lives through outstanding cultural, educational, environmental and recreational experiences.



**Leisure Services Department
2018 Master Plan Update**

2018 Needs and Opportunities Assessment

Updating the existing Leisure Services inventory and existing conditions assessment was required to understand which facilities require updating. To assist in this effort, an evaluation matrix for County Staff to utilize was developed.

The main organization of the matrices were derived specifically from the Department's Goals and Objectives. Facility types and features were then categorized by those Goals and Objectives specific to each facility, program and/or amenity. Each facility or characteristic was then evaluated by County Staff and an entry was made in the matrix relative to the condition, specific need or applicability of each.

The evaluation criteria utilized for this process included the following:

1. Identified public safety issues
2. Inventory deficiency
3. Regulatory or Land Management need
4. Existing master plans or management plans
5. Included in existing needs analysis
6. Current CIPs
7. Need based on existing agreements or partnerships
8. Input from PPAC and volunteers
9. Recognized economic opportunity
10. Staff knowledge and recognition of needs and opportunities

The completed evaluation matrices are included in Section 3 of this document.

2.2 Suggested Evidence (continued):

2.2- EOC 4: Community Wildfire Protection Plan involvement email sign in sheet with Leisure Service Staff in attendance

2.2- EOC 5: Community Wildfire Protection Plan

2.2- EOC 6: River Crossing Project Planning Comments from Leisure Services Staff

2.2- EOC 7: Penny Sales Tax and Trail Improvement Information

2.2- EOC 8: Memo of Involvement in Countywide Sandbag Operations

2.2- EOC 9: Rolling Hills Public Meeting Presentation



Leisure Services Department

Comments regarding the River Cross Project – May 16, 2018

Parks, Recreation and Trails

Benefits:

The proposed development includes developed recreation areas utilizing the Comprehensive Plan's Level of Service calculations. The Conceptual Master Plan delineates active and passive recreation areas, named 'Park', 'Amphitheater', 'Splash Pad', 'Community Center', 'Canoe/Kayak Portage Launch', 'Trail and Buffer', and 'Unpaved Wetland Trail'. These facilities will be of great benefit for the future residents of the River Cross development and for meeting their general, passive recreation needs.

A loop trail system for the development – combined with an adherence to the 'complete streets' concept for roadway development - should ensure the safety of pedestrians and cyclists within the proposed community.

Possible Impacts:

1. Recreation opportunities for active sports – such as field sports and court sports – are not sufficient in this area of the County to accommodate the likely demand from future residents of this proposed community. The nearest County Park to this proposed project is Lake Mills Park, 1.2 mile driving distance away from an entrance depicted on the Conceptual Master Plan at the intersection of Crooked Oak Road and CR 419. Lake Mills Park encompasses 41.3 acres of developed and passive park space, but currently does not include active sports fields. The park however does have sufficient space (3.84 Acre undeveloped parcel) to accommodate an expansion.
2. Pedestrian connections off site down McCullough Road, then further north on Old Lockwood Road and on CR 419 are either minimal or non-existent. Pedestrian connections to local schools, recreation facilities and regional trails are problematic using the existing facilities within the public right of ways.

If approved the following conditions may be appropriate:

1. Development standards for the proposed passive park facilities, such as playgrounds, pavilions, etc.
2. Meeting the future need for sports fields by participating in the expansion of Lake Mills Park, including the design and construction of multi-use sports fields for the local service area.
3. Development of bicycle lanes and wide sidewalks/trails on McCullough Road, Old Lockwood Road and CR 419 to create local and regional connections to nearby existing recreation facilities, wilderness areas, schools and trails. A connection to the County's Flagler Trail is possible by linking the proposed River Cross development with new facilities of CR 419 up to Lake Mills Park.



Welcome To The Rolling Hills Information Meeting

October 23, 2018

Welcome & Introductions

- ▶ Phase I – Current Activities
- ▶ Phase II – Florida Communities Trust (FCT) Required Park Development
- ▶ Phase III – The Future

Questions, Input & Comments

Timeline of Initial Events

Closed on Property	9:30 am Friday, August 31
Secured Signs, Tee Markers, Locks, etc.	Friday, August 31
Mowing Begins	Friday, August 31
Begin “Unwrapping” Structures	Tuesday, Sept. 4
Dead Tree Removal / Safety Issues	Tuesday, Sept. 4

2.3 Planning with Regional, State, and Federal Agencies



Standard: The agency shall have a working relationship with the regional, state, and federal agencies to ensure the coordination of planning efforts that affect the delivery of parks and recreation services within the jurisdiction.

Suggested Evidence of Compliance: *Define the role of agency personnel and documentation of involvement (minutes, agendas, cooperative agreements) in regional, state, and federal agencies planning.*

2.3- EOC 1: Seminole County Leisure Services Staff Role in Planning Overview

2.3- EOC 2: Trails Ownership and Maintenance Status Summary

2.3- EOC 3: Community Wildfire Protection Plan

2.3- EOC 4: Agreement with Florida Forest Service for timber harvesting and land restoration

Seminole County Leisure Services Role in Planning

Director of Leisure Services

- Provides overall management of Leisure Services Department-related planning issues.
- Develops department goals, objectives, policies and procedures
- Report events and activities to County Management and the Board of County Commissioners
- Evaluates planning-related issues and applicability to department projects, seeks assistance from the Planning and Development Division as needed.
- Schedules and conducts meetings with advisory boards and elected officials.
- Assembles and evaluates data, information, and maps related to community growth to coordinate project design and construction elements with user groups, other city departments, agencies, and the general public.
- Identifies community problems, issues, and opportunities that could be mitigated through appropriate community planning.
- Oversees the work of all consultants and provides direction as required.

Parks and Recreation Division Manager

- Provides overall management of Parks and Recreation Division-related planning issues.
- Prepares reports on operations and activities, recommending improvements and modifications.
- Participates in budget preparation and administration, monitors and controls expenditures.
- Provides planning assistance on varied recreation and open space projects.
- Writes and presents formal and technical reports, working papers, and correspondence.
- Prepares master plans and construction cost estimates for park development projects.
- Reviews contract bids; assist in the selection of outside consultants and contractors; oversee outside contractors to ensure compliance.

Greenways and Natural Lands Division Manager

- Provides overall management of Greenways and Natural Lands Division-related planning issues.
- Oversees specialized planning functions such as large-scale new development proposals and technical studies.
- Assesses the feasibility of greenway projects and identifies necessary changes.
- Prepares graphic and narrative reports on greenways data, including land area maps overlaid with geographic variables.
- Advises Parks and Recreation staff on greenways project feasibility, cost-effectiveness, regulatory conformance, and possible alternatives.
- Prepares program statements and preliminary and conceptual designs for the development or renovation of various projects.
- Works with contractors, reviews drawings and specifications of construction projects.
- Effectively incorporates park planning, landscape architecture and construction design principles and practices into park design and development plans.

Special Projects Program Manager

- Serves as the Department liaison and performs all necessary functions in support of the planning function within Leisure Services.
- Directs or assists in project development.
- Collects a variety of statistical data.
- Develops and maintains tracking systems, hard copy files and digital records.
- Prepares maps, charts and tables of broad complexity.
- Attends meetings and assisting other staff as appropriate.
- Evaluates existing parks, defines deficiencies for improvements to facilities.

Natural Lands Program Manager

- Serves as Natural Lands liaison and performs all necessary functions in support of the planning function within Leisure Services.
- Updates the Natural Lands portion of the Comprehensive Plan.
- Schedules and conducts prescribed burns.
- Develops, maintains and updates all wilderness area management plans.
- Directs or assists in project development.
- Prepares maps, charts and tables of broad complexity.
- Attends meetings and assisting other staff as appropriate.

Director of Development Services

- Develops, recommends, and implements operating policies, procedures, and programs to affect the efficient and effective operations of the Planning Division.
- Initiates regular communication with Team Leaders and delegation of appropriate work assignments. Supervises and serves as technical advisor to subordinate professional planners and technical personnel on respective work methods. Reviews objectives, techniques of execution and results of findings; performs project management and coordination.
- Initiates and effectively recommends for final approval by the department director, hiring, terminations, performance evaluations, disciplinary, and/or commendatory actions for assigned personnel.
- Initiates programs and procedures necessary to implement comprehensive and current planning necessary to comply with state and county ordinances. Recommends the establishment, abolition, or revision of ordinances, rules, regulations, and capital improvement schedules as related to planning and general county activities.
- Maintains effective public relations with other departments, state agencies, cities and public in general. Responsible for written and oral presentations and reports for Board of County Commissioners, Planning and Zoning Commission, Board of Adjustment meetings and Code Enforcement Board, when necessary, which include the gathering of planning, legal and engineering data, preparing special reports, general meeting preparation and public contacts.
- Prepares and presents the division's annual budget and assures continued adherence to the parameters of the adopted budget.
- Confers and coordinates with civic leaders, government officials, industrials, educators, financiers and citizens in order to ascertain factual basis for planning projects and studies.
- Interpretations of the Land Development Code and/or Comprehensive Plan. Meetings with customers on technical/contentious planning issues, attendance at the Development Review Committee meetings. Oversee numerous processes related to land use and zoning changes. Serves as liaison between Division, Department and Board of County Commission Board.

2.3 Suggested Evidence (continued):

2.3- EOC 5: Spring Hammock Lease Agreement with State of FL and DONR

2.3- EOC 6: 2013 Master Plan identifying involvement with regional partners for planning, page 3

2.3- EOC 7: 2018 Leisure Services Master Plan, involvement with regional partners, page 23

2.3- EOC 8: Seminole County Administrative Code- 28.10 Boater Improvement Program, (C) Administration

2.3- EOC 9: Leisure Services Boater Improvement Procedures

2.3- EOC 10: Boater Improvement Program PPAC Meeting Agenda

2.3- EOC 11: Rolling Hills Part I Request for Consideration

2.3- EOC 12: Rolling Hills Part II Request for Consideration

2.3- EOC 13: Approval of Land Swap for Rolling Hills with FDEP

2.3- EOC 14: Rolling Hills Public Meeting Presentation



SECTION 28. LEISURE SERVICES DEPARTMENT

28.10 BOATING IMPROVEMENT PROGRAM

A. PURPOSE. To establish the Seminole County Boating Improvement Program ("BIP")

B. VESSEL REGISTRATION FEES

(1) In accordance with Section 328.72(15), Florida Statutes, vessel registration fees are collected by the Florida Department of Highway Safety and Motor Vehicles ("FDHSMV") and deposited in the Marine Resources Conservation Trust Fund for distribution to counties.

(2) Seminole County ("County") shall receive vessel registration fees from all vessels registered in Seminole County. Vessel registration fees collected during the preceding fiscal year shall be forwarded to the County by FDHSMV each July. The County shall deposit said fees into an account designated for the BIP which shall be monitored by the County's Leisure Services Department ("Department").



C. ADMINISTRATION

(1) The Seminole County Board of County Commissioners ("Board") may utilize BIP funds for eligible County projects or, at its sole discretion, may authorize the use of BIP funds by municipal governments within the County for eligible municipal projects. The authorization for the use of BIP funds by municipal governments within the County shall not exceed one-half of the County's annual allocation with at least one-half being reserved for County projects. If there are no applications submitted that meet the requirements of the BIP, funds will revert back for use on County projects. The BIP shall be administered by the Board, through the Department, with review and recommendations by the County's Parks and Preservation Advisory Committee ("Advisory Committee"). The Department is authorized to develop procedures and forms as may be required to implement the program. Projects will be prioritized and recommended to the Board by the Advisory Committee.



**Consideration of Recipient's Request
For Land Exchanges
Rule 62-818.016 F.A.C.**

PART I

FCT Project Number 03-055-FF3
Jetta Point Park



Submitted By:
Seminole County
October 7, 2016

2.3.1 Community Comprehensive Plan with Park and Recreation Component



Standard: The jurisdiction with land use authority within which the agency operates shall have a comprehensive plan adopted by the governing authority that dictates public policy in terms of transportation, utilities, public facilities, land use, recreation, and housing. In some jurisdictions the comprehensive plan is called the general plan or the land use plan. Zoning for the jurisdiction is based upon the comprehensive plan. To meet this standard, the comprehensive plan shall have a park and/or recreation component that discusses how the jurisdiction intends to meet the needs for parkland and public recreation facilities in concert with other land use priorities.

Suggested Evidence of Compliance: *Provide the current plan, with date of official approval.*

2.3.1- EOC 1: SC Comprehensive Plan, Parts 1-5

2.3.1- EOC 2: Date of official approval

2.3.1- EOC 3: Recreation and Open Space Element

2.3.1- EOC 4: Rec-Open-Space- Exhibits

RECREATION AND OPEN SPACE ELEMENT

- Introduction
- Issues and Concerns
- Goals, Objectives and Policies
- Exhibits



RECREATION AND OPEN SPACE



Seminole County Comprehensive Plan Element

Seminole County Comprehensive Plan

OVERVIEW

The Board of County Commissioners adopted a major update of the Seminole County Comprehensive Plan (the "Plan") on December 9, 2008. The update affected all Plan Elements, deleting five (5) Elements.

Required Elements

- Capital Improvements (CIE)
- Conservation (CON)
- Drainage (DRG)
- Future Land Use (FLU)
- Housing (HSG)
- Intergovernmental Coordination (IGC)
- Potable Water (POT)
- Public School Facilities (PSF)
- Recreation and Open Space (REC)
- Sanitary Sewer (SAN)
- Solid Waste (SOL)
- Transportation (TRA) (including: Mass Transit, Ports, Aviation & Related Facilities, and Traffic Circulation)

Optional Elements

- Implementation (IMP)
- Introduction (INT)

Repealed Elements

- Design
- Economic
- Energy
- Library Services
- Public Safety

In addition to the name change, the Plan reflects a new look and enhanced accessibility. This update is based on the findings of the 2006 Seminole County Evaluation and Appraisal Report, reflecting changes in local circumstances, changes in state law, and other changes in support of important community goals. Included in this Plan update are numerous policies that are intended to implement the themes of the Central Florida Regional Growth Vision (How Shall We Grow?) initiative.

- Overview and Table of Contents iii
- List of Element Exhibits – Maps, Tables, Charts, and Figures vii
- Amendment History Table of Contents xi
- Acknowledgements xvii
- Adoption Ordinances xix



2.4 Park and Recreation System Master Plan Standard



Standard: The agency shall have a comprehensive park and recreation system plan that provides recommendations for provision of facilities, programs and services; parkland acquisition and development; maintenance and operations; and administration and management. The plan shall be officially adopted by the policy-making body, updated periodically and linked with a capital improvement budget and a phased development program. The system master plan shall implement policies adopted in the comprehensive plan for the jurisdiction. Interested and 14 affected agencies, organizations, and groups shall be engaged in the planning process.

Suggested Evidence of Compliance: *Provide the current plan with documentation of official approval; describe update process; and describe a phased implementation program with linkage to the agency's capital improvement budget. The system master plan shall include: a. Agency mission (1.4); b. Agency objectives(1.4.1); c. Recreation and leisure trends analysis (10.5.1); d. Needs assessment (10.4); e. Community inventory (10.5.2); and f. Level of service standards (10.3.1).*

2.4 Suggested Evidence (continued):

2.4- EOC 1: Seminole County Leisure Services Master Plan

2.4- EOC 2: Seminole County Master Plan Executive Summary

2.4- EOC 3: 10-23-2018 Clerk and Comptrollers Notes showing acceptance of Master Plan by Board of County Commissioners

2.4- EOC 4: Seminole County Leisure Services Master Plan, Agency Mission Statement, page 6

2.4- EOC 5: Seminole County Leisure Services Master Plan, Agency Objectives, page 6

2.4- EOC 6: Seminole County Leisure Services Master Plan, Recreation and Leisure Trend Analysis, page 19

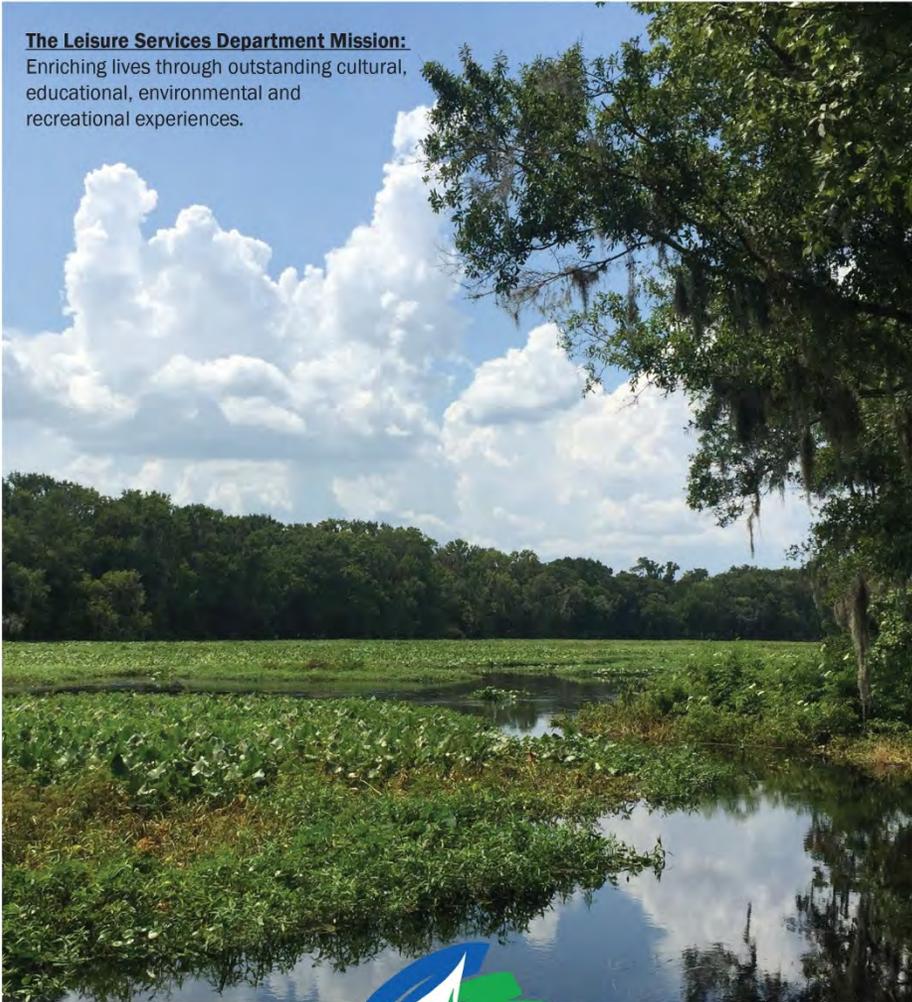
2.4- EOC 7: Seminole County Leisure Services Master Plan, Needs Assessment, pages 15, 158- 163

2.4- EOC 8: Seminole County Leisure Services Master Plan, Community Inventory, page 25

2.4- EOC 9: Seminole County Leisure Services Master Plan, Level of Service Standard, pages 25, 27, 37, 59, 81, 93, 107, 133

The Leisure Services Department Mission:

Enriching lives through outstanding cultural, educational, environmental and recreational experiences.



SEMINOLE COUNTY
FLORIDA'S NATURAL CHOICE

**Leisure Services Department
2018 Master Plan Update**

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■ Section 3: Supporting Documents

• Completed Inventory and Assessment Matrices	
• FY 2018/2019 Capital Improvements Plan and Cost Estimates	
• FY 2018/2019 Operational Costs Plan and Cost Estimates	
• PPAC Prioritization of Future Trails Projects	

18. Approve the plat for the Strive at Fern Park subdivision containing two (2) lots on 6.65 acres zoned C-2 (Retail Commercial), located on the east side of South U.S. Highway 17-92, south of Prairie Lake Drive; Estapona Senior Living, LLC, Applicant. (2018-0770)

Environmental Services

Solid Waste Management

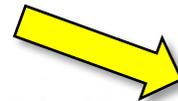
19. Approve the renewal of the Non-Exclusive Franchise Agreements for Commercial Solid Waste Collection Services with Republic Services of Florida from October 23, 2018, to September 30, 2019. (2018-1037)

Leisure Services

Greenways and Natural Lands

20. Accept the 2018 Leisure Services Master Plan Update as a working document for use in the future planning of capital and operational projects to meet current and future County needs. (2018-1010)

Page 2 of 4



10/23/18 BCC

Clerk & Comptroller's Notes

Public Works

Engineering

21. Approve and authorize the Chairman to execute



2.5 Strategic Plan



Standard: An agency shall have a strategic plan, approved by the approving authority, stating how the agency will achieve its mission, goals, and objectives over an extended period of time, typically three to five years. The strategic plan shall be reviewed annually. The goals and objectives of the plan shall be measurable to demonstrate progress and results. The strategic plan shall support the priorities and initiatives of the whole organization. The strategic plan is a tool to implement the Parks and Recreation System Master Plan.

Suggested Evidence of Compliance: *Provide the agency's strategic plan, date of approval by approving authority, evidence of last review, and indicate progress being made in implementing the plan.*

2.5 Suggested Evidence (continued):

2.5- EOC 1: Seminole County Leisure Services Strategic Plan 2018-2023

2.5- EOC 2: 2018-2019 Annual Budget, evidence of authority for the department to implement a strategic plan, page 259

2.5- EOC 3: Leadership Team Meeting 10.3.18, discussion and approval of Strategic Plan by Seminole County Leisure Services Leadership Team and Department Director

2.5- EOC 4: Seminole County Leisure Services Strategic Plan 2018-2023, approval by Leisure Services Director, page 3

2.5- EOC 5: Screenshot of SharePoint site showing Strategic Plan is available to all employees

2.5- EOC 6: Goals 2018 & Beyond

2.5- EOC 7: Seminole County Leisure Services Strategic Plan 2018-2023, Performance Measurement Process for the future years, pages 12-16

2.5- EOC 8: Leisure Services Key Performance Reporting Indicators, evidence of implementation of Strategic Plan

2.5- EOC 9: FY18-19 1st Quarter KPI Summary Report

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Performance Measurement Goal #1

Community Building and Social Equity

	Objective	Performance Measurement Annual Recap				
		Nov 2019	Nov 2020	Nov 2021	Nov 2022	Nov 2023
#1	<p><i>Ensure that the community has access to the benefits of local parks, trails, libraries, extension, and natural lands experiences and opportunities.</i></p> <ul style="list-style-type: none"> • Performance Measure: # of programs offered. • Performance Measure: # of program participants. • Performance Measure: # of Library Registered Borrowers • Performance Measure: # of Virtual Library Visits (Catalog and Library Webpage) 					
#2	<p><i>Increase community engagement to parks, trails, libraries and extension services through volunteerism and social connections.</i></p> <ul style="list-style-type: none"> • Performance Measure: # of volunteer hours. • Performance Measure: # of visitors to Seminole County Leisure Services Department webpage and Facebook. 					
#3	<p><i>Increase community awareness of program and service offerings to underserved populations and help them feel connected.</i></p> <ul style="list-style-type: none"> • Performance Measure: # of "Scholarship Seminole" scholarships awarded. • Performance Measure: # of families served through expanded food and nutrition education program. 					



SEMINOLE COUNTY LEISURE SERVICES STRATEGIC PLAN

2018-2023

Approved October 1, 2018

2.6 Feasibility Studies



Standard: Studies shall be conducted to determine the feasibility of proposed facilities.

Suggested Evidence of Compliance: *Provide examples of recent feasibility studies such as market, cost benefit, site, transportation, environmental and economic analyses.*

2.6- EOC 1: Seminole County Sports Complex Phase I: Baseball Complex

2.6- EOC 2: Seminole County Sports Complex Phase II Report: Baseball Complex Event Plans and Financials

2.6- EOC 3: Soldiers Creek Environmental Study

2.6- EOC 4: Seminole County Sports Complex Phase III Report: Field Houses

SEMINOLE COUNTY SPORTS COMPLEX



PHASE III REPORT: FIELDHOUSES

FOR THE
SEMINOLE COUNTY LEISURE SERVICES DEPARTMENT
AND THE
SEMINOLE COUNTY CONVENTION & VISITORS BUREAU



MARCH 19, 2014



2.6 Suggested Evidence (continued):

2.6- EOC 5: Phase III Indoor Facilities Presentation

2.6- EOC 6: Seminole County Field House Conceptual Site Plan

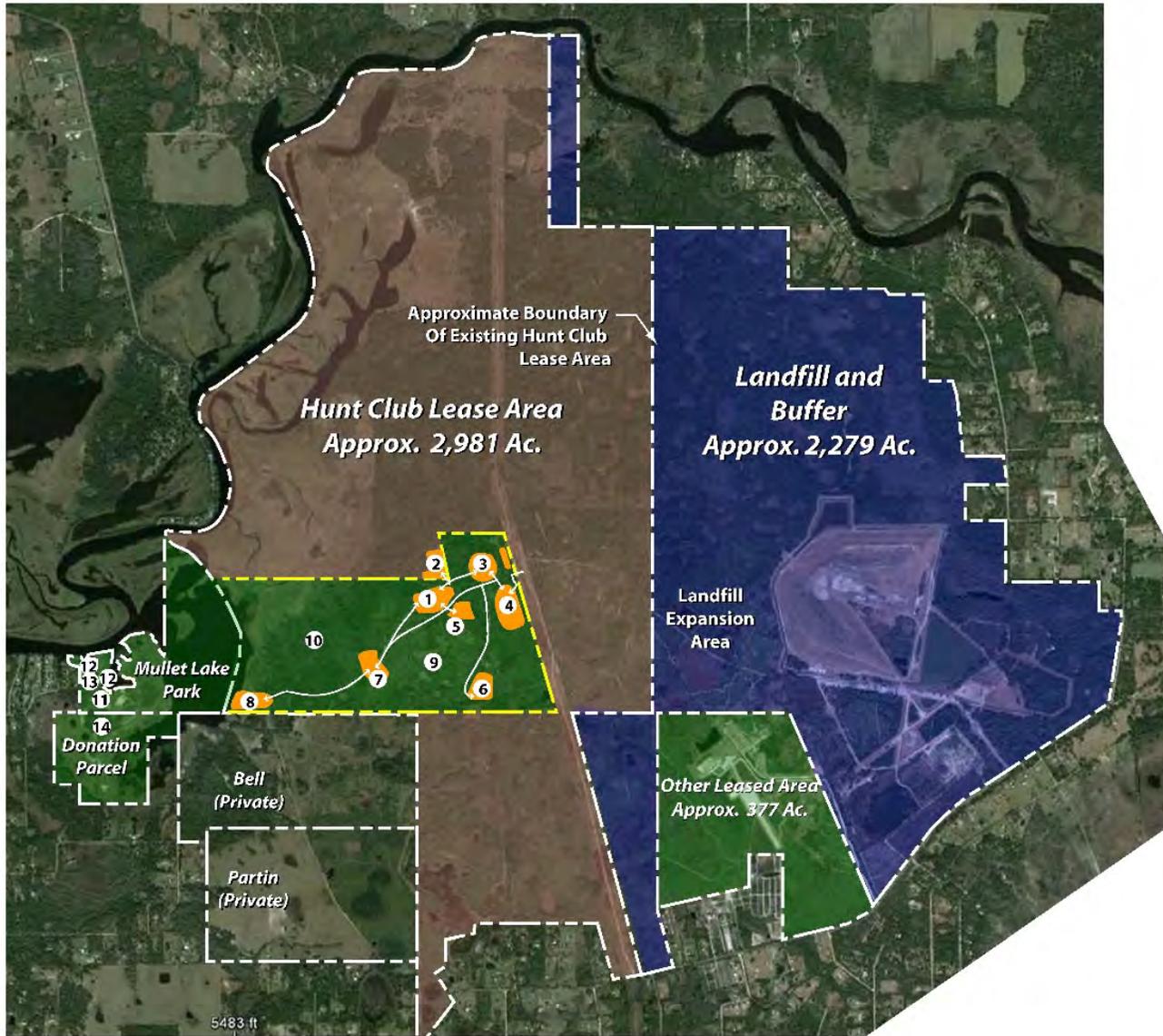
2.6- EOC 7: Seminole County Youth Conservation Center Concept Plan

2.6- EOC 8: Rolling Hills Study

2.6- EOC 9: Spring Hammock Preserve Study

2.6- EOC 10: Upsala Conceptual Plan for potential Mountain Bike Trails

2.6- EOC 11: Seminole County Parks Inventory 2018



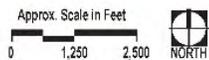
LEGEND

Youth Conservation Center

- ① Outdoor/Indoor Classrooms
- ② Shooting Sports Area
- ③ Lodging/Residences
- ④ Parking RV Sites
- ⑤ Outdoor Classrooms
- ⑥ Primitive Camping
- ⑦ Wetlands Study
- ⑧ Fishing/Canoeing
- ⑨ Restoration / Hiking Trails
- ⑩ Floodplain Hiking Trails

Mullet Lake Park

- ⑪ Primitive Camping
- ⑫ Boat Launches
- ⑬ Restrooms
- ⑭ Expansion Area



SCYCC Concept Plan

Proposed Facility
October 30, 2013

Destination Trails at Upsala Property



2.7 Site Plans



Standard: There shall be site plans to guide the use of existing and the development of future areas and facilities. A site plan is a depiction of a park site of that is drawn to scale and delineates features such as building and facility locations, roads and trails, use areas and utility.

Suggested Evidence of Compliance: *Provide a representative sampling of the agency's area and facility site plans.*

2.7- EOC 1: Seminole County Sports Complex Site Plan

2.7- EOC 2: Soldiers Creek Park Site Plan

2.7- EOC 3: Seminole County Wilderness Area Site Plan

2.7- EOC 4: Sylvan Lake Park Site Plan

DRG. NUMBER	DRG. TITLE
1000000000	MECHANICAL ATTIC
DATE	SCALE
11/15/02	AS SHOWN
DESIGNED BY	CHECKED BY
J.P.K.	S.K.
DRAWN BY	DATE
J.P.K.	11/15/02
SCALE	SCALE
AS SHOWN	AS SHOWN

SEMINOLE COUNTY SPORT TRAINING FACILITY

LAKE SYLVAN PARK
SEMINOLE COUNTY, FLORIDA

DATE: 15 NOV 2002
DRAWN BY: J.P.K.
CHECKED BY: S.K.
PROJECT NO: 0204075C

DATE: 15 NOV 2002
NO. OF DOCUMENTS

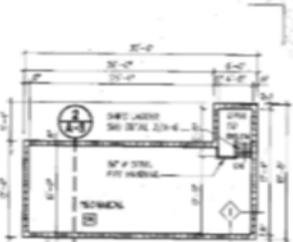
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PARTITION AND WALL LEGEND

SYMBOL	DESCRIPTION
◆	1/2" x 1/2" x 1/2" GYPSUM BOARD ON ONE SIDE, METAL STUDS @ 16" O.C.
◆	1/2" x 1/2" x 1/2" GYPSUM BOARD ON BOTH SIDES, METAL STUDS @ 16" O.C.
◆	1/2" x 1/2" x 1/2" GYPSUM BOARD ON ONE SIDE, METAL STUDS @ 16" O.C. WITH 1/2" GYPSUM BOARD ON THE OTHER SIDE.
◆	1/2" x 1/2" x 1/2" GYPSUM BOARD ON ONE SIDE, METAL STUDS @ 16" O.C. WITH 1/2" GYPSUM BOARD ON THE OTHER SIDE AND 1/2" GYPSUM BOARD ON THE INSIDE.
◆	1/2" x 1/2" x 1/2" GYPSUM BOARD ON ONE SIDE, METAL STUDS @ 16" O.C. WITH 1/2" GYPSUM BOARD ON THE OTHER SIDE AND 1/2" GYPSUM BOARD ON THE INSIDE AND 1/2" GYPSUM BOARD ON THE OUTSIDE.
◆	1/2" x 1/2" x 1/2" GYPSUM BOARD ON ONE SIDE, METAL STUDS @ 16" O.C. WITH 1/2" GYPSUM BOARD ON THE OTHER SIDE AND 1/2" GYPSUM BOARD ON THE INSIDE AND 1/2" GYPSUM BOARD ON THE OUTSIDE AND 1/2" GYPSUM BOARD ON THE INSIDE AND 1/2" GYPSUM BOARD ON THE OUTSIDE.
◆	1/2" x 1/2" x 1/2" GYPSUM BOARD ON ONE SIDE, METAL STUDS @ 16" O.C. WITH 1/2" GYPSUM BOARD ON THE OTHER SIDE AND 1/2" GYPSUM BOARD ON THE INSIDE AND 1/2" GYPSUM BOARD ON THE OUTSIDE AND 1/2" GYPSUM BOARD ON THE INSIDE AND 1/2" GYPSUM BOARD ON THE OUTSIDE AND 1/2" GYPSUM BOARD ON THE INSIDE AND 1/2" GYPSUM BOARD ON THE OUTSIDE.

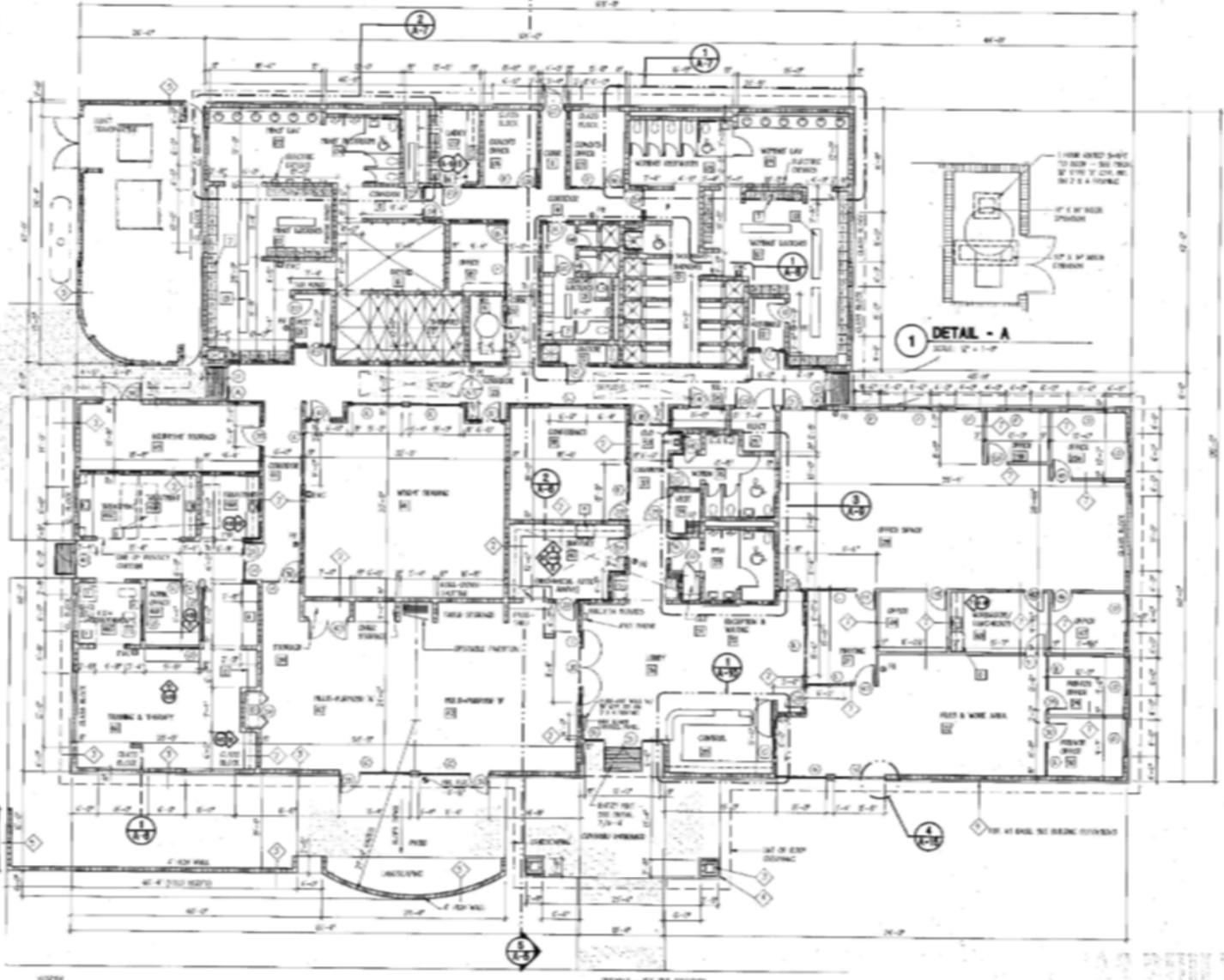
PARTITION RATING LEGEND

—	NON-RATED PARTITION
—	1-HR. FIRE-RATED PARTITION
—	2-HR. FIRE-RATED PARTITION



EQUIPMENT SCHEDULE

1	ROOFING - 30 GA. GALVALUM
2	ROOFING - 22 GA. GALVALUM
3	ROOFING - 18 GA. GALVALUM
4	ROOFING - 14 GA. GALVALUM
5	ROOFING - 12 GA. GALVALUM
6	ROOFING - 10 GA. GALVALUM
7	ROOFING - 8 GA. GALVALUM
8	ROOFING - 6 GA. GALVALUM
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NO. 1000000000
11/15/02

FLOOR PLAN
SCALE: 1/4" = 1'-0"

SEE SHEET A-9 FOR FIRST FLOOR FINISH SCHEDULE

2.7 Suggested Evidence (continued):

2.7- EOC 5: Sunland Park Site Plan

2.7- EOC 6: Lake Harney Site Plan

2.7- EOC 7: Wilsons Landing Site Plan

2.7- EOC 8: Spring Hammock Proposed Site Plan

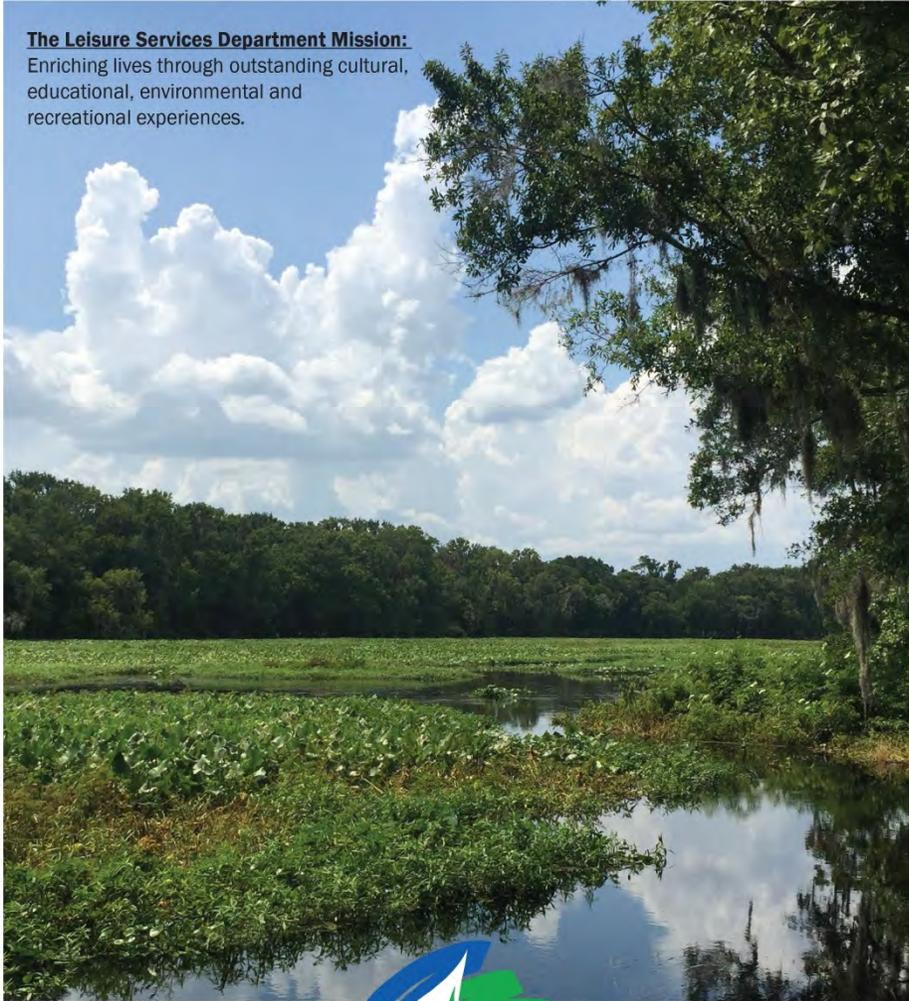
2.7- EOC 9: Florida Youth Conservation Center Proposed Plan

2.7- EOC 10: Seminole County Leisure Services Master Plan

2.7- EOC 11: Photo of Resource Area where Site Plans are stored

The Leisure Services Department Mission:

Enriching lives through outstanding cultural, educational, environmental and recreational experiences.



SEMINOLE COUNTY
FLORIDA'S NATURAL CHOICE

Leisure Services Department
2018 Master Plan Update



Mullet Lake Community Park

FACILITY PROFILE

Type:
Community Park

Location:
2368 Mullet Lake Park Rd.
Geneva

Park Size:
55.4 Acres

Park Opened:
Pre-1973 (boat ramp)

- Existing Major Park Elements:**
- Boat Ramp w/ Floating Dock
 - Airboat Launch
 - Bank Fishing
 - Pavilions
 - Walking Paths
 - Restroom Building w/Shower
 - Camp Sites
 - Open Space
 - Access to Waterfront

NEEDS & OPPORTUNITIES

- Operational Budget Needs**
Renovation/Replacements:
- Facility Sign Package
 - Drinking Fountain
 - Renovate Restrooms

- Additions/Opportunities:**
- Bicycle Parking Racks
 - Establish Canoe/Kayak Launch
 - Add Rain Shelter to Camp Site

Estimated
Operational Budget Costs:
\$20,536

Funding Sources:
General Fund - Maintenance

- Capital Improvements Plan**
Renovation/Replacement Needs:
- Site/Parking Lot Lighting Replacement

Additions/Opportunities:

- None

Estimated
Capital Improvements Costs:
\$34,688

Funding Sources:
Boater Improvement Fund

2.8 Historical and Cultural Resource Management Plans



Standard: Historical and cultural plans include an inventory of historical, cultural resources and strategies for how they will be managed. These resources may be addressed as part of the jurisdiction's comprehensive plan or the agency's park and recreation system master plan.

Suggested Evidence of Compliance: *Provide the historical and cultural plan(s).*

2.8- EOC 1: Historical and Cultural Resource Management Plan for Museum of Seminole County

2.8- EOC 2: Procedures for Collections, Acquisition and Accession

2.8- EOC 3: Historical Marker Policy

2.8- EOC 4: Marker Submission Guidelines

2.8- EOC 5: Historical Markers and Sites

2.8- EOC 6: Email from Museum Coordinator regarding inventory storage

2.8- EOC 7: Museum Inventory of Collection 2.19

2.8- EOC 8: Senator Management Plan

2.8- EOC 9: Combined Master Plan

HISTORICAL & CULTURAL COLLECTIONS MANAGEMENT PLAN

Museum of Seminole County History
Updated: January 22, 2019

Museum of Seminole County History Collections Management Plan

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**SEMINOLE COUNTY
LEISURE SERVICES DEPARTMENT
ADMINISTRATIVE POLICIES AND
PROCEDURES MANUAL**

Procedure #:	11.21	Eff. Date:	14-Feb-18
Section:	Parks and Recreation	Revision:	
Topic:	Historical Marker Policy		

DEPARTMENT POLICY:

These procedures are hereby enacted for the proposal, approval, installation, and maintenance of historical markers in Seminole County by and through the Historical Commission, to be followed by the Historical Commission and Historical Marker Subcommittee from marker request through board approval and implementation.

DEPARTMENT BUSINESS RULES:

- Written request submitted to Historical Commission for review.
- If approved by Historical Commission; submission will be sent for approval as a board agenda item.
- Once approved, marker is to be installed and maintained by County Staff.

PROCEDURES:

1. The Historical Commission receives a request for a marker for a historic site from someone representing a historical society, community association, or other historically interested group, or one of the Historical Commissioners recommends such for a known historic site. This request is submitted in the form of a formal, written application. This written application will include proposed text for the marker.
2. The site must meet certain criteria for consideration, included as sections within the application:
 - a. Site must have significant historical reference to Seminole County, places within the county, or persons impacting county history.
 - b. Historical information associated with proposed site must be verifiable through previous written documentation, with preference given to published sources. Oral history alone is not enough to constitute prior documentation.
 - c. Site must have a designated area of public property with public access, and must be located within Seminole County.
 - d. The Commission will consider the site's proximity to other markers or sites which tell a similar story.
3. The Historical Marker Subcommittee and County staff will research and verify all information for accuracy, and will revise if necessary for historicity and to make certain guidelines for word count are met.
4. The finalized copy of the Historical Marker Text and complete application moves through to the full Historical Commission for approval.

5. The approved document is submitted as an Agenda item through Parks and Recreation Division Manager for Board of County Commission final review and approval on the Consent Agenda.
6. Marker may be purchased with funds acquired through private donation, a historical society or sponsor contribution, operational budget funding, or any combination of these sources.
7. Greenways Natural Lands staff will confirm with Division Manager the exact location of the approved marker, and schedule the installation with the GNL projects team. Upon installation ownership of the Historic Markers reverts to Seminole County and does not remain with any donors, sponsors, or other claimants.
8. The Historical Markers are catalogued by the Historical Commission Subcommittee in a digital file format and will be updated as needed with the County's Historical Museum Supervisor. This catalogue should include:
 - a. Origination Date
 - b. Location Name and Address
 - c. Marker Placement Position
 - d. Applicant Information with Application Reference Number
 - e. Additional Comments
9. Publications and booklets referencing these Historical Markers will be revised annually by the Historical Commission.
10. Annual inspection and cleaning of the Historical Markers falls under the responsibility of the County as part of their regular maintenance and upkeep of assets. The County may enlist the help of volunteers, societies, or sub-contractors as it deems necessary.
11. In the event of damage to historical markers, Seminole County Government is responsible for on-site repairs or removal of the damaged goods until such time as the County can arrange for their replacement. Incidents are reported to 407-665-2001.

REFERENCES:

FORMS:

- Application Template Form
- Organization Information Form
- Marker Submission Guidelines

Authorization:
 Recoverable Signature

Joseph R. Abel, CPRP Director of Leisure Services Signed by: jabel

★ 2.9 Community Involvement



Standard: The agency shall include community involvement in the planning process that includes ongoing and systematic outreach to include the entire community. It is critical that the diversity of individuals (i.e., all cultures, ages, and abilities) and local, regional, and national non-governmental community organizations, agencies, businesses, and service providers such as the Red Cross, Sierra Club, Trust for Public Land, YMCA/YWCA, Boys and Girls Club, and local foundations and employers are afforded opportunities for input.

Suggested Evidence of Compliance: *Describe how the diverse interests (community organizations, businesses and individuals) of the community were involved in the planning process.*

2.9- EOC 1: Seminole County Advisory Board Listing, Parks and Preservation Advisory, page 4 PPAC

2.9- EOC 2: Seminole County Advisory Board Listing, Historical Commission, page 3

2.9- EOC 3: Seminole County Administrative Code- Section 4.3 Parks and Preservation Committee, Purpose, Roles and Responsibilities in the planning process



SECTION 4. BOARDS, COMMISSIONS, COUNCILS AND COMMITTEES

4.30 PARKS AND PRESERVATION ADVISORY COMMITTEE

A. PURPOSE. The Seminole County Parks and Preservation Advisory Committee is established to serve the Board of County Commissioners by providing input and recommendations to determine and advise in the creation of and identification of policies, direction, recommendation of important natural/environmental land acquisitions, development of quality countywide trails and greenways, parks, and recreational facilities and opportunities.

B. DUTIES/RESPONSIBILITIES. The Parks and Preservation Advisory Committee shall have the following duties and responsibilities:

- (1) The Committee shall elect a Chairperson and a Vice-Chairperson annually.
- (2) The Committee shall work with County staff to review important natural lands and environmental lands and make recommendations relating to lands which should be purchased.
- (3) The Committee shall work with County staff to review important trails and greenways land and make recommendations relating to lands which should be purchased and developed for the creation of a County-wide trails and greenways system.
- (4) The Committee shall work with County staff to recommend and review plans for future growth, development use and beautification of all County parks, as well as make recommendations for appropriate budgeting of special parks, trails, natural lands, and recreation needs.
- (5) The Leisure Services Department Director shall be designated as the staff liaison for the Parks and Preservation Advisory Committee with assistance from other County staff as necessary.

2.9 Suggested Evidence (continued):

2.9- EOC 4: Chapter 100 Historical Commission, 100.5(b) Advisory Function in the planning process

2.9- EOC 5: Agenda from PPAC Meeting 03.28.18 Leisure Services Master Plan discussion

2.9- EOC 6: Agenda from PPAC Meeting 5.24.17 about Trails Master Plan, Potential new land for mountain bike group

2.9- EOC 7: Agenda from Historical Commission, discussing the placement of historical markers

2.9- EOC 8: Kewanee Park Community Citizen Advisory Team Initiative and Finalized Plans

2.9- EOC 9: Sports Complex Stakeholder Input Matrix

2.9- EOC 10: Rolling Hills Public Meeting Agenda from 10.18

**SEMINOLE COUNTY
PARKS & PRESERVATION ADVISORY COMMITTEE
May 24, 2017 MEETING MINUTES**

ATTENDANCE:

Members Present: Robert Bowden, Mark Brandenburg, Jim Buck, Matt Criswell, Jennifer Fillmon, Bryce Gibson, Kimberlee Riley, Craig Sturla, Jason Sutton and David Williamson.

Members Absent: Dudley Bates, Susie Dolan, Jeff Ebbers, Ed Ghiglieri and David Moss.

Guests: None

Staff Present: Richard Durr, Greenways & Natural Lands Manager
Jeff Caldwell, Parks & Recreation Manager
Kathi Clifford, Administrative Assistant

LOCATION: Seminole County Softball Complex
2200 North Street, Altamonte Springs, FL 32714

TIME: Chairman Matt Criswell called the meeting to order at 6:30 p.m. There is a quorum in attendance.

MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

WELCOME & INTRODUCTIONS: Mr. Criswell introduced the new member, Kimberlee Riley, who shared her background.

PUBLIC COMMENT - None

APPROVAL OF MINUTES:

Mr. Criswell asked if there are any corrections, additions or deletions to the **March minutes**. Mark Brandenburg made a **motion to accept** the March minutes as presented. Jim Buck seconded the motion. The **motion passed** unanimously.

COUNTY COMMISSION SUMMARY REPORT:

Mr. Criswell said he didn't see anything on the BCC agenda that pertained to the Committee and asked staff if he missed anything. Mr. Durr reported that there were two things pertaining to Leisure Services but they appeared under Purchasing:

1. Black Bear Wilderness Area Trails rescue solutions design budget was approved.
2. New scheduling software for all park's activities and to enable the use of credit and debit cards was approved. Discussion followed.

SUBCOMMITTEE REPORTS:

Natural Lands Subcommittee Report:

- Mr. Williamson reported that they met at the Geneva Wilderness Area last Friday and also visited the Black Hammock WA.
- There was discussion about **Gopher Tortoise habitat restoration** at Lake Proctor WA.

**SEMINOLE COUNTY
PARKS & PRESERVATION ADVISORY COMMITTEE
May 24, 2017 MEETING MINUTES**

- The **fires** at Black Hammock WA as well as Chuluota WA were discussed as well as the benefits of fire. Discussion followed.
- **Health and safety** precautions for staff out in the woods was discussed.
- Next meeting will be at the Geneva Wilderness area.
- There was discussion about **bears**.

Trails Subcommittee Report:

- Mr. Brandenburg reported that they met May 17th. He gave an update on the **CST missing link**.
- A **bridge or tunnel on the Seminole Wekiva Trail at State Road 436** was discussed.
- The DEP property next to the Markham Trailhead was reviewed for a **potential mountain bike skills trail**.
- Leisure Services is going to meet with members of SORBA in June at the **Upsala property** regarding another potential mountain bike trail.
- The subcommittee will be reviewing the master plan to **establish the top priorities** and ask the PPAC to approve moving them forward. Mark Brandenburg made a **motion** for the PPAC members to recommend the Trails Subcommittee to move forward prioritizing items from the trials master plan and bring their recommendations back to the PPAC at the next meeting for review. Robert Bowden seconded the motion. Discussion followed. The **motion passed** unanimously.
- Mr. Bowden wanted it known that he is shocked, dismayed and disappointed that Leisure Services is not invited to the table regarding transportation issues which include trails projects that will eventually be turned over to their department.

Parks Subcommittee Report:

- Mr. Criswell reported that they met this morning. **Wilson's Landing Park** was discussed. **Soldiers Creek Park** is now open.
- Mr. Criswell announced the installation of a **Historic Winwood historical marker** on June 2nd at 3:30 p.m. and that all are invited to attend. Discussion followed.

OLD BUSINESS:

- None.

NEW BUSINESS:

- Seminole County **Wall of Fame** project was tabled until the next meeting.
- Mr. Durr showed and reviewed a map of the **Upsala property**. Discussion followed.
- Mr. Durr gave a recap of the **Soldiers Creek Park Reopening**. Discussion followed.
- Mr. Durr gave an update on the **Rolling Hills** project.
- Mr. Durr gave an update on the **Parks & Natural Lands Master Plan**.
- Construction of the **Spring Hammock boardwalk** is currently in the proposed budget for FY 17-18. Discussion followed.
- The **fire at Black Hammock WA** was discussed further and there was a review of future maintenance.

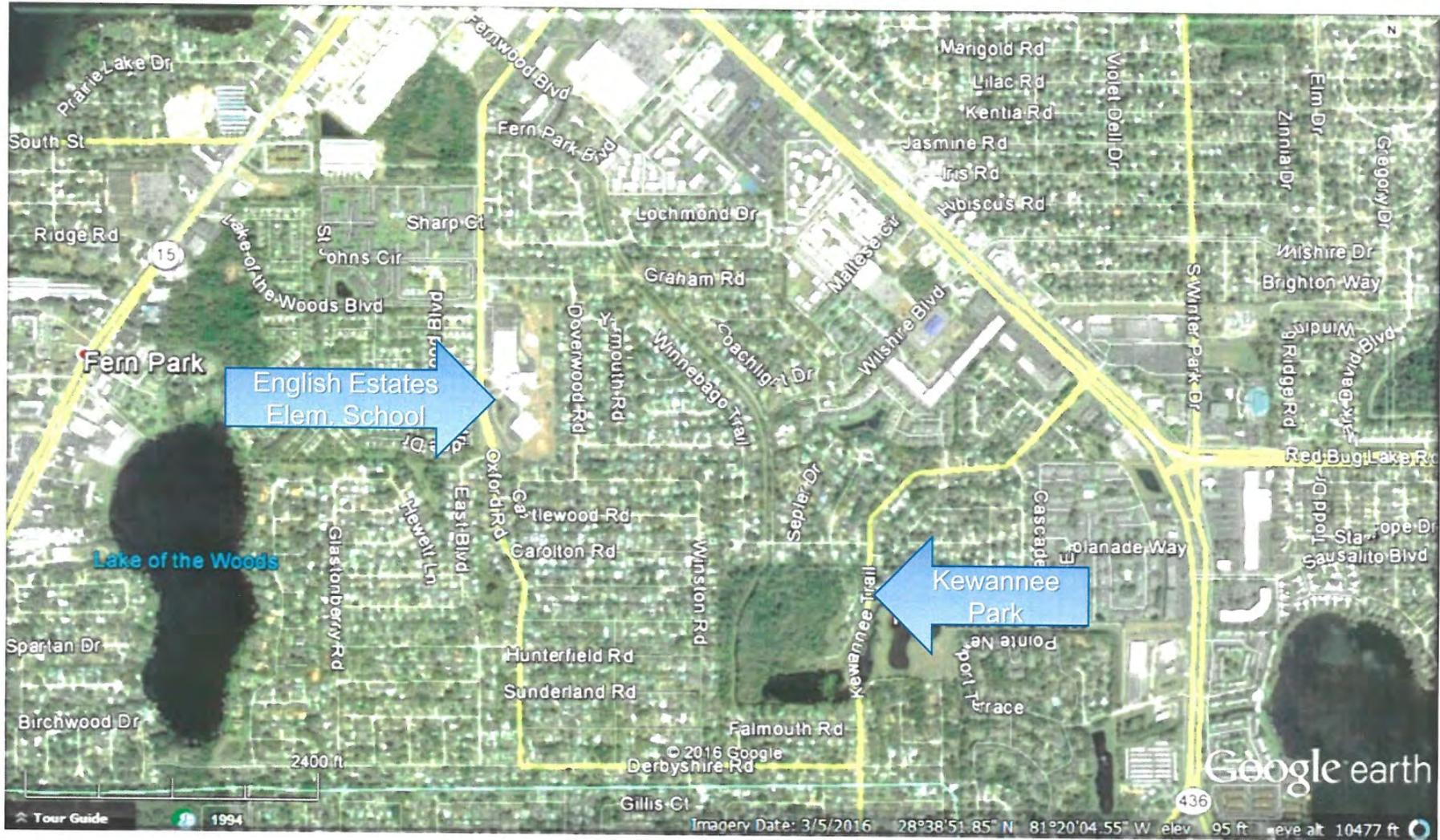
OTHER BUSINESS:

- No other business was brought to the table.
- Mr. Criswell adjourned the meeting at 8:05 p.m.

Kewannee Park Initiative

Presented by the Kewannee Park Advisory Team (K.A.T)

August 17, 2016



Stakeholder Input Matrix

April 2014

ITEM NO.	FIELDS	AMENITIES	TECHNOLOGY	PARKING	ACCESS
A	Batting cages and warm-up areas are preferred to be dispersed throughout park, close to field clusters. ✓	Consider player support facilities such as training rooms & laundry facilities. ✓	Support for scouting/ recruiting programs - information display, WiFi, & live streaming. ✓	Consider free parking, with ticket sale points near fields, to facilitate traffic flow around site. ✓	Provide separate access for scouts, umpires & officials. ✓
B	Quality of fields is preferred over quantity. A fewer number of larger and higher quality fields is preferred over a larger number of lower quality. ✓	A Fan Zone area can enhance the fan experience, with support for food truck access, and portable shade structures. ✓	Charging stations for phone/ tablet users. ✓	Distribute parking areas to minimize foot travel distances on site. ✓	Provide separate access for maintenance services. ✓
C	Field layouts to support fan experience - good sight lines, seating, shade etc. ✓	Youth play areas for siblings/ family members. ✓	Digital signage can enhance the way finding system and support sponsorship needs. ✓	Provide ample parking for larger vehicles - buses, RV's, and trucks. ✓	Clear way finding and signage systems are essential. ✓
D	Ticket sales areas near fields. ✓	Clubhouse facility ✓	Media support facilities, including support for filming & broadcasting. ✓	Security considerations for parking areas. ✓	Site ingress & egress is important - the area around the site must be considered in the design solution. ✓
E	Provide ample space around the fields. Design to minimize foul ball travel to adjacent fields. ✓	Distribute restroom facilities throughout the complex, and provide ample quantity of fixtures. ✓			
F	Locate dugouts & bullpens for ease of access to fields. ✓	Accessible drinking water sources are important. ✓			
G	Portable mounds are a consideration to support flexible use of fields. ✓	Adequate concessions areas to be distributed throughout the complex. ✓			

2.10 ADA Transition Plan



Standard: The agency shall develop and adopt a phased plan for the removal of barriers at existing recreation facilities, parks, and amenities owned or operated by the agency, pursuant to the requirements of the US Department of Justice Title II regulation issued September 14, 2010, and effective March 15, 2011.

Suggested Evidence of Compliance: *Submit minutes of the approving authority meeting approving the transition plan, or a copy of the plan noting the dates and times when plan tasks were completed.*

2.10- EOC 1: ADA Transition Plan

2.10- EOC 2: ADA Transition Plan authority approval



SUMMARY

1. 2014 vs 2019 Standards - we show 2014 Standard examples;
2. Find similar agencies like you for resources;
3. NRPA Connect CAPRA Accreditation Community:
<https://connect.nrpa.org/home>
4. Get your entire agency involved – work with other departments/divisions;
5. Use your narrative to walk reviewer/anyone through your EOC
- don't make reviewers go hunt for your evidence;
6. "Suggested" means **Required!**



Chapter 2: Learning Objectives

1. Review the standards for Chapter 2 of the Agency Accreditation Process
2. Understand thoroughly the suggested evidence of compliance for CAPRA Accreditation
3. Review resources available to assist you in the achieving of compliance or implementing best practices in your agency