

City of Charlottesville
Department of Parks and Recreation
Post Office Box 911
Charlottesville, Virginia 22902
434-970-3260



"A World Class City"

PARKS AND RECREATION ADVISORY BOARD AGENDA September 15, 2010

ADMINISTRATIVE ITEMS

ADMIN-1 Adoption of Minutes – August 18, 2010 Advisory Board Meeting

ACTION ITEMS

A-1 Adoption - Resolution Honoring Advisory Board Service – Betsy Roettger

INFORMATION ITEMS

- I-1 Smith Aquatic & Fitness Center – Construction Update
- I-2 YMCA at McIntire Park – Status Update
- I-3 Aquatic Facility Attendance and Revenue – Fiscal Year 2010
- I-4 Washington Park Pool Improvements – Schedule
- I-5 McGuffey Park Drainage Repairs - Schedule

DISCUSSION ITEMS

D-1 Parks and Recreation Scholarship Program

CHAIRMAN'S MATTERS

BOARD MATTERS

DIRECTOR'S MATTERS

ADJOURNMENT

TOUR OF SMITH AQUATIC AND FITNESS CENTER

City of Charlottesville
Parks and Recreation Advisory Board – Agenda Item
September 15, 2010

ADMINISTRATIVE – 1

Adoption of Minutes – August 18, 2010 Parks and Recreation Advisory Board Meeting

ACTION REQUIRED:

Advisory Board adoption of the minutes of the August 18, 2010 meeting.

ENCLOSED DOCUMENTS:

Minutes of August 18, 2010 meeting.

**PARKS AND RECREATION ADVISORY BOARD
MINUTES**

August 18, 2010

The Parks and Recreation Advisory Board held a regular meeting on Wednesday, August 18, 2010 at 5:00 p.m. at Tonsler Park Recreation Center. Members present were: Ken Ballard, Byron Brown, John Foster, John Kammauff, Sean McCord, Jennifer McKeever and Ned Michie. Members absent: Scott Brown, Betsy Roettger and Dan Rosensweig

Staff: Brian Daly, Chris Gensic

Minutes:

➤ **Motion:**

Ned Michie made a motion to approve minutes, second by Byron Brown, motion was unanimously approved

Smith Aquatic and Fitness Center

- Brian Daly reported the following construction update for Smith Aquatic and Fitness Center:
- Last month has been difficult with delays and problems with the contractor, as of yesterday, target date will be 8/30/2010.
 - Pool pumps are up and running but not filtered or treated yet
 - Mechanical system not yet engaged, elevator not functional at this time
 - Locker rooms – effectively finished; tile work complete in locker rooms, wet classroom is finished. Locker mechanisms designed to be able to bring own locks, no reserved lockers will be permitted.
 - Anxiety for staff – programs are planned to start September 13
 - Boys & Girls club have planned their Grand Opening for October 4th, talking about October 2nd for Smith Grand Opening.
 - Photos – exterior of the building completed, front desk looks better than photo now

YMCA

- Brian Daly reported that there was no change on the YMCA status.
- Status of lawsuit, first hearing in County Circuit Court has been scheduled.

Aquatic Attendance/Revenue

- Brian Daly referred to the snapshot of Aquatic Attendance/Revenue that is effective through this past Sunday, stated that 500 more season passes have been sold than last year. Jennifer McKeever made an inquiry about the # of passes sold and said that at last month's meeting Will Bassett stated that there had been 1,000 more season passes sold. Brian Daly replied that he would check with Will concerning the # of passes sold.
- Reported that there was a pattern of where daily admission passes were sold, and that Washington Park Pool has more passes sold.
- Concession revenue – represents portion of concession receipts received from the vendor, annual rent + 10%, next year will be 12%
- Passes – 90/10 city/county, daily admissions - 75/25 city/county
- Ken Ballard asked about aquatic revenue, were they making money or breaking even?

Washington Park Pool improvements

- Brian Daly reported that Washington Park Pool bid documents came out last week, project would consist of white coating, replacing tile, upgrade to pump and mechanical work, budget for project approximately \$450-500,000.
- First two bidders not responsive - not enough experience, third bidder (Martin Horn) came down when project was rebid in August, contract needs to be approved by City Attorney's office.

McGuffey Park Drainage Repairs

- Bids out on the street, due next Wednesday, mainly drainage work.
- Jennifer McKeever reported that the benches at McGuffey Park had slats that were deteriorating.

Director's Matters

- Brian Daly reported that they have scheduled interviews for the Parks Division Manager position next week. Candidates were asked to submit a written exercise which narrowed the field down to four applicants for interviews.
- Brian Daly also reported that written exercises had been asked of the Recreation Center Manager applicants for the Smith Aquatic and Fitness Center last week and were due today.
- Recreation Division Manager position is presently being advertised and will close September 10th.
- Brian Daly reported the gross sales #'s for the three City Markets:
 - Added new Pen Park city market location this year on Tuesdays – reported \$39,400 gross revenue
 - Meade Park City Market on Wednesdays reported \$ 57,600 gross revenue
 - Saturday City Market reported \$924,000 gross revenue
 - Reported that at the NRPA conference in Minneapolis this October, that both Stephanie and he would be presenting educational sessions on local City Markets. Stated that since the year 2000, the # of City markets in the United States were up 214%.

Scholarship Program

- Brian Daly reported that proposed Smith Aquatic Center fees was still in the City Manager's office for approval.
- Jennifer McKeever asked why # in household has to be used, would like to use levels according to poverty levels. She stated that she expected the scholarship proposed policy would have been brought back this month to board members.

Board Matters

- John Foster reported that he had received two copies of the Parks and Recreation brochure in the mail, Brian Daly reported that he would report this to Will Bassett.

Chairman's Matters

- Jennifer McKeever reported that she has been talking to Brian all month concerning pools. She said that she has been approached by citizens lately on pools, Davis Field and McGuffey Park and that she has received good responses from Brian Daly.
- Reported that she had received Betsy Roettger's resignation from the Advisory Board.

- Goal – to have pool time available for an opportunity for families to attend after dinner, reported that there was a problem @ Meade and Washington Pools on Wednesdays because of the scheduled Farmers Market @ Onesty Aquatic Center and swim team practices and meets @ Washington Park that did not allow families to have open swim time on that day.
- Reported that she had heard a lot of talk about naming a pool area after Andrea Ross, will be passing along to board members as more information comes along
- Ken Ballard asked about naming a field after Chubby Proffitt.
- John Kammauff asked if the City has initiated water restrictions, Brian Daly replied not at this time.
- Talked to the board about member attendance, reported that several members have missed several meetings, will send a letter to those members.

Motion:

- A motion to go into closed session was made by Ken Ballard, second by Byron Brown, motion was unanimously approved.
- A motion to come out of closed session was made by Byron Brown, second by John Foster, motion was unanimously approved.

Motion:

- John Foster made a motion to adjourn the meeting, second by Ned Michie. Motion was unanimously approved.
- Meeting adjourned @ 6:30 pm

Respectfully submitted,

Linda Daly
Secretary to the Advisory Board

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ACTION -1

Adoption - Resolution Honoring Advisory Board Service – Betsy Roettger

Approval of a resolution to recognize the Advisory Board service of Betsy Roettger. Ms. Roettger recently resigned from the Advisory Board for personal reasons. A formal resolution acknowledging her service to the Board will be presented at the Board Meeting. The text of the resolution is below:

WHEREAS, Betsy Roettger was appointed to the Parks and Recreation Advisory Board in December of 2009; and served faithfully from January 2009 through July of 2010; and

WHEREAS, Betsy was an advocate for the Parks and Recreation Department's land acquisition initiatives, providing insight, recommendations, policy guidance and assistance; and

WHEREAS, Betsy provided assistance and guidance in the formulation of the Parks and Recreation Department's Capital Planning process and was an advocate for conservation and sound Park Master Planning; and

WHEREAS, Betsy's passion for planning and design provided valuable advocacy to the achievement of the Departments mission; and

NOW, THEREFORE, BE IT RESOLVED BY THE Parks and Recreation Advisory Board that it expresses appreciation and thanks to

Betsy Roettger

For dedicated and outstanding contributions to the park and recreation experience for the citizens of Charlottesville.

Adopted by the Parks and Recreation Advisory Board, September 15, 2010

City of Charlottesville
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INFORMATION – 1

Smith Aquatic and Fitness Center – Construction Update

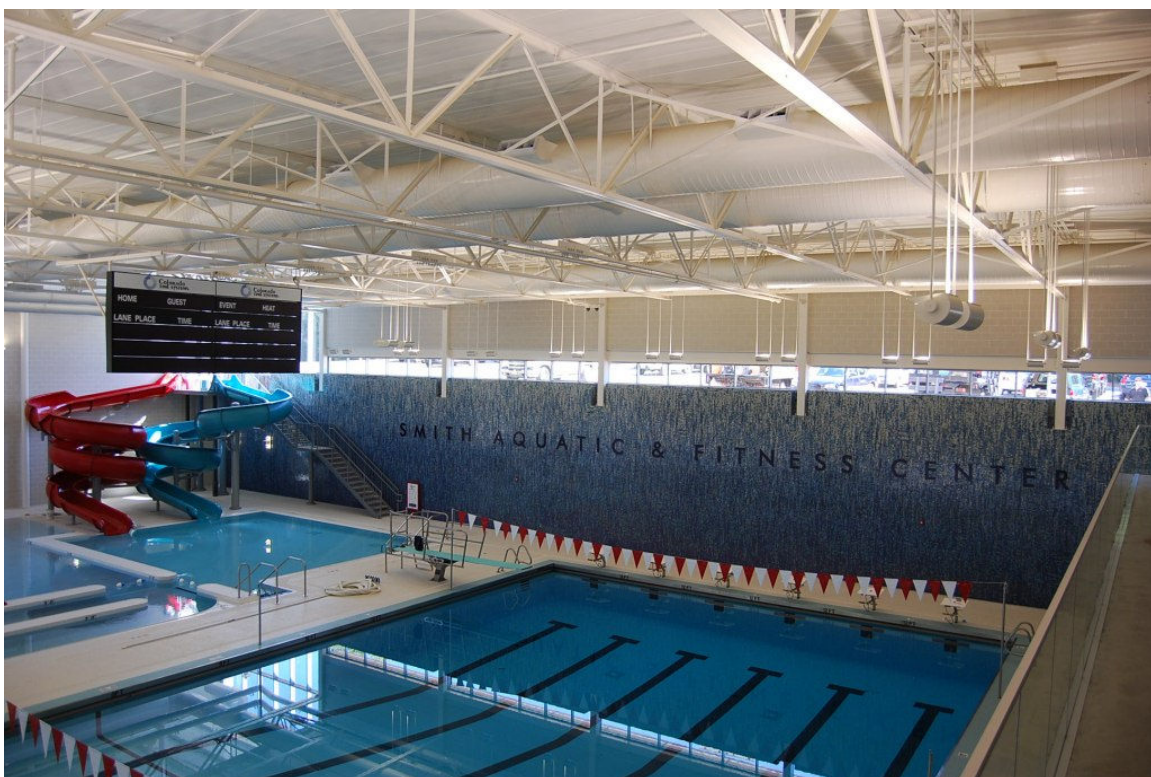
The Smith Aquatic and Fitness Center is in the very final stages of construction. The contractors are finishing out completion of the punch list, with minor repairs and final finishes to be completed. Construction progress is approaching 99% completion. Several photos are below.

A grand opening date to the general public is tentatively scheduled Wednesday, October 6, 2010. Aquatic programs will begin in the natatorium on Saturday, September 18.

East/North Elevation and Main Entrance



Natatorium



From Top of Slides



On Pool Deck



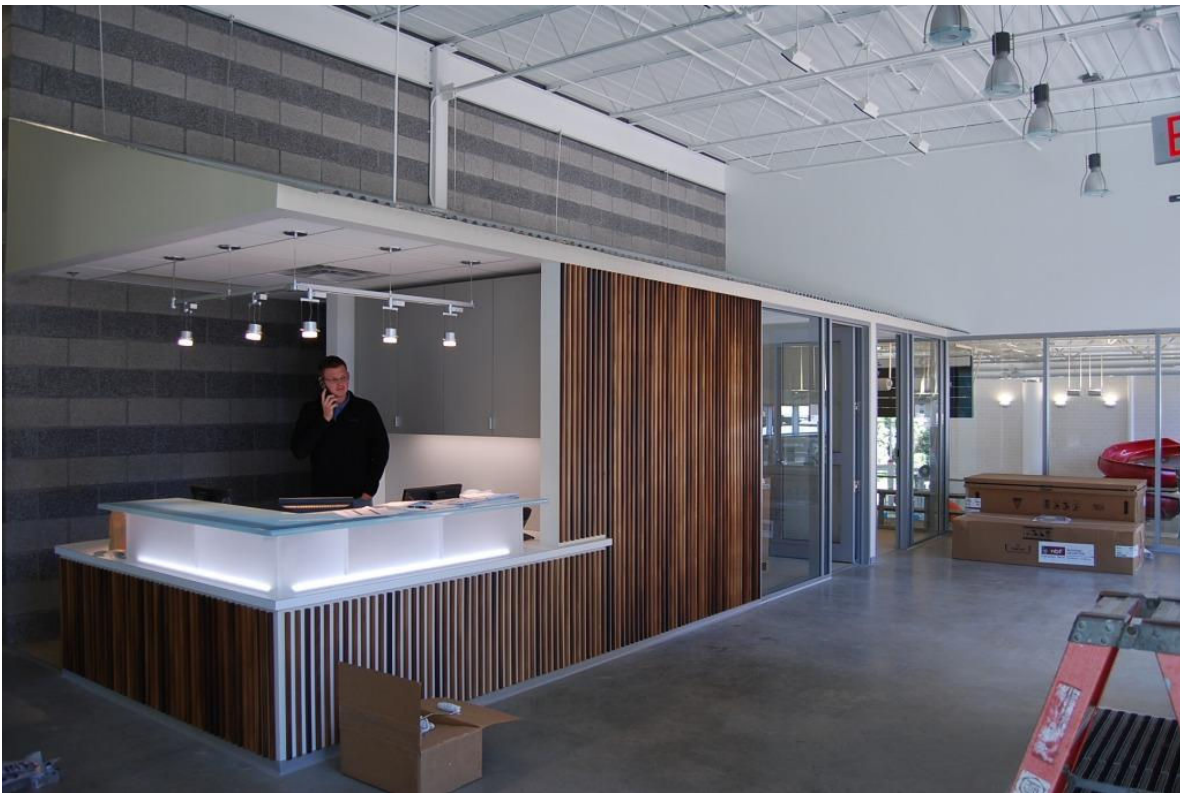
Locker Rooms



Fitness Room



Front Desk & Reception



Boys & Girls Club



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INFORMATION – 2

YMCA at McIntire Park – Status Update (No change from August Meeting)

VMDO architects have reported that the construction drawings for the new YMCA in McIntire Park are almost 100% complete. VMDO is prepared to go out for bid on the project, subject to authorization to proceed from the YMCA. However, the project has been delayed pending a hearing on the lawsuit filed against the City and the County.

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INFORMATION – 3

Aquatic Facility Expenditures and Revenue – Fiscal Year 2010

Below is a table representing FY2010 final revenue and expenditure figures for the Aquatics Cost Center. Individual comparisons for each outdoor pool for this past summer will be available upon the posting of final payroll September 17. An update will be provided to the Board at the October meeting.

Fiscal Year 2010

**Parks and Recreation - Aquatics
Revenue & Expenditure Summary**

Expenditures	FY2010
Full Time Salaries	229,016
Other Salaries	539,750
FICA/ Insurance / Retirement	134,132
Subtotal	902,898
Operating Expenses	323,270
TOTAL	1,226,168

Revenues	FY2010
Daily Admissions	156,507
Summer Pool Passes	35,780
Punch Passes	90,110
Classes & Programs	47,948
Lane Rentals	44,371
Birthday Parties	4,786
TOTAL	379,502

Profit/ Loss	(846,667)
Cost Recovery	30.95%

NOTE: Final year-end figures pending year-end audit

INFORMATION – 4

Washington Park Pool Improvements – Schedule

Improvements to the structural shell of the Washington Park Pool will begin the week of September 13, 2010. The project scope includes new “diamond brite” finish on the pool shell, repair of coping stones, new acrylic cement finish in the zero depth area, some improvements and upgrades in the mechanical room, and replacement of the slide.

Bids for the work were received on August 11, 2010. The lone bid was from Martin-Horn for \$298,000. This amount is within the existing project budget and work (pending signed contract) is scheduled to begin prior to the end of September, 2010.

INFORMATION – 5

McGuffey Park Drainage Improvements – Schedule

Bid documents for repairs to certain areas of McGuffey Park is on the street currently and bids are due Wednesday, August 25. The scope of work includes improvements to the southeast stairs, installation of a limited irrigation system on the east flower bed and main lawn, improvements to the under drain system and providing a new play structure. The new play structure will replace the sand box and metal slide (now removed). Contract issues are being resolved currently with the low bidder to ensure proper scope of work has been covered within the amount of the low bid. Construction should commence within the next thirty (30) days.

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DISCUSSION – 1

Parks and Recreation Scholarship Program

Board Discussion regarding draft Parks and Recreation Scholarship Program.

ATTACHMENTS:

Parks and Recreation Department Scholarship Program – Draft

Parks & Recreation Department Scholarship Program

DRAFT – September 15, 2010

PURPOSE

The Parks & Recreation scholarship exists to help provide access to fee-based programs and services for customers in need of financial assistance. The Parks & Recreation scholarship is valid for most (but not all) fee-based programs and services and is subject to availability within the specific programs or service.

ELIGIBILITY

The Parks & Recreation scholarship is available to City of Charlottesville residents who have an annual income at or below \$32,043*. Children who are under the custody of the Department of Social Services are also eligible. This income level represents 175% of the federal poverty guideline for a household of three (3) individuals.

However, eligibility for a scholarship is not based upon the number of individuals in the household, but purely based upon income.

The current federal Housing and Human Services Poverty guidelines are shown below. Also available at <http://aspe.hhs.gov/poverty/10poverty.shtml>

2010 Federal HHS Poverty Guidelines

Contiguous 48 states and the District of Columbia

Persons in Family	100% Poverty	125%	150%	175%
1	\$ 10,830	\$ 13,538	\$ 16,245	\$ 18,953
2	\$ 14,570	\$ 18,213	\$ 21,855	\$ 25,498
3	\$ 18,310	\$ 22,888	\$ 27,465	\$ 32,043
4	\$ 22,050	\$ 27,563	\$ 33,075	\$ 38,588
5	\$ 25,790	\$ 32,238	\$ 38,685	\$ 45,133
6	\$ 29,530	\$ 36,913	\$ 44,295	\$ 51,678
7	\$ 33,270	\$ 41,588	\$ 49,905	\$ 58,223
8	\$ 37,010	\$ 46,263	\$ 55,515	\$ 64,768

Source: U.S. Department of Health & Human Services, August 2010

Link: <http://aspe.hhs.gov/poverty/10poverty.shtml>

NOTE: Eligibility will be adjusted automatically when the federal poverty guidelines are adjusted, which generally occurs annually.

In circumstances where an applicant's income exceeds the eligibility guidelines, staff will evaluate the circumstance on a case by case basis and make an eligibility determination.

BENEFIT APPLICABILITY

Recreational Classes, Programs and Camps

The Parks & Recreation scholarship provides a discounted fee for recreational classes, programs and camps on a sliding scale based upon annual income (Table 1 below).

Fitness & Recreation Centers

The Parks & Recreation scholarship provides a discounted fee for passes only to Smith Aquatic & Fitness Center on a sliding scale based upon annual income (Table 1 Below).

Table 1

<u>Annual Income</u>	<u>Discount</u>
\$27,466-\$32,043	25%
\$22,889-\$27,465	50%
\$18,311-\$22,888	75%
Below \$18,310	100% w/ \$5 administrative fee

APPLICATION PROCEDURE

In order to be considered for a Parks & Recreation scholarship an application with the following documentation must be submitted.

- Proof of residency (valid driver's license, utility bill or tax statement/bill)
- Current federal income tax return **OR**
- Last two (2) pay stubs, social security or disability checks

Applications (with documentation) may be submitted at the following locations:

Parks & Recreation Administration Office
City Hall Annex, Room 107
120 Seventh Street
Charlottesville, VA 22902

Smith Aquatic & Fitness Center
1000-A Cherry Avenue
Charlottesville, VA 22903

APPLICATION REVIEW AND AWARD

Upon receipt of a scholarship application, Parks & Recreation staff will review the application (could take up to 5 business days) and will make a financial assistance determination based upon the information submitted. The application cannot be processed until all necessary documents are provided. All applicants will be notified once a decision has been made and the applicant's account will be activated immediately.

RE-VERIFICATION

Once the Parks & Recreation scholarship has been awarded, the customer will need to re-verify their income level every twelve (12) months in order to maintain their scholarship discount. The customer may re-submit their financial information at any time if their income level changes and would like to be considered for a larger discount.

PAYMENT & REFUNDS

Payment is due when registering for any Parks & Recreation program or service. Charlottesville Parks & Recreation accepts Cash, Check, Visa, MasterCard or Discover.

Refunds for cancellations are issued in the form of check, credit card or household credits. Charlottesville Parks & Recreation does not refund cash.

RESTRICTIONS

The Parks & Recreation scholarship is **not** valid for the following programs or services:

- Summer Pool Passes
- Daily Pool Admissions
- Golf Multi-Round Passes or Annual Memberships
- Greens Fees (Meadowcreek Golf Course)
- Adult League Sports
- Special Events
- Picnic Shelters
- Garden Plots
- Birthday Pool Parties
- Facility Rentals
- Special Events Permits
- Field/Court Rentals
- Food & Beverages