

City of Charlottesville
Department of Parks and Recreation
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"A World Class City"

PARKS AND RECREATION ADVISORY BOARD AGENDA January 19, 2011

ADMINISTRATIVE ITEMS

ADMIN-1 Adoption of Minutes – December 15, 2010 Advisory Board Meeting

ACTION ITEMS

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A-2 Resolution Honoring Advisory Board Service – Ken Ballard

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D-1 Adjustment of Board Calendar for March 2011 Meeting

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I-2 YMCA at McIntire Park – Status Update
I-3 Washington Park Pool Improvements – Construction Update
I-4 McGuffey Park Drainage Repairs – Construction Update
I-5 Jefferson School / Carver Recreation Center Renovations

CHAIRMAN'S MATTERS

BOARD MATTERS

DIRECTOR'S MATTERS

ADJOURNMENT

City of Charlottesville
Parks and Recreation Advisory Board – Agenda Item
January 19, 2011

ADMINISTRATIVE – 1

Adoption of Minutes – December 15, 2010 Parks and Recreation Advisory Board Meeting

ACTION REQUIRED:

Advisory Board adoption of the minutes of the December 15, 2010 meeting.

ENCLOSED DOCUMENTS:

Minutes of December, 2010 meeting.

**PARKS AND RECREATION ADVISORY BOARD
MINUTES**

December 15, 2010

The Parks and Recreation Advisory Board held a regular meeting on Wednesday, December 15, 2010 at 5:00 p.m. at Tonsler Park Recreation Center. Members present were: Ken Ballard, Byron Brown, Scott Brown, John Foster, John Kammauff, Sean McCord, Jennifer McKeever and Ned Michie. Members absent: Dan Rosensweig
Staff: Will Bassett, Brian Daly, Doug Ehman
Guests: Joanie Freeman, Dave Redding

Minutes:

➤ **Motion:**

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

Scholarship Program – Adjustments

- Will Bassett stated that a minor adjustment administratively was being made to the scholarship program; these changes were brought back to the board because it would involve changing the wording to the public.
- Will Bassett distributed the existing scholarship program in its current format to board members. Proposed change will only affect the current 100% discount level clients; present policy complaint is that it is not 100% if they have to pay an administrative fee. Citizens would be grandfathered in from old policy, but will be notified that they can apply if they qualify for more discounts. Scholarship participants in program average 5-10%.
- The present policy requires staff to add a manual administrative fee. Proposed 90% policy would charge citizens 10% cost of class/program, Ex. \$5 for single pass, \$10 for annual passes will lower cost for citizens and make easier for staff.
- Will Bassett reported that there are 22 - 100% clients in the system today, new policy will give them a choice, can grandfather in system, but will eventually move to the 90% when renewing each year.
- Scholarship program applies to fee based classes/programs – does not include softball, volleyball or golf, the scholarship form lists what is not qualified
- Byron Brown stated that he felt that the board should revisit the 100% fee, asked about what eliminating the administrative fee would entail.
- Ned Michie & Scott Brown agreed with charging an administrative fee
- Sean McCord asked why there was an administrative fee since the #'s are low, asked what does a nominal fee accomplish? Also asked about cost recovery? Discussed as an option to put a credit on their account instead of administrative fee.
- Scott Brown replied that an administrative fee gave the client ownership and encouraged attendance.

Motion

- Ned Michie made a motion to accept the proposed 90% scholarship policy instead of the 100% with an administrative fee, John Foster second, motion was approved.

Letter of support to Virginia DCR – Grant application

- Chris Gensic stated that the City was applying for a grant for the proposed new trail connection which will provide much improved access to a number of recreational facilities at the park.

Motion

- Ken Ballard made to motion to approve the grant letter, John Kammauff second, motion was unanimously approved.

Smith Aquatic and Fitness Center

- Attendance report was distributed which gives a snapshot of operations to date. Pass revenue is ongoing, charged monthly to clients. Residency #'s were consistent with summer passes.
- Jennifer McKeever asked about marketing plans, Will Bassett replied that there will be a marketing campaign in January to initiate a new year kick, advantages @ Smith are no initiation fee and no contract.

YMCA

- Brian Daly reported that he had asked the City Attorney when the court case would be, but at this time they don't know, could be the end of February.
- YMCA ready to go, working on permits, have available funding through money raised and commitment from bank

Washington Park Pool

- Project coming to a close, pictures show new water slide, replacement of frog with wrecked ship for small children, pool coping stones have been replaced, tile replaced, etc.

McGuffey Park

- Project coming together, new backflow, drainage work, irrigation, scheduled to be completed by mid-January.

Jefferson School

- Brian Daly reviewed the Jefferson School plan and stated that the different color coding on plan represented the different tenants that will be in the building. Stated that Recreation staff, programs and equipment have been removed from the building, but that the City has not turned the property over to the partnership yet.
- Building will be named the Jefferson School City Center, but that Carver Center will keep the same name.
- The historic character of the building cannot change but some changes will include: an elevator will be added, additional classrooms, present playground will become a two story parking garage but a small pocket park will be added.
- Rent will be associated for every tenant.

Chairman's Matters

- Jennifer McKeever reported that her boys went to Smith, and that it would be nice if seating on the pool level could be added especially in winter; Brian Daly replied that they have heard the same comment previously and that they have portable bleachers on deck for swim meets, but will be looking at other options.
- Brian Daly stated that City Council desired to establish a Tree Commission that could be responsible for zoning requirements, tree canopy for redevelopment, focus on native species of trees, NDS planning part of it, going to City Council next week with what the Tree Commission would be responsible for.
- Jennifer McKeever asked board members to encourage people to apply for the board vacancies.
- Sean McCord asked what they can do to encourage people to join board; Jennifer McKeever replied that Clerk of Council handles the recruitment.

Board Matters

- Scott Brown asked about the grant for the bridge over railroad @ McIntire Park. Chris Gensic replied that an application was submitted December 1st, and that last year \$90,000 was awarded and that only 4 have applied for this year, there are high hopes that all will be funded.
- Scott Brown thanked Ken Ballard for his six years of service, stated that he will be greatly missed.
- Ken Ballard stated that it was a pleasure to serve on the Advisory board, and that a lot has been accomplished during his time on the board and that he was proud of the wonderful facilities that have been built and that it was a great feeling to have had some part in all the recent projects.
- Sean McCord asked about spam quarantine e-mails, spam summaries are going to individuals from Feedback e-mail.

Director's Matters

- Brian Daly introduced Doug Ehman, as the new Parks Division Manager to the Advisory Board. He stated that he came from Norfolk and that he was in week three of his employment and has jumped into several projects. He told the board that he was pleased to have him on board.

Community Gardening

- Dave Redding and Joanie Freeman representing the American Community Garden Association would like to grow the number of community gardens in Charlottesville.
- There will be a workshop in Charlottesville February 4 & 5, expecting 45-50 local people, learn how to bring their community together, will have training in spring. Other non profits will probably also be interested. Cost \$75 per participant for 2-day workshop, train the trainer program. Have been talking to Chris Gensic about possible locations.
- Passed out fliers, trying to get as many sponsors as possible,

CHS - Turf Field

- It was reported that Dan Rosensweig made an excellent presentation to the Planning Commission on the CHS turf field and there was lots of discussion on the subject. \$100,000 has been identified in the schools CIP; Planning Commission also recommended \$100,000 on the City's side for the CHS turf field.
- Extend the time for funds to be raised was recommended.
- Replacement of bleachers in current CIP – FY 12

Elections

- Chairman and Vice Chairman elections will be held at the January, 2011 meeting.

Motion:

- Ken Ballard made a motion to adjourn the meeting, Byron Brown second, motion was unanimously approved.
- Meeting adjourned 6:35 pm

Respectfully submitted,

Linda Daly
Secretary to the Advisory Board

ACTION – 1

Election of Advisory Board Officers for 2011

Per the By Laws of the Advisory Board, Officers must be elected from the Members of the Advisory Board at the first meeting of each calendar year.

ACTION – 2

Adoption - Resolution Honoring Advisory Board Service – Ken Ballard

Approval of a resolution to recognize the Advisory Board service of Ken Ballard. Ken completed two terms of service on the Advisory Board in December of 2010. A formal resolution acknowledging Ken's service to the Board will be presented at the Board Meeting. The text of the resolution is below:

***WHEREAS**, Ken Ballard was appointed to the Parks and Recreation Advisory Board in December of 2004; and served faithfully from January 2009 through July of 2010; and*

***WHEREAS**, Ken was a tireless advocate for youth and adult sports, and the Parks and Recreation Department's efforts to serve all of the youth in the community through team and individual sports; providing an objective view of sport's role in the community; and*

***WHEREAS**, Ken provided leadership and foresight in the City's efforts to partner with both the YMCA and the Boys and Girls Club, leveraging resources in both the public and private sector to provide direct service delivery to the youth of the community; and 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**, Ken's valuable advocacy to the achievement of the Department's mission and vision will be missed by both staff and Advisory Board colleagues;*

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

Ken Ballard

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

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DISCUSSION - 1

Adjustment of Board Calendar for March 2011 Meeting

The regularly scheduled meeting of the Advisory Board in March is currently scheduled for Wednesday, March 16. However, this date conflicts with a City Council work session on the Fiscal Year 2012 budget. Staff will be required to attend the work session. Additionally, the community Budget Forum is scheduled for Wednesday, March 23, 2011.

Staff requests that the Advisory Board discuss attending one of the budget sessions in lieu of the regular March meeting; or reaching agreement on another date acceptable to the Board for the Regular March meeting.

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INFORMATION – 1

Smith Aquatic and Fitness Center – Attendance Report

Smith AFC Visitation - 10/22/10 through January 11, 2011

Access Passes	8,462
Daily Admissions	3,021
Guest Passes	400
Preview Weekend	1,075
Total Visits	12,958
Total Revenue	\$ 74,864

INFORMATION – 2

YMCA at McIntire Park –Court Status Update

An update will be provided at the Advisory Board meeting.

INFORMATION – 3

Washington Park Pool Improvements – Construction Update

Improvements to the structural shell of the Washington Park Pool began the week of September 13, 2010. Construction is substantially complete and very well done. Several punch list items remain that will be addressed during warmer weather. Pool will open on time for Memorial Day weekend, 2011.

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INFORMATION – 4

McGuffey Park Drainage Improvements – Construction Update

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 has replaced the sand box and metal slide. Construction is 80% complete, and full completion expected at the end of January and upon testing of the irrigation systems(weather permitting). The park remains open during construction except where work is occurring.

INFORMATION – 5

Jefferson School / Carver Recreation Center Renovations Update

Staff anticipates taking a draft lease for the Carver Recreation Center to City Council at the first Council meeting in February, 2011. The lease is the result of much hard work on the part of staff from Parks and Recreation, Economic Development and the City Attorney's office. Finalization of the lease will allow the property transfer to the Jefferson School Partnership to take place, as well as permit the renovations of the facility to commence.

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INFORMATION – 6

Scholarship Program Participation Update

Below is a table representing the current level of participation in the scholarship program. To date, staff has received 1 (one) request to appeal due to extenuating circumstances, which was granted.

25%	0
50%	111
75%	6
90%	42
TOTAL	159