

**Winchester Parks & Recreation
Parks & Recreation Advisory Board
Monday, June 8, 2020
Webex Meeting
6:30 PM**

- 1. Welcome & Call to Order** – President Bill Stewart

- 2. Attendance Roll Call**

- 3. Approval Minutes** – February 24, 2020

- 4. Introductions & Presentations**
 - 4.1 Frederick Douglass Family Days** – Tina Moore, Vivian Walker

- 5. Public Comments**

- 6. President’s Report**
 - 6.1**

- 7. Board Member Comments**

- 8. Report – Projects & Programs Committee**

- 9. City Manager Comments**

10. Director's Report

10.1 Administration

Coronavirus – Overhead Report – Department has continued to be operational. We have had three individuals quarantined. We are thankful that in both cases the results have been negative.

Currently in Phase I of the Governor's Recovery Plan – This permits 10 individuals in an area at one time and requires social distancing of 6' between individuals or 144 square feet per person.

Governor Northam advised we will move into Phase II, Friday, June 5th, additional details will be released Thursday, June 4th.

Awaiting implementation of Phase II which will allow for additional persons in an area but will most likely continue to require social distancing.

As we go through the agenda, we will discuss specific divisions and status of programs.

City buildings including the Active Living Center/War Memorial Building have been closed since the March 17th.

Staff has been creating contingency plans for re-opening and operations depending on the individual Divisions and the department.

Divisional Administrative Staff has been rotating working in offices and from home as permitted by City Policy.

Overall Hiring Freeze in Place – Status Report Later in Agenda

Closing out FY-20 Budget, ramping up for FY-21 Budget

10.2 Aquatics

Indoor Aquatics Facility

Closed, Ready to Open when permitted

No Department Programming currently

Phase II may permit opening of Indoor Facility

Outdoor Aquatic Facility

Repairs Completed

Structural Analysis Conducted - Have the Report, Reviewing

Partial Restricted Opening under Phase I – Opening June 1st

Lap Swimming

Swim Teams

Awaiting Phase II which will revise schedules and potentially provide more opportunities to provide programming.

10.3 Maintenance

Overall Maintenance Operations Continuing Staff Performing Attempting to Keep up;

One Maintenance Tech Out for Surgical Procedure

10.4 Facilities

Maintenance Issues Continually Addressed

Floors Stripped & Waxed Completed

Many Areas have been painted and maintenance performed

Cleaning & Sanitizing Plans in Place and Implemented in some cases

10.5 Staffing

Administration:

Assistant Director Position – Filled – Samantha (Sam) Crisman

Administrative Assistant - Vacant

Community Recreation & Special Events

Comm. Rec. & Special Events Specialist - Vacant

Aquatics

Aquatics Specialist – Interim In-Place – Permanent Vacant

Part time Lifeguard Positions

Maintenance

Robert Garret – Serving as Interim Superintendent – Superintendent Vacant

Currently Down 3.5 Positions (2 Maintenance Techs,
1.5 Seasonal)

Facilities

Currently Down 1 Full-time Custodian – Surgical Procedure

1 Part-time Custodian vacant

Front Desk Staff – Down 2 – 3 Part time Positions

Classification Change – Effective July 1, 2020 the City will no longer have classified part time positions. This will impact the department as we have two part time classified positions. We have met with both individuals and one has selected to remain with the department at least until June 30th while the other submitted her resignation effective May 29th. They are;

Joyce Milburn – 32 Years of Service

Child Care

Several Part Time Positions – Potentially

11. Assistant Director Report

11.1 Parks & Recreation Seasonal Guide

Summer Guide – Not Printed & Distributed

Fall Guide - We are considering not publishing the fall guide this year. We remain in a similar situation as the summer guide in so much as the date the guide needed to be at the printer was/is June 6th. At this point we don't know which recovery phase we may be in thus we are unable to project with any accuracy what events, programming, etc. we will be able to present. In lieu of publishing a guide, we will implement another plan utilizing print and digital format to promote programs and events to be presented by the department. We look forward to publishing the guide as soon as the situation is stabilized.

11.2 Abrams Creek Wetlands

Early Spring Cutting – March - Cancelled

11.3 Special Events

Movies at the Taylor – June 11th Cancelled – June 18th Pending

Movies at the Amphitheater – may move June movie to August

Classic Movies

3rd of July Fireworks

Frederick Douglass Family Days – July 31st & August 1st & 2nd

11.4 Athletics

Winchester Baseball – Late Season

Camps – Outside Good Condition

Inside – Lack of Space

11.5 Community Recreation

Outreach Programs – Programs Cancelled

Private Music Lessons – Revamping Program

11.6 Child Care

Mandatory Reporting Training – DSS Facilitating – All Staff

12. Additional Items –

13. Next Regular Meeting –

13.1 Monday, June 22, 2020

6:30 PM

War Memorial/Active Living Center – Lord Fairfax Room

13.2 Monday, July 27, 2020

6:30 PM

War Memorial/Active Living Center – Lord Fairfax Room

13. Closing Comments Director

14. Closing Comments President

15. Motion to Adjourn

17. Advisory Board

17.1 Vacancies

Shelly Lee may continue to serve until a replacement is appointed

Katie Jordan – Vacant

Hector Robertson – Term Expired April 30, 2020, Not Eligible for Re-appointment (May continue to serve until replacement is appointed)

Regina Coates – Term Expired March 30, 2020, Eligible for Re-appointment for another term