

**Winchester Parks & Recreation**  
**Advisory Board Agenda**  
**Monday, October 22, 2018 – 6:30 PM**

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**Agenda**

**Welcome – President Bill Stewart**

**Introduction of Guest(s)**

**Approval – September 2018 Meeting Minutes (Attached)**

**Public Comments**

**President’s Report**

Introduction of Staff – Please be prepared to give one interesting discovery you found from your review of the City Code and Code of Ethics

Board Member Term Information (Attached)

WPR Advisory Board Fundraising Discussion

Additional Comments

**Board Members’ Comments**

**City Manager’s Comments**

**Projects & Programs Committee Report (Cal Allen & Andy Gail)**

**City Code Review – Chapter 18 – Parks & Recreation – Lynn Miller (please review attached prior to meeting)**

**Code of Ethics Review – City Manager, Eden Freeman (please review attached prior to meeting)**

**Director’s Report**

**Liberty 5K Donation**

**WINNIE – *Family Favorites* – The best places for kids, picked by parents**

**Staff Update**

Aquatics Positions

Child Care

**Facilities**

Maintenance Program Continuing

## **Aquatics**

### **Outdoor Pool**

Winterized

Repairs to Piping & Valves Completed

Repairs Outstanding Fall 2018 – Skimmers

Repairs Spring 2019 – Weirs & Throttle Plugs

Floors Re-sealing

### **Indoor Pool**

Lap & General Swim Ongoing - (Schedule Attached)

Group & Private Swim Lessons Underway

Lifeguard Training Scheduled

Life Guard Recertification Scheduled

Adult Classes - Water Aerobics, Yoga & Arthritis Classes In Progress

## **Maintenance**

Mowing Continuing

Fall/Winter Task Listed Initiated

Eagles Field

Maintenance Facility

## **Assistant Director's Report**

### **Winter Spring Guide**

Design currently ongoing

Targeted distribution – December 3/4

### **Programs & Events –**

Athletics

Youth Basketball starts first week of November; 32 currently registered

Indoor Pickleball – started first week of October; looking to add an evening time based on demand

Volunteer Coaches/Referees – continue to have a need for both roles

## Aquatics

Swim lesson registration #'s - 87 enrolled in group lessons, 6 enrolled in private lessons

High school swim season starting soon

## Child Care/HIVE

Registration continues to do very well – close to 100 kids enrolled in after-school

PB&J – 2<sup>nd</sup> & 4<sup>th</sup> Wednesday of the month (9-11:30am)

Ghouls and Gals – middle school dance; October 20

## Community Rec

Ability to Move – renamed from Danceabilities; occurring on Friday mornings

Birthday Party Options – expanding to Art

## Special Events

Kiwanis Pancake Day – November 3, 7am-7pm

Christmas parade registration is now open! Anticipating high number of entries; open until November 7

- Monday, November 26, 7pm – volunteers appreciated

Drive-In Movie Night – went really well; kids (and parents!) enjoyed decorating their “cars” and watching the movie Cars.

- Additional Friday movie/craft night being planned for Friday, January 25, 7pm – Frozen

Senior Soiree – February 1<sup>st</sup>

## **Additional Items**

### **WPR Advisory Board – Next Scheduled Meeting**

December 10, 2018 – 6:30 PM

Jim Barnett Park – Lord Fairfax Room

## **Closing Comments**

## **Adjournment**

Winchester Parks and Recreation  
Park Advisory Board Meeting  
Monday, September 24th, 2018  
6:30pm

6:30 pm- Lord Fairfax Room, War Memorial Building

**Present:** Bill Stewart, President, Shelly Lee, Vice President, Cal Allen, Andy Gail, Casey Stine, Michael Miller, Regina Coates, Hector Robertson

**Absent:** None

**City Staff:** Lynn Miller, Matt Little, Samantha Crisman, Molly Minch, Sabrina Griffin

**Media:** Brian Brehm, Winchester Star

**Guests:** Teri Merril (City Council candidate)

**Katie Jordan, Welcome** – President Bill Stewart welcomed Katie Jordan to the Advisory Board and asked her to share her background with the rest of the Board. She spoke to her political experience working on Capitol Hill and her desire to get involved in the Winchester community.

**August 27<sup>th</sup>, 2018 Minutes Approval-** Cal Allen moved to approve the August minutes; Casey Stine seconded, the motion was approved.

**Park Naming Contest** – Molly Minch, Facilities Coordinator told the Board about how the contest was inspired and thanked the committee for their help in deciding a winner. She then unveiled the winning design to the board. The winner was selected by a committee of park staff (Molly Minch, Samantha Crisman, and Sabrina Griffin) and two board members (Shelly Lee and Casey Stine). The designer is Deborah Baldwin and her design will be used in neighborhood parks in Winchester.

**Public Comments-** None

**President's Report-**

- Liberty 5k donation – we are finalizing the report and roughly \$2,800 will be donated to the Park Foundation once the number was finalized.
- Board member terms were recapped and Mr. Stewart requested a spreadsheet be distributed with terms and expiration dates at the next meeting.
- Asked for Board suggestions/ideas on how the Board can be more active and supportive of WPRD in fundraising which can be used as the park sees fit. He asked members to think and come back with ideas for the next meeting. Ms. Lee suggested a Saturday Dollar Day where community members could use the facility for a dollar; board members would volunteer at the different facilities. Mr. Gail cautioned the Board to host fundraisers at the right time and to make sure donors know what it's going towards. He suggested a gala for larger businesses or to have businesses sponsor a facility. Mr. Stewart suggested a triathlon where the funds can be used generically or specifically and noted the need to be well organized. Ms. Jordan suggested we could use the Amphitheater or fields for a dance, comedian, or sports figure to attract the community.

**City Manager Comments-** None

**Projects and Programs Committee-** None

**New Format Implementation – Jim Barnett Park** – The Board rode the trolley through Jim Barnett Park paying special attention to Audubon Arboretum & Shelters, Optimist Shelter, Christianson Familyland, McCormac Amphitheater, Potts Basketball courts, Wilkins Lake, Lowery Tennis Courts, and Duncan Park.

## **Park Director's Report –**

### **FY-2018 Park Operational Information –**

**Sensory Trail** – limestone dust has been spread; we are awaiting input from the Lions Club.

**September 11<sup>th</sup> Observance** – We thought inside worked better than outside; the event is growing and we received positive input. Mr. Allen and President Stewart were in attendance, thank you.

### **Outdoor Pool –**

- All Paws on Deck was a success as always with 77 dogs and 150 people, thank you Mr. Gail for attending
- We experienced a tough ODP season. It was resurfaced, but bad weather put us behind opening. We were able to keep the pool open 2 weeks longer after Labor Day
- The ODP was built in the 60s. We had mechanical issues with the big pump and ordered a replacement pump; we were able to replace that on a Friday night
- Trying to find and hire qualified lifeguards; we hope to establish a new pay rate to draw in more seasoned applicants

### **Maintenance –**

- Mowing is tough with the rain
- A Contractor is coming for Eagles Field to resolve drainage problems
- Starting a Winter/fall task list, getting some trees taken down that have died
- Maintenance facility – looking at a design build contract, contractors are busy

### **Personnel Update – Full Time & Part Time**

- Aquatics Specialist – 2 applications, will be interviewing soon
- Desk Staff – 3 vacancies, 3 in process of hire
- Child care – still looking, hired 2

### **Facilities –**

- Maintenance continuing

### **Proposed Wireless Facility –**

- May be tabling the issue
- Ms. Lee asked if Mr. Miller knew when the vote will take place, he did not know

### **Board and Staff Orientation/Work Session –**

- The Code of Ethics and Chapter 18 of city code were handed out; there will be a review of the Code of Ethics at the October meeting. Working on orienting the board to their responsibilities and relationship with the park

### **Advisory Board Meeting Modification –**

- Meeting December 10<sup>th</sup> in lieu of meeting on November 26<sup>th</sup> and December 24<sup>th</sup>
- FY19 budget review and FY20 requests will be reviewed

### **Additional -**

### **Assistant Park Director's Report –Athletics**

- Flag Football – 75 kids registered
- Adult Kickball & Wiffleball – unfortunately cancelled due to low enrollment
- Volunteers/Referees – continue to have a need for both roles
- Aquatics
  - Swim lesson registration #'s - 73 group; 14 private
- Child Care/HIVE
  - PB&J started September 12; 2<sup>nd</sup> & 4<sup>th</sup> Wednesday of the month (9-11:30am)
  - Ghouls and Gals – middle school dance; October 20
- Community Rec
  - Dance-abilities – Zumba on Friday mornings
  - Bus trip to NYC – October 6; bus pickups now taking place at War Memorial
    - Schrock now picking up customers from the park!
- Special Events
  - Christmas parade registration is now open! Anticipating high number of entries
    - We will take volunteers for the Christmas parade

### **Board Comments/Idea Sharing:**

- Mr. Stewart asked the Board to review the minutes prior to each meeting
- Please let Sam know if you attend an event so she can mark it in the next month's minutes
- Review Code of Ethics and Chapter 18 before the next meeting
- Mr. Miller- thank you to President Stewart for his initiative to be involved and for the team work between the Board and staff! Please let the staff know if we can do anything for the board
- Mr. Stewart encouraged more input and feedback from the Board team
- Mr. Gail ran into Bill Wiley and they discussed the cell tower, the plan is to table it. Questions asked were: Is the park getting true land value and is the country club a viable option?
- Mr. Robertson commented that the park is shrinking; he remembers when it went all the way to Senseny Road.

**Next Monthly Park Advisory Board Meeting:** Monday, Oct 22<sup>th</sup>, 2018 @ 6:30pm.

**Adjournment-** With no further business to discuss, a motion to adjourn the meeting was made by Shelly Lee, seconded by Casey Stine and approved unanimously. The meeting adjourned at 8:21pm.

Respectfully submitted by Samantha Crisman; Secretary to the Park Advisory Board

## CHAPTER 18 - PARKS AND RECREATION

### Sec. 18-1. - Parks and Recreation Advisory Board.

There is hereby created a Parks and Recreation Advisory Board for the City. This Board shall be composed of: nine members of the Board shall be appointed by the Common Council for terms of three years each. The members of the Board appointed under the prior City Code chapter shall complete their terms as initial terms. Thereafter, all appointments shall be for terms of three years with no more than two consecutive terms. Past Parks and Recreation Board members who have fulfilled their two consecutive term limit may be considered by the Common Council or a new appointment no sooner than three years after their last expired term. (Ord. No. 029-95, 7-11-95; Ord. No. 2009-36, 11-10-09; Ord. No. 2011-16, 7-12-11; Ord. No. 2014-07, 5-13-14)

### Sec. 18-2. - Election of officers.

The Parks and Recreation Advisory Board shall elect annually from its members a president and a vice-president. (Code 1959, § 19-19; Ord. No. 029-95, 7-11-95; Ord. No. 2011-16, 7-12-11)

### Sec. 18-3. - General powers and duties.

The Parks and Recreation Advisory Board shall meet monthly or more often as necessary based on need. Board members who miss three regular meetings within a 12-month period will be presumed to have resigned, and the Advisory Board chair will notify the Clerk of Council in writing, requesting that Council remove the member from the Board and advertise to fill the vacancy. The decision to remove or replace any member of the Board shall remain at the sole discretion of Common Council. Consideration for extenuating circumstances will be given on an individual basis.

The Parks and Recreation Advisory Board shall serve as an advisory body for the Winchester City Council. The Board shall consult with and advise Council in matters affecting parks, trails, indoor and outdoor recreation facilities, recreation programs, and City -sponsored special events, including promotion, marketing, membership, programming, planning, fee structures, naming of park entities, and maintenance, and to input its long-range planning for resources for capital projects for rehabilitation, design and/or development for indoor/outdoor recreation. At least semi-annually, the Board shall confer with civic, business, fraternal, educational, social, recreational and religious organizations based in the City to discuss parks and recreation activities and to receive input and advice on such topics which are within the Board's jurisdiction.

The Parks and Recreation Advisory Board shall ensure adequate coordination of all matters affecting policy of joint community use of schools with the City School Board in accordance with agreements between Council and School Board.

The Parks and Recreation Advisory Board is advisory in nature only and will have no authority over operations or personnel decisions.

In rendering advice or making recommendations to Council as to program, maintenance, acquisition, or development, the Parks and Recreation Advisory Board shall also give consideration as to methods of implementing and financing, after consultation with the City Manager. Particular attention shall be given to such projects as are applicable for inclusion in the capital improvement plan of the City.

Notwithstanding any of the other provisions of this article, any matter recommended by the Parks and Recreation Advisory Board to the Council will be forwarded to the City Manager for his comments prior to consideration by the City Council (Code 1959, § 19-18; Ord. No. 029-95, 7-11-95; Ord. No. 2011-16, 7-12-11)

**Charter reference**— Borrowing by city for construction of parks, § 18.

**Cross reference**— Trees growing in parks, § 30-16 et seq.

**State Law reference**— Authority of council to establish and maintain parks and playgrounds, Code of Virginia, § 15.1-15; authority to establish and conduct system of public recreation and playgrounds, § 15.1-271 et seq.; liability of city in operation of swimming pool, park, playground or other recreational facility, § 15.1-291; regulation by city of use of parks, playgrounds, playfields and recreation facilities, § 15.1-871; operation of sports facilities by city, § 15.1-886.

Sec. 18-4. - Finances; reports.

The Parks and Recreation Advisory Board shall devise and recommend ways and means to procure funds necessary for the maintenance of programs of the City. The Board may solicit or receive any gifts or bequests of money or other personal or real property or any donations for the operation of the parks facilities and parks programs. Any such gifts or bequests of land shall be titled in the name of the City of Winchester. The Board shall recommend to Council procedures to supervise all such grants and gifts and shall make a full report of at least annually to Council on the matters under its jurisdiction. The Board shall not contract for nor incur any obligations or liabilities in the name of the City. (Code 1959, § 19-20; Ord. No. 029-95, 7-11-95; Ord. No. 2011-16, 7-12-11)

Sec. 18-5. - Appointment of parks and recreation director and other personnel.

The City Manager shall appoint and supervise the Director of Parks and Recreation. Other personnel of the department shall be appointed by the City Personnel Director upon recommendation of the Parks and Recreation Director, with concurrence of the City Manager in accordance with the Comprehensive Employee Management System. (Ord. No. 029-95, 7-11-95; Ord. No. 2011-16, 7-12-11)

Sec. 18-6. - Statement of parks property and facilities.

For the purpose of this chapter, the term "recreation facility" shall be defined as any and all park lands, including waters, roadways, trail systems, recreation equipment, buildings, structures, areas and natural environment therein, located within the limits of the City of Winchester, that are owned, or may come to be owned, by the City and designated as park property. (Ord. No. 2011-16, 7-12-11)

Sec. 18-7. - Functions of the Parks and Recreation Department.

The department of parks and recreation shall be responsible for operating and maintaining all public parks, playgrounds, and recreation facilities and grounds within the City government and organizing and conducting recreation programs and shall have such other powers and duties as may be assigned by Council.

The Director of Parks and Recreation is hereby authorized to (i) establish reasonable fees, (ii) adopt and enforce reasonable policies, procedures, rules and regulations, pertaining to the use of City parks, recreational facilities, and parks and recreation equipment, and (iii) establish hours of operation, subject to the recommendation of the Park Advisory Board with approval of the City Manager. (Ord. No. 2011-16, 7-12-11)

Sec. 18.8. - Rules, regulations, and enforcement.

It shall be the duty and responsibility of all public safety and law enforcement officials who have the authority to enforce the provisions of this Code and other ordinances relative to parks and police regulations within the limits of all parks and other recreational areas maintained and operated by or within the City to enforce the provisions of this chapter.

Law enforcement officers and park employees shall, in connection with their duties imposed by law, diligently enforce the provisions of this chapter. (Ord. No. 2011-16, 7-12-11)

Sec. 18-9. - Park property—Prohibited acts.



At all times while upon property owned and/or operated by the Winchester Department of Parks and Recreation, patrons shall adhere to the Rules and Regulations promulgated by the Parks and Recreation Department and the Parks and Recreation Advisory Board. Failure to adhere to these Rules and Regulations may result in immediate eviction from park property.

In addition to any penalty imposed by applicable law, any patron who fails to cease and desist a prohibited act or leave park property upon notification by a City employee or law enforcement officer, shall be subject to a criminal charge for trespass.

Such prohibited acts shall include the following:

*Prohibited acts—Generally.* The following shall be the general prohibited acts:

- (1) *Disfiguration and removal.* No person in a park shall willfully mark, deface, disfigure, injure, tamper with or displace or remove any buildings, bridges, tables, benches, fireplaces, railings, tree guards, paving or paving material, public utilities or parts or appurtenances thereof, signs, notices or placards whether temporary or permanent, facilities or park property or appurtenances whatsoever, either real or personal.
- (2) *Restrooms and washrooms.* No person in a park shall fail to cooperate in maintaining restrooms and washrooms in as neat and sanitary condition as prior to personal use.
- (3) *Removal of natural resources.* No person in a park shall dig or remove any sand, soil, rock, stones, water, trees, shrubs, fruit, flowers or plants, downed timber or other wood or materials, or make any excavation by tool, equipment, blasting or other means or agency.
- (4) *Erection of structures.* No person in a park shall construct or erect any building structure or utility service of whatever kind, whether permanent or temporary in character in any park except by special written permit issued by the Director of Parks and Recreation with endorsement by the Parks and Recreation Advisory Board.
- (5) *Paint or spray paint.* No person in a park shall have on or in their possession paint or spray paint of any type with the exception of department-authorized event managers preparing for special events such as shows, festivals, races, or walks that require removable paints for directional purposes. Permission for such uses shall be requested in a special event application and approved by the Director of Parks and Recreation or his/her designee.

*Prohibited acts—Trees, shrubbery, lawns.* The following shall be the prohibited acts for trees, shrubbery, lawns, etc. on park property:

- (1) *Injury and removal.* No person in a park shall damage, cut, carve, transplant or remove any tree or plant or injure the bark, or pick the flowers or seeds of any tree or plant; nor attach any rope, nail, wire, or other contrivance to any tree or plant; or dig in otherwise distributed grass areas, or in any other way injure or impair the natural beauty or usefulness of any area.
- (2) *Climbing trees, etc.* No person in a park shall climb any tree or walk, stand, sit or attach any rope or cable or other contrivance upon monuments, vases, fountains, railings, fences, buildings, or upon any other property not designated or customarily used for such purposes.

*Prohibited acts—Wild animals, birds, etc.* The following shall be the prohibited acts for wild animals, birds, etc., on park property:

- (1) *Hunting.* No person in a park shall hunt, molest, frighten, kill, trap, chase, tease, shoot, or throw projectiles at any animal, reptile or bird; nor shall any person remove or have in his possession the young of any wild animal, or the eggs or nest, of any reptile, bird or other animal. Park employees or contractors may submit application for special permits to manage wildlife populations within the park boundaries.
- (2) *Feeding.* No person in a park shall give or offer, or attempt to give to any wild animal food or other noxious substances.

*Prohibited Acts—Pollution of waters.* No person in a park shall throw, discharge, or otherwise place or cause to be placed in the waters of any fountain, pond, lake, stream, or other body of water in or adjacent to any park or any tributary, stream, storm sewer, or drain flowing into such waters, any substance, matter or thing, liquid or solid, which will or may result in the pollution or littering of said waters.

*Prohibited Acts—Rubbish and refuse matter.* No person in a park shall have brought in or shall dump, lay, cast, drop, discharge, deposit or leave any bottles, rubbish, waste, garbage or refuse, or any other trash. No such refuse or trash shall be placed in any water in or contiguous to any park, or left anywhere on the grounds thereof, but shall be placed in the proper receptacles where these are provided; where receptacles are not provided, all such rubbish or waste shall be carried away from the park by the person responsible for its presence and properly disposed of.

*Prohibited Acts—Motor vehicles, traffic, and parking, idling, skateboards and rollerblades.* The following shall be prohibited acts for vehicular traffic, parking, idling and skating or rollerblading:

- (1) *Motor vehicle laws apply.* No person in a park shall fail to comply with all applicable provisions of the State and City motor vehicle traffic laws in regard to equipment and operation of vehicles together with such regulations as are contained in this and other sections of the Winchester City Code.
- (2) *Enforcement of traffic regulations.* No person in a park shall fail to obey all police officers and park employees, such persons hereby being authorized and instructed to direct traffic whenever and wherever needed in the parks and on the highways, streets or roads immediately adjacent thereto in accordance with the provisions of these regulations and such supplementary regulations as may be issued subsequently by the parks and recreation director, chief of police, City Manager or their designee.
- (3) *Obey traffic signs.* No person in a park shall fail to observe all traffic signs indicating speed, direction, caution, stopping or parking and all others posted for proper control and to safeguard life and property.
- (4) *Speed of vehicles.* No person in a park shall ride or drive a vehicle at a rate of speed exceeding 15 miles per hour, except upon such park roads as the City may designate, by posted signs for other speed limits.
- (5) *Operation confined to roads.* No person in a park shall drive any vehicle on any area, except the paved park roads or parking areas, or such other area as may on occasion be specifically designated as temporary parking areas by the Director of Parks and Recreation or his designee.
- (6) *Recreational vehicles.* No person in a park shall operate in any park or recreation area snowmobiles, minibikes, motorcycles, go-carts, ATVs, mopeds, motorized scooters or any other unlicensed vehicle, except in areas specifically designated by the Director of Parks and Recreation for such use.
- (7) *Trucks and commercial vehicles.* No person in a park shall operate in or through any park, any trucks or commercial vehicles with a gross weight in excess of five tons, except for the delivery of the load thereon for use in such parks as expressly approved by the Director of Parks and Recreation or his/her designee.
- (8) *Designated areas.* No person in a park shall park a vehicle in other than an established or designated parking area, and such use shall be in accordance with the posted signage and directions and with the instructions of any park employee or law enforcement officer who may be present.
- (9) *Prohibited activities.* Overnight parking not permitted without prior written authorization from the Director of Parks and Recreation or his/her designee. Tractor trailers, campers, RV vehicles, boats/jet skis and related trailers, and over-sized vehicles are not permitted in parking areas at any time without prior written authorization.
- (10) *Unnecessary prolonged idling of vehicles is prohibited.*

- (11) *Double parking.* No person in a park shall double park any vehicle on any road or parkway, unless directed by a park employee or law enforcement officer.
- (12) *Skateboards, rollerblades, etc.* No person shall ride or use a skateboard in a public park and recreational facilities except in areas so designated for such use.
- (13) *Washing, waxing or repairing vehicles in parks or playgrounds.* It shall be unlawful for any person to wash, wax or repair any motor vehicle of any kind within the boundaries of any City park or playground.

*Prohibited acts—Solicitation and advertising.* The following shall be prohibited acts for solicitation and advertising within the parks:

All permissions or approvals required by this subsection shall be given upon a showing that public peace and safety will not be endangered, park property is not damaged or vandalized and a further showing that no law or ordinance will be violated.

- (1) *Distribute or display.* No person in a park shall post, paint, affix, distribute, hand out, deliver, place, cast, or leave about any bill, billboard, placard, ticket, handbill, circular, or advertisement; display any flag, banner, transparency, target, sign, placard or any other matter for advertising purposes; operate any amplified musical instrument unless expressly authorized through a permit by the Director of Parks and Recreation or his designee.
- (2) *Contributions.* No person in a park shall solicit contributions for any purpose without written approval of the Director of Parks and Recreation, City Manager or their designee.

*Prohibited acts—Bathing, swimming, fishing and hunting.* No person in a park shall:

- (1) *Designated areas.* Swim, bathe, or wade in any waters or waterways in any park, except in such waters in such places as are provided therefore and in compliance with such regulations as are herein set forth or may be hereinafter adopted. Nor shall any person frequent any waters or places customarily designated for the purpose of swimming or bathing, or congregate when such activity is prohibited by the Director of Parks and Recreation or his/her designee upon a finding that such use of the water would be dangerous to public health or welfare.
- (2) *Bath houses.* Dress or undress in any vehicle, toilet or other place, except in such bathing houses, locker rooms or structures as may be provided for that purpose.
- (3) *Fishing.* Fish in any park waters, whether by the use of hook and line, net trap, spear, gig, or other device, except in such waters thereof as are or may be designated by the Director of Parks and Recreation or his/her designee for that use and under such regulations are restrictions as have been or may be prescribed by said department.
- (4) *Hunting and firearms.* Hunt, trap or pursue wildlife at any time.

*Prohibited Acts—Picnic areas, shelter and pavilion use.* The following shall be the picnic areas and use regulations for park property:

- (1) *Regulated.* Park employees shall have the authority to regulate picnic activities in such areas when necessary to prevent congestion and to secure the maximum use for the comfort and convenience of all. Visitors shall comply with any directions given by park employees to achieve this end.
- (2) *Availability.* No person shall violate the regulation that use of the individual grills together with tables, which require no permit, follows generally the rule "first come, first served."
- (3) *Nonexclusive.* No person shall use any portion of the park areas or any of the buildings or structures therein without a permit issued by the Director of Parks and Recreation or his/her designee, for the purpose of holding activities to the exclusion of other persons, nor shall any person use such area and facilities for an unreasonable time if the facilities are crowded.

- (4) *Reservations.* Reservations for shelters only may be obtained by paying a fee, as determined by the department of parks and recreation for exclusive use during said time period. Permits will be issued upon payment of fee and must be in the possession of users to be valid.
- (5) *Permit.* No person shall use a designated permitted shelter without a permit; park employees have the authority to ask any unauthorized user without a permit to leave the shelter. The parks and recreation department reserves the right to dismiss any persons from the facility. Park employees have the authority to determine if participants are strictly adhering to all rules and regulation, and have the full authority to enforce the regulations. No person shall violate the local, state, or federal laws, which prohibits the use and/or possession of weapons, alcohol, or any illegal substances on park grounds.
- (6) *Non-permit.* No reservations are needed for unmarked or designated shelters. These shelters are free of charge and for the general public to use on a daily basis on a "first come first serve" basis. Non-permit shelters are located at Christianson Familyland, Wilkins Lake and directly behind the Active Living Center in Jim Barnett Park.
- (7) *Duty of picnicker.* No person shall leave a picnic area before the following is complete: fires are completely extinguished in grills and fireplaces, cleaning spills, wiping surfaces, and collection and disposal of trash including, papers, cans, bottles, garbage and other refuse in designated trash receptacles. If no such trash receptacles are available, then refuse and trash shall be bagged and left at the shelter for a park employee to pick up and dispose of properly.
- (8) *Open flames.* Open flames within the park are prohibited except in charcoal grills and shelter fireplaces.
- (9) *Gas grills.* Gas grills are prohibited unless prior approval is granted by the Director of Parks and Recreation and the fire and rescue chief or their designees.

*Prohibited Acts—Camping in a park.* The following shall be camping regulations for park property:

- (1) *Camping.* No person in a park shall without a permit from the director or his/her designee, set up tents, shacks, or any other temporary shelter for the purpose of camping, nor shall any person leave after closing hours any equipment, structure or vehicle to be used or that could be used for such purposes, such as house trailer, camp trailer, camp wagon or the like, such permitting may require a fee be paid.

*Prohibited Acts—Miscellaneous.*

- (1) *Games.* Unless authorized by the director of parks and recreation, or his/her designee, no person in a park shall take part or abet any recreational activity or the playing of any games, or conducting practices of any kind except in areas set apart therefore.
- (2) *Horseback riding, etc.* No person in a park shall ride, drive, or lead a horse except on park drives or trails, as designated by the parks and recreation director or his/her designee. Where permitted, horses shall be thoroughly broken and properly restrained, and ridden with due care, and shall not be allowed to graze or go unattended, nor be hitched to any rock, tree and shrub. No hoofed animals will be allowed on turf areas.
- (3) *Missiles and fireworks.* No person in a park shall carry, shoot, fire, explode or throw any fireworks, firecrackers, rockets, torpedoes or missiles of any kind in any park without a permit from the Director of Parks and Recreation and the fire and rescue chief or their designees.
- (4) *Photography.* No person in a park shall, without prior written authorization by the Director of Parks and Recreation or his/her designee, make still or moving pictures that involve the use of special settings, structures, lighting or apparatus, or the performance of a cast of persons, either amateur or professional, or the posing of professional models; said written permission may be issued only when such activities will permit normal use of park facilities by other visitors. However, the provisions of this section do not in any way restrict the use of cameras by amateur photographers not intending to personally profit from the sale of such photographs or videos.

- (5) *Metal detecting.* No person shall use metal detecting equipment or remove any treasure or artifact from park property.
- (6) *Professional instruction.* No person other than authorized personnel or contractors of the park shall offer paid or unpaid professional instruction of any kind on park property.
- (7) *Fires.* No person in any park shall build or attempt to build a fire except in grills and shelter fireplaces. No person shall drop or throw or otherwise scatter lighted matches, burning cigarettes or cigars, tobacco paper or other flammable material within any park area or on any highway, road or street abutting or contiguous thereto.
- (8) *Closed areas.* No person in any park shall enter an area posted "Closed to the Public" or "No Trespassing," nor shall any person use or abet the use of any area in violation of posted notices. Exceptions to this section include special memberships where permission is granted by the Director of Parks and Recreation or his/her designee or through the payment of a membership granting access year round for use of a specific park amenity which is located within a closed area of the park (example: dog park).

*Prohibited Acts—Meetings and concessions.*

- (1) *Meetings.* No person shall hold or take part in any public meeting or event, religious, political, charitable or otherwise, including picnic parties and entertainment for charitable or religious purposes, in any public park without first obtaining permission from the Director of Parks and Recreation, or his/her designee. Such assemblages shall be conducted in a lawful and orderly manner and shall occupy such grounds and facilities as may be assigned to or reserved for them.
- (2) *Concessions.* No person shall sell or offer for sale any food, beverage, refreshments or any article or service whatsoever in any park or recreation area except by concessionaires under contract with the City by for profit, non-profit, charitable or religious groups, authorized by a permit from the Director of Parks and Recreation, a valid health permit from the Health Department and a City of Winchester business license with liability insurance which states the City of Winchester as additionally insured.

*Prohibited Acts—Domestic and non-domestic animals or pets.*

- (1) *Domestic animals.* No person in any park shall have been responsible for the entry of a cat, dog or other domestic animal into a park or recreation area unless carried, led by a chain, strap or rope, or kept in a wagon, automobile or other vehicle. Dogs, cats or other domestic animals shall not be permitted to enter any lake, pond, fountain, swimming pool, stream, court areas, playing fields, or food and beverage concession area within any park or recreation area. No animal shall be allowed to be curbed in any park area without cleanup by owner or responsible party. Hearing or service dogs shall be excluded from the provisions of this regulation. No person shall bring a dog which has been determined to be a dangerous dog or a vicious dog to or within a dog park, whether or not the dog is on a leash or muzzled.
- (2) *Nondomestic animals and reptiles.* No person in any park shall have been responsible for the entry of any nondomestic animal or reptile.

*Prohibited Acts—Park patron behavior.*

- (1) *Disorderly conduct and disturbing the peace.* No person in any park shall recklessly cause inconvenience, annoyance, or alarm to another by doing any of the following in any City park:
  - a. Engaging in fighting, in threatening harm to person's property, or in violent or turbulent behavior.
  - b. Making unreasonable noise or offensively coarse utterance, gesture or display, or communicating unwarranted and grossly abusive language to any person that is reasonably likely to provoke an immediate breach of the peace.

- c. Insulting, taunting, or challenging another under circumstances in which such conduct is likely to provoke a violent response.
  - d. Hindering or preventing the movement of persons on a public street, road or right-of-way, or to, from, within or upon public property, so as to interfere with the rights of others, and by any act which serves no lawful and reasonable purpose of the offender.
  - e. Creating a condition which is physically offensive to persons or which presents a risk of physical harm to persons or property, by any act which serves no lawful or reasonable purpose of the offender.
  - f. Sexual activity is not allowed on any park grounds.
- (2) *Exhibit permits.* No person in any park shall fail to produce and exhibit any park-issued permits upon request of any police officer or park employee who shall desire to inspect the same.
- (3) *Interference with permittees.* No person in any park shall disturb or interfere unreasonably with any person or party occupying any area, or participating in any activity, under the authority of a permit. (Ord. No. 2011-16, 7-12-11)

Sec. 18-10. - Park operating policy.

- (1) *Authority.* In addition to any other authority granted by this section or other applicable law, the Director of Parks and Recreation, the chief of police and their designees shall have the authority to bar individuals from the park property for serious or repeated violation of park regulations. To enforce this bar, a written notice shall be issued to the violator restricting access to all park property within the park system. Reinstatement or appeal requests shall be placed in writing and addressed to the Parks and Recreation Director, the Chief of Police and the park advisory Board for consideration and attendance at a scheduled park Board meeting may be required. Depending upon the severity of the incident a one-year no trespassing notice may be issued for first time offenders; a five-year no trespassing notice may be issued for a second offense; and a permanent "life ban" no trespassing notice may be issued for repeat offenders with no exceptions for reinstatement.
- (2) *Hours.* Parks shall open to the public every day of the year from dawn to dusk, except park facilities with special designated hours of operation which shall be advertised and/or posted thereon. Special permission from the Director of Parks and Recreation or his/her designee is required for any person to remain in any park area outside regular hours. The standard operational hours of all neighborhood parks are from dawn to dusk unless permission is granted for extended use beyond the stated hours of this section.
- (a) No person shall go upon, use, occupy or remain in any park at night, unless using a facility with specifically stated operating hours or by permit.
  - (b) The director shall erect appropriate signs at all major entrances, roadways, and access points so that an ordinarily observant person affected by this section will be aware of this section.
- (3) *Closed areas.* Any section of any part of any park may be declared closed to the public by the parks and recreation director or his/her designee at any time or for any interval of time, either temporarily or at regular and started intervals and either entirely or merely to certain uses, as the director shall find reasonably necessary.
- (4) *Revocation.* The Director of Parks and Recreation or his/her designee shall have the authority to revoke a permit upon finding a violation of any rule or ordinance, or upon good cause shown. (Ord. No. 2011-16, 7-12-11)

Sec. 18-11. - Dog park.

- (a) Rules establishes; purpose; applicability. The Director of Parks and Recreation is authorized to establish additional reasonable rules and regulations with the endorsement of the park advisory Board for the use of the dog park. The director is authorized to ban any person or any dog from the dog park for a serious or repeated violation of posted rules and regulations. The purpose of this

article is to establish appropriate rules and regulations to govern the use of the City dog park, so that there may be a place where residents and their canine companions can relax, exercise, and play in a safe, spacious, social and sanitary environment.

- (b) Off-leash, running at large permitted. Within the fenced area of the dog park, the owner or custodian of a dog may permit the dog to run at large. However, the owner or custodian must be present within the fenced area of the park at all times the dog is off the leash. The owner or custodian must have the dog's leash in hand, and must be prepared to release the dog immediately if the dog is involved in an incident. Dog park memberships are required. § 5-24
- (c) No dangerous or vicious dogs allowed. No person shall bring a dog which has been determined to be a dangerous dog or a vicious dog to or within a dog park, whether or not the dog is on a leash or muzzled. § 5-27
- (d) Valid dog license tag and immunization records required. No person shall bring a dog within the fenced area of a dog park unless the dog is wearing a valid, current dog license tag fastened securely to a substantial collar. Up-to-date immunization records for the dog must be on file with the park administrative office. § 5-22
- (e) Dog owners are required to clean up after dogs and ensure that any feces and other bodily waste from their animal is properly collected in a sealed plastic bag and disposed of in a proper trash receptacle. (Ord. No. 2011-16, 7-12-11)

Secs. 18-12—18-19. - Reserved.

# Code of Ethics

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The Code of Ethics is intended to provide ethical guidelines for City Council members, employees and Council appointed Board and Commission members that are responsive to the public needs and preclude even the appearance of impropriety in the performance of their duties. All City Council members, employees and Council appointed Board and Commission members have an obligation to conduct their official duties in a manner that serves the public interest, upholds the public trust and protects the City's resources. To this end, City Council members, employees and Council appointed Board and Commission members have a responsibility to:

- Perform their duties to the very best of their abilities, treating the public and each other in a courteous manner that is fair and equitable, without regard to race, color, gender, age, religion, national origin, disability, political affiliation, or any other factor unrelated to the impartial conduct of City business.
- Demonstrate integrity, honesty, and ethical behavior in the conduct of all City business. To help maintain these standards, Council members agree to work through the City Manager thereby limiting contact with City employees and agencies except for inquiry purposes. Individual Council members shall not attempt to represent the Council to others except as directed by the President of Council or the respective committee chair.
- Ensure that their personal interests do not come into conflict with their official duties, resulting in a real conflict of interest or the appearance of a conflict of interest. This shall apply to City Council members, employees and Council appointed Board and Commission members when dealing with vendors, customers, and other individuals doing business or seeking to do business with the City.
- Ensure that they do not accept any gift, favor or thing of value that may tend to influence the discharge of their duties, or grant any improper favor, service or thing of value in the discharge of their duties. This is a zero tolerance policy. This shall include the acceptance of a gift from a person who has interests that may be substantially affected by the performance of the employee's official duties under circumstances where timing and nature of the gift would cause a reasonable person to question the employee's impartiality in the matter affecting the donor. This prohibition shall not apply to the acceptance of any gift, favor or thing of value that benefits the City and/or the community as a whole.
- Ensure that information concerning the property, government or affairs of the City is held confidential, disclosed only with proper legal authorization, and never to advance the financial or other special interest of themselves or others.
- Ensure that all City resources, including City funds, equipment, vehicles and other property, are used in strict compliance with City policies and solely for the benefit of the City. To ensure that city employees do not receive unauthorized or conflicting directives, individual Council members and Board and Commission members without supervisory responsibilities shall not give direction to city employees and departments except as directed by the majority of Council to the City Manager.
- Avoid any behavior that could fall under the definitions of misconduct in Section 7.2 Discipline of the City's Comprehensive Employee Management System.

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*Council members, Board and Commission members, department heads and supervisors must take a leadership role in the promotion and execution of the Code of Ethics. All City officials and employees have a responsibility to place cooperation, trust, and respect at the head of all they do.*

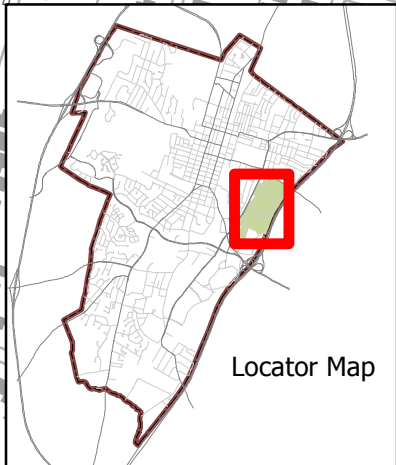


#	First	Last	Term #1 Start	End	Term #2 Start	End
1	Regina	Coates	12/9/2014	4/30/2017	5/1/2017	4/30/2020
2	Calvin	Allen	5/1/2016	4/31/2019		
3	James	Robertson	8/26/2014	4/30/2017	5/1/2017	4/30/2020
4	Michael	Miller	7/1/2015	6/30/2018	7/1/2018	6/30/2021
5	Bill	Stewart	9/8/2015	6/30/2018	7/1/2018	6/30/2021
6	Casey	Stine	3/8/2016	6/30/2019		
7	Shelly	Lee	4/9/2013	4/30/2019		
8	Katie	Jordan	8/28/18 (UT)	4/30/2019		
9	Andy	Gail	5/8/2018	5/7/2021		

(UT) = Unexpired Term

When a member fills and unexpired term, it does not count against the two-term limit. Therefore, when Katie finishes the UT she was recently appointed to, she'll still be eligible to serve two more full three-year terms on the board.

# JIM BARNETT PARK



- R-** Public Restrooms
- Green Circle Trail
- Trails
- Streams
- Winchester City Limits
- Wetlands
- Buildings
- Athletic Fields
- Parking
- Park Boundaries
- Disc Golf Course

Produced by: City of Winchester GIS  
 15 N Cameron St  
 Winchester, VA 22601  
 December 3, 2012  
 DRAFT

## Lynn Miller

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**From:** Amy Simmons  
**Sent:** Tuesday, October 09, 2018 3:59 PM  
**To:** Lynn Miller; Matt Little; Samantha Crisman; Molly Knapp  
**Subject:** FW: You've been chosen as a Winnie Family Favorite! 🎉

Congratulations!

Thanks,

Amy Simmons, MPA  
Communications Director  
15 North Cameron Street, Winchester, VA 22601  
📞 540.667.1815 EXT 1670 | ✉ [amy.simmons@winchesterva.gov](mailto:amy.simmons@winchesterva.gov)  
[www.WinchesterVA.gov](http://www.WinchesterVA.gov) | [CitE-News](#) | [Week In Review](#)

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**From:** Winnie <[email@winnie.com](mailto:email@winnie.com)>  
**Date:** Tuesday, October 9, 2018 at 3:29 PM  
**To:** "[pio@winchesterva.gov](mailto:pio@winchesterva.gov)" <[pio@winchesterva.gov](mailto:pio@winchesterva.gov)>  
**Subject:** You've been chosen as a Winnie Family Favorite! 🎉

Congratulations! We've tallied the votes and we're excited to share that you've been chosen...



Congratulations! We've tallied the votes and we're excited to share that the moms & dads of Winnie have chosen **Jim Barnett Park** as their top pick for:

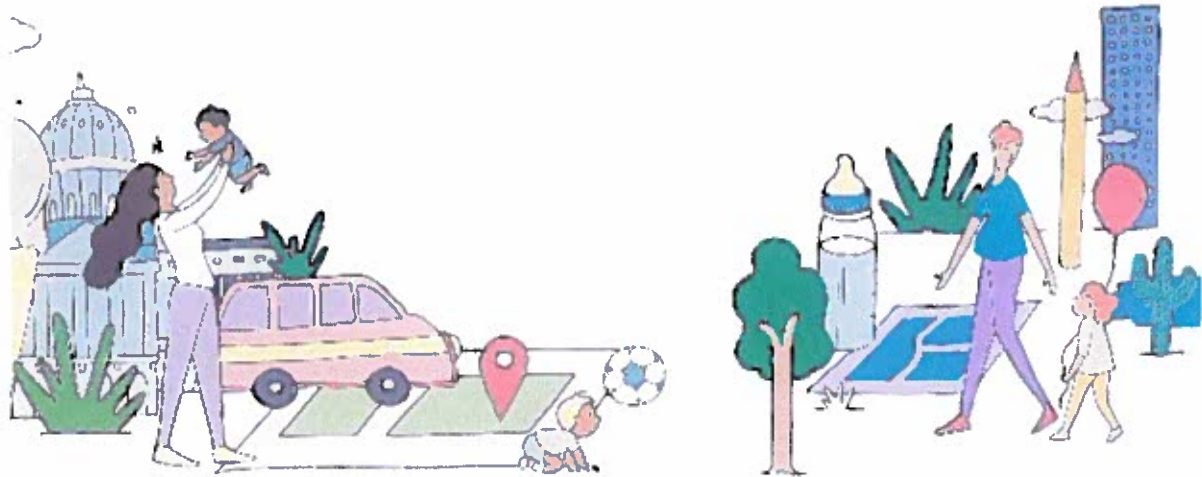
## ☀ **Fun in the Sun Award for Best Outdoor Play Space**

As a Family Favorite winner, you will receive *free* promotion in our national directory of kid-friendly places for one year, as well as permanent badges for your Winnie page and website. Click below to get your badges and some fun promotional materials to share.

### 👉 **Get your Fun in the Sun Award badge**

From all of us at Winnie, **thank you** for your exceptional service to the kids and families in your community. Congratulations on this well-deserved honor!

Best,  
Team Winnie



Winnie, Inc.  
P.O. Box 641514, San Francisco, CA 94164-1514

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