

**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

Present: Bill Stewart (President), Shelly Lee (Vice President), Cal Allen, Mike Miller, Casey Stine, Regina Coates, and Andy Gail

Absent: Hector Robertson

City Staff: Lynn Miller and Samantha Crisman

3. Approval Minutes – February 24, 2020

A motion to approve the February 24th meeting minutes was made by Cal Allen and seconded by Shelly Lee. All were in favor; the minutes were approved.

4. Introductions & Presentations

4.1 Frederick Douglass Family Days – Tina Stevens-Culbreath, Vivian Walker

The Frederick Douglass Family Days Club is working on an alternative presentation for the event and were not able to attend the meeting tonight. Lynn Miller stated that he spoke with Tina and Vivian today, June 8th and Tina indicated the committee was working on both the face to face and virtual event options. Park staff prepared guidelines for virtual events where city funds were being used and shared it with Tina and Vivian. They will put together a plan and make a presentation in either direction at a later date. Regina Coates added that she and her husband have been directed to plan for a virtual platform for the gospel concert. Bill Stewart noted it's a great event and its good for Parks and Recreation to help any way they can. This will be the 43rd year for the event. Shelly Lee hoped we would continue monetary support for the event. The event is usually held on the first weekend in August but may be delayed due to the Coronavirus Pandemic.

5. Public Comments – None

6. President's Report

6.1 Bill thanked Lynn and Sam for the updates sent to the Board and their attempts to reopen some activities. He thanked Patrick Elwell and Tyler Schenck for their help getting the WebEx meeting setup. He also thanked Leslie Bowery for her efforts to continue programming and entertainment for the kids.

7. **Board Member Comments** – Regina stated she is trying to convince an acquaintance to join the Board and Insight Academy. Bill added there has been other interest in the board which is a positive and hopefully there will be a full board soon. Bill commented that Amy does an excellent job with the Insight Academy program.

8. **Report – Projects & Programs Committee** - None

9. **City Manager Comments** – Lynn stated the Interim City Manager, Mary Beth Price, was unable to attend this evening, but she has taken everything head on and her experience has shown through throughout the pandemic. We are fortunate and glad to have her on board.

10. **Director’s Report**

10.1 **Administration**

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

We are 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.

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

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.

There is an overall Hiring Freeze in Place – Status Report Later in Agenda.

We are in the process of closing out FY-20 Budget and 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 Aquatics Facility

Repairs Completed

Structural Analysis Conducted – We have the report and are 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 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 – Several Vacancies

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

JoAnn Martin – 22 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 with too many unknowns

Fall Guide - We are considering not publishing the fall guide this year or adjusting the schedule of publication. 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 has 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 scheduled June movie to August

Classic Movies – Cancelled

3rd of July Fireworks - Cancelled

Frederick Douglass Family Days – currently scheduled for July 31st -
August 2nd

11.4 Athletics

Winchester Baseball – Attempting Late Season, meeting scheduled to discuss

Camps – Outside Good Condition, offering Golf, Soccer, and Tennis camps

Inside – Lack of Space hindering scheduling of programs

Annual Fishing Rodeo – June 20th at 7am, will go on as scheduled. We are confident social distancing can be achieved at the event.

Bus Trips to Nationals games have been cancelled, we have received credit for deposits paid plus 50% for the following year.

11.5 Community Recreation

Outreach Programs – Programs Cancelled

Private Music Lessons – Revamping Program

11.6 Child Care

Mandatory Reporting Training – DSS Facilitating – All Staff

Summer Care Program – opened today, June 8th with 24 enrolled and 21 waitlisted. Social distancing and sanitation protocols are in place.

12. Additional Items – None

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

In going through this reopening process, we have adjusted some fees. For example, the children's program has been reduced due to less activities being available to the children. Winchester Swim Team will experience a change in billing because they could not have more than 8 people in the pool at a time. We asked them to cover the salaries and fringe benefits for guards during their additional times in the water outside of the normal schedule. We have credited back memberships for time lost during the closure and have done many of refunds for programs, reservations, etc. We will re-evaluate fees when we re-open.

14. Closing Comments President –

We have already discussed some of the vacancies for the Board. Lastly, Bill thanked Lynn and Samantha for the decisions they have had to make during this difficult time.

15. Motion to Adjourn

With no further business to discuss, a motion to adjourn the meeting was made by Casey Stine, seconded by Andy Gail and approved unanimously. The meeting adjourned at 7:36pm.

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