



PARKS AND RECREATION ADVISORY COMMISSION

Monday, April 15, 2019

Ida Lee Park Recreation Center
Conference Room
60 Ida Lee Drive

COMMISSION MEMBERS

Brody McCray, Chair

Rob Fulcer, Vice-Chair

Laurie Burke

David Drupa

Rachel Hart

Peggie Tyree

Clint Walker

Marty Martinez, Councilmanic Representative

PARKS AND RECREATION ADVISORY COMMISSION



A G E N D A

7:00 p.m. - Monday, April 15, 2019

Ida Lee Park Recreation Center – 60 Ida Lee Drive, NW, Leesburg, VA 20176

1. Call to Order
2. Approval of Minutes: Meeting of March 18, 2019
3. Commission Member Comments
4. Loudoun County Park Board Liaison Comments
5. Chairman Comments
6. Citizen Comments - **7:30 p.m. – Standing time for citizen comments.**
7. New Business:
 1. Art Approval SOP *
8. Old Business:
 1. Westpark Golf Course Status
9. Future Business:
10. Director's Report
 - a. Financial Report *
 - b. Park Projects Report
 - c. Scholarship Report *
 - d. ROCK Report *
 - e. Quarterly Attendance Report *
11. Other Business
12. Information Items
13. Adjournment

If you require any type of reasonable accommodation, as a result of a physical, sensory or mental disability, to attend and/or participate in this meeting, please contact Tabitha Eagle at 703-777-1262 or e-mail at teagle@leesburgva.gov. Three days advance notice is requested.

- * Material attached
-  Material will be e-mailed prior to the meeting
-  Handout at meeting

Parks and Recreation Advisory Commission Meeting Minutes
March 18, 2019

The Leesburg Parks and Recreation Advisory Commission met on Monday, March 18, 2019, beginning at 7:00 p.m. at the Ida Lee Recreation Center located at 60 Ida Lee Drive, Leesburg, Virginia.

The meeting of Leesburg Parks and Recreation Advisory Commission was called to order at 7:00 p.m.

Commission Members Present:

Brody McCray, Chair
Rob Fulcer, Vice-Chair
Laurie Burke
David Drupa
Peggie Tyree
Clint Walker
Marty Martinez, Councilmanic Representative

Absent:

Also present: Rich Williams, Director of Parks and Recreation

Approval of Minutes: The minutes of the meeting on February 18, 2019 were approved as presented 6-0.

Loudoun County Park Board Liaison

Citizen Comments:

New Business:

1. Auxiliary Pool Ages – The Commission discussed the current age policy within the Auxiliary Pool. Currently, children 9 and under can use the pool if accompanied by an adult and children 10-15 only with a doctor's note. The Commission and staff agreed to permit children 10-15 accompanied by an adult to use the pool on a three month trial basis. Should there be pushback from other users the decision may need to be re-evaluated.

Old Business:

1. Westpark Golf Course - The Commission was briefed on the latest plan submittal information for the property redevelopment.
2. FY 20 Proposed Budget – The Commission was briefed on the current status of the proposed FY 20 budget.

Future Business:

Director's Report:

- a. Financial Report
- b. Park Projects Report
- c. Scholarship Report
- d. ROCK Report

Adjournment: The meeting was adjourned at 8:08 p.m.

NEW BUSINESS

Standard Operating Procedures

Installation of Public Art Features within Town Parks

Purpose: To provide an enabling process for the Leesburg Commission on Public Art (COPA) to exhibit public art features in Town of Leesburg public parks

Process:

1. COPA identifies proposed location(s) for art object within a Town of Leesburg public park.
2. All requests to the Parks and Recreation Department for permission to exhibit art in public parks shall be made through COPA.
3. COPA will make the formal request to the Department of Parks and Recreation Director for a determination as to the suitability of the proposed site for public art exhibition.
4. If the Director determines that the site may be suitable for future use, he/she shall direct P&R staff to determine:
 - a. The height, width, depth, and weight of object(s) that can be accommodated (artbox).
 - b. Acceptable size and character of any proposed accompanying signage.
 - c. Other site restrictions, i.e. installation access routes, anchoring methods, hours of operation restrictions, etc.
 - d. Potential financial and liability impacts to the P&R Department, including confirmation of appropriate insurance coverages by the artist or designated sponsor. Neither the Department of Parks and Recreation, nor the Town, shall be responsible for any damage to art on loan by any outside party.
 - e. Potential public safety issues.
 - f. Potential site remediation concerns and responsibilities.

Parks and Recreation staff will complete an *Application for Public Art Display* form and submit to the Director. The *Application for Public Art Display* requesting placement of art within a Town park will be presented to the Parks and Recreation Advisory Commission for endorsement.

5. Director will communicate the above findings back to COPA.
6. COPA will then either solicit art intended for the identified location, or confirm that previously identified artwork meets the criteria listed in the application. Artwork shall not be in conflict with established park rules or use practices.
7. The Director of the Department of Parks and Recreation, or his/her designee, will be invited to sit on the art advisory committee's art review as a non-voting member. The person in this role will answer any questions that the art advisory committee may have about the particular park where the proposed artwork will be placed.
8. COPA will present a proposal to the Parks and Recreation Advisory Commission, requesting permission to install the specifically described and depicted art object(s) at the identified location. If approved by the Parks and Recreation Advisory Commission, COPA will be asked to take the

proposal to the Leesburg Town Council for final approval. Should the Parks and Recreation Advisory Commission not approve the proposal, COPA, if it so chooses, may take the proposal directly to the Town Council without a P&R Commission endorsement. The Town Council has ultimate approval responsibilities for all art exhibited on Town property.

9. Once the proposed art installation is approved by the Town Council, COPA will schedule a meeting with the P&R staff to finalize the logistics of installation and maintenance.
10. COPA will be responsible for all costs associated with the installation of the artwork. Should the artwork be on loan to the Town, then COPA will be responsible for administering the maintenance and de-installation of the art.
11. The Town will maintain the area around the art feature at a level consistent with that particular park where it is displayed.
12. Should there be a designated exhibition period, P&R staff and COPA will initiate action to have the art removed and determine any site remediation necessary. Site remediation will be the responsibility of P&R.

COPA Chairperson

Date

Parks and Recreation Advisory Commission Chairperson

Date

Director of Parks and Recreation

Date

DIRECTOR'S
REPORT

Department Financial Report
Fiscal Year 2019/9
Through March 31, 2019

ADMINISTRATIVE DIVISION	REVENUE	EXPENDITURE	RECOVERY FY19	RECOVERY FY18
Administration	\$ -	\$ 473,474.58	0%	0%
SUBTOTAL	\$ -	\$ 473,474.58	0%	0%

PARKS DIVISION	REVENUE	EXPENDITURE	RECOVERY FY19	RECOVERY FY18
Administration and Grounds	\$ 30,046.02	\$ 1,005,093.72	3%	3%
SUBTOTAL	\$ 30,046.02	\$ 1,005,093.72	3%	3%

RECREATION DIVISION	REVENUE	EXPENDITURE	RECOVERY FY19	RECOVERY FY18
Recreation Programs	\$ -	\$ 230,969.48	0%	0%
Ida Lee Operations	\$ 1,484,128.73	\$ 1,278,249.08	116%	127%
Fitness	\$ 195,852.90	\$ 371,246.09	53%	48%
Community Outreach	\$ -	\$ 80,066.98	0%	0%
Aquatics	\$ 487,452.60	\$ 962,782.05	51%	46%
Sports	\$ 244,805.60	\$ 130,700.93	187%	191%
Recreation Classes	\$ 75,991.08	\$ 122,404.40	62%	65%
Special Events	\$ 184,158.39	\$ 336,561.54	55%	56%
Tennis	\$ 616,924.13	\$ 487,727.96	126%	115%
Camps	\$ 259,648.90	\$ 89,941.34	289%	258%
Preschool	\$ 106,464.06	\$ 75,733.20	141%	155%
SUBTOTAL	\$ 3,655,426.39	\$ 4,166,383.05	88%	88%

	REVENUE	EXPENDITURE	RECOVERY FY19	RECOVERY FY18
DEPARTMENTAL TOTAL	\$ 3,685,472.41	\$ 5,644,951.35	65%	64%

* Current recovery rate for the departmental revenue areas 93% (Does not include Administrative Division, Parks Division, Special Events, and Community Outreach) (FY18 Recovery 92%)

Annual goal per Town Council 70%

SCHOLARSHIP REPORT
March 2019

	Requested	Approved	Denied
Current	2	1	1
Previous	3	1	2
Total	5	2	3

R.O.C.K. March 2019 Attendance

Site	Number Enrolled	Average Daily Attendance
Heritage Square	18	11
Evans Ridge	13	4
Fields of Leesburg	47	18
Fort Evans	8	7

IDA LEE PARK RECREATION CENTER
 DEPARTMENT OF PARKS AND RECREATION
 ATTENDANCE REPORT 3RD QUARTER 2019

	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>
Adult Pass Visits	14,396	13,106	13,203
Youth Pass Visits	3,452	3,068	3,057
Senior Pass Visits	5,387	4,943	5,279
Adult General Admission	2,675	2,525	2,736
Youth General Admission	1,492	1,653	1,300
Senior General Admission	297	250	309
TOTALS	27,699	25,545	25,884