



PARKS AND RECREATION ADVISORY COMMISSION

Monday, February 21, 2022

Ida Lee Park Recreation Center
60 Ida Lee Drive

COMMISSION MEMBERS

Brody McCray, Chair

Laurie Burke, Vice-Chair

Todd Cimino-Johnson

David Drupa

Rob Fulcer

Rachel Hart

Kirsten Shabanowitz

Marty Martinez, Councilmanic Representative

PARKS AND RECREATION ADVISORY COMMISSION



A G E N D A

7:00 p.m. - Monday, February 21, 2022

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

1. Call to Order
2. Approval of Minutes: Meeting of January 17, 2021
3. Commission Member Comments
4. Loudoun County Park Board Liaison Comments
5. Chairman Comments
6. Council Member Comments
7. Citizen Comments - 7:30 p.m. – **Standing time for citizen comments.**
8. New Business:
 1. Alcohol Policy Update *
 2. Park Plaques
 3. Department Information
9. Old Business:
 1. CIP Project Status
 2. FY23 Budget
10. Future Business:
11. Director's Report
 - a. Financial Report *
 - b. Park Projects Report
 - c. Scholarship Report *
 - d. ROCK Report *
11. Other Business
12. Information Items
13. Adjournment

Qualified individuals with a disability who require a reasonable accommodation to attend and/or participate in this meeting should contact Tabitha Eagle at teagle@leesburgva.gov or 703.777.1262 to request the accommodation. Three days advance notice is requested.

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

All Town Council, Board and Commission meetings are recorded and may be found on the Town's Web site at www.leesburgva.gov.

Parks and Recreation Advisory Commission Meeting Minutes
January 17, 2022

The Leesburg Parks and Recreation Advisory Commission met on Monday, January 17, 2022, 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
Todd Cimino-Johnson
Rachel Hart
Kirsten Shabanowitz

Absent: David Drupa

Also present: Rich Williams, Director of Parks and Recreation

Approval of Minutes: The minutes of the meeting on November 15, 2021 were approved as presented 6-0.

Loudoun County Park Board Liaison

Citizen Comments: None

New Business:

- Election of Officers – Brody McCray was elected Chair 6-0-1 and Laurie Burke was elected Vice Chair 6-0-1.
- Attendance – The Commission was briefed on the Commission attendance requirements being discussed at the 1/25 Council meeting.
- Vaccine Impacts - The Commission was briefed on any impact to the Parks and Recreation Department relating to the Towns Vaccination and Testing program.
- Potential Planning Commission Recommendation - The Commission discussed a potential Planning Commission recommendation within the proposed FY23 CIP relating to property acquisition and facility development for future recreational amenities. The Commission felt additional information was needed before providing an opinion.

Old Business:

- Skate Park Lighting – An update was provided noting the lights have been installed and staff is currently awaiting Dominion Power to provide power hook up. Hook up is anticipated by mid-February 2022.
- CIP Projects - An update of the departments two current CIP projects; Veteran's Park and the Tennis Bubble was provided to the Commission. Veterans Park 90% plans have been received and the Tennis Bubble is well under construction.
- FY23 Budget - An overview of the FY23 Budget being submitted by Parks and Recreation was provided.

Future Business:

Director's Report:

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

Adjournment: The meeting was adjourned at 8:13 p.m.

NEW BUSINESS

Policy for Alcohol Use at Town Facilities and Town-Produced Events

PURPOSE: To provide guidelines for the use, consumption or possession of alcoholic beverages at events held on Town of Leesburg owned and operated properties, as well as at Town-produced special events.

GENERAL:

1. The following sites are available to be utilized for special events that serve alcohol: Ida Lee Park Recreation Center, Ida Lee Park Tennis Center, Olde Izaak Walton Park Building, Town Hall Campus (excluding Town Hall interior), Mervin Jackson Park, and the Ida Lee Park Front Festival Field.
2. Use, consumption, or possession of alcoholic beverages on Town of Leesburg property shall be in strict accordance with the Virginia Alcoholic Beverage Control Act. A copy of the ABC license must be on file with the Department of Parks and Recreation at least fourteen (14) days prior to the event.
3. Beer, wine and liquor may be served. Kegged beer must be served by a licensed caterer.
4. The serving of alcohol must conclude 30 minutes prior to the end of the event, unless special permission has been obtained from the Director of Parks and Recreation or Designee. At Ida Lee Park Recreation Center and Ida Lee Park Tennis Center, alcohol service may not start prior to 5:00 p.m.
5. A Facility Rental Agreement (Indoor or Outdoor) or Special Events Permit will be required for any and all rentals held on town property.
6. An Alcoholic Beverage Use Application will be required for any and all events held on town property.
7. As part of the rental agreement, the Event Sponsor or Caterer must provide a One Million Dollar (\$1,000,000) certificate of insurance for liquor liability that lists the Town of Leesburg as additional insured for the timeframe of the event. The certificate must be on file with the Department of Parks and Recreation at least fourteen (14) days prior to the event. A copy of the certificate will be filed by Parks and Recreation staff with the Department of Finance and Administrative Services in accordance with Town Code Sec. 20-244, Alcoholic beverages.
8. Permission for use, consumption, or possession of alcoholic beverages will be granted only for the times, dates, and areas specified in the Facility Rental Agreement or Special Events permit.
9. Alcoholic beverages will not be permitted at rentals when there is a reasonable expectation that the use, consumption, or possession of such beverages may cause disruptive or unsafe conduct. Furthermore, alcoholic beverages will not be permitted at events involving activities that may become dangerous for participants who have consumed alcohol.
10. The Event Sponsor must ensure that no person under the age of 21 will use, consume or possess any alcoholic beverage.

Town of Leesburg Department of Parks & Recreation Standard Operating Procedures
Alcohol Use at Town Facilities and Town-Produced Events

11. The Event Sponsor must be present at the event site for the times and dates specified in the Alcoholic Beverage Use Application.
12. Areas for use, consumption, or possession of alcoholic beverages shall be walled or fenced enclosures, or otherwise have sufficient controls to prevent unauthorized access to the area and be in accordance with the Virginia Alcoholic Beverage Control requirements. These areas will be provided in a drawing by the Event Sponsor and require the approval of the Director of Parks and Recreation or Designee.
13. The Event Sponsor may be required to employ security personnel, Town Police Officers, or other Town personnel to ensure public safety and compliance with applicable laws. Expenses related to personnel are the responsibility of the Event Sponsor.
14. A refundable damage deposit will be required.
15. The Town reserves the right to revoke permission for use, consumption, or possession of alcoholic beverages at any time.
16. The Event Sponsor must agree in writing to indemnify and hold harmless the Town of Leesburg, its agents, officers, and employees, from any liability associated with the use, consumption, or possession of alcoholic beverages on Town of Leesburg property during the conduct of the event, and must meet all insurance requirements as stipulated in the Facility Rental Contract, the Alcoholic Beverage Use Application and/or the Special Events Permit.
17. Town staff will not provide or serve alcoholic beverages.
18. Town-produced special events may designate an area for alcohol consumption, sales and possession. Alcohol will be supplied and/or sold only by vendor(s) with appropriate ABC licensing.
19. The Department of Parks and Recreation will not offer classes or programs that involve alcohol.
20. Rentals, requiring security presence, will not be held on following dates: Halloween (October 31st), Flower & Garden weekend (the 3rd weekend of April), July 4th, Taste of Leesburg (2nd Saturday of August).

DESIGNATED FACILITIES:

The use, consumption, or possession of alcoholic beverages is permitted at the following facilities and within the footprint of Town-produced special events.

Ida Lee Park Recreation Center:

1. Lower Level Social Hall: to include the attached lobby and back hallway.
2. Lower Level Outdoor Patio: to include only the paved area.

Ida Lee Park Tennis Center:

1. A.V. Symington Indoor Tennis Center: to include lobby and spectator area.
No food or drink is permitted on the courts.
2. Tennis Center Pavilion: to include only the interior of the pavilion.

Ida Lee Park Front Festival Field: per approved drawing

Town of Leesburg Department of Parks & Recreation Standard Operating Procedures
Alcohol Use at Town Facilities and Town-Produced Events

Olde Izaak Walton Park:

1. OIWP Building: to include main room, classrooms and kitchen.

Mervin Jackson Park: per approved drawing

Town Hall Campus: per approved drawing

SECURITY EVALUATION:

All rentals are evaluated for security requirements. The cost of security personnel will be charged on a per person hourly rate at the current approved rate.

1. For Ida Lee Park Front Festival Field, Mervin Jackson Park, and Town Hall Campus, the Leesburg Police Department will review the event and recommend the number of officers based on the size, nature and scope on the event.
2. For Ida Lee Park Recreation Center, Ida Lee Park Tennis Center and Olde Izaak Walton Park Building, the initial assessment is based on event attendance as follows:

Less than 140 attendees, no security personnel
140 or more, one security personnel
3. Leesburg Police Department will be notified a minimum of two (2) weeks prior to the scheduled date of an event of any size that involves alcohol.
4. Upon review of the event application by the Town of Leesburg Department of Parks and Recreation and/or the Police Department, additional personnel or security requirements may be warranted at the expense of the renter.
5. Officers will be scheduled to be on site at the beginning of the event and remain on site until thirty (30) minutes after the event.



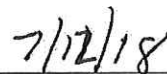
Deputy Director of Parks and Recreation



Date



Director of Parks and Recreation



Date

DIRECTOR'S
REPORT

Department Financial Report
Fiscal Year 2022/7
Through January 31, 2022

ADMINISTRATIVE DIVISION	REVENUE	EXPENDITURE	RECOVERY FY22	RECOVERY FY21
Administration	\$ -	\$ 337,261.26	0%	0%
SUBTOTAL	\$ -	\$ 337,261.26	0%	0%

PARKS DIVISION	REVENUE	EXPENDITURE	RECOVERY FY22	RECOVERY FY21
Administration and Grounds	\$ 21,325.00	\$ 840,565.99	3%	3%
SUBTOTAL	\$ 21,325.00	\$ 840,565.99	3%	3%

RECREATION DIVISION	REVENUE	EXPENDITURE	RECOVERY FY22	RECOVERY FY21
Recreation Programs	\$ -	\$ 152,255.42	0%	0%
Ida Lee Operations	\$ 807,320.32	\$ 958,162.24	84%	55%
Fitness	\$ 107,292.71	\$ 269,257.50	40%	26%
Community Outreach	\$ -	\$ 68,376.36	0%	0%
Aquatics	\$ 283,877.58	\$ 761,720.92	37%	18%
Sports	\$ 104,605.00	\$ 116,041.02	90%	117%
Recreation Classes	\$ 20,741.58	\$ 19,535.94	106%	65%
Special Events	\$ 60,296.85	\$ 268,563.02	22%	11%
Tennis	\$ 631,207.26	\$ 453,875.83	139%	147%
Camps	\$ 9,929.00	\$ 68,233.97	15%	38%
SUBTOTAL	\$ 2,025,270.30	\$ 3,136,022.22	65%	56%

	REVENUE	EXPENDITURE	RECOVERY FY22	RECOVERY FY21
DEPARTMENTAL TOTAL	\$ 2,046,595.30	\$ 4,313,849.47	47%	40%

* Current recovery rate for the departmental revenue areas 70% (Does not include Administrative Division, Parks Division, Special Events, and Community Outreach) (FY21 Recovery 59%)

Annual goal per Town Council 70%

SCHOLARSHIP REPORT
January 2022

	Requested	Approved	Denied
Current	6	6	0
Previous	0	0	0
Total	6	6	0

R.O.C.K. January 2022 Attendance


Site	Number Enrolled	Average Daily Attendance
Heritage Square	10	7
Evans Ridge	13	0
Leesburg Apartments	20	17
Fort Evans	8	0

I N F O R M A T I O N
I T E M S



**THE TOWN OF LEESBURG
MEMORANDUM
OFFICE OF THE TOWN MANAGER**

To: Board and Commission Members

From: Kaj H. Dentler, Town Manager 

Subject: Board and Commission Attendance Changes

Date: February 14, 2022

On January 25, 2022, Council approved changes to Town Code Section 2-195 regarding attendance by members of Town Boards and Commissions. As a result, any member missing three consecutive meetings or four in a calendar year will be automatically removed by the Clerk of Council from the Board or Commission. A copy of the adopted Ordinance is attached for your reference.

Due to the change in the Town Code, Board and Commission Chairs are no longer required to notify Council of attendance issues, and the criteria for evaluating automatic removal begins with the passage of the Ordinance. Therefore, automatic removals, if applicable, will begin in April 2022. The Clerk of Council will notify the member, Chair and staff liaison when removal occurs, and work with the appropriate Council Member to identify a replacement as quickly as possible. The changes do not apply to the Planning Commission or Board of Zoning Appeals members as membership and removal of those members are governed by applicable State Code.

While there may be legitimate reasons for missing meetings, including health issues, Council noted that an absence regardless of the reason did not allow a member to fully participate and contribute to the work and overall mission of the Board or Commission. Therefore, members will be removed regardless of the reason for the absence. Please keep in mind that the Electronic Participation Policy does allow for members to participate twice per year on the phone if a member is unable to physically attend. A copy of the Electronic Participation Policy is available on the Boards and Commissions Portal.

Please note that no changes were made to Town Code Section 2-195(c) requiring Boards and Commissions to meet monthly and as necessary upon the call of the Chair or two or more members of the body. However, only the regularly scheduled business meeting will be the criteria for evaluating a member's attendance requirement.

In closing, thank you for your service to the Town of Leesburg. Should you have any questions regarding attendance requirements or removal policy, please contact Eileen Boeing, Clerk of Council, at eboeing@leesburgva.gov or (703) 771-2733.

Attachment: (1) 2022-O-007 – Amending Town Code Section 2-195b Regarding Attendance by Members of Town Boards and Commissions

cc: Town Council
Chris Spera, Town Attorney
Eileen Boeing, Clerk of Council
Board and Commission Staff Liaisons

The Town of
Leesburg,
Virginia

PRESENTED: January 25, 2022

ORDINANCE NO. 2022-O-007

ADOPTED: January 25, 2022

AN ORDINANCE: AMENDING TOWN CODE SECTION 2-195 REGARDING ATTENDANCE BY MEMBERS OF BOARDS AND COMMISSIONS

WHEREAS, advisory boards and commissions serve an important function in assisting the Town Council; and

WHEREAS, regular attendance by the appointed members of those boards and commissions is essential to the proper operation and function thereof and to fulfilling their respective statutory mandates; and

WHEREAS, the Town Council believes it is in the public interest to codify attendance standards for members of advisory boards and commissions, as well as making the consequences of non-attendance clear and uniformly enforced; and

WHEREAS, amending Town Code Section 2-195 is necessary to effectuate those changes..

THEREFORE, ORDAINED, by the Council of the Town of Leesburg in Virginia as follows:

SECTION I. That Chapter 2, Article V, Section 2-195 of the Town Code of Leesburg, Virginia is hereby amended to read as follows:

Sec. 2-195. - Duties.

[The preceding section is unchanged.]

(b) The chair shall record and report any attendance of each member to the Town Clerk. problems to the town council, which has the authority to require a member to resign. Attendance problems include, but are not limited to, If the any member is absent from three consecutive meetings, or is absent from any four meetings within any calendar year 12-month period, then the member shall automatically be removed from the position and the town council shall fill the vacancy in the manner set forth in Town Code Section 2-194. The foregoing shall not apply to the Planning

AN ORDINANCE: AMENDING TOWN CODE SECTION 2-195 REGARDING
ATTENDANCE BY MEMBERS OF BOARDS AND
COMMISSIONS

Commission or the Board of Zoning Appeals, where appointment and removal are governed by applicable state law.

[Subsequent sections remain unchanged.]

SECTION II. This ordinance shall be in effect upon its passage.

PASSED this 25th day of January, 2022.


Kelly Burk Mayor
Town of Leesburg

ATTEST:


Clerk of Council