



## COUNTY of FREDERICK

Parks and Recreation Department  
540-665-5678  
FAX: 540-665-9687  
www.fcprd.net  
e-mail: fcprd@fcva.us

### AGENDA

#### FREDERICK COUNTY COMMISSION FOR PARKS AND RECREATION

August 12, 2014 – 7:00 p.m.  
Sherando Park Sandy Shelter

#### Call to Order

#### Approval of June 10, 2014 Meeting Minutes

#### Adoption of Agenda

Pursuant to established procedures the Commission should adopt the agenda for the meeting

#### Unfinished Business

None

#### New Business

- |   |                 |
|---|-----------------|
| 1. Policy Changes and New Policy Recommendations<br>Soccer Goal, Youth Sport Concussion, Work Schedule and<br>Employee Discount | Jason Robertson |
| 2. Policy Discussion – Tree Removal Policy  | Jason Robertson |

#### Monthly Reports

- |                            |                 |
|----------------------------|-----------------|
| 1. Parks Division          | Jason Robertson |
| 2. Recreation Division     | Chris Konyar    |
| 3. Administrative Division | Karen Vacchio   |

#### Standing Committee Reports

None

#### Information Items

- |   |   |
|---|---|
| 1. Presentation by Third Battle of Winchester | Keven Walker,<br>Executive Director, SVBF |
|---|---|

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Parks & Recreation Commission Agenda  
August 12, 2014

2. Letter from Frederick County Public Schools Superintendent Dr. Sovine regarding location of Indoor Aquatic Center.
3. Next Meeting Orchard View Community Center  
September 9, 2014
4. Subcommittee to Study Advertising in Parks

Charles Sandy, Jr.

Adjournment



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### FREDERICK COUNTY COMMISSION FOR PARKS AND RECREATION June 10, 2014 Clearbrook Park Brill Shelter

Members Present: Charles Sandy, Jr., Chairman, Gary Longerbeam, Vice-Chairman, Kevin Anderson, Patrick Anderson, Greg Brondos, Jr. and Ronald Madagan

Absent: Randy Carter, Marty Cybulski and Christopher Collins

Staff: Jason Robertson, Matthew Hott, Karen Vacchio and Kim DeHaven

#### Call to Order

The meeting was called to order at 7:00 p.m. by Mr. Sandy, Chairman.

#### Approval of May 13, 2014 Meeting Minutes

Mr. Patrick Anderson moved to approve the minutes as submitted, second by Mr. Madagan, carried unanimously (6-0).

#### Adoption of Agenda

Mr. Patrick Anderson moved to approve the agenda as submitted, second by Mr. Brondos, carried unanimously (6-0).

#### Unfinished Business

1. Policy Changes – Mr. Robertson presented the change to the Policy Change policy addressing the desire of the Commission to approve all policy changes. Mr. Brondos moved to accept the Policy Change policy as submitted, second by Mr. Madagan, motion carried unanimously (6-0).

#### New Business

None

#### Monthly Reports

Parks Division – Mr. Hott reported as follows:

- At Clearbrook Park approximately 50 ash trees have been treated for Emerald Ash Borer.
- Staff is providing support for FCPS, Cosponsored and department programs.
- The Sherando Park shade structure construction will be complete by June 12.
- Pools and paddleboats are now open.
- Purchase orders have been issued for light pole repairs at both parks, installation of new electric feeder to the Clearbrook Ranger Station, Sherando Park Bike Trail asphalt repair and pool resurfacing.
- Staff is working with an engineer to develop plan for access to the undeveloped area of Sherando Park along Warrior Drive.
- Sherando Park Mountain Bike Trail section 5 is now open.
- Landgrant Lane right-of-way access is ongoing with the County Attorney.
- Staff is doing field reservations and preparing cost center maintenance reports.
- Park staff is preparing park for Youth Triathlon to be held on June 15 and making preparations for July 4<sup>th</sup> at Sherando Park.

Mr. Madagan said he had received complaints from little league parents about groups showing up for a game and another group already on the field. Mr. Hott said the communication with cosponsored groups has a lot to be desired this year. With all of the rainouts this year the cosponsored groups have not communicated makeups with department staff which has created conflicts at the fields. Mr. Kevin Anderson asked if it would behoove us to do the scheduling ourselves. Mr. Robertson said staff has met this week and will be coming up with some recommendations on this matter to present to the Cosponsor Committee.

Recreation Division – Mr. Konyar reported as follows:

- basicREC for the school year will close on June 13. The daily registration option has generated \$5,000 in May.
- Summer basicREC camps has 120 full time participants and 58 participants for pick-a week.
- Staff is expecting over 100 participants in the Youth Triathlon.
- Various camps and programs such as running club, golf lessons and horseback riding start next week.
- High School Volleyball league has 7 varsity and 6 junior varsity teams.
- Summer League Basketball starts June 16.
- The June Overnight Softball Tournament at Clearbrook Park had 8 teams. Another Overnight Tournament is scheduled in July.
- Staff is working on completing staff evaluations.

Administrative Division – Ms. Vacchio reported as follows:

- Staff is promoting summer camps, swim team, pools and parks.
- Facebook has 3,000 followers. Advertising on Facebook is a very cost effective way to advertise for the department.
- Staff is creating a separate webpage for the department running programs which is called Run at the Top.
- Staff is working on securing funds for the Play Fund.
- Promotions for July 4<sup>th</sup> and Celebrate Summer at Sherando Park are being completed.
- The August/September/October Calendar of Events will have a lot of new programs in it from Theatre trips, vineyard tours and many more.
- The department has been nominated for the Northern Virginia Daily's Best Activities for Kids.
- The Commission's request to collocate an aquatic facility at the county's fourth high school will be presented in executive session at the June 17 school board meeting.
- A representative from the Shenandoah Valley Battlefield Foundation 3<sup>rd</sup> Battle will be attending our next meeting to talk about their interest in a Community Park at their site.

Standing Committee Reports

1. Public Relations Committee – New Department Logo – Mr. Brondos said the Public Relations Committee met on June 4 to review a new logo design for the department and recommended the new department logo, second by Mr. Madagan, motion carried unanimously (6-0).

2. Building and Grounds Committee – Eagle Scout Project – The Buildings and Grounds Committee met on June 10 and recommended approval of Cody Smith's Eagle Scout project to replace an existing wire fence with a split rail/wire fence around the sediment basin of the Clearbrook Park Lake, second by Mr. Longerbeam, motion carried unanimously (6-0).

Information Items

The next meeting will be held July 8 at the Gainesboro Community Center.

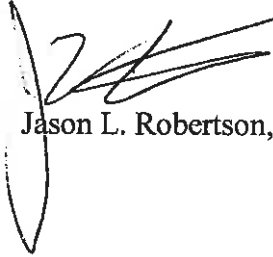
Adjournment

The Chairman adjourned the meeting at 7:45 p.m.

Respectfully submitted,

Parks & Recreation Commission Meeting  
Page 4  
June 10, 2014

Charles R. Sandy, Jr., Chairman

A handwritten signature in black ink, appearing to read 'JL Robertson', is written over the name Jason L. Robertson. The signature is stylized with a large initial 'J' and 'L'.

Jason L. Robertson, Director



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# MEMO

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**To:** Parks & Recreation Commission  
**From:** Jason L. Robertson, Director  
**Subject:** Policy Change Recommendations  
**Date:** August 6, 2014

Please find enclosed two new policies and two recommended policy changes. The two new policies are the Soccer Goal Policy and the Youth Sport Concussion Policy. Two recommended policy changes include the Work Schedule Policy and Employee Discount Policy.

A summary of the policy changes is below:

1. Soccer Goal Policy – Outlines the procedure for the use and storage of Frederick County Parks and Recreation's portable soccer goals. Policy is required under the code of Virginia.
2. Youth Sport Concussion Policy – Outlines the handling of concussion in Frederick County Parks and Recreation youth athletic programs. Policy is required under the code of Virginia.
3. Work Schedule – Recommended changes address non-exempt staff checking e-mail and receiving phone calls while not on duty
4. Employee Discount – Recommended policy includes pool passes for employees working over 20 hours a week.

Please call me at 722-8294 should you have any questions prior to the meeting.

## **SOCCER GOAL POLICY**

**100.27**

### **PURPOSE:**

To enhance the safety of individuals playing on soccer fields by standardizing the procedures for the use and storage of moveable soccer goals

### **GOAL:**

To provide a procedure regarding the use and storage of moveable soccer goals meeting Virginia code 32.1-370.

### **POLICY:**

FCPRD has adopted the guidelines listed in the Consumer Product Safety Commission document #326 (Guidelines for Moveable Soccer Goal Safety) and adheres to the following procedure:

Only Frederick County Parks and Recreation (FCPRD) personnel are permitted to move soccer goals.

Soccer fields are available for scheduled and drop in use while fields are open for play. Goals are inspected daily for the following during this time:

1. The four rebar "anchors" are recessed and flush to the top of the goal structure
2. The goal is pushed forward and backward to check for stability. No movement of goal is required. If a rebar anchor is loose, it is pulled up and driven into the ground at a different angle to secure.
3. The net is inspected for tears, holes, sagging and to see if net clips need to be replaced.
4. The connecting parts/hardware is inspected for loose bolts, weld cracks, or separations.

FCPRD stores soccer goals as follows when soccer fields are closed for the season:

1. Goals are locked together face to face or to a tree with nets removed
2. Goals are disassembled and stored in the maintenance area over the winter months.

FCPRD will provide a copy of the Soccer Goal Policy to all groups reserving fields.

*Current:* July 1, 2014



## **YOUTH SPORTS CONCUSSION POLICY**

**100.28**

### **PURPOSE:**

To enhance the safety of youth participating in sport activities by providing procedures regarding the identification and handling of suspected concussions

### **GOAL:**

To provide a procedure regarding the handling of suspected concussions in compliance of the Code of Virginia 22.1-271.5. Each non-interscholastic youth sports program utilizing public school property shall establish standards regarding the handling of suspected concussions consistent with the local school division's policies and procedures or the Virginia Board of Education's Guidelines for Policies on Concussion in Student-Athletes according to the Code of Virginia.

### **POLICY:**

Frederick County will annually review the Youth Sports Concussion Policy. This Policy will be reviewed by the Concussion Policy Management Team (CPMT) made up of a Program Supervisor in youth sports, Superintendent of Recreation, Director of Parks and Recreation, and an appropriate licensed health care provider as defined by the Virginia Board of Education's guidelines for policies on concussions in student-athletes. For this policy a youth is defined as anyone under eighteen years of age.

Each Frederick County Parks and Recreation youth sport coach will complete prior to coaching the Center for Disease Control's (CDC) training program, "Heads Up, Concussion in Youth Sports", the National Federation of State High School Associations' (NFSH) education course "Concussion in Sport – What You Need to Know", or a course instructed by a qualified health care provider as defined by the Virginia Board of Education's guidelines for policies on concussions in student-athletes. These programs will be completed annually by all coaches. A coach will provide a certificate indicating completion of a course if not attending a Frederick County Parks and Recreation sponsored training on concussions.

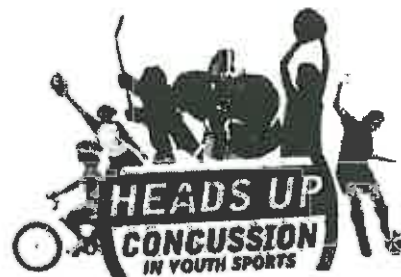
The following is the procedure should a youth be suspected of suffering a concussion by a Frederick County youth sports coach or staff member in an athletic program:

1. All parents or authorized adults registering a child will receive a concussion fact sheet (Appendix A) and a copy of the Youth Sports Concussion Policy at registration or first practice.
2. The athlete will be removed from activity by the coach or staff if there is a suspected concussion.
3. The coach or staff will contact parent immediately and complete an incident report documenting suspected concussion. The coach will call 911 if needed.
4. The coach or staff will release the athlete to the parent or authorized adult and

provide the incident report indicating suspected concussion and a concussion fact sheet (Appendix A). The coach or staff will inform the parent or authorized adult the athlete is not eligible to return to play until a licensed health care provider approves their return.

5. The athlete must have a written release from an authorized licensed health care provider as defined by the Virginia Board of Education before the athlete may return to play. Approved Health Care providers are defined as a physician, physician's assistant, osteopath or athletic trainer licensed by the Virginia Board of Medicine, a neuropsychologist licensed by the Board of Psychology, or a nurse practitioner licensed by the Virginia State Board of Nursing.
6. The written release must be received by the Program Supervisor responsible for the program, the Superintendent of Recreation, or the Director.
7. The Program Supervisor, Superintendent of Recreation, or Director will contact the coach or staff authorizing the athlete may return to the activity.
8. Frederick County Parks and Recreation will maintain a database of all return to play forms.

*Current:* July 1, 2014



# Parent/Athlete Concussion Information Sheet

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by bump, blow, or jolt to the head or body that causes the head and brain to move rapidly back and forth. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious.

## WHAT ARE THE SIGNS AND SYMPTOMS OF CONCUSSION?

Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury.

If an athlete reports **one or more** symptoms of concussion listed below after a bump, blow, or jolt to

### Did You Know?

- Most concussions occur *without* loss of consciousness.
- Athletes who have, at any point in their lives, had a concussion have an increased risk for another concussion.
- Young children and teens are more likely to get a concussion and take longer to recover than adults.

the head or body, s/he should be kept out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and it's OK to return to play.

### SIGNS OBSERVED BY COACHING STAFF

Appears dazed or stunned  
 Is confused about assignment or position  
 Forgets an instruction  
 Is unsure of game, score, or opponent  
 Moves clumsily  
 Answers questions slowly  
 Loses consciousness (*even briefly*)  
 Shows mood, behavior, or personality changes  
 Can't recall events *prior* to hit or fall  
 Can't recall events *after* hit or fall

### SYMPTOMS REPORTED BY ATHLETES

Headache or "pressure" in head  
 Nausea or vomiting  
 Balance problems or dizziness  
 Double or blurry vision  
 Sensitivity to light  
 Sensitivity to noise  
 Feeling sluggish, hazy, foggy, or groggy  
 Concentration or memory problems  
 Confusion  
 Just not "feeling right" or "feeling down"

## CONCUSSION DANGER SIGNS

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. An athlete should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that not only does not diminish, but gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless, or agitated
- Has unusual behavior
- Loses consciousness (*even a brief loss of consciousness should be taken seriously*)

## WHY SHOULD AN ATHLETE REPORT THEIR SYMPTOMS?

If an athlete has a concussion, his/her brain needs time to heal. While an athlete's brain is still healing, s/he is much more likely to have another concussion. Repeat concussions can increase the time it takes to recover. In rare cases, repeat concussions in young athletes can result in brain swelling or permanent damage to their brain. *They can even be fatal.*

### *Remember*

Concussions affect people differently. While most athletes with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

## WHAT SHOULD YOU DO IF YOU THINK YOUR ATHLETE HAS A CONCUSSION?

If you suspect that an athlete has a concussion, remove the athlete from play and seek medical attention. Do not try to judge the severity of the injury yourself. Keep the athlete out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and it's OK to return to play.

Rest is key to helping an athlete recover from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games, may cause concussion symptoms to reappear or get worse. After a concussion, returning to sports and school is a gradual process that should be carefully managed and monitored by a health care professional.

## **YOUTH SPORTS CONCUSSION POLICY**

**100.28**

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- provide the incident report indicating suspected concussion and a concussion fact sheet (Appendix A). The coach or staff will inform the parent or authorized adult the athlete is not eligible to return to play until a licensed health care provider approves their return.
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  6. The written release must be received by the Program Supervisor responsible for the program, the Superintendent of Recreation, or the Director.
  7. The Program Supervisor, Superintendent of Recreation, or Director will contact the coach or staff authorizing the athlete may return to the activity.
  8. Frederick County Parks and Recreation will maintain a database of all return to play forms.

*Current:* July 1, 2014



## **WORK SCHEDULE**

### **100.06**

#### **PURPOSE:**

To define work schedules for all full time employees.

#### **GOAL:**

To schedule full time employees that will efficiently enable them to provide quality parks, facilities and recreational programs.

#### **POLICY:**

All full time personnel will acquire paid time off (PTO) according to the Frederick County Personnel Policy Section VIII. All full time personnel are also provided holiday hours. These dates will be provided annually by the Frederick County Human Resources Department. All leave must be approved by an immediate supervisor and Director. Requests for leave must be submitted according to the Frederick County Personnel Policy.

All non-exempt employees (except the Administrative Assistants and Registration Specialists) and Park Managers are required to work forty hours a week. If an employee does not work forty hours a week, the employee will utilize approved leave in addition to hours worked to equal forty hours.

All exempt employees (except Park Managers), Administrative Assistants, and Registration Specialists are required to work thirty-seven and a half hours a week. If an employee does not work thirty-seven and a half hours in a week, the employee will utilize approved leave in addition to hours worked to equal an eight hour day or a forty hour week.

All non-exempt employees will receive compensatory time for hours worked over forty at time and a half. This time will be recorded on the timesheet as comp time.

All non-exempt employees who work on a holiday will receive their hourly rate for hours worked not exceeding eight. Additional hours exceeding eight on a holiday will be classified as compensatory time if the total hours for the week worked, including holiday hours, exceeds forty.

All exempt employees will receive straight flex time for all hours worked over forty in a week. Exempt employees during holiday weeks will earn flex time for hours worked when the sum of the hours worked and holiday observed are greater than forty for that week. Flex time will be administered by the Parks and Recreation Department and maintained by the immediate supervisor. Flex balances shall not exceed twenty-four hours. If an employee will have thirty days to use the flex time exceeding twenty-four or it will be lost. Flex time will not be paid out by the County upon separation or retirement.

All PTO, IDA and compensatory leave balances are subject to regulations described in the Frederick County Personnel Handbook Sections IV and VIII.

Telephone calls and checking/answering work e-mails while not on duty will be recorded as follows: under 15 minutes=0 hours; 16 to 44 minutes=.5 hours; 45-60 minutes=1 hour. Non-exempt employees should only be contacted for emergency situations. Non-exempt employees will receive .5 hours for all telephone calls received, up to 30 minutes, while not on duty from work. All employees will need to notify their supervisor the next business day of such occurrences.

*Current: July 2014*



## **EMPLOYEE DISCOUNT POLICY**

### **100.05**

#### **PURPOSE:**

To enhance the ability of FCPRD to recruit employees by providing a means for these individuals to obtain high quality recreational programs and provide additional staff program observations.

#### **GOAL:**

To allow a fee reduction for the employees scheduled to work twenty or more hours per week.

#### **POLICY:**

The Frederick County Parks and Recreation Department will make the basicREC, Camp basicREC, and other recreational programs available at a reduced rate to those individuals employed by the department.

All seasonal, part time, and full time employees scheduled to work twenty (20) or more hours per week for the department will receive a discount for the basicREC or CAMP basicREC programs for their dependents. The fee for children of eligible employees, who enroll for the entire length of the program, will be fifty percent of the advertised fee.

In addition to the outlined fees above, eligible part time and seasonal employees will receive a ten (10) percent discount on all programs for themselves or their dependents, while full time employees and their dependents will receive a twenty (20) percent discount. All seasonal, part time, and full time employees scheduled to work twenty (20) or more hours per week for the department may utilize the FCPRD fitness rooms, receive a pool pass and participate in facility based programs (ie open gyms) at no charge. Employees must sign in and show ID at the facility as required. This reduction does not include facility reservations, admissions, or trips.

To receive a program discount, the employee must register for each program and request the appropriate discount. The discounted rate will expire following termination. If fees are paid in advance at the discounted rate, the individual will be assessed the balance due beginning the Monday following termination.

To receive a pool pass, the full time supervisor for their employees who consistently are scheduled 20 or more hours a week will request a pool pass from the appropriate Superintendent. The Superintendent will request pool passes be made by the Public Information Officer. Pool passes will be signed by the Director.

Program Supervisors will receive a list of employees receiving this discount for their program. Employees receiving this discount should provide program feedback.

Discounted registrations will not be counted towards the required minimum registration for each program. All other rules and regulations regarding registration, refunds, etc.,

(11)

will apply as stated in the policy manual.

*Approved: June 2014*



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# MEMO

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**To:** Parks & Recreation Commission  
**From:** Jason L. Robertson, Director  
**Subject:** Tree Removal Policy  
**Date:** August 6, 2014

Parks and Recreation staff recently received an inquiry from a local civic organization requesting permission to remove dead trees from Sherando Park and donating the firewood to a charitable organization.

You will find enclosed a copy of the Tree Removal Policy requiring the sale of firewood to be competitively bid and sold to the highest bidder.

Staff is seeking discussion of the Tree Removal Policy and the above request.

Please call me at 722-8294 should you have any questions prior to the meeting.

**TREE REMOVAL**  
**500.12**

**PURPOSE:**

To develop a policy on removal of downed or dead trees which is harmonious with the natural ecological system, but which eliminates any danger or hazard to the users of Frederick County Parks.

**GOAL:**

To remove dead or fallen trees when such removal is felt to be necessary because of hazardous conditions.

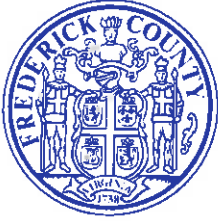
**POLICY:**

It shall be the policy of the Frederick County Parks and Recreation Department to allow all damaged trees located in isolated areas to fall and decay as part of the natural cycle. Exceptions permitted are hazardous and unsightly conditions.

Removal of trees in developed areas of our parks is to be allowed only if subject trees is dead, dying from disease or insects, has suffered wind or lightening damage, or is located in an area that is being cleared for an approved park project.

All surplus wood or logs shall be advertised for competitive bid and sold to generate revenue.

*Approved: May 2009*



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# MEMO

**To:** Parks and Recreation Commission  
**From:** Jon Turkel, Park and Stewardship Planner *JS*  
**Subject:** Third Winchester Battlefield - Recreation Development Introduction  
**Date:** August 5, 2014

Requested action: Informational only, no action is requested at this time.

Representatives from the Shenandoah Valley Battlefield Foundation – SVBF (Executive Director Kevin Walker and/or Director of Interpretation Terry Heder) will present the SBVF vision for the Third Battle of Winchester property.

Background:

Land preservation efforts around the Third Battle of Winchester have resulted in a 567 acre battlefield preserve located north of Rt 7 and East of I-81 in the Stonewall District. In addition to preservation the property has parking and approximately 3.5 miles of interpreted shared-use gravel trail connecting the Millbrook High School campus with Red Bud Road. The parking and trail system are open to the public year-round and are regularly used for walking, running, and cycling. SVBF is in the process of developing the property as a model for battlefield preservation.

Recreation opportunity:

SVBF is open to discussing the development of recreation amenities in the northern part of the property near the Red Bud Road entrance and parking area. This location is within one mile of a desired Community Park location according to the Frederick County Capital Improvements Plan. Potential amenities are similar in scope to those included in the Rose Hill Park plan (trail, shelter, open play area, playground), however the creation of a shared use trail along Red Bud Road between the existing trails / parking and Milburn Road presents great benefit to both parties. This 0.3 mile trail segment would provide a critical link and create a 4.25 mile route connecting the Millbrook High School campus with the Snowden Bridge development via existing trails and Milburn Road. Milburn Road is a gravel road, currently identified in Frederick County's 1997 Battlefield Network Plan as a primary connection route between Stephenson Depot (battlefield area) and Third Winchester. Preservation of views, buffers, vegetation and easements along Milburn Road are identified as strategies in the network plan.

Next steps:

Staff invites questions and comments from the commission. The next months will allow staff to work with SVBF in the development of a Memorandum of Understanding (MOU) for the development of recreation amenities at the Third Battle property. Once a draft MOU is created, staff will seek a commission recommendation for the County to enter an agreement with SBVF.



# Frederick County Public Schools

... to ensure all students an excellent education

Superintendent

David T. Sovine, Ed.D.  
[sovined@frederick.k12.va.us](mailto:sovined@frederick.k12.va.us)

June 23, 2014

Mr. Charles R. Sandy, Jr., Chairman  
Frederick County Parks & Recreation Commission  
107 North Kent Street  
Winchester, VA 22601

Dear Mr. Sandy:

This letter is a follow-up to your letter of May 15, 2014, and my letter of May 28, 2014. On Tuesday, June 17, 2014, the County School Board of Frederick County, Virginia, met in closed session under Virginia Code Section §2.2-3711, A.3 for the purpose of hearing your request to co-locate an indoor aquatic facility on the fourth high school campus.

Although the school board did not take any official action, the board did authorize the superintendent's executive staff to work with Frederick County Parks & Recreation's executive staff to develop a site plan for the fourth Frederick County High School to include a designated land bay for a FCPRD indoor aquatic center.

This plan will be considered by the superintendent and later submitted for possible school board action. The timeline for such action will occur sometime in the Spring of 2015. As stated in my May 28<sup>th</sup> letter, we certainly appreciate the strong partnership that exists between Frederick County Public Schools and the Parks and Recreation Commission.

Respectfully,

David T. Sovine, Ed.D.  
Superintendent of Schools

DTS/snr

copy: Stuart Wolk, Chairman, Frederick County School Board  
John R. Riley, Jr., County Administrator, Frederick County  
Jason Robertson, Director, Frederick County Parks & Recreation

16

COMMISSION REPORT  
Recreation Division  
July 2014

Area	Activity Name	Location	Begins	Finishes	Start	End	Length	Freq	# Wks	Day(s)	Enrolled	St P Hrs
CP	Camp basic/REC	EV, GWM, APR	7/1/2014	7/31/2014	6:30 AM	6:00 PM	2.5	5	23	M-F	155	39215
CP	Pick A week	EV, GWM, APR	7/1/2014	7/31/2014	6:30 AM	6:00 PM	2.5	5	22	M-F	96	24288
CP	Full Day Option	SH Multi-purpose	7/28/2014	7/31/2014	7:30 AM	5:30 PM	3.5	5	23	M-Th	27	1080
LLF	Fitness Flex	various	7/1/2014	7/31/2014	6:30pm	7:30pm	1	3	4	M,W,F	18	216
LLF	Yoga	Gainesboro	7/1/2014	7/31/2014	5:30pm	6:30pm	1	1	3	W	6	18
LLF	Fit Life	MPRSH	7/1/2014	7/31/2014	9:30am	10:30am	1	3	3	M,W,f	5	45
LLF	Lego Camp (7-11yo)	MPRSH	7/21/2014	7/25/2014	1pm	4pm	3	5	1	M-F	24	380
LLF	Lego cam (5-6 yo)	MPRSH	7/21/2014	7/25/2014	9am	12 noon	3	5	1	M-F	19	285
LLF	Fairy Tale mash up	Bass Hoover ES	7/7/2014	7/11/2014	9am	1pm	4	5	1	M-F	12	240
LLF	Ballet	MPRSH	7/14/2014	7/18/2014	10am	12pm	2	5	1	M-F	10	100
LLF	Digital Photography	Sherando park	7/28/2014	8/1/2014	9am	11am	2	5	1	M-F	19	190
LLF	Create Anime Character	GWM	7/30/2014	8/13/2014	7pm	8:30pm	1.5	1	1	W	4	6
LLF	Drawing I	GWM	6/11/2014	7/2/2014	6:45pm	8pm	1.5	1	1	W	4	6
LLF	Art at Sherando	MPRSH	7/28/2014	8/1/2014	9am	11:30am	2.5	5	1	M-F	12	150
LLF	Pound, Paint, Create camp	Polka Dot Pot	7/14/2014	7/18/2014	9am	noon	3	5	1	M-F	7	105
LLA	Senior Center	Senior Center, S. City VA	7/2/2014	7/30/2014	10:30am	2pm	3.5	1	5	W	6	105
LLA	Greenwood Club Meeting	Butcher Block Buffet, S. City VA	7/21/2014	7/21/2014	11am	2pm	3	1	1	M	5	15
LLA	Gad Abouts Club Meeting	MPRSH	7/18/2014	7/18/2014	12:30pm	2pm	1.5	1	1	F	16	24
LLA	The Lion King	Kennedy Center, Wash D.C.	7/12/2014	7/12/2014	11am	6pm	7	1	1	S	20	140
LLA	Riverboat Cruise w/ Lunch	Fredericksburg, VA	7/24/2014	7/24/2014	8:45am	5:15pm	8.5	1	1	TH	20	170
LLA	Cheer Camp	EVES	7/14/2014	7/18/2014	9am	12pm	3	5	1	M-F	39	585
SA3	Co-Rec Softball	SHS and CB Park	7/2/2014	7/20/2014	6:30 PM	9:30 PM	1	2	3	Wednesday/Sun	170	1020
SA3	HS Volleyball League	Centers	7/1/2014	7/17/2014	6:00 PM	10:00 PM	1	2	3	Tuesday/Thursday	140	840
SA3	Youth Sports Sampler	Evendale	6/30/2014	7/3/2014	9:00 AM	12:00 PM	3	5	1	Monday-Fri	23	345
SA3	Summer Basketball	Centers	7/2/2014	7/30/2014	6:00 PM	9:00 PM	1	2	5	Monday/Wednesday	74	740
SA3	Soccer Camp	SHS Park	7/28/2014	8/1/2014	9:00 AM	11:00 AM	2	5	1	Monday-Fri	71	710
SA1	Youth Tennis	SHS	7/8/2014	7/31/2014	5:30:00PM	6:30:00PM	1	2	4	T/TH	6	48
SA1	Youth Tennis	SHS	7/8/2014	7/31/2014	6:30:00PM	7:30:00PM	1	2	4	T/TH	7	56
SA1	Youth Tennis	JWHS	7/8/2014	7/31/2014	5:30:00PM	6:30:00PM	1	2	4	T/TH	4	32
SA1	Youth Tennis	JWHS	7/8/2014	7/31/2014	6:30:00PM	7:30:00PM	1	2	4	T/TH	2	16
SA1	First Time Tennis	SHS	7/8/2014	7/31/2014	5:15:00PM	6:00:00PM	1.5	2	4	T/TH	3	36
SA1	First Time Tennis	SHS	7/8/2014	7/31/2014	5:15:00PM	6:00:00PM	1.5	2	4	T/TH	2	24
SA1	Zip Line Adventures	Bryce	6/20/2014	6/20/2014	9:30:00AM	4:30:00PM	7	1	1	F	5	35
SA1	Summer Track Series single	JWHS Track	7/31/2014	7/31/2014	6:00:00PM	8:00:00PM	2	1	1	TH	10	20
SA1	Summer Track Series all	JWHS Track	7/17/2014	7/17/2014	6:00:00PM	8:00:00PM	2	1	1	TH	10	20
SA1	Tennis Camps	SHHS/JWHS Track	7/1/2014	7/31/2014	6:00:00PM	8:00:00PM	2	1	1	TH	7	14
SA1	Summer Tennis Academy/Middle	SHHS Tennis Courts	7/28/2014	7/31/2014	9:30:00AM	11:00:00AM	1.5	4	1	M-F	11	66
SA1	Summer Basketball Girls	Centers	7/1/2014	7/31/2014	3:45:00PM	5:15:00PM	1.5	2	5	T/TH	11	165
SA1	Summer Basketball Boys	Centers	7/2/2014	7/28/2014	6:00:00PM	9:00:00PM	3	2	5	MW	47	1410
SA1	New York Yankees vs. Baltimore	Maryland	7/13/2014	7/13/2014	4:30:00PM	2:00:00AM	9.5	1	1	MW	69	2070
SA1	Adventure Weeks	Harpers Ferry	7/7/2014	7/11/2014	8:00:00AM	5:00:00PM	40	5	1	Su	18	171
SA1	Youth Football/Field Trip	ABMS	7/7/2014	7/11/2014	8:30:00AM	11:30:00AM	32	5	1	M-F	17	3400
LLS	Men's Summer Softball League	Fields- 5, 8, 1, Frey, & Roper	7/1/2014	7/29/2014	6:00PM	10:00PM	1	2	4	M,Tu, Th, F	21	3360
LLS	Kids on Golf	Appleland Sports Center	7/14/2014	7/18/2014	9:00am	11:30am	2.5	5	1	M-F	8	100
LLS	Continue A Kid on Golf	Appleland Sports Center	7/21/2014	7/25/2014	9:00am	11:00am	2	5	1	M-F	11	110
LLS	Young Riders Camp	Hunter's Bay Sport Horse Farm	7/1/2014	7/10/2014	9:00am	3:30am	6.5	4	1	M-Th	4	104
LLS	Young Riders Camp	Hunter's Bay Sport Horse Farm	7/21/2014	7/24/2014	9:00am	3:30am	6.5	4	1	M-Th	6	156
LLS	Eventing Golf for Kids	Rock Harbor	7/7/2014	7/11/2014	5:00pm	7:00pm	2	5	1	M-F	6	60

CP=Childrens Programs  
LLF=Lifetime Leisure Fitness  
LLA=Lifetime Leisure/Adventure

SA1=Sports and Athletics 1  
SA2=Sports and Athletics 2  
ADM=Administrative

LLS=Lifetime Leisure Sports

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Run Date: 08/05/14  
Run Time: 1:17 pm

**FACILITY FIXED ASSET REPORT**

User: KCD

Facility	Description	Labor Hours	Labor(\$)	Equipment(\$)	Materials(\$)	Contracts(\$)	Total(\$)
AMS004	Football Field	3.00	60.96	42.00	0.00	0.00	102.96
AMS005	Grounds/Aylor Middle S	22.00	398.99	245.50	0.00	0.00	644.49
APR002	Grounds/Apple Pie Ridg	32.00	414.19	221.50	0.00	0.00	635.69
ARMEL003	Grounds/Armel Element	36.00	486.99	398.50	2.52	0.00	888.01
BH002	Physical Ed. Upper Soc	2.00	40.64	28.00	0.00	0.00	68.64
BH004	Grounds/Bass Hoover	25.50	481.20	285.50	0.00	0.00	766.70
BMS004	Grounds/Byrd Middle Sc	28.00	375.71	269.50	0.00	0.00	645.21
CBA001	Frey Field	32.50	517.12	41.13	27.73	0.00	585.98
CBA002	Franklin Field	10.00	159.99	16.13	18.96	0.00	195.08
CBA003	Roper Field	23.50	374.30	32.38	27.90	0.00	434.58
CBA004	Ballfield Concession/Pre	4.50	91.07	4.50	41.34	0.00	136.91
CBA007	Open Area/Athletic Com	25.50	513.12	20.32	0.00	0.00	533.44
CBA008	Cole Field	50.50	765.60	45.13	33.89	0.00	844.62
CBB008	Antique Car Shelter She	2.75	38.16	0.88	0.00	0.00	39.04
CBB009	JW Key Club Shelter	2.25	31.69	0.88	0.00	0.00	32.57
CBB010	Lawrence Shelter	3.25	44.63	0.88	0.00	0.00	45.51
CBB011	Lions Club Shelter	4.00	54.32	1.76	0.00	0.00	56.08
CBB012	Kiwanis I Shelter	6.25	86.00	2.51	0.00	0.00	88.51
CBB013	Kiwanis II Shelter	4.50	63.38	2.51	0.00	0.00	65.89
CBB014	Comfort Station/West	32.25	579.77	30.10	762.72	0.00	1,372.59
CBB017	Playground/West	7.00	108.36	20.00	0.00	0.00	128.36
CBD052	Cottage	2.00	52.80	0.00	0.00	0.00	52.80
CBD054	Comfort Station/Area 2/	27.25	489.32	12.31	405.56	0.00	907.19
CBD055	Rubbermaid Shelter	2.75	35.56	1.76	0.00	0.00	37.32
CBD056	JW Colonels Shelter	32.75	519.76	41.26	360.41	0.00	921.43
CBD082	Brill Shelter	3.50	45.28	1.76	0.00	0.00	47.04
CBE084	Bathhouse	31.50	662.27	23.54	480.79	0.00	1,166.60
CBE085	Concession/Storage/Po	2.00	52.80	4.50	2.54	0.00	59.84
CBE086	Filter Room	4.00	77.08	9.00	39.95	0.00	126.03
CBE087	Pool/Main	122.50	2,336.37	78.91	379.76	0.00	2,795.04
CBE089	Pool/Deck	0.00	0.00	0.00	352.63	0.00	352.63



Run Date: 08/05/14  
Run Time: 1:18 pm

**FACILITY FIXED ASSET REPORT**

User: KCD

Facility	Description	Labor Hours	Labor(\$)	Equipment(\$)	Materials(\$)	Contracts(\$)	Total(\$)
CBE090	Grounds/Pool Complex	26.00	525.24	36.30	0.00	0.00	561.54
CBF093	Park Office/Maint. Shop	30.50	529.81	0.00	164.25	0.00	694.06
CBF095	Grounds/Maintenance C	8.00	112.37	21.75	0.00	0.00	134.12
CBH110	Clearbrook Park	522.00	7,963.11	1,403.32	59.78	1,018.50	10,444.71
CBY100	Supervise Park Operati	392.50	8,063.08	6.75	0.00	0.00	8,069.83
FC001	Grounds/Old Fred. Co.	4.50	75.29	18.00	0.00	0.00	93.29
FC002	Warrior Drive	10.50	202.27	138.00	0.00	0.00	340.27
FC004	Public Safety Building	46.00	652.41	493.24	0.00	0.00	1,145.65
CPA010	Frederick Heights Playg	75.50	1,093.11	444.50	1,350.48	0.00	2,888.09
CPC010	Round Hill Fire Co. Play	28.00	428.15	168.00	676.64	0.00	1,272.79
CPE015	Reynolds Store Playgro	21.00	296.75	108.00	1,013.84	0.00	1,418.59
DJH	Dowell J. Howard Learni	17.50	227.49	160.00	0.00	0.00	387.49
EES001	Grounds/Evendale Elem	24.50	339.65	272.00	0.00	0.00	611.65
FAC001	Greenwood Community	242.00	2,498.00	0.00	0.00	0.00	2,498.00
FAC002	Sherando Community C	133.50	1,620.50	0.00	0.00	0.00	1,620.50
FAC009	Evendale Community C	123.50	1,445.00	0.00	0.00	0.00	1,445.00
FAC010	Orchard View Communi	67.00	726.50	0.00	0.00	0.00	726.50
FAC011	Gainesboro Community	64.00	673.50	0.00	0.00	0.00	673.50
FAC012	Courier	51.00	609.00	0.00	0.00	0.00	609.00
FAC021	AM Lap Swim/Fitness	60.50	729.84	0.00	0.00	0.00	729.84
FAC022	AM Swim Team	128.50	1,313.84	0.00	0.00	0.00	1,313.84
FAC023	Private Lessons	76.50	734.46	0.00	0.00	0.00	734.46
FAC024	AM Group Lessons	424.50	4,096.47	0.00	0.00	0.00	4,096.47
FAC025	Guard Rotation	2,825.00	26,744.14	0.00	0.00	0.00	26,744.14
FAC026	PM Group Lessons	383.00	3,649.81	0.00	0.00	0.00	3,649.81
FAC027	PM Swim Team	387.00	3,972.28	0.00	0.00	0.00	3,972.28
FAC028	Private Rentals	154.00	1,457.33	0.00	0.00	0.00	1,457.33
FAC029	Paddleboats	205.50	1,882.37	0.00	0.00	0.00	1,882.37
FAC030	Pool Cashier	410.50	3,348.01	0.00	0.00	0.00	3,348.01
FAC031	In Service/Training	24.50	229.04	0.00	0.00	0.00	229.04
FAC032	Swim Meet	123.50	1,280.68	0.00	0.00	0.00	1,280.68
FAC033	Cleaning	505.00	4,822.33	0.00	0.00	0.00	4,822.33

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Run Date: 08/05/14

Run Time: 1:18 pm

**FACILITY FIXED ASSET REPORT**

User: KCD

Facility	Description	Labor Hours	Labor(\$)	Equipment(\$)	Materials(\$)	Contracts(\$)	Total(\$)
FAC034	Special Events	34.50	328.93	0.00	0.00	0.00	328.93
FAC035	Other	171.00	2,150.09	0.00	0.00	0.00	2,150.09
FAC036	Pool Manager	496.00	5,231.20	0.00	0.00	0.00	5,231.20
FAC037	Aquatic Director/Supervi	177.50	2,271.73	0.00	0.00	0.00	2,271.73
FAC038	Recreation Supervisor	24.00	234.60	0.00	0.00	0.00	234.60
FCM002	Football Field	3.50	76.01	24.75	88.73	0.00	189.49
FCM003	Grounds/Fred. Co. Midd	34.50	481.79	253.75	0.00	0.00	735.54
FCP002	Fred. Co. Transportatio	36.00	487.25	309.00	0.00	0.00	796.25
GBORO001	Physical Education Fiel	3.00	38.78	20.00	0.00	0.00	58.78
GBORO002	Grounds/Gainesboro El	15.00	225.61	121.00	0.00	0.00	346.61
GWM001	Grounds/Greenwood Mil	15.00	185.34	156.50	0.00	0.00	341.84
IH002	Grounds/Indian Hollow	15.00	225.61	107.50	0.00	0.00	333.11
JWH001	Baseball Stadium Field	39.50	708.92	199.25	77.60	0.00	985.77
JWH002	Softball/Practice Footbal	5.00	72.33	26.00	65.60	0.00	163.93
JWH003	Baseball Practice/Footb	8.00	154.95	64.50	137.60	0.00	357.05
JWH004	Lower Football Practice	2.50	30.18	34.50	0.00	0.00	64.68
JWH005	Soccer/Multipurpose Fie	17.00	450.52	62.25	0.00	0.00	512.77
JWH006	Grounds/James Wood	54.50	747.35	544.50	0.00	0.00	1,291.85
JWH007	Football/Track Stadium	19.50	503.06	186.75	69.00	0.00	758.81
JWM003	Football Field	4.00	82.47	32.75	88.73	0.00	203.95
JWM004	Grounds/James Wood	30.00	411.72	239.00	0.00	0.00	650.72
MBH001	MBH Football Stadium	32.50	795.36	399.75	343.88	0.00	1,538.99
MBH002	MBH Baseball Stadium	3.00	54.17	28.00	69.00	0.00	151.17
MBH003	Softball Stadium	2.75	42.53	23.00	46.00	0.00	111.53
MBH004	MBH Baseball Practice/	1.50	17.25	26.50	0.00	0.00	43.75
MBH005	MBH Softball Practice/P	0.75	9.69	6.00	0.00	0.00	15.69
MBH006	MBH Multipurpose Field	2.00	25.14	15.00	0.00	0.00	40.14
MBH007	MBH Multipurpose Field	2.00	25.14	19.00	0.00	0.00	44.14
MBH008	MBH Multipurpose Field	2.50	28.75	40.50	0.00	0.00	69.25
MBH010	Grounds/MBH	30.00	454.84	353.50	0.00	0.00	808.34
MES003	Grounds/Middletown El	41.50	536.42	415.00	0.00	0.00	951.42
NREP	NREP	2.00	25.85	2.63	0.00	0.00	28.48

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Run Date: 08/05/14

Run Time: 1:18 pm

**FACILITY FIXED ASSET REPORT**

User: KCD

Facility	Description	Labor Hours	Labor(\$)	Equipment(\$)	Materials(\$)	Contracts(\$)	Total(\$)
OV001	Grounds/Orchard View	55.50	717.38	602.24	0.00	0.00	1,319.62
REC004	Company Picnics	14.50	382.80	22.00	85.58	0.00	490.38
REC005	Miscellaneous Events	36.50	708.14	0.00	89.26	0.00	797.40
REDBD001	Physical Ed. Field (Socc	0.50	5.75	7.00	0.00	0.00	12.75
REDBD002	Physical Ed. Field (Base	0.50	5.75	7.00	0.00	0.00	12.75
REDBD003	Grounds/Redbud Run E	18.00	222.69	172.50	0.00	0.00	395.19
PARK001	July 4th Celebration	262.50	4,306.55	20.00	0.00	0.00	4,326.55
SHA001	Field #2	25.00	398.02	82.00	22.01	0.00	502.03
SHA002	Bennington Field	24.00	362.84	91.50	18.82	0.00	473.16
SHA003	Field #4	12.00	196.06	51.50	13.82	0.00	261.38
SHA004	Concession/Comfort Sta	14.50	226.63	0.00	84.30	0.00	310.93
SHA005	Grounds/Athletic/South	14.50	218.93	48.00	0.00	0.00	266.93
SHA008	Field #1	37.00	566.91	142.50	18.19	0.00	727.60
SHB008	Field #5/North	42.50	606.37	155.50	20.63	0.00	782.50
SHB009	Field #8/North	40.00	569.37	140.50	18.13	0.00	728.00
SHB010	Concession/Comfort/No	15.00	228.50	0.00	47.73	0.00	276.23
SHB011	Parking Lot/Athletic/Nort	4.00	71.16	0.00	0.00	0.00	71.16
SHB012	Grounds/Athletic/North	33.00	464.93	55.00	0.00	0.00	519.93
SHB013	Field #6	6.50	106.45	20.50	25.20	0.00	152.15
SHB014	Field #7	6.00	97.69	20.50	8.13	0.00	126.32
SHC013	Soccer Field #1	15.00	307.16	68.50	179.72	0.00	555.38
SHC014	Soccer Field #2	8.50	135.00	52.50	158.72	0.00	346.22
SHC015	Soccer Field #3	11.50	218.99	61.00	158.72	0.00	438.71
SHC016	Soccer Field #4	11.50	178.51	60.50	175.79	0.00	414.80
SHC017	Grounds/Soccer Compl	22.50	388.07	49.25	0.00	0.00	437.32
SHC108	Rotary Club Shelter	2.50	32.32	0.00	0.00	0.00	32.32
SHD019	FFA Shelter	1.00	12.94	0.00	0.00	0.00	12.94
SHD020	Sandy Family Shelter	1.00	12.94	0.00	0.00	0.00	12.94
SHD021	Lions Shelter/Stephens	0.50	6.47	0.00	0.00	0.00	6.47
SHD098	Grounds/Area 1	164.50	3,124.67	964.14	444.21	0.00	4,533.02
SHD111	Playground/Lions	0.50	6.47	0.00	0.00	0.00	6.47
SHD113	Playground/Abex Shelte	1.00	12.94	0.00	0.00	0.00	12.94

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Run Date: 08/05/14

Run Time: 1:18 pm

**FACILITY FIXED ASSET REPORT**

User: KCD

Facility	Description	Labor Hours	Labor(\$)	Equipment(\$)	Materials(\$)	Contracts(\$)	Total(\$)
SHD114	Pedestrian Walkway	7.00	171.44	7.00	0.00	0.00	178.44
SHE043	Abex Shelter	1.50	19.41	0.00	0.00	0.00	19.41
SHE044	Ruritan Shelter	0.50	6.47	0.00	0.00	0.00	6.47
SHE045	Comfort Station/Area 2	9.00	118.72	0.00	22.32	0.00	141.04
SHE047	Parking Lot/Marina	2.00	48.98	0.00	0.00	0.00	48.98
SHE053	Grounds/Area 2	26.50	602.73	0.00	0.00	0.00	602.73
SHE056	Well #1/Pump House	1.00	21.55	0.00	0.00	0.00	21.55
SHF059	Grounds/Natural Area	11.50	171.78	20.00	0.00	0.00	191.78
SHG062	Concession/Storage/Po	0.50	6.47	0.00	0.00	0.00	6.47
SHG063	Filter Room/Pool	62.00	1,303.02	54.25	28.50	0.00	1,385.77
SHG065	Pool/Main	2.50	46.62	0.00	0.00	0.00	46.62
SHG068	Grounds/Pool Complex	23.00	351.25	76.00	0.00	0.00	427.25
SHH071	Lake	20.50	407.97	0.00	0.00	0.00	407.97
SHH072	Marina Building	6.00	133.05	1.75	0.00	0.00	134.80
SHH090	Lake Shelter	1.00	17.79	0.00	0.00	0.00	17.79
SHI082	Park Office/Storage Bld	1.50	19.39	0.00	0.00	0.00	19.39
SHI083	Maintenance Shop/Stor	8.00	168.64	0.00	0.00	0.00	168.64
SHI085	Grounds/Maintenance C	3.00	55.21	0.00	0.00	0.00	55.21
SHJ086	Grounds/Undeveloped	1.50	26.69	0.00	0.00	0.00	26.69
SHK101	Picnic Area/Sherando P	6.00	146.94	0.00	0.00	0.00	146.94
SHK102	Sherando Park	254.50	3,720.01	1,178.00	0.00	0.00	4,898.01
SHL108	Pedestrian/Walkway	12.00	213.43	0.00	0.00	0.00	213.43
SHL109	Mountain Bike Trail	17.50	292.82	6.00	3.36	0.00	302.18
SHY100	Supervise Park Operati	699.00	12,998.26	54.00	0.00	0.00	13,052.26
SSA001	Football/Soccer Field	16.00	366.17	98.00	334.46	0.00	798.63
SSA002	Tennis Courts	0.50	12.25	0.00	0.00	0.00	12.25
SSA004	Practice Field #1/East	33.00	539.92	28.00	14.00	0.00	581.92
SSA005	Practice Field #2/South	13.00	238.05	42.00	0.00	0.00	280.05
SSA007	Baseball Field	42.50	598.27	180.00	98.89	0.00	877.16
SSB006	Grounds/Sherando High	61.50	976.58	443.00	0.00	0.00	1,419.58
SR002	Grounds/Senseny Road	20.00	259.79	194.00	0.00	0.00	453.79
STNWL001	Grounds/Stonewall Ele	17.50	214.80	131.50	0.00	0.00	346.30

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Run Date: 08/05/14

Run Time: 1:18 pm

**FACILITY FIXED ASSET REPORT**

User: KCD

Facility	Description	Labor Hours	Labor(\$)	Equipment(\$)	Materials(\$)	Contracts(\$)	Total(\$)
GRAND TOTAL		11,790.00	148,586.71	14,271.02	9,258.32	1,018.50	173,134.55

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**TOTAL RECORDS IN SELECTED RANGE 5,487****SELECTION CRITERIA:**

Facility Range: AMS004 thru STNWL001

Individual Selections:

Date Range: 06/15/14 to 07/12/14

Work Order Range: 0 to 999999

Location Range: to ZZZZZZZ

Category Range: ADMIN to SPECEVNT

Sort Order: F

Sub by Date: no, Sub by Facility: yes, Sub by Dept: no, Sub by Dist: no

Detail: no, Overhead: no, Benefits: yes

Include Labor: yes, Include Equipment: yes, Include Materials: yes, Include Contracts: yes

Department List: PARKS : ADMIN,PARKS : CB,PARKS : SH,PARKS : AMS,PARKS : APR,PARKS : ARMEL,PARKS : BH,PARKS : BMS,PARKS : CC,PARKS : COADM,P

Weekdays Included: Mo? Y Tu? Y We? Y Th? Y Fr? Y Sa? Y Su? Y

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Run Date: 08/05/14  
Run Time: 1:19 pm

**EQUIPMENT FIXED ASSET REPORT**

User: KCD

Equipment	Description	Labor Hours	Labor(\$)	Equipment(\$)	Materials(\$)	Contracts(\$)	Total(\$)
00-04	Pick Up/Dodge Dakota	1.00	21.27	0.00	0.00	0.00	21.27
01-01	Pick Up/Dodge Dakota	0.00	0.00	0.00	4.28	0.00	4.28
02-02	Impala/2002 Chev.	3.00	96.66	9.00	0.00	0.00	105.66
02-03	Pick Up/2002 Ford Ran	0.50	10.64	0.00	0.00	0.00	10.64
03-02	Pick Up/2003 Ford F-35	0.00	0.00	0.00	9.35	0.00	9.35
03-03	Pick Up/2003 Ford Ran	1.50	45.26	0.00	0.00	0.00	45.26
05-01	Pick Up/GMC 1500 200	1.00	35.11	0.00	2.85	0.00	37.96
06-01	Dump Truck/2006 Ford	0.00	0.00	0.00	28.73	0.00	28.73
08-01	Pick Up/2008 Ford F-25	1.50	31.91	0.00	0.00	0.00	31.91
85-08	Dump Truck/Chevrolet 1	3.00	90.51	0.00	0.00	0.00	90.51
94-01	Bus/Ford/24 Pass 1994	4.50	130.32	9.00	0.00	65.23	204.55
98-03	Pick Up/1998 GMC Ton	0.00	0.00	0.00	8.09	0.00	8.09
99-01	Van/Dodge/13 pass 199	3.00	96.66	4.50	7.72	0.00	108.88
99-02	Pick Up/1999 Ford Ran	9.50	277.72	0.00	0.00	0.00	277.72
GE0042	Golf Cart/Yamaha	2.00	70.22	0.00	217.24	0.00	287.46
GE0043	Golf Cart/Yamaha	1.50	52.67	0.00	0.00	0.00	52.67
GE0044	Trailer/Hurst 24'-27-01	1.00	17.37	0.00	0.00	0.00	17.37
GE0069	Utility Cart/Toro Workm	8.00	256.01	4.50	521.70	0.00	782.21
GE0530	Combo Plane/Ballfield	2.00	60.34	0.00	0.00	0.00	60.34
GE0536	Aerator/Deep-Tine	2.00	60.34	0.00	0.00	0.00	60.34
GE0549	Sprayer/Toro	3.00	111.26	0.00	132.46	0.00	243.72
GE0550	Utility Cart/Toro	3.00	97.43	0.00	0.00	0.00	97.43
GE0561	Blower/Shindawi	3.00	90.51	0.00	0.00	0.00	90.51
GE0565	Bush Hog/Woods Brush	2.00	60.34	0.00	0.00	0.00	60.34
ME0030	Mower/Toro Zero Turn	6.50	155.11	0.00	441.00	0.00	596.11
ME0031	Mower/Toro Zero Turn	8.00	189.88	14.25	0.00	0.00	204.13
ME0032	Mower/Toro Groundsma	5.50	165.94	0.00	0.00	0.00	165.94
ME0035	Mower/Toro Zero Turn	2.75	75.34	0.00	647.37	0.00	722.71
ME0036	Mower/Toro Groundsma	8.50	261.09	0.00	366.73	0.00	627.82
ME0039	Mower/Toro Groundsma	10.50	277.73	13.50	394.80	0.00	686.03
ME0050	Mower/Toro 4100D	8.50	189.76	0.00	191.44	0.00	381.20

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Run Date: 08/05/14  
Run Time: 1:19 pm

**EQUIPMENT FIXED ASSET REPORT**

User: KCD

Equipment	Description	Labor Hours	Labor(\$)	Equipment(\$)	Materials(\$)	Contracts(\$)	Total(\$)
ME0052	Mower/Toro Z-Turn	4.00	89.13	0.00	0.00	0.00	89.13
ME0515	Mower/Toro 4	0.00	0.00	0.00	0.00	166.69	166.69
ME0526	Mower/Toro Groundsma	22.50	549.77	0.00	0.00	0.00	549.77
ME0527	Mower/Toro Z Turn	7.50	178.08	0.00	0.00	0.00	178.08
ME0528	Mower/Toro Z Turn/Pro	3.00	90.51	0.00	0.00	0.00	90.51
ME0529	Mower/Toro Z Turn	13.00	341.82	0.00	0.00	0.00	341.82
ME0530	Weedeater/Shindaiwa (	1.50	45.26	0.00	0.00	0.00	45.26
ME0531	Weedeater/Shindaiwa (	0.00	0.00	0.00	0.00	160.53	160.53
ME0532	Weedeater/Shindaiwa	2.00	60.34	0.00	0.00	0.00	60.34
ME0533	Weedeater/Shindaiwa(4	4.00	117.02	0.00	0.00	0.00	117.02
ME0534	Mower/Toro Z-Turn w/b	25.50	761.56	0.00	0.00	0.00	761.56
ME0535	Mower/Toro Groundsma	10.50	314.01	0.00	0.00	0.00	314.01
ME0536	Weedeater/Stihl FS100	1.50	45.26	0.00	0.00	0.00	45.26
ME0539	Weedeater/Stihl FS 130	4.50	135.77	0.00	0.00	0.00	135.77
ME0543	Mower/Toro Z-Turn/Gas	2.00	74.17	0.00	0.00	0.00	74.17
ME0544	Mower/Toro Z-Turn/Die	1.50	51.62	0.00	0.00	0.00	51.62
PD0021	Paddleboat/Aqua Cycle	0.00	0.00	0.00	82.60	0.00	82.60
PE0006	Playstructure/Area 2	10.50	257.16	4.50	30.18	0.00	291.84
RE0034	Picnic Tables (230)	97.75	2,224.47	87.25	496.76	0.00	2,808.48
RE0035	Grills (27)	1.50	43.99	0.88	0.00	0.00	44.87
SE0108	Air Compressor/Speeda	2.00	60.34	0.00	0.00	0.00	60.34
ST0117	Shop Tools	1.00	35.11	6.00	18.91	0.00	60.02
TR0004	Tractor/Kubota 5030	8.50	290.15	18.50	370.43	0.00	679.08
TR0005	Tractor/Kubota MX5000	2.00	70.22	0.00	24.96	0.00	95.18
TR0500	Tractor/Ford 1710	3.00	81.61	0.00	0.00	0.00	81.61
TR0501	Tractor/Case IH 695	2.00	60.34	0.00	0.00	0.00	60.34
TR0502	Tractor/Massey Ferguso	1.00	37.09	0.00	0.00	0.00	37.09
<b>GRAND TOTAL</b>		<b>338.50</b>	<b>9,042.20</b>	<b>171.88</b>	<b>3,997.60</b>	<b>392.45</b>	<b>13,604.13</b>

Run Date: 08/05/14  
Run Time: 1:19 pm

**EQUIPMENT FIXED ASSET REPORT**

User: KCD

Equipment	Description	Labor Hours	Labor(\$)	Equipment(\$)	Materials(\$)	Contracts(\$)	Total(\$)
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**TOTAL RECORDS IN SELECTED RANGE      244**

**SELECTION CRITERIA:**

Equipment Range: 00-02 thru TR0503

Individual Selections:

Date Range: 06/15/14 to 07/12/14

Work Order Range: 0 to 999999

Category Range: to ZZZZZ

Sort Order: E

Sub by Date: no, Sub by Equipment: yes, Sub by Dept: no, Sub by Dist: no

Detail: no, Overhead: yes, Benefits: yes

Include Labor: yes, Include Equipment: yes, Include Materials: yes, Include Contracts: yes

Department List:





**Commission Report  
Facilities  
June 2014**

Community Center Weight Rooms:									
Location	Adult Cash	Adult Pass	Student Cash	Student Pass	Staff	FC Emp.	Rehab	PE	Team
Sherando	11	116	12	1	0	0	0	0	0
GWM	94	206	47	14	24	4	NA	NA	NA
Total	105	322	59	15	24	4	0	0	0
Racquetball Court Usage:									
	# of Res.	Headcount							
Private	20	56							
SHS	0	0							
FCPRD	0	0							
Total	20	56							
Private Rentals: (# of reservations/headcount)									
						Pools			
Location	MPRM	Exercise Room	Gymnasium						
Sherando	3/76	NA	NA			CB	6639		
GWM	0	NA	1/20			SH	4641		
GB	2/35	0	1/10						
EV	6/56	0	1/20			Paddleboats			
OV	NA	NA	0			CB	1532		
FCPRD: (# of reservations/headcount)*									
						Swim Lessons			
Location	MPRM	Exercise Room							
Sherando	9/36	NA				CB	154		
GWM	5/43	NA				SH	163		
GB	0	13/65				Jr. Lifeguard Camp			
EV	0	8/27				CB	5		
* Does not include basicRec/KinderRec usage									
						SH	4		
						Swim Team			
						CB	71		
						SH	131		
						Lap Swim/Fitness			
						CB	4/35		
						SH	8/15		
						WSI Course			
						CB	8		

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## **PUBLIC INFORMATION**

Commission Report: August 2014

<b>News Releases:</b>	Continuing with releases to local media on as-needed basis
<b>Forms, Fliers, Signs, etc.:</b>	13
<b>Promotions/Appearances:</b>	<p>Facebook page has over 3,100 fans; we have over 200 “followers” on Twitter. Posts to Facebook, Twitter, and email blasts are focusing on youth sports, trips, registration deadlines, cancellations, publications available.</p> <p>Promotions include summer camps, the half marathon, basicREC, and community recreation programs!</p> <p>The Winchester Star has recently covered the Battlefield Half and the launching of the new logo. The Northern Virginia Daily has also covered the Battlefield Half. Andrew Keefauver taped a spot with WHAG TV regarding our training programs for running.</p>
<b>Web Site:</b>	<p>Updates are daily; serve as backup for the webmaster</p> <p>A separate site for our running programs and events under the title “Run At The Top” has launched. Visit <a href="http://www.runatthetop.net">www.runatthetop.net</a></p>
<b>Production:</b>	<p>The August/September/October Activities Guide is out.</p> <p>The new department logo has launched. The Winchester Star did a small piece on it.</p> <p>We are considering combining our summer camps brochure with a regular activities guide. Will be further along in the process at the next meeting and will update the Commission.</p>
<b>Fund Raising:</b>	<p>The department is working to be sure we have a coordinated fund raising effort and that the best needs of the entire department are being met by our endeavors.</p> <p>The Youth Sports fundraising brochure is in draft form and has been cleaned up to meet the needs of the piece, namely youth sports!</p> <p>We currently have \$6,000 committed for the PLAY fund from Jim Stutzman Chevrolet-Cadillac, One Source, and Greatscapes Property Management. We will be holding a press conference to announce the establishment of the fund and to recognize our initial donors. Kim DeHaven is instrumental in making sure we can take donations electronically through our registration system.</p>
<b>Administration:</b>	FCPRD has once again been nominated by the readers of the Northern Virginia Daily for Best Activities for Kids and Best After

School Activities for Kids and also Best Picnic Spot for Sherando Park.

Registration Specialists are working on cleaning up our database, an FAQ section for online registrations, and a plan for more regular use of email blasts. Recreation Technician Brittany See will be working with the PIO on public relations two days a week.