

THE MINUTES OF THE PUBLIC RECREATION COMMISSION
November 19, 2024

The regular meeting of the Public Recreation Commission was held with the following Commissioners present: Messrs. O’Callaghan, West, and Lee. Mmes. Bolton and Rich Staff in attendance: Mmes. Williams, Shoecraft, Swift, Riggins, Bello, Stewart, Jones Messrs. Betts, Harris, Jones, Heyl, Higby.

Commissioner Pat O’Callaghan, Jr. called the meeting to order at 4:06 pm

PRESENTATION

Battle of the Badges – Charity Softball Game

INTRODUCTIONS

DaVeta Webb – Supervising Recreation Coordinator

JaQuan Postell – Administrative Technician

RETIREMENTS

Tonaruse “Spoon” Witherspoon

Amanda “Mandy” Bello

PROGRAM HIGHLIGHTS

Price Hill Center Staff

MINUTES

Commissioner O’Callaghan called for a motion to approve the October 15, 2024, Regular Board Meeting minutes. Commissioner Rich made the motion to accept the minutes Commissioner Lee seconded; the motion carried.

PUBLIC COMMENTS

None

CORRESPONDENCES

None

TEAM HIGHLIGHTS

Maintenance Division

DIRECTORS REPORT

HUMAN RESOURCES

April Jones provided an update on the vacancy report and the full-time vacancies. Isabel Harney will be starting Monday as the HR Analyst, and the Clerk typist will be starting soon also, bring them back to a full staff

CAPRA ACCREDITATION UPDATE

Tim Heyl provided an update on the accreditation renewal process. The renewal is due January 2025. 2005 was the initial accreditation. Currently completing the 156 standards. Rec program, HR, finance standards, etc., currently collect evidence of compliance in all areas and look for improvement and consistency. The visit will be between March and June. Kristen Riggins did an amazing job setting them up for success during the last accreditation.

FINANCE UPDATE

Rob Higby provided an update on the finance report and golf YOY. Reports through the end of September. Golf revenue account increased. 232 special activities increased due to cash receipt processing due to temp and PT staff getting items processed timely. Golf supported Toy Drive, submitted \$2300 to support the effort, and have boxes at all facilities to donate.

AFTER SCHOOL UPDATE

Brandi Sanders provided an update on after-school enrollment numbers. Numbers are steady, and we are looking at ways to increase the numbers in certain areas. Compliance checks are being approved across the board, and they are looking for ways to continue to increase the numbers and programming.

CLIMATE ASSESSMENT UPDATE

Dave Harris provided an update on the Climate Assessment. Matrix's representative attended the All Staff meeting in October and gave an overview of how the process will happen. CRC is in the process of starting a steering committee to help assist in the process. An email has gone out to staff to volunteer to be a part of the committee. 2 commissioners have volunteered to be a part of the committee (West and Lee). Matrix should have contacted senior leadership and the commissioner to conduct the introductory interviews. A preliminary draft of the staff survey will be received by the end of the week and will be distributed after the Thanksgiving holiday.

EASTSIDE RECREATION CENTER UPDATE

Dave Harris provided an update on the Eastside Recreation Center. The center will officially open in early January. Dan Jones and Johnny Williams did a great job managing the project with minimal change orders. Over the next month, they will provide a branding kit and business plan. The information on the ribbon cutting and open house will be distributed closer to the date.

DIRECTOR + BOARD GOALS MEETINGS

Director Betts provided an update on the Director and Commissioner's goals. Most meetings have been completed, and we would like to close this out by December 31st. The summary will be distributed afterwards

CITY CARRYOVER FUNDS

Director Betts provided an update on the city carryover funds. The projection of the fund will be announced, and CRC hopes to be able to attain some of the funds to tackle some of our deferred maintenance gaps.

PLANNING AND ENGINEERING - CAPITAL PROJECTS (UPDATE)

Dan Jones updated the Commission on the major capital projects underway currently:

Projects Completed:

- New Eastside (Oakley) Recreation Center. **UPDATE:** A temporary occupancy permit was approved on 11/5/24. CRC has been approved to take over the building. Final punch list and site work is in progress.
- Hartwell Recreation Center room conversion to a Tech Lab was completed.
- Price Hill Recreation Complex (Dempsey) baseball to soccer field conversion was completed.
- Millvale Playground installation and fencing for daycare was completed.
- The emergency repairs on the McMicken Klotter Recreation Area wall were completed.
- The North Fairmount, Nassua St. James and Westfork basketball court renovations were completed.

Projects Under Construction:

- 2022-24 Projects from the Recreation Special Activities Fund 323 for the purpose of providing resources (\$1.5M) for improvements and renovations to recreation centers and outdoor recreation areas, security camera upgrades and installations at various sites and signage upgrades at various locations: \$700k is budgeted for CRC center requested improvement projects. \$350k is budgeted for security system improvements and \$450k for signage throughout all CRC sites. **UPDATE:** A master list has been created for these projects. Security cameras for some centers have been ordered and installed. The camera project was put on hold in 11/2022 by ETS, they are requesting the scope be changed to install the same type of camera system as CPD. The cost for this type of camera exceeds the budget, less sites will be completed. Next sites are in progress. The Planning and Development Division has completed a signage inventory at each CRC site. New sign designs, created by CRC P&D staff, have been approved. Over 100 signs have been installed. New Recreation Center signage is in progress. CRC staff requested Winton Hills and Bond Hill Recreation center improvement projects be given high priority, these projects have been completed. A room at the Hartwell Recreation center was converted into a technology lab.
- As part of the 2023-25 capital budgets, improvements at various tennis and sport court hard surfaces improvements are being planned for 2024-25. **UPDATE:** Courts at Madisonville, Dehart, Nassau, Westfork, Hartwell, N Fairmount, Carll St. and Schwarz are a few of the sites being proposed. We expect over \$600k of sport court improvements will be made in 2024-25. Bond Hill, North Avondale and Oakley courts have been completed. A new basketball court was installed at Price Hill Recreation

Complex. The old court and associated hillside have been re-graded. The Nassau-St. James, Dehart and Westfork recreation area basketball courts renovations have been completed: surface repairs, new hoops and color coated. Basketball court renovations at Daniel and Turkey Ridge have started.

Projects in DEI and Purchasing:

- As part of the 2024 capital budget, partial funding for a skate park is being provided. CRC worked with the skateboard group to determine the best location and find additional funding. Camp Washington Recreation complex was selected as the site. CRC has \$250,000 funded for the project. An additional \$250,000 is estimated to complete the project. The skateboard group is assisting to find outside and grant funding to raise the difference needed. The RFP is complete for the design build, a firm has been selected. The contract is in progress. CRC has completed the grant application requests and expects the grant funds to be received in October. **UPDATE:** Waiting for the contract to be created (Law dept.) and approved.
- CRC is working with the RCF to install a synthetic turf infield at the Madisonville Recreation Complex baseball field. A site master plan has been developed by CRC staff. The goal is to have it ready for the 2025 season. **UPDATE:** As of now the RCF is providing \$150,000 towards the project. Phase one of this project will install fencing and the turf infield. Waiting for the contract to be created and funding certified to start the work.
- As part of the 2024-2025 capital budgets, new playgrounds and added amenities at several sites are being planned. **UPDATE:** CRC is working from the six-year capital plan and CBR's to design and install the new playground and added amenities. Funds are being certified.

Projects in Design:

- As part of the capital budget, design work for ADA access to the Riverside Sports Complex boat ramp restrooms, a new boat dock and connecting walking loop is in progress. The renovation is being designed by CRC staff. ODNr informed us that a grant for this type of project would be available in April 2021. CRC applied for this (75% reimbursed) ODNr grant 3/30/21. CRC did not receive the grant, ODNr recommends applying for it again when available. CRC will continue to make repairs until the grant is applied for again. An RFP is in progress for the design work. The existing rolling dock is no longer usable, a new has been constructed. The new rolling boat dock is complete and installed. **UPDATE:** A grant for a connector trail was applied for with ODNr. An RFP is needed to hire an A/E firm for the design work.

COMMISSION BOARD COMMITTEE AND SUBCOMMITTEES:

BUDGET AND FINANCE UPDATE

Ocallaghan and Rich provided an update on the budget. Went over variance this year and past years and updates on capital projects and left over funds.

GOVERNANCE AND POLICY COMMITTEE UPDATE

Commissioner Bolton provided an update. Several policies were approved and forwarded to the board from the meeting today.

OLD BUSINESS

None

NEW BUSINESS

Recommended Action

Board Approval

Background

Board approval to adopt amended CRC policies.

- i. CRC P&P ADM 8

Commissioner Rich made the motion to adopt the amended CRC policy Admin 8 as submitted. Commissioner Lee seconded the motion. The motion carried.

- ii. CRC P&P S&A 2,4,5

Commissioner Rich made the motion to adopt the amended CRC policy P&P S&A 2 as submitted. Commissioner Lee seconded the motion. The motion carried.

Commissioner West made the motion to adopt the amended CRC policy P&P S&A 4 as submitted. Commissioner Bolton seconded the motion. The motion carried.

Commissioner West made the motion to adopt the amended CRC policy P&P S&A 5 as submitted. Commissioner Lee seconded the motion. The motion carried.

- iii. CRC SHMP

Commissioner Rich made the motion to adopt the CRC SHMP as submitted. Commissioner Lee seconded the motion. The motion carried.

EXECUTIVE SESSION

Board Action:

The Board considered disciplinary action against the following employees:

G. Toole III – Charge: Neglect of Duty
Recommended Penalty- 8 hour suspension

Approved Penalty: Loss of Vacation - 8 hours

Commissioner O'Callaghan motioned to change the recommendation of the Human Resource and the Hearing Officer to Penalty Loss of vacation – 8 hrs. Rollcall: Commissioner Bolton–Yes, Commissioner Lee- Yes Commissioner Rich-Yes Commissioner West- Yes. The motion carried.

Meeting adjourned at 6:35 PM

NEXT COMMISSION MEETING

The next meeting of the Public Recreation Commission will be held on December 17, 2024, at Eastside Recreation Center.

Pat O'Callaghan, Jr., President

Daniel E. Betts, Director

/ss Minutes prepared by Sonya Swift