RECREATION COMMISSION WORKSHOP
JULY 27, 2022

ALPHARETTA CITY HALL
COMMUNITY ROOM
2 PARK PLAZA
5:30 PM

I. WORKSHOP ANNOUNCEMENTS

This meeting agenda is for workshop purposes only. Items will be discussed by the members of the Board or Commission, but no formal action will be taken on today's agenda items.

II. CALL TO ORDER

III. ROLL CALL

IV. WORKSHOP ITEMS

a. Non-Resident Fees - Events / NOC / Alpharetta Gymnastics Academy / Adult Leagues

b. Park Services Report

Recreation, Parks, and Cultural Services Restroom Inventory

Park Bonds Update

c. Director's Report

Commission Meeting & Workshop Schedule

d. Commission Member Orientation

V. ITEMS FROM COMMISSION MEMBERS

VI. ADJOURNMENT

RECREATION COMMISSION WORKSHOP
STAFF REPORT

SUBMITTING DEPARTMENT: RECREATION, PARKS & CULTURAL SERVICES
SUBMITTED BY: CHRISTINE YOUNG

I. AGENDA ITEM TITLE: NON-RESIDENT FEES – EVENTS/NOC/ALPHARETTA GYMNASTICS ACADEMY/ADULT LEAGUES

II. RECOMMENDATION:

This workshop is presented for Recreation Commission discussion and information purposes. No vote or formal action is requested at this time.

III. REPORT IN BRIEF:

Recreation Services would like to discuss the following Non-Resident fees as they apply to our programs:

- One-off Events: holiday events, family dance, 3V3 Basketball tournaments
    - Holiday Events: Jolly Jingle Jam, Family Dance
- NOC Camps
    - Camps held off-site, no COA staff involved other than contracts, activity guide, processing pay requests
- Alpharetta Gymnastics Academy/Sharks
    - COA Team
    - Should they be treated as we treat leagues? Is there an opportunity to include in an MOU?
    - Annual/Quarterly fee?
- Adult Leagues
    - Team fee if NR are playing?
    - Continue with what we are currently doing, collecting from individuals?

Program	NR Fees	Team/Activity Fees	Net Revenue	% NR
Adult Softball	$4,300	$15,760	$20,060	62%
Adult/Teen Basketball	$4,375	$8,400	$12,775	73%
Family Dance	$440	$2,360	$2,800	37%
Grinchmas Party	$90	$624	$714	37%
Jolly Jingle Jam	$58	$305	$363	38%
AGA	See report	See report	$208,142	46%

I. ALTERNATIVES: N/A

IV. ATTACHMENTS:

- AGA Team Non-Resident Fee 20-21

AGA Team Non-Residents/Suggested Options
September 2020- October 2021 Totals

	Non-Resident Average	# of Non-Residents	Non-Resident Fee Collected	Quarterly Payment same fee for all members (Aug, Nov, Feb, May) $85 fee	Quarterly Payment same fee for all members (Aug, Nov, Feb, May) $150 fee	Quarterly Payment (based on time in gym) 10hr<-$100 10hr>-$275
September 2020	$29.62	33	$977.50	$3,315.00	$5,850.00	$7,400.00
October 2020	$94.30	32	$3,017.50			
November 2020	$82.12	33	$2,710.00	$3,315.00	$5,850.00	$7,400.00
December 2020	$80.39	32	$2,572.50			
January 2021	$83.03	33	$2,740.00			
February 2021	$87.58	33	$2,890.00	$3,315.00	$5,850.00	$7,400.00
March 2021	$103.87	31	$3,220.00			
April 2021	$85.63	30	$2,568.75			
May 2021	$63.56	27	$1,716.25	$3,315.00	$5,850.00	$7,400.00
June 2021	$103.96	36	$3,742.50			
July 2021	$80.81	34	$2,747.50			
August 2021	$92.77	41	$3,803.75	$3,315.00	$5,850.00	$7,400.00
September 2021	$86.84	40	$3,473.75			
October 2021	$87.47	39	$3,411.25			
		Total	$39,591.25	$16,575.00	$29,250.00	$37,000.00

Total Residents	669	
Total NR	562	46%
Total	1,231	

Alpharetta	669
Milton	460
JC	41
Roswell	31
Other	30

RECREATION COMMISSION WORKSHOP
STAFF REPORT

SUBMITTING DEPARTMENT: RECREATION, PARKS & CULTURAL SERVICES
SUBMITTED BY: KURT KIRBY

I. AGENDA ITEM TITLE:

1. RESTROOM INVENTORY
2. BOND UPDATE

II. RECOMMENDATION:

This workshop is presented for Recreation Commission discussion and information purposes. No vote or formal action is requested at this time.

III. REPORT IN BRIEF:

- Item 1: Review of the current restroom inventory (PowerPoint presentation)
- Item 2: Bond Update (written/visual)
    - Rucker Road Park Design Team is on the August 1 City Council Agenda (Columbia)
    - Mid-Broadwell Park in still in permitting review with Community Development (Pond)
    - Water Road Park (design/build): received pricing for design (Dix.Hite)
    - Union Hill Park is waiting for the design team pricing.
    - Wills Park Proper is waiting on pricing from design team (Barge)
    - Wills Park Equestrian Center is waiting on pricing from design team (Barge)
        - Ring 1 completed (see visual)
        - Ring 1 tiered viewing area under construction
        - Ring 3 renovation is in the permitting phase.

IV. ALTERNATIVES: N/A

V. ATTACHMENTS:

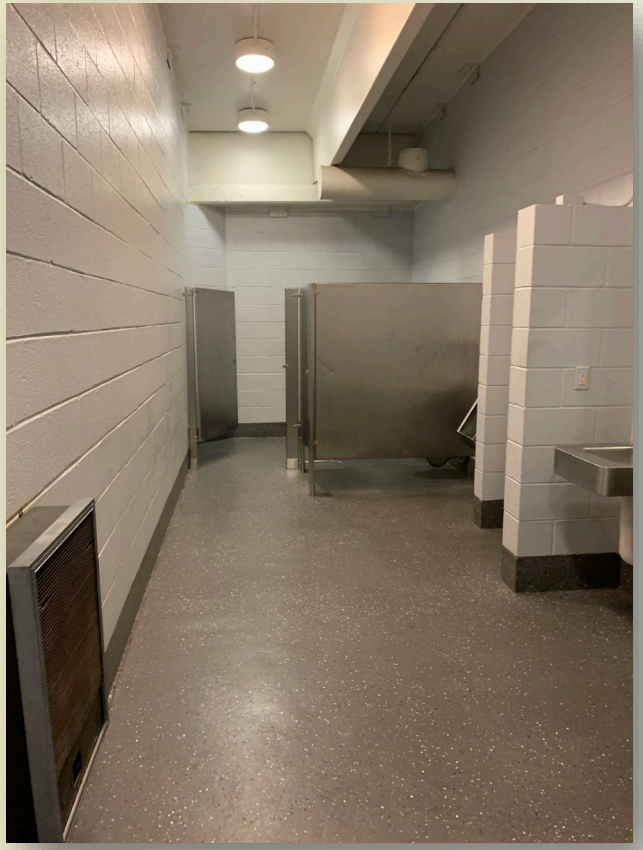
- Restroom Inventory PowerPoint
- Equestrian Center (Visual)

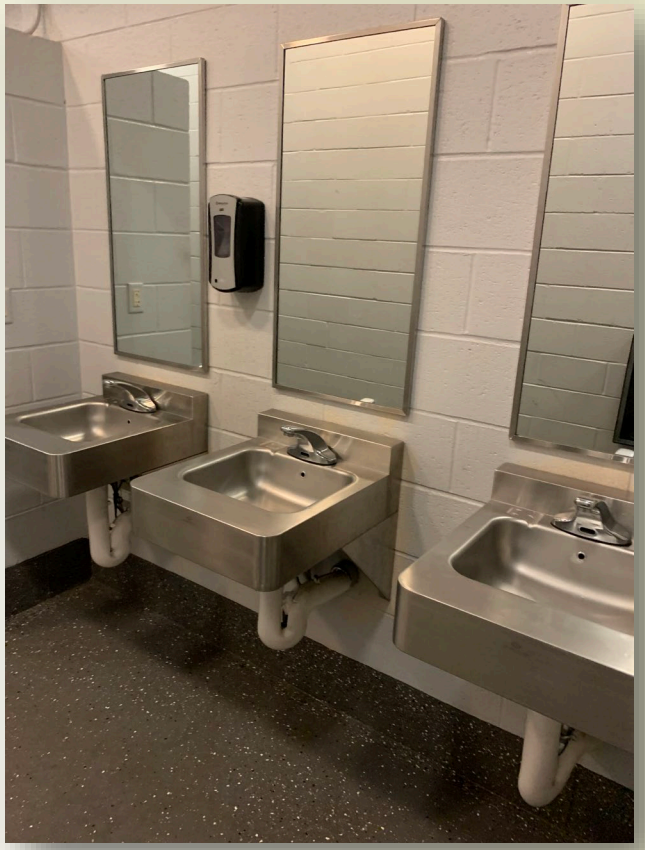
Alpharetta, Recreation, Parks Cultural Services

2022 Restroom Inventory

Updated July 2022

THE CITY OF
ALPHARETTA
RECREATION PARKS &
CULTURAL SERVICES

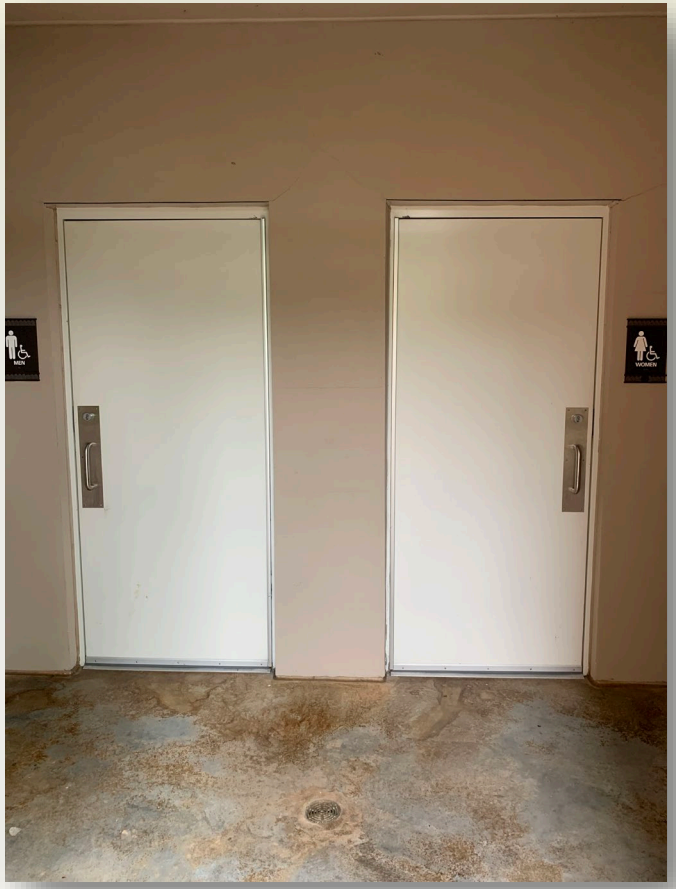




Brooke Street Park Restroom

at City Hall (by parking deck)

Built in 2015 ~ Second level of Parking Deck
Male: 3 sinks, 2 urinals, 2 toilets
Female: 3 sinks, 4 toilets
Waste System: Sewer



Brooke Street Park Restroom

at City Hall (under City Hall)

Built in 2015 ~ Under City Hall ~ Opened to public for Special Events
Male: 2 sinks, 2 urinals, 2 toilets
Female: 2 sinks, 4 toilets
Waste System: Sewer

Cogburn Park Restroom

Built in 2007 ~ Approximate Square Footage 1,335 ft
Male: 1 sink, 1 urinal, 1 toilet, 1 changing table
Female: 1 sink, 2 toilets, 1 changing table
Waste System: Sewer

Equestrian Center Concession Stand Restroom connected to Concession Stand

Built in 1990 ~ Approximate Square Footage 4,226 ft
Male: 2 sinks, 1 urinal, 2 toilets
Female: 2 sinks, 3 toilets
Waste System: Sewer

Equestrian Center Stables Restroom

next to stables

Built in 1990 ~ Approximate Square Footage 1,659 ft
Male: 4 sinks, 3 urinals, 3 toilets, 4 showers
Female: 4 sinks, 5 toilets, 4 showers
Waste System: Sewer

Innovation Academy Restrooms

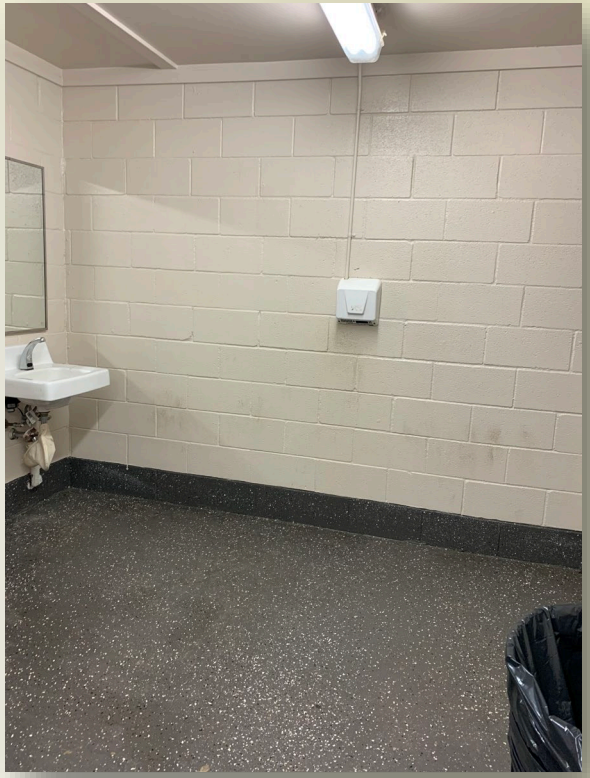
Away Side

Renovated in 2021 ~ Approximate Square Footage 1,200 ft
Male: 2 sinks, 3 urinals, 3 toilets
Female: 3 sinks, 3 toilets
Waste System: Sewer

Innovation Academy Restrooms

Home Side

Renovated in 2021 ~ Approximate Square Footage 1,200 ft
Male: 3 sinks, 3 urinals, 3 toilets
Female: 3 sinks, 6 toilets
Waste System: Sewer



North Park Football Restroom

at North Park (by Football Field)

Built in 1995 ~Approximate Square Footage 2,830 ft
Male: 2 sinks, 2 urinals, 2 toilets
Female: 2 sinks, 4 toilets, 1 changing table
Waste System: Septic

North Park Miracle Restroom

at North Park (by Miracle Field)

Built in 2005 ~ Approximate Square Footage 5,381 ft
Male: 2 sinks, 2 urinals, 2 toilets, 1 changing table
Female: 2 sinks, 3 toilets, 1 changing table
Waste System: Septic

North Park Softball Restroom

at North Park (by Fields 1-4)

Built in 1995 ~ Approximate Square Footage 1,275 ft
Male: 2 sinks, 1 urinal, 1 toilet
Female: 2 sinks, 2 toilets, 1 changing table
Waste System: Septic

North Park Softball Restroom

at North Park (by Fields 6 & 7)

Built in 2000~ Approximate Square Footage 2,149 ft
Male: 2 sinks, 3 urinals, 2 toilets
Female: 2 sinks, 5 toilets, 1 changing table
Waste System: Septic

North Park Tennis Restroom

at North Park (by tennis courts)

Built in Late 02'/Early 03' ~ Approximate Square Footage 1,359 ft
Male: 1 sink, 1 urinal, 1 toilet
Female: 1 sink, 2 toilets, 1 changing table
Waste System: Septic

North Point Park Restroom

at North Point Trailhead

Built in Late 97'/ Early 98' ~ Approximate Square Footage 806 ft
Male: 2 sinks, 3 urinals, 2 toilets, 1 changing table
Female: 3 sinks, 5 toilets, 1 changing table
Waste System: Sewer

Preston Ridge Park Restroom

next to YMCA Camp (Partnership)

Rebuilt in late 90's ~ Approximate Square Footage 1,550 ft
Waste System: Sewer

Rock Mill Restroom

next to large pavilion

Built in Late 97'/ Early 98' ~ Approximate Square Footage 1,304 ft
Male: 1 sink, 2 urinals, 1 toilet, 1 changing table
Female: 1 sink, 3 toilets, 1 changing table
Waste System: Sewer

Union Hill Park Restroom

Built in Late 02'/ Early 03' ~ Approximate Square Footage 1,260 ft
Male: 2 sinks, 2 urinals, 2 toilets
Female: 2 sinks, 4 toilets
Waste System: Sewer

Webb Bridge Baseball Restroom

at Webb Bridge (by Baseball Fields)

Built in 1999 ~ Approximate Square Footage 2,869 ft
Male: 3 sinks, 3 urinals, 2 toilets
Female: 3 sinks, 5 toilets
Waste System: Septic

Webb Bridge Soccer Restroom

at Webb Bridge (by Soccer Fields)

Built in 1998 ~ Approximate Square Footage 1,574 ft
Male: 2 sinks, 1 urinal, 1 toilet
Female: 2 sinks, 2 toilets
Waste System: Septic

Webb Bridge Tennis Restroom

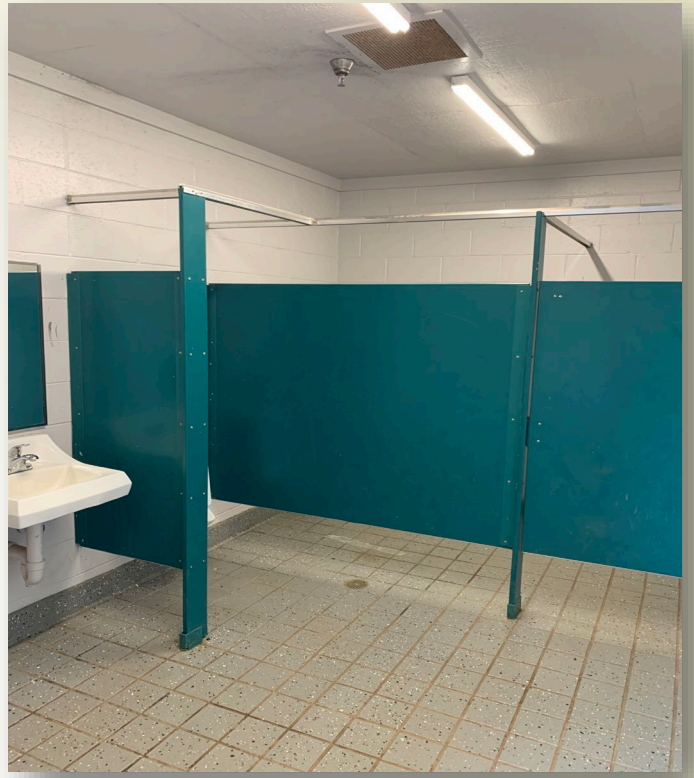
at Webb Bridge (by Tennis Courts)

Built in Late 02'/ Early 03' ~ Approximate Square Footage 1,389 ft
Male: 1 sink, 1 urinal, 1 toilet, 1 changing table
Female: 1 sink, 2 toilets, 1 changing table
Waste System: Septic

Webb Bridge Trail Restroom

at Webb Bridge (by the trail pavilion)

Built in 1999 ~ Approximate Square Footage 1,150 ft
Male: 1 sink, 1 urinal, 1 toilet, 1 changing table
Female: 1 sink, 2 toilets, 1 changing table
Waste System: Sewer



Wills Park Baseball Restroom

at Wills Park (by Fields 5 - 8)

Built in 1997 ~ Approximate Square Footage 1,483 ft
Male: 2 sinks, 1 urinal, 1 toilet
Female: 2 sinks, 2 toilets
Waste System: Sewer

Wills Park Tennis Restroom

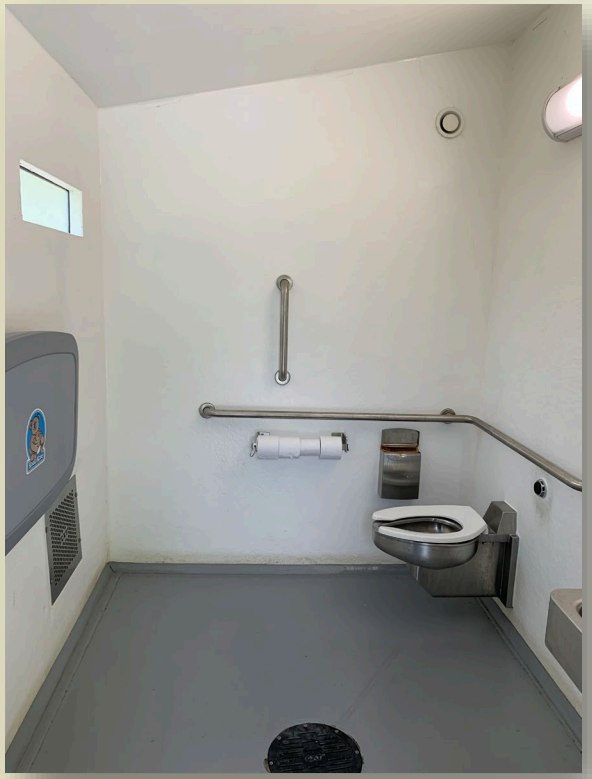
at Wills Park (by Tennis Courts)

Built in Late 02'/ Early 03' ~ Approximate Square Footage 1,604 ft
Male: 1 sink, 1 urinal, 1 toilet
Female: 1 sink, 2 toilets
Waste System: Sewer

Wills Park Wacky World Restroom

at Wills Park (by Wacky World)

Built in 1997 ~ Approximate Square Footage 885 ft
Male: 2 sinks, 3 urinals, 2 toilets, 1 changing table
Female: 3 sinks, 4 toilets, 1 changing table
Waste System: Sewer



Windward Community Park Restroom

Built in 2020 ~ Approximate Square Footage 291 ft
Male: 1 toilet, 1 sink, 1 changing table
Female: 1 toilet, 1 sink, 1 changing table
Waste System: Sewer

VIEWING AREA
ARENA 1
ARENA 2
ARENA 3

RECREATION COMMISSION WORKSHOP
STAFF REPORT

SUBMITTING DEPARTMENT: RECREATION, PARKS & CULTURAL SERVICES
SUBMITTED BY: MORGAN RODGERS

I. AGENDA ITEM TITLE: COMMISSION MEETING & WORKSHOP SCHEDULE

II. RECOMMENDATION:

This workshop is presented for Recreation Commission discussion and information purposes. No vote or formal action is requested at this time.

III. REPORT IN BRIEF:

Review of the current frequency of meetings of the Recreation Commission.

IV. ATTACHMENTS:

- None

RECREATION COMMISSION WORKSHOP
STAFF REPORT

SUBMITTING DEPARTMENT: RECREATION, PARKS & CULTURAL SERVICES
SUBMITTED BY: LAUREN SHAPIRO & AMBER O'DWYER

I. AGENDA ITEM TITLE: COMMISSION ORIENTATION

II. RECOMMENDATION:

This workshop is presented for Recreation Commission discussion and information purposes. No vote or formal action is requested at this time.

III. REPORT IN BRIEF:

- New Member Orientation is now provided to newly appointed board and commission members to properly equip them in their new roles. Several members of the Recreation Commission have never experienced such an orientation. To address the matter, Chairman Mitchell asked the orientation be made available during a workshop to all existing members of the Recreation Commission.

IV. ALTERNATIVES: N/A

V. ATTACHMENTS:

- New Member Orientation Power Point Presentation

NEW BOARD MEMBER ORIENTATION

Welcome!

Welcome!

- Board Member Contact Information
- Vendor Self Service Portal
- Meeting Dates

Ethics Ordinance

Sec. 2-144(c) Conduct of Public Meetings

"City Officials shall prepare themselves for all public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers, making personal comments not germane to the business of the body, or otherwise interfering with the orderly conduct of the meetings."

Sec. 2-145 Prohibitions

City Officials are not permitted to engage in certain activities, as defined in this section.

Ethics Ordinance

Sec. 2-146 Conflict of Interest

City Officials cannot participate in a matter where he/she has a substantial interest.

Sec. 2-147 Creation and purpose of the Board of Ethics

Board of citizens who review ethic complaints.

Conflict of Interest + Recusal

Prior to a meeting:

- Disclose in your meeting RSVP that you will not attend because of the conflict of interest

During a meeting:

- Make a statement prior to the case and declare reason for recusal
- Leave Council Chambers and sit in the Executive Conference Room

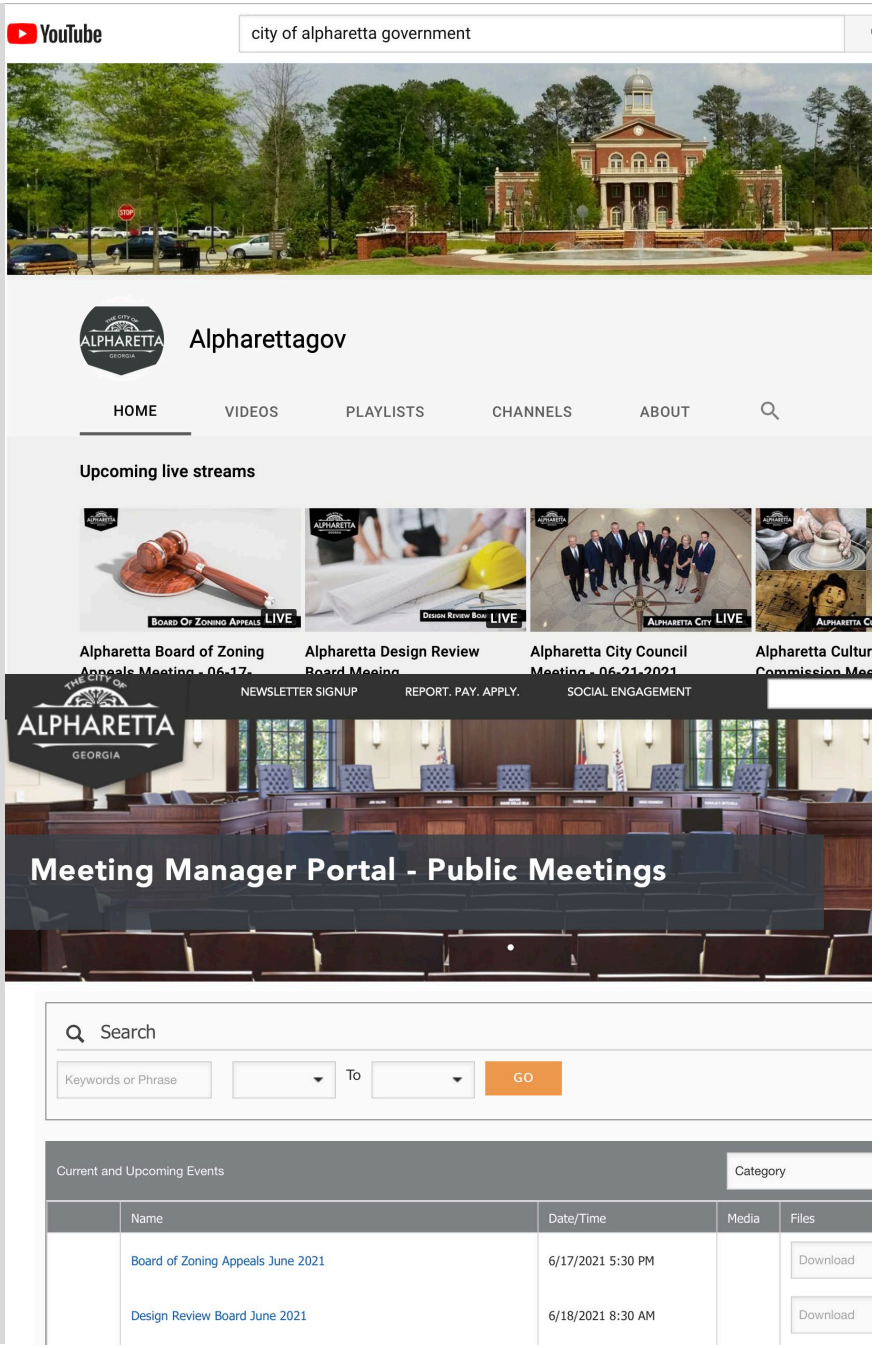
Meeting Manager Portal

Link to Meeting Manager Portal:

https://www.alpharetta.ga.us/government/meeting-manager-portal

Link to City of Alpharetta Government YouTube Channel:

https://www.youtube.com/channel/UCGNJQNekcCqYv-iWfXbsgqQ



Agenda Packet

- Email with Link to Agenda Packet the Friday prior to the week of the scheduled meeting
- You can download the packet and print or save to your device
- *Packet includes:*
  - Meeting Agenda
  - Minutes to be approved
  - Staff Report
  - Attachments for each agenda item

Staff Report

- Prepared by Parks Staff and provides information about the agenda item
- One of the most important documents for each agenda item
- Outlines the criteria, requirements, and code sections applicable to the public hearing item
- *Staff Report Includes*:
  - Recommendation
  - Brief Report
  - Discussion (background of the item, why it is needed, or being brought before the board)
  - Any Code requirements

Robert's Rules of Order + Parliamentary Procedure

Quorum = at least 4 Board Members

Structure of Meetings:

→ Staff Presentation

→ Applicant Presentation

→ Public Comment

→ Applicant or Staff Rebuttal

→ Motion

→ Second

→ Board Discussion

→ Vote

Robert's Rules of Order: Chair

Primary responsibilities of the Chair:

- Maintain proper meeting decorum
- Ensure that all participants are treated fairly and respectfully
- Maintain order and timeliness of the meeting
- Confine debate and discussion to the motion or case at hand
- Guarantee that no single Board Member or participant dominates discussion or interferes with the right of others to be heard

Robert's Rules of Order: Motion Types

Main Motions

Offered on business brought before the Board and can be debated and amended before a vote is made.

Privileged Motions

Offered to allow the meeting to have controlled debate and take care of opening and closing the meeting; examples include: adjournment, recess, and questions of privilege.

Subsidiary Motions

Offered to defer or modify main motions; examples include: motion to table, motion to defer, motion to limit debate, and friendly amendment.

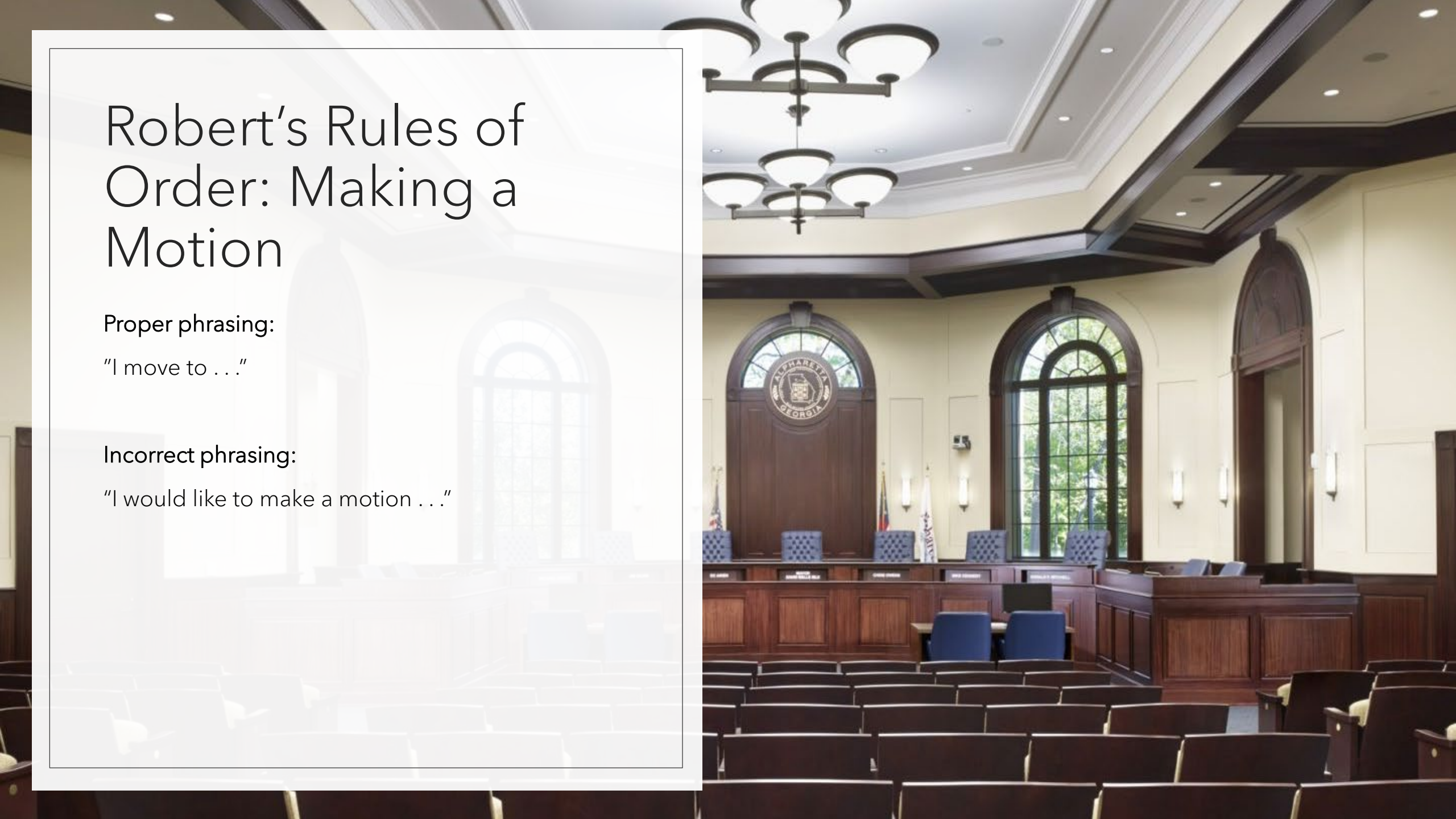
Robert's Rules of Order: Making a Motion

Proper phrasing:

"I move to . . ."

Incorrect phrasing:

"I would like to make a motion . . ."



Most Common Motions

To do this:	You say this:	Interruption Allowed?	Debatable?	Amendable?	Vote Needed	Requires Second
Introduce Business	"I move to . . ."	✗	✓	✓	Majority	✓
Alter a motion	"I move to make a friendly amendment . . ."	✗	✓	✓	Acceptance by the original Author of the Motion	✗
Request to end discussion	"Mr./Mrs. Chair, I call for the question."	✗	✗	✗	Majority	✓
Postpone discussion for a specific time	"I move to defer this item until . . ."	✗	✓ Only when determining the future date to hear a case	✓	Majority	✓
Temporarily suspend consideration of an issue	"I move to lay the motion on the table . . ."	✗	✗	✗	Majority	✓
Take up a matter previously tabled	"I move to remove the item from the table . . ."	✓	✗	✗	Majority	✓

Robert's Rules of Order: Common Mistakes

Be careful not to:

- Debate or discuss an item during the time for presentation or question
- Have prolonged Board discussion without a motion
- Discuss information that does not pertain to the current motion before the Board

Meeting Reminders

- Review Agenda + Agenda Packet prior to each meeting
- Attend meetings regularly and arrive on time
- Don’t be afraid to speak up and contribute during the meetings
- Face opposition without taking offense *(don’t make it personal)*
- If the Code defines criteria on which the Board’s decisions are to be made, base your comments on that criteria

QUESTIONS?