



RECREATION COMMISSION WORKSHOP

AUGUST 23, 2023

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. ARPCS Scholarship Program

Presentation and discussion regarding qualification revisions for ARPCS scholarship applicants.

b. Trail Counter Program Update

Presentation and discussion on the current status of the ARPCS trail counter program.

V. ITEMS FROM COMMISSION MEMBERS

VI. ADJOURNMENT



STAFF REPORT

Department: Recreation, Parks & Cultural Services
Submitted By: Christine Young, Recreation Services Manager
Meeting Date: August 23, 2023

AGENDA ITEM:

ARPCS Scholarship Program

Presentation and discussion regarding qualification revisions for ARPCS scholarship applicants.

STAFF RECOMMENDATION:

This workshop item is presented for Recreation Commission discussion and information purposes. No vote or formal action is requested at this time. Should the Recreation Commission be open to revisions to the current qualification process for the ARPCS Scholarship Program, staff will present the item for approval during an official business meeting of the Recreation Commission.

BUDGET & PROCUREMENT:

BUDGETED ITEM: NO

FISCAL IMPACT: YES

INCLUDED IN CURRENT FY CPTL BUDGET: NO

INCLUDED IN CURRENT FY OPRT. BUDGET: NO

Total Project Cost: The fiscal impact on the City would be the subsidized amounts for participants who qualify for the scholarship program due to need.

ITEM DESCRIPTION:

BACKGROUND:

The current process and document requirements are cumbersome for both the participant and staff. On average, less than ten (10) applications are processed and awarded annually.

FOR CONSIDERATION:

Staff would like to consider adopting the model that the City of Roswell has used for years, which requires qualification based upon approval through Fulton County Schools for the Free or Reduced Lunch program. The process to qualify for this is similar to our current process and, in effect, the school district has vetted the applicants for us.

Applicants will be rewarded \$1000 annually to use towards programs of choice per child. This amount will be credited in their Active Net account; any remaining funds will be removed at the end of a year and at that time, participants must re-apply for scholarship funding. If a participant exceeds the \$1000 in the process of registering for activities, they will be responsible for paying the difference. If a participant is homeschooled and not receiving free or reduced lunch, or is not qualified under any other assistance programs, the current qualifications will still be in place and utilized for qualifying participants. The \$1000 award is historically based upon the average amount subsidized for a participant in a year.

ALTERNATIVES:

There is one alternative to this recommendation for when it is set for approval:

1) To deny approval of the revisions to the application process and to continue to with the current process as is.

ATTACHMENTS:

1. Alpharetta Fee Assistance Program - Current
2. Alpharetta Fee Assistance Program - Proposed
3. FCS Free & Reduced Lunch Qualifications



City of Alpharetta Recreation, Parks and Cultural Services

Fee Assistance Program

What is the Fee Assistance Program?

The Fee Assistance Program for is designed to aide Alpharetta residents overcome financial limitations. Eligibility is determined by completing and submitting an application along with the required documentation.

Who can apply?

- Only City of Alpharetta residents are eligible for fee assistance.
- TOTAL monthly household income must meet current Federal Poverty Guidelines (see below).
- The program applies only to school-age children (age 18 and under). Adults are not eligible to enroll.

Persons in Family	Federal Income Chart (annual gross income)	Federal Income Chart (monthly gross income)
1	\$12,880	\$1,073
2	\$17,420	\$1,452
3	\$21,960	\$1,830
4	\$26,500	\$2,208
5	\$31,040	\$2,587
6	\$35,580	\$2,965
7	\$40,120	\$3,343
8	\$44,660	\$3,722

For each additional person, add \$4,540 (annual)

What can I qualify for?

- To receive a 100% fee assistance, total annual family income must be between zero and 24% of the Federal Poverty Guidelines for your family size.
- To receive a 75% fee reduction, total annual family income must be between 25% and 50% of the Federal Poverty Guidelines for your family size.
- To receive a 50% fee reduction, total annual family income must be between 51% and 75% of the Federal Poverty Guidelines for your family size.
- To receive a 25% fee reduction, total annual family income must be between 76% and 100% of the Federal Poverty Guidelines for your family size.

General Guidelines

- Eligible programs – All Parks and Recreation programs that have availability.
- Fee assistance is available for immediate members of a family, foster children or legal guardians who live with the family throughout the year, but are not available for friends or relatives visiting or staying for a period of time. Fee assistance for such individuals should be submitted by the parent/guardian for that family, if applicable.
- Applicants may be approved for a maximum allowance of 2 activities per child, per six (6) month approval period.
- Applicants must re-apply for the fee assistance program every six (6) months.
- Supply fees, equipment fees, trainer fees, family pool passes, private instruction, daily admission, open gym cards etc. are not included in the fee assistance program.
- Programs offered by the City's partner youth athletic associations do not qualify for fee assistance. The association may be contacted directly for assistance through their program.
- Fee assistance will be granted between 25% and 100% of program fees as long as funds are available.
- Awards are issued on a first come first serve basis.

What are the steps to apply?

1. Complete scholarship application.
2. Drop off or mail your application and a copy of the required eligibility documentation to:
City of Alpharetta
Attn: Claire Thurber – Fee Assistance Program
11925 Wills Road, Alpharetta, GA 30009
Fax: (678) 297-6131
3. Application and documentation must be submitted at least five (5) business days prior to the end date of registration or before the requested program(s) begins. Incomplete applications will not be considered and will be returned promptly to the applicant for corrections.
4. The applicant will be notified within five (5) business days if approved or denied based on eligibility information provided and fund availability.
5. If approved, applicant will be enrolled through the program coordinator and will be required to pay any remaining fees at the time of registration.
6. It is the applicant's responsibility to notify the Department should any submitted information change.

What kind of documentation is required?

- A. Eligibility Verification – If applicant's child/children qualify for the Fulton County School lunch program (full or reduced), applicant must provide a statement/letter/card from Fulton County Schools.
- B. Residency Verification – Applicant must supply proof of residency by submitting **one of the following** with the application:
 - Current letter from Fulton County Housing Authority
 - City of Alpharetta property tax receipt
 - Current City of Alpharetta utility or sanitation bill with applicant's name
 - Current rental lease that lists names of individuals living in household
 - Current letter from a state or federally funded agency
 - Current Section 8 letter
- C. Income Verification – Applicant must supply verification of income by presenting **one of the following** with application:
 - Current income tax return
 - Current W2 forms
 - Current pay stub(s) – one month
 - In addition to one of the above, applicants may submit documentation such as a current statement/letter/card from a local, state or federally funded agency including:
 - o TANF card
 - o Section 8
 - o DFCS
 - o Social Security
 - o INS
 - o Unemployment Office
- D. Dependency Verification – Applicant must supply proof of dependents by presenting **one of the following** with application:
 - Birth Certificate
 - Certificate of Adoption (or other official order of the court)
 - Letter of Guardianship (or other official order of the court)
- E. Hardship Affidavit – Applicant must submit a notarized hardship affidavit with application
 - Hardship Affidavits are executed under penalty of perjury. Providing false affidavit can result in criminal consequences, including possible incarceration.

Should there be any discrepancies found in the income verification or provided altered, false, fabricated, or otherwise misleading or untrue documentation, the applicant is responsible for reimbursement of any scholarship funds received and is subject to all applicable criminal and civil claims.



Hardship Affidavit

I, the undersigned, being of sound mind and body, and of the age of majority, do hereby, under seal, make the following sworn statement, with the knowledge that any statement made hereunder is subject to all applicable laws of the State of Georgia, including penalties of perjury:

I am the (circle one) of _____ (name of child).

Biological mother

Biological father

Adoptive mother

Adoptive father

Legal guardian

I further swear that I am suffering from a financial hardship, which makes it difficult for me to afford fees associated with youth programs coordinated by the City of Alpharetta Recreation, Parks and Cultural Services Department.

This _____ day of _____, 20____.

Affiant:

Printed name: _____

Notary Public:

My seal expires: _____

Notaries available at the City of Alpharetta (No charge)

City Hall – 2 Park Plaza, Alpharetta GA

Deanna McKay - dmckay@alpharetta.ga.us – 470 970 0735
Amber O'Dwyer - aodwyer@alpharetta.ga.us – 678 297 6104
Donna Feliccia - dfeliccia@alpharetta.ga.us – 678 297 6060 opt 0
Lauren Shapiro - lshapiro@alpharetta.ga.us – 678 297 6003
Kiersten VanHorn - kvanhorn@alpharetta.ga.us – 678 297 6018
Alex Callum - acallum@alpharetta.ga.us – 678 297 6010
Prisea Cook - pcook@alpharetta.ga.us – 678 297 6070
Erin Cobb - ecobb@alpharetta.ga.us – 678 297 6002

Will Park Recreation Center - 11925 Wills Rd, Alpharetta

Tiana Budion - tbudion@alpharetta.ga.us -

Alpharetta Community Center - 175 Roswell St, Alpharetta

Stacey Shirley - sshirley@alpharetta.ga.us - 678-297-6117



Alpharetta Parks & Recreation Department

2021 Fee Assistance Application

Instructions: Please complete a separate application for each participant. Attach required documentation to application. Incomplete forms and/or forms submitted without documentation will not be considered.

Name of Child: _____

Name of Parent or Guardian: _____ ☐ Parent ☐ Guardian

Marital Status: ☐ Single ☐ Married ☐ Separated ☐ Divorced ☐ Widowed ☐ Common-law marriage (state how long)

Total Persons in Family: _____

Residential Address: _____

City: _____ State: _____ Zip Code _____

Phone: _____ E-Mail: _____

Place of Employment: _____

Spouse/Partner's Place of Employment (if applicable): _____

Spouse/Partner's Phone (if applicable): _____

Please list activity or activities that you are seeking assistance. Attach an Activity Registration Form if more space is needed.

<u>Activity Name</u>	<u>Activity Code</u>	<u>Start Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

<u>Gross Income</u>	<u>Applicant</u>	<u>Spouse/partner</u>
Monthly Salary/Wages	\$ _____	\$ _____
Monthly Child Support	\$ _____	\$ _____
Monthly Alimony	\$ _____	\$ _____
Monthly Govt. Assistance (SSI, Disability, etc.)	\$ _____	\$ _____
Monthly Food Stamps	\$ _____	\$ _____
Monthly Cash Assistance	\$ _____	\$ _____
Monthly School Loans/Grants (after tuition)	\$ _____	\$ _____
Monthly Other Income	\$ _____	\$ _____
Total Monthly Gross Income	\$ _____	\$ _____

I certify that all information in this application is factual and that my information may be verified. All information will remain confidential, and will only be used to establish eligibility. I also have read and understand the attached policy.

Signature of Parent or Guardian: _____ Date _____

To be completed by staff:

☐ Approved: 75% 50% 25% Other _____ ☐ Denied _____ Initials: _____

Fee Assistance Program

What is the Fee Assistance Program?

The Fee Assistance Program is designed to assist Alpharetta residents in overcoming financial limitations. Eligibility is determined by completing and submitting an application along with the required documentation.

Who can apply?

- People living within the City Limits of Alpharetta shall be eligible. City limits are defined as homes, townhomes, or apartments for which City of Alpharetta Property Taxes are billed/paid. A business address may not be used to determine eligibility in the Fee Assistance Program.
- The program applies only to school-age children (age 18 and under). Adults are not eligible to enroll.

How to Qualify and Apply

- Provide documentation showing your child's current enrollment in the Fulton County Schools Full/Reduced Lunch Program OR documentation that the household participates in the Georgia Supplemental Nutrition Assistance Program (SNAP).
- Complete and sign City of Alpharetta Application form.
- Complete the Hardship Affidavit for City of Alpharetta (one per family). Please note, Affidavits are executed under penalty of perjury, providing a false affidavit can result in criminal consequences.
The Affidavit must be notarized; this may be completed at no charge at locations within the City of Alpharetta. Please contact Stacey Shirley at 678-297-6117 or sshirley@alpharetta.ga.us for more details.

General Guidelines

- Eligible programs – All Recreation and Cultural Service programs that have availability.
- Fee assistance is available for immediate members of a family, foster children or legal guardians who live with the family throughout the year but are not available for friends or relatives visiting or staying for a period of time. Fee assistance for qualified individuals should be submitted by the parent/guardian for that family, if applicable.
- If approved, each qualifying child per family will receive a \$1,000 credit to their account based on date of approval. It is the applicant's responsibility to register for programs.
- Applicants must re-apply for the fee assistance program every year.
- Supply fees, equipment fees, family/individual pool passes, private instruction, daily admission, or open gym cards are not included in the fee assistance program.
- Programs offered by the City's partner youth athletic associations do not qualify for fee assistance. The association may be contacted directly for assistance through their program.
- Fee waiver participants MUST attend at least 75% of all program meetings to be eligible for fee assistance the following year.
- Funds are issued on a first come first serve basis.

What are the steps to apply?

1. Complete scholarship application and affidavit. Notary services are provided at no cost at the Alpharetta Community Center, 175 Roswell Street or Wills Park Recreation Center, 11925 Wills Road.
2. Email to Stacey Shirley at sshirley@alpharetta.ga.us OR drop off OR mail your application and a copy of the required eligibility documentation to:
City of Alpharetta
Attn: Stacey Shirley – Fee Assistance Program
175 Roswell Street, Alpharetta, GA 30009
Tel: (678) 297-6117
3. Incomplete applications will not be considered and will be returned promptly to the applicant for corrections.
4. The applicant will be notified within five (5) business days if approved or denied based on eligibility information provided and fund availability.
5. If approved, it is the applicant's responsibility to enroll by contacting Stacey Shirley and applicant will be required to pay any remaining fees at the time of registration.
6. It is the applicant's responsibility to notify the Department should any submitted information change.

Should there be any discrepancies found in the income verification or provided information found altered, false, fabricated, or otherwise misleading or untrue documentation, the applicant is responsible for reimbursement to the City of Alpharetta Recreation, Parks & Cultural Services Department of any scholarship funds received and is subject to all applicable criminal and civil claims.



Hardship Affidavit

I, the undersigned, being of sound mind and body, and of the age of majority, do hereby, under seal, make the following sworn statement, with the knowledge that any statement made hereunder is subject to all applicable laws of the State of Georgia, including penalties of perjury:

I am the (circle one) of _____ (name of child/children).

Biological mother

Biological father

Adoptive mother

Adoptive father

Legal guardian

I further swear that I am suffering from a financial hardship, which makes it difficult for me to afford fees associated with youth programs coordinated by the City of Alpharetta Recreation, Parks, and Cultural Services Department.

This _____ day of _____, 20____.

Affiant:

Printed name: _____

Notary Public:

My seal expires: _____

APPROVED 09/12/13 by Alpharetta Recreation Commission; REV March 2021

FULTON COUNTY SCHOOLS FREE AND REDUCED LUNCH QUALIFICATIONS

The Free & Reduced Price Meal Benefits Program is a part of the National Child Nutrition Program. This program makes Free or Reduced priced meals available to qualifying households. Qualifications are based on the gross income of all household members and the number of persons living in the house.

The Fulton County School Nutrition Department uses a sales system that assures every child is treated equally. Students receiving free or reduced price meals are not identified, or singled out in any way while they are purchasing a school meal. Information regarding eligibility is kept strictly confidential.

Households must submit a new free & reduced application each school year. Applications take up to 10 days to process. Households are responsible for meal payment until the application is approved. Returning students maintain last year's status for the first 30-days of the new school year.

Below is a Federal Income Chart that will help you to determine your eligibility.

For additional information, please view our [Frequently Asked Questions](#) and the [Application Instructions](#).

FEDERAL ELIGIBILITY INCOME CHART for School Year 2024			
Household size	Annual	Monthly	Weekly
1	26,973	2,248	519
2	36,482	3,041	702
3	45,991	3,833	885
4	55,500	4,625	1,068
5	65,009	5,418	1,251
6	74,518	6,210	1,434
7	84,027	7,003	1,616
8	93,536	7,795	1,799
Each Additional Person	+ 9,509	+ 793	+ 183

If you have this information handy, it will make the application process fast and easy.

- If you participate in a federal or your state assistance program such as **SNAP**, **TANF**, or **FDPIR**, you will need to know your case number (not your card or account number)
- If you do not participate in any of the above assistance programs, you will need to report your total household income. In that case...
 - if anyone in your household has a job, you may need to reference the earnings statement or pay stubs to report your gross income, which is different than the amount you actually receive in your paycheck.
 - if anyone receives Social Security or retirement benefits, you may need to gather the benefit statements to report the amount and frequency of the payments.
 - you may also need to reference other financial documents for additional sources of income.

Still not sure if you have everything you need? Don't worry! The Help link on the income section of the application contains detailed instructions and explanations about the sources of income you must include, and you can gather additional information then.

WIC Recipients also automatically qualify for Free or Reduced lunch. For more info

<https://nutrition.fultonschools.org/FreeAndReducedInfo>



STAFF REPORT

Department: Recreation, Parks & Cultural Services
Submitted By: Kurt Kirby
Meeting Date: August 23, 2023

AGENDA ITEM:

Trail Counter Program Update

Presentation and discussion on the current status of the ARPCS trail counter program.

STAFF RECOMMENDATION:

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

ITEM DESCRIPTION:

Since its opening, the Big Creek Greenway Trail has been one of the most popular amenities in the City of Alpharetta. The main question we get asked is how many users the trail system gets. For several years, staff have explored different trail counter options; however, we couldn't find a product that could collect the data needed in an efficient manner. In conversations with our Greenway partners with the City of Roswell, staff discovered that they are currently using the TRAFx counter system and are pleased with the result. In the fall of 2022, our department tested this system with 2 initial units. The data collected prompted us to officially launch a trail counter program in the second quarter of 2023. At this point, we have six units installed along the Greenway trail. We will be discussing the program and the data collected thus far in this presentation.

ATTACHMENTS:

1. 2023 ARPCS Greenway Trail Counter Data

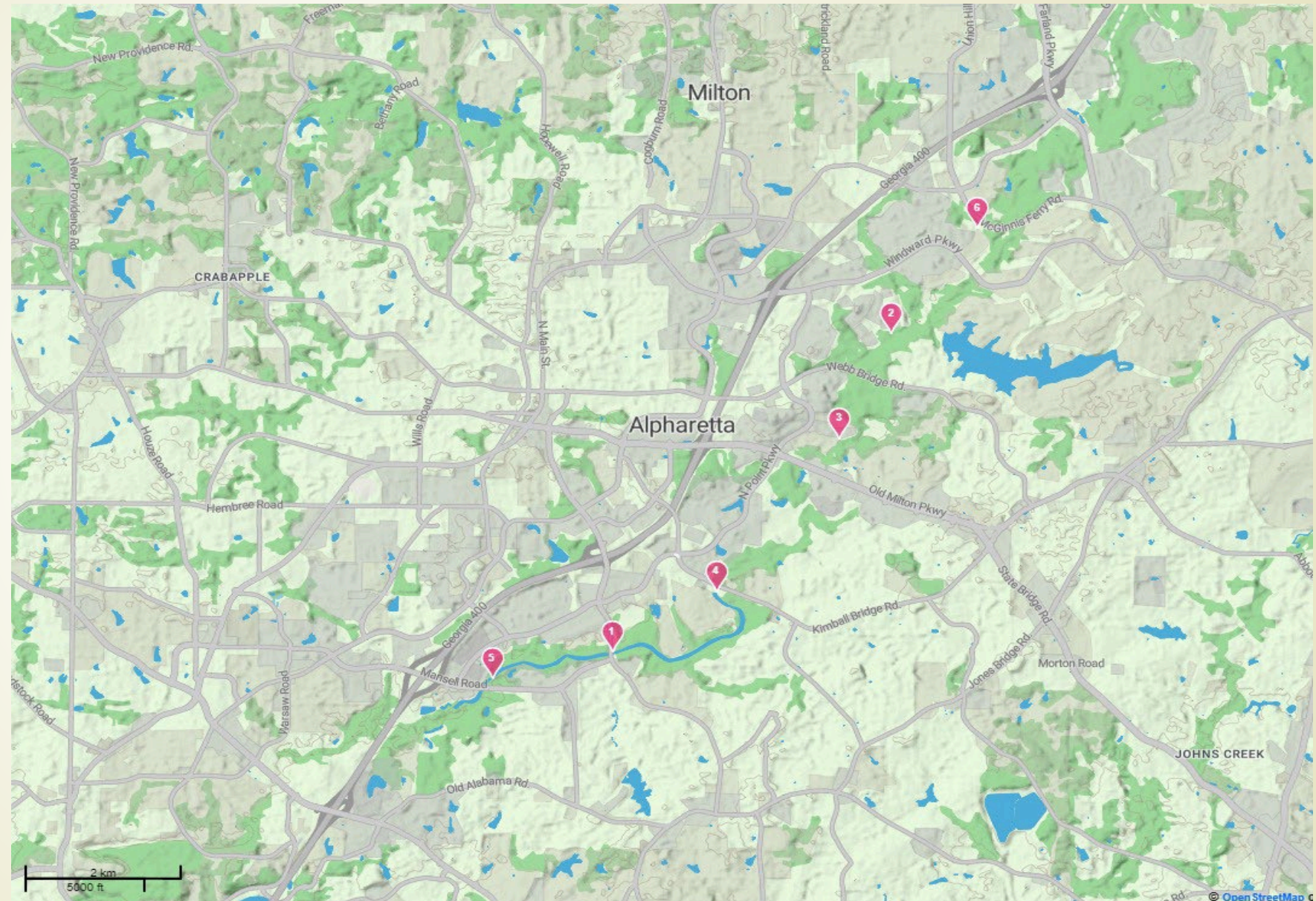
Alpharetta Recreation, Parks, & Cultural Services

2023 Greenway Trail Counter Data
Updated July 2023

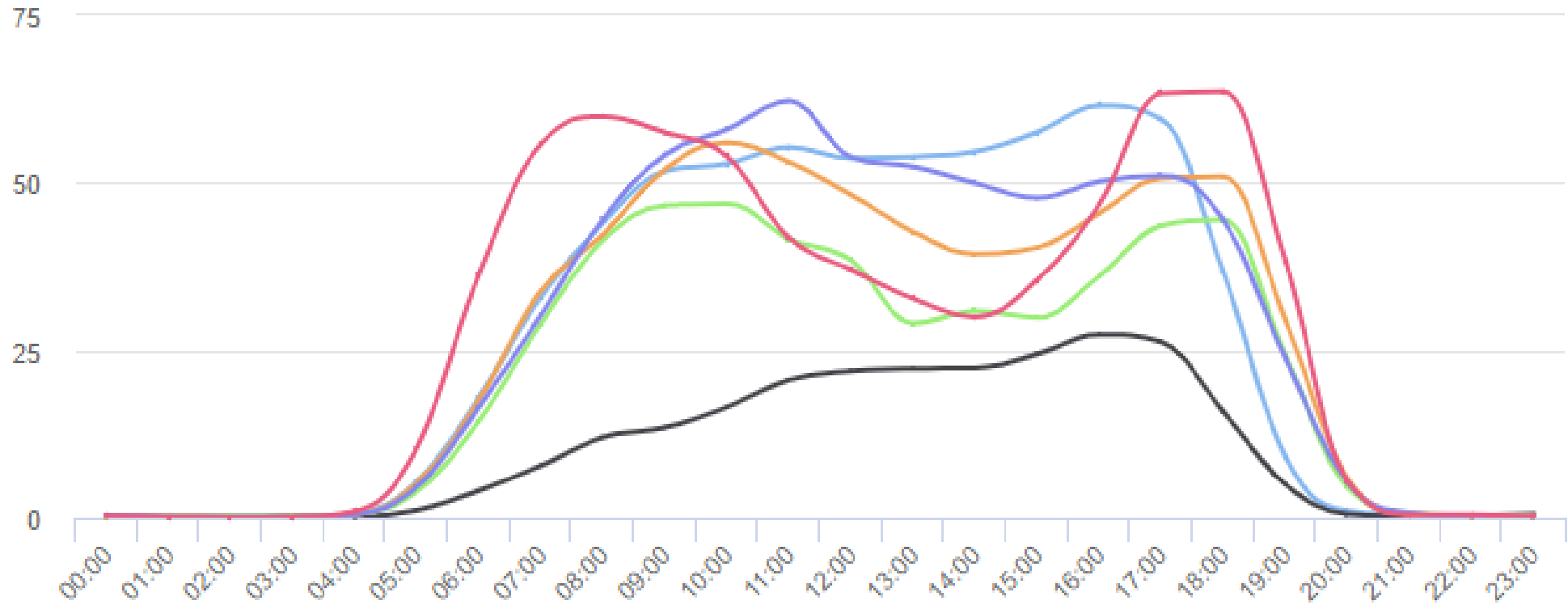


Trail Counter Locations

- 1. Haynes Bridge Park
- 2. Marconi
- 3. Preston Ridge
- 4. Rock Mill Park
- 5. Roswell City Limits
- 6. Union Hill Park



Hourly Averages

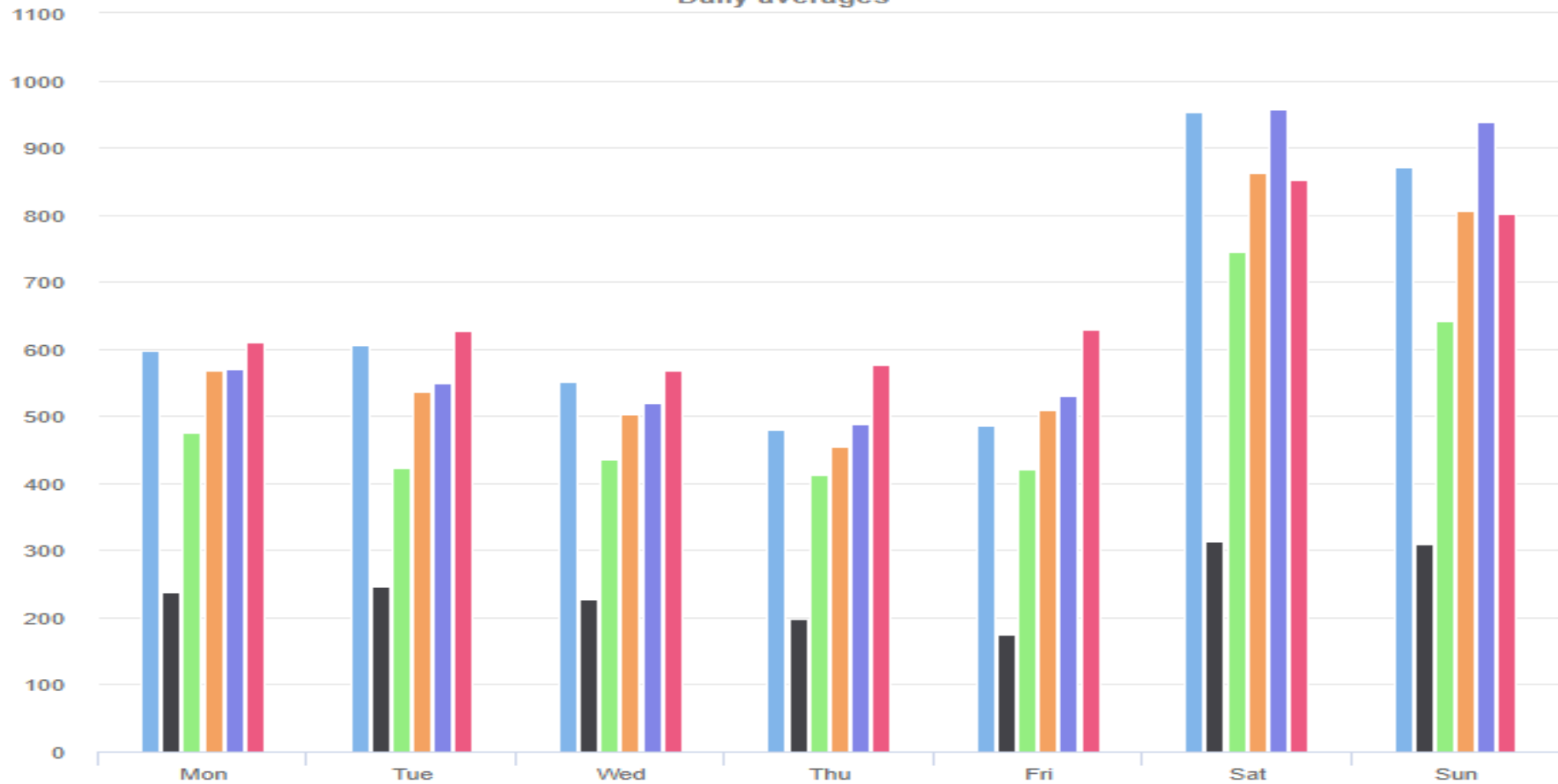


Site Name		Average	Median	STDV	Min	Max
Haynes Bridge Park		27.1	25.5	25.1	0.0	61.5
Marconni Park		10.1	6.4	10.0	0.1	27.4
Preston Ridge		21.2	26.6	18.4	0.2	46.9
Rock Mill Park		25.6	31.7	22.0	0.1	56.0
Roswell City Limits		27.1	27.0	24.0	0.0	62.2
Union Hill		27.9	34.1	23.9	0.0	63.6

Days of the week

2022-12-21 to 2023-08-01

Daily averages

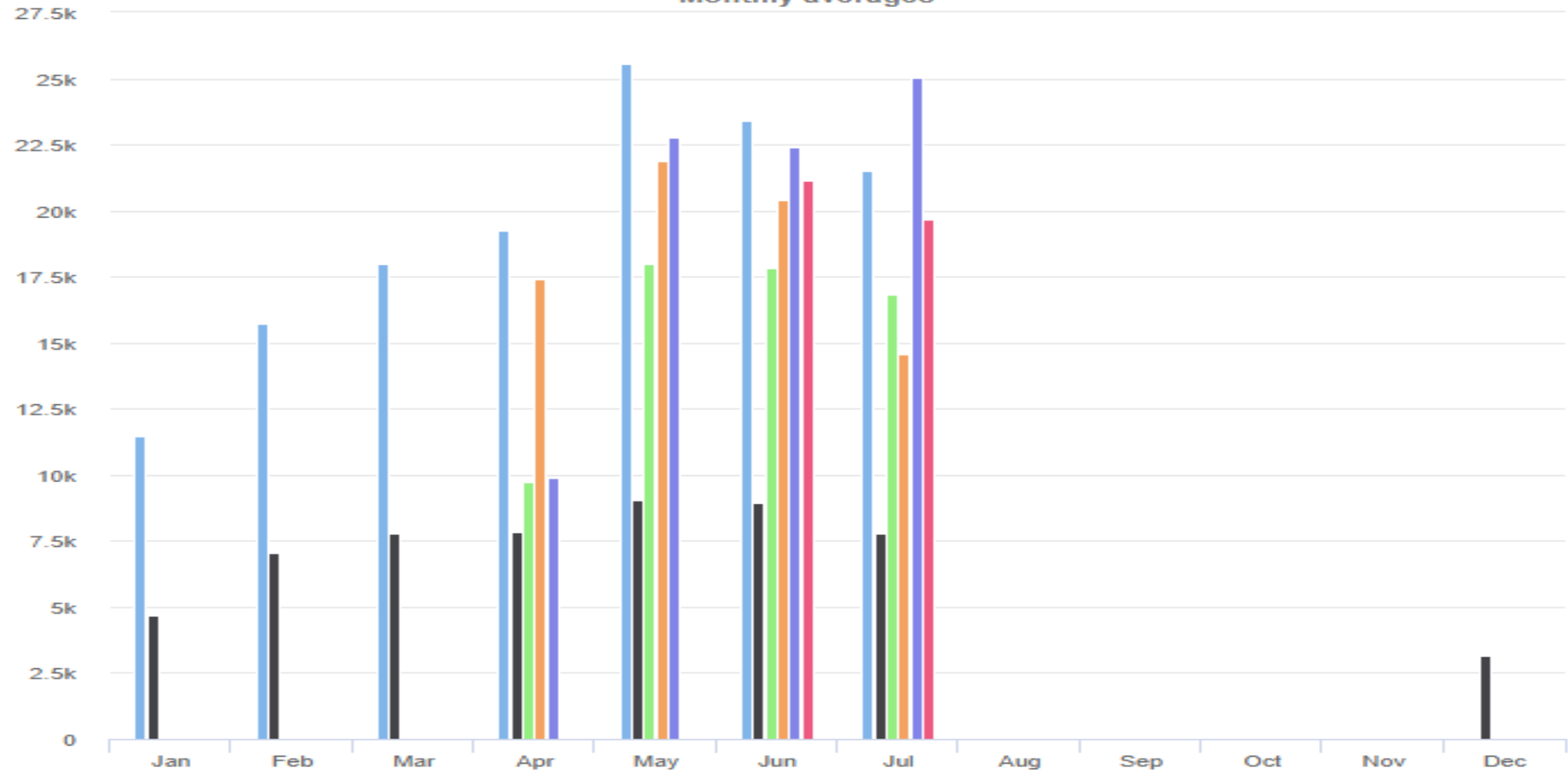


Site Name		Average	Median	STDV	Min	Max
Haynes Bridge Park		648.7	596.9	173.6	478.7	952.0
Marconni Park		243.5	237.5	48.6	174.8	313.5
Preston Ridge		507.8	436.4	122.3	411.2	745.6
Rock Mill Park		605.7	536.4	148.4	454.5	861.8
Roswell City Limits		650.3	549.5	190.1	487.5	957.8
Union Hill		666.2	627.8	104.3	568.6	850.9

Months of the year

2022-12-21 to 2023-08-01

Monthly averages



Site Name	Average	Median	STDV	Min	Max
Haynes Bridge Park	19,266.9	19,263.0	4,432.4	11,437.5	25,569.0
Marconni Park	7,027.0	7,780.8	1,936.7	3,149.6	9,021.0
Preston Ridge	15,590.6	17,323.7	3,418.9	9,721.0	17,994.0
Rock Mill Park	18,553.0	18,905.0	2,820.0	14,539.0	21,863.0
Roswell City Limits	20,021.2	22,589.5	5,950.7	9,864.0	25,041.8
Union Hill	20,398.0	20,398.0	743.0	19,655.0	21,141.0

TRAFx Master Summary

Year	Site	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	ADT	ADTx365	Days with data
2022	Marconni Park												3,150	102	37,230	10
2023	Haynes Bridge Park	11,438	15,716	17,967	19,263	25,569	23,418	21,497						649	236,885	201
	Marconni Park	4,659	7,054	7,763	7,857	9,021	8,914	7,799						250	91,250	211
	Preston Ridge				9,721	17,994	17,833	16,814						511	186,515	121
	Rock Mill Park				17,406	21,863	20,404	14,539						609	222,285	121
	Roswell City Limits				9,864	22,786	22,393	25,042						655	239,075	121
	Union Hill						21,141	19,655						669	244,185	60

ADT = Average Daily Traffic

Analyze

To create a chart or report, follow the three easy steps below. [Learn more](#)

Step 1 Select site(s)

- ☒ Haynes Bridge Park
- ☒ Marconni Park
- ☒ Preston Ridge
- ☒ Rock Mill Park
- ☒ Roswell City Limits
- ☒ Union Hill

Select: All None

Step 2 Select date range

Drag the sliders below to select a date range, or enter exact dates in the boxes. ■ Indicates available data.

Haynes Bri...
Marconni Park
Preston Ridge
Rock Mill Park
Roswell City...
Union Hill

2022-12-21

2023-08-01

YYYY-MM-DD
From:
To:

Step 3 Select report type

Counts

Daily



Weekly



Monthly

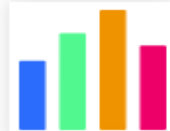


All



Patterns

24 hours



7 days



52 weeks



12 months



Pies

Compare sites



7 day pie



Other

Master Summary

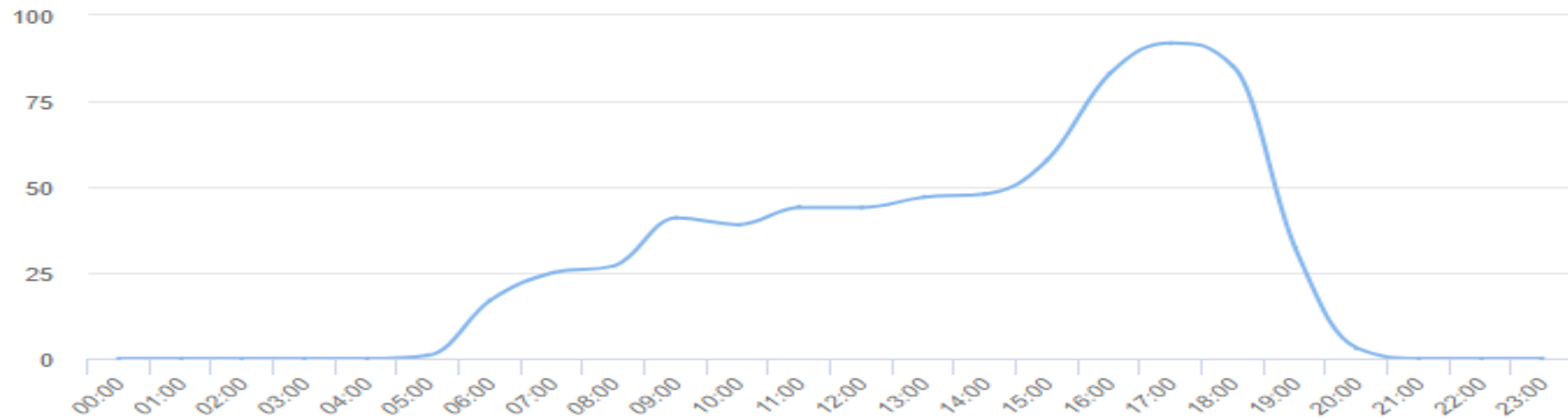
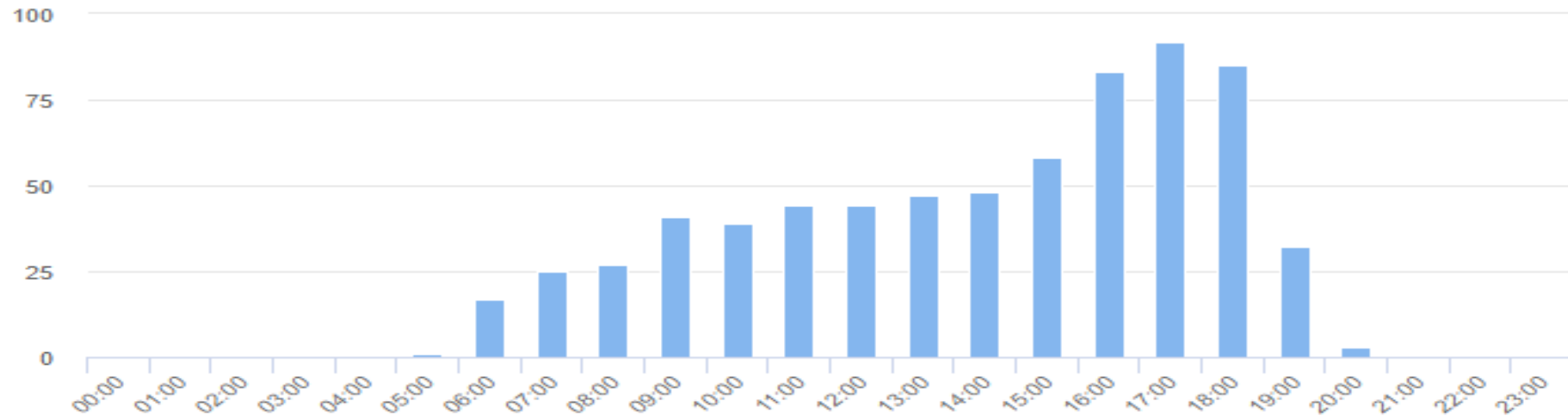


Yearly trends



Hours of the day

2023-06-12 to 2023-06-12
Hourly averages



Site Name	Average	Median	STDV	Min	Max
Rock Mill Park	42.9	42.5	26.0	1.0	92.0

Site Info

Site name Union Hill [\[Edit\]](#)
Latitude 34.096542394907 [\[Edit\]](#)
Longitude -84.232830099047 [\[Edit\]](#)

Photos

Photo 1

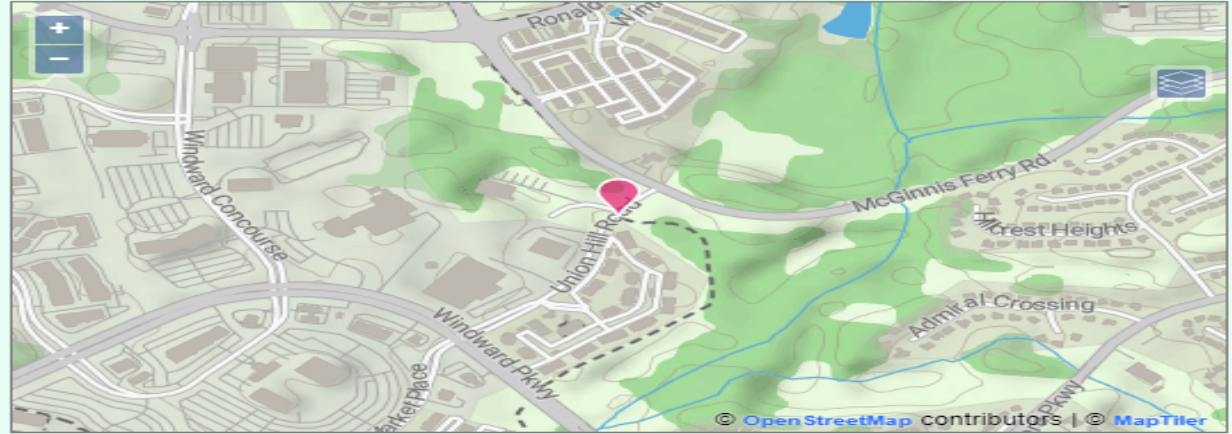


[Upload](#)

Photo 2



[Upload](#)



How to set map marker

- (1) Drag the red marker and click 'Save'
- (2) Or, manually enter lat/long and click 'Save'

Site comments

Posted on
2023-06-06

Comment

This counter site was created in DataNet on June 06, 2023

Posted by

jhayes@alpharetta.ga.us

[New Comment](#)

Data Options

Adjustment factor 1 [\[Edit\]](#)

Divide by 2 NO [\[Edit\]](#)

Filter timestamps 0 [\[Edit\]](#) sec

Exclude data (Use this to exclude unwanted data from all DataNet analysis)

A. Exclude specific date(s)

YYYY-MM-DD

From:

To:

[Exclude](#)

Find possible spikes
search for 10 highest days

[Search now](#)

B. Exclude days of the week

- ☐ Monday
- ☐ Tuesday
- ☐ Wednesday
- ☐ Thursday
- ☐ Friday
- ☐ Saturday
- ☐ Sunday

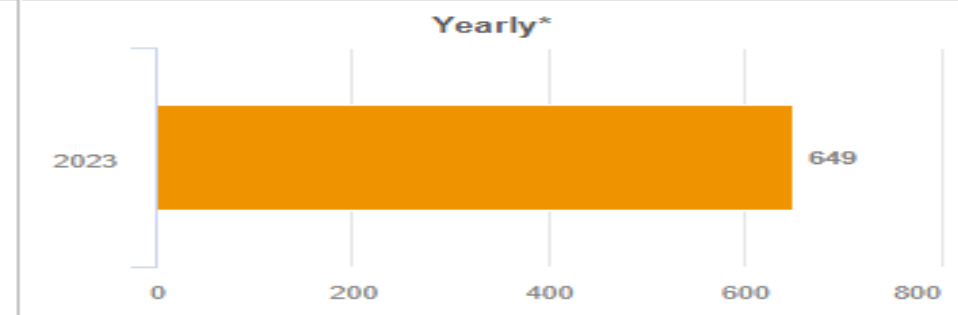
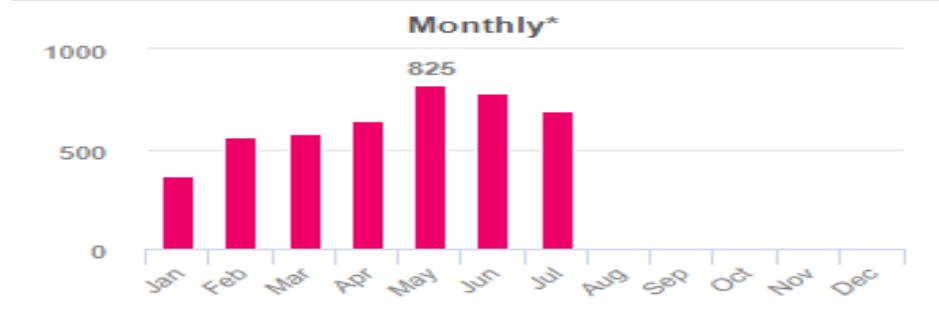
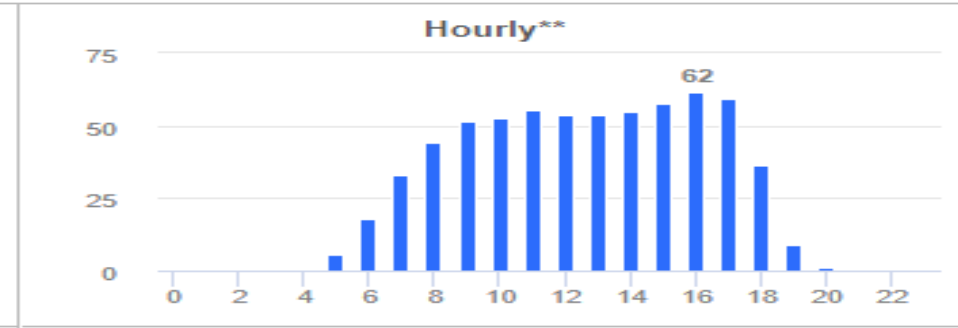
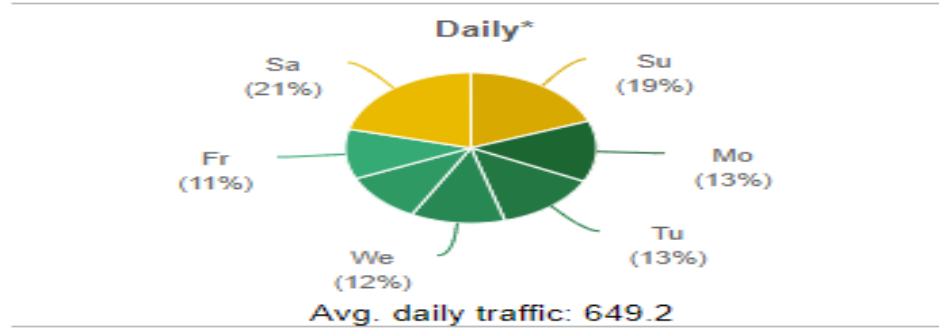
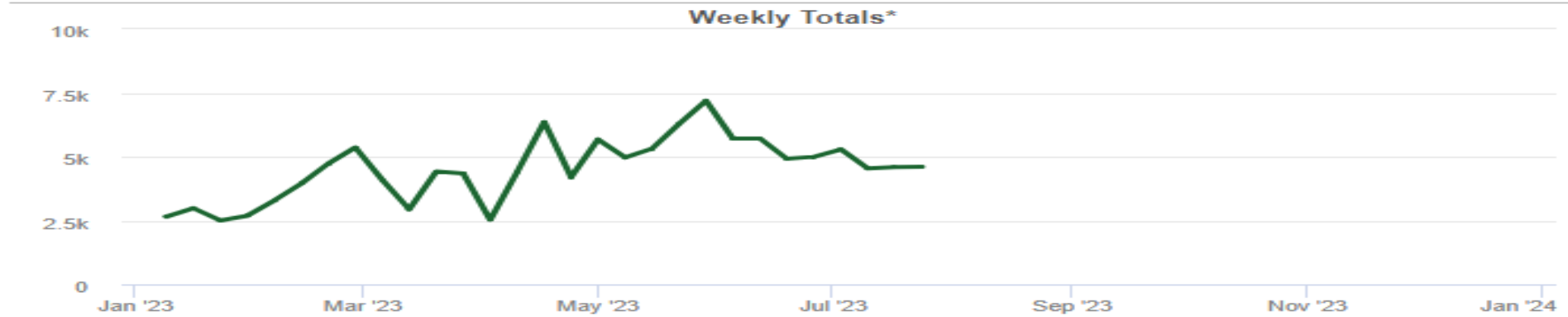
[Apply](#)

Haynes Bridge Park

Site report: from 2023-01-01 to 2024-01-01

Made by: jhayes@alpharetta.ga.us on 2023-08-16

Made with: TRAFx DataNet (www.trafx.net)



* Weekly and Daily are calculated from Average Daily Traffic (ADT); Monthly and Yearly show ADT values.

** Based on last year of data only.