

City of Vestavia Hills Parks & Recreation
1973 Merryvale Road
Vestavia Hills, AL 35216
205.978.0166

Memorandum

March 8, 2016

TO: Park Board Members

FROM: Jason Burnett
P & R Superintendent

RE: March Board Meeting

Please find the packet for the Park Board Meeting scheduled for Tuesday, March 15, 2016, at 7:00 a.m. at the Vestavia Hills City Hall executive conference room (1032 Montgomery Hwy).

The packet includes the following:

- Minutes from regular meeting on 1/19/2016
- Minutes from work session on 1/28/2016
- Minutes from background check appeal on 1/28/2016
- Minutes from background check appeal on 2/10/2016
- Minutes from work session on 2/19/2016
- Minutes from work session on 3/7/2016
- Agenda for regular meeting on 3/15/2016
- Miscellaneous Reports

Please let BJ know if you won't be in attendance.

CC: Parks and Recreation Staff Members



CITY OF VESTAVIA HILLS
PARKS AND RECREATION DEPARTMENT

ALBERTO "BUTCH"
ZARAGOZA

BRIAN C. DAVIS
DIRECTOR

CHRISTOPHER BRADY
ASSISTANT DIRECTOR

PARKS AND RECREATION BOARD
MINUTES

January 19th, 2016

CALL TO ORDER

On Tuesday, January 19th, President Tommy Coggin called the Vestavia Park Board meeting to order at 7:02 a.m.

Park Board Members present were:	Anne Smyth, President David Myers, Vice President Tommy Coggin Tommy Dazzio Earl Lawson
Park Board Members absent were:	None
Mayor Alberto C. Zaragoza	Present
Mayor Pro Tem Steve Ammons	Present
Parks and Recreation Staff Members:	Brian C. Davis, Director of Public Services Jason Burnett, Parks and Rec Superintendent Juliet Harper, Activities Coordinator
Invocation & Pledge of Allegiance	Earl Lawson

President Coggins welcomed newest park board member, Earl Lawson to the board.

He also opened the floor for 2016 board president and vice president nominations. Mayor Pro Tem Steve Ammons nominated Anne Smyth for president. Tommy Dazzio seconded the nomination. Tommy Dazzio nominated David Myers for vice president. Mayor Pro Tem seconded the nomination. The vote was unanimous. The gavel was turned over to President Smyth.

APPROVAL OF NOVEMBER 17th, 2015 REGULAR MEETING MINUTES

David Myers made a motion to approve the July 21st, 2015 minutes. Tommy Dazzio seconded the motion. The vote was unanimous. Steve Ammons abstained.

APPROVAL OF DECEMBER 10TH, 2015 WORK SESSION MINUTES

David Myers made a motion to approve the October 8th minutes. Tommy Dazzio seconded the motion. The vote was unanimous.

SUPERINTENDENTS REPORT

- Specialty Turf finished fields 1 and 4. Fields 2 and 3 are left. Softball is pleased with the progress. They will meet with Specialty Turf on occasion when softball and baseball can help.
- Batting cage project on field 6 has had a change in placement of batting cages.
- Pool resurfacing is on hold waiting on the performance bond from Clearwater Pools.

MAYOR'S REPORT

- Sales tax revenue was up by 8% in the 1st quarter.
- Commercial and residential construction is increasing.
- The city council approved \$599,000 for Sicard Hollow Athletic Complex Community Park.
- Patchwork Farms continues to grow. Publix to open by Thanksgiving.
- The old city hall building has been demolished. Chick-Fil-A should open June 1st.
- The city is working with the county on moves to help redo Acton Road.
- The school board has purchased the property next to Cahaba Heights Elementary School.

PUBLIC SERVICES REPORT

From Brian Davis,

- We are working with the Board of Education on working together.

PARK FOUNDATION REPORT

Per Leigh Belcher, reported that a Liberty Park resident has offered in kind work for the new community park. They are about to kick off the campaign for the park. They will get started in March.

OLD BUSINESS

None.

NEW BUSINESS

Approval of Park Rules-

Brian explained that these are recommendations to go to the council for the approval. The alcohol policy changed. Steve Ammons made a motion to approve. David Myers seconded. The vote was unanimous.

POOL REPORT

None.

CONCESSIONS REPORT

Per Trent Turner, things have been quiet the past couple months.

LEAGUE REPORTS

Baseball-

Bill Morrison reported that they plan to have 11 and 12 year-olds play in a tournament in August. 3 and 4 area parks are to participate. They have had 970 kids to register so far.

Basketball-

None.

Cheerleading-

Per Jason, they are about to elect a new board. Mindy Tarrant is the new president.

Flag Football-
None.

OTM-
None.

JSYFL-
None.

Lacrosse-
Rachel Harwell reported that their numbers have almost doubled. They have had about 250 boys and girls to sign up.

Seniors-
Julie reported they've had over 200 participate in the Olli group.

Soccer-
Per Rocky Harmon, reported they have been off since January 3rd. A bunch of teams went to the Disney Classic. A few did good. Spring practice starts tonight.

Let's Play Vestavia-
Per Rocky, there will be an Ultimate Frisbee competition tonight. The FUTSAL court is full speed ahead.

Softball-
Greg Hulsey reported they've been offered the opportunity to host our area state wide youth softball tournament at Liberty Park, June 16th through 18th. Evaluations February 6th. As of this morning only had 70 players to register so far, which is less than half of last spring. There should be a big push the last two weeks of registration. Monday they will have a coach's clinic.

Swimming-
No report.

Wrestling-
Tommy Dazzio reported the state youth tournament will be February 6th.

ANNOUNCEMENTS

The next regular meeting will be Tuesday, March 15th at 7:00 a.m. in Room 2 at the Recreation Center.

The next work session will be 11:30 a.m., February 17th at the Egg & I.

COMMENTS

Resident Martin Maners approached the board with his concerns about the field use policy for 14 year olds. He requested it be modified as he feels it discriminates against almost half of the 14 year olds players. He wants the board to grant them equal access to the fields and that priority of 60 – 90 fields should be to 14 year olds.

Per Anne, the board will take his comments under advisement but will need to consult with the city attorney.

ADJOURNMENT

Tommy Coggin made a motion to adjourn. Tommy Dazzio seconded the motion. The meeting adjourned at 7:35 a.m.

GUESTS IN ATTENDANCE

Leigh Belcher/VHPRF
Martin Maners/Resident
Rachel Harwell
Trenton Turner/Concessions
Tab Whisenhunt/Resident
Greg Hulsey/VHGSA
Bill Morrison/VHYB

Vestavia Hills Parks and Recreation Board

Work Session

1-28-16, 6:00pm, City Hall (1032 Montgomery Hwy)

Attendance: Tommy Coggin, Earl Lawson, Anne Smyth, Tommy Dazzio, David Myers, Jason Burnett, Greg Hulse, Winston Pirtle

- VHGSA by-law change (motion to approve by Tommy Coggin and seconded by David Myers. All approved, motion passes).
- Field use policy
- VLO by-law change (motion to approve by Earl Lawson and seconded by Tommy Coggin. All approved, motion passes).
- VHYB travel team game payments

Vestavia Hills Parks and Recreation Board
Work Session
2-19-16, 11:30am, City Hall (1032 Montgomery Hwy)

Attendance: Tommy Coggin, Earl Lawson, Anne Smyth, David Myers, Jason Burnett, Brian Davis, Butch Zaragoza, Steve Ammons

- Field use policy revision (motion to approve by Tommy Coggin and seconded by Earl Lawson. All approved, motion passes).
- 2016 COLI to youth sports
- Background check appeal
- EIN/501c3 plan for youth sports
- BSL/VSA
- Swim Safety Program
- Park Board Liaison assignments
- Senior Board update
- Increase pool membership fees

Vestavia Hills Parks and Recreation Board

Work Session

3-7-16, 11:30am, City Hall (1032 Montgomery Hwy)

Attendance: Tommy Coggin, Earl Lawson, Anne Smyth, David Myers, Jason Burnett, Brian Davis, Steve Ammons, Tommy Dazzio

- Master 501c3 (motion to present to city council for approval by Tommy Dazzio and seconded by Tommy Coggin. All approved, motion passes).
- Background check policy revisions
- Field maintenance (baseball/softball)
- Increase pool membership fees



CITY OF VESTAVIA HILLS
PARKS AND RECREATION BOARD MEETING
March 15, 2016

ALBERTO "BUTCH" ZARAGOZA
MAYOR

JASON BURNETT
SUPERINTENDENT

1. Call to order
2. Invocation & Pledge of Allegiance
3. Approval of January 19, 2016 minutes.
4. Approval of January 28, 2016 work session minutes.
5. Approval of January 28, 2016 background check appeal minutes.
6. Approval of February 10, 2016 background check appeal minutes.
7. Approval of February 19, 2016 work session minutes.
8. Approval of March 7, 2016 work session minutes.
9. Parks & Recreation Superintendent's Report – Jason Burnett
10. Mayor's Report – Butch Zaragoza
11. Public Services Director's Report – Brian Davis
12. Old Business – None
13. New Business – Pool Membership fees. Background check revisions.
14. VHPR Foundation Report – Leigh Belcher
15. Pool Report – Bryan Jennings (BSL)
16. Concession Report – Trent Turner
17. League Reports

Baseball – Bill Morrison	Seniors – Julie Harper
Basketball – Jackson Bryant (boys), Bill Smith (girls)	Soccer – Rocky Harmon Let's Play Vestavia – Rocky Harmon
Cheerleading – Mindy Tarrant	Softball – Greg Hulsey
Football – Chad Long (Flag), Kirk McCulley (OTM), Dan McMurray (JSYFL)	Swimming –
Lacrosse – Rachel Harwell	Wrestling – Scott Nailen

18. Upcoming meetings –
 - a. Next work session will be on _____ @ 11:30 a.m. at _____.
 - b. Next regular meeting will be Tuesday, May 17, 2016 at 7:00 a.m.

19. Adjournment

Park Board Background Check

Appeal Meeting Minutes

January 28, 2016

Park Board Members hearing appeal: Anne Smyth, Earl Lawson, David Myers

As per the VHPR Background Check Policy, a special meeting of the Park Board was called to hear an appeal. Proper notice of this meeting was posted by Jason Burnett.

Anne Smyth called the meeting to order at 5 PM and entered into executive session (discussion of personal character). The appeal was heard, Board members reviewed the background check asked questions of the individual. The individual was dismissed from the meeting and the Park Board members present discussed the Appeal and voted unanimously to grant the appeal.

The meeting was adjourned at 5:45 PM.

Park Board Background Check

Appeal Meeting Minutes

February 10, 2016

Park Board Members hearing appeal: Anne Smyth, Tommy Coggin, Tommy Dazzio

As per the VHPR Background Check Policy, a special meeting of the Park Board was called to hear an appeal. Proper notice of this meeting was posted by Jason Burnett.

Anne Smyth called the meeting to order at 11:30 AM and entered into executive session (discussion of personal character). The appeal was heard, Board members reviewed the background check and asked questions of the individual. The individual was dismissed from the meeting and the Park Board members present discussed the Appeal and voted unanimously to grant the appeal with conditions.

The meeting was adjourned at 12:30 PM.

Vestavia Hills Parks & Recreation

Background Check Policy

3-15-16

The Vestavia Hills Parks and Recreation Department, pursuant to its By-laws, promotes and encourages to the fullest extent possible and practical the services of both paid employees/coaches and volunteers (non-paid workers/coaches) in all phases of its operations. The Vestavia Hills Parks and Recreation Board is aware of the extensive use of volunteer services and the fundamental need for volunteers for successful park and recreation programs.

In light of this recognition, the Board desires to ensure that all employees and volunteers are qualified to assist and support Parks and Recreation Department Programs, including with regard to the character and fitness of such employees and volunteers.

In order to ensure the character and fitness of such employees and volunteers, the Board hereby implements the following Background Check Policy:

1. **Application of Policy.** The provisions of paragraphs 2 through 9 of this Policy shall apply to all Vestavia Hills Parks and Recreation Programs where the employees and volunteers involved in such programs have contact with minors (children and teens under the age of 19) (“Youth Programs”). Paragraphs 2 through 9 of this Policy shall not apply to Parks and Recreation programs that do not have contact with minors (“Other Programs”), but the individuals involved in leadership of Other Programs should take all reasonable steps to ensure that the employees and volunteers of such Other Programs maintain a level of character and fitness that will avoid danger to others and also avoid placing the City of Vestavia Hills and its Parks and Recreation Department in a negative light.
2. **Covered Volunteers.**
 - a. The respective governing body or individual in charge of any Youth Program shall ensure that all employees and volunteers who have direct contact with minors relating in any way to the operation of the program or access to funds (“Applicants”) are subject to a criminal and personal background check that meets the guidelines set forth in this Policy (“Background Check”). For greater certainty, individuals who have no more contact with minors than any other parent or guardian of a participant, such as attendance at practices, games or other activities of the Youth Program shall not be subject to a Background Check. For example, an officer, board member, employee or volunteer of a Youth Program involved in administration of the Youth Program who does not coach or otherwise participate in the implementation of activities of the Youth Program will not be subject to the requirements of paragraphs 2 through 9 so long as such individual has no more contact with minors than any other parent or guardian of participants. However, such officer, board member, employee or volunteer should meet the standard set forth in paragraph 1 above for Other Programs that do not involve minors.

- b. Each Youth Program shall provide the Parks and Recreation Superintendent (the “Superintendent”) with a list of the specific categories/positions of employees or volunteers within its organization subject to Background Checks pursuant to this policy. Each Youth Program shall also include in its by-laws a list of those categories of employees/volunteers which are subject to Background Checks in order to ensure consistency on an annual basis.
3. **Scope of Background Check.** The Board shall offer to all Youth Programs and other programs the ability to use a contractor selected by the Parks and Recreation Department to perform Background Checks (the “Contractor”). The cost of providing the Background Checks shall be paid by the Youth Programs. Such payment shall be made directly by the Youth Program to the Contractor for such services. Any Youth Program may use other third parties to perform its Background Checks. However, all Youth Program Background Checks must conform to the minimum standards set forth in this Policy, and each Youth Program must certify in writing, annually or more often as needed, to the Parks and Recreation Superintendent, its compliance with this Policy. Background Checks must be conducted prior to the beginning of activities that involve minors and shall be valid for two years. A Background Check performed by one Youth Program shall meet the requirements of the Policy for the volunteer’s participation in other Youth Programs so long as the Background Check was completed within the two year period prior to the employee or volunteer’s involvement with the subsequent Youth Program. For example, a Background Check performed on an individual for a fall Youth Program shall be valid for a spring Youth Program so long as the Background Check is not more than two years old.
4. **Minimum Standards.** The minimum standards for Background Checks are as follows:
 - a. Social Security Number Verification and address trace;
 - b. State of Alabama Criminal history check through Alacourt;
 - c. Nationwide Sex offender search;
 - d. The ability to check criminal history in other states if necessary. (For example, if the initial check shows that the volunteer has prior addresses in other states and/or the individual is not generally known in the community, the Youth Program should use its discretion to determine whether a criminal history from certain other states or from all states is necessary).
5. **Negative Findings by the City’s Contractor:**
 - a. If the Youth Program uses the City’s Contractor, the Contractor shall notify the Superintendent of any negative findings relating to an Applicant. If the Youth Program uses its own contractor, the Youth Program shall notify the Superintendent of any negative findings.
 - b. Absent extenuating circumstances, any negative findings falling into the following categories shall disqualify an Applicant for participation with the Youth Program:

- i. Felony arrest;
 - ii. Sex offender violations;
 - iii. Any other arrest for an offense (whether felony or misdemeanor) involving violence.
- c. If the Superintendent receives a finding falling into one of the categories listed in paragraph 5(b) above, the Applicant shall be disqualified for service, (the “Disqualification”) and the following procedures shall be used for notification of the Disqualification:
 - i. The Superintendent (or the Youth Program if it uses its own contractor) shall first notify the Applicant.
 - ii. The Applicant shall have 24 hours to either dispute the accuracy of the negative finding or withdraw his or her application with the Youth Program.
 - iii. If the Applicant does not respond to the Superintendent within 24 hours, then the Superintendent shall notify the Park Board President (the “President”) and the President of the Youth Program of the Disqualification, but shall not disclose any details of the negative finding. (If the Youth Program uses its own contractor and the Applicant does not respond to the Youth Program disputing the accuracy of the finding or withdrawing his or her application, the Youth Program shall notify the Superintendent and the Park Board President of the Disqualification). Once the Superintendent, President and the Youth Program President are notified of this information, they shall keep all information related to the Disqualification or negative finding strictly confidential and shall further disclose such information only with authorization from the Applicant.
 - iv. If the Applicant disputes the accuracy of the negative finding within the 24 hour period, the Superintendent shall notify the City’s Contractor of the dispute and the dispute shall be handled according to the Contractor’s dispute resolution policy. (If the Youth Program uses its own contractor, the Youth Program shall request that its contractor resolve the dispute in accordance with its contractor’s dispute resolution policy).
 - v. After the completion of the dispute resolution process, the City’s Contractor (or the contractor for the Youth Program as the case may be) shall report the results of the dispute resolution process to the Applicant. If the Applicant desires to proceed forward with the application, he or she shall notify the Superintendent (or the Youth Program as the case may be) and the application shall proceed in accordance with the provisions of this Policy.
- d. If there is a negative finding that does not fall into one of the categories listed in paragraph 5(b) above, the Parks and Recreation Superintendent shall communicate the finding to the Youth Program officer/representative. The Youth Program shall then determine whether the Applicant is fit for service, considering the health, safety and welfare of its participants.

6. Appeals:

- a. If the Youth Program President believes there are extenuating circumstances involved in the negative finding, he or she may request an appeal of the Disqualification, with permission from the Applicant (“Appeal”).
 - b. If the Applicant desires for the Youth Program to proceed with an Appeal of the the Disqualification, the Applicant shall authorize the President and Youth Program President, in writing, to disclose information to the Park Board and to members of the Youth Program Board, as necessary for purposes of the appeal. Authorization by electronic mail shall be sufficient.
 - c. As part of the appeal process, the Youth Program, or a representative thereof, shall be required to attest, in writing, to the character and fitness of the Applicant.
 - d. The President shall appoint a special committee of three Park Board Members to hear the appeal. The President may appoint himself/herself to the special committee. The appeal shall take place at a meeting attended by the special committee, the Applicant, and any representatives of the Youth Program designated in writing by the Applicant, through electronic mail to the President. The President may allow others to appear at the meeting if requested by the Applicant, subject to the President’s discretion.
 - e. The special committee shall assess whether there are extenuating circumstances that warrant an exception to the Disqualification. Extenuating circumstances shall include, but not be limited to the following:
 1. The time period elapsed since the actions giving rise to the negative finding;
 2. The age of the Applicant at the time of the actions giving rise to the negative finding;
 3. The special committee’s perceived severity of the negative finding; and
 4. Any other mitigating circumstances presented by the Applicant.
 - f. Following the appeal meeting, the special committee shall make a recommendation to the Park Board as to whether the Disqualification should be reversed. The recommendation shall be in writing and shall state the reasons for the special committee’s recommendation. The Park Board shall vote to either accept the special committee’s recommendation or to reject it. If the special committee recommends reversing the Disqualification, and the Park Board approves the recommendation, the Disqualification shall be reversed and the Youth Program shall have the option of accepting the Applicant for service.
7. **Procedure for using a Contractor hired by the Youth Program:** In the event a Youth Program chooses to perform its own Background Checks or uses its own contractor to

perform Background Checks, it shall comply with paragraphs 4 and 5(b), (c) and (d). However, there shall be no obligation to notify the Parks and Recreation Superintendent of negative findings unless such findings fall into the categories listed in paragraph 5(b). The Youth Program shall certify its compliance with this Policy in writing to the Parks and Recreation Superintendent.

8. **Umpires and Referees:** The Youth Program shall not itself be required to conduct Background Checks on Umpires, Referees or other individuals whose sole involvement is to officiate sports games or activities (“Officials”) unless the Youth Program provides its own Officials, in which case, Background Checks shall be required. However, all Youth Programs shall ensure that any organization or third party providing Officials is under obligation to perform background checks sufficient to ensure the health, safety and welfare of minor participants in a manner consistent with this Policy. As set forth in paragraph 3, each Youth Program must certify in writing, annually or more often as needed, to the Parks and Recreation Superintendent, its compliance.
9. **Confidentiality:** The Parks and Recreation Department and the Youth Programs shall keep all Background Check information confidential and such information shall be disclosed to the Superintendent and/or Board Members and Programs only on a need to know basis in order to make appropriate decisions relating to employees and volunteers of the Programs. The Parks and Recreation Department Programs are directed by this Policy to keep Background Check information strictly confidential.

City of Vestavia Hills Parks and Recreation Board

Date: March 15, 2016

Vestavia Hills Parks & Recreation

Background Check Policy

3-15-16

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- v. After the completion of the dispute resolution process, the City’s Contractor (or the contractor for the Youth Program as the case may be) shall report the results of the dispute resolution process to the Applicant. If the Applicant desires to proceed forward with the application, he or she shall notify the Superintendent (or the Youth Program as the case may be) and the application shall proceed in accordance with the provisions of this Policy.

e.d. If there is a negative finding that does not fall into one of the categories listed in paragraph 5(b) above, the Parks and Recreation Superintendent shall communicate the finding to the Youth Program officer/representative. The Youth Program shall then determine whether the Applicant is fit for service, considering the health, safety and welfare of its participants.

6. Appeals:

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- c. As part of the appeal process, the Youth Program, or a representative thereof, shall be required to attest, in writing, to the character and fitness of the Applicant.
- d. The President shall appoint a special committee of three Park Board Members to hear the appeal. The President may appoint himself/herself to the special committee. The appeal shall take place at a meeting attended by the special committee, the Applicant, and any representatives of the Youth Program designated in writing by the Applicant, through electronic mail to the President. The President may allow others to appear at the meeting if requested by the Applicant, subject to the President’s discretion.
- e. The special committee shall assess whether there are extenuating circumstances that warrant an exception to the Disqualification. Extenuating circumstances shall include, but not be limited to the following:
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City of Vestavia Hills Parks and Recreation Board

Date: ~~April~~ March 15~~6~~, 201~~6~~5

Let's Play Vestavia Report for the Parks and Recreation Board March 2016

Things are steady for Let's Play Vestavia. We have hosted two days of Ultimate Frisbee, 12 matches of Regional League soccer, as well as some Alabama Soccer Olympic Development sessions.

Up next are the Birmingham Hammers tryouts on March 13th and 20th. Their season starts April 30th; they will play seven home matches at the SHAC this summer.

We still plan to host the following events for summer 2016 as well:
Stickhead Sunday Night Men's LAX League
LAX Camp with D1 FinishLine

Let me know if you have any questions or comments.

Respectfully submitted,
Rocky Harmon
VestaviaEvents LLC



VESTAVIA HILLS SOCCER CLUB

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HOME OF THE STEAMERS*

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Soccer Club Report for Parks and Recreation Board March 2016

We are just getting into our spring season. Recreational registration hit an all-time spring record of 750 players, to go along with another 31 competitive teams for this spring. Everything is running smoothly, and the fields are getting better all the time. We re-sodded Central (again), but other than that, we are looking pretty good.

We have a golf tourney on April 22, anyone who would like to participate I would love to have you as a VIP.

Our annual Mayor's Cup in April 23rd, we will be honoring Mayor Scotty McCallum and Mayor Butch, so come by the SHAC at 10:00am that day.

Let me know if you have any questions or concerns.

**Respectfully submitted by:
Rocky Harmon
Executive Director**