

**Minutes – November 8th, 2007, 7:00pm
Parks and Recreation Advisory Board
Green Acres Senior Center**

Present – Dave Bauer, Don Lederer, Harry Wilbur, Art Little, Esther Nasjleti, Zinta Rodgers, Gary Sidor, Amy Craig, James Ogletree, Joe Harmon, Brian Knapp

Staff- Bertha McClung, Recreation Coordinator; Karen Bixler, Senior Coordinator

Guests –Jackie Fairbarns, Cambridge Station Home Owner Association President and Resident on Ranger Road; Marina Phlieger and Jim Pflieger, board members of Cambridge Station Home Owner Association and resident on Ranger Road.

Meeting Called to order at 7:00pm

Announcements

Monday, 7:30pm, November 12, 2007 at Old Town Hall–Commission on the Arts is honoring Ellen Bower. PRAB members are invited.

Saturday, 10:00am, November 10, 2007-Fairfax High School is rededicating the high school and will give tours of the renovated facility.

Approval of the minutes –

Corrections

Under Community Center add “Mr. Wilbur asked that PRAB and Commission on the Arts be actively involved in the programming of the facility and that adequate time be allowed for input.

Tim Cooke should be spelled with an “e.”

Note:

A special thanks to Council Woman Joan Cross and Patrice Winter along with Paul Cunningham attended the October PRAB meeting.

Eagle Scout project discussed at October meeting was approved at the special meeting on the foundation and is under way and a closed item.

Chairman Knapp congratulated Director McCarty and Special Events Coordinator Leslie Herman for the successful Fall Festival.

Mr. Wilbur commented on the sculpture in Kitty Pozer Garden at the Fall Festival and stated that it was very well attended.

Motion made by Mr. Wilbur, Second by Mr. Little
Minutes approved. Unanimously

1) Old Business

a) Community Center

- i) Director McCarty reported that a feasibility study underway and that a press release was published that there is a potential donor. The feasibility study is looking at placing a community center at Van Dyck Park with a maximum size of the center of 35,000 square feet. The study will also briefly look at the footprint of a community center at Van Dyck Park and its impact on the existing park infrastructure. Ultimately, funding will determine the size. Council will be briefed at either the meeting of on November 27 or the first meeting in December.
- ii) Mr. Lederer presented a forty year old document of the original plan for Van Dyke Park, which had a 20,000sq ft community center next to John C Wood building. The plan was done in 1967. It was a result of a special committee to look at the feasibility of the community center. The estimate to build the 1967 facility was \$22 per square foot compared to today's cost of \$210 per square foot.

b) PRAB Charter and Park Rules

- i) Chairman Knapp updated PRAB on the approval of the new PRAB Charter and Rules. Chairman Knapp charged PRAB with creation of bylaws in the next six months. Director McCarty would allow some evaluation the rules being in effect prior to recommending changes.
- ii) There was discussion about the teen representative and how to fill the position. The discussion the teen representative also questioned whether the representative should be from the city or not. This was an item raised at the Council meeting by Gail Lyon.
- iii) Staff will return with a recommendation of a teen representative and the status of forming a teen council.

c) CIP

- i) Director McCarty distributed the latest version and outlined the changes after the October meeting such as the addition of Lanier irrigation for '08-'09, removed some "0's" from columns.

d) Stafford

- i) Director McCarty reported that he had received comments from departments that reviewed the plans back last Friday. The architects are reviewing changes for resubmission. Stafford Park is still scheduled to open in the fall of 2008.

e) Providence Elementary and Providence Park

- i) Director McCarty informed PRAB that staff is currently interviewing contractors after receiving proposals for the design work of Providence Elementary and Providence Park. Director McCarty hopes to have the contract awarded at the November 27, 2007 meeting.
 - ii) Providence Park will feature two tennis courts on the east portion of the park and Providence Elementary will have a 90ft. baseball diamond and 375 outfield, natural turf, irrigation and lights.
- f) **Draper Drive Park**
- i) On November 13, 2007, a public hearing will be held for the Special Use permit for increased use with the lights. Based on numerous meetings with Cambridge Station board, the plan added some buffer trees and plants between the park on the berm and Cambridge Station. The trail behind Cambridge Station will be removed to Ranger Road. The fence in that location would also be replaced with black on black chain link. Director McCarty advocates replacing the fence now. The Department of Community Development and Planning requires a type “D” screening which means brick pillars every 15 feet and board fencing, between industrial and residential zones. Director McCarty asked for an exception for black chain-link fencing to reduce graffiti vandalism. If approved changes would be made to the plan within 2 weeks; construction could begin in February and the park could be ready to open in July.
 - ii) Jackie Fairbarns asks about the fence and if was budgeted. Director McCarty clarified that it was included.
 - iii) Chairman Knapp asked if anything was happening with the playground. Director McCarty clarified that nothing was happening to the playground or parking lot other than lighting and restriping.
- g) **Next PRAB Meeting Location**
- i) Mr. Bauer recommended Old Town Hall as a possible location for future meetings. The next the meeting will be at City Hall.
- h) **Park Foundation**
- i) Mr. Ogletree – Overall positive
 - ii) Mrs. Rogers – Very positive and would take years to accomplish. Long over due. I run a quick meeting and get things done and would coordinate a subcommittee and run a tight ship
 - iii) Mr. Wilbur – Thinks it would have to be completely separate and a fulltime grant writer
 - iv) Mr. Harmon – Asked whether there would be seed money. Long over due. Would participate in a subcommittee
 - v) Mr. Sidor – Positive and over due. We are land locked

- vi) Mrs. Craig – Great
- vii) Mr. Bauer – Feels it's inevitable
- viii) Mrs. Nasjleti – Positive, set measure for success, confusion on part of the citizens, where public dollar stops, where foundation dollar starts
- ix) Mr. Lederer – FCPA has a foundation, it has staff.
- x) Mr. Little – we need to have a memorandum of understanding, like the Northern Virginia Regional Park Authority (NVRPA). No direct relationship to Parks and Recreation Department. I suggest copy the NVRPA structure.
- xi) Chairman Knapp – We don't need a foundation to get a big donation. 1. You have to be patient. 2. You need an outstanding executive director. 3. You need a talented board of trustees, with wealth or who know wealthy donors.
- xii) Mr. Wilbur commented that he fears control by a powerful board of trustees. There would need to be seed money from City budget. Director McCarty stresses need to find seed money outside the City budget. Mr. Wilbur suggested a fundraising dinner and award program perhaps.
- xiii) Mrs. Nasjleti commented that the foundation demands a strategic plan to manage the process.
- xiv) Chairman Knapp will seek mayoral input in the next few months before PRAB invests more time and energy.

2) New Business

a) Website

- i) Mr. Harmon wants to create a PRAB page, with contact information and agenda items. Director McCarty suggests creating an information officer on PRAB. Brian wants there to be a profiles page with photos of PRAB members and information on projects.

b) Recreation Programs

- i) Bertha McClung, Recreation Coordinator and Karen Bixler, Senior Coordinator, presented on various programs and services offered by the Parks and Recreation Department. They presented on participant numbers, marketing efforts, evaluation process and other aspects. Unfortunately, Dan Philips, Youth Coordinator was unable to attend but did work on the presentation.
- ii) Ms. McClung: Fall programs, 51 youth activities with 351 participants; 51 adult programs 264 participants. Adult programs are mostly fitness, with new dance additions
- iii) Mrs. Bixler – 33 classes and trips, not including 188 daily activities. Daily attendance is 80 people per day for various activities. Trips are generally overbooked. Special programs well attended 60-100 people. Digital photography class was a new hit. Senior center committees are working hard to raise funds and publish information
- iv) Ms. McClung: 79 signed up for teen center, average 39-35 kids attending. After school programs at Daniel's Run are a success. In January, Providence Elementary is coming on board as well. 2007 fall 121% increase in income from 2006. Numbers are up in the winter, down in the spring, up in the

summer, up in the fall. Always have over 20% return of class evaluations. Brian asked if facilities are evaluated as well. Bertha affirms. We have to work on getting our mailings out in a more timely fashion. Bertha is trying to start a therapeutic program for the disabled.

- v) Chairman Knapp asked about the evaluation process. Are the evaluations handed out at the end of the class or are they mailed out. Ms. McClung indicated that both processes are done and we do ask about the facility. Director McCarty also indicated that he is starting a secret shopper program similar to the one that PRAB did for the parks.
- vi) Mrs. Bixler – Mrs. Bixler would like to get the Senior Center a City Screen television show next year. Also wants to get younger seniors involved, 55+, and showing them that it is an active community. Working seniors trying to dispel the notion that the senior center is for retirees only.
- vii) Director McCarty noted that staff is working on a comprehensive marketing plan. We need to be 18 months ahead what the issues will look like. On the budget, we have over/under numbers for minimum and maximum enrollments. Director McCarty foresees that the senior center will get so big that it might have to be spun off, acquire more staff. He likes the synergy between Parks and Recreation and the Senior Center. If the community center is built, he doesn't want the senior center to take it over.
- viii) Chairman Knapp commented that the senior programs are growing and that the after school programs are exploding. Chairman Knapp asked about the reporting structure of the Senior Coordinator. Director McCarty clarified that Mrs. Bixler currently reports to the Recreation Coordinator. Chairman Knapp suggested it made sense to have the Senior Coordinator to report to the Director. Director McCarty agreed and would investigate this option and see if it can be incorporated into the budget. It would lend some credibility to the need for senior center staff. Chairman Knapp indicated that the senior population is a very vocal group and this would raise their profile and the importance of the Senior Coordinator position. The Teen Center Supervisor now reports to the Youth Coordinator.

3) Director's Report

- a) The Parks and Recreation Directors meet recently with a state task force on recommendations on ways to purchase and preserve open space. I have supplied you with a document of recommendations that came out of that meeting.
 - i) Staff is currently working on the operating budget.
 - ii) We have a few more playground equipment to put up.
 - iii) We have an online customer satisfaction survey set up on the city website.
 - iv) I will be discussing Draper Drive Park with City Council and county officials tomorrow morning.
 - v) Paul VI submitted a plan for field redevelopment.
 - vi) Leslie Herman was named employee of the year for the Parks and Recreation Department.
 - vii) Two Parks Crew members were recognized, Demitric and Marcus for stopping a house fire.

- viii) A work session was conducted on Kitty Pozer Garden proposal and Council asked for this to be placed on future work sessions.
 - ix) Little league wants to build a shed at Thaiss Park and may present at the December meeting their proposal. Mr. Knapp asked that they be put on the PRAB agenda for January.
 - x) The Parks crew was recently assigned by the City Manager the duty to clear snow from the Tedrich Bridge west to Old Lee Highway.
- 4) **Member Time**
- a) Mr. Harmon – Family movie night was cancelled, great program, but the film was not specified. It needs to be published prior to the movie.

Meeting Adjourned at 9:32 p.m.