

**Minutes
Parks & Recreation Advisory Board
April 10, 2008, 7:00 pm
City Hall Council Chambers**

Present – David Bauer, Donald Johns, Brian Knapp, Donald Lederer, Esther Nasjleti, James Ogletree, Zinta Rodgers, Gary Sidor, Harry Wilbur, Joe Harmon, Amy Craig

Absent –Habib Kahn

Staff – Mike McCarty, Bertha McClung

Guests – Girl Scout Troop 1523

Parents - Dee Ferraro, Susie Crate

Junior Girl Scouts - Katie Yegorov-Crate, Michelle Rosenberger, Maddie Ferraro, Jeannine Budynas

Meeting Called to order at 7:05 pm

Approval of March 2008 minutes

The minutes were approved unanimously, with the addition of item mentioning the lack of representation on PRAB from the City Planning Commission.

Administrative

Chairman Knapp proposed establishing the new position of PRAB Secretary, to be filled by a member of PRAB. The motion was approved unanimously for establishing position of Secretary and Esther Nasjleti's appointment as Secretary for April - July 2008. Knapp encouraged PRAB members to consider volunteering as Secretary September 2008 - January 2009 or February 2009 - May 2009.

Old Business

a) FY09 Budget

- i. Chairman Knapp expressed thanks to Parks and Recreation Director Mike McCarty for his work on the department's budget in an extremely difficult budget year.
- ii. Cuts included the master plan and some work at Kutner park. The replacement of a bridge was pushed back for one year at least.
- iii. McCarty provided PRAB with copies of the revised CIP.
- iv. McCarty explained that Parks and Rec. programs will need to meet an increased revenue mark. Projected revenue for FY 2008 is \$980,000, and the programs will need to bring in \$1.2 M in FY 2009.

b) Stafford Park/Draper Drive Update

- i. Knapp stated the special play area should be dedicated when completed, separate from the field dedication.
- ii. McCarty explained that deadline for bids for grading of the parks is April 16. Staff will present their recommendation to City Council for consent at Council meeting on April 22.
- iii. Re-opening - McCarty expects Draper Park to be completed and ready for a grand reopening ceremony at the end of Aug. 2008. Stafford Park will probably be ready in November 2008.
- iv. Providence Elementary baseball field - McCarty stated the requirements for land use actions continued to be worked by Staff (Planning Department), especially as it relates to the installation of the lights. Netting (to prevent baseballs flying onto Rt. 66) will be added to the project. McCarty stated that the project is expected to be complete at the end of Sept. or possibly October 2008. Knapp strongly urged McCarty to emphasize to Bob Sisson (City Manager) that the requirements for SUPs and variances (as related to the lights) should be established as soon as possible to avoid delay to the project.
- v. Providence Park Tennis Court - Staff is identifying the land use actions required. On April 12, McCarty has a meeting scheduled at Providence Park pavilion with the homeowner's association to share plans for the construction. Project completion is expected for Spring 2009.

c) Trails Fest Update

- i. Race route will begin and end at Van Dyck Park, and will require crossing Old Lee Hwy. Arrangements have been made for required traffic control by FFX Police Dept.
- ii. Sponsorships may yield enough money to pay for signage for the 2009 festival.
- iii. There will be about 10 exhibitors.
- iv. Next planning meeting will be April 24 at Brion's Grille
- v. Joe Harmon recommended Scott Silverthorne for PRAB's Exemplary Service Award. PRAB members unanimously approved. Chairman Knapp asked staff to arrange for a perpetual plaque for the award.
- vi. PRAB members are encouraged to attend the event Saturday, June 7.

d) Community Center

- i. McCarty reported that the City had received 17 proposals for the community center design and engineering contract. McCarty put together a group, which has reviewed the bids and decided on a short list of firms which will be invited to make presentations at the end of April. McCarty plans to present staff recommendation to City Council at the 2nd Council meeting in May (May 27).
- ii. Harry Wilbur stated his opinion that the focus of PRAB's efforts should be on how to get funds for building a 32,500 sq. ft. community center. He advocates conducting a private capital campaign, for which Foundation for the Arts could provide a 501.c.3 vehicle. He also stated that the City should consider floating a

bond issue through the Fairfax economic development authority.

iii. Knapp requested PRAB members to review the Room Recommendations that were previously presented to City Council, identify the priorities, and plan their Room Recommendations for a Community Center of 20,000 - 24,000 sq. ft. Consider whether the Senior room is a priority, or whether it is perhaps best for the Senior center to remain at Green Acres. Consider sizes of Rehearsal Space and Performance Space, and consider what rooms would not be a priority at all. Consider requirements for the Activity Room. Assume that the Core Areas would total about 5,000 sq. ft. **ACTION** - PRAB members should each send Chairman Knapp an e-mail by April 24 with their Room Recommendations.

e) Conditions of Fields

- i. Staff is educating police and letting all staff know when fields are closed for maintenance. Staff is also working with the police on when park rules should be enforced (groups using the fields without permits).
- ii. Two of the fields at Lanier School are not usable. Construction firm left extensive large debris that must be cleared. There is also small debris mixed into soil so soil must be reconditioned before seeding/sodding can be effective. McCarty has a three-phase plan for clearing, regrading and seeding or sodding the soil and installing sprinklers. McCarty provided PRAB a handout with the details of the plan. The fields will probably be usable again as early as Fall 2008 if the fields are sodded, or by Spring 2009 if they are seeded. McCarty will provide update for PRAB at May meeting.

f) Special Events

- i. Fourth of July - Staff desired to hire a more expensive band, but will not be able to do so because of budget situation.

g) Teen Center

- i. Staff member Bertha McClung provided PRAB members handout with details on the Teen Center activities and initiatives. The most important initiatives are the establishment of a Teen Council and the filming of a promotional video that will air on Cable channel 12 and be shown in schools.
- ii. McClung reported that starting Sept. 2008, the Teen Center will operate only on Friday nights, instead of being open both Friday and Saturday (due to budget cut-backs).
- iii. Attendance at Teen Center dropped after staff implemented fees in November 2007. Attendance is slowly improving again, and staff expects the publicity video will help.
- iv. PRAB members' questioned whether proper outreach would improve attendance, whether the fees were really necessary considering they are so modest and do offset costs of the program. Suggestions included increasing prices for snacks, but staff said they

should not be any more than the vending machine in the facility.

h) Foundation

i.. Knapp provided PRAB members with a draft position paper on the Foundation that can be used when the issue is raised with City Council. PRAB will hold up on introducing the Foundation idea to the Mayor and City Manager until after elections (when the new make-up of the Council is known). Knapp asked that PRAB members to comment/review the draft paper one last time.

iii. Joseph Harmon and Zinta Rodgers summarized their meeting with Joan King of the FFX Public Library Foundation. Ms. King emphasized that the composition of the Foundation Advisory Board is essential to reaching out and raising funds for a Foundation. Ms. King said about \$175 - 200K is required for seed money to the Foundation started. It requires about \$125 - 175K annually to sustain. Joe Harmon stated the conversation with Ms. King confirmed that starting a Parks Foundation is achievable and should be considered seriously.

New Business

a) Joint Meeting with School Board

i. Meeting will be May 8, hosted by PRAB. Members reviewed a draft agenda.

b) Girl Scout Project

i. Five Junior Girl Scouts from Troop 1523 sought PRAB approval for their plan for their Bronze Award project. Project is designing, making, and installing a receptacle for pet-trash bags on Daniel's Run School property (at entrance to the City trail). Project is required to be completed by June 2008 in order for the Girl Scouts to graduate to Cadet Girl Scout rank.

ii. Plan is for a receptacle to be provided, and users would be asked to contribute their used grocery bags to replenish bag supply. Further work from Girl Scouts is required to determine specific location, material for the receptacle, and to obtain School Board and other necessary approvals.

iii. PRAB member Zinta Rodgers expressed concern about plan for using grocery bags, as they may litter the park. McCarty mentioned the Parks and Recreation Dept. may be able to replenish receptacles with more appropriate bags if there is only one receptacle to maintain.

iv. Girl Scout troop should report to Staff on the progress of their planning so staff can provide PRAB and update in May.

Update from Parks & Recreation Department

- 1) Radcliffe Park - There is no ideal place for the drinking fountain. Drainage project will go forward, by direction of the City Manager.
- 2) Fourth of July - Staff continues to work on identifying a Grand Marshal for the parade.
- 3) Fall Festival and Holiday Craft Show - The shows have received numerous vendor/exhibitor applications. Main sponsor, the Virginia Lottery, has been secured.
- 4) Access to a City trail in Daniels Run was required for a citizen to move his 3000 lb. piece of the Berlin Wall from garage to garden on 9 April. Staff took photos to document the unique occasion.
- 5) Fairfax ReLeaf requested permission for tree planting. Staff has not yet identified appropriate location, and would welcome suggestions.
- 6) Senior Golf Tournament will be April 24, entry fee is \$40.
- 7) FFX High School - Work on track and tennis courts will begin June 16. Staff will work to ensure it does not impact the Fourth of July event. Current schedule calls for completion of the work by Fall 2008, but a specific date is not set.
- 8) Camp Enrollment - Turnout for registration for Parks and Rec. summer programs was very good, only 16 total spaces remain.

Members Time

- 1 Chairman Knapp stated he had been to view the improvements to Gateway Park, and they are coming along nicely.
- 2 Amy Craig reminded PRAB members of the Lanier School dedication May 3, 2008.
- 3 Harry Wilbur reminded PRAB members of the opening of the Spotlight on the Arts, Friday April 18 at Old Town Hall.
- 4 Joe Harmon praised staffer Laura Lister for her help with reservations at city facilities.
- 5 Donald Lederer reminded members that April is clean-up month.

Adjournment

10:15 pm

Next Meeting: May 8, 2008 7 PM – City Hall, Work Session chamber, Joint meeting with School Board