I. CALL TO ORDER
Jennifer Sands Atkins called the meeting to order at 7:09 p.m.

II. PUBLIC COMMENTS – NON-AGENDA ITEMS
Matthew Stensrud, Office of the Arts, updated the commission. The public art program in Alexandria received two awards from Americans for the Arts. Both were for recent art exhibits. SoftLab, the artist selected for the King Street Park art project, is currently meeting with focus groups in the area. The Office of the Arts will begin a trails and paths project in the near future. Once the office selects the parks, they would like to have a Commission member from that district be involved in the process. The Office of the Arts will update the Commission with the selected parks. The Office of the Arts is looking to create something similar to a Community Matching Fund for the City as it relates to public art projects.

III. PUBLIC HEARING
FY 2019 Community Matching Fund
Dana Wedeles, Principal Planner, gave a quick overview of the six matching fund recommendations determined last month during the public hearing. Projects include adding landscape at Simpson Triangle; Renovations to the Lee Center Playground proposed by Kelly Cares; removal of shrubs and an addition of park furniture at Powhatan Park; landscaping improvements around the Ramsey House Visitor’s Center; Upgrades to the playground equipment at Hunter/Miller Park; and environmental education at Monticello Park.
Commission Discussion

Jennifer Atkins, Commission Chair, asked if commission members had any follow up questions on the projects. Atkins stated that in reference to the Hunter/Miller Park project, there was a discrepancy in the amount reportedly raised by Hopkins House. She asked if there had been clarification on the issue. Jack Browand, Division Chief, stated that there has not been clarification, but since we match the funds, they would need to provide the full amount. Coleman asked the timeframe given to a group to raise their portion of the funds. Wedeles stated that the group has one year to fundraise.

Wedeles mentioned Light it Up, which is a project to provide lights at the Potomac Yard Basketball Court. Fundraising has been ongoing for two years but the group has not been able to raise the required $75,000. Though this is not under the Community Matching Fund, there is still a time limit on fundraising. There will be a decision made in the near future on the project. If RPCA decides to cancel the project, it is possible to reallocate the matching funds to the PARKnership program. Judy Coleman asked about having smaller projects, and if groups showed interest that were less than the current $10,000 minimum. Wedeles stated that she has seen interest in program improvements but not capital improvements. Many small projects are easier to fund through the operating budget as a community project, opposed to going through the formalities of a PARKnership. Browand stated that the commission could help with getting the word out about this program, especially on the West End.

Motion
McPherson moved and Froemming seconded a motion to approve the Matching Fund projects as presented. The motion passed by unanimous voice vote.

IV. REGULAR MEETING BEGINS – PRESENTATIONS/INFORMATION

2018 Soccer Symposium


Wedeles introduced Tommy Park, Executive Director, Alexandria Soccer Association (ASA), and Kurt Huffman, Director, ACPS. Mr. Park was one of the first recipients to receive a Community Matching Fund. In May, Wedeles, Park and Huffman gave a presentation at the US Soccer Symposium held in Washington, D.C. The presentation discussed how ASA, ACPS and RPCA came together to break down the barriers related to sports participation. Park and Huffman went over the presentation with the Commission.

Commission Discussion

McPherson stated that Parks has done a great job, and he is a standard for how to run programs. Froemming asked about sustainability and what is the long-term plan. Parks stated that ASA activates sponsors and applies for grants. There would need to be a considerably large grant ($250,000 or more) to sustain the program for the long term. The program costs $75 per child.
Currently, the school system provides food and transportation, and the City provides the facility free of cost. Atkins stated that it’s great that ASA recognized the need and made this program accessible to everyone, and that ACPS and RPCA worked together to make it happen.

V. ITEMS FOR ACTION
   a. Approval of Minutes: May 17, 2018
      Coleman moved and Walsh seconded the approval of the May minutes. The Commission approved the motion by unanimous voice vote.

   b. Adoption of a Participation by Electronic Meeting Policy
      Jack Browand, Division Chief, Park Planning, explained that the Electronic Meeting Policy would allow Commission members to participate in the meeting via telephone, when circumstances prevent them from being physically present. He indicated that a physical quorum would still need to be present, and that the Chair would approve use of this method on a case-by-case basis. Atkins has reviewed the policy, and if adopted, it will go into effect in September.

      Commission Discussion
      Baum asked for details on how to track members using this option. Atkins stated that advance notification is required to exercise the option, and that she would work with Tiffany Marbury to ensure accurate recording. Birnbaum was concerned of members overusing the option, and preventing the group from having a quorum. Browand indicated that any one member is limited to two electronic meeting participations each year, and that the approval is at the discretion of the Chair.

      Motion
      Froemming made a motion, and Coleman seconded the adoption of the Participation by Electronic Meeting Policy. The motion passed by unanimous voice vote.

   c. Officer Nomination & Elections
      McPherson nominated Jennifer Atkins as Chair, and Judy Coleman as Co-chair. Froemming seconded the nomination. Baum seconded the proposed slate, and both nominations passed by unanimous voice vote.

VI. PROJECT UPDATES
   a. Waterfront Projects Update

      King Street Waterfront Park
      Browand stated that construction delays are due to rain and heavy flooding. Water levels are the highest they have been in the past eight years. Over the next few weeks, there will be some curb work done, and planter gardens installed. Utility services will be the last element added to the park, and is on schedule to begin in July. The park is on schedule to be complete by mid-October to late November.
Commission Discussion
Baum asked how flooding would affect the park once it is complete. Browand stated that upgrades would reduce some of the nuisance flooding. However, it is important to note that the majority of the flooding in that area comes from the strand. That will not change. In some instances, areas will flood and we will collect water and pump it out. McPherson asked about debris along the shoreline. Browand stated that with the curved shoreline, some of the smaller debris would move out more readily. Larger items make take a few days, but most of it moves out on its own. Atkins stated that she watched the council hearing that addresses the special events policy waiver issue. There did not seem to be much pushback. Atkins wrote and submitted a letter of support on behalf of the Commission for Saturday’s Public hearing on the topic. Browand stated that one concern that may arise from the community is the increased traffic and parking needs. Studies show that there are many public and private parking options available, even on days of heavy traffic. T&ES is working on ways to direct traffic to available parking garages. The Waterfront Commission wrote a letter to asking Council to allocate resources to enforce parking regulations.

Windmill Hill Park
Browand stated that there has been a difference of opinion on how the addition of the northern pier will affect the construction schedule. All parties had a very productive meeting last week. There have been some slowdowns due to the weather. Installation of the new bridge connecting the waterside trail is on schedule for next week. The plan is to complete the southern portion of the park first, and work north. The park will open in stages starting this fall. Much of the vegetative space will not be immediately available. All shore side planting is complete.

b. Cameron Run Regional Park Planning Process
Browand stated that the last meeting included a site walk. Over the past few months, they have started to outline roles and responsibilities in regards to meeting the seven priorities established last year. In July, Browand will present to the Commission a framework of what NOVA Parks will do if given an extension. This will include activities for 12 months of operational use. The site has received improvements, including replacing the asphalt walkway and planting trees along the street. The Commission will receive a full recommendation in September, with the matter going to City Council later in the year.

Commission Discussion
Atkins briefed the Commission on the history of this project. She stated that it was determined that the current use of the site is not a long-term goal. City Council thought it was worthwhile to engage with NOVA Parks to determine if we could agree on how to activate the space. The Commission will either agree with the recommendation, or recommend moving on. McPherson wanted clarity on what NOVA Parks has proposed. Browand stated that NOVA Parks has agreed to work within the given parameters. That includes activating the space 12 months out of the year, allowing the City to activate the space as well, and provide a list of proposed improvements. McPherson asked if NOVA parks had proposed a lease term. Browand stated
City Council originally recommended a 10-year lease replacement. Atkins will provide and synopsis of the prior hearing so that everyone is on the same page.

c. **Athletic Field Master Plan Update**

Browand stated that the Commission would receive a report in the fall that provides a scorecard of the 2006 recommendation. Though the community uses City fields regularly, they are often misused. For example, residents play soccer on softball outfields. More research is required to determine why this is happening. Browand stated that the plan is to have a 10-year deliverable on how to move forward. The 2006 plan discussed actions needed to meet demands of 2020. We will review how we are meeting those recommendations. Browand mentioned that the federal government has yet to produce their report on crumb rubber. RPCA will use a product similar to crumb rubber, but it is not recycled. The product is more expensive, but mixing with sand helps lower costs. Patrick Henry will be the first field to have a synthetic turf overlay using the new product.

**Commission Discussion**

McPherson asked the cost per square foot of the new product. Browand stated that the new product is approximately twice as much as full crumb rubber, but we are able to offset the amount needed with sand.

d. **TC Williams Parking Permit Update – Chinquapin Park Loop Road**

Laura Durham, Division Chief, Recreation Services, stated that RPCA has started the process of selling parking permits for spaces on Chinquapin Loop Road. It was included in the FY18 budget, and City Council has adopted a fee. Durham indicated that there was a requirement to manage and minimize the number of students that parked on the site. A recommendation was to have permit parking for their garage as well as Chinquapin Loop Road. That never happened, and over the past few years, the traffic on Chinquapin Loop Road has worsened. Students and staff would park in the loop, and when that filled, they would park in the recreation center parking lots. There have been times that center patrons were not able to find parking. RPCA placed “permit parking” signs during the school year, and sold 160 parking permits. There have been improvements in the loop since making this change; however, neighboring residential areas are reporting an increase in street parking. RPCA is now working with T.C. Williams to increase the number of permits available. The parking garage is for staff parking only, and parking on the loop is exclusively for students. The DASH bus is a free option for students, and the school has increased bike parking.

**Commission Discussion**

Coleman asked how we will increase the number of permits. Durham stated that by working with T&ES to study usage during the week, it was determined students are not driving every day, and are not at school all the time. Since staff will be using the parking garage, that increases the number of permits available. She estimates an increase of 15 permits.

VII. **DIRECTOR'S REPORT**
a. **CIP Schedule**
James Spengler, Director, RPCA, advised the Commission that if anyone is interested in participating with the Capital Improvement Program (CIP), there is a specific window of time to do so. The first period we are working on is 2020-2029. Our department submissions are due to the budget office in the second week of September. Commission members can submit projects through our department prior to that period. From September-November, the internal committee produces a balanced CIP to the City manager. The City Manager reviews the department’s recommendation starting in December up until he is ready to make his budget recommendation to council. In March, we begin the 2021-2030 CIP process. Spengler stated that it is hard to advocate for a project after the fact. Things important to include are items that come out of the Athletic Field Report presentation, waterfront projects, park improvements, and projects that are important to the districts you represent.

**Commission Discussion**
Baum asked if the Commission should look at previous aquatics requests. Spengler stated that Commission members could visit the OMB webpage and view the current CIP. If there were a reduction or removal of certain projects, you can request them again. Please submit items of interest at the July Commission meeting.

b. **Priority Based Budgeting**
Spengler advised the Commission that the City brought in a priority based budgeting consultant. In the current budget document, every department had to identify their service inventory this year. The next step for the City is to have a matrix of weighted items. The City will follow the process to rate all services and assign a numerical ranking.

**Commission Discussion**
Birnbaum asked who decided to make this a citywide initiative. Spengler stated that the City Manager made the decision. Over 400 cities across the county follow priority based budgeting. The difficult part of the process is ranking the services, however once ranking is complete, elected officials like having the numbers to justify what is being funded.

c. **Resource Allocation & Cost Recovery Policy**
Laura stated that in 2013, RPCA brought in a firm called Greenplay to work with us and the community on developing a resource allocation and cost recovery model and policy. The policy adopted in 2014, involves allocating resources based on a pyramid design. The top of the pyramid is roughly 150% cost recovery, and the bottom is completely subsidized. One of the recommendations in the policy is that RPCA regularly ask the community review services reallocate resources as needed. RPCA plans to start the sorting process with the community in FY19. It was determined that RPCA staff and Commission members would benefit from a sorting and cost accounting education session. Greenplay will work with RPCA staff in July, and visit the Commission and the community in the fall. In addition, RPCA will use cost accounting software to determine the full cost of programs and not just the direct cost.
VIII. DIVISION UPDATES: Recreation Services; Park Operations; Park Planning, CIP & Marina
Division updates (staff reports) posted at:
Atkins stated that a citizen complained about standing water and mosquitoes at Mount Jefferson Park. Dan Roush, East Side Park Manager, confirmed that RPCA does not take precautions unless there are confirmed Zeka mosquitoes in that area. Park Operations and Storm Water Management are working on re-grading the area to help prevent the standing water. Roush notified the citizen.

IX. COMMISSION REPORTS (verbal reports by District)
DISTRICT 1: Barbara Marvin had no information to report. Liz Birnbaum confirmed that the City will transfer facilities to Alex Renew. Arlington is using their CIP money to complete Short Bridge Park. Gina Baum stated that the Waterfront Commission supported a trial year of modifications to the Special Events Policy. They would like for this Commission bring the special events policy back to council for review.

DISTRICT 2: Jennifer Atkins stated that next month’s meeting is at Patrick Henry, and will include a site walk. She advised that the Commission would utilize different parts of the City to hold future monthly commission meetings. Notify her of any recommendation your have.

DISTRICT 3: Judy Coleman received a call concerning the types of plants at Lake Cook Park. She advised that planning documents list the species of plants, and that the types of plants are carefully determined. Brian McPherson stated a council member mentioned that the school board should address and advocate for the lights at T.C. Williams.

IX. NEXT MONTH MEETING ITEMS – Working Draft Attached

X. NEXT MEETING
July 19, 2018 at Patrick Henry Recreation Center.

XI. ADJOURNMENT
At 9:05 p.m., McPherson moved and Baum seconded meeting adjournment. A unanimous voice vote approved the motion.