

PRINCE WILLIAM

Parks & Recreation

Parks and Recreation Commission Meeting Minutes

COMMISSION MEMBERS

Brodie Freer, Chair, Occoquan District
Christian Thom, At Large Member
Vida Carroll, Brentsville District
Jane Beyer, Coles District
Rick Berry, Gainesville District
Ross W. Snare, IV, Neabsco District
Oriella Mejia, Potomac District
Sharon Richardson, Woodbridge District

July 17, 2024

George Hellwig Administrative Bldg. Board Room
14420 Bristow Rd. Manassas, VA

Commission Members Present

Rick Berry
Jane Beyer
Vida Carroll
Brodie Freer
Oriella Mejia
Ross Snare
Christian Thom
Sharon Richardson

Staff Present

Janet Bartnik
Todd Reid
John Blevins
Frances Bridges
Amir Wenrich

Commission Members Absent

None

Guests

None

Secretary

Shannon Jaenicke

Citizens

None

Call to Order

At 7:00 p.m. Brodie Freer called the regular meeting of the Parks and Recreation Commission to order. Oriella Mejia led the Pledge of Allegiance to the Flag.

Administrative Items

RES 24-19 Approve Minutes of June 12, 2024. **APPROVED (JB:RS, Unanimous, Absent from Vote VC, OM, Abstain, CT)**

Citizens Time

None

Presentations

Park Signage Update

Deputy Director Janet Bartnik presented the final design for the Park Signage Refresh. DPR was provided \$1m through the ARPA Covid 19 Fund to design and begin installation of new signage and wayfinding. The preferred concept is now in design. After design remaining funds will cover the installation of the main park entry monuments/signs in 2026. Additional funding will need to be identified to complete a full replacement of system-wide park signage. [Presentation available from Secretary to the Commission].

CAPRA Accreditation Update

Janet Bartnik, provided an update on the agency's 2025 reaccreditation process, and changes to the CAPRA Accreditation Standards that will go into effect for 2027.. [Presentation available from Secretary to the Commission].

Committee Reports

Ms. Carrol reported the Officer Nominating Committee results for the FY 25 Parks and Recreation Commission Chair and Vice Chair positions. Nominations were received as follows:

For Chair: Brodie Freer

For Vice Chair: Jane Beyer

No additional nominations for Chair or Vice Chair were received from the floor. Nominations were closed. Mr. Freer and Ms. Beyer accepted their nominations.

Res. No. 24-20 Appoint Brodie Freer as Chair of the PWC Parks and Recreation Commission for a one-year term **MOTION:** *Carroll* **SECOND:** *Snare*

Approved (Unanimous)

Res. No. 24-21 Appoint Jane Beyer as Vice Chair of the PWC Parks and Recreation Commission for a one-year term **MOTION:** *Carroll* **SECOND:** *Snare*

APPROVED (Unanimous)

Following the elections Chair Freer thanked the commissioners for electing him to his 6th term and reflected on the many accomplishments of the past year.

Old Business

None

New Business

None

Director Time


Director Seth Hendler-Voss provided the following updates:

- Summer Operations are going strong, with record revenues at Splashdown and many at capacity days across the pools.
- This Friday is National Parks and Recreation Professionals Day.
- There will be a groundbreaking for the Howison Park Improvement Project on July 25th at 11 am, all are welcome.
- A date will be announced soon for the groundbreaking for the PHNST Featherstone Segment project.

Commissioners Time

Ms. Carroll Ms. Carroll attended "how do parks measure up" virtual discussion, she also attended the Brentsville District Strategic Plan Focus Group meeting; she met with the Brentsville District Trails and Blueways Council representatives to

discuss trail projects and connectivity needs. Ms. Carroll inquired about the completion of the Braemar Park improvements (staff responded that they are now completed).

Mr. Thorpe 

Congratulated Mr. Freer and Ms. Beyer on their reelection; gave a shout out to the Parks staff that have been working on these abnormally hot days.

Ms. Beyer

Ms. Beyer attended the July 2 National Parks and Recreation Month Proclamation at the BOCS meeting; she was reappointed as the Coles District member on July 16. She would also like to commend staff that are working in the heat.

Mr. Berry

Mr. Berry enjoyed this evening's presentations, he feels this signage program is very important to increase the profile of the department. He thanked Ms. Bartnik for the recently provided CIP report and finds the information very helpful.

Mr. Snare

Mr. Snare complimented staff on the fantastic work happening in our parks; he asked for an update on the proposed inline skate facility in Dale City.

Ms. Mejia

Thanked staff for their incredible dedication to keeping everyone safe in this heat; she joined the Potomac District Strategic Plan meetings where she heard a lot of discussion about two issues, the desire for more affordable housing, for more trails and trail connections, there was a lot of appreciation shown for progress on trails to date.

Ms. Richardson

Ms. Richardson was pleased to participate in the National Parks and Recreation Month proclamation on July 2; she commended the department on leveraging and making good use of the ARPA funding to improve our parks.

Mr. Freer

Chair Freer thanked staff and leadership for their work and he looks forward to working with everyone to keep moving forward!

Closed Session

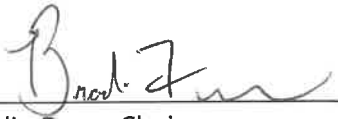
None.

Adjournment

RES 24-22 Motion to Adjourn at 8:05 pm. **APPROVED (RS:JB, Unanimous)**

The next meeting of the Parks and Recreation Commission will be held on August 21, 2024, at the Hellwig Park Administration Building.

Minutes **APPROVED** at Parks and Recreation Commission meeting held on August 21, 2024.



Brodie Freer, Chair



Seth Hendler-Voss, Director



Shannon Jaenicke, Secretary

MOTION: CARROLL

**July 17, 2024
Regular Meeting
Res. No. 24- 21**

SECOND: SNARE

RE: APPROVE THE ELECTION OF THE PRINCE WILLIAM COUNTY PARKS AND RECREATION COMMISSION VICE CHAIR FOR FISCAL YEAR 2025

ACTION: APPROVED

WHEREAS, the Prince William County Parks and Recreation Commission Charter provides for the annual election of officers which includes Chair, Vice Chair, and Secretary;

NOW, THEREFORE, BE IT RESOLVED that the Prince William County Parks and Recreation Commission hereby elect:

Vice Chairman – Jane Beyer

Votes:

Ayes: Berry, Beyer, Carroll, Freer, Mejia, Richardson, Snare, Thom

Nays: None

Abstain: None

Absent from Vote: None

Absent from Meeting: None

ATTEST: _____



Shannon Jaenicke, Secretary

MOTION: CARROLL

**July 17, 2024
Regular Meeting
Res. No. 24- 20**

SECOND: SNARE

RE: APPROVE THE ELECTION OF THE PRINCE WILLIAM COUNTY PARKS AND RECREATION COMMISSION CHAIR FOR FISCAL YEAR 2025

ACTION: APPROVED

WHEREAS, the Prince William County Parks and Recreation Commission Charter provides for the annual election of officers which includes Chair, Vice Chair, and Secretary;

NOW, THEREFORE, BE IT RESOLVED that the Prince William County Parks and Recreation Commission does hereby elect:

Chairman – Brodie Freer

Votes:

Ayes: Berry, Beyer, Carroll, Freer, Mejia, Richardson, Snare, Thom

Nays: None

Abstain: None

Absent from Vote: None

Absent from Meeting: None

ATTEST: _____


Shannon Jaenicke, Secretary



PRINCE WILLIAM
COUNTY

Parks Commission Meeting Park Entry Sign Refreshes

July 17, 2024

Park Entry Sign Refresh Project

Staff procured the services of an engineering firm that partnered with a sign design firm.



Involves both design and construction.



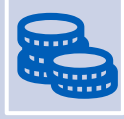
Started by defining a sign family for the system.



Intended to replace entry signs across the County.



Consultants developed three conceptual designs.



ARPA Funded at \$1M.



The preferred concept is now in design.

Park Entry Sign Refresh Project

The preferred concept:



Park Entry Sign Refresh Project

Vehicular Monument:

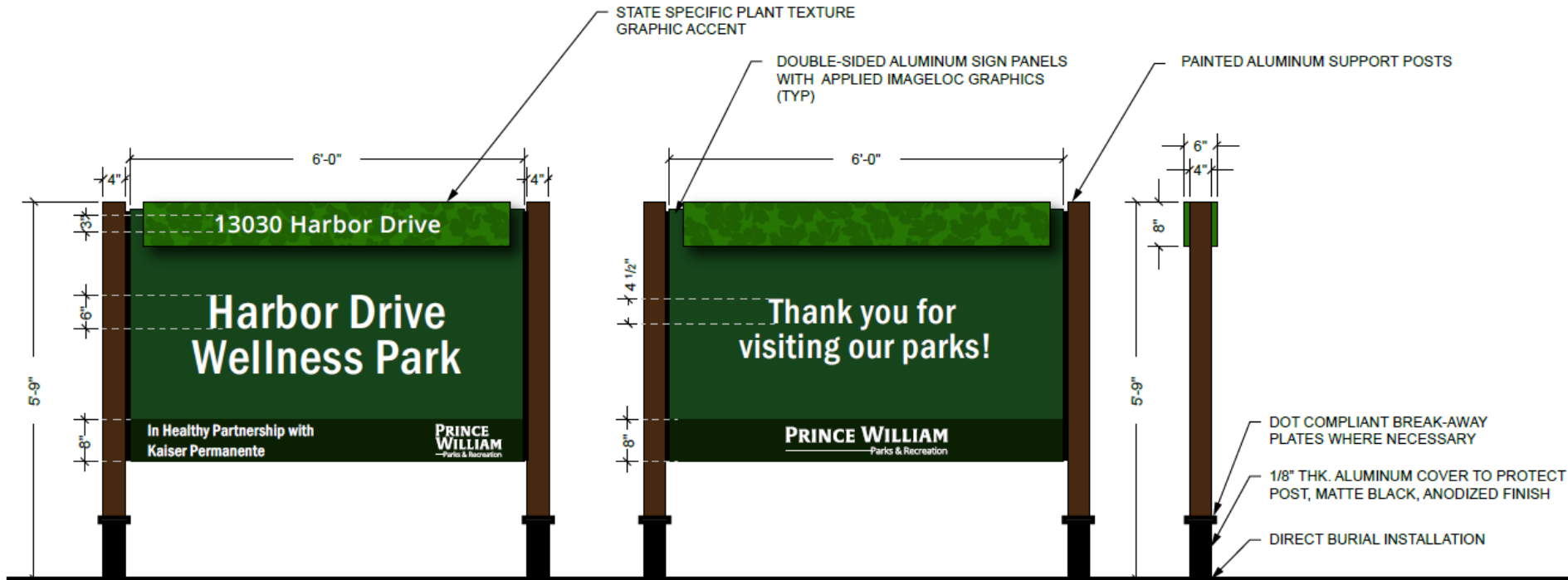


SIGN TYPE A:
VEHICULAR MONUMENT
(FRONT)

SIGN TYPE A:
VEHICULAR MONUMENT
(SIDE)

Park Entry Sign Refresh Project

Secondary Monument:



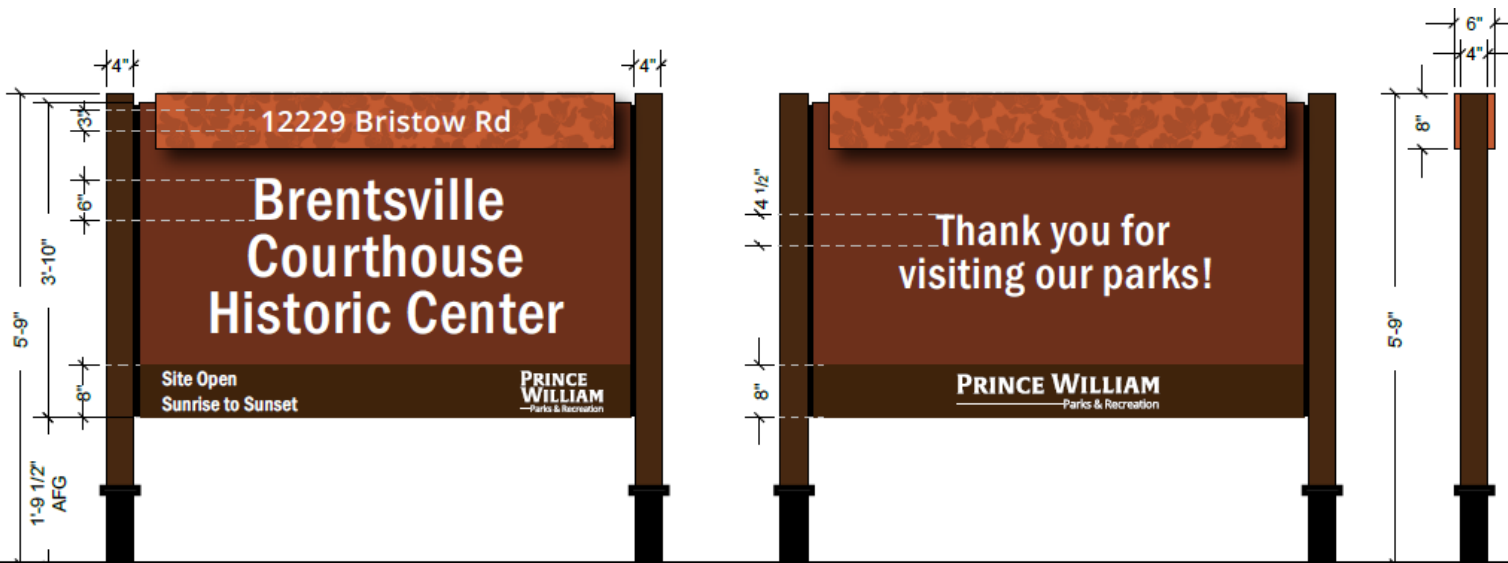
SIGN TYPE A2:
SECONDARY
MONUMENT
(FRONT / BACK)

SIGN TYPE A2:
SECONDARY
MONUMENT
(ALTERNATE BACK FACE)

SIGN TYPE A2:
SECONDARY
MONUMENT
(SIDE)

Park Entry Sign Refresh Project

Historic Property Monument:



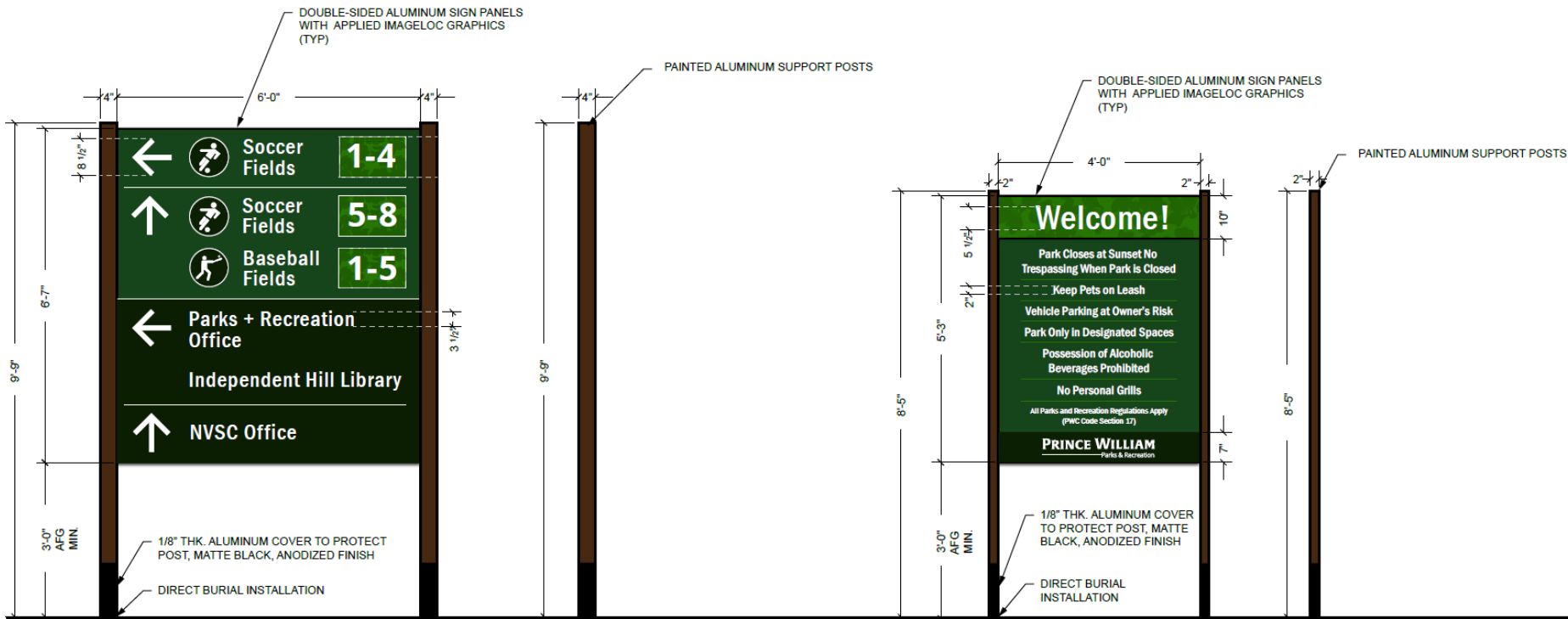
SIGN TYPE A2:
HISTORIC SECONDARY
MONUMENT
(FRONT / BACK)

SIGN TYPE A2:
HISTORIC SECONDARY
MONUMENT
(ALTERNATE BACK FACE)

SIGN TYPE A2:
HISTORIC SECONDARY
MONUMENT
(SIDE)

Park Entry Sign Refresh Project

Vehicular Directional and Informational Signs:



SIGN TYPE B:
VEHICULAR DIRECTIONAL
(FRONT)

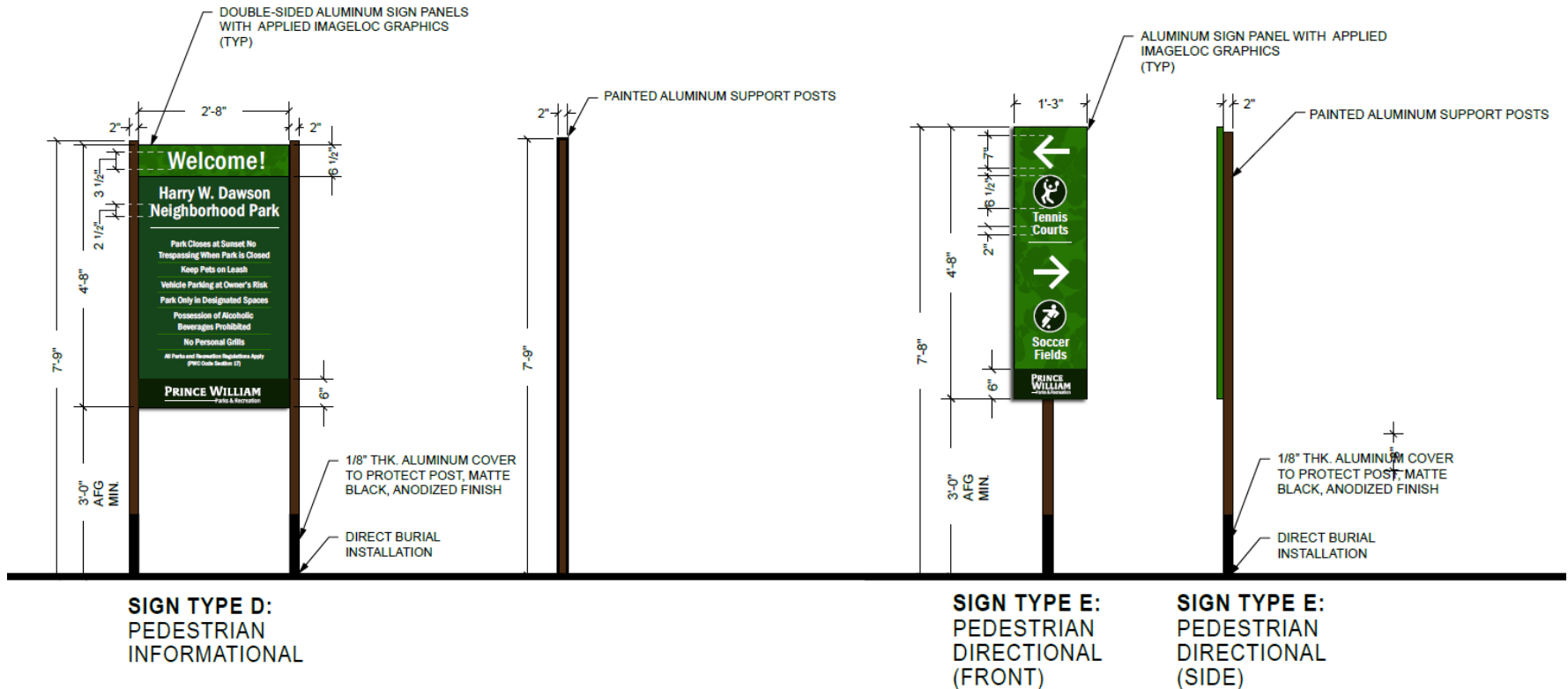
SIGN TYPE B:
VEHICULAR DIRECTIONAL
(SIDE)

SIGN TYPE C:
VEHICULAR
INFORMATIONAL
(FRONT / BACK)

SIGN TYPE C:
VEHICULAR
INFORMATIONAL
(SIDE)

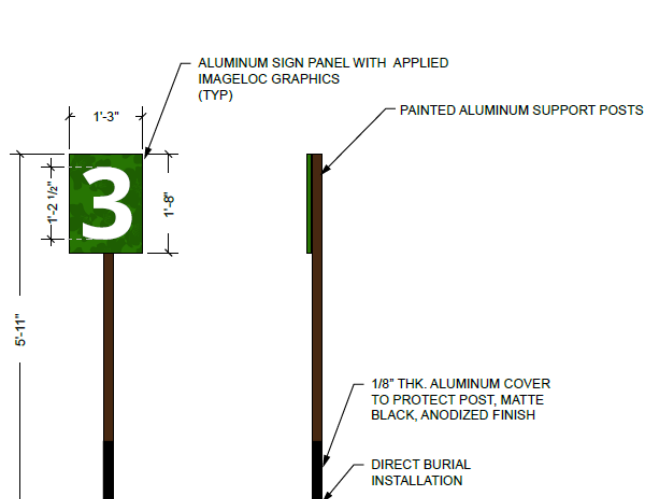
Park Entry Sign Refresh Project

Pedestrian Informational and Directional Signs:

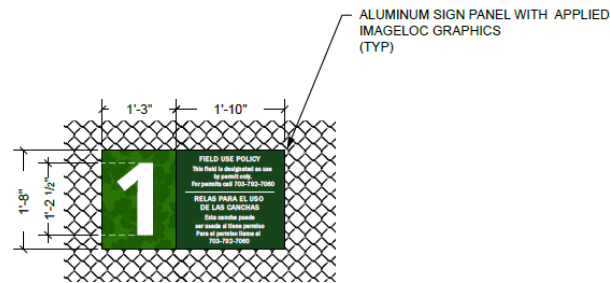


Park Entry Sign Refresh Project

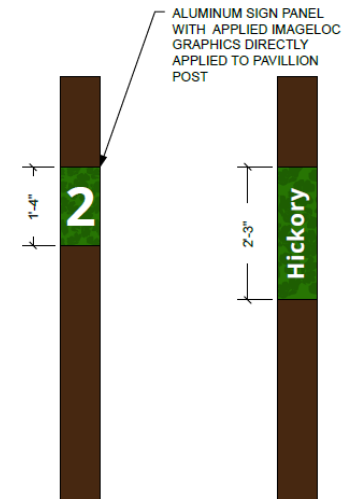
Amenity signs:



SIGN TYPE F:
FIELD
ID NUMBER



SIGN TYPE G:
MULTIPURPOSE
ID NUMBER
(WITH REGULATIONS)

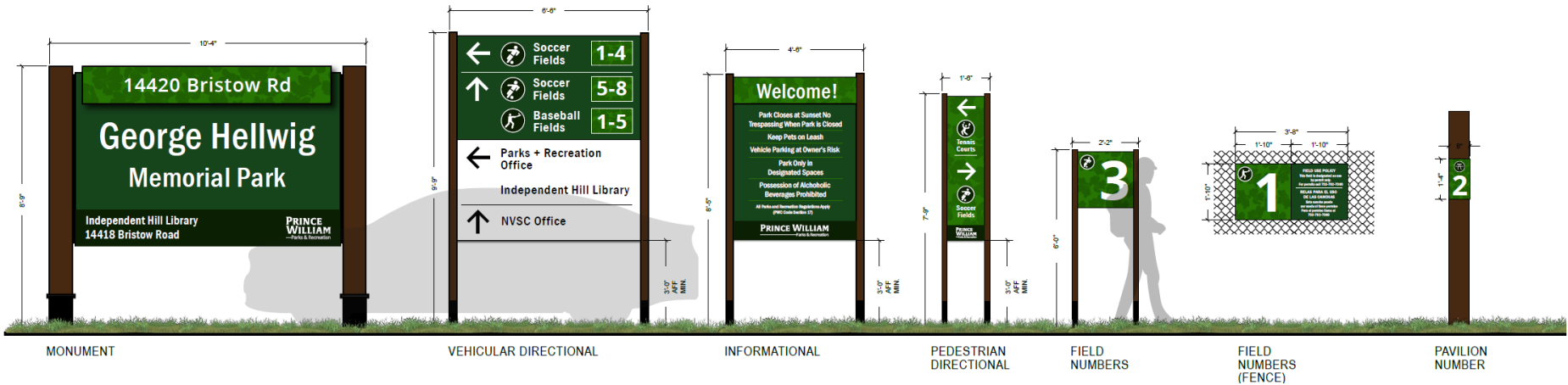


SIGN TYPE H:
PAVILLION
NUMBER

SIGN TYPE H2:
PAVILLION
NAME

Park Entry Sign Refresh Project

Questions?



Thanks, everyone!



CAPRA Accreditation Process

Here's what we're up to for the 2025 reaccreditation process
AND changes to CAPRA standards about to come!



First Accredited in 2020

Sara Smith, CPRP

Lead – DPR's CAPRA Team
Recreation Senior Manager



WHY ACCREDITATION?

Inspire Confidence



across the community and staff team that DPR is a professional organization.

Adhere to Best Practices



Ensures that DPR has a foundation in place that supports use of best (or next!) practices.

Build Team and Teamwork



Large projects like this require teamwork. The ongoing attention requires teams stay connected.

Requirements

❖ 2020 Accreditation

*Required drafting of a self-assessment, visitor review.
154 standards*

❖ Annual Reports

Each year, the CAPRA Commission selects a handful of standards that each accredited agency must report on.

❖ Five-year Re-Accreditation Cycles

Every five years, a new self-assessment is due followed by visitor review.



National Standards



**2024
Standards**

2019 Standards - Chapters

Chapter 1: Agency Authority, Role and Responsibility

Chapter 2: Planning

Chapter 3: Organization and Administration

Chapter 4: Human Resources

Chapter 5: Financial Management

Chapter 6: Programs and Services Management

Chapter 7: Facility and Land Use Management

Chapter 8: Public Safety, Law Enforcement, and Security

Chapter 9: Risk Management

Chapter 10: Evaluation, Assessment, & Research



2025 Reaccreditation

- ❖ **Continuous Improvement**
Throughout 2020-2025, refining strategic plans and policy documents has been ongoing.
- ❖ **Self-Assessment Report**
Chapter leads are collecting Evidence of Compliance (EOC) and redrafting narratives
- ❖ **Report Due March 2025**
- ❖ **Review & Visit – Summer 2025**
Hybrid Process
- ❖ **New National Standards are in Beta Testing**
Changes will require a change in mindset

**Beta Test
Standards**

2024 National Standards



Implementation



Reimagining with Purpose

To Clarify
Remove the ambiguity of Evidence of Compliance (EOC)



To Connect Core Values
To ensure NRPA's Three Pillars of Health and Wellness, Equity, and Conservation are linked to standards.



To Share Best Practices
Distill the standards to best practices for Park and Recreation Agencies of ALL sized populations.



To Enable Continuous Improvement
Park and Recreation Agencies that pursue Accreditation will improve every review cycle

New

- ❖ **68 Total Beta Test Standards**
- ❖ **37 Fundamental Standards**
- ❖ **New Appendix**
 - ✓ Not Scored, But Required – 11 Areas
- ❖ **New Scoring Rubric**
 - ✓ Improve Consistency
 - ✓ Standardize Scoring

**2024
Standards**

2024 Chapters *(Beta Test)*

Chapter 1: Agency Mission & Purpose

Chapter 2: Administration & Organizational Resources

Chapter 3: Community & Park Planning

Chapter 4: Human Resources Planning, Workforce Development & Culture

Chapter 5: Financial Management, Responsibility & Accountability

Chapter 6: Programs and Services Management

Chapter 7: Facility & Land Use Management

Chapter 8: Law, Risk Management, Safety & Security

Chapter 9: Marketing, Communications & Community Engagement

Chapter 10: Evaluation, Assessment & Research



Chapter Number	2019 version	2024 <i>Beta Standards</i>
Chapter 1	14	4
Chapter 2	11	6
Chapter 3	14	6
Chapter 4	31	9
Chapter 5	20	10
Chapter 6	14	6
Chapter 7	17	8
Chapter 8	14	10
Chapter 9	6	6
Chapter 10	13	3
TOTALS	154	68





New CAPRA Application Form Components

- ❖ General Historical Information
- ❖ Source of Authority
- ❖ Approving Authority/Policy Body
- ❖ Delegation of Authority
- ❖ Agency Leadership
- ❖ Jurisdiction
- ❖ Organization Structure
- ❖ Agency Awards and Citations
- ❖ Agency Changes Since Last Accreditation
- ❖ Periodic Timetable for Review of Documents
- ❖ Annual Reporting Requirement(s)

Reset Expectations

Sometimes
Less is
so much
MORE!

Adds/Deletes

Combined

Closing the Loop

STANDARDS IN THREE PARTS

Standard



The revised standard describes what is expected of a high performing agency.

Evidence of Compliance



The EOC offers an idea of what the agency might submit as evidence that the standard is being met in practice.

Rubric Questions



Rubric questions were devised to assist reviewers in understanding how to determine compliance.

Preparing for 2027

Standard 3.4: Feasibility Studies

Description

The agency shall investigate current conditions and project impacts prior to initiating planned park or recreation projects.

Suggested Evidence of Compliance

Provide examples of feasibility studies such as: market, cost-benefit, site, transportation, environmental, diversity-equity-inclusion and economic analyses. Provide a narrative illustrating how a recent study was used to inform the decisions made related to a planned project.

Scoring Rubric Questions

Has the agency provided at least one example of a feasibility study used to inform decisions made related to a planned project? Feasibility studies can be created either in-house or by a consultant.



Preparing for 2027

Standard 4.4: Employee Performance Evaluation and Supervision

Description

Agencies shall implement a comprehensive system of employee supervision and performance evaluation that is designed to achieve agency goals and objectives. This system of performance documentation shall be based on job descriptions, team competencies, and actionable goals.

Suggested Evidence of Compliance

Provide the policy and procedures outlining the systematic performance evaluation system. Detail how this system connects agency mission, vision, values, and strategic objectives, into the performance evaluation system. Provide evidence of implementation and communication to and with employees on performance review and improvement. If unionized, provide the agreed-upon performance evaluation system that applies to covered employees.

Scoring Rubric Questions

Has the agency provided evidence that a systematic performance evaluation system is in place and utilized? Has the agency demonstrated that the evaluation system is aligned with the agency's mission, vision, values, and strategic plan? If unionized, has the agency provided information related to the agreed upon performance evaluation system that applies to covered employees?



Preparing for 2027

Standard 9.2: Marketing and Communications – external

Description

Communications and community engagement activities shall reach a diverse array of community members representative of community demographics; Changes to strategy shall be informed by evaluation of efforts.; Development of relationships with the media, where possible, may be utilized to advance the agency's brand, image, and service reach.

Suggested Evidence of Compliance

Provide evidence of data collection, analysis, and decision-making related to marketing and communications functions that result in improvements in external communications and community engagement efforts that reach an audience representative of the community. Provide a narrative describing the relationship with the media, if applicable, and in what ways the relationship impacts brand, image, and service reach.

Scoring Rubric Questions

Has the agency demonstrated that it has established systematic data collection, analysis, and decision-making that results in improvements to external communication efforts? Has the agency demonstrated that it has developed relationships with the media?



Q&A





THANK YOU

