

**McLean Community Center  
GOVERNING BOARD MEETING  
1234 Ingleside Ave., McLean, VA 22101  
July 23, 2008; 7:30 p.m.**

**Members Present:** Jan Auerbach, Chair; Kevin Dent, Lee DiCenso, David Sanders, Risa Sanders, Ed Shahin

**Members Absent:** Drew Clark, Jenni Dunn, Sean Dunn, Thomas Meyer, Lori Wertz

**Staff Present:** Clare Kiley, Acting Executive Director; Carol Pardon, Admin. Assistant

**Guests Present:** Julie Rasmussen, Executive Director-designate; Sarah Schallern, MCC Performing Arts Director; Jane Edmondson, Dranesville Supervisor  
John Foust's office

Convened: 7:37 p.m.

Risa Sanders appointed Acting Secretary in the absence of Sean Dunn.

Agenda adopted.

**Citizen Comment:** None.

Minutes of June 25, 2008, approved as submitted.

**Chair's Report:** Jan Auerbach

- Distribution Process: Auerbach reminded committee chairs about the distribution of informational materials: MCC staff sends them to the respective committee chairs who in turn e-mail them to committee members with copies to the rest of the Board, the executive director, and the Board's administrative assistant.
- Library: A public meeting will be held on Tuesday, July 29, on the status of the renovation of the Dolley Madison Library. D. Sanders will attend for the MCC Governing Board. Auerbach commented that the Board has agreed in principle to allow the library to use the MCC's upper parking lot to house a temporary library during the renovation, based on certain conditions. The renovation may take up to 18 months. An agreement will be worked out in September, should the library still want to use MCC's parking lot. The library has been exploring alternate sites in downtown McLean.
- Parking Lot Survey: Fairfax County will survey the boundary of the back parking lot on Thursday or Friday, July 24 or 25.
- Shahin Honored: Ed Shahin was named McLean Rotarian of the Year.
- Kiley Acknowledged: Each Board member present praised Clare Kiley's work as MCC's Acting Executive Director during the past four months. When Julie Rasmussen comes on board as Executive Director in mid-August, Kiley will resume her responsibilities as Deputy Director.

**Executive Director's Report:** Clare Kiley, Acting

- Kiley highlighted some of the items in the Executive Director's Report in the Board folders. She said the report on programs was more detailed because it was an end of year summary. She also said that the MCC now has wireless Internet throughout the building.

**Executive Committee:** Jan Auerbach, Chair

- The Committee will meet to hear the staff's FY 2010 budget request for staff travel and training and for one new Merit personnel position.

**Program Committee:** Ed Shahin, Chair

- A request for a waiver from MCC's program fees prompted the Committee to formulate a policy which was put to the Board for a vote:
  - ***Committee Recommendation: Individuals who reside in Small District One of Dranesville may apply for a waiver of fees for all programs except adult trips and tours. To qualify, applicants must provide written confirmation of one of the following assistance programs: Free or Reduced Lunch, Medicaid, or Temporary Assistance for Needy Families (TANF). A written request, accompanied by the above-listed documentation, should be submitted to the Community Center's Executive Director for approval.*** Approved by the Board.

**Communications Committee:**

- Dent read an e-mail from Committee Chair Drew Clark, who was out of town. It said that a press release concerning the appointment of Julie Rasmussen as Executive Director was issued today (July 23). Clark will e-mail documentation associated with the July 16 Communications Committee meeting to all Board members by the end of the week.

**Capital Facilities Committee:** David Sanders, Chair

- The Committee met July 21.
- Meeting with CRS: D. Sanders said that he, Auerbach, and Rasmussen met with representatives from Fairfax County Community and Recreation Services to ask them about how they manage and schedule gyms, and what level of interest they might have in a gym at Spring Hill Recreation Center. He said that CRS charges a small fee for registrants of youth programs who utilize their services.

Meeting between MCC and the FCPA: Sanders asked Jane Edmondson to report on the meeting Supervisor Foust put together with the Fairfax County Park Authority and the MCC on a proposed gymnasium at Spring Hill Recreation Center. The purpose of the meeting was to get all of the potential players to meet. It was made clear that the MCC was there to listen but was not yet ready to present ideas, she said. There was a good exchange of information. Park Authority project managers and Charlie Bittenbring attended. Funds have been provided (\$30,000 or \$35,000) to hire an architect, who has started some preliminary work. The architect will meet with the MCC to discuss what the gym facility should look like. He will spend 90-120 days on the project. The Park Authority was agreeable to the MCC running the gym facility and to having a separate entrance. If the MCC agrees to move forward with the project and an acceptable memorandum of understanding is agreed to, the next step would be for the Supervisor to hold a public forum. Then some kind of review would be held, either an

administrative review by the Planning Commission or a full public hearing, which probably would be the Supervisor's preference, Edmondson said. Sanders commented that it was a good first meeting. He said a number of decisions need to be made regarding the agreement with the Park Authority and design parameters for a gym. He said the Dranesville Supervisor's leadership has been key to jell the project. Auerbach said she needed a date from Rasmussen as to when she will be ready for the MCC to sit down with the Park Authority.

- Gym Design Components: Auerbach commented that the MCC can tell the architect what is wanted for the gym that would include two full-size courts and simultaneously work out the details of an agreement with the Park Authority. The Board reviewed the gym's design components as proposed by the Capital Facilities Committee. Added to the list was a heavy curtain separating the track from the courts area. Subsequently, a reception area was also added.
  - *Accept the proposed design components for a gym at Spring Hill Recreation Center.* Approved by the Board.
  - *Add a reception area to the list.* Approved by the Board.

(See attachment for the full list of design components approved by the Board.)

- Cost Discussion: Dent asked if the Board wanted to take a straw poll on what would be an acceptable cost for a gym. This was reserved for the Executive Session on negotiating strategy, but there was some discussion about cost. Auerbach said her best guess was \$4-5M, but that could be scaled back. For example, there can be only one full-court gym rather than two. The Park Authority's estimate is \$5.3-5.4M for the shell of one gym, but Supervisor Foust thinks that is too high. Edmondson said the Park Authority estimates high for contingencies and contract administration. For example, their contingency is 18% versus 7% for a public school gym, and their estimate for permits and fees was \$400,000 vs. \$100,000 for an addition at Langley High School. D. Sanders noted that dramatic increase in the price of steel is going to push square footage costs upwards. Shahin said he thinks the MCC will have to spend more than \$3M. He said that a lot of good will has been generated in the community about the MCC building the gym. R. Sanders expressed continued support for the gym but cautioned against shortchanging current programs and the downtown expansion.
- Meeting with Lewinsville Coalition: D. Sanders reported that representatives from the MCC Governing Board met with the Lewinsville Coalition of homeowner associations in the vicinity of the Spring Hill Recreation Center to get their input about a gym. He said the Coalition expressed support for a gym, which they said would be a great enhancement for their communities.
- Corrosion Near Smokers' Balcony: D. Sanders explained that there is water running down near the Alden Theatre's "smokers' balcony" that is damaging steel plates in a section of the building and distorting the fire doors, thereby making them difficult to open. The steel plating in the turnaround under the ramp is also corroding. Fairfax County Facility Management Division (FMD) was asked to look at it a month ago. Someone finally came, Kiley said, but he turned out to be a locksmith. Sanders said task orders can be assigned to SWSG, who is the storm water management contractor. Their original proposal for \$19,000 was originally turned down in favor of FMD. However, since they have not been able to deal

with the problem, the Board authorized SWSG to proceed with an evaluation and design proposal to correct the problem.

- ***Committee Recommendation: Authorize the staff to immediately engage SWSG to study the problem associated with the theatre smokers' balcony.***

Approved by the Board.

**Finance Committee:** Kevin Dent, Chair

- The Committee met July 17.
- **Budget Numbers:** Dent said he worked with Kiley and the MCC's new Comptroller Vivian Brown on cleaning up the historical budget numbers for FYs 2007 and 2008 in order to have an accurate understanding that can be applied to the FY 2010 budget. The Committee went over the numbers. The FY 08 figures are estimates, with the actuals expected from the County on July 30. He said there is an ongoing effort to decide how to present the budget figures to make better sense of capital budget items and carryover of expenses.
- **Spring Hill Gym:** The consensus of the Committee was that a gym run by the MCC at Spring Hill Recreation Center would have third party users, some of whom would be charged fees, but that the fees, while helping to offset some operating costs, would not cover capital costs.
  - Auerbach asked if the Board can set a philosophy that does not expect revenue generation from the gym. R. Sanders said she wanted to know roughly what the MCC's largess would be. Dent said while it was not reasonable to expect to cover operating costs, there could be an expectation of generating as much revenue as possible. However, at this point, demand for the gym is unknown. The Park Authority charges \$110 an hour.
    - ***Motion: Revenue generated from the gym, if it gets built, does not have to cover capital costs and all operating costs.*** Approved by the Board.
- **Budget Schedule:** In previous years, the committees did not finish reviewing the proposed budget by the July Board meeting. This year, post cards about the proposed budget and tax rate will be mailed to all homes in the tax district prior to the Finance Committee Meeting of the Whole. Does the proposed budget need to be approved by the Board before the mailing? How much time will the new Executive Director need to familiarize herself with the budget and provide any input? Rasmussen said she would need a couple weeks. Auerbach said that what goes to the public does not have to be the final budget numbers. The committees can meet in September to finalize the numbers that would then go to the Finance Committee and then to the Board.

Dent asked if the Board wanted to meet in August to approve the budget estimates that will be mailed to the public. The consensus was not to hold an August Board meeting, that the Finance Committee approve the budget estimates printed on the post cards, and that it be explained on the post cards that the numbers may be tweaked further. Kiley said staff is preparing program budgets using FY 2009 figures plus 5%, with some additional for new programs, bringing the range from 5 to 10%. The Program Committee will meet on July 24 with the staff. The Finance Committee will meet on August 14. It was the consensus to hold the Finance Committee Meeting of the Whole on September 3. In response to a question from R. Sanders about how to relate money for the gym to the budget, Dent said it is in the surplus in a capital projects line item.

- **Tax Rate:** Dent explained that the MCC's tax rate was kept the same while real estate assessments on which the tax rate is based went up. In recent years there has been an annual surplus of \$1-1.5M. It won't be known what the current surplus is until September. Interest

will be a lot less. Kiley said she and Vivian Brown are meeting with the County's Dept. of Management and Budget on July 29 and will try to get more information. Dent said that last year the MCC's tax rate was lowered to 2.6¢ (per hundred dollars of assessed value).

Committee members talked about what to do for FY 2010. They leaned toward a reduction of one-to two-tenths of a cent because of uncertainties about the real estate market and the need for funding the downtown expansion plus possibly a gym at Spring Hill.

- ***Committee Recommendation:*** Use a tax rate of 2.5¢ as a working assumption for the FY 2010 budget. Approved by the Board.

**Continuing Business:** None

**New Business:**

- Auerbach asked staff to look into the County's four-day work week initiative.

**Dates for Upcoming Meetings:**

Thurs., July 24, 7:30 p.m. Program Committee meeting

August:

Wed., August 6, 7:30 p.m. Program Committee meeting [subsequently cancelled]

Thurs., August 14, 7:30 p.m. Executive Committee (Merit Personnel, Travel/Training budgets)

Thurs., August 14, 8:30 p.m. Finance Committee

Note: The Capital Facilities Committee delegated to D. Sanders the responsibility of working out with MCC staff the estimated FY 10 budget numbers for capital projects.

September:

Wed., September 3, 7:30 p.m. Finance Committee Meeting of the Whole on the FY 10 budget

Wed., September 10, 7:30 p.m. Program Committee

Mon., September 15, 7:30 p.m. Executive Committee [MCC/MPA Agreement]

Tues., September 16, 7:30 p.m. Capital Facilities Committee

Wed., September 17, 7:30 p.m. Communications Committee

Mon., September 22, 7:30 p.m. Finance Committee

Wed., September 24, 7:30 p.m. Public Hearing on the proposed FY 2010 budget, followed by the regular monthly Board meeting

- ***Motion:*** Move into Executive Session regarding Spring Hill gym. Approved by the Board.
- ***Motion:*** Move back into open session. Approved by the Board.
- ***Accept the negotiating strategy recommended by the Capital Facilities Committee.*** Approved by the Board.

Adjourned: 10:03 p.m.

Respectfully submitted,

Risa Sanders,  
Acting Secretary

ATTACHMENT:

**McLean Community Center's proposed design components for a Gym at  
Spring Hill Recreation Center**

1. Sufficient space for two full adult-sized basketball courts; provide separate cost estimate for one full-sized gym
2. Recreational, exercise (not competition-level) indoor track at ground level
3. Four rows of retractable bleachers to serve each court; use of bleachers should not interfere with the track
4. Office space for two staff members
5. Men's and women's bathrooms; water fountains
6. Separate outside entrance
7. Door from gym to rest of center for staff use only
8. Heavy curtain to divide the two full-sized courts
9. Storage area for athletic equipment
10. Sprung wood floor
11. Built in sound system
12. Scoreboards for each court that can be operated separately
13. Four retractable (to the ceiling) basketball backboards/goals for each court (two providing ability for "full court" play, and an additional two along the sidelines of each court); each backboard to be adjustable to 7'
14. Alcove for vending machines
15. Building to be constructed so that it meets all standards as a "green" facility
16. Heavy curtain separating the track from the courts
17. Reception area

(Approved at the Governing Board meeting of July 23, 2008)