



## COUNTY of FREDERICK

Parks and Recreation Department  
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# MEMO

**To:** John R. Riley, Jr., County Administrator  
**From:** Jason L. Robertson, Director, Parks & Recreation Dept.  
**Subject:** Parks and Recreation Commission Action  
**Date:** January 11, 2013

A handwritten signature in blue ink, appearing to be "JL Robertson", is written over the "From:" line and extends into the "Subject:" line.

The Parks and Recreation Commission met on January 8, 2013. Members present were: Marty Cybulski, Charles Sandy, Jr., Ronald Madagan, Patrick Anderson and Gary Longerbeam. Members absent were: Ron Hodgson, Kevin Anderson and Christopher Collins.

### Items Requiring Board of Supervisors Action:

1. None

### Submitted for Board Information Only:

1. Election of Chairperson – Mr. Longerbeam moved to nominate Mr. Marty Cybulski as Chairperson, second by Mr. Anderson, motion carried unanimously (5-0).
2. Election of Vice Chairperson – Mr. Patrick Anderson moved to nominate Mr. Gary Longerbeam as Vice-Chairperson, second by Mr. Cybulski, motion carried unanimously (5-0).
3. Meeting Date, Time and Place - Mr. Madagan moved to continue meeting on the 2<sup>nd</sup> Tuesday of each month at 7:00 PM and alternate the meeting place so each Community Center and Parks governed by the Parks and Recreation Department be used once per year and remainder of meetings be scheduled at the Frederick County Administration Building, second by Mr. Patrick Anderson, motion carried unanimously (5-0).
4. Foundation/Reserve Fund – Mr. Sandy moved to postpone the approval of the Reserve Fund so more questions could be answered about the use of the monies in the Reserve Fund, second by Mr. Madagan, motion carried unanimously (5-0).
5. Commission Annual Report – Mr. Sandy moved to approve the Commission Annual Report as submitted, second by Mr. Patrick Anderson, motion carried unanimously (5-0). Please find report attached for your review.

Copy: Martin Cybulski, Chairman      107 North Kent Street  
Christopher Collins, Board Liaison      Winchester, VA 22601

## Frederick County Parks and Recreation Commission 2012 Annual Report

The Parks and Recreation Commission met six times in 2012. Below you find a summary of highlights from each meeting.

January 18

- Postponed the election of officers till February with only 4 members present.

Commission present: Chares Sandy Jr., Ronald Madagan, Patrick Anderson, Marty Cybulski

February 21

- Elected Marty Cybulski Chairman and Gary Longerbeam Vice Chairman
- Moved meeting date to the second Tuesday of the month and rotate location to various Frederick County Parks and Recreation facilities
- Approved Frederick County National Little League, Frederick County American Little League, Blue Ridge Youth Soccer Association, Mavericks, American Legion Post 21, and the Winchester Rising Stars for cosponsor status providing \$ 57,140 in services
- Adopted staff's recommended fiscal 2013 operating budget operating spending level to fiscal 2012 except including \$ 45,000 for the purchase of a trip vehicle
- Recommended returning Lantz Construction's \$ 5,000 deposit and terminating the Aquatic PPEA.
- Approved the Department Work Program for fiscal 2012

Commission present: Charles Sandy Jr., Marty Cybulski, Gary Longerbeam, Ronald Madagan, Patrick Anderson

March 15

- Did not meet due to no items requiring commission action but members were assigned to committees by the Chairman

April 10

- Did not meet due no items requiring commission action

May 8

- Did not meet due to no items requiring commission action

June 12

- Briefed by the Director on a Foundation and the potential for the Department
- Approved Sanders family to install trees and landscaping at Sherando Park
- Recommended \$ 75,000 of proffer funds be used for the purchase of a mini-bus
- Updated on two appeals heard by the Appeals Committee
- Updated by the Strategic Plan Committee

Commission Present: Marty Cybulski, Gary Longerbeam, Charles Sandy, Jr., Ronald Madagan, PW Hillyard, Kevin Anderson

July 10

- Did not meet due to no items requiring commission action

August 14

- Did not meet due to no items requiring commission action

September 11

- Heard request from Blue Ridge Youth Soccer Association's Travel Division to change a position allowing cosponsor organizations the ability to not permit children from participating in multiple sports during their season. The commission upheld their position not giving a cosponsor organization permission to prohibit children from participating in multiple sports.
- Approved the Frederick County Parks and Recreation Policy Manual as submitted including changes to the Economically Disadvantaged Policy, Park Suspension and Employee Work Schedule Policy.
- Approved the fees and charges for fiscal 2014
- Updated on an appeal from the Appeals Committee

Commission Present: Marty Cybulski, Charles Sandy Jr., Ronald Madagan, Patrick Anderson, Kevin Anderson

October 9

- Recommended the Frederick County Parks and Recreation 2014 Capital Improvements Program with twenty-one projects totaling \$ 54,853,341
- Updated by the Strategic Plan Committee
- Director advised of the opportunity to utilize the Frederick County reserve fund in lieu of a Parks and Recreation Foundation. Commission members expressed several opinions favoring a Parks and Recreation Foundation for the marketability over the reserve fund. The Director advised the Finance Committee of the Commission would be presented both models and would recommend to the Commission a course of action at an upcoming meeting

Commission Present: Marty Cybulski, Gary Longerbeam, Charles Sandy Jr., Ron Madagan, PW Hillyard, Patrick Anderson, Kevin Anderson

December 11

- Recommended Frederick County National Little League, Frederick County American Little League, Blue Ridge Youth Soccer Association, Mavericks, American Legion Post 21, and Winchester Rising Stars for cosponsor status in fiscal 2014 providing \$ 57,137 in services
- Recommended the fiscal 2014 Operating and Capital Budgets, goals and accomplishments
- Approved the Frederick County parks and Recreation 2012 Strategic Plan

Commission Present: Marty Cybulski, Gary Longerbeam, Charles Sandy Jr., Ron Madagan, PW Hillyard, Patrick Anderson