



PARKS AND RECREATION ADVISORY COMMISSION

Wednesday, January 17, 2024  
7:00 p.m.  
Ida Lee Park Recreation Center  
60 Ida Lee Drive

COMMISSION MEMBERS

Brody McCray, Chair  
Laurie Burke, Vice-Chair  
Natalie Carroll  
Kirsten Shabanowitz  
Russ Shaw  
Ginger Sturgeon  
Kari Nancy, Councilmanic Representative

# PARKS AND RECREATION ADVISORY COMMISSION



## A G E N D A

7:00 p.m. - Wednesday, January 17, 2024

Ida Lee Park Recreation Center – 60 Ida Lee Drive, NW, Leesburg, VA 20176

1. Call to Order
2. Approval of Minutes: Meeting of November 15, 2023
3. Citizen Comments - **7:00 p.m. – Standing time for citizen comments.**
4. Commission Member Comments
5. Chairman Comments
6. Council Member Comments
7. Loudoun County Park Board Liaison Comments
8. New Business:
  1. Election of Officers
  2. Setting of Meeting Calendar
  3. Commission Meeting Information
  4. Social Media Policy
9. Old Business:
  1. CIP Project Status
  2. FY 2025 Funding
10. Future Business:
11. Director's Report
  - a. Financial Report \*
  - b. Park Projects Report
  - c. Scholarship Report \*
  - d. ROCK Report \*
  - e. Quarterly Attendance Report \*
11. Other Business
12. Information Items
13. Adjournment

*Qualified individuals with a disability who require a reasonable accommodation to attend and/or participate in this meeting should contact Tabitha Eagle at [teagle@leesburgva.gov](mailto:teagle@leesburgva.gov) or 703.737.7141 to request the accommodation. Three days advance notice is requested.*

- \* Material attached
-  Material will be e-mailed prior to the meeting
-  Handout at meeting

All Town Council, Board and Commission meetings are recorded and may be found on the Town's Web site at [www.leesburgva.gov](http://www.leesburgva.gov).

Parks and Recreation Advisory Commission Meeting Minutes  
November 15, 2023

The Leesburg Parks and Recreation Advisory Commission met on Wednesday, November 15, 2023, beginning at 7:30 p.m. at the Ida Lee Recreation Center located at 60 Ida Lee Drive, Leesburg, Virginia.

The meeting of Leesburg Parks and Recreation Advisory Commission was called to order at 7:30 p.m.

**Commission Members Present:**

Brody McCray, Chair  
Laurie Burke, Vice-Chair  
Anthony Cimino-Johnson  
Kirsten Shabanowitz  
Russ Shaw  
Ginger Sturgeon

Absent: Natalie Carroll

Also present: Rich Williams, Director of Parks and Recreation

**Approval of Minutes:** The minutes of the meeting on October 18, 2023 were approved as presented 6-0-1.

**Loudoun County Park Board Liaison**

**Citizen Comments:**

**New Business:**

- Department Information - The Commission was briefed on various departmental information including the upcoming Freeze Your Gizzard race, the holiday hours at the Recreation Center and the bridge repairs at Izaak Walton Park.
- Commission Meetings - The Commission was briefed on the requirements for the number of meetings to be held each year as well as the process that needs to be followed in order to change the regular meeting time or date. The Commission elected to cancel their December 2023 meeting and have taken a preliminary vote to change their meeting times to 7:00 p.m. effective January 2024 (pending agreement from the one absent Commission member).

**Old Business:**

- CIP Project Update - An update that the pickleball court location and funding requirements will be updated as part of the FY25 budget process.
- FY 2025 Funding - For the FY25 budget process the Commission voted to request funding to host an old-fashioned Park Day and Picnic for all of the other commission members and their families. The event would include food and various outdoor games (kickball, softball, water balloon toss, etc.).

**Future Business:**

- Review Existing Plans - The Commission is going to review existing Master Plans and Strategic Plans and make recommendations to Council for any needed updates.
- Joint County Discussion - The Commission is looking to coordinate a joint meeting with the Loudoun County Parks & Recreation Commission.

**Director's Report:**

- a. Financial Report
- b. Park Projects Report
- c. Scholarship Report
- d. ROCK Report

**Adjournment:** The meeting was adjourned at 8:29 p.m.

DIRECTOR'S  
REPORT

Department Financial Report  
Fiscal Year 2024/6  
Through December 31, 2023

| ADMINISTRATIVE DIVISION | REVENUE     | EXPENDITURE          | RECOVERY FY24 | RECOVERY FY23 |
|-------------------------|-------------|----------------------|---------------|---------------|
| Administration          | \$ -        | \$ 273,662.65        | 0%            | 0%            |
| <b>SUBTOTAL</b>         | <b>\$ -</b> | <b>\$ 273,662.65</b> | <b>0%</b>     | <b>0%</b>     |

| PARKS DIVISION             | REVENUE             | EXPENDITURE          | RECOVERY FY24 | RECOVERY FY23 |
|----------------------------|---------------------|----------------------|---------------|---------------|
| Administration and Grounds | \$ 13,975.10        | \$ 817,396.50        | 2%            | 2%            |
| <b>SUBTOTAL</b>            | <b>\$ 13,975.10</b> | <b>\$ 817,396.50</b> | <b>2%</b>     | <b>2%</b>     |

| RECREATION DIVISION | REVENUE                | EXPENDITURE            | RECOVERY FY24 | RECOVERY FY23 |
|---------------------|------------------------|------------------------|---------------|---------------|
| Recreation Programs | \$ -                   | \$ 140,325.35          | 0%            | 0%            |
| Ida Lee Operations  | \$ 841,717.62          | \$ 944,566.97          | 89%           | 76%           |
| Fitness             | \$ 126,881.50          | \$ 246,665.01          | 51%           | 47%           |
| Community Outreach  | \$ -                   | \$ 78,157.97           | 0%            | 0%            |
| Aquatics            | \$ 349,520.02          | \$ 824,987.11          | 42%           | 42%           |
| Sports              | \$ 106,531.50          | \$ 126,917.67          | 84%           | 102%          |
| Recreation Classes  | \$ 30,945.16           | \$ 14,049.37           | 220%          | 122%          |
| Special Events      | \$ 45,277.14           | \$ 312,396.15          | 14%           | 27%           |
| Tennis              | \$ 785,696.68          | \$ 515,523.75          | 152%          | 151%          |
| Camps               | \$ 4,101.00            | \$ 93,588.20           | 4%            | 13%           |
| <b>SUBTOTAL</b>     | <b>\$ 2,290,670.62</b> | <b>\$ 3,297,177.55</b> | <b>69%</b>    | <b>70%</b>    |

|                           | REVENUE                | EXPENDITURE            | RECOVERY FY24 | RECOVERY FY23 |
|---------------------------|------------------------|------------------------|---------------|---------------|
| <b>DEPARTMENTAL TOTAL</b> | <b>\$ 2,304,645.72</b> | <b>\$ 4,388,236.70</b> | <b>53%</b>    | <b>51%</b>    |

\* Current recovery rate for the departmental revenue areas 77% (Does not include Administrative Division, Parks Division, Special Events, and Community Outreach) (FY23 Recovery 76%)

Annual goal per Town Council 70%

**SCHOLARSHIP REPORT**  
**December 2023**

|                 | Requested | Approved | Denied |
|-----------------|-----------|----------|--------|
| <b>Current</b>  | 2         | 1        | 1      |
| <b>Previous</b> | 14        | 9        | 5      |
| <b>Total</b>    | 16        | 10       | 6      |

## R.O.C.K. December 2023 Attendance

| <b>Site</b>                | <b>Number Enrolled</b> | <b>Average Daily Attendance</b> |
|----------------------------|------------------------|---------------------------------|
| <b>Heritage Square</b>     | 19                     | 17                              |
| <b>Evans Ridge</b>         | 10                     | 11                              |
| <b>Leesburg Apartments</b> | 31                     | 27                              |
| <b>Fort Evans</b>          | 8                      | 0                               |

**Ida Lee Recreation Center  
 Department of Parks and Recreation  
 Attendance Report  
 2nd Quarter FY24**

|                                   | October       |               |               |               | November      |               |               |               | December      |               |               |               |
|-----------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
|                                   | FY21          | FY22          | FY23          | FY24          | FY21          | FY22          | FY23          | FY24          | FY21          | FY22          | FY23          | FY24          |
| <b>Adult - Pass Visits</b>        | 5,164         | 6,864         | 6,590         | 8,149         | 5,454         | 7,087         | 7,832         | 8,576         | 5,583         | 6,878         | 8,676         | 9,009         |
| <b>Youth - Pass Visits</b>        | 1,715         | 2,123         | 1,835         | 2,266         | 2,006         | 2,346         | 1,524         | 2,675         | 2,293         | 2,143         | 3,380         | 3,574         |
| <b>Senior - Pass Visits</b>       | 2,213         | 3,034         | 3,954         | 5,046         | 2,115         | 3,101         | 4,225         | 5,202         | 2,099         | 3,101         | 3,960         | 5,185         |
| <b>Adult - General Admission</b>  | 1,094         | 1,430         | 1,600         | 1,763         | 1,329         | 2,286         | 2,277         | 2,572         | 1,620         | 2,417         | 2,961         | 3,048         |
| <b>Youth - General Admission</b>  | 267           | 462           | 700           | 710           | 400           | 1,069         | 1,107         | 1,038         | 542           | 959           | 1,475         | 1,227         |
| <b>Senior - General Admission</b> | 107           | 225           | 331           | 327           | 87            | 244           | 374           | 519           | 98            | 247           | 387           | 508           |
| <b>TOTAL</b>                      | <b>10,560</b> | <b>14,138</b> | <b>15,010</b> | <b>18,261</b> | <b>11,391</b> | <b>16,133</b> | <b>17,339</b> | <b>20,582</b> | <b>12,235</b> | <b>15,745</b> | <b>20,839</b> | <b>22,551</b> |

\*pool was closed 10/17-10/22  
 due to glass