

Mr. Paul Holland  
Vice Chair  
Fiscal Affairs Advisory Commission

As the sitting Chair of the Long Bridge Park Advisory Committee (LBPAC), it is within my purview as stated in the LBPAC charge, that “the Chair of the Long Bridge Park Advisory Committee may convene working groups on an as needed basis, as determined by the Chair, to help facilitate specific aspects of park and facility design or to address other relevant issues in the overall development of the Master Plan”, and to provide guidance to staff on operating costs. As such, it is my intent to create a Working Group on Fees and request that you serve as the Chair. The group is charged with recommending fees to the County Board for the new Long Bridge Park Aquatics & Fitness Center. The Working Group will be comprised of members who represent various committees and commissions with a stake in the new facility. Please see the detailed charge of the Working Group below.

**LBPAC Working Group on Fees Charge:**

- 1) Recommend fees for memberships, passes, and other proposed uses of the Long Bridge Park Aquatics and Fitness Center in accordance with the Department of Parks and Recreation (DPR) fee setting policies, while being mindful of providing access to all Arlingtonians and considering neighboring jurisdictions membership fees.
- 2) Recommend membership durations, daily pass types, and classifications for memberships and rates including but not limited to: Single Adults, Families, Senior Citizens, Businesses, and Visiting Groups.
- 3) Make recommendations for membership reciprocity between the Arlington Public School pools, and the Long Bridge Aquatics and Fitness Center.
- 4) Make recommendations for membership reciprocity between existing DPR memberships including fitness memberships, and Office of Senior Adult Program memberships.

**LBPAC Working Group on Fees Structure:**

The Working Group will be comprised, minimally, of members from the following Commissions

1. FAAC (Chair) - 1 member
2. LBPAC – 3 members
3. Senior Advisory Council – 2 members
4. Sports Commission – 1 member
5. APS – 1 member
6. Aquatics Subcommittee – 2 members
7. Crystal City Bid – 1 member

It is anticipated that the working group will meet throughout 2018, and develop final recommendations no later than November 2018. This timeline will allow the DPR staff sufficient time to present the proposed fee structure as part of their annual fee proposal to the County Board.

#### **LBPAC Working Group on Fees Community Outreach**

The Working Group and staff will utilize a variety of tools and methods to engage and communicate with the community, including, but not limited to:

- Monthly Working Group meetings;
- E-mail;
- Social media;
- Surveys / focus groups; and
- Media releases.

#### **LBPAC Working Group on Fees Major Work Product**

The LBPAC Working Group on Fees will produce a brief Report (estimated 8-10 pages) highlighting the Working Group's key findings. The Report will include: background on the Long Bridge project, background on Arlington's fee structure, a summary of existing fee structures at comparable facilities in the region, the survey / focus group results, and recommendations on the structure and administration of fees at the Long Bridge facility. Finally, the report will work to capture both the consensus finding of the working group as well as transmit any additional perspectives not shared by the majority of working group members.

#### **Conclusion:**

Thank you for your time and commitment on behalf of the LBPAC. I look forward to the outcome of the Working Group.

Sincerely,

Tobin Smith  
Chair  
Long Bridge Park Advisory Committee