

**City of Alexandria, Virginia
Park and Recreation Commission**

**REGULAR MEETING
Thursday, October 20, 2011, 7:00 p.m.
T.C. Williams High School
3330 King Street- Alexandria, Virginia
Rotunda, Room 205**

Agenda

- I.** Call to Order by Chair
- II.** Approval of Summary Minutes from September 15, 2011
- III.** Division Updates:
 - A. Recreation Programs and Service Update - William Chesley
 - B. Park Operations Report - Jack Browand
 - C. Office of the Arts Update - Alisa Carrel
 - D. Park Planning Updates - Ron Kagawa, Laura Durham, Dana Wedeles
 - i. Division Update
 - ii. CIP/CFMP Process
 - iii. External Citizen CIP Requests for Review
 - iv. Boothe Park Concept Plan
 - E. Marketing, Public Relations & Special Events – Cheryl Lawrence
- IV.** Director’s Report - James Spengler (verbal updates):
 - A. FY2013 Budget
 - B. Jones Point Park Update
- V.** Discussion on “Friends Groups”.
- VI.** Report from Commissioners (verbal updates):
 - A. Waterfront Committee -William Cromley
 - B. Youth Sport Committee - Jeffrey Murphy
 - C. Four Mile Run - Ripley Forbes
 - D. Freedman’s Cemetery - Bob Moir
 - E. ACPS & Capital Improvements- Judy Guse-Noritake
 - F. Jones Point Park Liaison Group- Judy Guse-Noritake
 - G. Community Gardens Policy- Next Steps-Judy Noritake
- VII.** Agenda Items for November 2011 meeting and location
- VIII.** Adjournment

At the close of the meeting, the Commission will take comments on any other topic from the public.

City of Alexandria, Virginia

MEMORANDUM

DATE: OCTOBER 17, 2011

TO: PARK AND RECREATION COMMISSION MEMBERS

FROM: WILLIAM CHESLEY, DEPUTY DIRECTOR
RECREATION SERVICES DIVISION

SUBJECT: OCTOBER 20, 2011 COMMISSION MEETING - ITEM III-A
RECREATION PROGRAMS AND SERVICES REPORT

Youth Activities

- ACCT held a theatrical performance at Lee Center on October 15 to commemorate Hispanic Heritage Month.
- Staff implemented the “**Power Play**” Fitness and Sports program to improve children’s overall health and to teach them the fundamentals of the fitness and sports related activities. This program is a component of the Power On and Power Up after-school programs.
- The Titan Youth Football Program began league play on September 17. Ten teams are competing in the program. In addition, five flag football teams are competing in our in- house flag football program. We held the ‘First Responders Cup’ featuring our youth football teams competing against Arlington to commemorate the 10th anniversary of the September 11 terrorists attack. First responders representing Alexandria Public safety agencies participated in the event.
- Registration is underway for the basketball, cheerleader and volleyball programs.
- We implemented the “Titan Lounge” after school program at T.C. Williams High School in October in collaboration with T.C. William High School administrators and staff. More than one hundred students are participating in the program on a daily basis.
- More than 100 middle school students attended the “Saturday Nite Hype” middle school party that was held at Chinquapin on October 1.

Adult Activities

- Virginia Cooperative Extension staff conducted nutrition and other health related workshops for youth and senior adults at recreation centers, schools and the St. Martin Seniors Center.

- Staff implemented fall adult sports programs in September. Coed Soccer and men's and coed softball and volleyball leagues are under way and basketball league play will commence later this fall.
- Staff work on senior programming continues through the Senior Programming Work Group. We held a planning meeting with interested seniors on August 18 to discuss programming opportunities. We are planning a follow-up meeting with seniors in late September or early October also meet with seniors to continue our efforts to get input from seniors on programming opportunities.
- Staff is preparing to assist with the annual Northern Virginia Senior Olympics scheduled in Arlington later this month.

Recreation Centers

- The final survey results of 2011 summer program reflect an overall satisfaction rate 90.3% based on responses from 212 parents. The survey response rate was 17%. The survey results indicated the highest rated area by parents was the child's overall enjoyment of the program (93.9%) and the lowest rated area was the child's improved physical fitness and overall health (86.6%). As previously reported, we had 1,213 children enrolled in the 2011 summer Power-On and Power-Up programs.
- We have 1,143 children enrolled in the Power-On after school program as of September 30. Enrollment is up by 8.2% based on YTD enrollment at this time last year.
- RPCA successfully launched the National Safe Place (NSP) program on September 30. We held kick-off activities at all recreation centers on September 30. I have included a quick fact sheet about the program to this report for your review.
- We linked our on-site recreation center "Red Box" customer satisfaction survey to Survey Monkey to increase utilization of the survey by our customers. Staff will attach the survey to all email correspondence to increase the number of surveys received from customers. Year to date customer service results from the center surveys reflect a 90 percent satisfaction rate, but we have only had a limited number of survey responses in FY-2012.
- We are working with ARHA to merge their Family Learning Resource Center program into the Charles Houston Recreation Center. The program operated in an ARHA unit on Montgomery Street that closed in September as part of the redevelopment of that area.
- We are collaborating with Job Link to provide job-counseling services at Cora Kelly, Charles Houston, William Ramsay and Lee/Nannie Lee Recreation Centers. This initiative is will commence by the end of November 2011.
- We hired two exceptionally qualified and experienced individuals to fill the Center Director position at Charles Barrett and the Cora Kelly Regional Program Director position.
- Chinquapin's locker rooms were renovated in September during the center's annual shutdown for major maintenance and repairs. Plumbing issues were corrected and new sinks and counters were installed in the locker rooms, the pool was white coated, racquetball court floors were refinished, exterior sidewalk renovation work was completed and other minor tasks were completed.

Aquatic Program

- We initiated an independent Incident Review Committee to review the July 1, 2011 Warwick Pool incident involving a child who nearly drowned at the pool. The Committee provided a report of its findings and recommendations to the Director of RPCA in August. Staff has implemented some of the recommended changes and will implement all other recommendations at the start of the 2012 outdoor pool season. An updated copy of the implementation status report is included with this report.

Environmental Education

- Jerome “Buddie” Ford Nature Center staff implemented a new “Nature Buddies” after school program in September.

Other

- Jack Taylor presented a check for \$10K to the Miracle League of Alexandria on behalf of Toyota USA in a ceremony prior to a Miracle League game on October 15.
- The Class Program Section offered two hundred fifty-two fee classes this fall.
- We will recognize some of our program volunteers at our recreation centers on November 1 as part of “Extra Mile Day.” The Extra Mile Day campaign is a National initiative that promotes recognition of individuals and organizations that go the extra mile to make a difference and lift up others in the community.
- We completed interviews for the vacant Recreation Services Division Chief position and we anticipate hiring a person to fill the position by the end of October.

City of Alexandria, Virginia

MEMORANDUM

Date: September 23, 2011

To: Members of the Warwick Pool Incident Committee

From: James Spengler, Director
Recreation, Parks, and Cultural Activities

Subject: Warwick Pool Incident Progress Report

At the conclusion of the 2011 summer outdoor pool season, all of the short-term actions have been implemented and several other actions are being developed as recommended by the Warwick Pool Incident Review Committee. Actions achieved include:

- Item 4b recommended by the Alexandria Health Department: all individual guests visiting our RPCA Aquatic facilities received a swimming skills and ability assessment to determine the appropriate areas of the pool they would be permitted to use.
- Develop a standard for the minimum number of guards for the other RPCA pools: the Water Safety Section of the Outdoor Pool Policies (see attached) was modified to specify a combination of industry standards used by the Alexandria Health Department and multiple Lifeguard Training programs.
- United States Coast Guard Approved Lifejackets were purchased and provided at all RPCA facilities. These were provided for children for direct one-on-one use by their parents in shallow pool areas or for individuals only in water up to shoulder depths. Inflatables have always been prohibited and other swimming aids have been restricted only for instructional use.
- Water assessment guidelines for swimmers who are a part of a group have been developed (see attached). These guidelines are being included in the revision of both the RPCA Outdoor Pool Policies and RPCA Summer Camp Policies and Procedures.

RPCA will continue to update and review our policies and procedures to enhance the safe guest experience at all our facilities and programs. Once long-term objectives are met, we will update you as events occur or new documents are created.

Cc: Mark Jinks, Deputy City Manager
Debra Collins, Assistant City Manager
Stephen Haering, MD, MPH, Health Director AHD
William Chesley, RPCA Deputy Director
Leslie Clark, RPCA Division Chief
Lou Williams, RPCA Regional Manager
Ralph Baird, Recreation Manager

SECTION V
OPERATING PROCEDURES FOR LIFEGUARDS

WATER SAFETY

1. At both Warwick and Old Town Pools, a minimum of three (3) lifeguards will be positioned in elevated guard stands in such a manner as to provide complete visibility of the pool and all swimmers. At Chinquapin, Ewald and Memorial Pools, one (1) guard may sit in elevated guard stands at strategic locations. Lifeguards must always use the 10-20 second rule; able to scan assigned area in ten seconds, complete a save in 20 seconds. At both Warwick and Old Town Pool, one (1) guard must be positioned at diving wells at all times. One guard shall be positioned at the diving well and at the wading pool areas during periods of use. Rescue tubes and first aid hip packs are provided at each guard stand.
2. While positioned at the pool, guards are responsible for the safety of the pool and areas immediately adjacent to the pool. Non positioned or "down" guards will monitor the deck and other areas of the pool complex to exceed the 1/25 guard to swimmer ratio. At no time are guards permitted to sit on the deck or in lounge chairs.
3. Additional lifeguards will be positioned as assigned by the pool manager.
4. Undivided attention must be given to the water at all times, maintaining good posture in the chair with both feet on the guard platform. Follow proper scanning techniques.
5. Do not leave the assigned position at any time unless you are replaced by another lifeguard, are responding to an emergency, or asked to leave by the pool manager.
6. Do not carry sunscreen lotion, cell phones, hairbrushes, food or other personal objects to the guard stand. Water bottles are permitted.
7. Strictly enforce all pool rules in a courteous manner.
8. Patrons with questionable swimming abilities must be restricted to shallow water. Swimmers may be asked to demonstrate their ability if a guard is concerned.

SECTION III PROCEDURES FOR ORGANIZED GROUPS

The Alexandria Department of Recreation, Parks and Cultural Activities welcomes all of its patrons to the pool season. Thank you for your patronage and we hope that everyone has a fun-filled fabulous summer!

ADMISSION

As a group arrives at the pool, they should assemble in an orderly line while their leader registers the group at the admissions area. There should be at least 1 adult per 10 children above the age of 6 and 2 adults per 10 children who are ages 6 and younger. The group leader should have a list of the names, phone numbers and emergency contact numbers. The pool manager may then wish to talk briefly to the group to inform them or remind them of pool safety guidelines and rules. The group may proceed into the locker room area. A child or children not intending to swim may not be taken into the pool area. Group leaders should be dressed in swim attire and prepared to enter the pool with the children, particularly with those ages 6 and younger.

SWIM TESTS

Before entering the pool, group leaders are to assemble their participants in areas designated by the pool manager in order to conduct swimming skills assessment. Participants will be divided into three ability groups: Non-swimmers, beginners, and swimmers. Beginner and Non-swimmers shall be prohibited to shallow swimming areas under the direct supervision of their group leaders with a leader/participant ratio not exceeding a 1:2 ratio. The swim test requires the swimmer to jump feet first into 3 feet of water, level off, swim 25 yards on the surface in a strong manner using one or more of the following strokes: sidestroke, breaststroke, or crawl; then swim 25 yards using an easy resting backstroke. After completing the swim, rest by floating on their back for 10 seconds. Group leaders shall document and record the swimming ability of their program participant and designate them to an area of the pool actively supervised by another group leader.



SafePlace

Where Kids Get Help...FAST

ALEXANDRIA NATIONAL SAFE PLACE PROGRAM

703.746.5400

QUICK GLANCE INFORMATION SHEET

- **WHAT IS NATIONAL SAFE PLACE?**
 - It's a **SAFE HAVEN**, where kids get help **FAST!**
 - 24 hour access to immediate help and support for all young people in crisis
 - A network of sites and resources sustained by qualified agencies, trained volunteers and businesses.
 - A Safety Net for youth that focuses on Intervention and Prevention.

- **HOW WAS IT DEVELOPED?**
 - Developed in Louisville, KY 1982. And began to be replicated in other cities in 1987.
 - Program began in response to many calls to the YMCA Shelter House from youth who did not have a way to get there after running away.

- **HOW CAN A "SAFE PLACE LOCATION" BE RECOGNIZED?**
 - Bright yellow and black diamond-shaped sign with an adult embracing a youth sheltered by a house
 - Every official Safe Place will have this sign attached to the outside of each location

- **WHAT ARE THE BENEFITS OF SAFE PLACE?**
 - Offers immediate help and safety
 - Creates more awareness for abused, neglected and runaway youth
 - Provides opportunities for city agencies and communities to partner
 - Law enforcement connect with youth and offer help
 - Connects our community to a national program and recognized signage of immediate help and safety.
 - Displaying Safe Place signs signal a commitment to youth safety
 - Provides support to already existing services

- **HOW DOES SAFE PLACE WORK FOR A YOUTH SEEKING HELP?**
 - A youth in crisis entering a location displaying a Safe Place sign and verbally or non-verbally seek help.
 - The youth will wait in a quiet comfortable place while the site Safe Place Manager or the Alexandria Safe Place office is called.
 - The assigned responder will take over and assess the youth to determine the next step.
 - If necessary the youth is transported to a youth service agency.
 - Counseling and shelter services are arranged, if needed.

- **HOW MANY SAFE PLACE LOCATIONS WILL ALEXANDRIA HAVE? WHERE ARE THEY?**
 - Alexandria will launch 24 community Safe Place sites. 11 Recreation facilities, 9 Fire Facilities, 2 local shelters, 1 non-profit and the Center for Alexandria's Children

- **WHO DO I CONTACT ABOUT SAFE PLACE INFORMATION, PRESENTATIONS OR STAFF & SITE TRAININGS?**
 - Contact the Alexandria Safe Place Office at 703.746.5400 or Ann Redfearn, Alexandria's National Safe Place Coordinator at ann.redfearn@alexandriava.gov or 703.746.5410

ALEXANDRIA SAFE PLACE SITES

(Updated 9.1.11)



SITE NAME	ADDRESS	PHONE	SITE CONTACT
Dept. of Recreation @Lee Center & Therapeutic Recreation @Lee Center	1108 Jefferson Street Alex., Va. 22314	703.746.4343 703.746.5422	Paula Dade Jami Aylor
Nannie J. Lee Recreation Center	1108 Jefferson Street Alex., Va. 22314	703.746.5550	Rodney Bates
Charles Barrett Recreation Center	1115 Martha Custis Drive Alex., Va. 22314	703.746.5551	Gertrude Harvey
Charles Houston Recreation Center	901 Wythe Street Alex., Va. 22314	703.746.5552	Bertha Coleman
Cora Kelly Recreation Center	25 Reed Avenue Alex., Va. 22305	703.746.5554	Angela Redfearn
Chinquapin Park Recreation Center	3201 King Street Alex., Va. 22302	703.746.5553	RaShawn Jackson
Mt. Vernon Recreation Center	2701 Commonwealth Avenue Alex., Va. 22301	703.746.5556	Candice Goins
Patrick Henry Recreation Center	4643 Taney Avenue Alex., Va. 22304	703.746.5557	Bryan Williams
William Ramsay Recreation Center	5650 Sanger Avenue Alex., Va. 22311	703.746.5558	Frank Johnson
Jerome "Buddie" Ford Nature Center	5750 Sanger Avenue Alex., Va. 22311	703.746.5559	Jane Yeingst
Oswald Durant Center	1605 Cameron Street Alex., Va. 22314	703.746.5560	Demetrius Jones
Alexandria City Fire Station #201	317 Prince Street Alex., Va. 22314	703.746.5201 703.746.5200 (HDQ)	
Alexandria City Fire Station #202	213 East Windsor Avenue Alex., Va. 22301	703.746.5202 703.746.5200 (HDQ)	
Alexandria City Fire Station #203	2801 Cameron Mills Road Alex., Va. 22302	703.746.5203 703.746.5200 (HDQ)	
Alexandria City Fire Station #204	900 Second Street Alex., Va. 22314	703.746.5204 703.746.5200 (HDQ)	
Alexandria City Fire Station #205	1210 Cameron Street Alex., Va. 22302	703.746.5205 703.746.5200 (HDQ)	
Alexandria City Fire Station #206	4609 Seminary Road Alex., Va. 22304	703.746.5206 703.746.5200 (HDQ)	
Alexandria City Fire Station #207	3301 Duke Street Alex., Va. 22304	703.746.5207 703.746.5200 (HDQ)	
Alexandria City Fire Station #208	175 N. Paxton Street Alex., Va. 22304	703.746.5208 703.746.5200 (HDQ)	
Alexandria City Fire Station #209	2800 Main Line Blvd. Alex., Va. 22305	703.746.5209 703.746.5200 (HDQ)	
Community Lodgings	607 Notabene Drive, #1 Alexandria, VA 22305	703.739-5856	Antonio Tamariz
Northern Virginia Shelter Care (Youth Facility)	NOT A WALK-IN FACILITY Referral needed. Contact 703.746.5400 for additional information		
Carpenter's Shelter (Family Facility) (Must be 18 or with a parent)	930 North Henry Street Alex., Va. 22314	703.548.7500	
Child Protective Services & The Center for Alexandria's Children	1900 N. Beauregard St. Suite 200 Alex., Va. 22311	703.746.5800/ 703.746.6008 703.838.4381	Jennifer Cann Giselle Pelaez

Alexandria Safe Place Office 703.746.5400

For more information about Alexandria Safe Place contact Ann Redfearn, Recreation Teen Program Coordinator &
Alexandria National Safe Place Coordinator at ann.redfearn@alexandriava.gov or call 703.746.5410

City of Alexandria, Virginia

MEMORANDUM

DATE: OCTOBER 20, 2011

TO: PARK AND RECREATION COMMISSION MEMBERS

FROM: JACK BROWAND, ACTING DEPUTY DIRECTOR, PARK OPERATIONS
DEPARTMENT OF RECREATION, PARKS & CULTURAL ACTIVITIES

SUBJECT: PARK AND RECREATION COMMISSION - ITEM III-B
PARK OPERATIONS UPDATE

Eagle Scout Project Replaces Stairs at Beverly Park

Over the weekend of September 23-25, City of Alexandria Boy Scouts, under the direction of William Rainey, replaced the old stairway at Beverly Park. The new stairs, wider and more stable, will serve the community for years to come.



Holmes Run and Dora Kelly Trail Repairs Completed

RPCA staff, with assistance from T&ES, completed repairs to the Holmes Run and Dora Kelly Trails. Work included restoration of the segment of trail washed out during Tropical Storm Lee, and the regarding and replacement of stones along the trail from the affects of erosion from Hurricane Irene and Tropical Storm Lee. Discussions continue with staff from T&ES to install improvements to the trail to reduce the affects of high water activities.

Combined City of Alexandria and ACPS Faculty Use and Grounds Maintenance Agreement

City and ACPS staff completed revisions to the joint facility and grounds maintenance memorandum of understanding. The document is under final review by City and ACPS legal staff and ratification by the City Manager and School Superintendant is expected in November. The joint City and ACPS coordination committee includes staff from ACPS and the Departments of Recreation, General Services and Transportation and Environmental Services.

RPCA hosts Earth Force Workshop

On Saturday, October 15, RPCA staff facilitated an Earth Force Workshop in Dora Kelley Park. Master Naturalists, environmental educators, and committed volunteers joined educators, teachers (grades 5-8), after-school coordinators, and partners from Alexandria, Arlington, and D.C. participated in discussions on completing the Earth Force community action and problem-solving process; water monitoring field methods; flooding in urban streams; and service learning project implementation.

Annual Fall Tree Sale held on Saturday, October 15

The City Alexandria's Urban Forestry Section held a tree sale on Saturday, October 15 from 8 a.m. to 1 p.m. at the Westminster Presbyterian Church. The goal of the sale is to promote the preservation of the Alexandria's tree canopy by encouraging the planting of trees on private property throughout the City. More than 100 trees were sold to Alexandria residents.

Friends of the Dora Kelley Nature Park to Sponsor Annual Fall Cleanup on Saturday, October 22

Volunteers needed to assist in annual fall cleanup of the Dora Kelley Park. Volunteers may assemble at one of three park entrances: Morgan Street; Chambliss St. at tennis courts behind John Adams Elementary School; or Chambliss St. & Holmes Run Parkway. Rain date is Sunday, October 23. For additional information, call David Dexter at 703.820.6639.

City of Alexandria, Virginia

MEMORANDUM

DATE: OCTOBER 20, 2011

TO: PARK AND RECREATION COMMISSION MEMBERS

FROM: ALISA CARREL, DEPUTY DIRECTOR, OFFICE OF THE ARTS
DEPARTMENT OF RECREATION, PARKS AND CULTURAL ACTIVITIES

SUBJECT: **OCTOBER 2011 COMMISSION MEETING, ITEM III-C
UPDATE ON THE OFFICE OF THE ARTS AND ARTS COMMISSION
ACTIVITIES**

Please see Attachment:
OFFICE OF THE ARTS MONTHLY STAFF REPORT – OCTOBER 2011.

**OFFICE OF THE ARTS MONTHLY STAFF REPORT
OCTOBER 2011**

GRANTS PROGRAM:

Alexandria Commission for the Arts Grants Program

Team Lead: Cheryl Anne Colton

Status: The online grant program went "Live" on September 13. Twenty-five people have attended three of the four FY 2013 Grant Workshops.

Important Dates: Final FY2013 Grant Workshop, Wednesday, October 26, 2 pm, Durant Arts Center. The FY 2013 grant deadline is Friday, November 18.

PUBLIC ART POLICY:

Team Lead: Alisa Carrel

Status: A meeting with the City Manager's Office and Planning and Zoning was held on September 28 to discuss alternate options for the calculation of funding by private developers. A meeting will be scheduled with the Ad Hoc Work Group for the policy, as well as City councilmembers.

PUBLIC ART PROJECTS:

BRAC – Art Wall and Sculpture

Team Lead: Alisa Carrel

Status: Official approval has been received for the public art project at BRAC. Artist Heidi Lippman will begin fabrication and installation will occur in approximately nine months. The U.S. Army Corp of Engineers will hold a dedication ceremony after installation.

Del Ray Farmers' Market

Team Lead: Alisa Carrel

Status: The developer at 2312 Mt. Vernon Ave. has contributed \$10,000 toward public art envisioned for the Del Ray Farmers' Market parking lot.

The former Duron Paint Building

Team Lead: Alisa Carrel

Status: There have been some delays with the construction of the stage but the project is still moving forward. The venue will be used as a screening site for the Film Festival. The construction level of the stage will not impact the use of the site for the festival.

Contrabands & Freedmen's Cemetery Memorial Sculpture

Team Lead: Alisa Carrel

Status: The deadline for submitting applications is October 17. The Selection Panel will meet in November to identify the finalists.

Police Memorial

Team Lead: Alisa Carrel

Status: No update.

Charles Hamilton Houston Memorial

Team Lead: Alisa Carrel

Status: Pat Miller and Alisa met with Beth Temple to discuss fund raising plans.

King Street Gardens Park

Team Lead: Cheryl Anne Colton

Status: Sixty people attended the Friday, September 22, “Supper Under the Stars” sponsored by the Old Town Business and Professional Association and the King Street Gardens Park Foundation. On Saturday, October 15, forty-five people including the Mayor Euille, Vice Mayor Donley, Councilwoman Pepper and Councilman Fannon, attended the rededication of the King Street Gardens Park.

PUBLIC ART IN URBAN PLANNING:

Waterfront Plan

Team Lead: Alisa Carrel

Status: At the October 12 meeting the Waterfront Work Group adopted the following statement regarding art & history:

HISTORY AND ART

1. A plan should adopt the document “*Alexandria Waterfront History Plan: Alexandria, A Living History*” in total and should include the History Plan recommendations.
2. History should inform every aspect of the design of public spaces and private redevelopment along the waterfront.
3. All historic buildings in the plan area should be preserved and adaptively reused with restored to active uses on the ground floor that are welcoming to the public. , preferably for uses that welcome the public.
4. A plan should adopt the document “*Alexandria Waterfront Public Art Proposal*” in total and should include the public Art Plan recommendations.
5. A plan should adopt the Art Walk concept and public art should be a prominent feature of the public realm.
6. There should be flexible space for performing arts along the waterfront.
7. A plan should support the retention, expansion and establishment of museums, cultural and educational institutions, and related elements (such as historic ships) in the waterfront area, including the history/cultural anchor concepts described by the History and Art Plans.
8. An artist and historian should be included in the design of the public spaces.

ALEXANDRIA POET LAUREATE:

Team Lead: Cheryl Anne Colton

Status: Amy Young, Poet Laureate will host a Poetry Summit on Tuesday, October 25 beginning at 5 pm at the Durant Arts Center. The purpose for the meeting will be to solicit ideas for this year’s National Poetry Month.

Amy Young, Poet Laureate will be offering a “Come Write with Me Again” workshop series beginning in November. These sessions are scheduled for November 7, 14 and 21, and December 5 and 12 at the Durant Arts Center. Individuals who had already participated in the initial “Come Write with Me” writing series are invited to participate. Amy will also be offering the third set of “Come Write with Me” writing workshop beginning January 23.

Important Date(s): Poetry Summit, October 25, 5 pm and Writers Group meetings, Mondays, 7-9 pm, Community Arts Room, Durant Arts Center.

COLLABORATION:

Anti-Stigma/Mental Health Awareness

Team Lead: Cheryl Anne Colton

Status: The “Art Uniting People” exhibit will remain at Beatley Library until early January. Anti-Stigma/Mental Health Awareness Committee made a commitment to host a similar exhibit in 2012. The exhibits will be held at the Lee Center and Beatley Library. On October 6, the Anti-

Stigma/Mental Health Awareness Committee and artists from the Torpedo Factory Arts Center held a “Mask” workshop. The “Masks” are now on exhibited in the Target Gallery.

Important Date(s): “Mask” exhibiting at Torpedo Factory Art Center; “Art Uniting People” Beatley Library exhibit through January 2012.

Center for Teaching Excellence Program

Team Lead: Cheryl Anne Colton

Status: The Virginia Community College System’s Northern Virginia Chapter of the Center for Teaching Excellence program will hold their fall seminar in Alexandria, VA. Scheduled for October 21, the seminar will focus on both history and arts in Alexandria. Currently, 35 individuals are registered to participate.

Overview for the seminar:

- Sushmita Mazumdar, artist, writer and member of Empowered Women International, is the project manager for seminar.
- Date/Time: October 21, 2011, 9 am – 5 pm, Torpedo Factory Art Center, Gadsby Tavern Museum and The Lyceum.
- Theme “*Exploring Inspiration: The Art and History of Old Town Alexandria.*”
- Sessions for the day: The Creative Process & the Artist; Keynote address: History of Torpedo Factory; Turning Notes into Music; Art & the Public; Bringing History to Life in Local Museums; and, Being Comfortable with Uncomfortable History.

The seminar is funded by the Virginia Community College System. Volunteer escorts are needed. If you are able to assist on October 21, please inform Cheryl Anne Colton.

Important Date(s): Fall VCCS Seminar, “Exploring Inspiration: The Art and History of Old Town Alexandria,” October 21, 9 am – 5 pm, Torpedo Factory Art Center, Gadsby Tavern Museum and The Lyceum.

ARTS MARKETING INITIATIVES/SPECIAL EVENTS:

Branding Project

Team Lead: Alisa Carrel

Status: No update.

Kaleidoscope

Arts Forum Project/Team Leads (Staff): Alisa Carrel, Cheryl Anne Colton

Status: Kicking off the first annual Kaleidoscope is an exhibit of photographic images by Darren Smith, Senior Photographer, National Geographic which are in City Hall’s third floor gallery. Along with the special quilt exhibit located in City Hall’s Vola Lawson lobby and the Communication’s Office. Twenty art quilts with kaleidoscope images are on loan from the Virginia Quilt Museum. The kaleidoscope photographic images and quilts will remain up until the second week in November. Commemorative kaleidoscopes can be purchased at: www.artskaleidoscope.com. The complete list of Kaleidoscope events can also be found on the Kaleidoscope web site.

Important Date(s): September 5 through October 31, 2011, various Alexandria locations.

Film Festival – November 3 - 6

Team Lead: Alisa Carrel

Status: The schedule has been finalized and tickets went on sale on October 3rd. Nearly 50 films will be screened, representing the following countries: Afghanistan, Belgium, Costa Rica, The Czech Republic, El Salvador, France, Germany, Israel, Mexico, Spain, The Netherlands, United Kingdom and the United States. Many filmmakers will be present.

Venues include the Masonic Memorial, Athenaeum, Old Town Theater, Black History Museum, and the former Duron Paint Store building. Contributors of \$100 or more are invited to a donor reception at The Morrison House on Wednesday, November 2. The opening night film will be at

the Old Town Theater. A pre-film reception will be at AguaViva Restaurant (upstairs – ticket to the opening night film “Ed Hardy Tattoo the World” or pass is required) and a post-film party at Red Rocks Pizza (open to the public). Commissioners are encouraged to volunteer for the event and purchase tickets. Jury Prize winning film “Des Indiens Comme Nous” will be shown at the Masonic Memorial at 6:15. The Awards Ceremony and Closing Reception will follow.

We have raised \$12,325, with a goal of \$18,000. Major sponsors include: Jen Walker Realtor, The Grille at Morrison House, Pulte Homes at Potomac Yards, and Alexandria Hyundai. Additional funds are needed to pay for the audio/visual costs. For more information, visit: www.AlexandriaFilm.org.

Important Dates: Next Meeting October 20, 7pm, Durant Arts Center; Film Festival November 3 – 6, various Alexandria Locations.

Youth Arts Festival

Team Lead: Cheryl Anne Colton

Status: No update. Youth Arts Festival meeting has been scheduled.

CITY GALLERIES PROGRAM:

Call for Artists/Placements

Team Lead: Cheryl Anne Colton

Status: Cheryl Anne Colton met with Renee DiPilato, Branch Manager, Charles Beatley Central Library about several City Galleries issues. These issues discussed are:

- Rick Jones (current artist exhibiting his works in library foyer) wishes to donate a bust of Charles E. Beatley, Jr. (see attached images). The Library Board has a working “draft” of a policy for accepting donations other than books. Renee was uncertain if this policy addresses art pieces. The following questions will need to be addressed by the Public Art Committee:
 1. Does the Library Board wish to accept this donation?
 2. Is there needs to be a permanent location identified at the Charles E. Beatley Central Library for where the bust will be located?
 3. And finally, how can the Office of the Arts facilitate the acceptance of the gift/donation of the bust?
- The current “call for artists” was shared with Renee, so both she and her staff can help field questions about the “call.” She did not know that the artists selected for placement at Beatley were curated in by the City Galleries Committee.
- The pedestals (6) and stanchions (2 sets) are property of the Office of the Arts. The Charles Beatley Central Library will purchase two additional sets of stanchions so that the stanchions can be returned to the Durant Arts Center.
- The Beatley Library is a gallery location for the City Galleries program. Because there was nothing in writing for the creation of this gallery location, Library system wishes to have a memorandum of understanding between the Library and Office of the Arts/Alexandria Commission for the Arts. Renee will prepare the first draft.

PROFESSIONAL DEVELOPMENT

Internship Program

Team Lead: Cheryl Anne Colton

Status: Three interns are working for the fall. Their project descriptions follow this report.

RESEARCH:

Local Arts Index & the Arts and Economic Prosperity IV Study

Team Leads: Alisa Carrel and Cheryl Anne Colton

Status: No update.

###

CALENDAR [October – early November 2011]

Arts Education Committee

Monday, October 17, 6:30 pm, La Madeline, King Street

Alexandria Commission for the Arts

Tuesday, October 18, 7 pm, Durant Arts Center.

Film Festival Committee

Thursdays, October 20 and 27, 7 pm, Durant Arts Center

Poetry Summit

Tuesday, October 25, 5 pm, Durant Arts Center

Grant Workshops Fiscal Year 2012-2013

Wednesday, October 26, 2 pm, Durant Arts Center

Alexandria Arts Forum

Thursday, October 27, 12 noon, Durant Arts Center

Alexandria Film Festival

Thursday, November 3, 7:30pm – Sunday, November 6, 8:30pm, Various Alexandria Locations.

Public Art Committee Meeting

Thursday, November 9, 6:45pm, Durant Arts Center

City Galleries:

- **Art in City Hall**, Alexandria City Hall, 301 King St, 2nd Fl, Monday - Friday, 8 am – 5 pm
Bi-Annual Art in City Hall Juried Exhibition, through December 17, 2011
- **City Council's Office**, Rm 2204, City Hall, Linda Bankerd, paintings, through January 2012
- **Mayor's Office**, Rm 2331, City Hall, Polk Elementary School students, Norman Rockwell-inspired "Saturday Evening Polk" photographs, through January 2012
- **Department of Planning and Zoning**, 2nd Floor, Rm 2100, City Hall, Noel Harris, architectural drawings, through January 2012
- **City Manager's Office**, Rm 3500, City Hall, Robert Keating, wildlife photography, through January 2012
- **Vola Lawson Lobby**, Kaleidoscope Arts Festival's Quilt Exhibit, quilts provided by the Virginia Quilt Museum, through November 7.
- **Market Square Lobby**, City Hall, Living Legends of Alexandria, photographed by Nina Tisara, through January 2012
- **Department of Transportation and Environmental Services**, 4th Fl, City Hall, Melissa Schleuger, painting, through January 2012
- **Employee Lounge**, 5th Fl, City Hall, Regina Barker-Barzel, paintings, through January 2012
- **Charles E. Beatley, Jr. Central Library**, 5005 Duke St, Foyer, Rick Jones, bust sculptures, through January 2012
- **Main Gallery, Beatley Library**, "Art Uniting People: A Celebration of Creativity and Mental Health," mixed media, through January 2012

- **Lee Center**, 1108 Jefferson Street, **Upstairs Gallery**, Andrew Zimmermann, black and white photography, through December 2011; **Director's Gallery**, Farah Ahmed, paintings, through October 2011
- **Durant Arts Center**, 1605 Cameron St., upcoming exhibits, Young At Art, **Main Gallery** and **Community Arts Room**, Ryan Schering, paintings.

INTERNS – Fall 2011

Amelia Jane Gordon, August through December 12, 240 hours, (Monday-Wednesday, 9 am - 4 pm), Recent graduate, BA Graphic Design Major, Marymount University, Arlington, VA. Ms. Gordon is managing the City Gallery Program. She will work with Rachel Wallach to create a “call for artists” for placement of artists for FY2012-2014.

Ashlee Liedkte, September 13 – December 12, 120 hours, (Tuesday 10 am - 4 pm; Wednesday 1:30 pm – 4:30 pm; Friday 10 am – 3 pm), BA/Fine Arts Major, Senior, Marymount University, Arlington, VA. Ms. Liedkte will assist with soliciting and managing volunteers for the Alexandria Film Festival. She will also assist with hanging shows for the City Galleries Program.

Robin Parker, August - November 120+ hours. Masters of Arts Administration-Goucher College Baltimore MD. Ms. Parker is working with Alisa Carrel on the Alexandria Film Festival.

Rachel Wallach, September through December 12, 240 hours, (Tuesday-Friday, 9 am-4 pm), BA Communications Major, Senior, Emerson College, Boston, MA. Ms. Wallach is currently participating as a student with the Washington Center for Internships and Seminars. Ms. Wallach will work with Amelia Gordon to create a “call for artists” for placement of artists for FY2012-2014. She will also track entries for the Contrabands and Freedmen’s Cemetery public art project.

City of Alexandria, Virginia

MEMORANDUM

DATE: OCTOBER 20, 2011

TO: PARK & RECREATION COMMISSION MEMBERS

FROM: PARK PLANNING, DESIGN & CAPITAL DEVELOPMENT TEAM
RON M. KAGAWA, ASLA LEED AP DIVISION CHIEF
LAURA D. DURHAM, CITY OPEN SPACE COORDINATOR
BETHANY A. CARTON, ASLA PARK PLANNER
DAVID H. GHEZZI, AIA LEED AP ARCHITECT
JUDY LO, ASLA LANDSCAPE ARCHITECT
DANA W. WEDELES, PARK PLANNER

SUBJECT: **ACTIVITIES UPDATE SEPTEMBER, 2011**
OVERVIEW – SELECTED PROJECTS AT A GLANCE, ITEM- III-D-i

See Attached Project Update

###

Active Park Planning Projects

Monday, October 17, 2011

12:44:54 PM

Lead	Project Name	Team	%Complete	Est. Completion
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VDOT/NPS/PCC

Jones Point Improvement/Renovation RMK JB 12-Jun-12
 Notes: RPCA Staff as City lead. Community Liaison Group meeting held on 09.13.

VDOT

Four Mile Pedestrian Bridge DW RK 01-Mar-12
 Notes: Contract drafting between NVRC and design consultant(s). Scope is being refined based on cost constraints.

Freedman's Cemetery LD RMK 01-Nov-12
 Notes: Construction start anticipated Fall, 2011 and completion estimated for 2012. Pre Construction Meeting held 8/18/2011. Bid opening 10.04.2011. Results pending review of contractor references and quals

Freedman's Cemetery Sculpture AC RK Preliminary Plan
 Notes: Alisa Carrel coordinating RFP for artists. Timing based on anticipated construction schedule.

Witter BC RK 10% CA 01-Nov-12
 Notes: Construction is underway and earthwork/retaining wall operations are in progress. Anticipated project delivery Spring 2012 and softball field/plantings Fall 2012.

TE&S

Holmes Run trail Feasibility Study DW 15-Feb-12
 Notes: TE&S is working with consultant team to improve trail between Brookvalley Park and 395.

S. Washington St. Improvements RPCA: DG, RK, J
 Notes: RPCA to perform existing tree metrics. Meeting was held with TES on 26-July. TES to investigate and finalize project scope. Project Delivery anticipated 12.2012

RPCA

1 & 7 East Del Ray LD JL 97% 01-Aug-11
 Notes: Plantings installed late September. Park dedication with Del Ray Citizens Association to occur next Spring. Currently no funding for Phase II.

ADA Study RK JL DW
 Notes: Scope of work needed. DW and JL to begin.

Aquatics Master Plan LD RMK 30-Nov-11
 Notes: Consultant team of KHI/Cousilman-Hunsaker and Brailesford-Dunaway provided Phase II update at June PRC. Preparing City Council Work Session presentation for Nov.2011.

Lead	Project Name	Team	%Complete	Est. Completion
	Ben Brenman Lighting	JL WP	0%	
	Notes: Replace 13 lights; Cost estimates finalized. Scheduled for Fall, 2011 implementation.			
	Ben Brenman Supervisor Room	DHG		
	Notes: Drawings provided to Park Ops for construction on 09.16. Permit requirements to be determined by D. Claytor.			
	Boothe Park Playground Renovations	JL, BC		31-Jul-12
	Notes: ACPS & Samuel Tucker staff meetings held Oct. to review concept plan. PRC to review at October meeting. Concept plan to be shown at Boothe Family Day and Cameron Civic and HOA meetings.			
	CAPRA Policies	JB RMK		
	Notes: Ongoing to sustain accreditation requirements.			
	Court Lighting Replacement	BC RJ CL		
	Notes: Project submittals under review. Construction anticipated in Nov. or Dec. Electrical service relocation request submitted to Dominion Power - work request #7408590 contact person Regina Turner.			
	Drainage Issues into Colasanto Center	AC RK		
	Notes: Site visit performed in early June and August. Anticipate engineering design in Fall, 2011.			
	Dugouts and Press Box	WP BC		
	Notes: To be replaced as part of the FY12 CIP. DG to inspect. BC to coordinate with Mac on scheduling.			
	Forest Park Bridge Replacement	JL, RMK	95%	02-Sep-11
	Notes: Solicitation provided t/Purchasing 11/2010. ITB issued 5/3/2011. Closing date 5/17/2011. Contractor is Ft. Meyer Construction. Completed Sept 2 w/temp. railing. Shop dwgs and final complete Oct. 31.			
	Fort Ward Ball Court Renovations	TT, BC		
	Notes: Complete renovation scheduled for June 2012 in coordination with St. Stephens and St. Agnes School calendar.			
	Four Mile Run Restoration	DW, RMK	90% design	
	Notes: 90 % design comments complete. Construction commencement anticipated in Summer, 2012, pending solicitation and permitting. \$65,000 needed in FY13 CIP requests to cover administrative costs.			
	Ft Ward Park	LD		
	Notes: Interdept. MOU signed by all depts. Sept. 2011. Funding for addl. implementation is contingent funds for FY12, including management plan. Advisory Group held second meeting October 12, 2011.			
	Furniture Replacement	DW BC & Ops		
	Notes: DW to begin list of priorities based on inventory. Orders to begin in Nov. 2011.			

Lead	Project Name	Team	%Complete	Est. Completion
	Hooffs Run Basketball Court Renovation	KW BC	90%	14-Sep-11
	Notes: Resurfacing and color coating complete. Minor site re-grading to be completed in Sept. Waiting for optimal germination window to perform grade and seed work.			
	Hume Springs Fence Improvements	RB Identified		
	Notes: Needs upgraded locking system (ops).			
	Irrigation Study	BC RMK KW		
	Notes: Communications established with Charles Houston CCU. Pilot program to be initiated in Oct.			
	James Bland	LD RK		
	Notes: Phase with City park site is in final site plan review with expected construction starting in Fall 2011.			
	King Street Gardens Improvements	AC		
	Notes: To be scheduled around farmers market (ends Oct., begins May)			
	Landover Park Irrigation	KW RT DC	90%	
	Notes: Working with electrical contractors to determine source of power for the system but the irrigation has been installed. Project is delaying planting.			
	Little Simpson Fence Replacement	BC KW	90%	14-Sep-11
	Notes: Installation complete, minor adjustments to net pending, to be completed 10/17-10/31.			
	Luckett Field Improvements	TT BC		
	Notes: Backstop and Raise Net - part of FY12 CIP			
	Marina Electrical Upgrades	JH DW		
	Notes: new Electrical wiring for cameras; Divide 30 Amp receptacles for transient boaters G/H pier; reduce amp at E/F and 2 amps at E/F			
	Maxicom Audit	KW BC		
	Notes: Complete audit of existing irrigation at Charles Houston to enable full Maxicom functionality. Park Ops receiving Maxicom training. Connection to C. Houston CCU complete. Site Test scheduled for Oct.			
	Montgomery Dog Area			
	Notes: Enlarge fenced area and provide shade (2000 master plan, unmet). Developer contributions with Harris Teeter Project.			
	Monticello dog area			
	Notes: Replace bollards (all 4 missing). Pending Park Operations work order.			

Lead	Project Name	Team	%Complete	Est. Completion
	Mount Jefferson Playground Renovation	JL	65%DD	01-Jun-12
	Notes: Grading plan and contract documents to commence in September, 2011. Cost estimates to be obtained in October/November.			
	Needs Assessment	DW	90%	01-Aug-11
	Notes: mtgs held in Oct. with Youth Sports, T&ES, P&Z, Arts Commission, and FMR-ACG. City Council Work Session scheduled for Nov. 9, 2011.			
	Oronoco Bay Observation Deck	RJ CL		
	Notes: Harry submitted the drawing for the permit on 10-5-11 and to apply for the permit. See Attachment. Randy met with Harry Braswell on 7/8/11. Demo work to begin in Fall, 2011.			
	Oronoco Trail Improvements	JL RJ		
	Notes: Vendor is updating the proposals and a re design has been proposed to regulate the erosion issues .Purchase Order Request to be submitted to Finance in Fall 2011. 9/22 mtg set to review project scope.			
	Park Inventory	DW	90%	14-Sep-11
	Notes: All data collected. Minor edits in GIS remain. Organization of information to be completed.			
	Park Standards	BC JL		
	Notes: Standards draft complete for park furnishings and playgrounds. Park Operations and review returned October 4.			
	Parking Improvements	BC WP		
	Notes: Investigating parking options with T&ES OEQ Staff.			
	Pathway to Field	DG WP		01-Sep-11
	Notes: Developing estimates for work. Anticipate completion by November 30, 2011.			
	Piling Replacement	JB JH CL		
	Notes: City received the permit to schedule piling replacement. Anticipate Fall, 2011 delivery. Pilings greater than 40 ft required.			
	Potomac Yard Soccer Goals	KW MS BC	0%	30-Sep-11
	Notes: M. Slover compiling quotes for new goals.			
	Powhatan Basketball Renovation	BC KW		
	Notes: Published as FY 2010 Project			
	Rehabilitation of new Parcels	LD	10%	01-Jul-11
	Notes: Park Plan approved by PRC in March 2011. Implementation of Phase I through fall 2011/spring 2012 in coordination with TES.			

Lead	Project Name	Team	%Complete	Est. Completion
	Simpson Tennis Court Improvements	BC	0%	
	Notes: Currently in purchasing. Project anticipated to be complete Spring/Summer 2012.			
	Timber Improvements	KW DW	20%	
	Notes: All hazardous nails and timbers removed. Quote for replacement of entire timber structure underway. Meeting with Avon Construction 10/4/11.			
	Waterfront Light Replacements	JB JH		
	Notes: Delivered. Have not yet been installed because bases need to be replaced. Bases est to cost \$15,000 total. CO being processed by Park Ops-Marina			
	Windmill Hill Court Renovation	RJ CL BC		
	Notes: Project currently being processed through Procurement. Anticipate renovation in Spring 2012.			
P&Z				
	Arlandria Implementation	LD DW	80% Planning	
	Notes: Ongoing planning and implementation of Phase I of Four Mile Run Park Expansion and Community Building project implementation over late Fall 2011/early Spring 2012.			
	Beauregard Corridor Small Area Plan	LD RMK	90% Planning	
	Notes: Ongoing open space and park contributions are being discussed by stakeholder group, staff and ACPS. City Council work session held in September 2011.			
	Braddock Small Area Plan	LD	90% Planning	
	Notes: G. Services providing property mgmt for open space property on N. Henry with 18 mo. Tenant lease signed in 2/2011. Ongoing discussions with P&Z on remaining open space - meeting held August 23.			
	Eisenhower ASA	BC, RMK		
	Notes: DSUP for ASA tanks and above structure field was approved by Planning Commission and City Council in October, 2011. Anticipate field use in 2015.			
	Eisenhower Avenue Widening	BC RMK	30% Design	
	Notes: 30% Submission Drawings under review.			
	Eisenhower Station	BC, RMK	40% Design	
	Notes: Eisenhower Metro Station Square final design in progress.			
	Four Mile Run ASA	RMK BC DW	10% Design	
	Notes: Concept plan currently under review by staff. ASA anticipates a public meeting in Nov. and planning commission in Feb. 12			
	Landbay K	BC RMK		01-Oct-12
	Notes: Construction underway. Simpson Restroom Building is expected for demolition in October/November 2011. Park construction completion expected Spring 2013.			

Lead	Project Name	Team	%Complete	Est. Completion
	Mount Vernon Village Center	RK BC LD		
	Notes: Project may impact adjacent Four Mile Run Park. Ongoing negotiations with applicant. Hearing planned for late fall/early winter 2011.			
	Potomac Avenue	BC RMK	80% Construction	30-Sep-11
	Notes: Minor construction modifications in progress. Anticipate completion October/November 2011.			
	Potomac Greens	BC	85% Construction	
	Notes: Construction complete. As-Builts expected Fall/Winter, 2011.			
	Potomac Yard/Landbay D	BC	0	30-Mar-12
	Notes: Environmental remediation planned for late 2011 / early 2012. Public Outreach for remediation planned for October/November 2011.			
	Potomac Yard/Landbay I/J	BC		01-Jan-13
	Notes: Anticipate construction early 2011 and acceptance by the City for phase one (Custis) late 2012 and phase two (Howell) late 2013.			
	Public Safety Center	RK	70% Construction	01-Sep-12
	Notes: Under construction. Planting installation at 90 percent.			
	Ramsey House Visitor's Garden	JL RK		
	Notes: Garden Club of Alexandria and PZ BAR Staff project. Project scoped only. MOA to be developed upon receipt of additional materials. No activity May-Sept., 2011. Project likely terminated by GCA.			
	Route 1 Improvements	BC	90% Design	
	Notes: Infrastructure construction on Phase I commenced September 2011. Design coordination ongoing with T&ES for Phase II Mass Transit project.			
	Simpson/Potomac Yard Field Replaceme	BC	95% Construction	01-Sep-11
	Notes: Minor construction revisions in progress. Project is anticipated to be transferred to the City Fall 2011.			
	Waterfront Plan	LD RK		01-Sep-11
	Notes: The City Council established Waterfront work group with Council decision deferred to late Fall 2011/early winter 2012.			
ACPS				
	Hammond Upper Field	DW RMK		
	Notes: BZA Hearing on 10/13/11.			
	Jefferson-Houston	DW RMK		01-Sep-14
	Notes: VMDO selected as Ed Spec consultant; Bradford & Dunleavy selected as Project Manager. AE selection Oct 19. Public Mtg scheduled for Oct. 26.			

City of Alexandria, Virginia

MEMORANDUM

DATE: OCTOBER 20, 2011

TO: PARK & RECREATION COMMISSION MEMBERS

FROM: PARK PLANNING, DESIGN & CAPITAL DEVELOPMENT TEAM
DAVID H. GHEZZI, AIA ARCHITECT
RON M. KAGAWA, ASLA LEED AP DIVISION CHIEF

**SUBJECT: CAPITAL FACILITY MAINTENANCE PROJECTS (CFMP)
PROCESS FOR RECREATION CENTER & FACILITIES PROJECTS-
ITEM III-D-ii.**

ITEM:

This MEMORANDUM is a guide with flexibility to adapt to the inherent peculiarities and critical conditions of individual projects. By formalizing CFMP procedures into steps, explaining each corresponding process in sufficient detail, and making available to all Centers and Facilities Managers, we intend to:

- A) Raise the threshold of quality service, both as anticipated and real.
- B) Establish a uniform level of service across the City to all Rec Center and Facilities.
- C) Eliminate the lag time between project inception and completion.
- D) Establish and implement a project prioritization system.
- E) Maximize use of funds in current budgets.
- F) Track CFMP effectiveness over the long term to:
 - i. Determine and eliminate defective products and systems.
 - ii. Enable accurate forecasting and trending of future budgetary needs.
 - iii. Monitor and evaluate problematic Centers and Facilities and target for tailored strategies.

DISCUSSION OVERVIEW:

We shall discuss the purpose of this memorandum which is to provide an initial overview of the recommended processes and procedures for identifying, procuring, and executing CFMP PROJECTS FOR RECREATION CENTERS & FACILITIES. The memorandum has been distributed to all Recreation Center and Facility Directors and their staff in charge of entering CFMP requests into the new MP2 system. By structuring the process into clearly defined steps, we intend to facilitate the CFMP process, eliminate redundancies and minimize inefficiencies within the existing system. We also describe the proposed follow up required for each project with clearly defined roles of responsibility. A CFMP prioritization system for each project facilitates scheduling and minimizes delays for urgent projects.

The process and procedures described in this Memorandum are the results of a combined contribution from Deputy Directors William Chesley and Alisa Carrel, Center and Facilities Directors, Department of General Services Staff, and RPCA's Division of Park Planning. Comments and suggestions by the Commission are appreciated.

City of Alexandria, Virginia

MEMORANDUM

DATE: OCTOBER 05, 2011

TO: RPCA RECREATION CENTER & FACILITIES CENTER DIRECTORS

THRU: WILLIAM CHESLEY, DEPUTY DIRECTOR, RECREATION, RPCA
ALISA CARREL, DEPUTY DIRECTOR FOR ARTS, RPCA

FROM: DAVID GHEZZI, ARCHITECT; PARK PLANNING, RPCA
DONNA POILLUCCI, PORTFOLIO MANAGER; DGS
RON KAGAWA, DIVISION CHIEF; PARK PLANNING, RPCA

CC: FAYE MASLAKI, FISCAL OFFICER, RPCA
CHRIS BEVER, BUDGET ANALYST, OMB

**RE: CAPITAL FACILITY MAINTENANCE PROJECTS (CFMP)
PROCESS FOR RECREATION CENTER & FACILITIES PROJECTS-
ITEM III-D-ii**

The purpose of this memorandum is to provide an initial overview of the recommended processes and procedures for identifying, procuring, and executing CFMP PROJECTS FOR RECREATION CENTERS & FACILITIES. This information is a guide with flexibility to adapt to the inherent peculiarities and critical conditions of individual projects.

Step 1: IDENTIFY TASK.

Determine if the task is a CIP, CFMP, or Operating project, based on the following:

CIP: A capital project is an expenditure of more than \$10,000 that acquires, expands, repairs, or rehabilitates a physical asset with an intended useful life of at least 3 years (except trees and perennials). Capital projects do not include day-to-day maintenance expenditures. Capital funding for RPCA projects is used for the creation of new or expanded facilities or for the long-term maintenance of existing facilities.

CFMP: A capital facility maintenance project provides a work plan that projects the anticipated timetable and estimated costs of infrastructure and equipment repairs and/or replacements, based on industry standards for life expectancies of equipment and materials necessary to adequately maintain recreation facilities. In some cases, recreation equipment may be retained beyond the standards life expectancy if it is in good operating condition and/or if it is cost-effective. The CFMP also provides for the scheduled capital maintenance needs of recreation facilities, including painting and floor covering (carpet and tile) replacement; mechanical, electrical and plumbing systems; and window and roof replacements. Office furniture is not a part of the items covered.

CFMP: (continued) The Department of General Services, (DGS) administers CFMP projects and provides recommendations on which building systems and issues need to be addressed in priority. DGS works with RPCA to develop the list of projects that need to be addressed during the budget process once these projects are identified they are then submitted to City Council for approval.

CFMP priorities may change during the active Fiscal Year if an unexpected/unanticipated project emergency develops that requires immediate attention. Should this occur, DGS and RPCA will meet to realign priorities of remaining projects for that fiscal year.

RPCA Operating: Those responsibilities not belonging to DGS under the current MOU between DGS and RPCA dated February 22, 2011. For example: custodial and maintenance procedures and problems, non-building systems equipment such as stoves and exercise equipment, and replacement of lighting fixture lamps. For clarifications contact RPCA Architect.

Building Operating (per MOU):

Operational items include any routine maintenance or preventative maintenance associated with the building envelope, performed by the Department of General Services (DGS) staff. For such items, the Center's designated person shall enter the request and supporting information into the DGS – MP-2 System. Please note that multiple entries for the same item do not expedite remedy procedures and may actually slow the process due to overlapping information. For details of what DGS is responsible for please refer to the MOU cited above.

Step 2: IDENTIFY & PROVIDE INITIAL SCOPE OF WORK FOR THE TASK.

Submit a completed project request form via email to David H. Ghezzi, AIA LEED AP. David is the RPCA Architect and the Department's CFMP Program Manager (contact information is: david.ghezzi@alexandriava.gov). As Program Manager one of David's principal responsibilities is to act as coordinating liaison on behalf of RPCA with DGS. Photos and any additional justification for the project should be included with the submission. A copy of the form for providing information is attached to this memo and is also available on the O Drive at O:\CAPIMPRV\Forms.

Step 3: EVALUATE & PRIORITIZE.

The project will be entered into the CIP/CFMP Access database by the Park Planning team and evaluated based on priority among all other citywide RPCA projects. The following criteria will be applied:

- a. Is the project a Life Safety matter (Urgent)
- b. Economy of Scale (Can the project be combined with another project impacting the same service or area)

Step 3:

(continued)

- c. Quality of Function (Does the project potentially impact a revenue resource or adversely affect attraction of end-users)
- d. Is there an executive request for the project?
- e. Does the project relate to others to be processed in the current fiscal year?
- f. Is the Center under consideration for major renovation or replacement?
- g. If the project to be deferred what may be the potential impacts?
- h. What is the maintenance or operating impacts on the existing facility?

Step 4: CONFIRM SCOPE OF WORK IN DETAIL.

Upon determination of priority, RPCA and DGS staff will work with the Recreation Center Director to conduct a detailed site assessment and refined scope of work.

Step 5: ALIGN WITH AVAILABLE FUNDS & FISCAL YEAR CFMP.

Based on detailed site assessment and refined scope of work and cost estimates and/or solicited proposals, the project will be aligned with the Fiscal Year CFMP that the project can be budgeted. If funds are not immediately available, the project will compete with City-wide priorities in the intradepartmental/RPCA CFMP budgeting process for priority and schedule for completion.

Step 6: IDENTIFY LIKELY PROCUREMENT PROCESS ROUTE.

The procurement process used by DGS depends upon the project cost and complexity of task. General criteria for the process that will be followed by DGS on behalf of RPCA are outlined below:

- a. Project Cost > or = \$5,000.....Direct solicitation to vendors
- b. Project Cost > \$19,999.....Obtain >3 responses solicited informally
- c. Project Cost > \$29,999.....Obtain >3 responses solicited formally
- d. Project Cost \$30,000 <.....Solicit Formal City Request for Proposal

Step 7: PROJECT COORDINATION - CUSTOMER CARE.

If project work will impact Center customers, Center programs or Center use, Center Directors are strongly encouraged to provide timely notification of pending construction, schedules and any inconveniences. Be mindful that work areas may extend beyond the specific project site. For example, work area access may compromise interior circulation paths and exterior parking areas may be needed for materials staging.

Step 8: PROJECT COORDINATION - ON SITE & DURING CONSTRUCTION.

Center Directors shall make available a staff member and proxy to provide input on behalf of the Center. Periodic coordination and update meetings will be held by DGS in coordination with Park Planning staff. Recreation Center and Facilities staff shall not direct or instruct contractors or vendors without consultation of DGS and Park Planning staff.

October 05, 2011

Page 4 of 4

Step 9: CONSTRUCTION CLOSEOUT.

Upon completion of the work, follow-up with DGS and Park Planning staff to ensure that all punch-list items have been completed and that the Contractor satisfactorily demobilizes from the site/impacted areas. Ensure that Recreation Center and Facilities staff are informed of any warranty items or changes to previous maintenance regimens.

Step 10: PROJECT CLOSEOUT & WARRANTY PERIOD FOLLOW-UP.

Recreation Center and Facilities staff shall monitor completed construction continuously throughout the warranty period. If exceptions are noted prior to cessation of the warranty period, contact DGS and Park planning staff immediately. At the end of the warranty period coordinate an on-site warranty review with DGS and Park Planning staff.

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City of Alexandria, Virginia

MEMORANDUM

DATE: OCTOBER 20, 2011

TO: PARK & RECREATION COMMISSION MEMBERS

FROM: PARK PLANNING, DESIGN & CAPITAL DEVELOPMENT TEAM
RON M. KAGAWA, ASLA LEED AP DIVISION CHIEF
LAURA D. DURHAM, CITY OPEN SPACE COORDINATOR
BETHANY A. CARTON, ASLA PARK PLANNER
JUDY LO, ASLA LANDSCAPE ARCHITECT
DANA W. WEDELES, PARK PLANNER

**SUBJECT: CAPITAL IMPROVEMENT PROGRAM
EXTERNAL PROJECT REQUESTS – FALL 2011-ITEM III-D-iii**

ITEM:

In March 2011, the Park and Recreation Commission reviewed and approved a process to receive and review project requests from individuals and groups external to the City of Alexandria twice a year between March 30 and September 30 (see attached memo dated March 2011). The Park Planning, Design + Capital Development Division of RPCA has received eight external project requests that would require City funds for the 2011 fall review cycle, consistent with the established process for such projects. The following items are submitted for review by the Park Planning District Commissioners (applications are attached for reference):

I. Park Planning District I.

1. City Marina Utility Upgrade

The project request pertains to an existing project in the City's Capital Improvement Program. Improvements to modernize the utility connections at the City Marina are identified and scheduled for FY 2016 (\$250,000 for planning) and FY 2017 (\$1,000,000 for construction). This timeframe coincides with proposed improvements to the Marina Seawall. The external project request concerns the timing of the improvements and proposes addressing the project sooner than FY 2016/2017. The outcome of the current Waterfront Planning Process may affect the proposed project. The proposal suggests recouping the capital expenditure through increased user fees at the City Marina. Due to the existing fiscal climate, shifting any project forward in the City Capital Improvement Program will require shifting a commensurate project further into the future. (Project contact: Cheryl Lawrence)

2. City Marina Seawall Maintenance

The project request pertains to an existing project in the City's Capital Improvement Program. Improvements to renovate the north seawall at the City Marina are identified

and scheduled for FY 2016 (\$200,000 for planning) and FY 2017 (\$1,500,000 for construction). This timeframe coincides with proposed improvements to the Marina utility systems. The external project request concerns the timing of the improvements and proposes addressing the project sooner than FY 2016/2017. The outcome of the current Waterfront Planning Process may affect the proposed project. Due to the existing fiscal climate, shifting any project forward in the City Capital Improvement Program will require shifting a commensurate project further into the future. No private funds are identified for this project. (Project contact: Cheryl Lawrence)

3. Marina Waterway Trash Deterrence

The proposed project requests installation of additional measures to reduce debris in the water at the City Marina. The proposed project would improve the visual character of the Marina and potentially reduce the necessary labor to remove debris from the facility. Implementation of additional debris reducing methods varies widely for both engineering and construction, as well as annual operating costs. Such measures may also conflict with anticipated future waterfront capital improvements. No private funds are identified for this project. (Project contact: Cheryl Lawrence)

4. Marina Security Improvements

The proposed project would provide additional security measures at the City Marina. Existing security measures include security cameras and contracted security guards through the Department of General Services. Additional measures would increase safety and security of private property at the City Marina. Installation of permanent gates or other infrastructure could be impacted by the current Waterfront Planning Process. Any permanent structures would require review by the Board of Architectural Review. Capital implementation costs and annual operating costs would be determined through the design process. Implementation of motion detectors and additional cameras would require a plan and the necessary utility and communication infrastructure and would require annual expenditures for maintenance. The City currently contracts security services for the City Marina. Utilizing City staff for night security would require additional staff beyond current levels and would be an annual expenditure. Current Marina staff are not trained for security assignments. No private funds are identified for this project. (Project contact: Cheryl Lawrence)

5. Windmill Hill Park Bulkhead Repairs

The project request pertains to an existing project in the City's Capital Improvement Program. Improvements to renovate the Windmill Hill Park Bulkhead are identified and scheduled for FY 2016 (\$300,000 for planning) and FY 2017 (\$3,700,000 for construction). The external project request concerns the timing of the improvements and proposes addressing the project sooner than FY 2016/2017 to mitigate current safety concerns. The proposal suggests re-examining the current proposal to identify cost saving measures and investigating additional funding sources to resolve the current condition as soon as possible. Spring/Summer 2011 discussions with T&ES concurred that existing CIP funds may be used to complete an updated study and cost estimate for the repairs with approval of requested allocation. Due to the existing fiscal climate, shifting any project forward in the City Capital Improvement Program will

require shifting a commensurate project further into the future. No private funds are identified for this project. (Project contact: Laura Durham)

II. Park Planning District II.

1. Mount Jefferson Greenway Area

The proposed project would create an additional public access point from Route 1 to the lower portion of the Mount Jefferson Greenway. The public property is currently accessible at E. Raymond Avenue and is currently used as passive open space. The proposed project would improve access to public open space and address the need for enhanced connectivity in the City's Open Space network. Long range improvements would require a survey and engineered plans to provide ADA accessible routes throughout the greenway and at Route 1. Depending on the extent of required grading, a City approved site plan may be necessary. Anticipated capital expenditures range will be identified with a refined scope of work, but are expected to be at least \$200,000 for engineering and construction. Interim improvements at Route 1 would consist of vegetation clearing, minor grading, path surfacing, and fence modifications to provide a non-ADA accessible entry point. The estimated cost of interim improvements may range from \$12,500 to \$20,000. Additional annual operating expenses would be determined through detailed design and selected materials through the plan process. Volunteer efforts for the construction stage are offered in the project proposal. (Project contact: Laura Durham)

2. Simpson Park Batting Shell Fencing

The proposed project would create a secure storage area adjacent to the existing field to house the batting shell at the Simpson Park baseball field. The request addresses a concern for player safety during games when the shell is relocated to the left field foul line. The additional fenced area would be approximately 500 square feet and include approximately 70 linear feet of additional fencing. Initial capital expenditures are anticipated to be approximately \$1,400. The additional operating cost of maintaining the fence and additional warning track material is minimal and anticipated to be offset by reductions in the mowing requirements. The initial capital expenditure is proposed to be covered by the T.C. Williams Boosters Organization and the Alexandria Little League. (Project contact: Beth Carton)

III. Park Planning District III.

1. Ben Brenman Park Community Gardens

The proposed project would create community garden plots within Ben Brenman Park. Ben Brenman Park was approved in 1998 as SUP #98-0048. Modifications to the existing park plan would require a plan amendment and a full public process including approval by City Council. Implementation of the project would require preparation of land and installation of a water source. Based on previous land use, soil tests would be required to determine suitability for the proposed use. The 2011 Needs Assessment identified a reported need for community gardens in the vicinity of Ben Brenman Park ranging from 21% to 80% with approximately 50% of the need being met. Initial

capital expenditures for the proposed project, dependent upon water service and soil testing, are anticipated to range from \$50,000 to \$100,000. Additional operating costs, including administrative processing, are also anticipated. Staff is currently working with the Park and Recreation Commission on a community garden policy which would likely impact this proposal. No private matching funds are proposed with the project, however, volunteer efforts are anticipated for the initial installation. (Project contact: Laura Durham)

Per the External Project Request Process, please review the above material and attached project requests and provide recommendations to the full Commission for consideration at the November 2011 Park and Recreation Commission meeting.

###

City of Alexandria, Virginia

MEMORANDUM

DATE: MARCH 17, 2011

TO: PARK & RECREATION COMMISSION MEMBERS

THRU: JAMES B. SPENGLER, DIRECTOR
RECREATION, PARKS & CULTURAL ACTIVITIES

FROM: PARK PLANNING, DESIGN & CAPITAL DEVELOPMENT TEAM

SUBJECT: CAPITAL IMPROVEMENT PLAN (CIP) - PROCESS IMPROVEMENTS
• **EXTERNAL PROJECT REQUESTS - FOR USE OF CITY FUNDS**

ITEM:

The Park Planning, Design + Capital Development Division of RPCA is recommending establishment of a series of processes related to proposed project development in the Department of Recreation, Parks & Cultural Activities and City Capital Improvements Project process.

The purpose of this memorandum is to provide an overview of the process as related to **External (Citizen) Project Requests-For Use of City Funds** that are proposed for expenditure on projects not included in the City Capital Improvements Project budget.

A. DISCUSSION OVERVIEW:

Periodically, new projects are suggested by citizens, independent organizations or other interest groups. To date, a standardized means of prioritizing requests in context with ongoing initiatives or availability of resources has not been utilized.

Staff is proposing a process for review that will provide a predictable and standardized framework for fair comparative evaluation, decision making and guidance. The process evaluates proposed project work for consideration in context with other/ongoing City interests, available resources and staff capacity. The process is based on twice yearly review of citizen project proposals, review and prioritization of recommended projects by each of the three Districts of the Park & Recreation Commission. This method, described below, will provide staff with guidance related to new project requests as capital improvement projects are requested and considered City-wide.

B. PROJECT PROPOSAL, REVIEW AND IMPLEMENTATION PROCESS

Project Proposals

Project proposals will be accepted from citizens throughout the year by RPCA staff.

1. Proposals may be submitted by interested parties to RPCA staff using standardized project forms (as attached).
2. Proposals will be qualified and reviewed during the subsequent evaluation process date.
3. Project proposals will be considered in one of the three geographic Park Districts in which the project resides. Park Districts (I-III) are as defined by the Park & Recreation Commission.

Qualification Conditions

Qualification conditions/criteria include the following:

1. Provision of completed project request form and information.
2. Civic Association or other interest group recommendation for approval in writing.
3. Review for any potential conflict(s) with City initiatives.

Submission Deadlines

Deadlines for submission will be November 01 and May 01 for qualification by staff.

1. Staff will distribute qualified requests to Commissioners at the November and May (typically scheduled during third week of the month) Park & Recreation Commission meeting(s).

Review Cadence/Dates

A twice-yearly review/recommendation and follow-up/review process will be implemented by Park & Recreation Commission members in coordination with staff.

1. Review and recommendations related to project proposal information will be performed at the December and June Park & Recreation Commission meetings.

Evaluation Criteria

Typical Evaluation Criteria will be based on qualification conditions and the following:

1. Does the requested project contribute to the achievement of The City Council Strategic Plan and existing City-wide goals, policies, plans or Department work programs?
2. What are the general public benefits/public good of the project as related to anticipated costs?
3. What is the total cost (capital implementation and impact of projected annual operating expenses)?
4. Does the requested project propose use of private funds to match public investment? If so, are the funds in-hand?

Evaluation Process

Proposals will be evaluated by Park & Recreation Commissioners who represent the District in which the project is proposed.

1. District Commissioners will recommend project priorities and funding for their District to the full Commission for consideration.
2. Staff will provide technical guidance and assist the Commission in responding to requests for clarification/additional information.
3. Staff will provide guidance to the Commission that relates proposed projects relevance to existing and proposed Department work program(s).
4. The full Commission will evaluate proposals from each District and recommend a City-wide order of priority to staff as guidance in preparing the RPCA Capital Improvement Plan/Capital Funded Maintenance Program.

Implementation

Commission recommended proposed projects will advance in the following manner:

1. If funds for a Commission recommended project are available in the Department's current fiscal year budget, the project will be integrated into the Department's work plan.
2. If funds for a Commission recommended project are not available, the request will be included as a candidate in the City Capital Improvement budget during the next budget cycle for review at a City-wide level. Projects that are supported/funded in the City budget will be integrated with the Department's Capital Improvement Project work plan.
3. Projects not supported by existing funds or the City's Capital Improvement Project budget process may be resubmitted for (re)consideration in the next evaluation process.
4. Qualified Projects not supported as Commission recommendations, by existing funds or in the City Capital Improvement Project budget may be resubmitted for (re)consideration in the next evaluation cycle.

Follow-Up

Staff will provide a quarterly update to the Commission on progress of approved projects as related to schedule, timing and completion.

March 17, 2011

Page 4 of 4

C. SUSTAINING PROCESS & FUTURE MODIFICATIONS

It is recognized that the review/recommendation process may evolve and transforms as it anticipates and adapts to changes over time. Staff may periodically recommend to the Commission that the process be supplemented, amended or modified as the scope of work, complexity and/or quantity of project requests evolves.

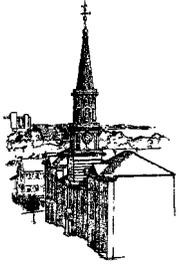
ATTACHMENT

1. Project Request Form V2.0 01.25.2011

STAFF:

- Bethany A. Carton, ASLA; Park Planner, RPCA
- Laura D. Durham, City Open Space Coordinator, RPCA
- Judy Lo, ASLA; Landscape Architect, RPCA
- Dana W. Wedeles, AICP; Park Planner, RPCA
- Ron M. Kagawa, ASLA LEED AP; Division Chief, RPCA

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City Hall
Alexandria, Virginia

Alexandria Waterfront Committee
Department of Recreation, Parks and Cultural Activities
1108 Jefferson Street
Alexandria, Virginia 22314



September 24, 2011

James Spengler, Director
Department of Recreation, Parks and Cultural Activities
City of Alexandria
1108 Jefferson Street
Alexandria, VA 22314

Dear Mr. Spengler:

At its meeting on September 20, 2011, the Alexandria Waterfront Committee voted to recommend the following six capital projects as priorities for the City's FY13 Capital Improvement Program:

1. City Marina Utility Upgrade
2. City Marina Seawall Maintenance
3. Marina Waterway Trash Deterrence
4. Marina Security Improvements
5. Windmill Hill Park Bulkhead Repairs
6. Waterfront Restrooms

Attached are completed project initiation/CIP request forms for projects 1 through 5 listed above. The Committee will discuss the specifics of the Waterfront Restrooms item on October 18, 2011 and will provide a completed CIP request form for this project following that meeting.

We appreciate the opportunity to offer these recommendations. On behalf of the Alexandria Waterfront Committee and the broad Citywide constituencies that we represent, thank you for your consideration of this matter.

Sincerely,

Nathan M. Macek, Chair
Alexandria Waterfront Committee

CC: Judy Guse-Noritake, Chair, Alexandria Park and Recreation Commission
Jack Browand, Department of Recreation, Parks and Cultural Activities
Cheryl Lawrence, Department of Recreation, Parks and Cultural Activities
Jim Hixon, Department of Recreation, Parks and Cultural Activities
Alexandria Waterfront Committee

Attachment: Project Initiation / CIP Request Forms

**Alexandria Waterfront Committee
PROJECT INITIATION / CIP REQUEST FORMS**

*For submission to the:
Department of Recreation, Parks, and Cultural Activities
Division of Park Planning Design & Capital Development*

1. PROPOSED PROJECT NAME: CITY MARINA UTILITY UPGRADE

Name of Submitting Citizen or Representative Contact: Nathan M. Macek, Chair

Group or Association: Alexandria Waterfront Committee

Park District No. 1 Park Commissioner (if contacted): William Cromley

Does the proposed project address a safety concern?
 No Yes, explain: _____

Project Type (check one):

Park Planning (design or study) Open Space (protection site/area)
 Capital Improvement (construction/infrastructure) Operations/Maintenance/Landscape
 Public Art Other _____

Scope of Work

Provide a description of the project: This project would upgrade facilities at the Alexandria City Marina to facilitate utility requirements for modern vessels. According to the City's FY12 CIP (p. 6-74), a total of \$1.25 million is planned for this project over two years (\$250,000 in FY 2016 and \$1,000,000 in FY 2017). Future funding for this project will include an evaluation of the existing system, the design and upgrade to the facility and piers electrical service, and replacement of pier utility pedestals. The current plan funds design for this project in FY 2016 with construction in FY 2017. The project schedule should coincide with the City Marina Seawalls project to minimize the length of disruption at the facility due to construction. Additional funds may be necessary if the marina is expanded or redesigned through the Waterfront Plan.

Provide a project justification/rationale: According to the City's FY12 CIP, the existing Marina electrical service was designed to meet the needs of boats built in the late 1980's. The current electrical service does not meet the needs of the contemporary boats visiting the Marina today. This has resulted in electrical breakers consistently tripping and boats incurring damage to their electrical systems when plugged into the insufficient electrical shore power supply available at the docking locations.

In order to provide a modern facility for boaters using the Marina, the Waterfront Committee recommends prioritization of improvements as funding permits.

Are any of the following resources available?

Volunteers, if yes, explain time commitment: _____

In-kind donation, if yes, explain materials: _____

Financial contribution, if yes, explain: _____

Other, explain: Cost of improvements could be recouped through increased user fees for marina slip lease holders and transient users, amortized over the expected life of capital improvements.

2. PROPOSED PROJECT NAME: CITY MARINA SEAWALL MAINTENANCE

Name of Submitting Citizen or Representative Contact: Nathan M. Macek, Chair

Group or Association: Alexandria Waterfront Committee

Park District No. 1

Park Commissioner (if contacted): William Cromley

Does the proposed project address a safety concern?

No Yes, explain: Per FY12 CIP (p. 6-73), "dangerous voids in the seawalls...require repair"

Project Type (check one):

Park Planning (design or study)

Open Space (protection site/area)

Capital Improvement (construction/infrastructure)

Operations/Maintenance/Landscape

Public Art

Other _____

Scope of Work

Provide a description of the project: This project would repair damage to existing seawalls at the Alexandria City Marina. According to the City's FY12 CIP (p. 6-73), this project includes evaluation of the condition of the existing seawalls in order to determine the level of needed repair. It is anticipated that the seawalls will require new cladding, caps, and hardware, as well as soil stabilization, footer repair, sidewalk/walkway renovation, and possibly utility relocation. It is expected that an engineering study of the seawalls will identify required short-term seawall repairs, as well as, long-term solutions that should be addressed with the waterfront redevelopment. The FY 2016 study is estimated to cost \$200,000; it will be a "reconnaissance study" assessing the adequacy of coastal structures around the perimeter of the Alexandria Marina shoreline and set priorities for repairs and improvements. The FY 2017 budget of \$1.5 million is an estimated figure, with final funding requirements being presented once the shoreline study is completed. The FY 2017 project projected costs are to repair/replace the section of the marina north seawall that has collapsed and the north seawall area that has pulled away from land. This project will support the Waterfront Redevelopment for the North marina piers (currently E/F and G/H piers), as well as the flood mitigation plan. Additional funds will be included in the Waterfront Implementation Plan for repair and/or replacement of the south marina seawalls (areas located behind the Charthouse or along the brick areas including the area behind the Torpedo Factory Art Center) in future CIPs.

Provide a project justification/rationale:

The City's FY12 CIP programs \$1.7 million for repair of City Marina Seawalls in FY16 and FY17. According to the City's FY12 CIP, the seawalls at the City Marina have suffered 20+ years of erosion and environmental damage due to tidal change and the absence of a breakwater. This condition has allowed surrounding water to wash away soils, resulting in dangerous voids in the seawalls that require repair. During the 2008 marina dredging project, areas on the North and South seawall were too tenuous to allow dredging within a reasonable vicinity of the seawalls. If the seawalls are to withstand future storms and daily stresses they must be repaired.

Given the dangerous conditions and the operational impacts on the Marina of this damaged infrastructure, the Waterfront Committee recommends that repair be prioritized and funded earlier than FY16 and FY17.

Are any of the following resources available?

Volunteers, if yes, explain time commitment: _____

In-kind donation, if yes, explain materials: _____

Financial contribution, if yes, explain: _____

Other, explain: _____

3. PROPOSED PROJECT NAME: MARINA WATERWAY TRASH DETERRENCE

Name of Submitting Citizen or Representative Contact: Nathan M. Macek, Chair

Group or Association: Alexandria Waterfront Committee

Park District No. 1 Park Commissioner (if contacted): William Cromley

Does the proposed project address a safety concern?
 No ___ Yes, explain: _____

Project Type (check one):
___ Park Planning (design or study) ___ Open Space (protection site/area)
___ Capital Improvement (construction/infrastructure) ___ Operations/Maintenance/Landscape
___ Public Art Other _____

Scope of Work

Provide a description of the project: **This project would provide funds to install bubblers and other mechanisms that would circulate river water and limit the accumulation of trash in Marina waterways.**

Provide a project justification/rationale: **During FY11, the City installed a \$400 bubbler in the vicinity of the City Marina's A/B-Pier on a trial basis. This low-cost apparatus successfully limited the accumulation of debris in a back-corner of Marina waterways. This reduced the man-hours required to remove the accumulation of driftwood, garbage, and flotsam, and improved the apparent cleanliness of the Marina by preventing accumulation of debris in the first place.**

The Waterfront Committee therefore recommends the programming of funds for the deployment of additional bubblers, water jets, and other mechanisms as appropriate throughout the Marina and elsewhere as appropriate along City-maintained portions of the Waterfront.

Are any of the following resources available?
___ Volunteers, if yes, explain time commitment: _____
___ In-kind donation, if yes, explain materials: _____
___ Financial contribution, if yes, explain: _____
___ Other, explain: _____

4. PROPOSED PROJECT NAME: MARINA SECURITY IMPROVEMENTS

Name of Submitting Citizen or Representative Contact: Nathan M. Macek, Chair

Group or Association: Alexandria Waterfront Committee

Park District No. 1 Park Commissioner (if contacted): William Cromley

Does the proposed project address a safety concern?
 No Yes, explain: _____

Project Type (check one):
 Park Planning (design or study) Open Space (protection site/area)
 Capital Improvement (construction/infrastructure) Operations/Maintenance/Landscape
 Public Art Other _____

Scope of Work

Provide a description of the project: This project would improve security at the Alexandria City Marina through a number of improvements:

- The installation of gates at entrances to each of the Marina piers, which could be secured during the overnight hours to prevent unauthorized access. The Committee recommends that the City revisit designs proposed in 2008, estimated to cost \$50,000 to outfit the A/B, E/F, and G/H piers. A more cost-effective solution may aesthetically provide the security necessary to deter trespassers from the Marina piers during the overnight hours.
- The installation of pier-based motion detectors that would enhance pier visibility for Marina cameras
- The installation of additional Marina cameras capable of monitoring activities along each pier

In addition, the Waterfront Committee recommends reinstatement of a second marina security guard as funding permits. The Committee further recommends that the City consider staffing marina security with RPCA staff directly employed by City in lieu of contracting services to a private company. This would shift responsibility for overnight marina security from the Department of General Services to RPCA, the entity responsible for management of the marina and daytime operations. This arrangement would facilitate interaction between existing Dockmaster staff and security and provide continuity of operations around the clock.

Provide a project justification/rationale: Unlike most marinas, the Alexandria City Marina serves as the City's back porch, a place where residents and visitors alike gather to view the river and be out-and-about in public. Non-boaters are welcome to walk along the Marina's pleasure boat piers during daylight hours. After hours, however, the Marina's open design makes it easy for pranksters to trespass, loiter, and steal from pleasure craft docked at the City Marina. The Waterfront Committee and RPCA staff have worked with the Police Department to provide additional patrols in the Marina vicinity, but additional measures are warranted. The proposed improvements and additional, reconfigured security patrols will serve to address frequent complaints of security breaches at the City Marina.

Are any of the following resources available?
 Volunteers, if yes, explain time commitment: _____
 In-kind donation, if yes, explain materials: _____
 Financial contribution, if yes, explain: _____
 Other, explain: _____

5. PROPOSED PROJECT NAME: WINDMILL HILL PARK BULKHEAD REPAIRS

Name of Submitting Citizen or Representative Contact: Nathan M. Macek, Chair

Group or Association: Alexandria Waterfront Committee

Park District No. 1 Park Commissioner (if contacted): William Cromley

Does the proposed project address a safety concern?

No Yes, explain: Noted as safety hazard to the public in January 2009 engineering study

Project Type (check one):

Park Planning (design or study) Open Space (protection site/area)
 Capital Improvement (construction/infrastructure) Operations/Maintenance/Landscape
 Public Art Other _____

Scope of Work

Provide a description of the project: This project consists of renovation and construction work on the bulkhead at Windmill Hill Park. According to the City's FY12 CIP (p. 6-65), the renovation work on the bulkhead is planned to be phase I of the Windmill Hill Park development. An old and deteriorated bulkhead, approximately 900 feet long, surrounds the perimeter of a cove located on the west bank of the Potomac River, approximately 0.5 miles upstream of the Woodrow Wilson Bridge. The surrounding land is a City park, which is located adjacent to residential housing. The total length of shoreline in the cove is approximately 1,200 ft. The area is subject to tidal currents and the cove has no protection from waves and flotsam. The bulkhead is constructed of wood timbers and concrete slabs. It is in a state of advanced deterioration and collapse, such that there is ongoing soil erosion behind the bulkhead and collapse of debris into the cove. The bulkhead was inspected by engineers in January 2009, which rated it in "critical" condition with vertical and horizontal movement of structural components, and was noted as a significant safety hazard to the public (RK&K 2009).

Provide a project justification/rationale: According to the City's FY12 CIP, this project would increase the length of the waterfront, as well as counteract some of the current deterioration occurring along the shoreline. The project plan calls for the least amount of disturbance by performing the work as quickly as possible and creating the least amount of carry-over problems. As proposed in the CIP, the project would be designed to meet resident expectations for durability and aesthetics. By not completing this project, the City may experience serious deterioration of the waterfront, creating potential safety problems into the future.

Council adopted a concept plan for Windmill Hill Park in 2003, but as of yet, limited improvements to the bulkhead have been made. The City's FY12 CIP programs repair of the Windmill Hill Park bulkhead in FY16 and FY17, which would result in completion a full 14 years after adoption of the concept plan.

The Waterfront Committee, which understands that the City submitted an unsuccessful grant application to the U.S. Army Corps of Engineers during FY11, urges the City to continue to to identify Commonwealth or Federal funding for bulkhead repairs that could expedite the timeframe for completion of this project. The Waterfront Committee also urges consideration of less-costly yet aesthetically-appropriate approaches to replacing the existing bulkhead, which may make the project more affordable and able to be implemented earlier than the currently-programmed FY16/FY17 project delivery timeframe.

Are any of the following resources available?

Volunteers, if yes, explain time commitment: _____
 In-kind donation, if yes, explain materials: _____
 Financial contribution, if yes, explain: _____
 Other, explain: _____



**DEPARTMENT OF RECREATION, PARKS
AND CULTURAL ACTIVITIES**

1108 Jefferson Street
Alexandria, Virginia 22314

James B. Spengler
Director

Phone (703)746-4343
Fax (703)838-6344

Thank you for your interest in improving our parks!

Project requests can be made by submitting the Citizen Project Request form to the Park Planning, Design + Capital Projects staff.

Staff will accept requests throughout the year, but will distribute the requests to Park and Recreation Commissioners at the November and May Park and Recreation Commission meeting(s) (typically held the third Thursday of the month). Commissioners will make recommendations related to the project proposals at the December and June meetings.

Commissioners who represent the District in which the project is proposed and will base their evaluation on the following criteria:

1. Does the requested project contribute to the achievement of the City Council Strategic Plan and existing City-wide goals, policies, plans or Department work programs?
2. What are the general public benefits/public good of the project as related to the anticipated costs?
3. What is the total cost (capital implementation and impact of projected annual operating expenses)?
4. Does the requested project propose use of private funds to match public investment?

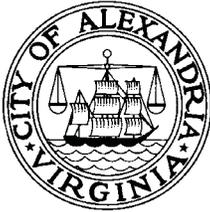
Staff will provide technical guidance and any additional information throughout the evaluation process.

If funds for a commission recommended project are available in the Department's current fiscal year budget, the project will be integrated into the Department work plan. If funds are not immediately available, the request will be included as a candidate in the City Capital Improvement budget during the next budget cycle (in the fall) for review at a City-wide level.

Projects that do not receive funding or are not supported by the Commission may be resubmitted for reconsideration in the next evaluation cycle.

Alexandriava.gov





PROJECT INITIATION / CIP REQUEST FORM
Department of Recreation, Parks, and Cultural Activities
Division of Park Planning Design & Capital Development

Submittal Date: []

PROPOSED PROJECT NAME: Mount Jefferson Greenway Area

Name of Submitting Citizen or Representative Contact Jason Nestlerode

Group or Association (if applicable)

Phone: 301-785-3495

E-mail: jnestlerode@gmail.com

Address: 509 East Custis Ave Alexandria VA 22301

Park District No. (circle) [] [] I [] II Park Commissioner (if contacted):
(see attachment for map of park districts and commissioners)

Does the proposed project address a safety concern?

[x] No [] Yes, explain:

Project Type (check one):

- [] Park Planning (design or study) [] Capital Improvement (construction/infrastructure)
[] Public Art [x] Open Space (protection site/area)
[] Operations/Maintenance/Landscape Other

Scope of Work

Provide a description of the project:

Would like to have proper access installed to an area of POS that does not currently have adequate access within 3500

Provide a project justification/rationale:

This particular section of POS has adequate access from the North side of the property. Surrounding neighbors only request that

Please attach any additional information, including site maps, if necessary.

Are any of the following resources available?

- Volunteers, if yes, explain time commitment: _____ Labor resources and construction management
- In-kind donation, if yes, explain materials: _____
- Financial contribution, if yes, explain: _____
- Other, explain: _____

Submit by Email

Print Form

For Park Planning, Design, and Capital Development Staff completion upon receipt

Anticipated involved staff:

<input type="checkbox"/> Site Analysis	<input type="checkbox"/> Construction Administration (Staff)
<input type="checkbox"/> Design	<input type="checkbox"/> Design and Construction
<input type="checkbox"/> Property Acquisition/ Open Space	<input type="checkbox"/> Specification
<input type="checkbox"/> Development (Sup, DSP)	<input type="checkbox"/> Arts
<input type="checkbox"/> Feasibility Study	<input type="checkbox"/> Coordination of Volunteer Project
<input type="checkbox"/> Small Area Plan	<input type="checkbox"/> Special Projects
<input type="checkbox"/> Graphics for Special Events	<input type="checkbox"/> GIS Information for Civic Group
<input type="checkbox"/> Publication/Graphics/Maps	
<input type="checkbox"/> Other _____	

Anticipated Public Meetings:

_____ Park & Recreation Commission	_____ Planning Commission
_____ Board of Architectural Review	_____ City Council
_____ Neighborhood or Civic Association	_____ Youth Sports
_____ Waterfront	_____ Arts Commission
_____ Other _____	

Anticipated Schedule: (Deadlines)

Planning _____	Construction _____
Design _____	Other _____

Resources	Index/OCA Code
Funding: Design \$ _____	_____
Funded: Construction \$ _____	_____
Unfunded: Other _____	_____
Matching Funds: _____	
Anticipated Cost \$ _____	

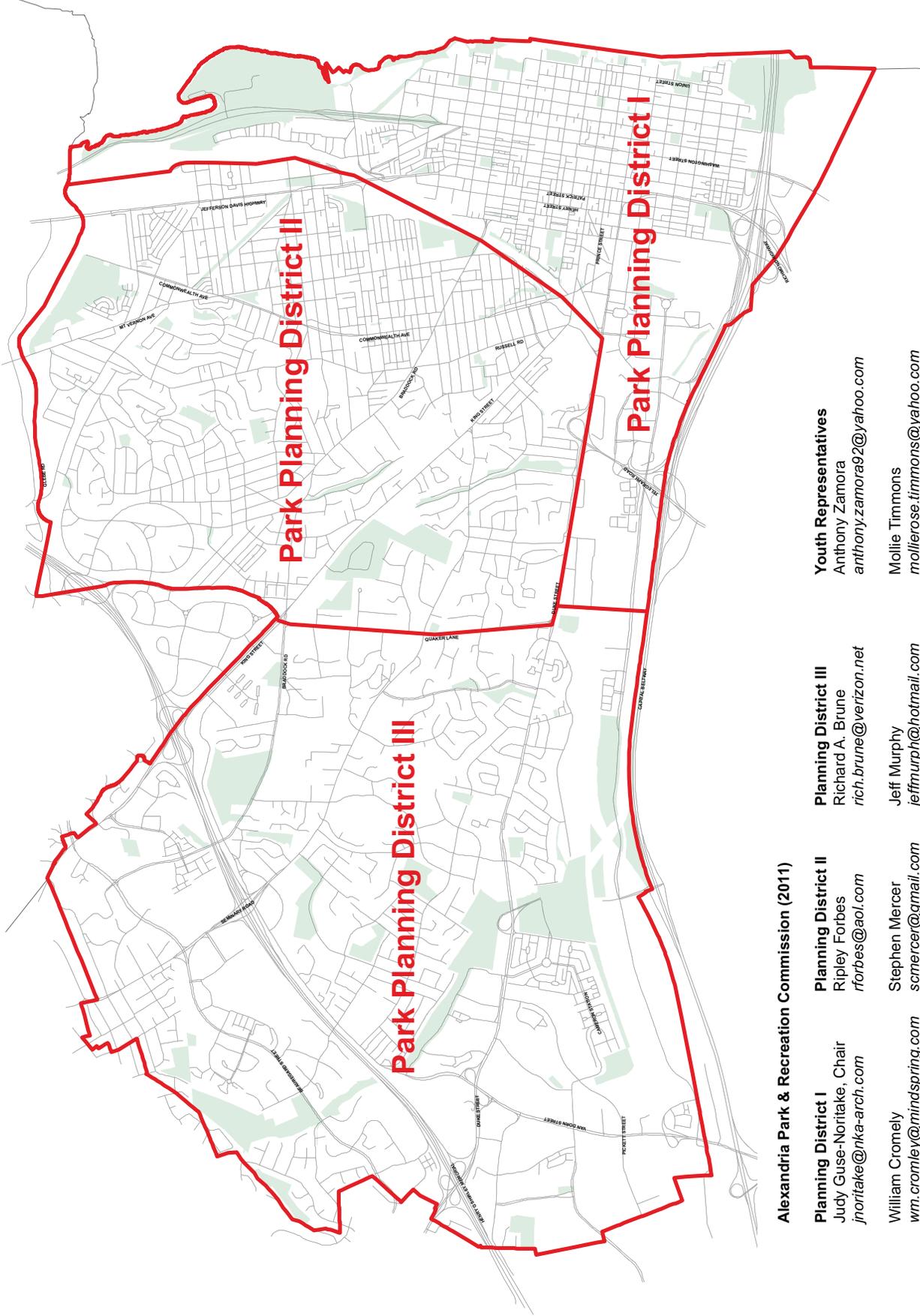
Park Planning Section _____ Date _____

Capital Projects Section _____ Date _____

RPCA Approval: _____
 Division Chief, Park Planning Design & Capital Development _____ Date _____

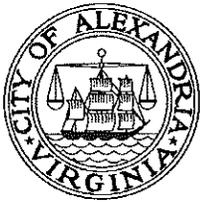
Project Team: _____

Project Number: _____



Alexandria Park & Recreation Commission (2011)

Planning District I Judy Guse-Noritake, Chair <i>jnoritake@nka-arch.com</i>	Planning District II Ripley Forbes <i>rforbes@aol.com</i>	Planning District III Richard A. Brune <i>rich.brune@verizon.net</i>	Youth Representatives Anthony Zamora <i>anthony.zamora92@yahoo.com</i>
William Cromely <i>wm.cromley@mindspring.com</i>	Stephen Mercer <i>scmercer@gmail.com</i>	Jeff Murphy <i>jeffmurph@hotmail.com</i>	Mollie Timmons <i>mollierose.timmons@yahoo.com</i>
Gina Baum <i>ginabaum@aol.com</i>	Robert Moir <i>rkmoir@comcast.net</i>	John Sullivan <i>jsullivan@cement.org</i>	



PROJECT INITIATION / CIP REQUEST FORM
 Department of Recreation, Parks, and Cultural Activities
 Division of Park Planning Design & Capital Development

Submittal Date: 10/12/11

PROPOSED PROJECT NAME: Batting Shell Fencing

Name of Submitting Citizen or Representative Contact Jim Blair

Group or Association (if applicable) TC Williams Booster Organization and Alexandria Little League

Phone: (703) 228-2246 (w) E-mail: Oblair31@hotmail.com
(609) 767-1505 (c)

Address: _____
3330 King St., Alexandria, VA 22302

Park District No. (circle) I II III Park Commissioner (if contacted): _____
 (see attachment for map of park districts and commissioners)

Does the proposed project address a safety concern?
 No Yes, explain: The batting shell is currently housed inside Simpson Field. It is a hazard during practice and games.

Project Type (check one):
 Park Planning (design or study) Capital Improvement (construction/infrastructure)
 Public Art Open Space (protection site/area)
 Operations/Maintenance/Landscape Other _____

Scope of Work

Provide a description of the project: The project would entail the construction of new fencing off of current fencing. New fencing would have to be constructed in the left field corner outside of the double hinged gates. This bump out of new fencing would allow the shell to be rolled from on the field/in play to off of the field/out of play. In addition, the shell would be secure and not accessible to anyone outside the field.

Provide a project justification/rationale:

- Equipment not left on field creating a hazard for players/ensure safety
- Maintenance of equipment for both TC Williams High School Baseball Team and Alexandria Little League

Please attach any additional information, including site maps, if necessary.

Are any of the following resources available?

___ Volunteers, if yes, explain time commitment: _____

___ In-kind donation, if yes, explain materials: _____

✓ Financial contribution, if yes, explain: Full funding provided by TC Williams Booster Organization and Alexandria Little League.

___ Other, explain: _____



PROJECT INITIATION / CIP REQUEST FORM
Department of Recreation, Parks, and Cultural Activities
Division of Park Planning Design & Capital Development

Submittal Date: 7/6/11

PROPOSED PROJECT NAME: BEN BRENNAN PARK COMMUNITY GARDENS

Name of Submitting Citizen or Representative Contact Lily Engle

Group or Association (if applicable) resident of Cameron Station

Phone: 202 413 6424

E-mail: egengle@yahoo.com

Address: 5032 GRUHM DR
ALEX, VA 22304

Park District No. (circle) 3 Park Commissioner (if contacted):

Does the proposed project address a safety concern?

No Yes, explain:

Project Type (check one):

- Park Planning (design or study)
Capital Improvement (construction/infrastructure)
Public Art
Open Space (protection site/area)
Operations/Maintenance/Landscape
Other garden

Scope of Work

Provide a description of the project:

I would like to have community gardens in Ben Brenman Park. The ideal location would be near the soccer fields / abutting Somerville Dr. Some plots should be designated for elementary school(s) (Samuel Tucker).

Provide a project justification/rationale:

Gardens provide education, food, locally-sourced food to benefit the environment, and fresh fruit + veggies. If schools participate, it will give children exercise outdoors + contribute toward the fight against obesity. Further, they are a wonderful community creator with gardeners bonding. ^{Finally, gardening is proven to}

Please attach any additional information, including site maps, if necessary.

alleviate depression and contributes to mental + physical health

Are any of the following resources available?

- Volunteers, if yes, explain time commitment: Maybe - but most would be the plot-owners
- In-kind donation, if yes, explain materials: _____
- Financial contribution, if yes, explain: _____
- Other, explain: _____

Submit by Email

Print Form

For Park Planning, Design, and Capital Development Staff completion upon receipt

Anticipated involved staff:

<input type="checkbox"/> Site Analysis	<input type="checkbox"/> Construction Administration (Staff)
<input type="checkbox"/> Design	<input type="checkbox"/> Design and Construction
<input type="checkbox"/> Property Acquisition/ Open Space	<input type="checkbox"/> Specification
<input type="checkbox"/> Development (Sup, DSP)	<input type="checkbox"/> Arts
<input type="checkbox"/> Feasibility Study	<input type="checkbox"/> Coordination of Volunteer Project
<input type="checkbox"/> Small Area Plan	<input type="checkbox"/> Special Projects
<input type="checkbox"/> Graphics for Special Events	<input type="checkbox"/> GIS Information for Civic Group
<input type="checkbox"/> Publication/Graphics/Maps	
<input type="checkbox"/> Other _____	

Anticipated Public Meetings:

_____ Park & Recreation Commission	_____ Planning Commission
_____ Board of Architectural Review	_____ City Council
_____ Neighborhood or Civic Association	_____ Youth Sports
_____ Waterfront	_____ Arts Commission
_____ Other _____	

Anticipated Schedule: (Deadlines)

Planning _____	Construction _____
Design _____	Other _____

Resources	Index/OCA Code	
Funding:	Design \$ _____	_____
Funded:	Construction \$ _____	_____
Unfunded:	Other _____	_____
Matching Funds:	_____	

Anticipated Cost \$ _____

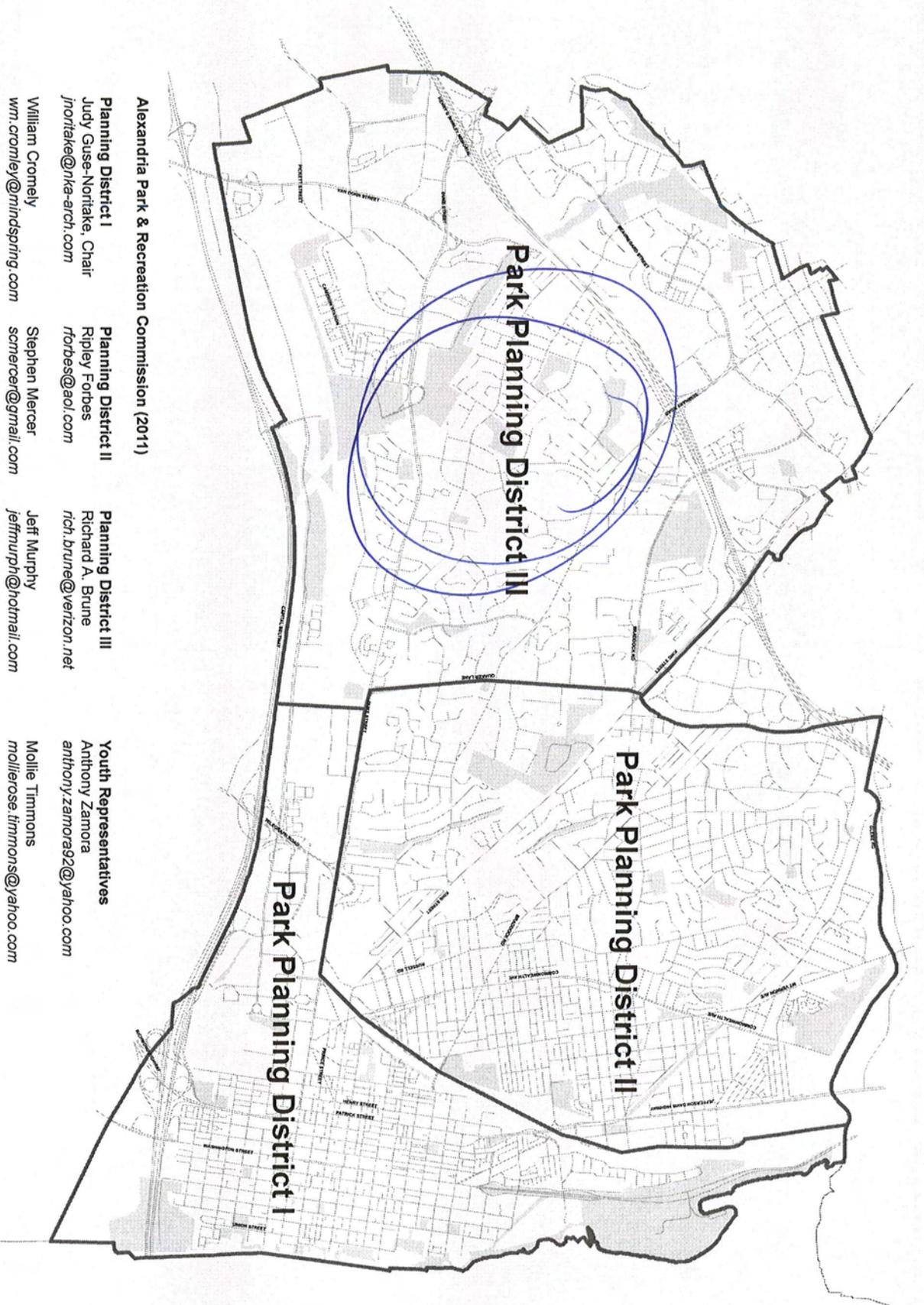
Park Planning Section Date

Capital Projects Section Date

RPCA Approval: _____
 Division Chief, Park Planning Design & Capital Development Date

Project Team: _____

Project Number: _____



Alexandria Park & Recreation Commission (2011)

Planning District I

Judy Guse-Norriake, Chair
jnorriake@nka-arch.com

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Park Planning District III

Park Planning District II

Park Planning District I

City of Alexandria, Virginia

MEMORANDUM

DATE: OCTOBER 20, 2011

TO: PARK & RECREATION COMMISSION

FROM: PARK PLANNING, DESIGN & CAPITAL DEVELOPMENT(PPD+CD) TEAM
JUDY LO, LANDSCAPE ARCHITECT, RPCA
RON M. KAGAWA, ASLA LEED AP DIVISION CHIEF

**SUBJECT: BOOTHE PARK PLAYGROUND AND SITE IMPROVEMENT
CONCEPT PLAN – ITEM III-D-iv**

ITEM

The Boothe Park playground is identified in the approved FY 2012 CIP Playground Renovation Program as the next candidate for renovation. This large existing play area is intensively used by a broad range of user groups including Samuel Tucker Elementary students, Cameron Station residents, West End residents, and youth programs on a daily basis. Several pieces of broken equipment have been removed, and many items are in poor condition or not consistent with Consumer Product Safety Commission guidelines.

GENERAL CONCEPT PLAN FEATURES & PROCESS

A concept plan developed by PPD+CD staff proposes to improve overall open space utilization by relocating the existing play areas. Currently, five separate areas are dispersed through the north portion of the park. The proposed playgrounds will be consolidated into two areas located in the east and west sections of the park. A larger contiguous open space in the north section of the park will be gained as a result of the relocation. The attached brochure provides a summary and drawings of the existing conditions and proposed playground and site improvements.

PPD+CD staff have met with Alexandria City Public School (ACPS) administrative staff, Samuel Tucker Elementary principal and staff as well as representatives of the Cameron Station Civic Association and Cameron Station Home Owners Association to review the concept plan. Other PPD+CD public outreach included attendance at the Family Fall Festival on October 15.

In November the plan will be presented to the Cameron Station Civic Association and Cameron Station Home Owners Association. Minor modifications to the Concept Plan will be made as needed. Initial use of CIP funds will be for consultant services to prepare technical engineering plans required for a Minor Site Plan amendment, and detailed cost estimating. Procurement for consulting services will commence in November, with a contract expected by January, 2012.

SCHEDULE

Sufficient CIP Playground Renovation funding should be available to construct the proposed east playground. It is anticipated the proposed east playground will under construction during the Samuel Tucker Elementary July intersession, and completed prior to the start of their 2012-13 school year, in early August. Removal of existing play-grounds may need to occur in phases depending on project cost, timing of actual construction, receipt of the Restaurant Depot contribution, and overall cost efficiencies.

FY 2012 CIP funds, in the amount of \$300,000 have been allocated by City Council for renovation of the playground, and are available for use. In addition, a portion of the developer contribution from Restaurant Depot (currently being constructed on Eisenhower Avenue), as noted in the approved FY 2012 CIP, will provide supplemental funding for this project. This contribution will become available to the City when the developer receives their certificate of occupancy-anticipated in mid-2012.

Other site improvements such as accessible pathways, upgrades to park structures and picnic facilities will be implemented as additional resources become available.

###

ARMISTEAD BOOTHE PARK PLAYGROUND RENOVATION & SITE IMPROVEMENTS CONCEPT PLAN

KEY ENHANCEMENTS

- ◆ Improved open space utilization through consolidation and relocation of playground areas.
- ◆ Creation of two distinct playground areas to serve children of multiple age groups and abilities.
- ◆ Playground features that incorporate inclusive play and promote physical activity.
- ◆ Improved functional relationships between park amenities, such as picnic areas, playgrounds, ball courts, access, and open space.
- ◆ Improved accessibility to playgrounds, picnic areas, restrooms, ball fields, and other amenities.
- ◆ Selective vegetation management with successional tree plantings using native species.
- ◆ Improved viewshed from street and residential areas to park.
- ◆ Improved pedestrian safety with new crosswalks and continuous pathways throughout parking lot areas.
- ◆ Refurbishment and upgrades to picnic shelter, picnic areas, seating areas, and restrooms.
- ◆ Flexibility through phased implementation.

ARMISTEAD BOOTHE PARK PLAYGROUND RENOVATION & SITE IMPROVEMENTS

PROJECT INFORMATION

Armistead Boothe Park is a 10 acre City park acquired through the Federal Lands to Parks Program in 1997.

Park features currently include ball courts, ball fields, playgrounds and picnic areas. The park is owned and managed by the Department of Recreation, Parks and Cultural Activities.

The proposed site improvements will be funded primarily with City capital funds via the Park Playground Renovation program. This program prioritizes and replaces deteriorating play equipment, and renovates playground areas to ensure compliance with Consumer Product Safety Commission standards.

Funding is currently available and allocated for this playground renovation. Sitework is anticipated to begin Summer 2012.

Site improvements will be implemented in several phases as other resources become available.

For more project information contact:
Department of Recreation, Parks and Cultural Activities
Division of Park Planning, Design + Capital Development
Judy Lo, ASLA, RLA
Landscape Architect
703-746-5490

Judy.Lo@alexandriava.gov

Or visit online at:

<http://alexandriava.gov/recreation/info/default.aspx?id=18078>

ARMISTEAD BOOTHE PARK PLAYGROUND RENOVATION & SITE IMPROVEMENTS CONCEPT PLAN



East facing view of Armistead Boothe Park. Photo taken 2007.



EXISTING CONDITIONS



1. Existing gazebo



2. Existing tennis and basketball courts



3. Existing playground areas



3. Existing playground areas



4. Existing picnic shelter



5. Existing restrooms



6. East open area



7. West open area



PROPOSED CONCEPT PLAN



1. East playground area



1. East playground area



2. West Playground area



2. West playground area



3. Native trees and turf restoration.



4. Upgrade picnic facilities and park structures



5. Install pathways connecting restrooms, ballfields, seating



5. Continuous paths along parking

City of Alexandria, Virginia

MEMORANDUM

DATE: OCTOBER 17, 2011

TO: PARK AND RECREATION COMMISSION MEMBERS

FROM: CHERYL LAWRENCE, ACTING DIVISION CHIEF
MARKETING, SPECIAL EVENTS & WATERFRONT

SUBJECT: PARK AND RECREATION COMMISSION
MARKETING, SPECIAL EVENTS & WATERFRONT
DIVISION UPDATE- ITEM #III-E

SPECIAL EVENTS MANAGEMENT:

The City's Special Events Committee meeting reviewed and approved five new events Thursday, October 6:

- St. Rita School 5 k for Education – November 16
- Holiday Parade of Boats – December 3
- Virtue Restaurant Halloween Party – October 31
- Nightmare on Madison Street – October 31
- Christmas Attic Advent Calendar – December 1 -25 (indoor event)

The Pride of Baltimore II scheduled to visit the City of Alexandria as follow:

Monday, October 24 - Arrive in Alexandria City Marina
11:00 am – 6 pm Free Dockside Deck Tours

Tuesday, October 25 - 4:00 pm – 6:00 pm Free Dockside Deck Tours
(12:00 pm Lunch/Sail for visit to Baltimore)

Wednesday, October 26 Departs Alexandria in the AM for Chestertown, MD

The City's Special Events Committee is working on upgrading the City's Special Events application to become interactive for applicants to submit online. The format will also allow credit card payment using the Plug and Play software currently used by the Department. Staff will continue to work with the City's IT staff to have the application ready by late January in preparation of the annual renewal and acceptance of new event applications for 2012 calendar year. (Ongoing Project)

CITY MARINA/WATERFRONT:

The City Marina has several projects underway that will enhance services in the pier area. The electrical upgrades will enhance services in the pier area for the electrical wiring for the camera as well as for the transient boaters in the G/H pier and reducing the amps in the E/F pier. Project completion extended to November.

A private boater was approved to dock twelve days in the City Marina called the “Jamaica Bay”, the docking will occur November 2-14. The City Ordinance grants the Dock Master the authority to approve such requests.

T &ES has completed the repairs of the walkway in the Marina area northbound. The walk way and ground covering of the old tree wells have enhanced the overall appearance.

City Marina is working on the replacement of missing and damaged pilings at the City Marina. Work to remove nine damaged pilings will require technical input from a marine engineer to review the conditions of the grounds to place the new pilings and secure the anchoring. (Ongoing Project)

WATERFRONT PROJECTS:

The waterfront area endured coastal flooding on Thursday, October 13. Ongoing coordination on the cleanup with the T&ES Department, and the RPCA staff along the Waterfront has been successful.

The Windmill Hill Park basketball renovation is moving forward painting the Court, installing a bench and better accessibility when entering the court. Completion of the work is scheduled late October/November as the weather permits.

The Montgomery Park tennis court lights CIP replacement scheduled in November/December as the weather permits. Staff is working closely with the contractor to resolve technical issues as identified.

UPCOMING SPECIAL EVENTS OCTOBER – NOVEMBER:

Oct. 22	Saturday-	8:30 am -10:30am	Walk to Fight Breast Cancer- Hoffman Town Ctr.
Oct. 23	Saturday-	7:30 am - Noon	Bishop Ireton Boosters 5k - Cameron Run Regional Pk.
Oct. 29	Saturday-	6-10 pm	Carlyle Funeral/Burial Re- Enactment - 121 N. Fairfax Street
Oct. 29	Saturday-	10 am – 4 pm	Civil War Artillery Program - Ft. Ward Park
Oct. 30	Sunday-	2:00 pm – 3:30pm	Annual Del Ray Halloween Parade on Mt. Vernon Ave.
Oct. 31	Monday-	Dusk – midnight	Virtue Restaurant Halloween Party - Wales Alley
Oct. 31	Monday-	6-9 pm	Nightmare on Madison Street - Charles Houston Rec. Center
Nov. 15	Tuesday-	10 am-2 pm	America Recycles Day- Market Square

FY 2013 Summary for all Budget Adjustment Submission

Div	Item	Revenue Amount	Dept Request	FTEs	Service Impact	Impact of not Funding	Alternative Options for service Delivery
PARKS OPS	Four Mile Run Park Expansion Properties Maintenance	0	\$41,625	0	The property is presently a parking lot and site of previous (now removed) buildings. Landscape maintenance was not performed on the property. Maintenance of the properties located adjacent to the new FMR Community Building (former Duron store) were approved for improvements that include resurfacing of old parking lots, additional plantings, lawn and tree plantings that will require maintenance above what is required there today (mowing of perimeter, trash pick-up and weed removal). The site will serve as a destination gathering/event space, used by and highly visible to the community. This request is for the site only - not the building.	Landscape maintenance includes, planting beds, leaf removal, snow removal-as needed and periodic mulch installation. If maintenance is not performed, City Staff can expect user complaints and decreased desired use of the site.	Landscape maintenance includes, planting beds, leaf removal, snow removal-as needed and periodic mulch installation. Park maintenance agreements with the community could be put in place to supplement city staff involvement.
PARKS OPS	Four Mile Properties - (Former) Duron Building	0	\$72,627	0	Building maintenance costs include maintenance of the roof, hvac and general building maintenance. Utility costs include water, sewer, gas and electric. Cost do not include grounds maintenance or parking of resurfacing and based on assumption that the existing roof and HVAC system will be replaced in Fee 2013 The Arlandria community has a long standing identified need for community meeting space. Additionally, the Four Mile Run and Arlandria Master Plans show a community building intended to serve the community as educational and exhibit space. The building was recently renovated to address this need, but is limited to seasonal use only, while the need is year round. The building would be available daily and used on a reservation based system, with operational costs covered in part by reservation fees.	renovations can be sustained without water damage. The building HVAC system is located on the building roof. Replacement of the units should be performed in coordination with installation of a new roof to ensure that there are not construction impacts and to advantage economies of scale for scope of work/construction costs. Replacement of the units should be performed in coordination with replacement of the HVAC system is integral to the function of this property as a facility that is available to the community 12 months per year. If work is not implemented the bldg. will only be available to the community seasonally due to extreme heat/cold interior temperatures.	The building would not function as a 12 month facility and would be open infrequently during temperate weather conditions. Additionally, frequent patching and repairs and related costs would be required to avoid roof leaks for strictly seasonal use.

FY 2013 Summary for all Budget Adjustment Submission

Div	Item	Revenue Amount	Dept Request	FTEs	Service Impact	Impact of not Funding	Alternative Options for service Delivery
PARKS OPS	Witter Recreational Fields	0	\$153,677	1	Since purchase by the City, there has been no landscape maintenance on the site. The site remained fallow until commencement of construction in 2010. New facility landscape maintenance includes, planting beds, leaf removal, snow removal-as needed and periodic mulch installation. Large equipment for maintenance and operation of the facility is funded through the Settlement Agreement. The synthetic fields are anticipated to be open to the public in the spring of 2012. The Plantings and site improvements are anticipated to be complete in June 2012 at which time maintenance will commence. Plantings will still be under warranty for replacement until Summer 2013.	Funding for Operations and Maintenance is critical to maintaining the facility. As a new facility, no funding currently exists to cover daily and regular operations including grounds maintenance, restroom supplies, or staff time. Without any funding, the facility would need to be closed to the public.	Minimal funding would permit public use of the facility. Partial funding would result in degradation of the premier quality and character of the facility and create costly repairs due to deferred maintenance.
PARKS OPS	Potomac Yard/Simpson Fields	0	\$71,926	0	The engineered turf system installed at the final Potomac Yard Fields will provide a premier playing surface for field users. The system includes a drainage system that will reduce the number of rain cancellations and weather delays. The Bermuda turf is specially bred for athletic field sites and provides a more resilient surface for the intense amount of play expected on the fields.	Funding for Operations and Maintenance is critical to maintaining the facility in the manner it was constructed. Without additional funding and management, the engineered system will not be able to support the level of activity anticipated for the fields and use/programming will have to be reduced.	Existing funding would permit public use of the facility for a short period of time. Heavy use as anticipated for the field would result in degradation of the premier quality and character of the facility and create costly repairs due to deferred maintenance.
PARKS OPS	Potomac Greens Park	0	\$19,324	0	As part of the development approvals, Potomac Greens Park was constructed by the developer of Potomac Greens. The Park is required to be dedicated and maintained by the City for public benefit. The property has been dedicated to the City, and the improvements are expected to be accepted in January 2012. No City maintenance of the site has occurred to date.	Funding for operations and maintenance is critical to maintaining the park. As a new park, no funding currently exists to cover daily and regular operations including grounds maintenance, or staff time. Without any funding, the park would quickly deteriorate and develop health and safety issues. This is especially true of the one acre passive park portion which includes the playground.	Partial funding would result in degradation of the quality and character of the park. Deferred maintenance, especially for invasive species removal, will result in costly corrective measures in future years. An Adopt-A-Park scenario could be possible if an interested group could be identified.

FY 2013 Summary for all Budget Adjustment Submission

Div	Item	Revenue Amount	Dept Request	FTEs	Service Impact	Impact of not Funding	Alternative Options for service Delivery
REC SVCS	Youth Class and camp contract instructor	\$ 354,210	\$ 50,000	0	Youth class enrollment is increasing, we need to increase the professional services line item so we can meet the demand by hiring new instructors and offering new classes. Additional needs for classes and camps for youth to serve all of our community with a goal of 5% increase per year.	Reduce opportunities for Youth classes and Camps to the public resulting in a revenue decline.	
REC SVCS	SPORTS FIELD AND FACILITY PROGRAM MONITORS	\$24,200	\$24,200	0	With the completion of construction of the new lighted Witter Athletic Complex (2 full size soccer fields, 1 diamond field, walking track, nature area and restrooms) in the late Spring of 2012, the park and especially the fields will be programmed weekdays and weekends from 9:00 a.m. to 10:00 p.m. throughout the year. The fields will be programmed for the youth, adult and senior school and recreation department athletic programs, tournaments and rentals. Due to the 23% projected increase in school age children enrollment by 2020, the current field inventory only meeting the 2009 demand, the need for more playing hours will increase from 24,085 to 27,058 by 2020. Each synthetic field will bring 2,790 additional hours of play. Seasonal staff is needed on site to support programs and events offered and monitor the complex daily for public assistance, overseeing the running of the athletic events (practices, games, tournaments and special events), and enforcement of park rules and regulations. The staff person would work directly under the Sports Director.	Vandalism, damage to facilities, illegal use of facilities by non-permitted users	Coverage by youth and adult organizations affiliated with the recreation department is an option, but we have experienced service issues, complaints from customers and residents, maintenance and repair issues with this alternative option.

FY 2013 Summary for all Budget Adjustment Submission

Div	Item	Revenue Amount	Dept Request	FTEs	Service Impact	Impact of not Funding	Alternative Options for service Delivery
Office of the Art	Public Art Mas	\$0.00	\$60,000.00	0.00	This request relates directly to the City's Strategic Plan, Goal #7, Objective #2, Initiative #3: Develop a public art master plan, setting priorities for the locations and funding of projects and providing a framework for the shared financial and professional resources needed. It also relates closely to Initiatives # 1 and #4 under the same objective. This would be a new, one-time service. The deliverable will be a community-wide Public Art Master Plan. The population served is the entire community. The plan may also help in getting the public art funding policy endorsed by the development community.	Without a plan, developers will be less likely to contribute to a public art fund, the community will be less likely to support future public art projects, and staff will work on projects on an as-requested basis rather than following a well-thought out and community-based roadmap.	We do not have the staff resources to do a Public Art Master Plan in house.
	Total Budget Adjustment Request for Dept.	\$378,410	\$493,379	1			

City of Alexandria, Virginia

MEMORANDUM

DATE: OCTOBER 20, 2011

TO: PARK & RECREATION COMMISSION MEMBERS

FROM: PARK PLANNING, DESIGN & CAPITAL DEVELOPMENT TEAM
RON M. KAGAWA, ASLA LEED AP DIVISION CHIEF
JACK R. BROWAND, CPRP DIVISION CHIEF

SUBJECT: JONES POINT PARK; UPDATE AUGUST, 2011- ITEM IV-B

The purpose of this update is to provide an overview of activities related to Jones Point Park construction which commenced on November 18, 2010, for the month of August, 2011. Project status as of October 12, indicates that 56.30 percent or 329 contract days have been expended and that the installed work is equivalent to 68.40 percent of total project completion. There is no change to the contract completion date – which remains anticipated as June 25, 2012. The Commission will be similarly updated at its regularly scheduled meetings until completion of construction.

VDOT-COMMUNITY LIAISON INFORMATION GROUP – NEXT MEETING DATE
A VDOT-Community Liaison Information Group meeting was held on Tuesday, September 13, 2011 at Alexandria's Lee Center. Proceedings of the meeting are attached.

VDOT-COMMUNITY LIAISON INFORMATION GROUP

To ensure that construction activities continue with little disruption, and to provide a forum for open dialogue with the surrounding community, the Virginia Department of Transportation (VDOT), with participation of the National Park Service and City of Alexandria, has created a Community Liaison Information Group on Jones Point Park Construction. The group is comprised of a representative from resident groups that may be most impacted by ongoing work at Jones Point Park.

The Community Liaison Information Group will meet quarterly to discuss the project and to allow for members to ask questions and to be briefed on ongoing work. The meetings are open to the public and include representatives from the project's managing parties - VDOT and the National Park Service, as well as staff from City of Alexandria. Members of the Liaison Group have been identified as direct points of contact for gathering information on neighborhood concerns or questions, and will have direct contact to VDOT to address such items as they arise.

ADDITIONAL & FOLLOW-UP INFORMATION

Information regarding Jones Point Park construction is continuously updated on Alexandria's Recreation, Parks & Cultural Activities department website at <http://alexandriava.gov/recreation> and VDOT's website for the Woodrow Wilson Bridge project at <http://www.wilsonbridge.com/>. These links include information regarding community meetings, construction updates and other information and resources including how citizens may stay informed by subscribing to E-News or other advisories. The Recreation, Parks & Cultural Activities website includes a continuously updated overview of construction activities for a three week look-ahead schedule of anticipated work. The October 13, 2011 "Construction Schedule at a Glance" with activities related to progress for the past month is attached below.

###

**Jones Point Park Restoration Project
Construction Update at a Glance:**

Date: 10.14.2011

The following provides an overview of major tasks undertaken by the project General Contractor. Future Scheduling Week and Work Anticipated Items are subject to change in response to construction activities, weather and project conditions.

Week	Work Anticipated:
10.31.2011	not available
10.24.2011	Royal Street Place curb and sidewalk Install base paving Install rock mulch Tot Lot Install play equipment Fishing Pier Install deck Finishing Pier Place concrete Light House Install windows in shed Install siding on shed Invasive Species Removal Remove new growth Comfort Station Install interior walls
10.17.2011	Park Entry Road Install plantings Royal Street Adjust manholes and valve boxes Place subgrade Place curb and sidewalk Park Paths Install Light House path and relocate construction access road

Playground
Install subbase

Finishing Pier
Install deck
Place concrete

Light House
Install chimney for shed

Comfort Station
Install interior plumbing and electric
Install roof deck
Install HVAC system

10.10.2011

Royal Street
Install conduit

Restricted Access Road
Intall base paving

South Ball Field
Grade and dewater

Finishing Pier
Ship lawn wall construction

Light House
Intall exterior trim and siding

Comfort Station
Install finish plumbing
Install roof deck and exterior wall framing

10.03.2011

Royal Street
Install conduit
Grade and install curb and pavement

Restricted Access Road
Complete rock mulch at bridge piers

Park Paths
Install lighthouse path

Floating Dock
Install landing

Lighthouse
Install roof shingles

Comfort Station
Install interior plumbing and electric

09.26.2011 Royal Street
Install conduit
Grade and install curb and pavement

Restricted Access Road
Complete rock mulch at bridge piers

Park Paths
Install lighthouse path

Floating Dock
Install landing

Lighthouse
Install roof shingles

Comfort Station
Install interior plumbing and electric

09.19.2011 Royal Street
Shift fence and trail location
Install electrical conduit

Finishing Pier
Repair

Light House
Install brick pavers
Interior framing
Install interior plumbing

South Ball Field
Install topsoil and grade
Place watering system

Comfort Station
Install roof decking and blocking
Install interior walls

Memorandum

Date: September 14, 2011

To: Jones Point Park Community Liaison Information Group

From: Kate Maxwell, Woodrow Wilson Bridge Project, Community Relations

Subject: **Jones Point Park Community Liaison Information Group Meeting Minutes**

The third meeting of the Jones Point Park Community Liaison Information Group was held on Tuesday, September 13, 2011, at 7:00 p.m. at the Nannie J. Lee Center in Alexandria, VA.

Attendance

The following groups were represented as follows:

- Alexandria Park & Recreation Commission – Judy Noritake
- Fords Landing Homeowners' Association – Michael Reed
- Jones Point Park Community Gardens—Royal Street – Barbara Lynch
- Old Town/Hunting Creek Civic Association – Maureen Dugan
- Old Town Civic Association – Yvonne Weight Callahan and Tim Elliott

The following people joined them at the head table:

- Kate Barrett, Landscape Architect, National Park Service (NPS)
- Jonathan Jacobsen, WWB Executive Project Manager, Potomac Crossing Consultants (PCC)
- Jalal Masumi, WWB Deputy Project Manager, VDOT
- Brad Pittsnogle, Project Engineer, Jones Point Park Improvements Project, PCC
- Jennifer Lavin, Community Relations, Woodrow Wilson Bridge Project, PCC
- Kate Maxwell, Community Relations, Woodrow Wilson Bridge Project, PCC

Ron Kagawa from the City of Alexandria Department of Recreation, Parks & Cultural Activities was also in attendance. In addition, there were approximately three community members in attendance.

The indicated representatives for the following groups were invited but unable to attend:

- Old Town Village Homeowners' Association – Herve Aitken
- Yates Garden Citizens Association—Teresa Miller and John Wilson

Presentation

Mr. Jacobsen kicked off the meeting with introductions. He then updated the group on the progress that has taken place during the last quarter. He shared construction progress photos of the various features of the park. The full presentation is available online on the City of Alexandria website.

The following topics were discussed as a group:

1. **Light House Shed** – Meeting attendees had questions regarding the purpose of the shed construction that is in conjunction with the light house. It was explained that the building is being added as a historic feature and is a replica of one that was previously adjacent to the lighthouse.
 - a. Status: The shed is currently under construction, and will ultimately be enclosed with siding. There will not be a wayside panel specifically for the shed, but there are three in the area that will explain its historic significance.
CLOSED
2. **Bridge lighting** – Residents expressed concern that the lighting under the bridge is inadequate, creating a safety concern.
 - a. Status: Project goal is to install lights before it starts getting dark earlier. Once the contractor installs the conduit (within a couple of weeks), wiring will be completed by Dominion Virginia Power. Their schedule can be difficult to pin down.
OPEN
3. **Stone path underwater and laden with mud** – Part of the trail was heavily impacted by recent weather events, and proved to be unusable after the heavy storm.
 - a. Status: The path construction is complete, and this is final. While construction was done to best accommodate for rainfall, certain events will still have an impact on usability of the trail. Path was checked following recent rain event; it is clear of mud.
CLOSED
4. **Soccer Field runoff** – Residents fear that water runoff will flood the walking path due to increased elevation of soccer field construction.
 - a. Status: Pipes have been installed beneath the path to redirect water drainage to the river. There is no way for the project to stop river inundation, but they can implement measures to control surface water, and they have already done so.
CLOSED

New Business

The following topics were brought up by members of the group:

- A graphic representation of current park access was requested. The project will work on this and will distribute a PDF to group members and post it on the City of Alexandria website upon completion.
- Concerns were raised about fisherman walking on newly-seeded areas. Spanish signs were requested. The contractor will skirt the area with orange plastic fencing to discourage admittance and activities in lieu of signs.
- St. Mary's School turnaround traffic appears to have been impacted by the relocation of the recycling center. –It was determined that the park project is not the main reason for this, St. Mary's is doing their own construction as well. Jen and Brad met with the Principal previously to discuss potential solutions, but they will call again to follow up on the issue.
- Residents requested more trashcans along the trail.

- Residents requested that the tall fence around the recycling area be extended to the gate at Royal Street in order to deter outsiders from seeing into the garden area. Trees will be planted to create a natural visual barrier and this should alleviate the problem. A six-foot chain link fence will be installed along the north side of the ditch, tying into existing boundary fences.

The meeting was adjourned at 8:00 p.m.

The next meeting will be held on Tuesday, January 17, at 7:00 p.m. in the same location.

City of Alexandria, Virginia

MEMORANDUM

DATE: OCTOBER 20, 2011

TO: PARK & RECREATION COMMISSION MEMBERS

FROM: PARK PLANNING, DESIGN & CAPITAL DEVELOPMENT TEAM
LAURA D. DURHAM, OPEN SPACE COORDINATOR, RPCA
DANA WEDLES, URBAN PLANNER, RPCA

SUBJECT: RPCA "FRIENDS" GROUPS- ITEM V

At the request of the Park and Recreation Commission, RPCA Park Planning staff have been reviewing and assessing existing public/private programs and agreements that support improvements in and to the City's park system. While many jurisdictions have formal "friends of..." programs to support their park systems, the City of Alexandria currently provides for a number of other relationships with private entities that often can provide similar levels of improvements, including:

1. Agreements with home owner associations (HOAs), where the City pays the HOA to do maintenance work;
2. Agreements with HOAs where the HOA pays the City for extra/enhanced service;
3. Memorandums of Understanding with other community groups where community groups can enhance and maintain City property with approval of RPCA staff (no funding);
4. Adopt-a-Park agreements (funded by a State Litter Grant program);
5. Adopt-a-Garden agreements (no funding);
6. Privately owned and maintained property with public access easements for parks/open space, typically required through the Development Special Use Permit process; and
7. Advisory friends groups at recreations centers.

Each of the public/private partnerships listed above allows an opportunity for an enhanced level of maintenance or other improvements to Alexandria's parks beyond which is provided as a standard level of service by the Department of Recreation, Parks and Cultural Activities.

Conservancy
Other non-profits

Issues:
Privatization
Competing Interests
Lack of incentives

City of Alexandria, Virginia

MEMORANDUM

DATE: OCTOBER 20, 2011

TO: PARK & RECREATION COMMISSION MEMBERS

FROM: PARK PLANNING, DESIGN & CAPITAL DEVELOPMENT TEAM
LAURA D. DURHAM, OPEN SPACE COORDINATOR, RPCA
DANA WEDLES, URBAN PLANNER, RPCA

SUBJECT: RECREATION, PARKS AND CULTURAL ACTIVITIES “FRIENDS”
GROUPS- ITEM V

Existing Public/Private and Non-Profit Partnerships for Alexandria Parks and Recreation Centers:

At the request of the Park and Recreation Commission, RPCA Park Planning staff have been reviewing and assessing existing public/private programs and agreements that support improvements in and to the City’s park system. While many jurisdictions have formal “friends of...” programs to support their park systems, the City of Alexandria currently provides for a number of other types of partnerships with private entities that often can provide similar levels of improvements.

Each of the public/private partnerships listed below allow an opportunity for an enhanced level of maintenance or other improvements to Alexandria’s parks, beyond which is provided as a standard level of service by the Department of Recreation, Parks and Cultural Activities (see attached list for examples of these partnership opportunities).

1. **City to HOA Transfers:** Agreements with home owner associations (HOAs), where the City pays the HOA to do an enhanced level of park maintenance; there is currently only 1 agreement with this type of partnership.
2. **HOA to City Transfers:** Agreements with HOAs where the HOA pays the City for an extra/enhanced level of service; there is currently only 1 agreement with this type of partnership.
3. **Memorandum of Understanding (MOU) with Community Group:** An MOU detailing where a group can make landscape improvements to and maintain City park property with approval of RPCA staff. There are no City funds provided for these improvements. There are currently 3 signed MOU’s and 2 in progress (see Exhibit A).

4. **Adopt-a-Park agreements** (*funded by a State Litter Grant program*): Neighborhood groups can participate in regular, committed park clean-up activities. Minimal funding is provided to the groups for their efforts through the grant program. There are currently 31 parks adopted by 16 groups.
5. **Adopt-a-Garden agreements:** Neighborhood groups can provide and maintain additional plantings, including seasonal color in parks. There are no City or grant funds provided for these improvements. There are currently 5 active garden agreements, though others have recently expired and are up for renewal.
6. **Open Space Easements:** Privately owned and maintained property with public access easements for parks/open space, typically required through the Development Special Use Permit process. An MOU defines the maintenance areas (see Exhibit B); and
7. **Advisory friends groups at each of the recreation centers.**

Additional Opportunities:

A number of the existing partnership types may be improved upon as a means of increasing park maintenance and supporting recreation center activities with little to no cost to the City. Expanding these partnership opportunities may provide for new amenities within Alexandria's park facilities and recreation centers. Currently the RPCA staff is developing new MOUs with community groups throughout the City that will include additional plantings and maintenance in highly visible parks (e.g., Waterfront area and Cameron Station). Staff is also exploring the possibility of partnering with non-profit groups in order to operate programs and community buildings such as the new building at Four Mile Run Park. Non-profit management of programs and buildings allows for the City to support and promote community activities with minimal impact on the Operating Budget.

Challenges:

While these partnerships play an important role in improving our parks and recreation centers, staff's review of each opportunity must continue to consider and address any potential issues that could result from relying on increased public involvement, including:

- Privatization of public space;
- Competing interests within limited parks/centers; and
- Lack of ongoing, committed maintenance post improvements.

Park Planning staff will report back to the Park and Recreation Commission as these additional alternative modes of funding park and recreation improvements and maintenance, including formalized, non-profit "friends" groups and conservancy models are proposed.

EXHIBIT A: EXAMPLE OF MOU WITH COMMUNITY GROUP

RE: Seasonal Plantings, Irrigation & Maintenance

City of Alexandria Property at _____

This memorandum is a follow-up to our meeting on _____, 2011 with Laura Durham of Recreation, Parks & Cultural Activities as staff representative of the City of Alexandria (City) to discuss the clean-up, enhancement/ornamental plantings, and maintenance of the City property located at _____. (see attached exhibits) project area.

Outlined below is a Project Understanding and Agreement.

Project Understanding

I. Scope of Work:

Community Group (____) will install the following within the property boundaries:

- A. Seasonal color plantings (principally annuals, perennials)
- B. Low evergreens or shrubs as backdrop for the seasonal color.
- C. _____
- D. _____
- E. Topsoil/soil amendments for plantings associated with the project area.

II. Plantings:

- A. The Community Group (____) will provide all funds, labor and materials to install and maintain plantings on the property, with the exception of the City's regular mowing of the site. *Plantings will include a continuous seasonal four cycle rotation of annuals (Fall, Winter, Summer, Spring) and evergreens or low shrubs and _____.* Work will be performed by the Community Group (____) and/or its successors until such time that this agreement is voided by the Community Group (____) and/or successors and the City. Care will be taken to comply with the City of Alexandria Landscape Guidelines, a copy of which has been provided to the Community Group (____).

III. Maintenance:

- A. The Community Group (____) will provide all funds, labor and materials to consistently maintain the project area at a ____ level of manicure and operating capacity. *Landscape maintenance will include rotation of seasonal plantings, irrigation/watering for all plantings, replacement of dead/dieing plantings, mulch installation, fertilization and regularly scheduled policing of grounds for trash removal.*

IV. Project Costs & Resources:

- A. City staff are pleased to assist the Community Group (____) in reviewing proposed planting as needed.
- B. All project costs will be borne in perpetuity by the Community Group (____) or its successors. The City will not provide any funds, labor or materials for this ongoing effort.

V. Regulatory:

- A. As noted during our _____, 2011 meeting, plantings, excluding trees, shall not exceed three (3) feet in height.

- B. All City sidewalks and/or right-of-ways shall remain free and clear for pedestrian traffic and project related maintenance should be performed in a manner that minimizes impact on users.
- C. Irrigation/watering of the site shall not overspray onto the sidewalk and/or right-of-way, intersection or adjacent roadways.
- D. All site drainage must remain on site and not be directed over the sidewalk and/or right-of-way or adjacent roadways.
- E. The City reserves the right to remove plantings determined to be invasive, or inconsistent with this agreement. The City reserves the right to modify conditions on site that are considered inconsistent with this agreement. The Community Group (____)/and or successors will be provided with thirty (30) days written notice as opportunity to take corrective measures prior to engagement of City forces.
- F. No temporary or permanent signs, sculpture or advertising information shall be permitted in the project area.

VI. Indemnification & Assumption of Risk:

- A. The Community Group (____)t and/or successors agree to indemnify, defend and hold harmless the City and its agents, offers and employees from all suits, actions, causes of actions, omissions, damages, claims, losses, liability, costs and expenses (including court costs and attorney's fees), resulting from or arising out of any bodily injury, death or property damage (including injury death or property damage or other losses sustained by the City or any of its officials, employees or agents) caused in whole or in part by any negligent act or omission of Passport/ and or successors or agents relating to or involving performance of work in the scope of this agreement, or by any other act or omission by such persons under this agreement.
- B. The Community Group (____) and/or successors accepts all risk as responsible party associated with all labor, work, materials, accidents, liabilities, claims or actions and resulting actions associated with work in the project area.

VII. Environment:

Consistent with Alexandria's Eco-City Charter, the City encourages Passport to implement the following:

- A. Care in horticultural and landscape maintenance practices to ensure use of non-invasive plants and ecologically appropriate soil amendments/fertilizers/chemicals.
- B. Care in use/scheduling of landscape irrigation/watering to ensure minimization of potable water use by irrigating only during periods of drought, use of low emission heads/nozzles, regularly scheduled inspection for leaks, damage and necessary repairs.

VIII. Site Utilities:

Please be certain to contact MISS UTILITY and/or have the project area marked by a suitably qualified surveyor prior to commencement of construction to ensure that any project work does not conflict with existing utilities.

- A. *Repair of damage to utilities is the responsibility of _____.*

IX. Terms of Agreement:

- A. This agreement shall be for a two (2) year term with a date of commencement of _____, 2011. The Community Group (____) and/or successors will provide to the City a written

status report citing progress and consistency with this agreement every sixty (60) days from the anniversary date of date commencement of this agreement.

- B. The City will perform unannounced periodic site reviews to observe consistency with terms of the agreement. Either party may terminate this agreement unilaterally upon providing the other party(s) with written notification of three months (90 days) notice of such intentions.
- C. Should the City or the Community Group (____) and/or successors determine that they will not continue with the agreement subject work above, the Community Group (____) and/or successors will remove all plantings, irrigation and other improvements from the site and restore the disturbed areas with grass sod. Restoration includes restoration of grade to previous condition, removal of the landscape irrigation system and any project related site improvements.

X. Agreement:

- A. On behalf of the City of Alexandria and the Community Group (____) and/or successors the undersigned agree to fulfill obligations indicated above in timeliness, labor and material work.

Date

James Spengler, Director

Parks, Recreation & Cultural Activities; City of Alexandria, Virginia

Date

Community Group (____); Alexandria, Virginia

Date

Community Group (____); Alexandria, Virginia

###

EXHIBIT B: PUBLIC ACCESS AGREEMENT

AGREEMENT BETWEEN THE CITY OF ALEXANDRIA, VIRGINIA AND HOMEOWNERS ASSOCIATION

The City of Alexandria, Virginia, a municipal corporation of the Commonwealth of Virginia, (“City”) and Homeowners Association and its successors (“XXXX”) hereby agree as follows (“Agreement”), as it pertains to landscaping, ornamental plantings and maintenance of a portion of City property located at XXXX Park -- as more fully set forth and designated on the map attached hereto as Exhibit A”).

I. Scope of Work:

A. XXXX shall, within the Property:

1. Maintain the existing ornamental plants and shrubs.
2. Install, as necessary, additional evergreens, shrubs or other ornamental plants, all Subject to the prior written approval by the City.
3. Install seasonal perennial plants, as XXXX deems appropriate, subject to prior written approval by the City.
4. Maintain the existing timber bulkheads and tree boxes.
5. Provide mulch and topsoil/soil amendments for any plantings within the Property.

B. City shall at the Property continue its regular mowing and maintenance of large trees.

C. This Agreement confers no rights, uses, privileges of the Property to XXXX, except as to landscape and plant maintenance as explicitly set forth in Section 1, A, above.

II. Planting and Maintenance Commitment:

A. XXXX shall maintain the Property at a comparable level of maintenance to common areas owned by XXXX. Landscape maintenance will include irrigation/watering for all plantings to the extent necessary and permitted by existing water supplies at XXXX’s disposal; replacement of dead/dieing plantings; mulch installation; fertilization and regularly scheduled policing of the Property for trash removal.

B. City hereby approves and accepts all previous plantings and landscape improvements made by XXXX or its predecessors within the Property.

III. Project Costs and Resources:

C. City staff will consult with XXXX in reviewing proposed plantings. All plantings on the Property are subject to the prior written approval by City.

D. All funds, labor and materials needed to accomplish the Scope of Work undertaken by XXXX in Section I, above, shall be provided by XXXX.

E. City shall not provide any funds, labor or materials for this Project except as they relate to the City’s responsibilities, as set forth in Section I, above.

IV. Regulatory:

- F. Plantings, excluding trees, shall not, without prior written approval by City, exceed three (3) feet in height.
- G. All City sidewalks and/or right-of-ways shall remain free and clear for pedestrian traffic and Project-related maintenance shall be performed in a manner that minimizes impact on users.
- H. Irrigation/watering within Property shall not overspray onto the sidewalk and/or right-of-way, intersection or adjacent roadways.
- I. All site drainage must remain on site and not be directed over the sidewalk and/or right-of-way or adjacent roadways.
- J. City may perform unannounced periodic site inspections to evaluate whether XXXX is complying with the terms of the Agreement.
- K. City reserves the right to remove plantings determined to be invasive or inconsistent with this Agreement. City reserves the right to modify conditions within the Property that in its sole discretion, it determines are inconsistent with the terms of this Agreement. In the event the City determines that XXXX is not in compliance with the terms of the Agreement, the City shall provide thirty (30) days written notice to XXXX to take corrective measures. In the event that XXXX fails to correct the default, the City shall immediately terminate the Agreement.
- L. No temporary or permanent signs, sculpture or advertising information shall be permitted within the Property Boundaries without the City's prior written approval.
- M. XXXX shall comply with **City of Alexandria Landscape Guidelines**. XXXX acknowledges receipt of these guidelines.

V. Indemnification & Assumption of Risk:

- C. XXXX agrees to indemnify, defend and hold harmless City and its agents, officials and employees from all suits, actions, causes of actions, omissions, damages, claims, losses, liability, costs and expenses (including court costs and attorney's fees), resulting from or arising out of any bodily injury, death or property damage (including injury, death or property damage or other losses sustained by City or any of its officials, employees or agents) caused in whole or in part by any negligent act or omission of XXXX or its agents relating to or involving performance of Scope of Work covered by this Agreement.
- D. XXXX accepts all risks associated with all labor, work, materials, accidents, liabilities, claims or resulting actions associated with performance of the Project within the Property Boundaries, except and to the extent resulting from negligent acts or omissions of City.

VI. Environment:

Consistent with Alexandria's Eco-City Charter, City encourages XXXX to implement the following:

- A. Care in horticultural and landscape maintenance practices to ensure use of non-invasive plants and ecologically appropriate soil amendments/fertilizers/chemicals.
- B. Care in use/scheduling of landscape irrigation/watering to ensure minimization of potable water use by irrigating only during periods of drought, use of low emission heads/nozzles, regularly scheduled inspection for leaks, damage and necessary repairs.

VII. Site Utilities:

XXXX shall contact MISS UTILITY and/or have the project area marked by a suitably qualified surveyor prior to commencement of construction to ensure that any project work does not

conflict with existing utilities. Repair of damage to utilities caused by work conducted by or on behalf of XXXX pursuant to this Agreement shall be the responsibility of XXXX or its agents.

VIII. Term and Finality of Agreement:

- A. This Agreement shall be effective for a period of two (2) years commencing on _____ and shall automatically renew for an additional two years at the expiration of each preceding term unless terminated by either City or XXXX, by advance written notice at least ninety (90) days prior to the expiration date of that two-year term. However, the City may terminate this Agreement immediately for cause by sending notice to XXXX in compliance with paragraph C
- B. This Agreement represents the entire and final agreement, it supersedes any prior understandings, agreements, and negotiations, and it shall be amended only by a writing signed by City and XXXX.
- C. All notices required by this Agreement shall be sent to the parties at the following addresses:

To the City:

The Director of Recreation, Parks and Cultural Activities
City of Alexandria
1108 Jefferson Street
Alexandria, Virginia 22314

With a copy to:

Office of the City Attorney
301 King Street, Suite 1300
Alexandria, Virginia 22314

To HOA:

AGREED TO AND ACCEPTED BY THE FOLLOWING PARTIES, AND EXECUTED IN DUPLICATE ORIGINALS:

Date
Bruce Johnson, Acting City Manager
City of Alexandria

Date
President, Homeowners Association, Alexandria, Virginia