

City of Alexandria, Virginia

MEMORANDUM

DATE: APRIL 4, 2014

TO: ALEXANDRIA PARK AND RECREATION COMMISSION

FROM: JUDY GUSE-NORITAKE, CHAIRPERSON

SUBJECT: NOTICE OF REGULAR MEETING OF THE PARK AND RECREATION COMMISSION, APRIL 17, 2014

The Alexandria Park and Recreation Commission will hold its Regular Meeting on Thursday, April 17, 2014. The meeting will be held from 7:00 p.m. to 9:30 p.m. at the Charles Houston Recreation Center, 901 Wythe Street, Alexandria, Virginia, 22314.

Please call Chair Noritake at 703.739.9366, ext. 130, if you are unable to attend or if you have questions.

City of Alexandria, Virginia

PARK AND RECREATION COMMISSION

Regular Meeting

Thursday, April 17, 2014, 7:00 p.m.

Charles Houston

901 Wythe Street

Alexandria, Virginia 22314

Agenda

- I. Call to Order by Chair, Judy Guse-Noritake.

Items for Action:

- II. Approval of Summary Minutes: February 20, 2014, March 20, 2014
- III. Election of Officers

Items for Information and discussion:

- IV. Division Updates:
- A. Recreation Programs and Service Update - William Chesley, Deputy Director
 - Athletic Fields Allocation Policy
 - B. Park Operations Report – Dinesh Tiwari, Deputy Director
 - C. Marketing, Special Events, Waterfront Operations - Jack Browand, Division Chief
 - D. Park Planning, Design & Capital Development Reports – Ron Kagawa, Division Chief and Team.
 - Receive Neighborhood Park Planning Process and Timeline
- V. Reports from Commissioners (verbal updates):
- A. Waterfront Commission - Gina Baum
 - B. Youth Sport Committee- Brian McPherson
 - C. Four Mile Run - Ripley Forbes
 - D. Freedmen’s Cemetery.
 - E. ACPS & Capital Improvements - Judy Guse-Noritake
 - F. Ft. Ward - Ripley Forbes
 - G. ACPS School Projects- Judy Guse-Noritake
 - H. Jefferson Houston School - William Cromley
 - I. Open Space - Judy Guse-Noritake
 - J. Braddock Plan Park- Judy Guse-Noritake
 - K. Patrick Henry School Update
 - L. Aquatics Update- Jennifer Atkins
 - M. Eisenhower West - Judy Coleman
- VI. At the close of the meeting, the Commission will take comments on any other topics from the public.

VII. Agenda items for May 15, 2014, meeting and location.

MEMORANDUM

DATE: APRIL 17, 2014

TO: PARK AND RECREATION COMMISSION MEMBERS

FROM: WILLIAM CHESLEY, DEPUTY DIRECTOR
RECREATION SERVICES DIVISION

SUBJECT: APRIL 17, 2014 COMMISSION MEETING - ITEM-IV-A
RECREATION PROGRAMS AND SERVICES REPORT

Youth Activities

- March was National Safe Place Month. Each recreation center displayed Safe Place program information and staff conducted age-appropriate activities to promote child safety.
- Registration for the summer Out of School Time Power-On and Power-Up Programs began on March 19. We project to enroll between 1,200 -1,300 youths in the program. The theme for summer 2014 is “Tune in 2 Power-On/Up” - the Superhero Station WRPCA 14.0. Youth will have opportunities to find the superhero in each of them as well as meet real life superheroes like police, firefighters and others and use their imaginations to create their own superhero characters.
- RPCA staff helped implement a Health and Safety Day at the Boys & Girls Club on March 21 to recognize National Inhalants & Poisons Awareness Week. Event partners included the Alliance for Consumer Education, Alexandria Police, the Boys & Girls Club, and the Substance Abuse Prevention Coalition of Alexandria (SAPCA). RPCA staff conducted workshops and distributed Safe Place information to the 100 youth in attendance. The grand finale was a visit from Batman in the Bat mobile, provided by Superheroes for Kids. Even the Mayor got a photo op with the superhero!
- After implementing weekly Peace Club sessions throughout the 2013-2014 school year, John Adams and MacArthur Power-On programs hosted events at each location on March 31 and April 2 to celebrate a great year of learning about peace. Peace Club worked with approximately 40 second, fourth and fifth grade students at each location. A retired ACPS guidance counselor and two retired ACPS teachers facilitated the club on a volunteer basis. The purpose of Peace Club was to teach lessons of peace and non-violence and to practice emotional intelligence skills. At each event, Peace Club participants performed what they learned for other Power-On participants and parents.
- RPCA participated with Substance Abuse Prevention Coalition of Alexandria (SAPCA) in Kick Butts Day, an event that promotes smoking prevention. T.C. Williams High School students with adult chaperones survey stores to see how and where tobacco

products are marketed. Officials contact stores if store displays, advertising or ad placement appears to encourage smoking by youth. The activity also helps youth see how they and their peers may be influenced to begin smoking and assist them in making the right choice in not smoking.

- Michael Johnson, Recreation Outreach Leader, went to Louisville, KY for agency training for the National Safe Place program. RPCA is a National Safe Place licensed agency to provide places and training to support youth in crises and community education around child safety measures and best practices.
- Extension/4-H and Division staff are collaborating on a variety of enrichment programs at a number of recreation centers and at Hammond and George Washington Power-Up. The anticipated focus for the summer will be the Junior Master Gardener program. Extension/4-H and Division staff are collaborating to identify 35 Alexandria children to attend a weeklong camp at the 4-H Center in Front Royal, Virginia. Registration began on March 3. Anyone wishing to make a donation to send a child to 4-H Camp should contact Margaret Orlando.
- The annual Spring Invitational Cheerleading Competition took place on Saturday, April 5 at T.C. Williams High School. The competition featured 10 cheerleading teams from neighborhood recreation centers and other teams from the Virginia area. The groups competed in Pee Wee, Youth and Junior Divisions. WKYS Radio Personality EZ Street was the Master of Ceremonies and Mayor William D. Euille and Councilman John Chapman presented the awards to the winners. First place winners Cora Kelly Cougars were featured on the front page of the April 10 edition of *Alexandria Times*.
- The Hershey's Track and Field Program is a free City-wide track meet where winners can advance through District, Regional, State and National Competitions. The local meet will take place on Saturday, May 17 at 9 a.m. at T.C. Williams High School's Parker Gray Stadium. The rain date is Sunday, May 18.
- The Miracle League of Alexandria and RPCA will hold its Annual Spring Miracle League Opening Day Ceremony on April 26 at the Kelley Cares Miracle Field. The ceremony will begin at 1 p.m. and guests include representatives from CVS Caremark, who will present a \$25,000 check towards the construction of the new adaptive playground behind the Lee Center; Uncle Slam, mascot of the Potomac Nationals Minor League Baseball Team; and a representative of the Sports Authority at Potomac Yard. Pre-ceremony activities include for participants include sports games, balloons, face painting and refreshments. The game follows the ceremony.
- The 2014 youth baseball and softball programs are underway. 13 softball teams in three leagues (ages 6 to 16 - Rookies, National & American) equate to 180 athletes participating in the program. The Girls Softball Opening Night Ceremony will take place on Wednesday, April 23 at 6:30 p.m. at the Witter Recreational Park Softball Field. Giant Food, Inc. and the Sports Authority will sponsor the league. Giant Food Managers from the Alexandria stores will be on hand to present a \$2,000 check and to throw the first pitch. 390 tee ball and coach pitch baseball (ages 5-8) participants make up the 15-tee ball and 16 coach pitch teams in the two leagues. Games for baseball and softball will start on Saturday, April 26.
- The Alexandria Little League held their 61st Opening Day Ceremony in front of a crowd of over 150 parents and spectators. The ceremony featured the league's 30 teams from the AA, AAA and Majors Division. The league has approximately 450 participants in the program. The ceremony featured special guests T.C. Williams High School Head

Baseball Coach Jim Blair, T.C. Williams High School baseball team members, Mayor Euille, Councilman Smedburg, Officer Peter Laboy, and his children. The crowd acknowledged Officer Laboy by giving him a standing ovation. His son threw out the first pitch for him.

Officer Laboy, his son, and Mayor Euille throwing the first pitch



Adult Activities

- As a member of the Successful Aging Committee, RPCA assisted with the annual Dance for All Ages. The Committee held the event on April 4 in the T.C. Williams High School Cafeteria. 70 seniors were in attendance and 40 T.C. Williams Student Government Association students participated in the inter-generational event. The students served the seniors a delicious meal, gave away door prizes, and all ages danced the night away. This year's theme was "Senior Prom."
- Staff is working with Northern Virginia Senior Olympics (NVSO) to plan the 2014 Senior Olympics. The event will be held in September 2014 at several Recreation Center and park venues in Northern Virginia, including Alexandria.
- The winter adult sports program concluded in April with championship events for the men's winter basketball and volleyball leagues (Recreation & Competitive Divisions) and the coed volleyball leagues (Recreation and Competitive Divisions).

Winter Volleyball Champions



Men's basketball REC Division Champions



- This summer the Adult Sports will expand its programming to include adult flag football, kickball, sand volleyball and a men's soccer league. The adult flag football league will be coed and will run from June to August on weekends. Kickball will take place at Kelley Cares Miracle Field, sand volleyball will be held at Ben Brenman Park's outdoor volleyball courts, and the wiffle ball tournament will take place at Kelley Cares Miracle Field and Lee Center Field.
- Adult Sports programs (Coed Softball, Coed Soccer, Coed Volleyball, and Men's Softball) are underway.



- Late Night Basketball will begin the week of April 21 at Charles Houston and Cora Kelly Recreation Centers. 13 teams will compete in the program.
- The drop-in Pickleball program at Charles Houston and Nannie J. Lee Recreation Centers is running smoothly. The attendance at Charles Houston ranges from 15–18 participants every Thursday and Friday. Attendance at the Nannie J. Lee Recreation Center program on Monday and Tuesday ranges from 5-8. Staff is working with participants to promote the program to increase participation at both centers.



Recreation Centers

- Enrollment in the 2013-2014 (school year) after school program as of March 31, 2014 is 1,243 children compared to 1,296 children at the same time last year. The chart below provides comparative program enrollment data over the past several years. Overall satisfaction with the program is 92% based on mid-year survey results. Three-hundred

sixty-five parents completed the program evaluation survey (31% survey completion rate).

FY-12 through FY-15 SUMMER/SCHOOL YEAR MEASURES

	FY-15 Summer YTD 4/10/14	FY-14 Actuals Summer 2013	FY-14 School YTD 3/31/14	FY-13 Actuals School YTD 3/31/13	FY-13 Actuals Summer 2012	FY-13 Actuals School Year	FY-12 Actuals Summer 2011	FY-12 Actuals School Year
Registration Fee	\$100	\$50	\$300	\$250	\$50	\$250	\$25	\$50
Public satisfaction with OSTP	N/A	92%	92%	92%	95%	92%	90%	90%
Number of OSTP Registrations	271	1,373	1,243	1,296	1,422	1,307	1,213	1,430
OSTP Revenue	\$23,180	\$54,352	\$268,536	\$212,225	\$32,067	\$218,547	\$28,171	\$60,257
Amount of Fee Assistance (Discounts)	\$3,770	\$13,798	\$87,608	\$73,050	\$3,870	\$73,673	\$2,245	\$7,380
Amount of Fees Charged	\$26,980	\$68,622	\$366,071	\$308,031	\$36,205	\$310,256	\$30,930	\$71,200

- Effective April 14, the Therapeutic Recreation Program will operate at the Nannie J. Lee Recreation Center. Therapeutic staff will continue to manage their entire program as well as the traditional recreation program at the recreation center.
- Charles Houston Recreation Center will host the third annual RPCA/ACPS Concert on May 10, from 2 to 4 p.m. Admission is free.

Aquatic Program

- Demand and revenue continue to grow in the Learn to Swim program. Enrollment increased by more than 200 individuals during the two (2) seven (7) week class sessions offered in the winter as compared to the previous season. Waitlist enrollment doubled with revenues increasing by \$12,000 and increased registration fee over fewer actual class offerings. This demonstrates quality programs that continue to foster repeat satisfied customers. Staff implemented twelve (12) additional Sunday classes in the winter session. Further increased class growth could occur with continued staff development and training lifeguard staff to teach and lead Learn to Swim classes. We are looking at ways to increase our instructor pool to meet the demand for swim lessons. Staff is also considering scheduling additional Learn to Swim lessons at the outdoor pools during the summer months.

- Enrollment is underway for the 2014 Wahoo Swim Team. The Wahoos were undefeated in last summer’s Colonial swim league season. The table below shows program enrollment in the Wahoo Swim Program over the past several years. An excellent coaching staff and group of volunteers support the program.

Wahoo Swim Team	2013	2012	2011	2010
Revenue:	\$20,377	\$14,441	\$15,634	\$14,995
Participants:	154	125	138	132
Waitlist:	4	0	0	5

Marketing

- The return on investment of the Summer of Smiles Summer Camp Guide is currently being measured. When a participant registers for a summer camp online, they are being asked to indicate how they heard about the program. At the end of the summer, the response rate will be measured and the cost of the brochure will be compared to the revenue from enrollments. The study began with the start of Spring/Summer program registration on March 19 and will continue through the end of the summer.
- The Customer Care Committee is in the process of implementing initiatives to enhance customer service and communicate to patrons that the RPCA guarantee is to provide service that is responsive, professional, courteous and accountable. Customer service training for staff, staff nametags, and desktop images displaying the RPCA guarantee are a few of the initiatives being pursued.
- The Customer Care Committee announced that the Jerome “Buddie” Ford Nature Center received the most completed Experience Surveys in the month of March. The staff was presented with a certificate of their accomplishment and a celebration for their staff and patrons. Each month prizes will be awarded to incentivize staff to inform patrons that the Experience Survey is available to them to voice their opinion about RPCA facilities and service. Feedback received will be used to make improvements and help prioritize investments.



Other

- Staff reviewed the Athletic Facilities Allocation Policy (Memo to Commission and Policy included with report) with the Youth Sports Advisory Board (YSAB) and other

stakeholders. The Commission in April 2013 endorsed the policy. The Department implemented the administrative policy in July 2013. RPCA agreed to review the policy annually with the YSAB and other stakeholders annually. The YSAB unanimously endorsed the policy. The policy is included on the April Commission meeting agenda for endorsement.

- The Department of Recreation, Parks and Cultural Activities expanded spring “Rock Your Park” Community Open Play by offering morning hours at Ben Brenman Park Soccer Field and the Witter Recreational Parks. The two parks will be open to the public weekdays from 8 a.m. to 2 p.m., March 17 through June 20. Eugene Simpson Soccer Fields will also be open to the public from 3 to 7 p.m. on weekends.
- Recreation Services is implementing an internal communications strategy to ensure that all levels of staff receive up-to-date information and provide the public with accurate and consistent messages. A document containing answers to the most frequently asked questions is being disseminated to staff along with a system for ensuring that policies, procedures, memorandums, and important dates, as well as programmatic and operational information is received by all staff members.
- On March 15, an Inclement Weather and Cancellation Policy was instituted for the Department to provide staff a consistent approach for closing facilities, canceling programs and notifying the public of any closures or cancellations. The adoption of this policy will help alleviate strain on facility staff and provide enhanced customer service to patrons.

City of Alexandria, Virginia

MEMORANDUM

DATE: APRIL 17, 2014

TO: MEMBERS OF THE PARK AND RECREATION COMMISSION

THROUGH: JAMES SPENGLER, DIRECTOR, RPCA 

FROM: WILLIAM CHESLEY, DEPUTY DIRECTOR, RECREATION SERVICES 

SUBJECT: ATHLETIC FACILITIES ALLOCATION POLICY

ISSUE: The Recreation Services Division is responsible for allocating athletic facilities for City of Alexandria youth and adult organizations and for other user groups at all City and School District locations. Since there are a finite number of fields to meet the numerous needs of various groups in our community, staff continue to work with the Youth Sports Advisory Board (YSAB), Alexandria City Public Schools and other community organizations to plan and coordinate equitable use of athletic facilities for a variety of uses. The Athletic Facilities Community Allocation Policy was endorsed by the Park and Recreation Commission (PRC) in April 2013 and adopted as Department policy effective July 1, 2013. The policy is used to guide the fair and equitable allocation of use of the City's athletic facilities. Staff agreed to review the policy with the Youth Sports Advisory Board annually and update the PRC of any changes to the policy.

RECOMMENDATION: That the Commission acknowledges the report from staff and renew its endorsement of the Athletic Facilities Community Allocation Policy as an Administrative Policy of the Department.

BACKGROUND: In September 2002, RPCA Department Director Sandra Whitmore proposed the formation of the YSAB as a sub-group of the Park and Recreation Commission. Ms. Whitmore recommended that the Board be made up of an officer from Alexandria Little League, Alexandria Lacrosse, Alexandria Soccer Association, Titans Youth Football Advisory Board, Tennis Advisory Board, Skateboard Advisory Board, representatives from parents or coaches in the City's basketball, softball and coach pitch programs, a representative from ACPS, a member from the business community and a citizen at large. The Park and Recreation Commission approved the recommendation to form the YSAB and worked with RPCA to form the YSAB. The first meeting of the YSAB was held in December 2002. The YSAB's Charge of Work was to address field and facility usage, coaches training, sponsorships, fundraising and other related matters.

DISCUSSION: RPCA and the YSAB continue to work cooperatively and collaboratively to coordinate use of the City's athletic facilities for programs run by the City and various community organizations such as Alexandria Little League, Alexandria Soccer Association, and Alexandria Lacrosse to name a few. The level of cooperation and collaboration by these organizations has been exceptional, and it is reflected by the fact that we have had minimal issues over the past several years coordinating and scheduling athletic facilities with these organizations. The YSAB reviewed the policy at its February 2014 meeting and unanimously adopted the policy at its March 2014 meeting.

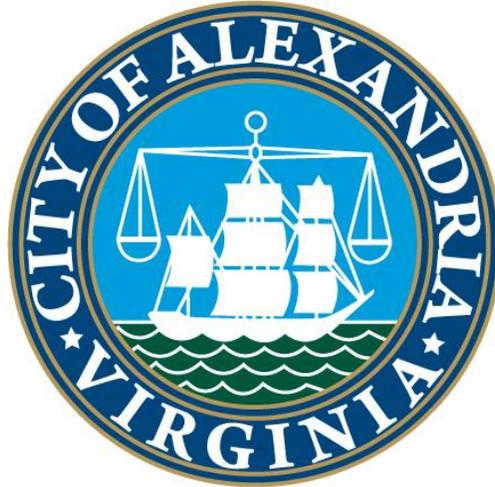
RPCA, the YSAB and other stakeholders will review the policy in the winter of 2015 and will update the Commission on any recommended changes in early spring of 2015.

FISCAL IMPACT: None

STAFF:

James B. Spengler, Director, RPCA
William Chesley, Deputy Director, RPCA
David Miller, Division Chief, RPCA
Joseph Petrella, Division Chief, RPCA
Mac Slover, Director of Sports Programs, RPCA

Alexandria Department of Recreation, Parks and Cultural Activities



**ATHLETIC FACILITIES
COMMUNITY ALLOCATION POLICY**

FOR SPORTS ORGANIZATIONS AND COMMUNITY USERS

JULY 2014



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I. Policy

This document sets forth the policies and procedures that govern allocation and use of City of Alexandria (“City”) athletic fields, tennis courts and indoor facilities (“Facilities”) with the goal of fair and equitable allocation of use among all users. It outlines who is eligible to receive permitted use of the City’s Facilities.

Under the Facility and Outdoor Maintenance and Use Agreement executed by the City and the Alexandria City Public Schools (“ACPS”) in or about January 2012 (“City/ACPS Maintenance and Use Agreement”) ACPS has delegated the scheduling of use of certain designated ACPS properties when not in use by ACPS to the City.

The City shall implement this Policy, comply with these regulations and provide equal access to the City’s and ACPS’ properties in accordance with this Policy. The City through the Department of Recreation, Parks and Cultural Activities (“RPCA”) is authorized to grant approval for usage and to schedule athletic facilities, tennis courts and ACPS Facilities in accordance with the policies and procedures established by the City set forth in this Policy. The RPCA will maintain a schedule for use of assigned Facilities. Every effort will be made to provide fair distribution of facilities to all for permissible activities. The RPCA has the authority to make changes to the allocation, season dates, primary/secondary sport designations, practice/game allocations, and fee charges as usage and field availability change, and to interpret and determine appropriate procedures for implementation of the Policy. RPCA has the authority to restrict or terminate a permit when a violation occurs that warrants termination or when it is deemed in the best interests of the City or ACPS.

II. Permissible Activities

Approved community activities may include, but are not limited to, recreational sport practices, games, tournaments, festivals or instructional programs. Activities which do not fall into the above categories or are inconsistent with the intended use of the Facility will be referred to the RPCA for a determination of whether the activity is permissible.

Use of Facilities by for profit organizations or by private individuals for the sole purpose of advertising or exhibiting commercial products or services are prohibited except as specifically authorized by this Policy.

In order to provide space for spontaneous play, some of the City’s properties will be designated for such activity and therefore, do not require a permit and may not be reserved through a permit. These properties can be used on a first come, first served basis. This provision applies only to City Facilities and ACPS facilities upon approval by the ACPS Facilities Office.

III. Permits

1. Facility Use Permits

City Facilities may be scheduled for use. All use assignments may be confirmed by "Athletic Field and Outdoor Court Permit" at www.alexandriava.gov/recreation.

The following conditions require an *Athletic Field and Outdoor Court Permit*:

- A. Any person or organization sponsoring an organized gathering/activity of more than fifteen (15) persons upon property owned, under the control of or scheduled by the City (Attachment I);
- B. Any person or organization collecting monies (to include donations) while on property owned by or under the control of the City;
- C. Any person or organization conducting classes, camps, or other activities where the participants pay a fee for the activity while on property owned or under the control of the City; and
- D. Any field/facility designated by the City or ACPS as “Use by Permit Only.”

2. Other Required Permits

In addition to the permits outlined above, any person or organization using or providing activities such as moon bounces, dunk tanks, tents, fireworks, carnival rides, or pony rides, etc. regardless of the size of the group is responsible for contacting the RPCA Special Events Office, City of Alexandria Code Administration, the Alexandria Health Department and any other appropriate federal, state or local agency to arrange for permits and inspections. Guidelines can be found under the Special Events Section at <http://www.alexandriava.gov>.

3. Filing an Application for a Permit

- Individual or organization must obtain an approved Athletic Field and Outdoor Court Permit.
- All groups requesting use of public schools and fields, courts and park facilities, except leagues that have been approved for league play, shall complete the Athletic Field and Outdoor Court Form and an ACPS School Facilities Use Form.
- Applications for single or multiple use dates must be submitted fifteen (15) business days prior to the date of use.
- Applications for seasonal use must be submitted sixty (60) days prior to the date of use.
- Any application requesting an exception to the Policy must be submitted to the Director of Sports ninety (90) days prior to the start date.
- A current certificate of General Liability insurance coverage naming the City of Alexandria as an “Additional Insured” on the policy may be required for certain activities.
- A request for a particular athletic facility or court does not guarantee availability or assignment.
- Requests for Facilities by for-profit organizations will be considered by RPCA on an individual basis, based on resources, ground conditions, specific facility and availability.

- Facilities removed from use for renovation, rehabilitation, maintenance or other reason, by the City will not be permitted for use.

IV. Priority of Use

Set forth below is the prioritization of organizations/individuals in descending priority, who wish to use City and ACPS Facilities. Accordingly, Level I Organizations have first priority in the scheduling use of City Facilities.

A. Priority of Use by Organizations for City Facilities

1. Level I Organizations:

- A. Recreation, Parks & Cultural Activities Sponsored Programs - those activities planned on City property as per the RPCA and ACPS Shared Use Agreement which defines the roles and responsibilities of each organization.
- B. Alexandria City Public Schools on ACPS property or City property.

2. Level II Organizations:

- A. Not for Profit Affiliates, Agencies/Organizations located in the City; for example, the Alexandria Soccer Association, Alexandria Little League, Alexandria Lacrosse Club, Alexandria Rugby Club, public schools which provide services open primarily for City residents and are scheduled by RPCA.

3. Level III Organizations:

- A. Not for Profit Agencies/Organizations located inside the boundaries of the City of Alexandria with recognized programs such as the Alexandria Aces.

4. Level IV Organizations:

- A. For Profit Organizations - those agencies or organizations or individuals who are in the business of charging a fee and make a profit.
- B. For Profit Organizations - those agencies/organizations or corporations/businesses restricting participation to only those employed, regardless of location of residence of employees and/or organization/business.
- C. Organizations or individuals who want to use a City Facility on a one time rental basis.

5. Level V Organizations:

- A. Agencies/Organizations located outside the boundaries of the City of Alexandria.

B. Priority of Use of Organizations for ACPS Facilities Scheduled by City

1. The use of facilities that the City is responsible for scheduling in conjunction with ACPS will be scheduled in the following order of descending priority:
 - A. **School Groups** - Parent Teacher Organizations, Alexandria City Public Schools and Booster Clubs shall have first priority for use of ACPS facilities for conducting meetings, ACPS sponsored programs and similar activities;
 - B. **City Sponsored Activities** – activities planned, promoted, staffed, and scheduled by the City.
 - C. **RPCA Approved Agencies/Organizations** - those organizations which meet league requirements and are scheduled by RPCA;
 - D. **Not for Profit Agencies/Organizations**- those organizations or individuals located within the City
 - E. **Not for Profit Agencies/Organizations located outside of the City of Alexandria;**
 - F. **For Profit Organizations** - those agencies/organizations or individuals that charge fees and are in business for making a profit.

C. For Profit Activities

In the event that an agency/organization or individual desires the use of public property for any commercial purpose, RPCA (Sports Section working with Special Events Section) will charge appropriate fees for facility use, supervision, clean up, utilities, security, etc. Gross revenues include any participation fees, spectator fees, concessions sales and merchandise sales. A full accounting of these revenues must be provided within two (2) weeks of completion of the event. A Not for Profit group, organization or agency cannot co-sponsor a commercial venture for the sake of altering the classification of the activity being sponsored.

D. Grandfathered Rights

Generally, organizations requesting Facilities that were used in the prior year will be given priority consideration in scheduling. However, if during the prior year it was found upon periodic checks of the facility, that the league was not making use of the facility during timeframes assigned to them, the grandfathered rights during those time frames may be considered void.

Some organizations have invested significant funding into the improvement of City facilities and may have been granted priority use. This funding does not grant the organization sole use of the facility. When it is in the best interests of the public, the facility will be scheduled for other groups. No school fields shall be scheduled based on grandfathered rights.

E. Field and Court Availability

In order to conduct a preventive maintenance program for playing fields, the City reserves the right to close athletic ball fields and courts at any point during the year.

F. Conflict of Use

All conflicts of use of City Facilities will be resolved by the Director of RPCA or his or her designee. All conflicts of use of ACPS Facilities will be resolved by the Director of RPCA or his or her designee and ACPS Facilities Director or his or her designee.

V. Seasonal Allocation Priority

A. Outdoor Sports

The priority of field and court use is as follows: TC Williams High School, Recreation Department Youth and Adult Sports, classes & special events, affiliated groups/organizations, travel programs and public/private rentals. RPCA and ACPS reserve the right to close any athletic facilities at any time.

Fall August 15 - November 1	High School Seasonal Sports, Football, Soccer, Lacrosse, Baseball, Rugby, Field Hockey, Tennis, Kickball, Ultimate Frisbee, Whiffle Ball, Softball, Flag Football, Gaelic Football, & etc.
Spring Last Monday in February – June 30	High School Seasonal Sports, Baseball, Softball, Lacrosse, Soccer, Rugby, Gaelic Football, Tennis, Kickball, Ultimate Frisbee, Whiffle Ball, Flag Football, & etc.
Summer July - August 14	High School Age Baseball Field Hockey, Baseball, New Sports, and Rugby, Soccer, Lacrosse, Tennis, Kickball, Ultimate Frisbee, Whiffle Ball, Gaelic Football, & etc.
Winter November 15 – Third Sunday in February	High School Seasonal Sports, Rugby, Soccer, Lacrosse, Kickball, Gaelic Football, Football & etc.

The resources will be allocated to sports groups in their primary season.

Secondary season allocation (based on space available)

1. One game period and up to two practice periods per team per week
2. Future adjustments to these allocations will be based upon availability of resources and competing needs.
3. Organizations are required to notify Director of Sports of any allocated athletic facilities and/or facility use hours that the organization does not use when the rosters are submitted.

B. Indoor Sports

Indoor school or City Facility priority will be given to basketball, volleyball and indoor soccer during November through March or July through August. Out-of-season requests will be considered after priority sport needs for a season are satisfied. Each out-of-season request will be handled on an individual basis, based on resources and Facility availability. All requests must come through the

Sports Office. The Sports Office will then work with the Recreation Centers or ACPS on space availability and cost of the rental.

VI. Specific Facility Scheduling

The City reserves the right not to schedule a Facility for use when an insufficient number of teams have registered to utilize the Facility and/or the City determines based on the registered use that it is not cost effective to use the Facility.

A. Scheduling Allowances

Specific facility use scheduling for practices and games will depend upon the size of facility requested, parking, and availability and field conditions. RPCA must approve facility use schedules prior to a permit being issued. Scheduling guidelines for each facility will be outlined in the organization's MOU or facility permit. Failure by an organization to follow these guidelines will result in and up to suspension of their permit.

To make maximum use of the limited time available to schedule winter programs in gymnasium facilities, as well as the most effective use of supervisory personnel and budgetary resources, RPCA will require organizations to conduct no more than two (2) practice sessions each week night and up to two games in each facility assigned, subject to the hours of gym use authorized by the respective school administrators.

Each of these practice/game periods will be at least one (1) hour, but not more than one (1) hour and thirty (30) minutes in length. This will require all winter programs to focus on expediting the transition from one game or practice session to the next so that valuable time is not lost. Failure to complete the required number of practices or games in the time allotted will not entitle the program to additional gym time.

When organizational demand in any sport exceeds the supply of suitable facilities, each program will be required to limit their registration based on available resources.

B. Tournament Scheduling

Completion of the Athletic Field and Outdoor Court Form is required for all tournament requests. Fees and conditions will be based on the City of Alexandria's Fee Schedule. (Attachment II). The approval process will follow the procedures set forth above in Section IX Participation, Processing, Team and Rental Fees. Depending upon the tournament host's needs, fees will be charged accordingly based on Section IV C For Profit Activities.

C. Athletic Field Parking Design Standards

The following design standards regulate parking ratios at recreational fields. Ratios are based on a regulation size rectangular field with the dimensions of 50y x 100y:

- No more than 44 players can be on the field at one time. This can mean:
 - Four youth teams practicing, each using a 15y x 30y area
 - Two adult teams practicing, each using a 25y x 50y area
 - Two youth games, each using a 25y x 50y area
 - One adult game, using a 50y x 100y area

- With a maximum number of players set at 44, each 50y x 100y field requires a parking standard of 40 legal parking spaces, including 2 handicap spaces. In order to be consistent with the City's eco-city policy and consider Alexandria's urban character, this parking ratio assumes a few players, coaches, and/or spectators must carpool or use alternative transportation.
- If the site is in a densely urban area where 40 spots are not feasible, 20 spots are acceptable; however, the 50y x 100y field cannot have more than 22 players at one time. **If the field must be programmed for more than 22 players, organization shall be responsible for arranging either off-site parking or alternative transportation methods.**
- The City of Alexandria reserves the right to limit the number of games being played at any location due to parking concerns. These standards have been developed as a guide to assist organizations, who utilize our facilities, schedule activities based on realistic parking availability at various parks throughout the City. If the organization chooses to schedule activities above and beyond the design standards established above, the onus of responsibility shall fall upon the organization utilizing the facility for any issues that occur as a result of ignoring these standards (parking tickets, etc.).

D. Athletic Field Goal Safety Guidelines

The City requires all organizations that use RPCA or ACPS facilities must follow all safety guidelines associated with soccer, field hockey, rugby, football, lacrosse, or any other portable goals to prevent misuse and potential injuries.

- Goal Injuries Include:
 - Goals falling onto people who are moving the goals from one location to another.
 - People falling from goals while climbing or hanging from goals or nets
 - Goals falling over on people who are pulling down on or climbing on crossbars.
 - Injuries or fatalities occurring as a result of running into goal posts.
 - Goals falling over as a result of high winds or wind gusts.
 - Cuts/abrasions resulting from sharp edges or jagged metal or wood pieces protruding from goal posts.
- Organizations must follow these safety guidelines concerning portable goals:
 - Never allow anyone to play or climb on the net or goal framework
 - Place safety warning labels on the goal posts and crossbar
 - Always use extreme caution when moving goals.
 - Portable goals can only be moved by RPCA or ACPS staff or adults who are authorized and trained to do so.
 - Allow for adequate manpower (two to four adults) to move goals of varied sizes.
 - Organizations must communicate prior to the start of each season and as needed during with all their coaches, parents, players and spectators of the potential dangers associated with moving or playing on portable goals.
 - **Sandbags and/or ground stakes** must be used to secure the goals at all times when they are in use such as practices and games.

Additional information can be found at the following sites:
<http://www.vysa.com/programs/RiskMgmt/373907.html>
<http://www.haydensgoal.org/>

VII. City Approved Organized Leagues

The following requirements must be met in order for an organization to be approved by the City

1. All organizations must be comprised of a minimum of four (4) teams with the appropriate number of players. League status is available to travel affiliations provided City teams practice and host games in the City of Alexandria.
2. Ninety percent (90%) of each organization's membership must include residents of City of Alexandria. Rosters of names and addresses of participants will be used to verify this percentage. If the group has less than 90% City residents, athletic facility space will be allocated to those organizations based on availability of resources.
3. A Memorandum of Understanding must be signed annually between the City and the organization.
4. All organizations must submit proof of not for profit status pursuant to §501(c) (3) of the Internal Revenue Code or self-certify as a not for profit organization. Self-certification will require that the league president attest in notarized affidavit that the organization is operated as a not for profit. An organization's articles of incorporation or other documents shall be submitted to the City with the affidavit which evidence the organization is not for profit.
5. All organizations must purchase a minimum of \$1,000,000 in General Liability insurance. This coverage is required for use of all City and ACPS Facilities. The certificate of insurance must name the City of Alexandria as "Additionally Insured". The organization must notify the City in writing immediately if the insurance has been cancelled. A copy of this insurance certificate, or existing current policy, must be submitted to the City on an annual basis. Failure to maintain insurance shall result in immediate cancellation of Facility use.
6. Organization representatives are expected to attend scheduling meetings with the City which are usually scheduled in January and July and designate a single point of contact that is responsible for dealing with athletic facility applications, payments and assignments.
7. A copy of the following policies shall be submitted to the City at the pre-season meeting
 - A. A copy of organization's bylaws and list of elected officials or board members which contains current addresses and telephone numbers
 - B. The organization's written code of conduct for athletes, spectators,

- and coaches that emphasizes the importance of good character and specifies ethical obligations and sportsmanship expectations;
- C. The organization's policy delineating established disciplinary procedures for addressing behavioral problems of athletes, coaches, officials and spectators;
 - D. The organization's emergency communication plan used by the organization to ensure that all member coaches and teams are aware of any Council of Governments or City Emergency advisory announcements;
 - E. Organizations proposed start and end dates for season proposed along with practice and game/tournament schedules
 - F. Notifications of any registration fees, equipment fees or other fees charged to participants or participating teams;
 - G. The City reserves the right not to issue permits to groups that have demonstrated unfair or inequitable policies.
 - H. No organization may sponsor any other organization for the purpose of altering the classification or fee schedule of such other organizations;
 - I. Additional information as required by the City.

VIII. Requirements for Forming New Leagues

- A. The procedures set forth below are to be utilized when introducing a new sports activity or league formation that would require either indoor or outdoor Facility space scheduled by RPCA:
 - All new organizations must inform the Director of Sports, or his or her designee, in writing at least six (6) months prior to the start of the season of their intention to introduce a new sport activity or form a new league. The new organization must meet all league requirements as outlined in this Policy.
 - All new organizations will be encouraged by RPCA to combine with other similar groups to encourage resource efficiency.
 - All new organizations shall meet all other requirements established under RPCA Organized Leagues including but not limited to this Policy.

IX. Participation, Processing, Team and Rental Fees

1. League Fees

RPCA charges a per capita Youth Sports Fee and non-resident fee of all youth organization users of indoor and outdoor athletic facilities and a team fee and non-resident fee for all adult teams, per season, of all applicants for scheduling of indoor or outdoor facilities, school or leased properties. These fees are non-refundable.

All youth organizations subject to the Youth Sports Fee and a non-resident fee and all adult teams shall remit to RPCA all appropriate fees and pay any outstanding balance(s) to all departments within RPCA before being issued a permit for seasonal use.

Any organization who wants to utilize the Facilities outside of a sports season shall pay a rental fee.

2. Collection of League Fees

- A. Organizations in good standing scheduled for seasonal use will be charged the Youth Sports Fee and non-resident fee for each of their actual registration of participants during the same scheduling season, as typically determined by the current year's rosters filed with the City. This amount will be due prior to issuance of the seasonal permit. Organizations will be required to submit proof of insurance, a roster of participants at the time of application and to pay all applicable fees prior to the Athletic Field and Outdoor Court Permit being issued.
- B. The organization will be required, within two (2) weeks of the first date of use, to submit a complete, current roster (by team) of all participants registered for the new season. The roster will include the full name, home address (street) with the city, state and five-digit zip code. Incomplete and/or invalid mailing addresses will result in the non-resident player fee being applied. If rosters are not received within two (2) weeks, of the permit being issued, the permit could be revoked and void.
- C. An invoice for the balance seasonal fees will be prepared for any additional players to the rosters are received and processed. These fees must be paid within 15 days of invoicing for the organization to remain in good standing.

3. Rental Fees

The rental fees defined in (RPCA Fee Schedule) Attachment II will be charged to seasonal, single-use and multiple even multiple use applicants, as applicable. The Fee Schedule can be found at www.alexandriava.gov/recreation.

Organizations will be charged an applicable rental fee when provided additional practice/game time. In addition, non-seasonal applicants for limited use permits or contracts are subject to the rental fee and a participation fee.

4. Collection of Rental and/or Service Fees

Upon approval of the application, the City will send an invoice to the user. The user shall remit payment to RPCA for the estimated required fees as indicated on the invoice. No facility may be considered as reserved until the application and fee are on file at RPCA and a permit has been issued and signed by both parties. At the completion of the function, financial adjustments may be made if required. Outstanding fees must be paid prior to consideration of any new applications.

5. Cancellation of Rental Activities

Notification of cancelled use must be made in writing thirty (30) business days prior to the date of use rental fees paid, 25 percent of the facility reservation cost will be

refunded. Otherwise, there will be no refunds unless due to inclement weather. The processing fee is non-refundable.

6. Guidelines for Determining the Rental Amount to be Charged

- A. The fee may be determined on the basis of the actual cost of rendering the service, including the interest and amortization of the investment;
 - B. The fee may be computed on the basis of direct and/or indirect operating expenses, disregarding capital items;
 - C. The fee may be computed at the rate which will result in efficient use of a given area or improvement.
- D. Organizations hosting activities in which participants are charged will be assessed a flat rental fee. A financial report itemizing expenses, revenue, and participation will be required five (5) business days after completion of the activity. **These programs will require a Special Events Application and Field and Court Request Form and approval before the activity is allowed to occur.** RPCA will charge for and including all facility use fees, supervision, clean up, utilities, security, etc. If any damage to a facility occurs by rental party during the rental, the rental party will be responsible for full payment for all repairs.
- E. All vendors are responsible for collection and payment of applicable state sales taxes.
 - F. All food vendors are responsible for contacting the Alexandria Code Administration, the Alexandria Health Department and any other applicable City departments to arrange for permits and inspections.

X. Services to be Provided by the City

- 1. The City will schedule the use of City Facilities, ACPS facilities for which the City has been designated by ACPS that City has the authority to schedule.
- 2. The City will act as liaison between ACPS school administrators and the community with regard to ACPS facilities that the City has been given the authority to schedule.
- 3. The City will provide maintenance services at athletic facilities and at the school facilities listed in the Facility and Outdoor Maintenance and Use Agreement dated January 25, 2012.
- 4. The City will issue a permit no later than ten (10) working days prior to start of activity provided that the user has paid any and all outstanding fees and monies owed to the City. The City will hold a pre-season meeting with each league to review information required for the upcoming season.

(Adjusted based on fiscal resources on an as needed basis.)

- 5. Based on allocation of funds, the City will attempt normal grounds maintenance

services at its Facilities which will include:

Diamond Sites: Baseball/Softball Fields

1. Appropriate annual ball field preparation;
2. Periodic mowing of grass;
3. Infield prep work (3-5 times weekly);
4. Litter pickup (3-5 times weekly);
5. Infield and outfield foul line marking,
6. Standard base anchors (no bases);
7. Field condition assessments and announcements daily;
8. Periodic aeration, seeding, fertilization.

Rectangular Sites: Football/Rugby/Lacrosse/Soccer Field Hockey Fields

(Excluding Parker Gray Stadium field)

1. Appropriate annual ball field preparation;
2. Periodic mowing of grass;
3. Litter pickup (3-5 times weekly);
4. Bi-weekly field marking,
5. Standard goals per field
6. Field condition assessments and announcements daily;
7. Periodic aeration, seeding, fertilization.

**Athletic facilities permitted prior to the season start date will receive initial and required seasonal field markings which will typically be provided.

1. Prior to last Monday in February for the spring season;
2. Prior to June 30th for the summer season
3. Prior to August 15th for the fall season
4. Prior to November 15th for the winter season

- Requests for exceptions to this schedule must be submitted by the organization's representative to the Director of RPCA, or his or her designee, at least three (3) weeks prior to request date and are subject to approval by RPCA.
- Organizations requesting services other than those listed above will be billed accordingly.

F. City Services Provided at ACPS Facilities:

Normal grounds maintenance services at ACPS Facilities shall include **only** those services specified in the Facility and Outdoor Maintenance and User Agreement dated January 25, 2012.

G. City Facility Services Provided for the Winter Gymnasium Use Program

The City will provide the following services:

1. Scheduling of the facility
2. Building supervision
3. Custodial cleanup

The City will provide the services set forth in items 1 through 3 above for the Winter Gymnasium Use Program only. Any time beyond the standard scheduled

amount will be paid for by the organization based on the Fee Schedule set forth in Attachment II. These rental fees include but are not limited to City supervision and custodial cleanup as set forth in the approval of the rental agreement or the permit.

H. Additional Services

1. Sports Office Field Use Monitors

The Responsibilities of the Sports Field Monitors are to:

- support the mission statements of the City, including but not limited to those of RPCA;
- provide a presence at the Facilities that will ensure the safety and enjoyment of both the patrons and staff,
- promote cleanliness;
- provide excellent customer service;
- help manage available resources by enforcing City rules and regulations, settling disputes, acting as a liaison between users and staff, and maintaining a professional, high visibility profile;
- help educate neighbors, visitors, users, to the value of the Facilities in promoting a balanced environment and a healthy, stress-free lifestyle;
- Work closely with City of Alexandria Police and Fire in an ongoing and expanded effort to build and enhance existing relationships.

2. Sports Field Monitors will:

- Maintain a visible presence at City facilities;
- Patrol all athletic facilities on a daily basis providing user support when needed;
- Enforce RPCA rules and regulations;
- Respond to all calls for assistance, emergency or otherwise, to ensure patron enjoyment of RPCA facilities and activities/functions
- Call the City of Alexandria Parking Enforcement and/or Police non-emergency line at 703-838-4444 and request that they dispatch personnel to the site for facility use violations.
- Will call for all emergencies – call **911**

I. Portable Toilet Units - As resources allow, portable units will be scheduled and coordinated through RPCA's Sports Office. An organization may rent portable toilet units through a City approved vendor. The number of portable units provided will be adjusted subject to comfort station access. Any additional portable units added will be at the expense of the organization.

J. Lights – Where fields are lit, lights will be turned off no later than the time indicated on the permit. Groups renting lighted fields will be responsible for lighting charges and other such charges or penalties as described in (Attachment II). Where an automated lighting system is not available, groups will be responsible for turning on and off the lighting as per the facility use permit issued by the City. Any organizations who fail to regulate the lighting at their assigned fields will be charged the use of lighting for those hours.

- K. Requests to Place Temporary Fixtures on Park/School/Rental Property** – The City do not allow the placement of any temporary fixtures (i.e. dumpsters, portable toilets, portable sheds, concession standards, portable lights, portable goals, sport equipment) without prior authorization. A written request must be submitted to the City within 60 days of the program and if approved the organization must execute a liability waiver.

XI. General Limitations

Except as noted below, the general limitations of City Facilities are governed as detailed in the Alexandria City Code, including, but not limited to sections 6-1-8.

A. Food and Beverages

Organizations may operate their own food and beverage concessions provided that all applicable permits are obtained and all City of Alexandria ordinances, rules and regulations, including but not limited to health and fire laws are complied with.

Food and/or beverages are not permitted in any parts of facilities unless such areas are equipped or designed for that purpose and written permission has been granted prior to the event.

Concessions for leagues must be submitted through the authorized league only.

B. Miscellaneous

1. Activities must be orderly and lawful, not of a nature to incite others to disorder, nor of an unbecoming or immoral disposition.
2. Use is restricted to areas and times assigned on the approved "Athletic Field and Outdoor Court Permit," or letter of authorization from the City.
3. No seasonal and/or permanent signs, banners, pennants or the like may be placed in or on City facilities without prior written approval from the City. Any organization wishing to build structures or place signs on City Facilities comply with all applicable City ordinances, rules and regulations.
4. Property damage shall be the responsibility of the scheduled user.

- C. Violations of Policy** – If an organization violates any provision of this Policy, a written warning will be mailed to the organization's president or commissioner outlining the violation(s) and recommended penalty, if applicable. Penalty for violations may include but are not limited to; suspension of the organization's permit, imposition of fees for damages to any Facility, the requirement that staff be assigned to Facility to supervise while organization is using it and the organization shall be charged for the additional staff; and denial of use of the Facilities. Failure to follow all safety guidelines associated with portable goals to prevent misuse and to prevent injuries as outlined in.

XII. Cancellations/Use Restrictions

A. Circumstances Which Determine Field Restriction or Cancellation

Field restricted use or cancellation of activities shall be at the discretion of the City. However, the following conditions may be considered in making that determination:

- Forecasted or existing severe weather conditions;
- Fields are too wet or muddy for safe play (generally indicated by soft and/or slippery ground);
- Fields are too wet for use without significant damage to the turf and soil (generally indicated by standing water or soft and “squishy” ground);
- Frost (field use will be delayed until the frost has melted);
- Areas at the facilities and schools without installed lighting will be closed to users at sunset;
- Electrical or mechanical systems not working properly;
- Emergency or extensive repairs and maintenance problems;
- Newly renovated park or school sites.
- Unmanageable groups or adverse team behavior.
- Organizations not considered in good standing.

B. Outdoor Field Cancellation Announcements

1. Athletic facility hotline cancellation announcements will be given by sports staff at 3 p.m. on weekdays; and by 7 a.m. on weekends and holidays. The athletic facility cancellation announcements will be updated as needed if any of the athletic facilities are closed due to weather or other reasons after these times.

The Sports Office staff can make updated decisions on site; however, the recorded announcements cannot be changed until the next scheduled field announcement time. RPCA or school owned facilities are visited and assessed daily. The Youth Sports Hotline Number is 703.746.5597. The Adult Sports Hotlines are (Men) 703.746.5596 and (Co-ed/Women) 703.746.5595.

2. Facilities on school sites are not visited and assessed daily. Users on facilities and especially School sites are required to assess field conditions prior to use and determine responsibly whether the field should be used or not used, referencing the *Circumstances Which Determine Field Restriction or Cancellation* listed above as guidelines.
3. Inclement Weather Which Develops After RPCA Hotline Facility Announcement and Prior to the Start of, or During a Game:
 - a. RPCA staff (whenever possible) will decide field cancellations in consultation with the official/referee assigned to that Facility and game. All organizations shall abide by the City’s decision to cancel an activity.

- b. If a representative from the City is not present at the Facility, it is the responsibility of the organization's representative, scheduled official or permit holder to determine whether or not conditions exist that may endanger the safety of the participants and whether or not the activity will have a serious adverse effect on the field.
- c. If play has not been restricted by an organization when in the judgment of the City, it would have been prudent to do so; the organization shall be responsible to pay for all damages to the fields that occurred due to the use by the organization-

C. Indoor School Use Cancellations

The participating group which has scheduled school use through RPCA must notify the Sports Office forty-eight (48) weekday hours in advance of a cancellation date or that group will be responsible for expenses of the facility for that scheduled time.

Inclement weather closing for indoor use will be determined by the following:

1. Monday through Friday

- School closed - RPCA activities may still occur. Will be RPCA's decision.
- 2-hour late school opening - If conditions do not worsen throughout the day, RPCA activities proceed as scheduled.
- Early school closing – RPCA activities may still occur. Will be RPCA's decision
- School cancels evening activities - RPCA activities may occur. Will be RPCA's decision.
- City government closed – all activities are cancelled.

2. Saturday and Sunday

- RPCA evaluates conditions each day and makes a decision by 7:00 a.m. The Youth or Adult Sports Hotlines will have a recorded message and is updated as needed.
- If inclement weather or other emergencies occur during the activity, the Sports Office staff is authorized to cancel activities for that date.

XIII. Termination of Field Use

At its discretion, the City may deny a user use of or terminate use or it may deny or terminate use based on:

- A.** Required documentation is not submitted
- B.** Required usage fees and non-resident player fees or fee for other City services (i.e. staff fees, lights portable toilets, etc.) are not paid within the specified time frame.
- C.** A history of field damage, regulation violation, or inadequate supervision of attendees is noted;
- D.** Discrimination because of race, religion, color, gender, national origin, age, disability, or any other basis prohibited by state or federal law;

- E. Participants of the requesting organization have demonstrated dangerous and/or violent behavior towards others or among themselves, and/or participants/organizations whose literature or stated philosophy promotes hatred and/or violence;
- F. Organization disciplinary measures to address spectator, coach, official, or athlete behavioral problems have not been established and followed;
- G. Violation of regulations regarding concessions, advertising and profit-making resulting from the use of public athletic fields, charging admission fees for games on public athletic fields, or unauthorized scheduling of public athletic fields for semi-pro or paid players;
- H. Assigned fields are sub-leased or re-allocated without prior approval from the City or ACPS.
- I. Failure to comply with the policies and procedures outlined within this Policy and attachments.

XIV. Hours of Usage

A. City Facilities

The hours of facility use will be restricted to the period from 8 a.m. until sunset or posted facility closing time, with the exception of lighted fields in use, which will not remain open later than 10 p.m., except when requested and prior written approval has been given by the City use of facilities before 8 a.m. is subject to request and approval by the City

B. ACPS School Facilities

1. **Weekdays**: Community use will begin after school related programs which impact areas scheduled for community use are completed, until 10 p.m. (indoors), sunset or posted closing time (outdoors).
2. **Weekends**: From 8 a.m. until 10 p.m. (indoors), sunset or posted closing time (outdoors).
3. **Exceptions** require approval of the ACPS Director of Facilities or designated representative and the Director of the RPCA or his/her designee.

XV. Fund Raising Events and Activities for Organizations

Formal detailed requests for organized fundraising events and activities must be submitted to the City's Sports Office and/or Special Events Office at least ninety (90) days prior to the requested date of activity.

Fundraising events and activities may be considered for approval by an organization provided that they meet all City of Alexandria and ACPS regulations. The organization will be responsible for all estimated fees which shall be paid in full at least ten (10) days before the date of the activity.

ATTACHMENT ONE – ATHLETIC FIELD & OUTDOOR COURT REQUEST FORM



CITY OF ALEXANDRIA
RECREATION, PARKS AND CULTURAL ACTIVITIES – SPORTS SECTION
 Lee Center, 1108 Jefferson Street, Alexandria, Virginia 22314
 Phone: 703.746.5402 Fax: 703.746.5585
 Web Site: www.alexandriava.gov/recreation

ATHLETIC FIELD AND OUTDOOR COURT REQUEST FORM

This Athletic Field and Outdoor Court application must be submitted to the Department of Recreation, Parks and Cultural Activities – Sports Office (Youth & Adult) no less than fifteen (15) calendar days before the date of request use. Completed applications should be sent to mac.slover@alexandriava.gov or marvin.elliott@alexandriava.gov by e-mail, fax or mail to the **Sports Office – c/o Athletic Field/Court Permit Request** at the above address. Alexandria City sponsored programs/activities will receive priority over non-City program/activities.

Teams/leagues requesting the use of facilities must submit rosters, proof of liability insurance and practice/game schedules. Failure to provide these will cause the request to be disapproved. Facility rentals will not be guaranteed until all rental fees are paid in full, proof of insurance and schedules received and facility permit issued.

- Fees will be assessed based upon request. * Fees may include - *field rental fee, Youth Sports user fee, non-residents fee, staffing cost and field lights cost.*
- If damage that occurs to field or court during the rental period, the Organization/League/Team will be assessed further fees to cover the cost of repair.
- If the permit holder cancels permit up to 30 days prior to the rental, 25 percent of the facility reservation cost will be refunded. Otherwise, there will be no refunds

Applicant Name: _____ **Email:** _____

League/Organization Name: _____ **Team Name:** _____

Type of Activity: Sport: _____ **Practices** ____ **Games** ____ **Tournament** ____ **Other (Specify)** _____

Address of Applicant: _____

City: _____ **State:** _____ **Zip Code:** _____

Home Phone: _____ **Work Phone:** _____ **Cell Phone:** _____

Organization/League/ Team’s Business Address: _____

(Must Include City, State and Zip Code)

Liability Insurance: ___ Yes ___ No If yes, Give Name of Carrier: _____ **Amount:** \$ _____

Organization/League/ Team Web Site: _____

Organization/League/Team Phone: _____ **Fax:** _____

Number of teams in League/Request: _____ **Number of Participants on Field/Court Request:** _____ **Number of Spectators** _____

#City of Alexandria Residents _____ # of Non-Alexandria Residents _____

Age Groups: ___ 5 & under ___ 6 -12 Years ___ Teens (13 – 17) ___ Adults (18 – 55) ___ Seniors (55 & over)

(Check Appropriate Age Groups)

Facility Requested: (1st Choice) _____ **(2nd Choice)** _____

Date(s) Requested: Start _____ **End:** _____ **Day(s):** MON TUE WED TH FRI SAT SUN

(Circle Days That Apply)

Program Time(s): _____ am/pm to _____ am/pm

Applicant’s Signature

Date

.....
 ___ Approved ___ Disapproved **Total Fee Charged:** \$ _____

Facility(s) Used: _____ **Date(s):** _____ **Time(s):** _____

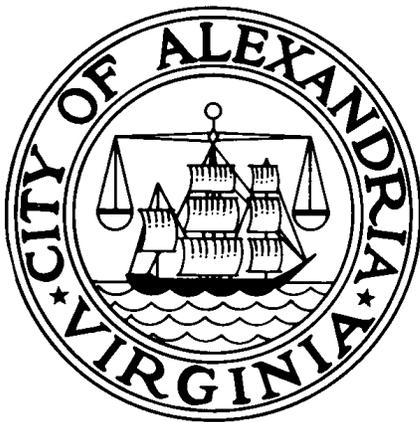
Proof of Liability Insurance: ___ Yes ___ No **Practice/Game Schedules:** ___ Yes ___ No

**City of Alexandria
Department of Recreation, Parks and
Cultural Activities**

FY 2013 FEE SCHEDULE

**Equipment & Facility Rentals
Chinquapin Park Recreation Center
Outdoor Pools
Marina & Athletic Fields
Youth Sports & Nonresident Fees
Program & Activities**

Effective July 1, 2013



**City of Alexandria
Department of Recreation, Parks and Cultural Activities**

FEE SCHEDULE – EFFECTIVE JULY 1, 2013

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Department of Recreation, Parks, and Cultural Activities

FEE GUIDELINES FOR GROUPS RENTING FACILITIES AND EQUIPMENT

Effective July 1, 2013

- Facility Rental Fees
 - o Group A: Organizations charging fees, accepting donations, or raising funds will be charged applicable fees;
 - o Group B & C: Applicable fees will be charged to all groups during non-operating hours.

A. Nonresident/Business/Non-local

Includes all nonresident, business, and organizations charging fees or accepting donations.

B. Resident/Local Non-profit

Includes City residents and non-profit organizations, civic organizations, homeowner associations and local & state political organizations located within the City limits of Alexandria.

C. City Agencies/City Sponsored

Includes City Departments or Agencies, ACPS, and City sponsored or cosponsored groups.

- Fees will be determined after evaluation of the request. Maintenance, professional staff, and police protection service fees will be charged when applicable.
- Commercial and promotional activities in parks will be authorized only if they provide a possible public service and meet a legitimate public need. They will be permitted only when they are clearly not in conflict with existing programs and restricted use does not occur for an unreasonable period of time.
- The renting party assumes responsibility for damage to turf, facility, or loss of equipment, and agrees to post a deposit to pay the cost of any repair or replacement to any park, facility, or equipment. This deposit will be set according to the policy identified in the Fee Schedule.

Department of Recreation, Parks and Cultural Activities

FY 2014 Fee Schedule – Effective July 1, 2013

Room Rental Fees (based on occupancy)

Room Type	Group	Fee/hour ²
Small Room (up to 50 occupancy)		
A. nonresident/business/non-local		\$47
B. resident/local non-profit		\$35
C. City agency/sponsored		TBD
Kitchen		
A. nonresident/business/non-local		\$53
B. resident/local non-profit		\$39
C. City agency/sponsored		TBD
Dance Studio		
A. nonresident/business/non-local		\$36
B. resident/local non-profit		\$27
C. City agency/sponsored		TBD
Large Room (51-125 occupancy)		
A. nonresident/business/non-local		\$79
B. resident/local non-profit		\$59
C. City agency/sponsored		TBD
Exhibit Hall/Large Multi-Purpose		
A. nonresident/business/non-local		\$105
B. resident/local non-profit		\$79
C. City agency/sponsored		TBD
Gymnasium		
A. nonresident/business/non-local		\$105
B. resident/local non-profit		\$79
C. City agency/sponsored		TBD
Lee Center Kauffman Auditorium		
A. nonresident/business/non-local		\$157
B. resident/local non-profit		\$117
C. City agency/sponsored		TBD

Refundable Rental Security Deposit Fees

¹	Group	Fee
Refundable Deposit		
All Groups		Equal to rental amount up to \$500

Rental Staff Support Fees

Days	Fee/hour/staff
Staff Fees	
Monday - Friday	\$36
Saturday, Sunday, & Holidays	\$47

¹ Groups are defined on page 3

² Staff fees will also be charged if necessary

Department of Recreation, Parks and Cultural Activities

FY 2014 Fee Schedule – Effective July 1, 2013

Outdoor Pool Rental Fees

Facility Group ¹	Type	Fee/hour ²
Large Pool		Large Outdoor Pool
A. nonresident/business/non-local		\$105
B. resident/local non-profit		\$79
C. City agency/sponsored		TBD
Mini Pool		Mini Pool
A. nonresident/business/non-local		\$53
B. resident/local non-profit		\$39
C. City agency/sponsored		TBD

Park Rental Fees (Oronoco Bay, Waterfront & Brenman)

Park Rentals Group ¹	Fee/hour ³
A. nonresident/business/non-local	\$157
B. resident/local non-profit	\$117
C. City agency/sponsored	TBD

Picnic Area Rental Fees

Picnic Area	Fee/4-hr block ²
with Large Shelter	\$157
with Small Shelter	\$105
no Shelter	\$52
Ft. Ward Amphitheater	\$61/hr. (4-hr min)

Mobile Stage Rental Fees

Mobile Stage Group ¹	Fee/hour ³
A. nonresident/business/non-local	\$79
B. resident/local non-profit	\$59
C. City agency/sponsored	TBD

Garden Plot Fees

Garden Plot	Fee/season
Per Garden Plot (300 sq. ft.)	\$55

¹ Groups are defined on page 3

² Staff fees will also be charged if necessary

³ Park/Mobile Stage Rentals will require appropriate staff fees and have a minimum 4 hour rental period

Athletic Field Rental Fees ²

Field Type Group ¹	Fee/hour ³
Natural Turf Field	
A. nonresident/business/non-local	\$63

Department of Recreation, Parks and Cultural Activities			
FY 2014 Fee Schedule – Effective July 1, 2013			
B. resident/local non-profit		\$63	
C. City agency/sponsored		TBD	
Natural Turf Field w/ Lights			
A. nonresident/business/non-local		\$115	
B. resident/local non-profit		\$115	
C. City agency/sponsored		TBD	
Artificial Turf Field			
A. nonresident/business/non-local		\$115	
B. resident/local non-profit		\$115	
C. City agency/sponsored		TBD	
Artificial Turf Field w/ Lights			
A. nonresident/business/non-local		\$167	
B. resident/local non-profit		\$167	
C. City agency/sponsored		TBD	
Youth Sports Program Participation Fees			
		Fee/sport	
Youth Sports		\$40	
Youth Sports Field Use Fee			
		Fee/sport/person	
Youth Sports Field Use		\$10	
Nonresident Program Participation Fee			
		Fee/activity	
Nonresident Fee		\$25	
ABC Permission Request Fee			
		Fee ⁴	
ABC Permission (Department Fee)		\$25	
¹ Groups are defined on page 3			
² Fees charged for non-dept. sponsored activities or use beyond established league permitted times			
³ Athletic Field Rentals will require appropriate staff fees and have a minimum 2 hour rental period			
⁴ Fee non-refundable. Permit required for serving of alcoholic beverages at facilities and parks where permissible. VABC Office will assess appropriate permit fees			
Chinquapin Park Recreation Center Fees			
General Admission and Passes ¹		Resident Fee	Nonresident Fee
Chinquapin Admission Fees			
Child (0 - 4)		\$0	\$0
Youth (5 - 17)		\$4	\$8
Adult (18+)		\$6	\$8
Senior (60+)		\$4	\$8

Department of Recreation, Parks and Cultural Activities				
FY 2014 Fee Schedule – Effective July 1, 2013				
Group Rate - 20 or more		25% disc.		25% disc.
Adult/Chaperone with Youth		\$1		\$2
Chinquapin Individual Fitness Pass – 25 visits				
Child (0 - 4)		\$0		\$25
Youth (5 - 17)		\$61		\$101
Adult (18+)		\$101		\$152
Senior (60+)		\$61		\$101
Chinquapin 1-month Unlimited Fitness Pass				
Single		\$46		\$93
2 Persons		\$73		\$145
Dependent/Chaperone (no use of facility)		\$13		\$26
Senior - Single		\$28		\$57
Senior - 2 Persons		\$43		\$87
Chinquapin 6-month Unlimited Fitness Pass				
Single		\$247		\$495
2 Persons		\$424		\$848
Dependent/Chaperone (no use of facility)		\$0		\$0
Senior - Single		\$152		\$303
Senior - 2 Persons		\$217		\$434
Family (includes up to 4)		\$505		Not Available
Chinquapin 12-month Unlimited Fitness Pass				
Single		\$438		\$877
2 Persons		\$727		\$1,454
Dependent/Chaperone (no use of facility)		\$0		\$0
Senior - Single		\$263		\$525
Senior - 2 Persons		\$394		\$788
Family (includes up to 4)		\$909		Not Available
Chinquapin Racquetball Court Rental				
Per Court/hour ²		\$14		\$27
¹ Passes include use of pool, locker room, sauna, & fitness room				
² Staff fees will also be charged if necessary				
Chinquapin Park Recreation Center Fees (cont.)				
		Resident Fee		Nonresident Fee
Racquetball Play – Non Prime Time				
Per hour		\$8		\$11
Racquetball Play – Prime Time				
Per hour		\$11		\$14
Racquet Rental				
Per hour		\$3		\$3
Chinquapin Diving Well				
		Fee/hour ¹		
A. nonresident/business/non-local		\$101		
B. resident/local non-profit		\$51		
C. City agency/sponsored		TBD		
Chinquapin Pool/Sauna/Exercise Room				
		Fee/hour ¹		
A. nonresident/business/non-local		\$505		

Department of Recreation, Parks and Cultural Activities		
FY 2014 Fee Schedule – Effective July 1, 2013		
B. resident/local non-profit		\$253
C. City agency/sponsored		TBD
Marina Fees		
		Fee
Pleasure Boats		
Short-Term Docking Fee		(Effective 01/01/2010) \$15 up to 4 hours
Drop off or Pick-up Fee		\$5
Overnight Docking		\$2 per foot, per night
Annual Licensing		
Resident		\$8 per ft., per mo., paid annually
Nonresident		\$9 per ft., per mo., paid annually
T-Head/Commercial/Cruise/Charter/Business Vessels		
Base rate - no utilities		\$3 per foot, per day
Utilities/Electrical (includes water in-season)		
30 amp electrical connection		\$4/night
50 amp electrical connection		\$7 per connection/night
100 amp electrical connection		\$13 per night
Sewage Pump-out Facility		
Per Use		\$25
¹ Staff fees will also be charged if necessary		
Warwick & Old Town Outdoor Pool Admission Fees		
		Fee
General Admission		
Child (0 - 4) with paying adult		Free
Youth (5 - 17)		\$1
Adult (18+)		\$2
Senior (60+)		\$1
Nonresident		\$3
Outdoor Pool Season Pass		
Child (0 - 4) with paying adult		Free
Youth (5 - 17)		\$53
Adult (18+)		\$105
Senior (60+)		Free
Family (includes up to 4)		\$288
Nonresident		Not Available
Out of School Program Activity Fee		
Participant		Fee
School Year (2012-2013)		\$250
Summer 2012		\$25
Summer 2013		\$50
Tennis Court Fee		
		Fee/court/hour
Singles		
Resident		\$3

Department of Recreation, Parks and Cultural Activities

FY 2014 Fee Schedule – Effective July 1, 2013

Nonresident	\$5	
Doubles		
Resident	\$4	
Nonresident	\$8	

Pool Lane Rental Fee

Chinquapin Rixse & Outdoor Pools	Fee/hour/lane ¹	
A. nonresident/business/non-local	\$40	
B. resident/local non-profit	\$20	
C. City agency/sponsored	TBD	

¹ Staff fees will also be charged if necessary

Adult Fitness

Fitness Rooms Use: Nannie J. Lee, William Ramsay, Charles Houston, and Cora Kelly Recreation Centers	Resident Fee / Senior 55 +	Nonresident Fee
Single Use - "Guest" Pass	\$4 / \$3.20	\$8
10-Visit Pass	\$35 / \$28	\$75
20-Visit Pass	\$60 / \$48	\$135
3-month Pass	\$30 / \$24	\$80
6-month Pass	\$50 / \$40	\$145
Annual Pass	\$100 / \$80	\$200

City of Alexandria, Virginia

MEMORANDUM

DATE: APRIL 15, 2014

TO: PARK AND RECREATION COMMISSION MEMBERS

FROM: DINESH TIWARI, DEPUTY DIRECTOR - PARK OPERATIONS
RECREATION, PARKS AND CULTURAL ACTIVITIES,

THROUGH: JAMES SPENGLER, DIRECTOR, RPCA

SUBJECT: PARK OPERATIONS UPDATE -ITEM IV-B

1. Park Maintenance and Facilities/Operations Support:

- Staff repaired and re-opened the Dora Kelly nature trail wooden pedestrian bridge severed in two places due to the last wind storm toppling trees.



- Staff continues to inspect and de-winterize irrigation systems in parks and landscaped areas in preparation for the growing season.
- Annual Preventive Maintenance Program for all park operations equipment was completed
- Staff continues the inspection of all playgrounds for the Spring season as part of the Playground Safety Inspection Program (PSIP). PSIP includes low and high frequency inspections, stocking of parts and needed repairs.
- Annual vehicle and equipment replacement program has been implemented. Under this program, 3 vehicles and 17 park maintenance equipment are being replaced.
- Quarterly Park Light Inspections started in April. Park light timer management (adjustments for daylight savings time) has been completed. The next timer adjustment is scheduled in mid-July.
- Staff preparing to begin spring mowing by in-house crews and contractors on Monday, April 21st.
- Continuing coordination with City's fleet maintenance office to update FASTER (fleet maintenance) data and improving the coordination of preventive maintenance, safety and emission inspections.

2. Natural Land Management:

- **Trail Improvement Project at Robert Leider Park:** Staff completed a cooperative project to improve the existing access and trail at Robert Leider Park. The project included reconstruction of the steps to provide improved access up the incline at the northeast entrance to the park, resurfacing of the trail, and installation of new benches, trash cans, and signage. Ecologically-appropriate, porous “bank run gravel” mix was used that allows water to seep through without washing out or eroding. The gravel mix (visible between the steps in the photo on the right below) will be mulched with thin layer of wood chips. See photos below.



- **Phase II Trail Improvements at Forest Park:** Following the recent improvements at Forest Park (including resurfacing of much of the trail, reconstruction of steps on steep inclines, and removing nuisance invasive plants), we are installing new signage and other amenities in accordance with our Park Facility Standards Manual. We are also creating, for the first time, a map of the Park to identify the trail and the route through the Park for visitors. These Phase II improvements will be completed this Spring.
- **Educational/Outreach Activities:**
 - Staff has organized several volunteer projects with school groups, Volunteer Alexandria, Boy and Girl Scouts, Northern VA Conservation Trust, and others to be carried out on multiple days in late April and early May. These projects provide opportunities to clean-up our open spaces, improve our Parks, and address the ever-present issue of invasive plant management.
 - We have been working with the Staff and Members of the Environmental Policy Commission regarding the City's efforts to control, and when possible eliminate, non-native invasive plants. We have revised and updated *Non-Native Plants That Threaten Parks and Natural Areas in Alexandria* for posting on the Alexandria Flora, Geology, and Natural Communities webpage at <http://alexandriava.gov/22560>
 - Natural Resource Specialist Rod Simmons provided a presentation entitled *Wilds of the Coastal Plain: Forest Communities in the Vicinity of Washington, D.C.* to the Prince William Wildflower Chapter of the Virginia Native Plant Society on March 24, 2014. Over 40 members who are very active in local conservation issues were in attendance.
 - Our Natural Resources Staff works closely with Regional and State Botanists to maintain accurate records to describe the presence of plant species in the City of Alexandria. This is one reason that we maintain a herbarium of plant specimens that have been collected from numerous sites throughout the City over many years. Recently, we have updated the records for the Sedge Family (Cyperaceae) and the Pondweed Family (Potamogetonaceae) for the City of Alexandria in the Virginia Digital Atlas of the Virginia Flora. (<http://www.vaplantatlas.org>). C/o Virginia Botanical Associates, Blacksburg, Virginia.
 - Staff met on-site with neighbors of the new Park at 5325 Polk Ave. to discuss plans for the site, opportunities for cooperative monitoring and clean-up efforts, and educational usage of the property.

3. Urban Forestry Management:

- **Planned Street Tree Maintenance along Major Alexandria Roads:** Tree maintenance along some of the City's major thoroughfares is proceeding according to our work plan. The last quarter saw the completion of major tree pruning along Commonwealth Avenue, Patrick and Henry Streets, Eisenhower Avenue, and West Braddock Road from Van Dorn Street to Beauregard Street. Trees that were dead or in severe decline were also removed. Additional work is scheduled along West Braddock Road, between Quaker Lane and Van Dorn Street, Jordan Street and Howard Street in the next quarter.

4. Horticulture Program:

- **Community Gardens:** We have completed the installation of 15 new garden plots at the Chinquapin Community Garden, and have offered those to the applicants who are next in line on the Waiting List. Most of the other garden plot rental permits have been issued for the 2014 season at the community gardens at Holmes Run and Chinquapin. Only a few plots remain, but those should be assigned within the next week or two. We have turned on the water supply, provided new leaf compost for the gardeners, and taken other preparatory steps for the upcoming gardening season. We are also working with the staff from T.C. Williams High School who has asked to plant blueberries along the fence at the north end of the garden.
- **City Hall Landscaping:** Staff will be renovating the plantings in the landscaped beds for the Spring, including installation of new annual flowers, pruning the existing shrubs and trees, and providing new mulch. We will also be installing new hanging baskets on the poles around the plaza.
- **New Entry Signs at Roadway Portals:** Staff is working with Park Planning to acquire and install new signage at the entry portals on various roadways around the city. This will be a multi-year project that is part of the overall renovation of the landscaping at thirteen locations which welcome visitors into Alexandria. New landscaping will emphasize low-maintenance design. Replacement of the existing deteriorated wooden signs will be accomplished over several years due to the significant cost of new signs.

5. Jerome “Buddie” Ford Nature Center:

The Naturalist staff of the Jerome “Buddie” Ford Nature Center conducted 65 interpretive programs in March that were attended by 1,415 participants. This is the largest number of monthly participants in Nature Center programs for FY 2014. Some program and operational highlights are described below:

- **Northern Virginia Community College Students Utilize Dora Kelley Nature Park as Outdoor Classroom:** The Nature Center staff led a field trip on March 28 for approximately 20 college students from NOVA’s Alexandria campus. The students studied the ecology of the plant communities and wildlife at Dora Kelley Nature Park (DKNP). See photos below.



Red-backed salamander found at DKNP



Students assessing the health of trees at DKNP.

- **Science Day at George Mason Elementary School:** On March 21st, George Mason Elementary School held its annual “Science Day.” Naturalist Jane Yeingst led a series of programs at the school for this event, bringing a variety of live animals from the Nature Center. She conducted six separate programs, one per grade level, which introduced more than 500 students and their teachers to “*The Fascinating World of Animals.*”



Naturalist Jane speaking to second grade students at George Mason Elementary School



Jane shows students a Chinese newt



Students taking a close-up look at the animals

- Children’s Conservation Theatre:** On March 15th, the Nature Center Director conducted the third in a monthly series of programs, “Children’s Conservation Theatre.” In this series, children ages 6 through 10 are shown ways in which they can become “Eco-Warriors” and actively engage in protecting earth’s natural resources. The third program in this series focused on conservation of local wildlife habitat and included a movie presentation on wildlife habitats, a discussion session over pizza about conservation, followed by the children erecting four birdhouses (donated by an Eagle Scout) in Dora Kelley Nature Park. See photos below.



- “Frogs and Toads” Emphasized During March:** Throughout the month of March, Naturalist Jane conducted several programs on “Frogs and Toads.” On March 26th, the monthly Nature Center presentation at the Duncan Library took place. The Frog and Toad theme was also presented to Saint Rita’s Homeschool Preschool Group and at the monthly “Little Adventures” program. See photos below.



Students from St. Rita’s Homeschool Group showing off their frog-mask craft that they made during the program



Parents join their children moving like tadpoles during the Little Adventures Program

- **Annual “Frog Watch” Held at Dora Kelley Nature Park Marsh:** A dedicated team of volunteers withstood this year’s harsh and erratic late-winter weather for more than three weeks (February 27 to March 23) to track the movement of frogs to the park’s marsh area where they breed in the late winter. The volunteers monitor the path adjacent to the marsh and count the frogs that cross it, recording conditions such as temperature, wind, level of calling by the frogs, and other environmental observations. This was the second year for the patrol in which individuals note the movements of frogs (primarily Northern Spring Peepers (*Pseudacris crucifer*) and Wood Frogs (*Lithobates sylvaticus*). These frogs winter in the adjacent woods and make the annual trek to the marsh where they likely were born. The information about frog movements and breeding is then added to the database that is maintained by the Naturalist Staff at the Buddie Ford Nature Center.
- **Additional programs hosted by the Naturalist staff during March:**
 - Three weekend programs were conducted by staff during the month; “Exotic Pets”, “Animal Homes Hike” and “Wonderful Wildflowers”.
 - On March 26, staff conducted two presentations for all of the first grade classes at Mount Vernon Elementary School. Staff was asked to bring animals that children could imagine as pets, which included a hamster, fire-bellied toad, corn snake, fat-tailed African gecko, and Russian tortoise. Staff explained to the students about the proper care and feeding of these animals as well as basic information pertaining to their temperament and longevity. The children took notes on the presentation and then wrote persuasive letters to their parents on the subject “Why I would like to have a pet”.



Working in the Wildflower Garden



Decorating flower Pots in the “Wildflower” Program

- **Volunteers and Interns** – A total of 7 volunteers and interns collectively provided 54 service hours during the month of February.

City of Alexandria, Virginia

MEMORANDUM

DATE: APRIL 17, 2014

TO: PARK AND RECREATION COMMISSION MEMBERS

FROM: JACK BROWAND, DIVISION CHIEF *Jack Browand*
MARKETING, SPECIAL EVENTS & WATERFRONT OPERATIONS
RECREATION, PARKS & CULTURAL ACTIVITIES

SUBJECT: PARK AND RECREATION COMMISSION: ITEM IV-C
MARKETING, SPECIAL EVENTS & WATERFRONT OPERATIONS
UPDATE

City Seeks Public Comment on Proposal to Name the Planned Accessible Playground the Ruthanne Lodato Memorial Playground

The City of Alexandria is seeking public comment on a proposal to name the planned accessible playground at the Nannie J. Lee Recreation Center, located at 1108 Jefferson St., the Ruthanne Lodato Memorial Playground. The Miracle League of Alexandria and the Kelley Cares Foundation forwarded the proposal. For additional information, visit www.alexandriava.gov/77375.

Virginia Maritime Heritage Foundation Schooner Virginia Visits Alexandria

The Schooner Virginia is a reproduction of the last tall sail vessel built for the Virginia Pilot Association. The original ship sailed for the Pilots from 1917 to 1926, training apprentice pilots in seamanship and navigation. The Schooner Virginia arrived in the City of Alexandria on Friday, April 11 and departed on Monday, April 14. The Virginia Maritime Heritage Foundation hosted free public tours on Saturday, April 12 and Sunday, April 13, and as was reported that more than 2,000 visited the vessel docked at the City Marina T-Head dock on the G/H Pier.

City of Alexandria to Host 21st Annual Alexandria Earth Day on Saturday, April 26

The City of Alexandria will host the 21st Annual Alexandria Earth Day and Arbor Day celebration at Ben Brenman Park, 4800 Brenman Park Dr., on Saturday, April 26, from 10 a.m. to 2 p.m. This year's theme is "Are YOU an Eco-Citizen?" highlighted by the Fourth Annual Upcycling Showcase. The showcase features students from the Alexandria City Public Schools showing their upcycling creations based on the theme by modeling fashions created by them from upcycled materials, as well as their music, dance, literature and visual arts. For additional information, visit www.alexandriava.gov/EarthDay.

Marina Facility Condition Assessment Update

Based on the inspection report, multiple piles in the Torpedo Factory Plaza had showed significant section loss up to 90%. RPCA performed a Load Rating test in March 2013 to determine whether the Wharf area could still sustain a uniform live load of at least 100psf, given the deterioration. In five locations, the calculated allowable live load was less than 100psf. RPCA and General Services have prepared an RFP for solicitation in April 2014 to provide cross bracing to strengthen the Wharf. Anticipated completion is late May 2014.

City Marina – Annual Licenses

RPCA forwarded 54 license agreements to new and returning boaters for the 2014 boating season. As of this report, 54 licenses have been returned. No City of Alexandria residents remain on the wait list.

Windmill Hill Park Bulkhead Replacement

The previous RFP, for these services, issued November 22, 2013, received only one proposal by the December 27, 2013. City staff completed updates to the RFP and it was reissued on Friday, April 11. Preparation for replacement will begin with community outreach activities in late spring to early summer.

City Marina Dredging

The design consultant, URS Corporation, was selected and a project kick-off meeting was held in mid-March 2014. The design and permitting processes have begun and the bathymetric survey work is underway. The permit pre-application documents have been sent to appropriate reviewing agencies, and the joint permit application is being prepared. Dredging activities are scheduled to occur from November 2014 with completion by mid-February 2015.

Waterfront Plan Implementation

For up to date information and news on Waterfront Implementation Activities, visit <http://www.alexandriava.gov/Waterfront>.

Special Events Calendar April through May

<http://apps.alexandriava.gov/Calendar/?show=RecreationCommunity>

Apr 26, 2014	Sat	10:00 AM	Alexandria Earth Day Earth Day Activities including educational exhibits, demonstrations, hands-on activities for children, a spring tree sale, student upcycling showcase, awards ceremony, performance by the band Fuse Box, food sales and more.
May 1, 2014	Thu	12:00 PM	Days of Remembrance Remembrance Ceremony of the Holocaust.
May 2, 2014	Fri	11:00 AM	Building Safety Month 2014 Kick-off Event Event to promote building safety awareness. Features displays, food, guest speakers, and door prizes.
May 3, 2014	Sat	7:00 AM	Freedom Arts & Crafts Festival Vendors will sell arts & crafts on the Mt. Vernon Recreation Center Field
May 4, 2014	Sun	1:30 PM	Stepalive Walkathon A 5K or 5 mile (walker's choice) fun walk from First Christian Church, through Old Town and back to First Christian Church, followed by a picnic and music inside the church.

May 8, 2014	Thu	6:30 PM	Waterfront Community Meeting #5 Waterfront Community Meeting #5 - Design refinements based on the recent ODBC negotiations.
May 9, 2014	Fri	6:00 PM	Family Fun Night This family-friendly event features a wipeout-style activity using a floating, inflatable obstacle course in the indoor pool.
May 10, 2014	Sat	8:30 AM	In Their Shoes-2014 5K fun run to raise support for Iraqi orphans and street children held at Cameron Run Regional Park
May 10, 2014	Sat	10:00 AM	Del Ray Artisans Alexandria Art Market Tented art spaces occupied by artists displaying & selling their work at the Artisans Art Gallery
May 10, 2014	Sat	10:00 AM	Art League Raku Firing Demonstration of the art of ceramic Raku firing for Art League students & public using three parking spaces in the parking lot next to the tennis courts or in the pavilion at Montgomery Park, and 901 N Royal Street.
May 16, 2014	Fri	5:30 AM	Bike To Work Day 2014 Bike to Work Day is held annually throughout the region. Participants bicycle in, enjoy music, food, gifts and various informational vendors.
May 17, 2014	Sat	7:30 AM	Cinema Del Ray Community Family movie night held on Mt. Vernon Recreation Center Field with food and beverage sales
May 17, 2014	Sat	10:00 AM	Soldier led tours of the Fort (morning) Soldier-led tours of the Fort in honor of Armed Forces Day. Tours of the historic fort led by an interpreter in Union uniform highlight the history of Fort Ward and army life in the Defenses of Washington. Tours begin at the Museum at 10 am and 2 pm, and last about 90 minutes each. Free. Program is weather dependent.
May 17, 2014	Sat	2:00 PM	Soldier led tours of the Fort (afternoon) Soldier-led tours of the Fort in honor of Armed Forces Day. Tours of the historic fort led by an interpreter in Union uniform highlight the history of Fort Ward and army life in the Defenses of Washington. Tours begin at the Museum at 10 am and 2 pm, and last about 90 minutes each. Free. Program is weather dependent.
May 17, 2014	Sat	4:00 PM	Relay For Life of Alexandria City Fundraiser for the American Cancer Society
May 18, 2014	Sun	10:30 AM	St. Mary's Spring Fling A fun event for kids with carnival rides, games, crafts, entertainment, food and beverages at St. Mary's School, 400 Green Street.
May 18, 2014	Sun	12:00 PM	Mattie Miracle Walk & Family Festival Childhood cancer awareness event and fundraiser held at St. Stephen's & St. Agnes School. A walk designed as a family friendly event with kids activities, live music by local teen bands and food and beverage sales
May 18, 2014	Sun	4:00 PM	Relay for Life The American Cancer Society Relay for life in Alexandria. Fundraiser for the American Cancer Society

May 25, 2014	Sun	6:00 AM	Alexandria Running Festival Half-marathon and 5k race
May 25, 2014	Sun	10:00 AM	Alexandria Family Festival A celebration to honor our military service members and their families
May 25, 2014	Sun	12:00 PM	Take 25 Outdoor event with community vendors. Activities for families and children
May 26, 2014	Mon	1:00 PM	City of Alexandria Memorial Day Jazz Festival 37th Annual Memorial Day Jazz Festival commemorating Memorial Day. Performances by a variety of Jazz, with food and beverage sales. The U.S. Army Blues, from The U.S Army Band "Pershing's Own" will kick off the festival.
May 31, 2014	Sat	8:00 AM	Alexandria Soccer Festival Soccer festival

City of Alexandria, Virginia

MEMORANDUM

DATE: APRIL 17, 2014

TO: ALEXANDRIA PARK AND RECREATION COMMISSION

FROM: PARK PLANNING, DESIGN+CAPITAL DEVELOPMENT DIVISION
DEPARTMENT OF RECREATION, PARKS & CULTURAL ACTIVITIES

ITEM: MONTHLY UPDATE FOR PARK & RECREATION COMMISSION;
APRIL 17, 2014 - ITEM IV-D

ISSUE:

The following items are provided to the Park & Recreation Commission as information at its April 17, 2014 meeting:

- Capital Projects Project Update (in brief, attached)
- Capital Facilities Maintenance Projects Update (in brief, attached)
- Neighborhood Parks Work Plan (Memorandum; April 17, 2014)
- Updates on Boothe Park Renovation, Hooffs Run Playground Renovation, Montgomery Park Improvements, Freedmen's Cemetery, and Four Mile Run Restoration Project

ITEMS:

Armistead Boothe Park Renovation:

Armistead L. Boothe Park, located at 520 Cameron Station Blvd., is under construction. Several areas of the park will be closed during this renovation, including the picnic shelter, playgrounds, tennis courts, basketball court, and parking lot. The ballfield will remain open during construction. The construction will include the relocation and renovation of the playgrounds, rubberized safety surfacing, resurfacing the basketball and tennis courts, and other site work. Anticipated completion of park improvements is early summer 2014. This project is funded by contributions from Restaurant Depot, Alexandria City Public Schools, and various Park CIP funds.

For additional information, see the Armistead Boothe Park Construction FAQ: <http://www.alexandriava.gov/recreation/info/default.aspx?id=27060#armistead>

Hooffs Run Park Playground Renovation

Park Planning recently completed the construction documents of the playground [concept plan](#) and [play equipment](#) design. The final design incorporates community feedback received throughout the engagement process, including the June 24, October 3, and October 30, 2013 community meetings. The project was recently solicited for bid by the Purchasing Department. Only a single contractor response was received, therefore the project will be re-advertised. Construction remains anticipated to start June/July, 2014.

Montgomery Park Improvements:

Buchanan Partners, developers for the Harris Teeter Development, began construction of park improvements at Montgomery Park, 901 N. Royal St. the week of March 17. The work is anticipated to be complete mid-May. The existing dog park will be closed. Park improvements include significant improvements to the dog park including a 2,500 SF expansion of the dog park, new access gates and fencing as well as new site furnishings including a dog water fountain and benches. The park improvements also include new tree and shrub plantings with associated irrigation system, new park access from Fairfax Street and updated park signage. The improvements are a requirement of the Harris Teeter Development Special Use Permit Condition #108, and were approved during the development review process and at the Planning Commission and City Council public hearings of June, 2011. This condition must be fulfilled prior to the release of the certificate of occupancy.

Freedmen's Cemetery

The General Contractor remains in obligation to fulfill numerous outstanding punch list items. It is anticipated that the final completion will be attained in May, 2014.

Four Mile Run Restoration Project:

The Four Mile Run Restoration Project's Joint Task Force will hold a joint meeting with the Arlandria Action Plan Advisory Group on April 23rd. The meeting will include a review of the 90% design documents, discussion on the Mt. Vernon Village project and impacts on the Park, and Alexandria ReNew updates.

STAFF: Park Planning, Design+Capital Development Division



Active Rec CFMP Projects

Parks, Recreation + Cultural Activities /
Department of General Services

April 17, 2014

FY	Project Name	Project Code	Facility Name	Status	% Complete	Actual Cost
FY 2013	Replace Gym Floor	CB-13-04	Charles Barrett Center	Completed	100%	\$32,110.00
FY 2013	Replace Fan Coil Unit	CB-13-01	Charles Barrett Center	Completed	100%	\$1,850.00
FY 2013	Replace RTU's	CK-13-02	Cora Kelly Center	Completed	100%	\$129,198.00
FY 2013	New Ceiling/Lighting in Locker Rooms, Life Guard & Pool Office.	CN-13-02	Chinquapin Park Rec Center	In Procurement	-0-	
FY 2013	Paint Gym	MV-13-01	Mt. Vernon Center	Completed	100%	\$5,350.00
FY 2013	Kitchen Renovations	MV-13-02	Mt. Vernon Center	Completed	100%	\$14,200.00
FY 2013	Replace Millwork - New Base Cabinets & Locks	NL-13-01	Nannie J. Lee Center	Completed	100%	
FY 2013	Regrade and Re-pave exterior area to stop water intrusion.	WR-13-02	William Ramsay Center	Completed	100%	\$25,000
FY 2014	Restrooms Upgrade	CB-14-01	Charles Barrett Center	In Procurement	-0-	
FY 2014	Gym Doors Replacment	CK-14-04	Cora Kelly Center	Executing	-0-	
FY 2014	Bleachers Replacement	CK-14-03	Cora Kelly Center	Executing	-0-	\$36,040
FY 2014	New HVAC Controls	CK-14-05	Cora Kelly Center	Pending Funds	-0-	\$79,186
FY 2014	HVAC Commissioning	CK-14-02	Cora Kelly Center	In Queue (Outlying FY)	-0-	
FY 2014	Lockers in Pool Office, Ph I	CN-14-01	Chinquapin Park Rec Center	Completed FY12	100%	
FY 2014	Windows Repair-Glazing	CN-14-02	Chinquapin Park Rec Center	On Hold	-0-	
FY 2014	Fabric Acoustic Panels	OD-14-03	Oswald Durant Arts Center	Completed	100%	
FY 2014	HVAC Work - New Chillers	LC-14-03	Lee Center	Const'n In Progress	90%	\$139,256
FY 2014	Restroom Renovations	LC-14-04	Lee Center	Awaiting PO	-0-	\$92,500
FY 2014	Fire Alarm Upgrade	LC-14-05	Lee Center	In Progress	-0-	\$55,780

FY	Project Name	Project Code	Facility Name	Status	% Complete	Actual Cost
FY 2014	HVAC Unit Replacement	MV-14-01	Mt. Vernon Center	In Design	-0-	
FY 2014	Resurface Gym Floor	MV-14-03	Mt. Vernon Center	Completed	100%	\$57,344
FY 2014	Repair Curtain Motor, Gym	MV-14-04	Mt. Vernon Center	Completed	100%	
FY 2014	Bleachers Replacement	MV-14-05	Mt. Vernon Center	Executing	-0-	\$25,730
FY 2014	Restrooms Renovations	NL-14-05	Nannie J. Lee Center	Awaiting PO	-0-	\$92,500
FY 2014	Gym Floor Resurface	NL-14-02	Nannie J. Lee Center	Completed	100%	\$25,730
FY 2014	Gym Curtain	NL-14-03	Nannie J. Lee Center	Completed	100%	\$3,880
FY 2014	New Reception Counter	NL-14-04	Nannie J. Lee Center	Executing	-0-	
FY 2014	Gym Bleacher Replacement	NL-14-01	Nannie J. Lee Center	Canceled		
FY 2014	Replace Damaged Dance Floor	WR-14-01	William Ramsay Center	In Procurement	-0-	

Active Park Planning Projects

Monday, April 14, 2014

10:41:08 AM

Lead	Project Name	Team	%Complete	Est. Completion
VDOT				
	Freedman's Cemetery	LD RMK DG	90% Construction	01-Jun-14
	Notes: Anticipated completion in June, 2014			
RPCA/ACPS				
	Patrick Henry Recreation Center Renovat	RK BC	5%	01-Jun-16
	Notes: ACPS school replacement study community meetings on-going. Feasibility Study RFP approved by ACPS School Board 11.07. RFP anticipated to be awarded April 2014.			
RPCA				
	1&7 E. Del Ray Phase II Improvements	Judy, Laura	10% Solicitatiion	31-May-14
	Notes: MOU with Del Ray Civic Association signed summer 2013. Funds allocated in September. Award anticipated March. April-May construction.			
	Boothe Park Playground Renovations	JL, BC, RMK	5%Construction	15-Jul-14
	Notes: Minor Site Plan Amendment approval January 2014; ITB issued 10/17/13; Award 1/31/14. Construction to commence April 2014. June delivery anticipated.			
	Chinquapin Feasibility Study	RMK LD	in progress	30-Apr-14
	Notes: Contract Task One-A underway.			
	Citywide Parks Improvement Plan	DW LD	90% Complete	01-Apr-14
	Notes: Endorsement from PRC. 2x2's scheduled with City Council members for April.			
	Fort Ward Park	LD		31-Jan-14
	Notes: Lardner/Klein began work May 2013 on management plan. URS began work June 2013 on stormwater master plan.			
	Four Mile Run Restoration	Dana/Ron	60% CD	01-Sep-15
	Notes: 90% design submission. RFP for construction management to be released in April.			
	Hooffs Run Playground Renovation	Judy	Concept Design	31-Aug-14
	Notes: Community meetings held on June 24, October 3 & 30. Final Concept Design Plan complete. Construction documents in progress, to be complete Winter 2014. Project delivery antipicated Summer 2014.			
	Kelly Cares Playground Expansion	JL DW	C Docs	01-May-14
	Notes: Citizen request Project approved by PRC in June 2013. Kelley Cares fundraising Spring 2014. No city funds. Initial concept plan reviewed and approved. Moving to CDs for project delivery Fall 2014.			
	Potomac Yard Park	BC RMK	70% Construction	31-Dec-14
	Notes: Phase I (main body) opened December 14. Phase II (south trail) anticipated to be complete Summer 2014. Phase III (North Pond) to be separated and complete late 2014.			

City of Alexandria, Virginia

MEMORANDUM

DATE: APRIL 17, 2014

TO: PARK AND RECREATION COMMISSION MEMBERS

FROM: DANA WEDELES, PARK PLANNER 
LAURA DURHAM, PRINCIPAL PLANNER

SUBJECT: NEIGHBORHOOD PARK PLANS

In 2012, the Division of Park Planning, Design, and Capital Development began planning for parks by typology. The Division is now set to begin planning for the City's Neighborhood Parks. These parks often have multiple uses within their park boundary and attract nearby residents. We characterize them as being 0.5 acres to 10 acres with a service area of up to .5 miles. Twenty-two parks fit this criterion, however, of those, five have (or will have) recently completed plans and will only be included for documentary purposes. Park planning will approach the outreach process by planning district. The parks include the following sites:

Planning District 1

1. Montgomery Park
2. Lee Center
3. Powhatan Park

Planning District 2

4. Beach Park
5. Hooff's Run
6. Timberland Park
7. Goat Hill Park
8. Landover Park
9. Angel Park
10. Beverley Park
11. Hume Springs Park
12. 3550 Commonwealth Ave

Planning District 3

13. Mulligan Park
14. Stevenson Park
15. Lockett/Skate Park
16. Ewald Park
17. Taney Avenue Park
18. Chambliss Park

The following parks fit the Neighborhood Park Criteria but we will not be included them in this process because they have a recent plan or are undergoing a separate planning process:

1. President Gerald Ford Park
2. 600 North Henry Street
3. Carlyle Dog Park
4. African American Heritage Park
5. Mt. Jefferson Park and Greenway

We propose the following timeline for this project:

Spring – Summer 2014

1. Establish internal stakeholder group to inform on park needs and uses.
Group to include representatives from:
 - Recreation Division
 - Special Events
 - Park Operations
 - Natural Resources
 - Planning and Zoning
 - T&ES Planning
 - T&ES Office of Environmental Quality
 - T&ES Operations
 - Health Department
 - OHA
 - We will meet with APD, Office of Human Rights, and ACPS to review parks needs and draft plans, as necessary.
2. Begin research and analysis. Research to include:
 - Needs Assessment
 - Historical Documentation
 - Zoning
 - Site Conditions
 - Existing Master Plans/Site Plans
 - Current Operations
 - Demographics
 - Service Area Analysis
 - Future development/external considerations analysis
3. Establish calendar for public outreach strategy and establish project website

Fall 2014

1. Conduct Public Outreach for information gathering
 - Kick-off with establishing project goal with PRC
 - Tour of park sites with PRC (open to public)

- Feedback from Park users (park signs, surveys, etc.)
 - Hold workshops in each planning district
2. Summarize findings, including determination on which parks require substantial design change

Winter 2014

1. Develop standards for Neighborhood Parks
2. Develop list of recommendations and priorities for each park site
3. Develop conceptual plans for Parks that require major design change

Spring 2015

1. Conduct public outreach for feedback on plans
2. Conduct cost analysis

Summer 2015

1. Complete and release final plan (similar to Citywide Parks Improvement Plan process)

Long-term Planning

Following completion of the Neighborhood Parks Improvement Plan, Park Planning will address the following typologies, as stated in our Division work plan:

Pocket Park	Small open space; mainly single use attracting nearby residents Example: Sunset Mini Park	Under 0.5 acres	.25-0.5 mile or less from users	2015
Natural Resource Areas	Includes open spaces that are primarily passive-use or preservation areas. Example: Dora Kelly Park	No Minimum or Maximum	Citywide	2015 – 2016

- RPCA and ACPS will study and plan for outdoor facilities at school sites through the Long-Term Educational Facilities Plan beginning in July 2014.
- T&ES will include corridors and trails in the upcoming Bicycle/Pedestrian Master Plan, beginning spring 2014.
- Destination/historical parks, such as Ft. Ward, are planned on an individual basis.

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