MEMORANDUM

DATE: SEPTEMBER 19, 2019

TO: PARK AND RECREATION COMMISSION MEMBERS

FROM: JAMES SPENGLER, DIRECTOR
RECREATION, PARKS & CULTURAL ACTIVITIES DEPARTMENT

SUBJECT: PARK AND RECREATION COMMISSION DIVISION UPDATE ITEM VII

Program Wrap-Ups

- On August 22, Alfred Street Church (Competitive Division) and GMen (Recreational Division), were crowned winners of the Late-Night Basketball League. During this summer season, there were 8 additional teams that participated in the league compared to last year’s summer season. In total, there were six recreational division teams and eight competitive division teams that competed during the 2019 summer season at Charles Houston Recreation Center and Leonard “Chick” Armstrong Recreation Centers.

- On August 6 and August 24, Charles Houston Recreation Center’s Out of School Time program took field trips. On August 6, 51 campers enjoyed a day at Ocean Dunes Water Park, playing on water slides and swimming. On August 24, 14 teens had a memorable day at Kings Dominion Amusement Park.

- On August 9, Nannie J. Lee Recreation Center held the Ring Master’s Pep Rally End of Summer Celebration. Each Camp Adventure age group performed a dance routine. The 5 and 6 age group went shark hunt dancing to Baby Shark. The 7 and 8 age group took a horse ride while dancing to "Old Town Road." The 9-12 age group, The Clown Divas, performed Before I Let Go by Beyoncé. For the grand finale, Therapeutic Recreation participants engaged the audience with a hip-hop Hokey Pokey.

- On August 12, the Summer Out of School Time program had a Marvelous Monday at the Lee Center, which celebrates the end of summer. Special performances by the youth enrolled in the Summer Power-On program. In addition, this year we had some very special volunteers, the 2019 T.C. Williams Varsity Football Team, who assisted with kickball games, served refreshments, created beautiful crafts and assisted with safety and supervision of the
program participants. More than 200 youth participated in this year’s event.

- On August 13, Nannie J. Lee Recreation Center hosted a **Full Inclusion Day**, where Camp Adventure and TR Camp Adventure campers spent the day at Six Flags Amusement Park together. The goals for the day were: creating memories; increasing social interactions and relationships; achieving individuals’ goals with Individualized Education Programs; and enhancing skill acquisition.

- On August 25, the Youth Activities and Outreach sections hosted **Kids Cuts and Community Day** in partnership with Alexandria Sheriff’s Department, Alexandria Fire Department, Fire Fighters and Friends to the Rescue, Apple Credit Union, McDonald’s, Charles Houston Advisory Council, and the Departmental Progressive Club. To start the year off right, school-aged youth received free backpacks filled with school supplies and free haircuts. Over 600 people attended the event and 500 backpacks were distributed.

- On September 8, the **First Responders Cup** was held at George Washington Middle School where a special 9/11 ceremony was held in remembrance of the September 11, 2001 victims. Representatives from the Alexandria Police Department, Alexandria Sheriff’s Department, and Alexandria Fire Department personnel participated in the ceremony. Football scrimmage games were played between Alexandria and Arlington teams.

- The number of registrations for the **Swim Camps** were 142 participants with a revenue of $41,235. During Swim Camp, campers had the opportunity to learn swim skills, water polo, STEM activities and tons of other fun crafts and games.

- Fee Classes and Camps had a wonderful 2019 summer camp season and exceeded their registration numbers from 2018 by 20%. This summer we welcomed 1,169 individual campers to join us in our camps, ranging from age 4-17 and ended with a revenue of $533,810.20.

**Program Updates**

- Fall program registration began August 14 for Alexandria residents and August 16 for nonresidents. New offerings include expanded yoga options, adult cooking series and the return of ballroom dance classes. As of September 6, the Fee Classes and Camps section is at 80% of its registration goal for both youth and adult programs.

**Upcoming Programs**
• Beginning September 13, Charles Houston Recreation Center will host the new Entrepreneurship Club. Children will learn to turn their likes, hobbies, habits and interests into a career path or business idea.

• September 14 through September 28, the 2019 Northern Virginia Senior Olympics will be held at 28 venues sponsored by Alexandria, Arlington, Fairfax, Falls Church, Fauquier, Loudoun and Prince William. Over 800 adults, ages 50 and up, are anticipated to take part in more than 50 events.

• On September 20, Itty-Bitty Doggie Dive will take place at Charles Houston’s Memorial Pool and on September 21, Big Dog Day Swim will take place at Old Town Pool. Both events are sold out and will wrap up the outdoor pool season.

• On September 21, Patrick Henry Recreation Center will host a Cheer Tumbling Clinic. Participants will learn formation, synchronization, balance, agility, jumps and other intermediate and advanced tumbling skills and passes.

• On September 24, the Adult Sports section will host a Power Plus Cornhole Tournament at Lee Center Complex. Seniors will enjoy friendly competition and comradery playing cornhole with their peers.

• On September 28, the Kiwanis Club will sponsor the Annual Kiwanis Kids Fishing Day where youth have an opportunity to learn fishing techniques at Lake Cook.

• On October 3, TC Williams High School will host Daddy Daughter Hair Lessons. Fathers and daughters will review brushing hair techniques, detangling, maintenance, basic braids and other hair styles, while encouraging a healthy relationship.

• On October 4, Oswald Durant Center will host Family Improv, where families will be able to participate in learning and expressing emotions in a positive way, teach problem solving and team building.

• On October 5, Patrick Henry Recreation Center will host a Teen Basketball Clinic where teens will learn on-court fundamental skills of basketball.

Out of School Time FY17 through FY20 Summer/School Year

Participant and Revenue Comparison *Fees paid in installments.
<table>
<thead>
<tr>
<th></th>
<th>FY-20 YTD School Year 2019 08-30-19</th>
<th>FY-19 Actuals School Year 2018</th>
<th>FY-18 Actuals School Year 2017</th>
<th>FY-20 Summer 2019 YTD 08-30-19</th>
<th>FY-19 Summer 2018 Actual</th>
<th>FY-17 Summer 2017 Actual</th>
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<tr>
<td>Program Fee</td>
<td>$475</td>
<td>$459</td>
<td>$445</td>
<td>$335</td>
<td>$335</td>
<td>$325</td>
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<tr>
<td>Registration #</td>
<td>1,200</td>
<td>1,303</td>
<td>1,251</td>
<td>1,134</td>
<td>1,109</td>
<td>981</td>
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<tr>
<td>OSTP Revenue</td>
<td>$400,139</td>
<td>$446,054</td>
<td>$402,198</td>
<td>$286,282</td>
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<td>Fee Assistance (Discounts)</td>
<td>$101,369</td>
<td>$127,711</td>
<td>$121,638</td>
<td>$92,068</td>
<td>$83,839</td>
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<td>Full Fees</td>
<td>$577,980</td>
<td>$598,077</td>
<td>$546,321</td>
<td>$385,677</td>
<td>$363,065</td>
<td>$310,765</td>
</tr>
</tbody>
</table>

**Special Features**

- The Family Changing Room project at Chinquapin Park Recreation Center and Aquatics Facility has been completed. The project included a full renovation, including the addition of a toilet.

- September 3 through September 10, Chinquapin Park Recreation Center and Aquatics Facility’s annual cleaning and maintenance closure took place. The pool was drained, cleaned and received preventative maintenance repairs.

- Leonard “Chick” Armstrong Recreation Center has undergone renovations to replace ceiling tile and lighting throughout the facility and flooring for the multipurpose and teen room.

**Staff Updates**

- Chinquapin Park Recreation Center and Aquatics Facility recently hired Lisa O’Neill as their Aquatic Recreation Coordinator and Nick Ambrose has been promoted to Aquatic Program Specialist. Lindsay Burneson was promoted to the Regional Program Director for the center.

- Leonard “Chick” Armstrong Recreation Center promoted Timothy Catron as the part-time Recreation Leader III.

- Tamika Coleman attended the Wellness Council of America (WELCOA) Summit in Philadelphia, Pennsylvania August 26-28 along with three other staff members from the Department’s Wellness Group.
City of Alexandria, Virginia

MEMORANDUM

DATE: SEPTEMBER 19, 2019

TO: PARK AND RECREATION COMMISSION MEMBERS

FROM: OSCAR MENDOZA, DIVISION CHIEF - PARK OPERATIONS, RPCA

SUBJECT: PARK OPERATIONS MONTHLY UPDATE - ITEM VVI

1. PARK AND FACILITY MAINTENANCE
   a. Park Maintenance
   • Turf repairs were made on the soccer fields at Simpson Park and Four Mile Run Park. The turf in the high use areas were removed along with the nutrient-poor soils in these areas. New soil and turf were replaced during the month of August while the fields were closed.
   • Restoration of the sand volleyball court at Chinquapins Park is nearing completion and should be opening during early September. New boarders, sand, and nets were installed to create a safe area to play volleyball.
   • Four Mile Run Park playground relocation and restorations were completed and is open to the public. The new location of the playground will allow users to play futsal while their children play on the playground.
   • Summer maintenance was completed, and City athletic fields are open in full use. With the start of school and the fall, athletic season users of all ages can be seen enjoying the fields.
   • Holmes Run Garden is soon to be ending and will be restarting its plot renewals and renting new plots. Park Operations is helping with some of the cleanup processes and aiding with downed branches and leaves. We provided cleanup at Stevenson Park and Douglas Cemetery as well.
• It's almost renewal time for the Community Gardens, and we are excited about the 2020 season. We are working to streamline the renewal process and want to ensure the garden plots are ready for planting.

• Our trail crews are always there to assist when needed promptly and for making the City of Alexandria Parks, Trails and Gardens the best they can be.

b. Park and Facilities Maintenance

• The maintenance team continues seasonal maintenance and repairs on all irrigation systems throughout the City.

• The maintenance team made several repairs to the spigots at Chinquapin Community Gardens.

• The maintenance team made an emergency plumbing repair to a water line at Simpson.

• The maintenance team reinstalled storage shelving at Leonard Armstrong Rec. to a more useful height.

• The maintenance team installed new LED lights at the Witter flagpole.

Warehouse

• The Toro fleet has maintained a readiness rate of over 95% during the month. All reported deficiencies were repaired within several days.

• The warehouse and surrounding areas continue to use the 6S principles regarding housekeeping, accountability, and safety.

• The warehouse is performing inventories of all snow-related materials and equipment to prepare for the upcoming season.

2. URBAN FORESTRY

a. Urban Forestry

• We have posted the City Arborist position and will be conducting interviews near the end of September to fill the vacancy. During the interim, the two existing Arborists are covering the workload.

Fall tree planting season is starting September 15 and will continue through Dec 15. The goal is to plant nearly 500 trees throughout the City.
b. Horticulture
- The fall planting season begins in October. We are in preparation of median renovations and replanting projects.

3. NATURAL LANDS MANAGEMENT
a. Invasive Plant Management and Restoration
- Staff removed Oriental Bittersweet and other non-native invasive plants from Dora Kelley Nature Park, Chinquapin Park, and Fort Williams Park, as well as continued the major removal of bamboo brush at Chambliss Park.

- Staff supervised our contractor, Invasive Plant Control (IPC), in treating Lesser Celandine at Four Mile Run Park, African America Heritage Park, Timberbranch Parkway, James Duncan Library, Holmes Run Scenic Easement, Dora Kelley Nature Park, Fort Williams Park, Taylor Run Park, Chinquapin Park, and Angel Park.

b. Cooperative Initiatives
- On August 17, staff coordinated and supervised Eli Speckart’s Eagle Scout Project, which mulched the Holmes Run Park trail at the Bicentennial Tree and beyond with wood chips.

- City Natural Resource Manager continued to investigate concerns of White Oak and Chestnut Oak decline and death throughout North Ridge and other similar oak-dominated neighborhoods in Alexandria and advise as to likely causes and best management practices.

c. Environmental Review
- Staff advised as to the importance of cattails (*Typha* spp.) as native and dominant components of Freshwater Tidal Marsh communities for Windmill Hill Park restoration plantings.

- Staff advised as to site-appropriate native tree replacement at Windmill Hill Park.

- Staff advised Stantec, the City’s environmental consultant for the proposed Potomac Yard Metro Station site at Potomac Greens Park, as to best management practices for rescuing and propagating regionally rare Torrey’s Rush that grows in a wetland at the park.
4. JEROME ‘BUDDIE’ FORD NATURE CENTER
   a. Programs / Updates
   • For the month of August, we had 528 general visitors to the Nature Center. We provided 48 impromptu interpretive programs for 220 of those visitors. Additionally, we conducted: 6 birthday parties, 5 outreach programs, and 2 weeks of camp and aftercare. We also hosted the Seminary West Civic Association meeting and taught 2 teacher professional development programs. All in all, we provided 82 programs for 1006 people and interacted with a total of 1,314 individuals this month.

   School Programs
   • Nature Center staff conducted 2 professional development training programs reaching 30 teachers.

   • August 28 - The naturalist staff conducted two programs entitled “Hands-On Science with the Jerome “Buddie” Ford Nature Center” for ACPS Professional Development Day. These two and a half hour sessions were designed to show how City of Alexandria teachers can utilize resources from the Nature Center to enhance science instruction for grades kindergarten thru fifth. The teachers were guided through hands-on SOL-based lessons, toured the center, met many animals up-close and went on a hike of Dora Kelley Nature Park. Many teachers are new to the school system and very enthusiastic that the Nature Center offers programs that meet their SOL science standards.

   Nature Center Programs
   • Nature Explorer Camps
     August 5-9 – 12 campers (1st & 2nd grade)
     August 12-16 – 9 campers (3rd & 4th grade)

     • Camp focused on all thing’s nature. Campers hiked Dora Kelley Nature Park, where we discussed native flora and fauna, and the importance of our water resources. We also visited the T.C. Williams Planetarium, Huntly Meadows, and the National Zoo. Campers finished the week by giving an informative, oral presentation on their favorite animal.

   Outreach Programs
   • August 1- We conducted two 45 minutes programs for children at Charles Houston Recreation Center. The topic of this visit was “reptiles and amphibians”. The group met the Chinese warty newt, eastern box turtle, snapping turtle and uromastyx.
• August 6- The Nature Center attended the festivities at Moody Court in Alexandria’s West End for “National Night Out”. Our table featured some of our more exotic reptiles. The beautiful weather brought more than 125 visitors to this annual event.

• August 21- We attended the Welcome Night at William Ramsay Elementary School. It was a great opportunity to highlight and promote our Nature Buddies After School Program to approximately 150 of our neighbors.

• August 28- The Nature Center had a booth at the Part-time Job Fair at George Mason University. We were able to talk up all the wonderful opportunities we have for interested up & coming environmentalists and educators.

Volunteers / Interns
• Three volunteers provided 33 hours of service during the month of August.

Admiring the African fat-tailed gecko at National Night Out.
MEMORANDUM

DATE: SEPTEMBER 19, 2019
TO: PARK AND RECREATION COMMISSION MEMBERS
FROM: JACK BROWAND, DIVISION CHIEF PARK PLANNING, CAPITAL DEVELOPMENT & WATERFRONT
SUBJECT: PARK AND RECREATION COMMISSION DIVISION UPDATE ITEM VII

NAMING & RENAMING POLICIES AND PROCEDURES FOR PUBLIC PARKS AND RECREATION AREAS & FACILITIES ADOPTED BY CITY COUNCIL
Project Manager: Dana Wedeles, Principal Planner
On July 17, 2017, the City Council Naming Committee (Councilwoman Del Pepper, Chair; Councilman John Chapman; and Jack Browand, Division Chief, Department of Recreation, Parks & Cultural Activities) voted unanimously to recommend to City Council to approve the City of Alexandria Naming and Renaming Policies and Procedures for Public Parks and Recreation Areas & Facilities. On Tuesday, September 10, 2019, City Council adopted the City of Alexandria Naming and Renaming Policies and Procedures for Public Parks and Recreation Areas & Facilities (Attached) establishing a consistent approach for the official naming and renaming of City public parks, recreation areas and facilities.

Parks, recreation areas and facilities include all property owned by assets under the City’s ownership and/or under the control of the City’s Department of Recreation, Parks and Cultural Activities including but not limited to buildings, structures, open space, public parks, natural areas, wetlands, and environmental habitat.

Specifically, the policy:

1. Provides a clear definition of City resources applied to this policy;
2. Establishes a consistent process for encouraging public participation in the naming, renaming and dedication of parks, recreation areas and facilities;
3. Establishes and identifies two naming processes: “Community Driven Solicitation” and “City-led Solicitation”; and
4. Defines the role of City Council, through the City Council Naming Committee, in the naming and renaming process for parks, recreation areas and facilities.
CITY COUNCIL ACCEPTS BEQUEST FOR WATERFRONT IMPROVEMENTS

Project Manager: Jack Browand, Division Chief

On Tuesday, September 10, 2019, City Council approved a resolution authorizing the City Manager to execute an agreement to finalize a bequest, up to $2.5 million, from Jon H. Rosenbaum, Ph.D. and Betsey R. Rosenbaum to implement Point Lumley Park improvements consistent with the Waterfront Small Area Plan. The Point Lumley Park improvements may include amenities such as a shade structure, seasonal landscape beds, tree lined walkways, and seating and social gathering spaces. The City is grateful for the Rosenbaum’s generosity and public spirit in planning for such a large bequest to provide a lasting benefit for residents and visitors to the City.

CITYWIDE AND NEIGHBORHOOD PARK PLAN UPDATE

Project Manager: Dana Wedeles, Principal Planner

Park Planning completed the Citywide Park Improvement Plan in 2014 and the Neighborhood Park Plan in 2016. Since then, staff has used these plans as guiding documents for prioritizing our Capital Improvement Plan and partnership projects. The following list provides an update on the implementation status of recommendations from each park plan:

<table>
<thead>
<tr>
<th>Citywide Park Plan</th>
<th>Percent completed since approval in 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ben Brenman Park</td>
<td>29%</td>
</tr>
<tr>
<td>Chinquapin Park</td>
<td>6%</td>
</tr>
<tr>
<td>Four Mile Run Park Plan</td>
<td>38%</td>
</tr>
<tr>
<td>Hensley Park</td>
<td>0%</td>
</tr>
<tr>
<td>Holmes Run Park</td>
<td>24%</td>
</tr>
<tr>
<td>Simpson Park</td>
<td>24%</td>
</tr>
</tbody>
</table>

| Total Projects           | 114                                      |
| Number Completed         | 23                                       |
| Percent Complete in past 6 years | 20%                                      |

<table>
<thead>
<tr>
<th>Neighborhood Park Plan</th>
<th>Percent completed since approval in 2016</th>
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<tbody>
<tr>
<td>Beach Park</td>
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</tr>
<tr>
<td>Chambliss Park</td>
<td>29%</td>
</tr>
<tr>
<td>Ewald Park</td>
<td>10%</td>
</tr>
<tr>
<td>Goat Hill Park</td>
<td>0%</td>
</tr>
<tr>
<td>Hume Springs Park</td>
<td>70%</td>
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1 The entirely of the Hensley plan will be implemented as one project in the upcoming year

2 Ewald Pool and Building Demolition to begin in Fall 2019
<table>
<thead>
<tr>
<th>Park Name</th>
<th>Completion %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Landover</td>
<td>50%</td>
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<tr>
<td>Lee Center</td>
<td>67%</td>
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<tr>
<td>Luckett</td>
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</tr>
<tr>
<td>Montgomery Park</td>
<td>0%</td>
</tr>
<tr>
<td>Mulligan Park</td>
<td>40%</td>
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<tr>
<td>Stevenson Park</td>
<td>25%</td>
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<tr>
<td>Taney Ave Park</td>
<td>88%</td>
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<tr>
<td>Angel Park</td>
<td>33%</td>
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<tr>
<td>Timberland Park</td>
<td>67%</td>
</tr>
<tr>
<td>3550 Commonwealth Ave</td>
<td>90%</td>
</tr>
<tr>
<td>Hooffs Run Park and Greenway</td>
<td>13%</td>
</tr>
<tr>
<td>Powhatan Park</td>
<td>67%</td>
</tr>
<tr>
<td>Mt. Jefferson Park and Greenway</td>
<td>0%³</td>
</tr>
</tbody>
</table>

Total Projects | 150
Number Completed | 43
Percent Complete in past 3 years | 29%

**FOUR MILE RUN PARK WETLANDS BRIDGE**

*Project Manager: Dana Wedeles, Principal Planner*

On Monday, September 16, 2019, the Four Mile Run Park Wetlands Bridge was craned into place. The area will be re-opened in October, providing a 0.5 mile walking loop through the park. The bridge will also improve access and safety for visitors to the wetlands, completing the wetlands project.

**PARK PLANNING ACTIVE PROJECTS REPORT**

*Project Manager: Park Planning Team*

Active project information on RPCA active Capital Improvement Projects (CIP)

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>Four Mile Run Playground Renovation</td>
<td>Opened September 2019</td>
</tr>
<tr>
<td>Four Mile Park Edison Street Entrance</td>
<td>Construction Fall 2019</td>
</tr>
<tr>
<td>Hooffs Run Dog Area</td>
<td>Construction Fall 2019</td>
</tr>
<tr>
<td>Landover Park Shade Structures</td>
<td>Construction Fall 2019</td>
</tr>
<tr>
<td>Holmes Run Dog Run Improvements</td>
<td>Construction Fall 2019</td>
</tr>
<tr>
<td>Stevenson Dugout Replacement</td>
<td>Construction Fall 2019</td>
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³ The Mount Jefferson Park plan is largely dependent on the Oakville Triangle Development
<table>
<thead>
<tr>
<th>Project Name</th>
<th>Status</th>
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<tbody>
<tr>
<td>Witter Field Upgrades</td>
<td>Construction Fall 2019</td>
</tr>
<tr>
<td>Potomac Yard Basketball Court Lights</td>
<td>Construction Fall 2019</td>
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<tr>
<td>Four Mile Run Wetlands Bridge</td>
<td>Construction Fall 2019</td>
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<tr>
<td>Simpson Triangle/Kettle Park</td>
<td>Construction Fall 2019</td>
</tr>
<tr>
<td>Nancy Dunning Garden</td>
<td>Construction Fall 2019</td>
</tr>
<tr>
<td>Ewald Building Demolition</td>
<td>Demolition Winter 2020</td>
</tr>
<tr>
<td>Patrick Henry Recreation Center Playground/Field</td>
<td>Final Conditions on Hold</td>
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<tr>
<td>Simpson Park Dog Park</td>
<td>Currently in Design</td>
</tr>
<tr>
<td>Stevenson Park Picnic Area and Water Fountain</td>
<td>Currently in Design</td>
</tr>
<tr>
<td>Ben Brenman ADA Path</td>
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<tr>
<td>Hensley Park Renovation</td>
<td>Currently in Design</td>
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<tr>
<td>Powhatan Park Pedestrian Improvements</td>
<td>Currently in Design</td>
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<tr>
<td>Fort Ward Playground</td>
<td>Currently in Design</td>
</tr>
<tr>
<td>Lee Center Playground Improvements</td>
<td>Currently in Design</td>
</tr>
<tr>
<td>Charles Barrett Playground</td>
<td>Currently in Design</td>
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<tr>
<td>Pocket Park Plan</td>
<td>In Development</td>
</tr>
<tr>
<td>Athletic Field Master Plan</td>
<td>In Development</td>
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<tr>
<td>Colasanto Splashground</td>
<td>Design to begin Winter 2020</td>
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<tr>
<td>Windmill Hill Park Playground</td>
<td>Design to begin Winter 2020</td>
</tr>
<tr>
<td>Open Space Policy Plan</td>
<td>Scheduled to begin Winter 2020</td>
</tr>
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Attachment: Naming & Renaming Policies and Procedures for Public Parks and Recreation Areas & Facilities
City of Alexandria
Naming and Renaming Policies and Procedures
Public Parks and Recreation Areas & Facilities

Purpose

- To establish a consistent approach for the official naming and renaming of City public parks, recreation areas and facilities.

Objective

- Ensure parks, recreation areas and facilities are easily identified and located;
- Ensure that given names to parks, recreation areas and facilities are consistent with the values and character of the area or neighborhood served;
- Encourage public participation in the naming, renaming and dedication of parks, recreation areas and facilities; and
- Encourage the dedication of land, facilities, or donations by individual and/or groups.

Definition

- Parks, recreation areas and facilities include all property owned by assets under the City’s ownership and/or under the control of the City’s Department of Recreation, Parks and Cultural Activities including but not limited to buildings, structures, open space, public parks, natural areas, wetlands, and environmental habitat.

Criteria

Naming of Parks, Recreation Areas and Facilities

1. City parks, recreation areas and facilities shall generally be named in accordance with geographical, historical or ecological features indigenous to the park site or to the immediate vicinity of the site.
2. Parks, recreation areas and facilities may be named for an individual under the following conditions:
   a. Where the individual has made a significant gift of land to the City; or
   b. In memoriam for an individual who has made a significant contribution to the City of Alexandria park and recreation system. It should not be assumed that a financial contribution guarantees that a park, recreation area or facility is named after the individual/organization/business making the contribution or
   c. Has made a significant contribution to the protection of natural, cultural, or horticultural resources of the City of Alexandria park and recreation system; or
   d. Has substantially contributed to the advancement of commensurate types of recreational opportunities within the City of Alexandria park system; or
e. Has made a significant contribution to the betterment of a specific park, consistent with the established criteria and standards for the designated park classification.

3. Parks and Recreation facilities will not normally be named for living persons. Exceptions to this policy may be made by a simple majority vote of City Council as follows:
   a. The person nominated had made a substantial contribution to the specific park, recreation area and facility being named; or
   b. The person nominated has made significant contribution to the community over an extended period of time; or
   c. The person nominated has received national recognition.

4. Facilities and recreation areas located within a park should carry the same name as the park or reference to the park (Example: The Betty King Entrance to Four Mile Run Park). Such facilities or recreation areas could, however, be dedicated in memory of a person and an appropriate plaque indicating the dedication such be dedicated and can be placed at the facility or recreation area.

5. The proposed name will not be considered if:
   a. The proposed name is a duplication of an existing park or facility name in Alexandria
   b. The proposed name requested may be perceived to be offensive to segments of the public;
   c. If the proposed name is the name of a commercial entity or implies a commercial endorsement, i.e. naming rights.

Renaming of Parks, Recreation Areas and Facilities

- The above stated criteria are met;
- A valid justification for the renaming of a parks, recreation area or facility is provided;
- Changing the name will not cause undue confusion with the community; and
- An appropriate level of community support exists, including at least one letter of support from the Homeowners Association (HOA) and/or Civic Association in the facility’s geographic region.

Public process

1. Solicitation:
   a. Community-driven solicitation: An individual or group submits a name recommendation to the Director of the Department of Recreation, Parks and Cultural Activities either by mail or online form. The submission must include the justification for the proposed name, including how the name meets the criteria in this policy, at least one letter of recommendations from representatives in the community, such as a community organization (HOA/Civic Association), and an explanation of any additional information on a community outreach process.
   b. City-led solicitation: Any new park or facility is referred to by the site’s address until a name has been reviewed and approved through the city naming process. If the city seeks to name a park or facility it will advertise through citywide communications for solicitation of a name. The solicitation will be open for public suggestions for no less than six weeks. Once the solicitation closes, all
names that meet the naming criteria will be open for public review and shall follow the process below.

2. The Department of Recreation, Parks and Cultural Activities will hold an open public comment period of not less than two weeks and shall not exceed thirty days.

3. At the closing of the public comment period, the Department of Recreation, Parks and Cultural Activities will coordinate with the Office of the City Manager a meeting of the City’s Naming Committee. The individuals or groups who submitted recommendations will be notified at least two weeks in advance of the meeting date and location and are encouraged to attend. The City’s Naming Committee is comprised of the City Manager and two members of City Council.

4. The City’s Naming Committee will receive the submission(s), public comment, and any related materials from the nominator(s) or designee(s). The City Naming Committee will make a recommendation to City Council.

5. City Council will receive the recommendation of the City’s Naming Committee and will schedule the recommendation to be considered at a City Council Public Hearing.

6. City Council will make an official decision following the City Council Public Hearing.

7. If approved, the City will determine appropriate signage indicating the new name. Unless there is a previously planned renovation of the site that included new signage, the City will either place a new aluminum sign with the new name on the site or retrofit an existing site to show the new name. If the community organization wishes to have signage above and beyond this City standard may contribute funding to upgrade signage, in coordination with and approved by the City.

8. If approved, the City will change the name of the park and/or facility on all printed and digital material including the City’s website and program guide map.

9. Requests to Defer or Withdraw: At any point during the review process, the applicant may request that the request be deferred or withdrawn entirely. All requests to defer or withdraw must be submitted in writing. A request may also be put on hold for up to six months. It is the responsibility of the applicant to notify staff to re-process any request placed on hold. If there is no activity within six months, the request will be withdrawn by staff.