

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

REGULAR MEETING

**Thursday, April 18, 2013, 7:00 p.m.
Charles Houston Recreation Center
901 Wythe Street, Alexandria, Virginia**

Agenda

- I. Call to Order by Chair, Judy Guse-Noritake.
- II. Presentation- Fields Allocation Policy- William Chesley and Staff.
- Items for Action:
- III. Approval of Green Play Resource Allocation and Cost Recovery Policy- David A. Miller.
- IV. Approval of Special Events Policy – Jack Browand.
- V. Approval of Summary Minutes from March 21, 2013.
- VI. Division Updates:
 - A. Recreation Programs and Service Update - William Chesley
 - B. Park Operations Report – Dinesh Tiwari
 - C. Marketing, Special Events and Waterfront Operations - Jack Browand.
 - D. Park Planning Reports – Ron Kagawa and Division Team
- VII. Director’s Report - James Spengler.
- VIII. Civic Awards Discussion- Jack Browand.
- IX. Commissioner Assignments Update.
- X. Report from Commissioners (verbal updates):
 - A. Waterfront Commission - Gina Baum
 - B. Youth Sport Committee.
 - C. Four Mile Run - Ripley Forbes
 - D. Freedmen’s Cemetery.
 - E. ACPS & Capital Improvements - Judy Guse-Noritake
 - F. Community Gardens Policy- Judy Guse-Noritake
 - G. Ft. Ward - Ripley Forbes
 - H. ACPS School Projects- Judy Guse-Noritake
 - I. Jefferson Houston School - William Cromley
 - J. Beauregard Corridor Plan Task Force - Stephen Beggs
 - K. Open Space - Judy Guse-Noritake
 - L. Braddock Plan Park- Judy Guse-Noritake
- XI. At the close of the meeting, the Commission will take comments on any other topic from the public

XII. Agenda items for May 2013, meeting and location: May 1, 2013 - Large Parks Master Plan, May 16, 2013, Regular Meeting.

XIII. List of upcoming public meetings

City of Alexandria, Virginia

MEMORANDUM

DATE: APRIL 18, 2013

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- ITEM- II

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 has worked with the Youth Sports Advisory Board (YSAB) to develop an Athletic Facilities Community Allocation Policy for the City of Alexandria.

RECOMMENDATION: That the Commission endorse 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 Alexandria City Public Schools, 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: The YSAB has been working on behalf of City youth sports programming since December 2002. Improving the quantity and quality of athletic facilities has been one of the YSAB's top priorities. The YSAB has done a very good job working with RPCA staff to improve coordination and collaboration around scheduling and maintenance of athletic facilities. Moreover, the YSAB has played a huge role in advocating for increased resources to build, renovate and maintain of athletic facilities. The improvements in scheduling and maintenance of athletic facilities by RPCA over time has been largely due to the cooperative and collaborative

work of the YSAB, especially among the members representing organizations that rely on athletic fields for their programs. The level of cooperation and collaboration by these members over the past several years or more made it easy to get to the point where we can adopt an Athletic Facilities Community Allocation Policy for the City. The YSAB unanimously supports the adoption of the Policy.

The Athletic Facilities Community Allocation Policy 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.

This policy affords RPCA with a transparent process to allocate athletic facilities fairly and equitably among all users based on the “Priority of Use” status of the organization or individual as outlined in the 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. RPCA will maintain a schedule for use of assigned Facilities. RPCA will provide fair distribution of facilities to all for permissible activities. 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.

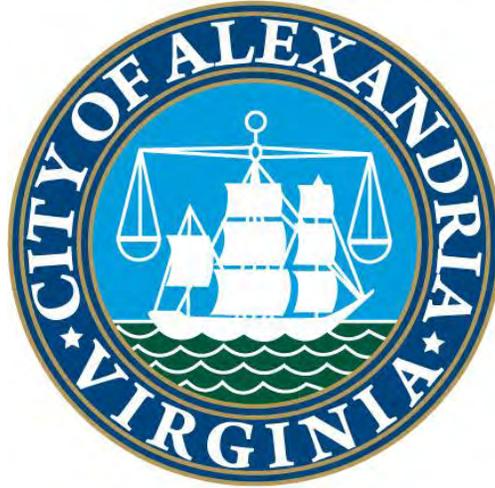
The Policy will be reviewed annually by RPCA staff, with input from key stakeholders, the YSAB, and the Park and Recreation Commission.

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 2013



TABLE OF CONTENTS

I.	Policy	Page 3
II.	Permissible Activities	Page 3
III.	Permits	Page 3
IV.	Priority of Use	Page 5
V.	Seasonal Allocation Priority	Page 7
VI.	Specific Facility Scheduling	Page 8
VII.	City Approved Organized	Page 10
VIII.	Requirements for Forming New Leagues	Page 11
IX.	Participation, Processing, Team and Rental Fees	Page 12
X.	Services Provided by the City	Page 14
XI.	General Limitations	Page 16
XII.	Cancellations/Use Restrictions	Page 17
XIII.	Termination of Field Use	Page 19
XIV.	Hours of Usage	Page 20
XV.	Fund Raising Activities for Leagues/Organizations	Page 20
	Attachment One – Athletic Field and Outdoor Court Request Form	Page 21
	Attachment Two – Fee Schedule	Page 22

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:

- Alexandria City Public Schools on ACPS property or City property.
- Recreation, Parks & Cultural Activities Sponsored Programs - those activities planned on City property.

2. Level II Organizations:

- 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 and private schools which provide services open primarily for City residents and are scheduled by RPCA.

3. Level III Organizations:

- 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:

- For Profit Organizations - those agencies or organizations or individuals who are in the business of charging a fee and make a profit,
- 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.
- Organizations or individuals who want to use a City Facility on a one time rental basis.

5. Level V Organizations:

- 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 the 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 for and including all facility use fees, 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.

Many 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 another 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 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 who 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 sports 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 ten (10) business days prior to the date of use. Rental fees paid will not be refunded if notice of cancelled use is given less than ten (10) business days and is such notice does not comply with these requirements. 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. Programs hosting activities where 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 which have been designated by ACPS that City has 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 does 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.

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*

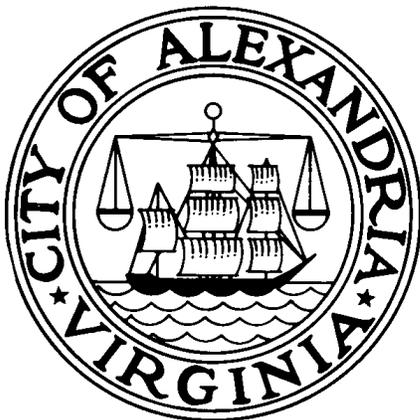
ATTACHMENT TWO – FEE SCHEDULE

**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, 2012



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

FEE SCHEDULE – EFFECTIVE JULY 1, 2012

FEE CATEGORY	<u>PAGE</u>
Fee Guidelines for Groups Renting Facilities and Equipment	24
Room Rentals	25
Refundable Rental Security Deposit	25
Staff Fee	25
Pool Rental	26
Park Rental	26
Picnic Areas	26
Mobile Stage	26
Garden Plots	26
Athletic Fields	27
Youth Sports Program Participation	27
Nonresident Program Participation	27
ABC Permission Request	27
Chinquapin Recreation Center	28
City Marina	28
Outdoor Pool Admissions	29
Out of School Program Activity Fee	30
Tennis Court Fees	30
Pool Lane Rentals (Rixse & Outdoor)	30
Adult Fitness	31

Department of Recreation, Parks, and Cultural Activities

FEE GUIDELINES FOR GROUPS RENTING FACILITIES AND EQUIPMENT

Effective July 1, 2012

- 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 2013 Fee Schedule – Effective July 1, 2012

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

Department of Recreation, Parks and Cultural Activities

FY 2013 Fee Schedule – Effective July 1, 2012

¹ Groups are defined on page 3

² Staff fees will also be charged if necessary

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

Department of Recreation, Parks and Cultural Activities

FY 2013 Fee Schedule – Effective July 1, 2012

Athletic Field Rental Fees ²

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

Department of Recreation, Parks and Cultural Activities

FY 2013 Fee Schedule – Effective July 1, 2012

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
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

Department of Recreation, Parks and Cultural Activities			
FY 2013 Fee Schedule – Effective July 1, 2012			
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	
B. resident/local non-profit		\$253	
C. City agency/sponsored		TBD	
Marina Fees			
			Fee
Pleasure Boats			
Short-Term Docking Fee		<i>(Effective 01/01/2010)</i> \$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			

Department of Recreation, Parks and Cultural Activities		
FY 2013 Fee Schedule – Effective July 1, 2012		
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
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		

Department of Recreation, Parks and Cultural Activities

FY 2013 Fee Schedule – Effective July 1, 2012

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

DRAFT

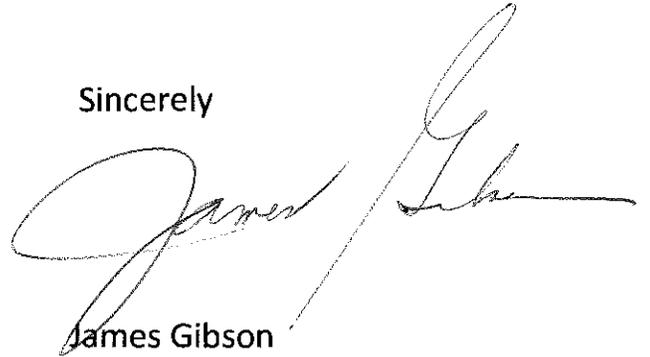
April 8, 2013

The Youth Sports Advisory Board supports the field allocation policy submitted for our consideration in March. We believe the policy provides opportunity for youth sports to continue to operate with minimal adjustments while accommodating any private groups to have access to our fields and facilities.

We fully recognize field space is limited hence a clear publicized policy can only help to maximize the use of the facilities we have. Moreover we believe the policy will encourage greater usage for families and outside groups who may have had difficulties in the past.

Lastly we fully acknowledge our city and recreation department as child friendly and this policy supports that concept. This letter has been submitted with the unanimous approval of the Youth Sports Advisory Board.

Sincerely

A handwritten signature in cursive script, appearing to read "James Gibson", written in black ink. The signature is positioned to the right of the typed name "James Gibson".

James Gibson

Chairman



Recreation, Parks and Cultural Activities

Financial Policies and Procedures

Resource Allocation Philosophy, Cost Recovery Model and Policy

Recreation, Parks and Cultural Activities Department

Draft Created: January 1, 2013

Approval Level: City Council

Approval Date:

Scheduled review date (frequency)

Primary Contact: James Spengler

Summary

The department is tasked with cost recovery goals in accordance with the City's annual budget allocation and financial constraints. To that end, the department sets fees and charges in relation to these goals, market conditions, benchmarking, demand, cost recovery targets, and industry trends. A financial assistance policy and process was also developed to allow for maximum resident participation in City Programs and to ensure that no one has a barrier to participation.

Cost Recovery Policy

Recreation, Parks and Cultural Activities Department offers services that are funded through a combination of user fees, taxes, grants, and donations. Fees and charges shall be assessed in an equitable manner in accordance with the following fee and charge assessment schedule. Through a special initiative, services that provide recreational opportunities for populations with the fewest recreational alternatives (youth, limited income, senior adults, and families) may be more heavily supported by grants, donations, or property taxes than user fees to ensure that the population is well served by Recreation, Parks and Cultural Activities programs. Percentages shall be considered as guidelines; however, special circumstances, the nature and cost of each program, and persons to be served should be taken into consideration.

Process

- The Recreation, Parks and Cultural Activities shall conduct an annual comprehensive review of cost recovery targets.
- Programs will be sorted and assigned a cost recovery tier using the Pyramid Methodology annually.
- A Fee Structure/Rate review will be done annually to determine viability of programs.
- Programs plans are developed and approved with fees set within the tier cost recovery target minimum.
- The Department's Fiscal Year fee schedule will be included each year as part of the annual budget submittal.

City of Alexandria's Cost Recovery Model

The following model represents all categories of services currently provided or those which may be provided in the future by the Department. It is based upon the degree of benefit to the community (Tier 1 (low end of the pyramid – Mostly Community Benefit) or individual (Tier 5 (Top of the pyramid) – Mostly Individual Benefit); the values of the Alexandria community; and the vision and mission of the Recreation, Parks and Cultural Activities Department. This model and policy forms the basis for setting fees and charges (see Final Cost Recovery Model, Resource Allocation Philosophy, and Policy Document dated January 1, 2013).

Services can always perform better than the target tier minimum cost recovery goals due to demand and market conditions.

- a. **Tier 5** and **Tier 4** Programs and services that have a high individual benefit and should incur no subsidy. Our Tier 4 and 5 programs are revenue positive over direct costs
Tier 5 services are targeted to recover a minimum of **175%** of direct costs,
Tier 4 targeted at **125%** of direct costs
 - Concession/Vending
 - Merchandise
 - Private/Semi-Private Lessons
 - Rentals/Exclusive Use – Private
 - Organized Parties
 - Permitted Services
 - Classes, Programs, Workshops, and Clinics – Advanced
 - Tenant Leases
 - Equipment Rentals
 - Trips
 - Specialized Activities/Camps
 - Drop-in Childcare/Babysitting
 - Professional Services

- b. **Tier 3** Programs and Services provide a balance of community and individual benefit. Primarily fee supported services with little or no tax investment (as an average, **Tier 3** services are targeted to recover a minimum of **50%** of direct costs, and some of these services may be appropriate for use of alternative funding sources like grants, donations, and volunteers)
 - Classes and Programs – Intermediate
 - Tournaments and Leagues – Adult (100% cost recovery to support youth)
 - Rentals/Exclusive Use – Government
 - Tournaments and Leagues – Youth (50% cost recovery)
 - Work Study/Internship/Community Service Program
 - Social Affinity Groups

- c. **Tier 2** Services are programs and services with a primary community benefit, and a substantial tax investment with minimal to partial fee support (as an average, **Tier 2** services are targeted to recover a minimum of **20%** of direct costs, and many of these services may be appropriate for use of alternative funding sources like grants, donations, and volunteers)
 - Monitored Park/Facility Usage
 - Classes and Programs – Beginning/Multi-Ability

- Rentals/Exclusive Use – Affiliates/Grantees
 - Community-wide Events
 - Preschool
 - Out-of-School-Time Program/Summer Camps
 - Volunteer Program
 - Arts Grant Program
 - Therapeutic/Adaptive/Special Recreation
- e. **Tier 1** programs and services are completely community benefit. Full tax investment with little or no fee support (**Tier 1** services are targeted to recover **0%** of direct costs, although some of these services may be appropriate for use of alternative funding sources like grants, donations, and volunteers)
- Non-Monitored Park/Facility Usage
 - Inclusionary Services
 - Support Services

Cost of Services

The following general definitions will be used to determine the cost of providing all services.

Direct Cost: Includes all of the specific, identifiable expenses (fixed and variable) associated with providing a service, program, or facility. These expenses would not exist without the program or service and often increase exponentially.

Indirect Cost: Encompasses overhead (fixed and variable) including the administrative costs of the agency. These costs would exist without any of the specific programs or facilities.

Current Financial Assistance Policy (Revised April 2013)



Recreation, Parks and Cultural Activities

Financial Policies and Procedures

Financial Assistance Policy-Recreation Services

Draft Created: July 20, 2012

Approval Level: City Council

Approval Date:

Scheduled review date (frequency)

Primary Contact: William Chesley

Summary

The Department encourages resident participation in City programs. A financial assistance policy and process is developed to allow for maximum resident participation in City programs.

Eligibility

All City residents who meet qualifications are eligible. All City programs are eligible for financial assistance. Some classes in the Market Rate portfolio may have limited availability to ensure cost recovery goals.

Policy: Fee assistance may be granted according to the following schedule:

- 40% reduction for households where a child receives free or reduced lunch at an Alexandria City School.
- 50% reduction for households where a child receives free or reduced lunch and the family receives nutrition assistance (SNAP).
- 70% reduction for households where a child receives free or reduced lunch, and also receives TANF (Temporary Assistance for Needy Families), or where they reside in a City of Alexandria temporary shelter.
- Resident Seniors (55 years old and above) receive a 20% discount on each program
- Adults without children who have proof of receiving SNAP, or Medicaid, may be granted a 30% fee reduction.

Procedures:

1. Resident completes the application and submits accompanying documentation to the Recreation Program Manager/Center Director. Applications must be accompanied by written documentation.
2. Recreation Program Manager/Center Director are to review documentation and verify.
3. Recreation Program Managers/Center Directors may approve and sign the application as the Department Director Designee.

4. The applications must be stored with the registrations and made available upon request.
5. Any fee assistance requested that differs from the stated policy, or without documentation, must be approved by the Division Chief or Deputy Director of Recreation Services.

Roles and Responsibilities

All Regional Program Directors, Recreation Managers, and Managers on Duty, along with Front Desk Personnel are to ensure that this policy is adhered to.

Contacts

William Chesley Deputy Director, Recreation Services

David A. Miller, Division Chief, Recreation Services

Joseph Petrella, Division Chief, Recreation Services

A Sample application can be found in Appendix C.

**City of Alexandria
Special Events Policies & Procedures Manual
Proposed Policy Amendment**

Policy amendment to existing approved Special Events Policies and Procedures Manual

APPROVAL

Requirements to Obtain Approval

The following criteria applies to all areas of the City, with the exception of Founders Park which has additional criteria shown in Appendix I, in deciding whether to approve, approve with conditions, or deny a permit, the Special Events Committee shall determine:

1. The event, as proposed, can be shown to function safely;
2. The diversion of police and fire resources to support the event will not deny reasonable police and fire protection to the City;
3. The special event will not cause irreconcilable interference with previously approved and/or scheduled construction, maintenance or other activities including any sidewalks, streets and parking spaces;
4. The special event sponsor/applicant provides a transportation management/parking plan for traffic control/parking management which may include accommodating transportation demand management measures;
5. The location/route meets the criteria established in the procedures;
6. All costs for City services associated with the event shall be paid by the event sponsor(s) or if approved by City Council, the portion agreed upon will be covered by the City;
7. The special event sponsor/applicant provides an Event Management Plan for security/safety and which may include accommodating security, first aid and sheltering measures;
8. Events in Old Town with anticipated attendance over 500 are limited to no more than one such event every other weekend in a calendar year. A weekend is defined as beginning Friday, 5 p.m. and continuing through Sunday, 6 p.m.;
9. Events in other areas of the City will be scheduled to not overly burden any one neighborhood on a consistent basis;
10. ~~Events will not be approved to be held in Founders Park;~~
11. The number of foot races in Old Town is limited to those approved by council.
12. The event as proposed shall not severely impact the quality of life within the area it is being held.

**City of Alexandria
Special Events Policies & Procedures Manual
Proposed Policy Amendment**

APPENDIX I

CRITERIA FOR APPROVAL OF EVENTS PROPOSED FOR FOUNDERS PARK

The following criteria establish guidelines for the City of Alexandria Special Events Committee to authorize the use of Founders Park for special events activities.

Events proposed to be held in Founders Park shall abide by all conditions set forth in the approved Special Events Policy & Procedures Manual with the following conditions:

1. Events are restricted to less than 500 and may occur between 8 a.m. and 1 p.m. in the southern portion of the park (diagram below);
2. Founders Park will remain open to the general public;
3. Events will be restricted from preparing food and cooking onsite;
4. Events will be restricted with tents not exceeding 200 square feet;
5. Events will be restricted to the use of public and private parking garages or reserved permit parking north of Oronoco Street.;
6. Events will not be permitted to provide amusement park equipment (i.e. moon bounce and other inflatables); and
7. Events will not be permitted to block access to public rights-of-way and interior park trails.



MEMORANDUM

DATE: APRIL 18, 2013

TO: PARK AND RECREATION COMMISSION MEMBERS

FROM: WILLIAM CHESLEY, DEPUTY DIRECTOR
RECREATION SERVICES DIVISION

SUBJECT: RECREATION PROGRAMS AND SERVICES REPORT- ITEM- VI-A

Youth Activities

- Staff is meeting with Dr. Colleen Mann, head of the Office of Community and Family Partnerships with ACPS, and approximately thirty School Social Workers later this month to discuss the implementation of the Safe Place Program in the schools. We are also coordinating a meeting with ARHA to discuss possible implementation of Safe Place in their organization.
- Recreation Department baseball and softball programs, Alexandria Little League, Alexandria Lacrosse Club and the Alexandria Soccer Association are underway for the spring/summer 2013 season.
- RPCA, in cooperation with the Miracle League of Alexandria and ACT for Alexandria, will be hosting an open house on Wednesday, April 17 from 7:00 to 8:15 p.m. at the Lee Center Auditorium. We will provide a brief overview about the Miracle Field project and discuss opportunities for organizations to utilize the field. The event will conclude with a tour of the facility and answer any questions.
- We will hold the Alexandria Spring Invitational Cheerleading Competition, on Saturday, April 28, 11:00 a.m. at T.C. Williams High School. The competition features preteen and teen cheerleading teams from neighborhood recreation centers and other teams from the metropolitan area. Tickets are available for purchase at the door the day of the event. Tickets can be purchased for \$10 for ages 13 and older, \$5 for ages 6-12 and ages 5 and under are admitted free.
- Practices for the 2013 youth baseball and softball leagues are underway. We have 15 softball teams in three leagues (ages 6 to 16 - Rookies, National & American), which is up two teams from 2012. We have over 168 girls participating. The Girls Softball Opening Night Ceremony will be held on Thursday, April 25 at 6:30 p.m. at the Witter Softball Field. All teams and volunteer coaches will be honored. Giant Food, Inc. will again donate money to support the league. We have 398 participants in the T-Ball and Coach Pitch programs. We have 18 T-Ball and 17 Coach Pitch teams, which represents an increase of seven teams over last year's program totals for the two programs. Games

for these two programs will be played throughout the week and on Saturday afternoons at sites throughout the City.

- The Miracle Baseball League of Alexandria's Opening Day Ceremony will be held on Saturday, April 27 at 1:00 p.m. at the Kelley Cares Miracle Field at the Lee Center, 1108 Jefferson Street in Alexandria. The rain site for the program will be at the George Washington Middle School. The ceremony will dedicate the Miracle Field Time Capsule, recognize the newest donors, and honor the Miracle Baseball League players and Angel volunteers.
- Registration for the Wahoos swim program is underway. The program offers youth ages 6 – 18 the opportunity to develop swimming skills over the summer months and compete against other Swim Clubs in Northern Virginia. The program begins on May 28.
- The Department will hold its annual Hershey's Track and Field meet on Saturday, May 18, 2013 at 9:00 a.m. at TC Williams High School's Parker Gray Stadium.

Adult Activities

- Cooperative Extension staff conducted nutrition and other health related workshops for senior adults at the Charles Houston Recreation Center and St. Martin Seniors Center.
- The Late Night Basketball Program consists of 13 teams. We hold games at the Charles Houston and Cora Kelly Recreation Centers. Late Night Program games are held on Thursdays at both locations and game start times 6:30, 7:30 & 8:30 p.m.
- The winter basketball and volleyball leagues have concluded. Overall, there were two divisions (Recreation & Competitive) in the Men's Basketball League. Both championship games were played at Francis Hammond Middle School. We held the Coed Volleyball Recreation and Competitive Division Championships at Minnie Howard. The Women's Basketball League had only four teams with one of them forfeiting several games due to the lack of players. Our main goal for next season will be to develop a solid foundation of league teams with the goal of marketing the program and gradually increasing the number teams over time.

Power Plus (55 & over) Programs

- The Senior Pickle ball open play program continues to be strong. The program attracts 15 players per day.
- We held a Robust Walking Workshop on Saturday, March 9 at Cora Kelly Recreation Center. Thirty seniors attended the workshop. Dr. Dan Kulund from the Commission on Aging showed participants how to weave low-intensity exercises into a walk. The goal of the workshop was to introduce Robust Walking to participants so they can then start a Robust Walking group in their neighborhoods.
- Staff collaborated with representatives of the Successful Aging Committee to hold its annual "Dance for All Ages" event on Friday, April 5 at the T.C. Williams Cafeteria. Sixty senior participants, twenty Therapeutic Recreation adult participants, and forty student volunteers from the T.C. Williams Student Government Association attended the event.

Recreation Centers

- Comparative data on School Year Out of School Time Program enrollment and revenue for the 2011-2012 school year and YTD for the 2012-2013 school year is as follows:

	Enrolled	Revenue
2012	1,430	\$ 58,501
2013	1,292	\$210,254

- Nannie J. Lee Center hosted its annual Spring Break Eggstravaganza on March 30. Over 200 people attended the event, which included an egg hunt, games, crafts and a cookout. Members of the Omega Psi Phi Fraternity, the Health Department and the Nannie J. Lee Center Advisory Council provided volunteers and donations to support the event.
- Staff held National Safe Place activities at all of our full time recreation centers and part-time after school program sites during the week of March 17-22 in recognition of National Safe Place Week.
- Charles Houston Recreation Center will be hosting a Mother's Day weekend jazz concert featuring the bands from Francis C. Hammond Middle School and T.C. Williams High School on Saturday, May 11, from 6p.m. to 8p.m.
- William Ramsay held a soft opening of its new teen program space on April 4. The event was geared to Department personnel and community members, featured highlights of the program space's technological capabilities, and planned programming that will take place in the space.
- Staff at the William Ramsay Recreation Center implemented an indoor soccer program for teens. The program was implemented in response to interest expressed by area teens for the indoor soccer program. The program attracts many of the teens who play soccer on the tennis courts located at the corner of Sanger and Beauregard.
- Mount Vernon Recreation Center implemented an age 25 and up Women's Open Gym Basketball night on Thursday evenings. The program is attracting 15-20 women per night.
- We began registration for the 2013 Power -On summer program. The program will begin on June 24.

Aquatic Program

- We continue to work and coordinate with our Park Planning and Capital Projects Division and the staff from the Departments of General Services and Finance/Purchasing to secure contractors to perform the work involved with the facility improvements at Chinquapin Park Recreation Center. Chinquapin is expected to be closed from May 6 – September 23, 2013 to make much needed facility improvements. In order to minimize inconvenience for our customers, the following operational adjustments will be made:
 - 1) All classes and camps normally scheduled for the summer will operate at Francis C. Hammond.
 - 2) Hammond Middle School and other locations throughout the City.
 - 3) All valid Chinquapin Fitness Passes will be honored at all RPCA fitness facilities.
 - 4) All valid Chinquapin Aquatic Passes will be honored at all RPCA outdoor pools.

- 5) All outdoor pools will have extended hours to accommodate swim lessons and lap swimming. (Weather Permitting).
- 6) The normal summer swim lessons will continue at the Old Town and C. Houston Memorial pools. See website: www.alexandriava.gov/recreation for each pool schedule of events and lane availability.

Other

- Professional staff attended a Cultural Competency training taught by Francis Chase, Cultural Competency Specialist for ACPS.
- Teen Program Coordinator Ann Redfean and Division Chief David Miller were selected to present a session on our National Safe Place Program at the Virginia Recreation and Park Society's annual conference in September 2013.
- Division Chief Joseph Petrella and Mac Slover have been working with the Youth Sports Advisory Board to finalize the Athletic Facilities Community Allocation Policy. The policy was sent to the Youth Sports Advisory Board for review and input at the Board's March 11 meeting. The Board reviewed and discussed the draft at its April 8 meeting and unanimously endorsed the Policy. The Board submitted a letter endorsing the Policy (Attached) and Board Chairman is scheduled to attend the April 18 Commission meeting to update the Commission on the work of the Board.

City of Alexandria, Virginia

MEMORANDUM

DATE: APRIL 18, 2013

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- VI-B

1. **Volunteer Alexandria** – RPCA is sponsoring or supporting several projects in association with the annual Volunteer Alexandria event on May 3, 2013. Staff is working with community groups, homeowners associations, and other City departments to make improvements to a number of parks, natural areas, and other public spaces.
2. **Urban Forestry Management Program** – We are implementing a pro-active tree pruning and maintenance work plan along a number of arterial roads throughout Alexandria, as well as in our parks, including Fort Ward, Stevenson, and Forest Park. This program will utilize available funding between now and the end of the fiscal year on June 30.

The City's Earth Day Celebration will be held at Ben Brenman Park on April 20th. In association with this event, Alexandria will be recognized as a Tree City USA for the 30th consecutive year. We will also hold our Spring Tree Sale at Ben Brenman Park in association with the Earth Day Celebration.

3. **Athletic Field Improvements** – City's contractor commenced the Nutrient Management Program for all fields. New netting has been installed at Witter and Lockett fields. The Braddock field fence installation has been completed. New sports lights and new maintenance/restroom structure at Simpson Park are now operational.

4. Seasonal Activities

- Mowing Operations – A new contract for mowing medians and ROWs was awarded to a private contractor. Mowing of schools, public facilities, parks, medians and ROWs started last week. We are currently following a 15-day mowing cycle.
- De-winterization of Systems – Work continues to prepare all restrooms, water fountains and irrigations systems (for fields, landscaped areas, water-front parks, etc.) for the seasonal uses.
- Garden Plot Rental Renewal – The annual rental process for the Community Garden Plots at Chinquapin and Holmes Run Parks is almost complete. We have matched approximately 25 new gardeners with plots. In doing so, we went through almost 100 names at the top of the waiting list. A majority of those either moved away, decided not to garden, or otherwise did not respond to the notice of availability. The last few remaining plots should be filled soon. We are also planning a project to install a bio-retention swale just downstream of the Gardens at Chinquapin to intercept and treat stormwater runoff. Our goal is to benefit Taylor Run by reducing nutrient and sediment concentrations that reach the waterway following rain
- Equipment Replacement – Staff is in the process of replacing some turf maintenance equipment following the 5-year Equipment Replacement Plan of the City's Fleet Services Division.

5. Landscaping Plan for the coming year

Landscaping activities at over 150 horticultural sites throughout the City are carried out by the Horticulture Section within the Department of Parks, Recreation, and Cultural Activities. These horticultural sites include a wide range of locations, including City buildings and facilities, entry portals, medians and streetscapes, parks, schools, libraries, recreation centers, cemeteries, and green roofs. The types of landscaping activity and the levels of service vary depending upon the work plan associated with each location. The annual operating budget supports the routine on-going maintenance, while the Capital Budget supports major improvements and construction projects.

Operating Budget supported activities:

In accordance with the current proposed budget for FY 2014, beginning this spring, annual flowers will be provided at seven (7) specific locations; all other horticultural sites will not receive annual flowers. These other sites will receive regular maintenance to provide shrubs/perennials, mulching, etc. to present a neat and maintained appearance, but no seasonal color changes. The seven sites that will receive annuals are Founders Park, City Hall/Market Square, Ramsay Visitor Center, Washington street medians, Court House, Lyceum, and Black History Center. In the coming year we will also continue our efforts to upgrade certain high-profile locations, such as the Urban Deck, Washington Street Medians, and Market Square.

The City has a Memorandum of Understanding with Alexandria City Public Schools to provide a defined Level of Service at all seventeen (17) school locations. The current agreement does not include annual flowers at any schools. In the past, we have provided extra flowers and services beyond the specifications of the MOU, in response to requests from individual schools; we are no longer able to continue that service.

CIP supported projects:

Landscaping and planting projects that are underway and will be completed in the coming year include:

- Irrigation system for Urban Deck (approximately \$20,000 remaining)
- Upgrades at Chinquapin Recreation Center (approximately \$50,000 remaining)
- Braddock/Commonwealth dog park/bio-retention swale (approximately \$15,000 remaining)
- Roberdeau/Pt. Lumley Parks (approximately \$13,000 remaining)
- Washington Street medians (approximately \$5,000 remaining)

Planned new projects in the CIP for FY 2014 are:

- Landscape Improvements at entry portals (\$50,000)
- Improvements to Market Square & Washington Street beds (\$15,000)
- Enhancements to Native Plant Conservation Zones (\$15,000)
- Digital Geologic Atlas for project planning (\$30,000)

City of Alexandria, Virginia

MEMORANDUM

DATE: APRIL 18, 2013

TO: PARK AND RECREATION COMMISSION MEMBERS

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

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

Spring for Alexandria 2013 – May 3

Volunteers will focus on clearing the driftwood from the stones at Oronoco, Rivergate, and Founder's Park. In addition to clearing driftwood volunteers will be painting the bars on the three viewing areas at Oronoco Bay Park. Depending on volunteer turnout and if there is time there may be some mulching around tree bases and general cleanup activities. In addition, on Friday, May 10, volunteers will be coming out to finish painting the railing around the viewing area.

Bike Corral Installed at Union Block of King St.

As part of a series of recommendations following the Union Street Corridor study, a bike corral was installed the week of April 1.



Windmill Safety Fence Installation to be completed Week of April 15

Consistent with City Council direction, the installation of the community preferred option of a nautical post and rope safety fence around the deteriorating bulkhead in Windmill Hill Park began the week of April 8. The safety fence will remain in place until funding is available, as proposed in the FY 2014-FY 2023 CIP Budget, for full replacement of the current bulkhead.



Special Events Policies and Procedures – Policy Amendment

The Special Events Committee is proposing a modification to the City Council approved Special Events Policies and Procedures by removing the prohibition of Founders Park for special event activities. The Draft Proposal will be presented to the Waterfront Commission for action on April 16, 2013 and to the Park and Recreation Commission for action on April 18, 2013. Staff will present the policy recommendation to the Founders Park Community Association on May 10, 2013. *See Attached Proposal Policy Amendment.*

2013 CIVIC Awards

The City of Alexandria Park and Recreation Commission announces its 28th annual awards program to select and formally recognize outstanding residents who have provided a valuable service to our community in meeting recreation, park, or cultural needs. An Alexandria group, club, organization or corporate neighbor may also be nominated for an award for such service. Nominees for the award for citizen, group, club, organization, or corporate neighbor should be volunteers who have contributed time, talent or resources in an exemplary fashion. *See Attached Draft Package*

Community Event Calendar: April through May 2013

Apr 20, 2013	Sat	10:00 AM	Alexandria Earth Day 2013 Come out to Alexandria's 20th Annual Earth Day celebration.
Apr 20, 2013	Sat	11:00 AM	Annual Citywide Cheerleading Competition Citywide cheerleading competition.
Apr 21, 2013	Sun	8:00 AM	29th Annual GW Parkway Classic Race Recently named a top race by the Washington Post Express, the Parkway Classic is an area favorite for its gorgeous route, capped field size, and runner amenities.
May 3, 2013	Fri	10:00 AM	Spring for Alexandria Part of a 4-day celebration where the focus is on philanthropy and service to Alexandria-where we work, play, live and give.
May 4, 2013	Sat	10:00 AM	Spring for Alexandria/Alexandria Gives Part of a 4-day celebration where the focus is on philanthropy and service to Alexandria-where we work, play, live and give. Collection of donations of clothing, furniture and electronics. Food vendors, exhibitors and music.
May 18, 2013	Sat	12:00 PM	S C A N Croquet Day A fundraising tournament for child abuse prevention. There will be food concessions for participants and spectators. The event will be held at Virginia Theological Seminary 3737 Seminary Rd. Alexandria, VA
May 18, 2013	Sat	7:00 PM	Civil War 150th Concert Civil War 150th Concert featuring the Federal City Brass Band. Honor Armed Forces Day at an evening performance of songs from the Civil War era in the Fort Ward Park Amphitheatre. The Federal City Brass Band recreates the sound and appearance of a regular U.S. Army regimental brass band of the 1860s. A selection of mid-nineteenth century songs will ...
May 27, 2013	Mon	1:00 PM	36th Annual Jazz Festival Enjoy the sounds of Jazz at beautiful Waterfront Park. The United States Navy Band Commodores jazz band will open the concert followed by a variety of jazz performers. Food and beverages will be for sale throughout the event.

City of Alexandria, Virginia

MEMORANDUM

DATE: APRIL 18, 2013

TO: PARK & RECREATION COMMISSION MEMBERS

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

SUBJECT: **ACTIVITIES UPDATE, MARCH-APRIL, 2013**
OVERVIEW – SELECTED PROJECTS AT A GLANCE, ITEM VI-D

- A. Division activities update items are attached:
1. Active Park Projects including Capital Improvement Projects (CIP) – Update of Selected Projects
 2. Active Capital Facilities Maintenance Projects (CFMP) Report – Update on Selected Projects
- B. At forthcoming 2013 Commission meetings, the following presentations are anticipated:
- May, 2013
- *City Open Space Master Plan Update on Status and Implementation (Park Planning)*
 - *A meeting/public hearing on plans for the newly acquired property at 5325 Polk Avenue*
 - *TC Williams Tennis (ACPS)*
- June, 2013
- *Four Mile Run (Park Planning)*
 - *Potomac Yard Metro/Landbay K Park Tour (Park Planning)*
 - *Braddock Park – Tentative Post Office Block Site (Park Planning and Planning & Zoning)*
 - *Waterfront Plan Implementation: Landscape Architectural Services & Flood Mitigation (Waterfront Operations and Park Planning)*
- C. The following items are anticipated for Commission discussion in 2013, however timing/dates remain outstanding. The Commission will be advised as items are scheduled:
- *The projected work plan of the inter-agency storm water management team (Transportation & Environmental Services and Park Operations)*
 - *Stormwater Management planning challenges (TES)*
 - *Fort Ward Management Plan (Park Planning)*

###

Active Park Planning Projects

Monday, April 15, 2013

3:37:53 PM

Lead	Project Name	Team	%Complete	Est. Completion
------	--------------	------	-----------	-----------------

VDOT	Witter Recreational Fields	BC RK	100% CA	12-Dec-12
Notes: Park Dedication held with City Council on April 12. Project complete pending installation of softball netting and start-up of maintenance program.				

RPCA

	Four Mile Run Restoration	Dana/Ron	30% design	01-Sep-15
Notes: Project is moving forward with re-design of bank and wetland restoration, per EPA approval on 3/14/13. Funds are available until Sept 2015.				

	Holmes Run Mile Markers	Dana	50%	01-May-13
Notes: Allocation in February 2013. Markers will be placed along the Holmes Run Trail every 1/10th of mile from the Animal Hospital to the 395 overpass.				

	Landbay K	BC RMK	60%	01-Oct-13
Notes: Construction underway. Park construction completion expected Summer/fall 2013. North Pond to be separated and complete Winter 2013/2014.				

	Large Park Planning	DW LD	50%	01-May-13
Notes: Six summaries of park feedback completed and e-mailed to participants. Findings posted online. Work Session with the PRC and public meetings planned for May 2013 to review plan recommendations.				

	Mount Jefferson Playground Renovation	JL	100%	15-May-13
Notes: Playground re-opened to the public. Renovation is complete.				
Project closeout/minor misc. items such as site restoration to conclude Spring 2013.				

P&Z

	Potomac Yard/Landbay I/J Parks	BC	95%	31-Jan-13
Notes: Phase one (Custis) 95% complete. Awaiting as-builts. Anticipate construction 2013/2014 for phase two (Howell).				

ACPS

	Jefferson-Houston	DW RMK, DHG		01-Sep-15
Notes: Plan approved by City Council in December 2012. Project in Final Site Plan #3. Anticipated release in late April, 2013. Construction start in May, 2013.				



Active Rec CFMP Projects

Parks, Recreation + Cultural Activities

April 18, 2013

FY	Project Name	Project Code	Facility Name	Status	% Complete	Actual Cost
FY 2013	Windows Repairs - Glazing - Replace Insulated Glass Panels	BB-13-01	Ben Brenman Park Buildings	On Hold	-0-	
FY 2013	Replace Gym Floor	CB-13-04	Charles Barrett Center	100% Completed	100%	\$32,110.00
FY 2013	Replace Fan Coil Unit	CB-13-01	Charles Barrett Center	In Queue (Outlying FY)	-0-	
FY 2013	Replace RTU's	CK-13-02	Cora Kelly Center	100% Completed	Completed	\$129,198.00
FY 2013	New Ceiling/Lighting in Locker Rooms, Life Guard & Pool Office, & Fitness Rooms	CN-13-02	Chinquapin Park Rec Center	On Hold	-0-	
FY 2013	Decommission AC Units	DU-13-01	Oswald Durant Arts Center			
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	100% Completed	Completed	\$14,200.00
FY 2013	Replace Millwork - New Base Cabinets & Locks	NL-13-01	Nannie J. Lee Center	Preliminary Phase	-0-	
FY 2013	Regrade and Re-pave exterior area to stop water intrusion.	WR-13-02	William Ramsay Center	RFQ/Bids Sent Out	-0-	
FY 2014	Interior Finishes	CB-14-01	Charles Barrett Center	In Queue (Outlying FY)	-0-	
FY 2014	HVAC Controls	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	In Queue (Outlying FY)	-0-	
FY 2014	Windows Repair-Glazing	CN-14-02	Chinquapin Park Rec Center	In Queue (Outlying FY)	-0-	
FY 2014	Fabric Acoustic Panels	OD-14-03	Oswald Durant Arts Center	Preliminary Phase	-0-	

FY	Project Name	Project Code	Facility Name	Status	% Complete	Actual Cost
FY 2014	Stage Lighting System	DU-14-02	Oswald Durant Arts Center	On Hold/Delayed		
FY 2014	Auditorium Floor Lighting - Security	OD-14-01	Oswald Durant Arts Center	In Queue (Outlying FY)	-0-	
FY 2014	Millwork Replacement (Multiple Areas)	LC-14-01	Lee Center	Preliminary Phase	-0-	
FY 2014	Replace Cabinets in Kitchen	LC-14-02	Lee Center	Preliminary Phase	-0-	
FY 2014	HVAC Work	LC-14-03	Lee Center	Preliminary Phase		
FY 2014	Activity Room Ceiling Replacement	MV-14-02	Mt. Vernon Center	In Queue (Outlying FY)	-0-	
FY 2014	HVAC System Replacement	MV-14-01	Mt. Vernon Center	In Queue (Outlying FY)	-0-	
FY 2014	New Room Curtain	MV-14-04	Mt. Vernon Center	In Queue (Outlying FY)	-0-	
FY 2014	Resurface Gym Floor	MV-14-03	Mt. Vernon Center	In Queue (Outlying FY)	-0-	
FY 2014	New Reception Counter	NL-14-04	Nannie J. Lee Center	In Queue (Outlying FY)	-0-	
FY 2014	Gym Bleacher Replacement	NL-14-01	Nannie J. Lee Center			
FY 2014	Gym Floor Resurface	NL-14-02	Nannie J. Lee Center	In Queue (Outlying FY)	-0-	
FY 2014	Gym Curtain	NL-14-03	Nannie J. Lee Center	In Queue (Outlying FY)	-0-	
FY 2014	Replace Damaged Dance Floor	WR-14-01	William Ramsay Center	In Queue (Outlying FY)	-0-	

*The City of Alexandria
Park and Recreation
Commission*

Presents the

*2013 CIVIC Awards
Citizen Involved Volunteers In the Community*

Deadline: Thursday, June 13, 2013

Department of Recreation, Parks and Cultural Activities
1108 Jefferson Street · Alexandria, VA 22314
www.alexandriava.gov/recreation



2013 Park and Recreation Commission CIVIC Awards

The City of Alexandria Park and Recreation Commission announces its 28th annual awards program to select and formally recognize outstanding residents who have provided a valuable service to our community in meeting recreation, park, or cultural needs. An Alexandria group, club, organization or corporate neighbor may also be nominated for an award for such service. Nominees for the award for citizen, group, club, organization, or corporate neighbor should be volunteers who have contributed time, talent or resources in an exemplary fashion. Youth nominations are encouraged. Whether the volunteer activity involves removing invasive plants, coaching youth, or providing program support at City nature and recreation centers, the CIVIC Awards recognize the special, unsung volunteer efforts of Alexandrians involved in their community. The Park and Recreation Commission invites your help in identifying those who contribute so that they may be recognized.

Timing: The awards will be presented at the Alexandria Birthday Celebration on July 13, at Oronoco Bay Park. **Nominations must be received no later than Thursday, June 13.** Nominations should be addressed and mailed or delivered to the Park and Recreation Commission, c/o William Chesley, Deputy Director, Department of Recreation, Parks and Cultural Activities, 1108 Jefferson Street, Alexandria, VA 22314 or faxed to 703.684.6826 no later than Thursday, June 13.

Selection: Selection will be made by a special committee of the Park and Recreation Commission.

Criteria: Nominees for the CIVIC awards must reside in the City of Alexandria.

Applicable Subjects: Youth sports coaches; support of recreation programs, activities or events; parks or public open space maintenance or beautification; residents serving on special study groups or projects; cultural activities; and planning of programs and activities.

Submission Requirements: Submissions **must** include the following:

1. The nominee's name, address, and telephone number(s), or the key individual to contact if a nominee is a group, club, agency, organization or corporate neighbor.
2. Name, address, and telephone number of the person nominating the candidate.
3. A brief description (not exceeding one page) of the nominee's accomplishments and qualifications for such an award.

To submit a nomination on-line, visit <http://www3.alexandriava.gov/forms/recreation/civicawards>

For more information, call the Department of Recreation, Parks, and Cultural Activities at 703.746.4343.

2013 Park & Recreation Commission CIVIC Awards

Name of Nominee: _____

Are you submitting this nomination for a:

- Citizen (Individual) Award
- Group, Club, or Organization Award
- Corporate Neighbor Award

If nominating an individual for a Citizen Award:

Nominee's Address: _____

Nominee's Phone: (H) _____ (W) _____

If nominating a Group, Club, Organization or Corporate Neighbor Award:

Name of Group, Club, Organization or Corporate Neighbor:

Name of Key Contact Individual: _____

Contact's Phone: (H) _____ (W) _____

Person submitting this nomination:

Name: _____

Address: _____

Phone: _____

Complete or attach a brief description (not to exceed one page) of the nominee's accomplishments and qualifications for this award.

Applications are due by Thursday, June 13, 2013, and may be submitted:

1. Online at <http://www3.alexandriava.gov/forms/recreation/civicawards>
2. Faxed to Attn.: William Chesley at 703.684.6826
3. By Mail or In Person:

Park and Recreation Commission
c/o William Chesley, Deputy Director
1108 Jefferson Street
Alexandria, Virginia 22314

Brief Description:

DRAFT