

CITY OF ALEXANDRIA, VIRGINIA
Park and Recreation Commission

REGULAR MEETING

Thursday, March 17, 7:30 p.m.
Mt. Vernon Recreation Center
2701 Commonwealth Avenue

AGENDA

- I.** Call to Order by Chair
- II.** Approval of Summary Minutes from January 20, 2011, February 17, 2011.
- III.** Draft Waterfront Plan SAP - Released for Public Comments - Public Hearing April 5, 2011
- IV.** Ft. Ward Stakeholders Advisory Committee Report and Recommendations
- V.** Next Steps- on Creation of an Adult Sports Advisory Group
- VI.** Follow-up on Public Hearing on the Four Mile Run Park Expansion Draft Plan, 4109 - 4125 Mount Vernon Avenue
- VII.** Vote on Officers for the Coming Year (Follow-up from February)
- VIII.** Division Updates:
 - A. Recreation Programs and Services Update - William Chesley
 - B. Operations & Park Planning Monthly Report - Roger Blakeley
 - C. Office on the Arts Update - Alisa Carrel
 - D. Park Planning Updates - Ron Kagawa
 - i. Divisional Update
 - ii. Citizen Request Process
 - iii. Aquatics Master Plan
 - iv. Needs Assessment
 - E. Marketing, Public Relations & Special Events - Jack Browand
- IX.** Director's Report - James Spengler
 - A. FY12 budget and CIP process review
 - B. Jones Point Park Update
- X.** Retreat Action Items:
 - A. Next steps on Draft Bylaws
 - B. Other Items for discussion
- XI.** Reports From Commissioners (verbal updates):
 - A. Youth Policy Commission - Stephen (Clark) Mercer
 - B. Waterfront Committee - William Cromley
 - C. Youth Sports Committee - Jeffrey Murphy
 - D. Four Mile Run - Ripley Forbes
 - E. Charles Houston Memorial Project -William Cromley
 - F. Freedman's Cemetery- Bob Moir
 - G. Beauregard Corridor- David Dexter
 - H. ACPS & Capital Improvements- Henry Brooks, Judy Noritake
 - I. Jones Point Park Liaison Group – Judy Noritake
 - J. Other

XII. Agenda items for April meeting and location

XIII. List of Upcoming Public Meetings

XIV. Adjournment

City of Alexandria, Virginia

MEMORANDUM

DATE: MARCH 17, 2011

TO: PARK AND RECREATION COMMISSION MEMBERS

FROM: WILLIAM CHESLEY, DEPUTY DIRECTOR
RECREATION SERVICES DIVISION

SUBJECT: MARCH 17, 2011 COMMISSION MEETING ITEM #VIII-A
RECREATION PROGRAMS AND SERVICES REPORT

Youth Activities

- Children in the Alexandria City Community Theatre Program (ACCT) are preparing for their spring production, which will be held at Lee Center on May 6-7.
- The youth basketball league season concluded with nine championship games that were held at T.C. Williams HS on March 12.
- Registration is continuing for spring and summer youth sport programs.
- Margaret Orlando and Mac Slover are collaborating with ACPS staff to strengthen after school programming including intramural programs at the middle school.
- The Alexandria Invitational Cheerleader Competition is scheduled on April 9, 11:00 a.m., at T.C. Williams HS.
- A “Saturday Nite Hype” middle school party was held at Chinquapin Park Recreation Center on March 5. More than 100 children attended the event.
- Mac Slover and staff are issuing field permits to various sport organizations in the City for spring/summer 2011 programs. Mr. Slover has also communicated to the leadership of the various sport organizations that field use will be monitored and he has asked the groups to communicate to him when permitted field use times are not needed so that he can reallocate the time to other groups in need of field time.
- Division staff is working with Court Services and ACPS to coordinate bullying prevention programs.
- Alexandria’s Child Protective Services Unit will conduct a refresher mandatory reporter training for Out of School Time Program staff in April.
- Division staff is working with staff from other City agencies and members of the board of directors of The Center for Alexandria’s Children to plan the 3rd Annual Family Fun Day event. The event will be held on Saturday, April 16, 2011 at William Ramsay Recreation Center.

- Staff is working with a sub group of the Partnership for a Healthier Alexandria and with ACPS to establish smoking awareness and prevention programs for students at T.C. Williams HS.
- T.C. Williams HS Administration and Recreation Services Division staff is collaborating on an After School Program. The pilot program will begin in March 2011.
- RPCA staff continues to meet with ARHA and others to plan the Youth Arts Festival, which is scheduled for July 30, 2011.

Adult Activities

- Virginia Cooperative Extension staff is conducting a variety of ongoing Nutritional Education Programs for youth and senior adults at recreation centers, schools and the St. Martin Seniors Center.
- Championship games for winter adult sport programs will be held in March. Winter adult sport programs include volleyball (12 teams) and men's basketball (20 teams).
- New adult programs are being developed by staff with start dates pending. Staff is seeking input from adults on desired programming. A meeting was held with representatives of different sport programs and organizations on March 9 to get feedback on adult programming and facility usage. New sport programs under consideration include indoor soccer, dodge ball, a coed invitational volleyball tournament, and early morning and lunchtime sport programs.
- Outreach staff, Job Link and Alexandria Pest Control Services collaborated to implement a 5 day training conference (February 14-18 at Charles Houston) geared to young adults in Alexandria. More than 20 adults were trained and passed a certification test to meet minimum requirements for the position of pest control technician. The Job Link staff person responsible for this program commended the class for their perfect attendance and he indicated this was the first multi-day job training course he has offered in the City where everyone enrolled had perfect attendance.

Recreation Centers

- Current YTD enrollment in the After School Program is 1,240 children, which represents 93.8% of last year's total program enrollment.
- Mid- year survey results for the After School Program reflect an 88.07% satisfaction rate based on 208 surveys completed by parents via survey monkey. Additional surveys are anticipated and final results will be reported in my April report.
- Recreation center staff is planning to implement a Junior Master Gardener Program at all of the full time recreation centers. Staff will partner with the Northern Virginia Master Gardeners to implement this program.
- The City Attorney's Office approved a set of standards for our Power-On and Power-Up Out of School Time Program. The standards were submitted for review last fall and are based on national best practices for out of school time programs.
- Staff is in the process of finalizing plans for the 2011 Summer OSTP. The theme of the program is "Let's Go Green." A special summer brochure was developed to specifically highlight youth programs that will be offered by the Department during the summer.

- Charles Houston Recreation Center held a Customer and Community Appreciation Day on February 26. Activities were scheduled for all ages. The event was very well attended and generated numerous positive comments from those in attendance. Other similar events will be planned in the future based on the community's response to this event.
- Charles Houston is planning a soft play space for preschool age children that will be implemented in the spring of 2011. The program space was partially introduced at the recent Community Appreciation event and was well received by parents.
- The Parker Gray Roundtable Group is planning a landscaping project at Charles Houston Recreation Center this spring. In addition, the group is interested in working with the center to plan a community movie night at the center.
- The National Safe Place (NSP) training for RPCA is underway. RPCA staff will be conducting training and community outreach over the next several months. The NSP will be implemented in September 2011.
- Nationally known boxing historian Bert Sugar will be participating in a Boxing Forum at Charles Houston Recreation Center on March 18 from 6:00p.m. to 8:00 p.m.

Aquatics

- Aquatics staff is planning a swimming initiative to reach children who for various reasons have not learned how to swim. The initiative will be implemented in early summer of 2011. Staff is seeking sponsorship for the program and is planning to enlist the support of local swim team coaches and volunteers to implement the program.
- Staff is working to prepare the outdoor pools for the 2011 outdoor pool season. The Warwick and Old Town Pools will open on Memorial Day and the Memorial Pool at Charles Houston Recreation Center and Ewald Pool will open on June 27. The Memorial Pool at Charles Houston will operate extended pool hours again this summer.

Environmental Education

- Volunteers donated a total of 268 hours in February in coordination with Nature Center Manager Mark Kelly and Naturalist Jane Yeingst on projects at the Nature Center and/or Dora Kelly Park.
- Nature Center staff conducted several outreach programs, including Science Night at Mount Vernon Community School on February 25 and Charles Houston Recreation Center's Community Appreciation Day on February 26.
- Nature Center staff is planning a Traveling Nature Center Program that will make regular scheduled visits to recreation centers when after school and summer programs are in session.
- Two new live exhibits were obtained for the Science Room. One is an aquarium with a large reddish-gold spotted fish called an Oscar and the other is an African Fat-tailed Gecko.
- The Nature Center hosted a Winter Plant Identification Program on February 26 in cooperation with the Arlington Regional Master Naturalists. Seventeen residents participated in the program.
- Parents continue to take advantage of the youth birthday party packages at the Ford Nature Center. Seven parties were held in February and \$1,030 were generated from was

generated from the parties. This program will grow as we vacant positions are filled at the Nature Center.

Other

- The Department's annual written request to use ACPS facilities for the period of September 1, 2011 through August 31, 2012 was submitted in early February and is under review by ACPS.
- RPCA and General Services staff are identifying and prioritizing items to be completed as part of the FY-2012-FY-2014 Capital Facilities Maintenance Program. RPCA Director James Spengler and the Interim Director of General Services recently signed off on the Recreation Facilities Services MOU, which delineates responsibilities for maintenance and repairs of RPCA facilities.
- The Class and Camp Program Section offered a total of 272 classes in the winter class session with an 81% success rate for the winter class session. Spring and summer class registration is underway.
- Staff continues to work with Arlington County Park and Recreation staff and staff from Virginia Cooperative Extension (VCE) to plan and discuss strategies for managing and operating VCE sponsored and cosponsored programs. Arlington and Alexandria's Cooperative Extension Units operate under one Arlington/Alexandria Unit due to state budget cuts, which eliminated full time positions assigned to the Alexandria VCE office.
- Mac Slover accompanied Ron Kagawa to the February 9 meeting ACPS held with interested residents on the proposal to construct a synthetic turf field with lights at Francis Hammond MS. Twenty-six residents attended the meeting to get information on the project as well as to offer input on the project.

City of Alexandria, Virginia

MEMORANDUM

DATE: MARCH 17, 2011

TO: PARK AND RECREATION COMMISSION

FROM: ROGER BLAKELEY DEPUTY DIRECTOR,
RECREATION, PARKS AND CULTURAL ACTIVITIES

SUBJECT: MONTHLY REPORT- MARCH 2011- ITEM VIII-B

Lee Center Basketball Court Replacement Lights:

The Lee Center Basketball Court Lights project is completed. These lights were blown down during the August 5, 2010, windstorm.

Ice Storm:

On February 22, 2011, Alexandria received a small ice storm with freezing rain. The Crews worked the entire night to get facilities opened by morning.

Tennis Courts:

The tennis courts at Chinguapin had broken net standards the staff was able to fix the standards pipe by installing a new steel pipe system and reattaching new standards (See photo below).

Frank Mann Field Informational Sign Installed:

At the Frank Mann Field, a new informational sign was installed to provide context about why the field has his name (See photo below).

Spring Tree Planting Scheduled Developed:

The City Arborist has developed a spring planting schedule to provide better customer service and better tracking of the number of trees planted each year. We planted 400 trees last fall. Most of the trees were replacement trees from the August 5, 2010 windstorm.



City of Alexandria, Virginia

MEMORANDUM

DATE: MARCH 17, 2011

TO: PARK AND RECREATION COMMISSION MEMBERS

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

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

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

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

GRANTS PROGRAM:

Alexandria Commission for the Arts Grants Program

Team Lead: Cheryl Anne Colton

Status: FY 2012 Resource Panel meetings were held in February.

On February 22, City Council approved submission of the Virginia Commission for the Arts' Local Government Grant.

The Public Hearing/Formal Action meeting is scheduled for Tuesday, March 15, beginning at 6 pm, Durant Arts Center. A light dinner will be available beginning at 5:30 pm.

The Fiscal Year 2012 Grant Recipient Recognition and City Galleries Artists reception has been scheduled for May 23.

Important Date(s): Public Hearing/Formal Action meeting, Tuesday, March 15, beginning at 6 pm, Durant Arts Center; Grant Recipient Recognition and City Galleries Reception, Monday, May 23, 5:30 pm, Room 2000, City Hall.

PUBLIC ART FUNDING POLICY:

Team Lead: Alisa Carrel

Status: Meetings with Council members, developers and arts community continue. Public Art Committee is reviewing latest draft. The policy will be discussed in more detail at the April Arts Commission meeting.

PUBLIC ART PROJECTS:

Police Memorial

Team Lead: Alisa Carrel

Status: A meeting was held on February 25 with Pat Miller, Matthew Harwood, Alisa Carrel, the Chief of Police Earl Cook, approximately 18 Police Officers, and the widow of Police Officer Charlie Hill. Alisa reviewed the public art process and Matthew gave a presentation on all three proposals. After much discussion, the group agreed with the process followed but mentioned that they would like to provide the line officers with another opportunity to present their views on the proposals. A second meeting has been scheduled for March 28. It is anticipated that the recommendation for the artist will go to City Council for vote by June.

Charles Hamilton Houston Memorial

Team Lead: Alisa Carrel

Status: Artists Presentations/Interviews are scheduled for April 2. A public reception will be held that evening, 6pm – 7pm to honor the artists and provide an opportunity for the public to meet the artists and view their proposals. Commissioners are encouraged to attend this event. The maquettes will then go on public display at the Charles Houston Recreation Center for four weeks and at City Hall, May 2 – May 16. It is anticipated that the recommendation will be presented to City Council for their vote before the end of the session in June.

Eisenhower Sculpture

Team Lead: Alisa Carrel

Status: The Department of Planning & Zoning is working with developers of the properties surrounding the Eisenhower Metro. The statue of General Eisenhower will be relocated to a site near the Metro. Planning & Zoning staff is working with Office of the Arts staff and the Public Art Committee on a design of the plaza.

Four Mile Run Community Center (formerly called the Duron Paint Building)

Team Lead: Alisa Carrel

Status: City Council approved the request to apply for a grant application to the Virginia Commission for the Arts' on Feb. 22. The application, to fund a performance stage at the site, was submitted on March 1. Endorsement letters from Architects Anonymous, Empowered Women International and the Poet Laureate, were submitted with the application. An application to the NEA will be considered for next year.

Nest Project

Team Lead: Alisa Carrel

Status: The Target Gallery is organizing a temporary exhibit along the waterfront. Staff provided assistance with approval for locating the nests within the parks. For more information, please visit:

<http://www.torpedofactory.org/images/galleries/target/April%202011/Nest%20Prospectus.pdf>

PUBLIC ART IN URBAN PLANNING:

Waterfront Plan

Team Lead: Alisa Carrel

Status: The Department of Planning & Zoning released the draft Waterfront Small Area Plan on March 1. The Alexandria Waterfront Public Art Proposal was included, as was the Waterfront History Plan, as appendices to the plan. In addition, Planning & Zoning incorporated into the main body of the Waterfront Plan several recommendations made in the art plan. The plan is available on line at <http://alexandriava.gov/Waterfront>.

BRAC – Art Wall and Sculpture

Team Lead: Alisa Carrel

Status: The four finalist artists will present their design proposals on April 1. The proposals will be on display for a one-week public comment period at the William Ramsay Recreation Center, 5650 Sanger Avenue (at Beauregard). Commissioners are encouraged to view the proposals and provide their comments. Each finalist received a \$1,000 honorarium to develop their concept. The final four artists are, in alphabetical order: Linda DePalma, Baltimore, MD; Cheryl Foster, Temple Hills, MD; Heidi Lipmann, Smithsburg, MD; and Deirdre Saunder, Potomac, MD. The total budget for the art wall and sculpture is \$600,000.

ALEXANDRIA POET LAUREATE:

Team Lead: Cheryl Anne Colton

Status: Twelve participants have been attending the second series of "Come Write With Me" workshops on Monday nights. The series began on January 31 and will end on March 21.

Since her appointment last year as Poet Laureate, Amy Young has participated in several community events/programs. See listing following this report. Amy Young has also been encouraging poetry/literary projects to occur during April (National Poetry Month). To date the following projects are planned:

- Hooray for Books is hosting the Magic Tree House Tour Events (April 1) at Jefferson Houston School for Arts and Academics during the day and in the evening beginning at 6:30 pm at the Durant Arts Center;
- "Come Write With Me" participants will hold a reading and open mic at the Del Ray Farmers Market between 9 am – 10 am (April 9);
- Commissioners and citizens are encouraged to participate by reading a poem in one of Alexandria's neighborhood parks on Poem-in-Your-Pocket Day (April 14);
- "Come Write With Me" participants will hold a second reading at the Old Town Farmers Market (April 16 tentative);

- A free poetry event will be held at the Athenaeum in partnership with the Northern Virginia Fine Arts Association where former and present poets laureate will have poetry readings along with readings from community members (April 29, 7 pm);
- A poetry booth will be included at the Alexandria Earth Day event (April 30). Participants will encourage people to write poetry about nature; and,
- Ms. Young will also participate in The Quill Well Poetry Festival (April 3-8) sponsored by the Seven City Arts Society. www.quillwell.com

Important Date(s): Magic Tree House Event (April 1); Quill Well Poetry Festival (April 3-8); “Come Write With Me” reading Del Ray Farmers Market (April 9) and Old Town Farmers Market (April 16); Poem-in-Your-Pocket Day (April 14); Poetry Event Athenaeum (April 29); Earth Day (April 30); and “Come Write With Me” workshops, second series held Monday evenings.

COLLABORATION:

Anti-Stigma/Mental Health Awareness

Team Lead: Cheryl Anne Colton

Status: The “*Art Uniting People*” call for artists was distributed. The deadline for submissions is April 4. Two George Washington University Art Therapy students will be holding art workshops in March (dates TBD) for children, youth and adults served by the City’s Mental Health Department. Volunteer assistance may be needed at these art workshops. Once dates are set, a call for volunteers will be distributed.

Former U.S. Congressman Patrick J. Kennedy will be the keynote speaker at the May 12 Lee Center event. An artists’ reception will be held in the lobby prior to the event.

Important Date(s): Next meeting is Thursday, March 17, 4:30 pm, 720 N. St Asaph St, 4th Fl.; Lee Center exhibit May 1 through June 30, 2011; Opening reception and event May 12 6:30 pm-8:30 pm, Lee Center; Beatley Library exhibit July 1 through January 2012.

Arts Marketing Initiatives

Team Lead: Alisa Carrel

Status: Pat Miller and Alisa Carrel met with Nancy Belmont of Belmont Design on branding the arts and creating the new web site that would combine the Office of the Arts and the Arts Commission’s web sites. Belmont Design has submitted a brand strategy proposal and work will begin soon.

A visioning session was held to consider the branding of the fall arts festival. Helenmarie Corcoran is leading this Arts Forum project which will create an umbrella festival to market the performing and visual arts’ events in the fall.

Center for Teaching Excellence Program

Team Lead: Cheryl Anne Colton

Status: No new information.

Youth Arts Festival

Team Lead: Cheryl Anne Colton

Status: The Youth Arts Festival is set for Saturday, July 30, 2011. The Festival is featured on the back cover of the Department of Recreation, Parks and Cultural Activities’ Spring/Summer brochure. On Thursday, March 10, the City’s Interagency Special Events Committee reviewed and accepted the 2011 Youth Arts Festival application. A “call for artists” will be distributed in April. Interested commission members are invited to attend the next planning meeting.

Important Date: Planning Meeting, Thursday, April 7, 10 am, Durant Arts Center; Youth Arts Festival Saturday, July 30, 2011, location TBA.

CITY GALLERIES PROGRAM:

Call for Artists/Placements

Team Lead: Cheryl Anne Colton

Status: Since the January Commission meeting, the spring interns helped install artwork at eight City Galleries (see calendar for artist list and locations).

PROFESSIONAL DEVELOPMENT

Internship Program

Team Lead: Cheryl Anne Colton

Status: Three interns are currently participating in the program.

RESEARCH:

Local Arts Index

Team Leads: Alisa Carrel and Cheryl Anne Colton

At the March 1 meeting, participants began identifying artists and cultural institutions who have contributed to the City of Alexandria’s reputation and artistic reach for the Local Arts Index Study. The top ten list submitted, in no particular order, was:

1. Birchmere Music Hall
2. Torpedo Factory Art Center
3. Alexandria Harmonizers
4. The Capitol Steps
5. Jimilu Mason, Sculptor
6. Frank Regan, Choreographer/Ballroom Dance Champion
7. Cheryl Shaw Barnes and Peter Barnes, Authors, Children’s Books
8. MetroStage
9. Diedrich Bader, Actor/Comedian
10. Dermot Mulroney, Actor

Arts and Economic Prosperity IV Study

Team Leads: Alisa Carrel and Cheryl Anne Colton

Also at the March 1 meeting, the 2005 eligibility list of art organizations was reviewed to determine if organizations still existed and if they should be included as part of the 2011 Arts and Economic Prosperity IV study.

Arts organizations have begun to survey their audiences at their performances and programs.

A media advisory about both research studies was prepared and distributed to the media sources through the City’s Public Information Office. A small advertisement about these studies was also placed in the Alexandria Department of Recreation, Parks and Cultural Activities’ brochure.

Important Date: Arts Research Meeting, Tuesday, April 5, 10:30 am, Durant Arts Center.

Submitted by Alisa Carrel and Cheryl Anne Colton

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CALENDAR [March/April 2011]

Anti-Stigma/Mental Health Awareness Art Exhibition

Thursday, March 17, 4:30 pm, 720 N. St Asaph St, 4th Floor

Alexandria Arts Forum Meeting

Thursday, March 24, 12:00 pm, Durant Arts Center

The Magic Tree House Tour Event hosted by Hooray for Books

Friday, April 1, 6:30 pm, Durant Arts Center

Charles Hamilton Houston Memorial Public Art Project

“Meet the Artists” Reception

Saturday, April 2, 6:00 pm, Charles Houston Recreation Center, 901 Wythe St.

Arts Research Meeting

Tuesday, April 5, 10:30 am, Durant Arts Center

Youth Arts Festival

Thursday, April 7, 10:00 am, Durant Arts Center

Public Art Committee

Wednesday, April 13, 6:45 pm, Durant Arts Center

National Poem-in-Your Pocket Day

Thursday, April 14, variety of times and various Pocket Parks in Alexandria,

Alexandria Commission for the Arts Regular Monthly Meeting

Tuesday, April 19, 7 pm, Durant Arts Center

Alexandria Arts Forum Meeting

Thursday, April 28, 12:00 pm, Durant Arts Center

City Galleries:

Bi-Annual Art in City Hall Juried Exhibition: Various Artists, through April 15, 2011

Mayor’s Gallery, Room 2331: Del Ray Youth artwork, through July 2011.

City Manager’s Conference Room, 3550: Geneviene Lynn, Chinese brush painting, through July 2011

Planning and Zoning Department, Room 2100: Nina Tisara and Steven Halperson, photographs, through July 2011

Transportation and Environmental Services, Fourth Floor: Nataliya Gurshman, paintings, through July 2011

City Hall Employee Lounge, 5th Floor: Veronnica Barker-Barzel, paintings, through July 2011

Charles E. Beatley, Jr. Central Library: Nihal Kececi, paintings through July 30, 2011; Trish Palasik, Sculptures, through July 2011.

Durant Arts Center: Alice Kale, painting, through July 2011; Del Ray Artisans’ Youth Art, 3-D pieces, through April 1; Roger Blakeley, through June 30, 2011, Community Arts Room.

Lee Center Gallery: 2nd Floor: Administrative Offices, Recreation, Parks and Cultural Activities, Anmarie Coolick and Brian Kelley through July 2011.

POET LAUREATE ACTIVITIES FROM JULY 14th 2010 - OCTOBER 31 2010

July 14th – Met with slam poet and spoken word artist, Regie Cabico to discuss possibility of Alexandria slam team. He was excited and offered his expertise in the form of possible workshops and a performance and suggested going to *Poets and Writers* for a grant.

Attended open mic at Busboys and Poets to watch DC Youth Slam Team perform in preparation for Brave New Voices competition in California.

July 15th – Attended Arts Picnic sponsored by Alexandria Arts Forum and the Alexandria Commission for the Arts. Read “Summer”

July 15th – Prepared draft proposal for Alexandria Youth Slam Team. Shared it with Regie Cabico for feedback.

August 4th – Volunteered at College Admission Essay Workshop at TC Williams.

August 14th – Read “Have You Seen a Poet?” at Alexandria Youth Arts Festival and led small journal making activity.

September 12th – Volunteered at Information Booth at Alexandria Festival of the Arts.

September 13th – 1st Meeting of Workshop “Come Write With Me” (first of 6 meetings).

September 16th – Met with Shelly Bell and ‘13’ at TC to talk about Spoken Word Culture in Alexandria, Youth Slam Team and Brave New Voices, TC Poetry Festival, Poem in Your Pocket Day...”

September 23rd – Meeting with Cheryl Anne to talk about future activities, youth slam team and spoken word, poetry and translation...

October 5th – Meeting with Glenn Gamber of Project Discovery to discuss November fundraising “Tea”.

October 8th – Meeting with Cheryl Anne and Donna Fowler to discuss upcoming activities.

October 12th – Meet with Shelly Bell to talk about spoken word poetry festival, open mic and slam team.

October 19th - “Poetry summit” to bring a range of interested parties together, including Parks and Rec, TC teacher, Alexandria Recycling, arts commissioners, poet laureate support committee members and spoken word artists.

October 31st – Meet with PTA Reflections committee to judge literary submissions from TC Williams. (Don’t know if this counts as poet laureate activity or not).

POET LAUREATE ACTIVITIES NOVEMBER 1, 2010 – FEBRUARY 29, 2010

November 9th – Attended **Project Discovery** Board Meeting to discuss Fundraising Tea

November 16th – Poetry Summit #2

November 20th – **Project Discovery** Fundraiser/Poetry Reading with Shelly Bell

December 9th - Arts Community Holiday Gathering

December 10th - Attended reading by GW students at **Barnes and Noble** for fundraiser.

January 13th - **Living Legends** Opening Reception at NOVA

January 31-March 14th - Monday evenings. “**Come Write With Me**” Workshop #2

February 3-5 - **Associated Writing Programs Conference**, Washington DC (talked to local writers, editors, publishers, attended sessions on public art/poetry)

February 8^{th?} – Poetry Summit # 3

February 18th – led workshop at **Hammond Middle School**

February 18th – met with Mark Schwartz of **Alexandria City Library** to talk about possible events.

February 26th - met with Ellen Klein of **Hooray for Books** to talk about possible collaborations and upcoming events.

City of Alexandria, Virginia

MEMORANDUM

DATE: MARCH 17, 2011

TO: PARK & RECREATION COMMISSION MEMBERS

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

SUBJECT: **ACTIVITIES UPDATE FEBRUARY, 2011**
OVERVIEW – SELECTED PROJECTS AT A GLANCE, ITEM VIIID-i

See Attached Project Update

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Planning and Capital Projects

Department	Project Name	Location/Sub~Project	Notes	Team	% Complete	Expected Completion
Planning	ACPS/RPCA	Hammond Middle School	Synthetic Turf Field, walking track and field lights, Public meeting held 2/8 to discuss lights SUP. Follow up meeting scheduled for April. Turf to be installed (with or without lights in summer 2011)	BC RMK DW	Project started August 2010	2011~12
Planning	ACPS/RPCA	Patrick Henry Community School	Modular classroom final site plan underway	RMK DW	complete	Fall, 2013
Planning	Adopt-a-Garden	900 Block South Fairfax Street	Coordinating MOA and plantings with community group. Meeting with residents on March 8.	DW, RMK		
Planning	Aquatics Master Plan	~	Staff continues to work with the consultant team of KHI/Hunsaker and Brailesford-Dunaway. Kick off meeting scheduled for late March.	LD RMK	~	Spr 2011
Planning	Arlandria Implementation	~	February 2011 meeting with the Arlandria Action Plan Advisory Group to discuss concept plan for FMR Park Expansion Outreach underway for public comment on the park expansion site plan	LD DW	80% planning	Ongoing
Capital Projects	Athletic Field Improvements	Four Mile Run Lights Replacement	Light system infrastructure installed. Final completion pending power source completion by Dominion Virginia Power.	RMK, BC	95%	1-Apr
Capital Projects	Athletic Field Improvements	Minnie Howard	Light system being relamped under warranty for 4th time since 2007 construction.	RMK, BC	~	~
Capital Projects	Athletic Field Improvements	Witter Athletics	Public Preconstruction Meeting held March 10 and Groundbreaking Ceremony March 12. Anticipated project delivery Spring 2012.	RMK BC	CA	June, 2012
Planning	Beauregard Corridor Small Area Plan	~	Ongoing staff with the developer group. Public meeting held in January by the developers focused on Seminary Road. The Beauregard Ad Hoc Group was established and continues with regular meetings.	LD RMK	90% Planning	Dec. 2010
Capital Projects	Bike Trails	Forest Park Bridge Replacement	ITB Purchasing ; Oronoco Trail Improvements-PO Request submitted	JL	~	~
Capital Projects	Department Communications	~	Urban Forestry Annual Report Completed March 2011. Dog Park Brochure completed and distributed January 2011.	DW BC	~	Ongoing
Capital Projects	Dog Areas	Replace signage in all dog areas	Sign replacement underway to correct phone number and add additional codes	DW		
Planning	Eisenhower	Avenue Widening	Project revised to reflect new scope from Holland Lane to Mill Road. Improvements limited to modifying intersection at Holland and Eisenhower and adding turn lanes.	BC RMK	30% Design	Tbd
Planning	Eisenhower	Park ~ ASA	First concept submitted to the City. Planning process for South Carlyle area underway with property owners.	BC	Ongoing	Tbd
Planning	Eisenhower	Station Square ~ Blocks 11 and 12	Plans for Blocks 11 and 12 under review by Planning and Zoning Landscape. Eisenhower Metro Station Square concept design completed internally. Coordination with the developer pending.	BC	40% Design	Tbd
Capital Projects	Four Mile Run Park and Stream Restoration	In-Stream Restoration	90 % Design anticipated complete in June 2011. Construction staging locations being determined. Construction commencement anticipated in Summer, 2012.	DW, RMK	ongoing	1-Jul
Capital Projects	Ft Ward Park	~	Master Plan to address the recommendations of the Ad Hoc Advisory Group. Final report of the Advisory Group released in January, 2011. City Council work session scheduled for March 26.	LD	~	~

Planning and Capital Projects

Department	Project Name	Location/Sub~Project	Notes	Team	% Complete	Expected Completion
Planning	GS/RPCA	Facility Services Agreement	Resolution complete and signed by Departments.	BC RB	100%	ongoing
Planning	James Bland	~	Park and Recreation Commission reviewed and endorsed the public park plan for the development November, 2010 meeting.	LD RMK	ongoing	Ongoing
Planning	Jones Point Improvements/Renovation	~	RPCA Staff as City lead. Park construction at approximately 7.4 percent completion. VDOT/PCC Community Liaison Group site visit scheduled for March 26.	RMK BC	100% CDs	Oct. 2012
Planning	Mount Vernon Village Center	~	Project impacts adjacent Four Mile Run Park. Anticipate open space coordination with Arlandria Master Plan guidance. Ongoing negotiations with applicant.	RMK BC	10% Design	TBD
Planning	Needs Analysis and Survey	~	Survey drafting underway. Surveys to be sent in April 2011 with project analysis to be complete by May 2011.	DW, LD	10%	1-Apr
Planning	Open Space	1 & 7 East Del Ray	Proposals/bids for phase one construction with phase two as an alternate received on November 15. Contract awarded to Avon Construction. Anticipated completion date April 01.	~		
Planning	Open Space	Four Mile Run Properties				
Planning	Open Space	Freedmen's Cemetery	DSUP approval by planning commission on May 3 and by City Council on May 15. Final site plan #3 and 95% contract documents with review ongoing. Construction start anticipated in Spring/Summer 2012.	LD RMK	Construction Documents	November, 2012
Capital Projects	Park Facilities (CFMP)	Little Simpson - Lighting	The lighting replacement anticipated in Summer, 2011 via CFM account.			
Planning	Park Standards	~	Park Planning staff continues to work on the park standards in coordination with Park Operations. Monthly meetings with Park Operations staff were initiated in November, 2010.	BC, JL, LD	5%	~
Planning	Parks Inventory	~	Preparatory work underway (database clean-up, zoning inventory, boundary clarifications). GIS database design expected to begin in Spring 2011.	DW, LD	5% Complete	1-Jul
Capital Projects	Playground Renovations CFMP	Armistead Boothe	Site Survey in progress.	JL LD RMK	0% DD	Spr 2012
Capital Projects	Playground Renovations CFMP	Mount Jefferson	Begin process/coordination with Mt. Jefferson Civic Association/Community October 2011.	JL LD RMK	0% DD	Fall 2011
Planning	Potomac Greens	Potomac Greens Park	Construction complete. As-Builts expected early 2011.	BC	100% Construction	3-Jul
Planning	Potomac Yard	Landbay K	Project released as approved Final Site Plans on March 8. Project out to bid in February with construction start April/May 2011.	BC RMK	Construction Documents	Fall 2012/Fall 2013
Planning	Potomac Yard	Potomac Avenue	Construction ongoing. Street trees planted in installments. Anticipate completion summer 2011.	BC	60% Construction	Summer 2011
Planning	Potomac Yard	Route 1 Improvements	Phase II in 90% Documents. Design coordination with with T&ES for Phase II Mass Transit project.	BC	90% Design	3-Jul
Planning	Potomac Yard	Simpson Replacement Fields	Construction administration ongoing by RPCA staff. Construction anticipated to be complete late Spring 2011-established Fall 2011/Spring 2012.	BC RMK	85% Construction	Spring 2011/Fall 2011
Planning	Public Safety Center	~	Under construction.	RMK	30% Construction	Fall 2012

Planning and Capital Projects

Department	Project Name	Location/Sub~Project	Notes	Team	% Complete	Expected Completion
Capital Projects	Ramsey House Visitor's Center Garden	~	Unscheduled Project. Garden Club of Alexandria and PZ BAR Staff project. Project scoped only. Response letter from staff to be provided August 30. MOA to be developed with Garden Club upon receipt of additional materials.	JL, RMK	~	TBD
Planning	Waterfront Small Area Plan	~	Draft plan presented to the Park and Recreation Commission at the January meeting. The full draft plan released in February, 2011 with public review for 30 days thereafter. Master Plan is targeted for review by City Council in April, 2010/11. Overview review of the plan before the Park & Recreation Commission at January, 2011 meeting.	LD LS RMK	75% Planning	Dec. 2010

City of Alexandria, Virginia

MEMORANDUM

DATE: MARCH 17, 2011

TO: PARK & RECREATION COMMISSION MEMBERS

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

FROM: PARK PLANNING, DESIGN & CAPITAL DEVELOPMENT TEAM

SUBJECT: CAPITAL IMPROVEMENT PLAN (CIP) - PROCESS IMPROVEMENTS
EXTERNAL PROJECT REQUESTS - FOR USE OF CITY FUNDS-
ITEM #VIIIID-ii

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

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

A. DISCUSSION OVERVIEW:

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

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

B. PROJECT PROPOSAL, REVIEW AND IMPLEMENTATION PROCESS

Project Proposals

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

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

Qualification Conditions

Qualification conditions/criteria include the following:

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

Submission Deadlines

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

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

Review Cadence/Dates

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

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

Evaluation Criteria

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

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

Evaluation Process

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

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

Implementation

Commission recommended proposed projects will advance in the following manner:

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

Follow-Up

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

March 17, 2011

Page 4 of 4

C. SUSTAINING PROCESS & FUTURE MODIFICATIONS

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

ATTACHMENT

1. Project Request Form V2.0 01.25.2011

STAFF:

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

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Project Initiation / Request Form
Page 2 of 3

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



Park Planning Section _____ Date

Capital Projects Section _____ Date

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

Project Team: _____

Project Number: _____

PROJECT INITIATION / REQUEST FORM
RPCA-Park Planning Design and Capital Development Division

SCOPE OF WORK

PROJECT DESCRIPTION:

PROJECT JUSTIFICATION/RATIONALE:

City of Alexandria, Virginia

MEMORANDUM

DATE: MARCH 17, 2011

TO: PARK & RECREATION COMMISSION MEMBERS

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

FROM: PARK PLANNING, DESIGN & CAPITAL DEVELOPMENT TEAM

**SUBJECT: MASTER PLAN FOR CITY OF ALEXANDRIA AQUATICS FACILITIES
– ITEM VIIID-iii**

Recreation, Parks & Cultural Activities is pursuing an assessment and analysis of the City's aquatic facilities as a means of establishing a basis from which to determine future strategies for meeting community aquatic needs. This Master Plan for Aquatics Facilities will:

- A) Confirm the aquatic programming needs of the community.
- B) Verify the types and quantity of facilities to meet these needs.
- C) Evaluate the most appropriate locations for the facilities based on traffic patterns and usage.
- D) Determine the financial impact of the construction and operation costs of the facilities required to meet the needs of the City of Alexandria for the next 30 years.

DISCUSSION OVERVIEW:

The City currently operates and maintains a municipal outdoor aquatic program that includes seven (7) aquatic facilities at the following sites: Chinquapin, Charles Houston, Old Town, Warwick, Nannie J. Lee, Nicholas Colosanto, and John Ewald. Of these pools, Nannie J. Lee and Nicholas Colosanto are currently closed due to lack of attendance. Chinquapin is the only indoor facility, however it was not constructed in a manner that can accommodate competitive swimming events. Most of the existing facilities have limited opportunities for expansion and limited parking. In summary, the existing aquatic facilities are reaching the end of their functional and physical life expectancy with facilities ages of over 25 to 30 years.

March 17, 2011
Page 2 of 2

The professional consulting services of Kimley-Horn/Cousilman-Hunsaker and Brailsford & Dunlavey have been retained with AMEC Engineering as the Prime Consultant. This team brings internationally recognized expertise in aquatics facilities, facilities engineering and aquatics based economic/cost analysis to reviewing and making recommendations regarding the future of the City's aquatics programs. The team will collaborate with the Park & Recreation Commission to verify its findings and receive feedback on its recommendations.

A copy of the contract scope of work is attached for review. The project will be undertaken in two independent but interconnected phases. Phase One includes a Needs Analysis and Financial Impact Analysis and is anticipated to have initial findings available in May, 2011 with full completion in June, 2011. Phase Two includes a refined Needs Analysis, Conceptual Planning, Financial Impact Analysis and a Final Report with presentations to City governance including the Park & Recreation Commission and City Council during Fall, 2011.

ATTACHMENT:

- Engineer of Record Services MBPO 10-02026; February 3, 2011.

STAFF:

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

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February 3, 2011

Mr. Ron Kagawa
City of Alexandria
Department of Recreation, Parks and Cultural Activities
1108 Jefferson Street
Alexandria, VA 22314

Subject: Engineer of Record (EOR) Services, MBPO No. 10-02026
Letter Proposal for the Development of a Master Plan for the City of
Alexandria Aquatics Facilities

Dear Mr. Kagawa:

In response to your request for proposal through the Engineer of Record services for Various Infrastructure Projects contract (MBPO No. 10-02026), the AMEC team is pleased to provide this scope of services and fee estimate to assist the City in the development of city-wide Aquatic Facilities Master Plan. The project team includes AMEC and Kimley-Horn and Associates, Inc. (hereinafter referred to as "KHA"). For this project, KHA will be responsible for the development and delivery of the Aquatics Facilities Master Plan while AMEC will be responsible for project administration and invoicing.

Project Understanding

The City of Alexandria, Virginia (the "Client") currently operates an antiquated municipal outdoor aquatic program and currently operates and maintains seven (7) aquatic facilities at the following sites: Chinquapin, Charles Houston, Old Town, Warwick, Nannie J. Lee, Nicholas Colosanto, and John Ewald. Of these pools, Nannie J. Lee and Nicholas Colosanto are currently closed due to lack of attendance. Most of the existing facilities have limited opportunities for expansion and limited parking. And, in summary, the existing aquatic facilities are reaching the end of their functional and physical life expectancy with facilities ages of over 25 to 30 years.

Therefore, the City has decided to prepare a City-wide Aquatic Facilities Master Plan (the "Project") to: A) Confirm the aquatic programming needs of the community; B) Verify the types and quantity of facilities to meet these needs; C) Evaluate the most appropriate locations for the facilities based on traffic patterns and usage; and D) Determine the financial impact of the construction and operation costs of the facilities required to meet the needs of the City of Alexandria for the next 30 years.

To accomplish this project, Kimley-Horn and Associates (the "Consultant" or "KHA") assisted by Counsilman-Hunsaker "CHA" and/or Brailsford and Dunlavey "B&D" propose the following

scope of work to be performed under the prime contract held by AMEC with the City of Alexandria:

Basic Services - Phase 1

TASK I – PRELIMINARY NEEDS ANALYSIS (Phase 1):

- A. Review Client provided data on existing pools, visit existing and potential pool sites, and review 2002 facility audit of the existing pools. (KHA and CHA)
- B. Compile a map exhibit and list of other area providers of aquatic facilities within a twenty-five mile radius that includes the type of facility, admission costs, date opened, and location. (B&D or CHA)
- C. Conduct research and compile demographic information necessary to appropriately evaluate the community composition, including population, age distribution, income, weather analysis and economic considerations that could affect the project's viability. (B&D or CHA)
- D. Prepare presentation for the Client documenting findings, provide benchmark aquatic recreation facility data on three or four similar sized communities (in VA and/or Nationwide), and facilitate a discussion on the economic sustainability of potential implementation scenarios. (KHA and CHA). Benchmarking data will include preliminary financial impact

Travel: One Three-Day –Two Night Trips for Mark Hatchel (KHA) and Kevin Post (CHA)

TASK II - PRELIMINARY FINANCIAL IMPACT ANALYSIS (Phase 1):

- A. Prepare an initial program statement including potential amenities and spaces that may be considered as part of any repairs, renovations or replacement aquatics facilities.
- B. Provide a preliminary financial impact analysis based solely upon bench mark data and history collected by the Consultant Team and the preliminary program of potential amenities and spaces to be considered. Data to include:
 - a. Outline of areas that are under served.
 - b. Outline of areas that are under utilized
 - c. Outline of first dollar cost impacts regarding repairs, renovations and replacement facilities
- C. The initial findings of the financial impact analysis will be presented to the Client in an internet meeting work session to receive comments and direction.
- D. The Consultant will then present the findings to date to the Park Board and City Council at in-person public meetings to receive comments and direction on findings and work to date.
- E. The final comments and direction will then be incorporated into the preferred facility options and the corresponding financial impact analysis for completion of the Phase 2 Aquatic Facilities Master Plan.

Travel: One Three-Day –Two Night Trips for Mark Hatchel (KHA) and Kevin Post (CHA)

Basic Services - Phase 2

TASK III – NEEDS ANALYSIS (Phase 2):

- A. Meet with the Client staff representatives, plus any designated community groups and/or individuals involved in the project to analyze needs and determine objectives. The Consultant will conduct individual interviews as necessary with, for example, local education administrators and/or athletic directors, chamber of commerce representatives, business leaders, private and public recreation providers, health professionals, competitive swim groups, swim coaches, instructors, activity programmers, youth and seniors groups, and others if requested in order to ascertain existing levels of service and the perceived needs of various user groups in the community.
- B. In addition to individual meetings, The Consultant will participate in one public meeting to develop a common vocabulary with the public, review the types of current-day aquatic programming, and to document the types of aquatic programming and facilities the public would like to have in the future. This discussion will include images and/or video presentations with commentary on features of other aquatic facilities, background information on historic and contemporary issues in the industry, and an open-forum question-and-answer session to discuss concerns and needs of those individuals and groups attending the meetings. The Consultant will use the results of the interviews and public workshop and the information generated in Task I to finalize an aquatic needs analysis.

TASK IV - CONCEPTUAL PLAN:

- A. Based on the completed aquatic needs analysis, the Consultant will prepare a toolbox of aquatic facility options to meet the needs of the community. Typically these concepts consist of a variety of aquatic facilities including indoor/outdoor, competition, recreation (large / medium/ small family aquatic facilities), and splash pads.
- B. The Consultant will prepare an opinion of probable construction cost each toolbox option. Recent project bid figures of similar projects will be used as well as national estimating guides and local cost adjustment factors. The hard construction cost figures will be supplemented by a development cost factor, which will include such "soft" costs as professional fees, survey, geotechnical report, document reproduction, advertisement for bids and all anticipated expenses related to the administration of the project. The sum of these two cost figures will be the total project cost so that the Client will have a comprehensive overview before making an informed decision about the project. The toolbox options and costs will be presented to the Client in an internet meeting work session to receive comments and direction.
- C. The Consultant will then hold two additional "reality-check" public meetings (North/South or East/West) to discuss the findings of the initial public meetings and to review the

corresponding toolbox options of aquatic facilities types. This discussion will include images and/or video presentations with commentary on features of the options, facility costs, and an open-forum question-and-answer session to discuss the quantity and potential location of aquatic facilities to meet the Client's aquatic programming needs.

- D. Following the meetings, the Consultant will document the findings, review the findings with the Client, and make revisions to the toolbox options.

Travel: Two Three-Day –Two Night Trip for Mark Hatchel (KHA) and Kevin Post (CHA)

TASK V - FINANCIAL IMPACT ANALYSIS (Phase 2):

- A. The Consultant will prepare a preliminary Financial Impact Analysis inclusive of the following information:

1. Other Area Aquatic Providers
2. Market Area Demographics
Population, Age, Income
3. Area Aquatic User Groups
Historic Usage and Project Level of Growth
4. Facility Management Outline
Facility Operating Schedule
Facility Capacity Limits
Organization Chart
Wage Structure
5. Opinion of Probable Revenue
Market Penetration
Seasonal Usage
Develop Fee Structure Options (Low, Medium, High)
Opinion of Attendance By User Group
Opinion of Revenue
6. Opinion of Probable Expenses
Labor Demand
Chemical Demand
Supply Demand
Maintenance and Repair Demand
Utility Demand
7. Opinion of Financial Impact

- B. The findings of the financial impact analysis will be presented to the Client in an internet meeting work session to receive comments and direction.

TASK VI – FINAL REPORT AND PRESENTATION

Using the information gathered from the process above, Consultant will prepare a final Aquatic Facilities Master Plan to document the recommended facilities and improvements to the City of Alexandria aquatic program. Recommendations shall include:

- A. Location of all aquatic facilities with recommendations for types of facilities and simple guidelines for site selection criteria (i.e. population, demographics, service area, adequate space/infrastructure/parking and combined with other park facilities such as community centers/athletic field areas/community parks.) The plan shall explain how major decisions were made.
- B. A list and description of other area providers and a description of the types of current-day aquatic programming
- C. Recommendations for improvements to existing aquatic facilities remain (if applicable). The program will list the type of facility with amenities, services, and including a program for improvements if the site is to a specific staffing plan outlining the number and type of employees needed to accomplish requirements that the site will host shall be included.
- D. Cost estimates for each facility including planning, design & construction.
- E. Implementation scenarios and recommended phasing plan.
- F. Financial Impact Analysis inclusive of detailed operating expenses and potential revenue based upon pricing structures.
- G. During this phase, the consultant will submit one initial review draft consisting of five (5) hard copies for review and comment by Client representatives and one final review draft consisting of five (5) hard copies for final review comments by the Client representatives.
- H. The Consultant will produce the final hard copies of the City-wide Aquatic Facilities Master Plan and deliver twenty (20) hard copies of the final version with one (1) complete electronic copy.
- I. Upon completion of the Project, the Consultant will attend one final meeting with the Parks Board and City Council (if requested) when Council is ready to adopt the Citywide Aquatics Facility Master Plan.

Travel: One Two-Day –One Night Trip for Mark Hatchel (KHA) and Kevin Post (CHA)

KHA will be performing all tasks associated with the development of a Master Plan for the City of Alexandria's Aquatic Facilities. AMEC is solely responsible for project administration and invoicing for this task order and will not be responsible for quality review or delivery of the final products.

Exhibit "B" - Project Schedule

The project schedule shown below proposes a six month schedule starting from the notice to proceed.

City-wide Aquatic Facilities Master Plan

Phase 1

Task I	Needs Analysis (Phase 1)	30 Days
Task II	Financial Impact Analysis (Phase 1)	<u>30 Days</u>
	Total Phase 1	60 Days

Phase 2

Task III	Needs Analysis (Phase 2)	30 Days
Task IV	Conceptual Plan	30 Days
Task V	Financial Impact Analysis (Phase 2)	30 Days
Task VI	Final Report and Presentation	<u>30 Days</u>
	Total Phase 2	120 Days

Note: This schedule is contingent and based upon initial discussions with the Client. The schedule can be modified upon mutual consent by the Client and the Consultant.

Exhibit "C" - Compensation

Basic Services - Phase 1

Task I	Needs Analysis (Phase 1)	\$21,000
Task II	Financial Impact Study (Phase 1)	<u>\$10,000</u>
	Sub Total (Phase 1)	\$31,000

Reimbursable Expenses- Phase 1

Reimbursable Expenses (estimate)		
(Printing, Mileage, Delivery, and Travel (2 persons/ 2 trips)		<u>\$4,000</u>
Total (Phase 1)		\$35,000

Basic Services - Phase 2

Task III	Needs Analysis (Phase 2)	\$10,000
Task IV	Conceptual Plan	\$10,000
Task V	Financial Impact Study (Phase 2)	\$16,500
Task VI	Final Report and Presentation	<u>\$20,000</u>
	Sub Total (Phase 2)	\$56,500

Reimbursable Expenses- Phase 2

Reimbursable Expenses (estimate)		
(Printing, Mileage, Delivery, and Travel (2 persons/ 3 trips)		<u>\$6,000</u>
Total (Phase 2)		\$62,500

Total Phase 1 and Phase 2 **\$97,500**

Of the above proposed fee, AMEC will be allocated \$2,500 for project coordination, administration and invoicing.

Additional Services

The following additional site visit rates will be utilized as the basis for additional site visits should they be authorized by the Client:

Senior Associate / Principal	\$1,500.00 / Day plus Travel Expenses
Analyst / Park Planner	\$1,000.00 / Day plus Travel Expenses

The AMEC team fees will be invoiced monthly based upon the percentage of services performed as of the invoice date, per the Engineer of Record Services for Various Infrastructure Projects contract with the City.

Closing

The AMEC team very much appreciates the opportunity to provide this proposal to the City of Alexandria's Department of Recreation, Parks and Cultural Activities for these services. As detailed above, the total proposed lump sum fee for this project is **\$97,500**. The AMEC team is prepared to undertake the project upon the City's notification.

If this letter proposal is acceptable to the City, please indicate your approval with your signature below. If you have any questions, feel free to call me at 703-209-6394 or email at tucker.clevenger@amec.com.

Sincerely,



Tucker Clevenger, PE
Project Manager



Brad Bowman
Business Unit Manager

Attachment: Cost Breakdown Spreadsheet

Task Order Approved by:

Signature: _____

Name: _____

Title: _____

Date: _____

City of Alexandria, Virginia

MEMORANDUM

DATE: MARCH 17, 2011

TO: PARK & RECREATION COMMISSION MEMBERS

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

FROM: PARK PLANNING, DESIGN & CAPITAL DEVELOPMENT TEAM

SUBJECT: NEEDS ASSESSMENT- ITEM VIID-iv

ITEM:

Staff is currently working with the consultant team, Leisure Vision, to complete a final draft of questions for the Citywide Parks and Recreation Needs Assessment. The final draft will be 6.5 pages, including benchmark questions, demographics, and assessment of existing and potential facilities and programs. The final draft is expected to be complete by Wednesday, March 16 and will be sent to all commission members to complete and provide comment on. Completed copies will be collected at the commission meeting or can be e-mailed to Dana Wedeles at dana.wedeles@alexandriava.gov by Wednesday, March 23.

A final survey will be sent to 3,000 Alexandria residents by the beginning of April in a randomized, but statistically accurate, method. Results will be presented to the Commission in early summer.

ATTACHMENT

- Draft Needs Assessment will follow under separate cover.

STAFF:

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

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City of Alexandria, Virginia

MEMORANDUM

DATE: MARCH 17, 2011

TO: PARK AND RECREATION COMMISSION MEMBERS

FROM: JACK BROWAND, DIVISION CHIEF
MARKETING, PUBLIC RELATIONS & SPECIAL EVENTS
DEPARTMENT OF RECREATION, PARKS & CULTURAL ACTIVITIES

SUBJECT: PARK AND RECREATION COMMISSION - ITEM VIII-E
MARKETING, PUBLIC RELATIONS & SPECIAL EVENTS DIVISION
UPDATE

JONES POINT PARK COMMUNITY LIAISON GROUP SITE VISIT - SATURDAY, MARCH 26

VDOT and Potomac Crossing Consultants will host a site visit of Jones Point Park on Saturday, March 26 at 9 a.m. The visit is limited to members of the liaison group only. City staff will also attend. The next scheduled open community meeting of the Jones Point Park Community Liaison Group is Tuesday, May 17.

RUBY TUCKER PARK DEDICATION, 3500 JEFFERSON DAVIS HIGHWAY

The City of Alexandria and members of the Lynhaven Citizens Association will proposed a June dedication ceremony for the newly named Ruby Tucker Park. Staff will be manufacturing and installing a park sign and park rules and regulations in the park.

CITY MARINA DOCKMASTER HUT RENOVATION

The Dockmaster Hut at the City Marina began continues to be under renovation. The new hut will be in the same location using water tolerable products, will be raised above the marina deck to facilitate natural air flow, and files and other amenities will be mobile so to be able to remove in predicted high water activity. Work is expected to be completed in early April.

RPCA PARK AND FACILITY NAMING POLICY

Staff will bring forward a naming policy for Commission endorsement in April. The purpose of this policy is to establish a systematic and consistent approach for the official naming or renaming of City public parks, recreation areas and facilities. Parks, recreation areas and facilities include all property assets under City's ownership and RPCA controlled buildings, structures, open space, public parks and natural areas.

SPECIAL EVENTS & HOLIDAY CONCERT CALENDAR – MARCH/APRIL 2011

Annual Citywide Cheerleading Competition, April 9, 2011

T.C. Williams High School, 3330 King St. from 11 am-2 pm

For more information, call 703.746.5402, visit alexandriava.gov/recreation or email mac.slover@alexandriava.gov.

27th Annual GW Parkway Classic Race, April 10, 2011

Oronoco Bay Park 100 Madison St. at 6 am

For more information, call Kathy Dalby at 703.836.1463 or email kathy@runpacers.com.

Kelly Cares 5K Run / Walk, May 16, 2011

G.W. Middle School, 1005 Mt. Vernon Ave. at 8 am

For additional information, visit <http://www.kelleycares.org/>

15th Annual Project Discovery Walk-a-thon, May 23, 2011

Fort Ward Park 4301 W. Braddock Rd. from 8 am-noon

For more information, call Ron Frazier 703.746.5967 or email ron.frazier@alexandriava.gov

Alexandria Earth Day 2011, April 30, 2011

Ben Brenman Park 4800 Brenman Park Dr. from 10 am-2 pm

For more information, visit www.alexearthday.org, or call the Special Events Hotline at 703.746.5592 or the Special Events Office at 703.746-5418

Earth Day Tree Sale, April 30, 2011

Ben Brenman Park 4800 Brenman Park Dr. from 8 am to noon

For more information and to order contact Jerry Dieruf at 703.746.5498 or jerry.dieruf@alexandriava.gov

City of Alexandria, Virginia

MEMORANDUM

DATE: MARCH 17, 2011

TO: PARK AND RECREATION COMMISSION

FROM: JAMES SPENGLER, DIRECTOR
DEPARTMENT OF RECREATION, PARKS AND CULTURAL
ACTIVITIES

SUBJECT: DIRECTOR'S TIME UPDATE – ITEM IX-A

FY 12 Budget Process

We received two requests for budget memo information for City Council. The questions and responses are shown below:

1. Athletic Fields

A question from Councilman Krupicka on what resources, if any, is needed to develop a multi-year field improvement plan that takes into consideration our rapidly rising student sports population.

RESPONSE:

The proposed FY 2012 CIP identifies \$2.5 million annually beginning in FY 2017-2020 for the synthetic turf program. It is anticipated that these funds will include \$2.0 million for installation of a new synthetic field and that \$0.5 million will be used for carpet replacement for an existing field. In forthcoming CIP programs, the budget costs for new/field conversion construction, as capital construction will be identified separately from costs for carpet replacement as a capital maintenance resource requirement.

With the current projects of Witter and Hammond, the total number of artificial turf fields will increase to five. The 2007 and 2009, RPCA Athletic Field Plans indicates the need for four additional synthetic turf fields. Nine fields would be sufficient to meet the current 2011 demand for practices and games. Witter is scheduled to be on-line the fall of 2012 and Hammond the fall of 2011. The sequencing of the CIP leaves a gap between 2012 and 2018 where the number of fields is not sufficient to meet demand.

Alexandria Youth Sport Enrollment

	FY 2007	FY 2008	FY 2009	FY 2010
Youth Sport Enrollment	5,273	5,503	5,046	6,200
Youth Rectangular Field Enrollment	2,348	2,326	3,000	3,500
ACPS School Enrollment	10,332	10,557	11,225	11,623

Additionally, Adult Sports participation has increased during the same period. Adult sports use the same facilities.

2. Sheriff Inmate Crew

A question from Councilman Krupicka concerning the use of Inmate Work Detail for planting of trees, maintenance of tree wells, and the training necessary to have inmates perform these tasks.

Given the limited number of inmates who meet the criteria necessary to work in this program and the existing workloads, staff of the Recreation Department and Sheriff's Office do not recommend adding new tasks for the Inmate Work Detail. Recreation staff recommends that the Inmate Work Detail continue mowing and leaf collection work.

The Sheriff's Office Inmate Work Detail consists of three Deputy Sheriffs who supervise eligible inmates working in the city on public or non-profit owned property. Inmates are placed in this program if they are willing to work and meet the stringent criteria. The Sheriff's Office tends to have anywhere from 7 to 14 inmates on the program at any given time. An inmate in this program must be sentenced then less than 18 months and meet the criminal history criteria. Typically, 50-70 inmates fit the sentencing criteria at any given time; however after further limiting the selections due to violent or other disqualifying charges, the average is about 12 inmates on the program. The Inmate Work Detail has high turnover due to the release of inmates upon the completion of sentences.

The Inmate Work Detail has maintained the mulch beds in the past for trees located on King Street when requested by Parks and Rec. They have also done so on public school properties on a limited basis as this can only be done when schools are closed per our agreement with the ACPS. They have not been trained in the proper planting and maintaining of city trees. The Inmate Work Detail does work on similar projects with Parks and Rec. Two years ago, the Sheriff's Office Work Detail Program, successfully implemented the Inmate Work Detail to take

over the maintenance of over 40 "mini parks" in the City of Alexandria. Contractors once handled most of the parks but due to budget reductions, funding was eliminated for this need in FY 2010. The work detail has successfully handled the grass cutting and leaf removal in these parks and will continue to do so. Recreation staff recommends that use of Inmate Work Crews for maintenance of "mini parks" continue given the success of this program.

Should the Inmate Work Detail be assigned to another task, Recreation staff would most benefit from assistance with watering, weeding, and mulching tree wells as opposed to tree planting. Horticulture and Arborist staff would be available to provide training for the new skills required to perform any new assignments. Recreation staff believes that 20 hours of training with the Sheriff's staff and inmate crews would be sufficient. This would provide 5 to 10 hours at the beginning of the program and another 10 during the season to review the tasks and amend them as the season changes. The approximate cost for this training would be \$1,200 in terms of staff time and equipment.

City of Alexandria, Virginia

MEMORANDUM

DATE: MARCH 17, 2011

TO: PARK & RECREATION COMMISSION MEMBERS

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

**SUBJECT: JONES POINT PARK UPDATE
FOR JANUARY-FEBRUARY, 2011- ITEM IX-B**

The purpose of this update is to provide an overview of activities related to Jones Point Park construction. The Commission will be similarly updated at its regularly scheduled meetings until completion of construction-which is anticipated in June, 2012.

BACKGROUND:

Jones Point Park is approximately 65 acres in size. The property is/will remain owned, by the US Federal Government and administered, maintained and operated by the National Park Service of the US Department of Interior.

The National Park Service managed and implemented the park design process for the Park. The process integrated significant public input and included an Environmental Assessment/National Environmental Protection Act process. In June, 2005, the Alexandria City Council voted to support National Park Service proposed action Alternative 4A (attached) and the National Park Service subsequently accepted that plan-which is now being constructed with an anticipated completion date of June, 2012.

Alternative 4A includes significant constructed features including: historic interpretation of the finishing pier/craneway and shipway, renovation of the Jones Point lighthouse, preservation and historic interpretation of the DC cornerstone, an historic site interpretive pedestrian/bike trails, multi-use fields, event lawn, playground and tot-lot, play courts, comfort station, 110 parking spaces, preservation of existing native species and wetlands and natural areas, removal of invasive plant species and replacement with native plant species.

VDOT-COMMUNITY LIAISON INFORMATION GROUP:

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

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

SITE TOUR; MARCH 26, 2011:

VDOT will host a site tour exclusively for the Community Liaison Information Group on Saturday; March 26. The purpose of the tour is to provide on-site project updates for ongoing construction activities. All members of the Liaison Group have responded as personally attending or as providing a proxy. NPS and the City of Alexandria staff will also be in attendance.

ADDITIONAL & FOLLOW-UP INFORMATION:

Information regarding Jones Point Park construction is continuously updated on Alexandria's Recreation, Parks & Cultural Activities department website at <http://alexandriava.gov/recreation/info/default.aspx?id=34692> and VDOT's website for the Woodrow Wilson Bridge project at <http://www.wilsonbridge.com/>. These links include information regarding community meetings, construction updates and other information and resources including how citizens may stay informed by subscribing to E-News or other advisories. The Recreation, Parks & Cultural Activities website includes a continuously updated overview of construction activities for a three week look-ahead schedule of anticipated work.

The March 10, 2011 "Construction Schedule at a Glance" is attached below.

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

Date: 03.10.2011

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

Week	Work Anticipated:
05.16.2011	not available
05.09.2011	not available
05.02.2011	not available
04.25.2011	not available
04.18.2011	not available
04.11.2011	not available
04.04.2011	not available
03.28.2011	<p>Park Entrance Road Undercut and place embankment</p> <p>Finishing Pier Excavate and Install H Piles. Install sheet piles and deadman/tiebacks.</p> <p>Light House Install sheet piles. Provide vault protection. Excavate and demolish retaining wall.</p> <p>Invasive Species Vegetation Removal Continue vegetation removal. Continue installation of root barrier systems. Install construction screening fence.</p> <p>Storm Drainage Continue installation of (2) 36 inch diameter pipes. Install 15 inch diameter pipe. Provide temporary relocation of park path.</p> <p>Shoreline Stabilization Install turbidity curtains. Provide topsoil and vegetation seeding.</p>

Water & Sewer

Install 8 inch diameter sewer line to comfort station.

Install 6 inch diameter water line to comfort station and light house.

Comfort Station

Rough grade gravel/stone foundation.

Begin installation of wall stubs.

Provide concrete footings.

Begin subfloor utility installation.

03.21.2011

Park Entrance Road

Undercut and place embankment

Finishing Pier

Excavate and Install H Piles.

Install sheet piles and deadman/tiebacks.

Light House

Install sheet piles.

Provide vault protection.

Excavate and demolish retaining wall.

Invasive Species Vegetation Removal

Continue vegetation removal.

Continue installation of root barrier systems.

Install construction screening fence.

Storm Drainage

Continue installation of (2) 36 inch diameter pipes.

Provide temporary relocation of park path.

Shoreline Stabilization

Install turbidity curtains.

Provide topsoil and vegetation seeding.

Water & Sewer

Install 8 inch diameter sewer line to comfort station.

Install 6 inch diameter water line to comfort station and light house.

Comfort Station

Rough grade gravel/stone foundation.

Provide formwork for concrete footings.

Begin subfloor utility installation.

03.14.2011

Park Entrance Road

Undercut and place embankment
Pump water to relieve standing areas.

Finishing Pier

Excavate and Install H Piles.
Install sheet piles and deadman/tiebacks.

Light House

Install sheet piles.
Provide vault protection.
Excavate and demolish retaining wall.

Invasive Species Vegetation Removal

Continue vegetation removal.
Continue installation of root barrier systems.
Install construction screening fence.

Storm Drainage

Continue installation of (2) 36 inch diameter pipes.
Provide temporary relocation of park path.
Install (2) 24 inch diameter pipes.
Install 12 inch diameter pipes.

Shoreline Stabilization

Install turbidity curtains.
Provide topsoil and vegetation seeding.

Water & Sewer

Install 8 inch diameter sewer line to comfort station.
Install 6 inch diameter water line to comfort station and light house.

Comfort Station

Rough grade gravel/stone foundation.
Provide formwork for concrete footings.
Install concrete footings.

Miscellaneous

Install electrical lines to construction trailer at Royal Street.

03.07.2011

Park Entrance Road

Undercut and place embankment

Finishing Pier

Excavate and Install H Piles.
Install sheet piles and deadman/tiebacks.

Light House

Install sheet piles.

Provide vault protection.

Excavate and demolish retaining wall.

Invasive Species Vegetation Removal

Continue vegetation removal.

Continue installation of root barrier systems.

Storm Drainage

Continue installation of (2) 36 inch diameter pipes.

Provide temporary relocation of park path.

Shoreline Stabilization

Install turbidity curtains.

Provide topsoil and vegetation seeding.

Water & Sewer

Install 8 inch diameter sewer line to comfort station.

Install 6 inch diameter water line to comfort station.

Comfort Station

Rough grade gravel/stone foundation.

Provide formwork for concrete footings.

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