

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

REGULAR MEETING
Thursday, November 17, 2011, 7:00 p.m.
Jerome “Buddie Ford” Nature Center
5700 Sanger Avenue
Alexandria, VA

Agenda

- I.** Call to Order by Chair
- II.** Presentation Beauregard Corridor Plan – Planning and Zoning Staff
- III.** Update Waterfront and Waterfront Alternative Plan
- IV.** External Citizen CIP Requests - Commissioner Feedback
- V.** Approval of Summary Minutes from October 20, 2011
- VI.** Division Updates:
 - A. Recreation Programs and Service Update - William Chesley
 - B. Park Operations Report - Jack Browand
 - C. Office of the Arts Update - Alisa Carrel
 - D. Park Planning Updates – Bethany Carton, Dana Wedeles
 - i. Division Update
 - ii. CFMP for Recreation Centers Update – David Ghezzi
 - E. Marketing, Public Relations & Special Events – Cheryl Lawrence
- VII.** Director’s Report - James Spengler (verbal updates):
 - A. FY2013 Budget and CIP
 - B. Jones Point Park Construction
 - C. Park and Recreation Commission Future Meeting Times
- VIII.** Report from Commissioners (verbal updates):
 - A. Waterfront Committee –Gina Baum
 - B. Youth Sport Committee - Jeffrey Murphy
 - C. Four Mile Run - Ripley Forbes
 - D. Freedman’s Cemetery - Bob Moir
 - E. ACPS & Capital Improvements- Judy Guse-Noritake
 - F. Jones Point Park Liaison Group- Judy Guse-Noritake
 - G. Community Gardens Policy- Next Steps-Judy Noritake
 - H. Ft. Ward- Ripley Forbes
- IX.** Agenda Items for January 2012 meeting and location (No meeting in December)
- X.** Adjournment

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

City of Alexandria, Virginia

MEMORANDUM

DATE: NOVEMBER 15, 2011

TO: PARK & RECREATION COMMISSION MEMBERS

THRU: JAMES SPENGLER, DIRECTOR 

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

SUBJECT: CAPITAL IMPROVEMENT PROGRAM - REMINDER
EXTERNAL PROJECT REQUESTS – FALL 2011

ITEM:

At the October 2011 Park & Recreation Commission meeting staff distributed information regarding External Project Requests of the Capital Improvement Program requests. The information referenced the review process established by the Commission in March 2011 and included background information with eight specific external project requests that would require City funds for implementation.

This memorandum is a reminder that the items submitted are for review by the Park Commissioners with intent to have discussions at the November meeting. Staff recommends that Commissioners take action during the November 2011 Park and Recreation Commission meeting. A copy of the established process for external citizen request consideration (March, 2011) and specific project information (October, 2011) is attached for your reference.

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City of Alexandria, Virginia

MEMORANDUM

DATE: MARCH 17, 2011

TO: PARK & RECREATION COMMISSION MEMBERS

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

FROM: PARK PLANNING, DESIGN & CAPITAL DEVELOPMENT TEAM

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

ITEM:

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

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

A. DISCUSSION OVERVIEW:

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

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

B. PROJECT PROPOSAL, REVIEW AND IMPLEMENTATION PROCESS

Project Proposals

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

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

Qualification Conditions

Qualification conditions/criteria include the following:

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

Submission Deadlines

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

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

Review Cadence/Dates

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

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

Evaluation Criteria

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

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

Evaluation Process

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

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

Implementation

Commission recommended proposed projects will advance in the following manner:

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

Follow-Up

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

March 17, 2011

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C. SUSTAINING PROCESS & FUTURE MODIFICATIONS

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

ATTACHMENT

1. Project Request Form V2.0 01.25.2011

STAFF:

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

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City of Alexandria, Virginia

MEMORANDUM

DATE: OCTOBER 20, 2011

TO: PARK & RECREATION COMMISSION MEMBERS

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

**SUBJECT: CAPITAL IMPROVEMENT PROGRAM
EXTERNAL PROJECT REQUESTS – FALL 2011**

ITEM:

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

I. Park Planning District I.

1. City Marina Utility Upgrade

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

2. City Marina Seawall Maintenance

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

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

3. Marina Waterway Trash Deterrence

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

4. Marina Security Improvements

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

5. Windmill Hill Park Bulkhead Repairs

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

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

II. Park Planning District II.

1. Mount Jefferson Greenway Area

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

2. Simpson Park Batting Shell Fencing

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

III. Park Planning District III.

1. Ben Brenman Park Community Gardens

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

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

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

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City of Alexandria, Virginia

MEMORANDUM

DATE: NOVEMBER 14, 2011

TO: PARK AND RECREATION COMMISSION MEMBERS

FROM: WILLIAM CHESLEY, DEPUTY DIRECTOR
RECREATION SERVICES DIVISION

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

Youth Activities

- ACCT held an Appreciation Dinner at Lee Center on November 11 to recognize and thank the children and parents for their work and participation in the program since ACCT was formed two years ago.
- Staff implemented the “**Power Play**” Fitness and Sports program this past September with the goal of encouraging children to be more active, improve their overall health and to teach them the fundamentals of fitness and sports related activities. More than 50% of the children enrolled in the OSTP are participating in the program. This program is a component of the Power On and Power Up after-school programs.
- The Titan Youth Football Program hosted championship games at T.C. Williams HS on November 12. Three Alexandria Titan teams won the championship games of their respective weight division. We will hold an Awards Program for the Titan Youth Football Program on November 4, 2:00 p.m. at T.C. Williams High School.
- Registration is underway for the youth basketball and volleyball programs.
- The Cheerleader Program is underway. The Annual Fall/Winter and Spring Cheerleader Invitational Competitions will be held at T.C. Williams H.S. on December 17 and April 28 respectively.
- We implemented the “Titan Lounge” after school program at T.C. Williams High School in October in collaboration with T.C. William High School administrators and staff. One hundred forty-seven students are enrolled in the program as of November 11.
- More than 100 middle school students attended the “Saturday Nite Hype” middle school Halloween Haunted House event party held at Lee Center on October 29. Charles Houston Recreation Center and ARHA collaborated on a very successful Halloween event on October 31. The “Nightmare on Madison Street” event was attended by more than 1,000 children, youth and adults.

- The S.T.E.P. (Sensory Time Exploration Program) program continues to give children and families the opportunity to experience a sensory environment together in the sensory room at Lee Center. Staff is collaborating with ACPS and local preschool programs to broaden participation in the S.T.E.P.

Adult Activities

- Virginia Cooperative Extension staff conducted nutrition and other health related workshops for youth and senior adults at recreation centers, schools and the St. Martin Seniors Center.
- Staff implemented fall adult sports programs in September. Coed Soccer and men's and coed softball and volleyball leagues are under way and basketball league play will commence later this fall.
- Staff work on senior programming continues through the Senior Programming Work Group. We held a planning meeting with interested seniors on August 18 to discuss programming opportunities. We are planning a follow-up meeting with seniors in late September or early October also meet with seniors to continue our efforts to get input from seniors on programming opportunities.
- Staff is preparing to assist with the annual Northern Virginia Senior Olympics scheduled in Arlington later this month.

Recreation Centers

- We have 1,277 children enrolled in the Power- On/Power-Up after school programs as of October 31. Enrollment is up by 11% based on YTD enrollment at this time last year. I have attached an OSTP Fact Sheet, which includes up to date information on RPCA's Out of School Time Programs (Attachment).
- We held activities at all of our recreation centers in October to celebrate "Lights on Afterschool!". This initiative is celebrated nationwide to call attention to the importance of afterschool programs for America's children, families and communities.
- We linked our on-site recreation center "Red Box" customer satisfaction survey to Survey Monkey to increase utilization of the survey by our customers. Staff will attach the survey to all email correspondence to increase the number of surveys received from customers. Year to date customer service results from the center surveys reflect a 90 percent satisfaction rate, but we have only had a limited number of survey responses in FY-2012.
- We are collaborating with Job Link to provide job-counseling services at Cora Kelly, Charles Houston, William Ramsay and Lee/Nannie Lee Recreation Centers. This initiative will commence by the end of November 2011.

Aquatic Program

- Staff is coordinating usage of the Rixse Pool for T.C. Williams' 2011-2012 swim practices and the December 6 City High Schools swim meet.

Environmental Education

- Six children enrolled in the new “Nature Buddies” after school program in September. The program is expected to grow in numbers moving forward. The fees for the program were set at market rate and direct costs of the program is being offset by revenue generated from the program.
- Staff conducted outreach programs at several local elementary schools, the Duncan Library and Boothe Park in October.
- Nature Center birthday party packages continue to be a popular experience as evidenced by the positive feedback we receive from parents after holding parties at the Nature Center.

Other

- The Class Program Section offered two hundred fifty-two fee classes this fall.
- We recognized program volunteers at all of our recreation centers on November 1 as part of “Extra Mile Day.” The Extra Mile Day campaign is a National initiative that promotes recognition of individuals and organizations that go the extra mile to make a difference and lift up others in the community.
- We are recruiting to fill two vacant Recreation Coordinator positions. One position will work with multiple programs including the Senior Program and the other position is assigned to the Fee Class and Camp Program. We also expect to have the new Recreation Services Division Chief on board in early January 2012.

CITY OF ALEXANDRIA

DEPARTMENT OF RECREATION, PARKS AND CULTURAL ACTIVITIES

Program: Out of School Time Program

Month: October 2011

Program Overview: To provide a broad range of safe, exciting, educational, and affordable programs for youth in grades K-12 during after school hours and summer months. All programs operate under the **National Safe Place** initiative. In lieu of licensing, the Power-On and Power-Up programs meet local standards of care as adopted by RPCA under the Virginia State Code exemption for government sponsored childcare programs. Standards of care appear at www.alexandriava.gov/recreation/standards. All programs allow students on a free or reduced lunch program to receive a reduced fee for enrollment costs.

Out of School Time Programs:

The Power-On and Power-Up Out of School Time school year and summer programs are operated to provide daily recreational activities for elementary and middle school aged youth following the school day and throughout the summer as a service to families and the community. Youth are provided a healthy snack during the school year and lunch during the summer program. Funding is provided by a USDA Food Grant. The Recreation Services Division's Out of School Time Program promotes quality service through core program activities that develop the whole child. Participants are placed into groups based on age ranges. Each group rotates through daily activities in the areas of creative and performing arts; fine arts; sports, fitness and health; homework time; and, education and leisure based on monthly themes, as well as participate in occasional field trips and family events.

Grades K-5: From school dismissal time to 6 pm. Program operates September through June at Charles Barrett Recreation Center, 1115 Martha Custis Dr., Charles Houston Recreation Center, 901 Wythe St., Cora Kelly Recreation Center, 25 W Reed Ave., Mount Vernon Recreation Center, 2701 Commonwealth Ave., Nannie J Lee Memorial Recreation Center, 1108 Jefferson St., Patrick Henry Recreation Center, 4643 Taney Ave., William Ramsay Recreation Center, 5650 Sanger Ave., John Adams After School Center, 5651 Rayburn Ave., and Douglas MacArthur After School Center, 1101 Janneys Ln. Registration for the 2011-2012 School Year Out of School Time Program is currently open. Participants are charged a \$50 activity fee for the full school year and \$25 for the summer program. Financial assistance is available for eligible families.

Currently, the programs at Barrett, Mount Vernon, Patrick Henry, and Ramsay Centers are at capacity enrollment.

Grades 6-8: From School dismissal time to 6pm. The program is closed on school holidays and early dismissal days. Program operates September 19, 2011-June 14, 2012 at George Washington Middle School, 1005 Mount Vernon Ave. and Francis C. Hammond Middle School; 4646 Seminary Rd. Registration information is available at recreation centers and the middle schools. Participants are charged a \$50 activity fee for the full school year and \$25 for the summer program. Financial assistance is available for eligible families.

Grades 9-12: A pilot program was implemented this fall in collaboration with T.C. Williams High School offering students an opportunity to relax and enjoy each other's company after school in a supervised setting called the "Titan Lounge" from 3:15 to 5:15 p.m. Monday through Thursday. The main campus cafeteria is transformed into a place where students can gather to talk, play games, do homework, listen to music or just relax. This program is designed as a self-directed activity with adult supervision provided by the school and recreation department and is free of charge.

Additional Youth Program Opportunities:

JUST-4-TEENS: To provide a variety of recreational and leisure programs and self-esteem building experiences that offer a positive alternative to at-risk behaviors. Activities include field trips, "Saturday Night Hype" middle and high school parties, teen council, citywide events such as master chef contest, and game show nights, as well as collaborative programs with ACAP, Capital Youth Empowerment Program, 4-H leadership and nutrition programs,

Velocity bikes Earn-a-Bike program and other opportunities as presented. Most activities and programs are free to youth; however, field trips and some specialty activities require admission, supply and/or transportation fees.

YOUTH OPEN GYM/DROP- IN: Extended teen programs and activities are offered at the Charles Houston, Cora Kelly and William Ramsay Recreation Centers on Friday and Saturday evenings from 6:00-11:00pm. Teens in Middle and High School are welcome at all centers from 6 – 9 pm during the week.

SAFE PLACE: Licensed through the National Safe Place organization to provide 24 sites throughout the City where youth in crises can get access to immediate help and support in a safe haven. Locations include all full time recreation centers including Durant, Ford Nature and Lee Centers, All staff at every location have received orientation and training on the procedures to follow when a child arrives at their location in need of assistance with a crisis. The 24-hour phone number for Alexandria Safe Place is 703.746.5400.

YOUTH FEE CLASSES & CAMPS: To offer quality class programs and activities that meet the changing needs and interests of a diverse community. Fees based on market rates vary by program. Classes include swim lessons, music, art, dance, martial arts, fencing, soccer, and adventure activities such as rafting. Spring break, winter and summer camps include classic fun day, sports, dance & cheer, art, fashion, science, nature, chess, robotics, counselor in training, and outdoor adventure. Camps range in price from \$65-\$300 per week with additional fees for before and after care options based on the number of hours, ages served, specialty area, and vendor of the camp.

YOUTH SPECIAL EVENTS AND CITY WIDE ACTIVITIES: Include Cheerleading Competition, Kiwanis Kids Fishing Day, Holiday Programs, Lights On Afterschool Event, and Olympic Family Day. ACCT (Alexandria City Community Theater) is a recreation center-wide initiative formed in October 2009. ACCT is an affordable arts program and arts initiative of the Department of Recreation, Parks & Cultural Activities that exists within our neighborhood recreation centers. Hundreds of participants from the City of Alexandria have benefitted from the talented recreation professionals in the Department of Recreation. Some events have a one-time fee based on the activity.

YOUTH SPORTS: To provide competitive sports leagues and instructional programs that meet the recreational needs and interest of a diverse population. Sports leagues and programs are offered in basketball, flag football, tackle football, swimming, cheerleading, softball, tee-ball, baseball, miracle baseball, rugby, swimming, field hockey and volleyball. Instructional programs are offered in basketball, baseball, track & field and tennis as well as clinics in most sports at various times of the year. Club sports including lacrosse, soccer and little league baseball are an affiliate of the youth sports program. Recreation program costs range from \$30-50 per sport and affiliate organizations range from \$85-\$150 per season.

The Miracle League of Alexandria played its inaugural season in 2011 on the existing dirt diamond at the Lee Center. Players are both children and adults from Alexandria's special needs community. The City of Alexandria, in partnership with Kelly Cares and others, is raising the necessary funds to assist with the building of the City's first Miracle Field. A Miracle Field is a synthetic turf baseball diamond specifically for use by youths and adults with physical and mental disabilities. The surface is entirely covered in a rubber-like compound that allows a firm, yet cushioned surface for wheelchairs and walkers. Given the nature of the field, it can also be used by adults and seniors for softball and kickball or by youth for T-ball and other recreational activities. Miracle League operates a fall and spring season at a cost of \$50 per season.

4-H/VIRGINIA COOPERATIVE EXTENSION: Offers community programming in the areas of 4-H youth development, family and consumer sciences, agriculture and natural resources and community viability. 4-H is a community of young people across America learning leadership, citizenship, and life skills. In 4-H, youth partner with caring adults to participate in fun, hands-on educational programs in a wide variety of subject areas. Family Nutrition Programs (FNP) is operated as a joint project of Extension, Virginia Tech and the Virginia Department of Social Services. The FNP program is strictly educational and is funded by the U.S. Department of Agriculture, Food

and Consumer Service. Youth, adults and families learn about nutrition and healthy eating, food preparation skills and resource management skills. The program is free to participants.

THERAPEUTIC RECREATION: Recreation programs and services for children with disabilities. The goal is for all programs participants to learn skills that will enable them to participate as independently as possible in community recreation activities. Activities include swimming, art, multi-sensory exploration in specially equipped sensory room, sports and field trips. Youth are picked up at school and brought to the program by TR staff. The fee is \$60/month. Staff to child ratio is 1:1. Winter, spring, and Summer Camps are offered at an additional fee.

BUDDIE FORD NATURE CENTER: Afterschool Buddies Program! For youth in Grades K-5. From School dismissal time to 6pm. The Nature Buddies program is a safe, quiet setting for homework, study, nature walks, reading, and other nature activities along with juice and snacks. The cost is \$85 per week or \$325 per child per month.

Performance Measures	FY-2012	FY-2011	FY-2011	FY-2010
	YTD 10/31/11	YTD 10/31/10	Actual	Actual
Public satisfaction with OSTP programs	90% ¹	90%	90%	90%
Number of OSTP Summer Registration	1,213 ²	1,243	1,243	1,423
OSTP Summer Revenue	\$28,171	\$28,033	\$28,033	³
Amount of Fee Assistance (Discounts)	\$2,245	\$2,245	\$2,592	⁴
Number of OSTP School Year Registration	1,277 ⁵	1,136	1,291	1,322
OSTP School Year Revenue	\$54,296	\$41,319	\$48,790	⁶
Amount of Fee Assistance (Discounts)	\$4,910	\$4,565	\$2,592	⁷
Youth Sports Enrollment	637	707	6,461	6,125
Youth Sports Revenue	\$24,853	\$15,261	\$143,285	\$98,926
Number of Youth registered in Fee Camps	1,691	⁸	1,615	1,391
Youth Fee Camps Revenue	\$69,923	\$66,156	\$183,617 ⁹	\$185,973
Youth Fee Classes Revenue	\$27,421	\$27,900	\$153,534	\$87,190

¹ 234 surveys returned (18%) for 2010-2011 after school program; 212 surveys returned (17%) for the 2011 Summer Power-On and Power-Up Programs. Overall satisfaction rating for the school year program was 91% and 90% for 2011 summer program. Highest rated area was child's overall enjoyment at 93% and the lowest area was improved physical fitness and overall health at 87%.

² Decline in enrollment noted FY-2010 to present due mainly to parents/guardians opting to enroll children if the service is needed regularly. Average daily attendance has increased although overall enrollment declined slightly. Fee assistance is provided upon request and there is no evidence that fees are a barrier to participation in the program.

³ Program fees for the OSTP were not implemented until FY-2011

⁴ See footnote 3.

⁵ FY-2012 YTD enrollment increased by 12.4% over last year's YTD enrollment.

⁶ See footnote 3.

⁷ See footnote 3.

⁸ Data lost electronically due to failure to save properly in Rec Trac system.

⁹ Decline in revenue resulted from a move to have contractors collect their own registration to decrease department expenditures which reduces the percentage contractors pay to the city. Due to this, enrollment increased while revenue decreased slightly.

City of Alexandria, Virginia

MEMORANDUM

DATE: NOVEMBER 17, 2011

TO: PARK AND RECREATION COMMISSION MEMBERS

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

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

Holmes Run and Dora Kelly Flash Flood Warnings

RPCA staff will be installing signs (10) warning park and trail users of the potential of flash flooding along portions of the Holmes Run and Dora Kelly Trails. In addition to the signs, staff will be working with City Communications and Emergency Management staff to develop an automatic notification system when conditions following large storm events and scheduled opening of the Barcroft Dam are favorable to cause flooding.

City of Alexandria Holiday Tree

The Beam Family of Vienna Virginia donated the 2012 holiday tree. The tree is a 25-foot Colorado Blue Spruce and will be installed at Market Square on Thursday November 17. Staff will string several thousand lights in preparation of the Annual Tree Lighting Ceremony scheduled for 7 p.m., Friday, November 25 at Market Square, 301 King St.

Brookvalley Park Native Tree Planting

On Saturday, November 5, RPCA staff facilitated the Brookvalley Park Native Tree Planting along Holmes Run. A total of 32 native trees characteristic of alluvial floodplain communities and mesic forest along Holmes Run were planted, including 12 Northern Red Oak, 6 River Birch, 4 Bitternut Hickory, 4 Flowering Dogwood, 3 Hornbeam, and 3 Swamp White Oak. Trees ranged in size from restoration saplings (tubelings) to larger specimens of 8' or more. In addition, 18 large trees (2.5" cal. and 12-14' tall) – 6 White Oak, 6 Scarlet Oak, and 6 Black Gum were supplied by the City's Office of Environmental Quality and planted by the Horticulture and Natural Resources Section of RPCA. These trees were planted at Brookvalley Park and All Veterans Parks.

Annual Holmes Run Park Cleanup

RPCA staff provided staff support on Saturday, November 12 of the Annual Holmes Run Park Community Cleanup. In total, 19 community members participated from 10 a.m. to 1 p.m. and collected a variety of items including eight bags of recyclables.

Mason Avenue Park Improvements

Mason Avenue Park received numerous improvements this year. An automatic irrigation system was installed and activated. Most recently, the park received landscape upgrades in the way of new sod and five mulch beds. These improvements have significantly enhanced the park aesthetics and usability for the Del Ray residents.

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

City and ACPS legal representatives continue to review staff completed revisions to the joint facility and grounds maintenance memorandum of understanding. The joint City and ACPS coordination committee includes staff from ACPS and the Departments of Recreation, General Services and Transportation and Environmental Services.

City of Alexandria, Virginia

MEMORANDUM

DATE: NOVEMBER 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: **NOVEMBER 2011 COMMISSION MEETING, ITEM VI-C
UPDATE ON THE OFFICE OF THE ARTS AND ARTS COMMISSION
ACTIVITIES**

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

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

GRANTS PROGRAM:

Alexandria Commission for the Arts Grants Program

Team Lead: Cheryl Anne Colton

Status: A total of fifty individuals attended the four FY 2013 Grant Workshops.

The Fiscal Year 2013 application deadline is Friday, November 18. At the December 20 meeting, the Commission members will receive training on the grant program. The orientation for the panels will be held in conjunction with the January 17 Commission meeting.

Important Dates: The FY 2013 grant deadline is Friday, November 18; December 20, Commission Training for Grant Program; and January 17, Panel Orientation.

PUBLIC ART POLICY:

Team Lead: Alisa Carrel

Status: No new information.

PUBLIC ART PROJECTS:

The former Duron Paint Building

Team Lead: Alisa Carrel

Status: Construction of the stage is moving forward.

Contrabands & Freedmen's Cemetery Memorial Sculpture

Team Lead: Alisa Carrel

Status: More than forty submissions were received as a result of the widely distributed Request for Qualifications (RFQ). Selection Panel members will be given a couple of weeks to review the submissions and a meeting will be scheduled within the next couple of months where the top three candidates will be identified.

Police Memorial

Team Lead: Alisa Carrel

Status: The new facility has opened and a dedication ceremony was held on November 9. No new information regarding the Memorial.

Charles Hamilton Houston Memorial

Team Lead: Alisa Carrel

Status: No new information.

King Street Gardens Park

Team Lead: Cheryl Anne Colton

Status: No new information.

PUBLIC ART IN URBAN PLANNING:

Waterfront Plan

Team Lead: Alisa Carrel

Status: New conditions language for public art was submitted to the Department of Planning and Zoning.

ALEXANDRIA POET LAUREATE:

Team Lead: Cheryl Anne Colton

Status: Eight people attended a Poetry Summit held on Tuesday, October 25. The purpose for the meeting was to solicit ideas for this year's National Poetry Month. See re-cap report attached.

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

Important Date(s): Writers Group meetings, Mondays, 7-9 pm, Community Arts Room, Durant Arts Center.

COLLABORATION:

Anti-Stigma/Mental Health Awareness

Team Lead: Cheryl Anne Colton

Status: No new information.

Important Date(s): "Art Uniting People" Beatley Library exhibit through January 2012.

Center for Teaching Excellence Program

Team Lead: Cheryl Anne Colton

Status: Thirty-eight people attended the October 21 Virginia Community College System's Northern Virginia Chapter of the Center for Teaching Excellence program's seminar in Alexandria, VA. The seminar's theme was "*Exploring Inspiration: The Art and History of Old Town Alexandria*." The morning sessions were held at the Torpedo Factory Art Center, and the afternoon sessions were held at Gadsby's Tavern Museum and The Lyceum.

ARTS MARKETING INITIATIVES/SPECIAL EVENTS:

Branding Project

Team Lead: Alisa Carrel

Status: No new information.

Film Festival – November 3 - 6

Team Lead: Alisa Carrel

Status: Fifty films were screened, representing the following countries: Afghanistan, Belgium, Costa Rica, The Czech Republic, El Salvador, France, Germany, Israel, Mexico, Spain, The Netherlands, United Kingdom and the United States. More than thirty filmmakers were present. Several filmmakers commented that they have never received better treatment by a film festival. The Ambassador of Costa Rica and the Ambassador of El Salvador provided introductions to films from their countries. Numerous expert panelists also provided discussion and took questions from the audience.

Venues included the Masonic Memorial, Athenaeum, Old Town Theater, Black History Museum, and the former Duron Paint Store building. We had capacity crowds at the Athenaeum, Black History Museum and the former Duron Paint Store Building. The audience was light at the Masonic Memorial because of low temperatures due to a failure of their boilers. Two satellite locations held screenings: Torpedo Factory Art Center and Your Dog's Best Friend.

Contributors of \$100 or more were invited to a donor reception at The Morrison House on Wednesday, November 2. The opening night film was preceded by a happy hour at AguaViva Restaurant and a post-film party at Red Rocks Pizza (open to the public). The Awards Ceremony and Closing Reception was held at the Masonic Memorial. Awards: Best of Fest: "Voices From Mariel," Jury Prize: "Des Indiens Comme Nous," Audience Award "Ed Hardy Tattoo the World," Best Local Film: "God and Vodka."

We raised a record \$14,425 in donations (includes pledges) towards the cost of the festival. More than \$40,000 in in-kind contributions were also received. Major sponsors included: Jen Walker Realtor, George Washington Masonic Memorial, The Grille at Morrison House, Alexandria Times, Alexandria Gazette Packet, Athenaeum, Mount Vernon Village Center, Alexandria Hyundai, Fannon Fine Printing, Pulte Homes at Potomac Yard, and the Collis Warner Foundation. More than 200 volunteers made this event possible.

For more information, visit: www.AlexandriaFilm.org.

Important Dates: Post-Film Festival Debriefing Meeting, Tuesday, November 29, 7pm, Durant Arts Center.

Youth Arts Festival

Team Lead: Cheryl Anne Colton

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

CITY GALLERIES PROGRAM:

Call for Artists/Placements

Team Lead: Cheryl Anne Colton

Status: No update.

PROFESSIONAL DEVELOPMENT

Internship Program

Team Lead: Cheryl Anne Colton

Status: Three interns are currently working on various projects through mid-December.

RESEARCH:

Local Arts Index & the Arts and Economic Prosperity IV Study

Team Leads: Alisa Carrel and Cheryl Anne Colton

Status: No update.

Submitted by Alisa Carrel and Cheryl Anne Colton

###

CALENDAR [November 2011 – December 2011]

Arts Education Committee

Tuesday, November 15, 6:30 pm, La Madeleine on King St

Alexandria Arts Forum

Thursday, November 17, 12 noon, Durant Arts Center

Film Festival Committee

Tuesday, November 29, 7pm, Durant Arts Center

Public Art Committee Meeting

Thursday, December 14, 6:45pm, Durant Arts Center

Alexandria Commission for the Arts

Tuesday, December 20, 7 pm, Durant Arts Center.

City Galleries:

- **Art in City Hall**, Alexandria City Hall, 301 King St, 2nd Fl, Monday - Friday, 8 am – 5 pm
Bi-Annual Art in City Hall Juried Exhibition, through December 17, 2011
- **City Council's Office**, Rm 2204, City Hall, Linda Bankerd, paintings, through January 2012
- **Mayor's Office**, Rm 2331, City Hall, Polk Elementary School students, Norman Rockwell-inspired "Saturday Evening Polk" photographs, through January 2012
- **Department of Planning and Zoning**, 2nd Floor, Rm 2100, City Hall, Noel Harris, architectural drawings, through January 2012
- **City Manager's Office**, Rm 3500, City Hall, Robert Keating, wildlife photography, through January 2012
- **Market Square Lobby**, City Hall, Living Legends of Alexandria, photographed by Nina Tisara, through January 2012
- **Department of Transportation and Environmental Services**, 4th Fl, City Hall, Melissa Schleuger, painting, through January 2012
- **Employee Lounge**, 5th Fl, City Hall, Regina Barker-Barzel, paintings, through January 2012
- **Charles E. Beatley, Jr. Central Library**, 5005 Duke St, Foyer, Rick Jones, bust sculptures, through January 2012
- **Main Gallery, Beatley Library**, "Art Uniting People: A Celebration of Creativity and Mental Health," mixed media, through January 2012
- **Lee Center**, 1108 Jefferson Street, **Upstairs Gallery**, Andrew Zimmermann, black and white photography, through December 2011
- **Durant Arts Center**, 1605 Cameron St. Young At Art, **Main Gallery**

Poetry Summit Re-Cap from October 25, 2011

Recent Events:

We briefly discussed the **Youth Arts Festival, Dog Days of August** and the workshop at Tenants and Workers United (**Arlandria Young Poets Club**).

- At the **Youth Arts Festival** in July kids wrote poems on recycled cereal boxes and decorated them. The current elementary school poet laureate and I both read poems.
- The **Dog Days of August** was a medium success and a learning experience. Next year all the local papers and online media need to be involved with publicity and with publishing the poems. Instead of it being a month long event, it will be **one week. More volunteers** will be needed to help publicize it and to **encourage writers**. Last year the **Animal Welfare League**, the **Alexandria City Library** and **The Gazette Packet** were the main partners. There were not enough poems to put new ones up each week and by the end of the month the poems in the dog parks looked pretty bedraggled. **If anyone has suggestions for how to make this more successful next year, please let me know.**
- The weeklong workshop at **Tenants and Workers United** in August with about 9 students aged 9-12 exceeded my expectations! We called ourselves the **Arlandria Young Poets Club**. For two hours each morning the kids translated short poems by Hispanic poets and wrote their own poems in Spanish or English. They translated their poems and each other's into Spanish or English. We celebrated with an anthology of their work and a **poetry flash mob** at First Thursday in Del Ray. We had an awesome hot pink sign that Pat Miller arranged for us!

The kids agreed they wanted to continue and I expressed interest in arranging something on a weekly basis this fall, but have not heard back from Tenants and Workers. I think there are more pressing concerns in the community at the moment. **Please let me know if you have any ideas about how to grow or continue this program.** My source of inspiration for this was Poetry Inside Out: <http://www.catranslation.org/poetry-inside-out>.

Continuing and Upcoming Events:

- **Come Write With Me (1) and (2)** The original workshop has been quite successful. I had to turn people away last winter. In November **Come Write With Me 2** is being offered to prior participants and **Come Write With Me**

will be offered again this winter for first time participants. Ideally this workshop is for people who may have a desire to write, but have never taken the plunge or who would like a creative outlet, but for whatever reason(s) haven't been able to indulge themselves. The workshops run for 6 weeks.

- **National Poetry Month (APRIL)** We hope to have many of the same events as last year -- the **Quill Well Festival** (Shelly Bell's undertaking), **Poem in Your Pocket Day**, a culminating reading at the **Athenaeum** and participation in **Earth Day**. In addition, I raised the idea of **wine and poetry pairings** in restaurants. See **NEW PROJECTS**:

NEW PROJECTS:

- **Wine and Poetry in April:** businesses would serve a poem when wine is ordered. A poem by a Chilean poet with Chilean wine, an Oregonian poet for wine from Oregon... I am working on a small anthology of poems that businesses could use if they wanted. Of course, we need to see whether this is something they would be interested in doing, and whether it would be every weekend in April, or over the course of a week in April...perhaps each business would want to tailor the idea for themselves. It could be nice publicity. **I could use help reaching the business community on this and publicizing it., and if anyone has ideas for how to make this a successful event, let me know.**
- **Completing the Map: Alexandria in Poems and Pictures**

This began as my attempt to walk Alexandria's major roads and write poems about the experience. I spent many mornings and afternoons walking and many hours writing, only to discover that I was enjoying only a few of my poems. (My favorite was written last Halloween and is attached separately). Originally, I had hoped to get a few photographers to walk the same roads and select a picture that captured the experience for them.

My idea has since evolved:

- 1) Invite **all residents** to write poems or short vignettes about their street. Invite **all residents** to submit artwork illustrating their street. Create a **website** where if you clicked on Dewitt Ave., for example, poems and art about Dewitt Ave. would pop up. There could even be an **exhibit** of some of the poems and pictures that could celebrate the launching of the website.

Perhaps April would be a good time to introduce this to the public and to start collecting poems and artwork. This could continue into the summer,

with perhaps an exhibit in the fall (Kaleidoscope?) and the launching of the website.

At the summit it was even suggested we could use **cellphone technology** and create tags that would be paired with a souvenir map of the city.

Also, maybe some of the poems could appear on **local buses**.

This would have to be a **city-wide initiative** to be successful. I don't have the tech know-how, the connections or the time to do this on my own.

Please let me know if you have any ideas or suggestions.

- **Poetry Poles...**

We also talked about other ways of making poetry visible, including **poetry poles** and **poetry boxes**, a concept that has been used in some cities. The downside of this is keeping them maintained and free of vandalism. Volunteer poetry stewards might work. On Del Ray there is the poetry fence on a private fence tended by the owner. She places new poems for children and adults up each week. Passers-by are encouraged to put a check next to poems they like. Perhaps people could volunteer to have a 'poetry fence' and they could be supplied with a weather-proof box in which to display a poem each week. Again, **I'm open to suggestions**. This could be a way of having poetry throughout the city...

I'm sorry more of you weren't able to attend the meeting. I realize the time was not optimal. I would love to hear your thoughts though...

Happy Halloween!

City of Alexandria, Virginia

MEMORANDUM

DATE: NOVEMBER 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
DAVID H. GHEZZI, AIA LEED AP ARCHITECT
JUDY LO, ASLA LANDSCAPE ARCHITECT
DANA W. WEDELES, PARK PLANNER

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

See Attached Project Update

###

Active Park Planning Projects

Monday, November 14, 2011

1:46:15 PM

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

Jones Point Improvement/Renovation RMK JB 12-Jun-12
 Notes: RPCA Staff as City lead. Completion date remains June 25, 2012.

VDOT

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

Freedman's Cemetery LD RMK 01-Nov-12
 Notes: Construction start anticipated January, 12. Completion estimated for 2012-13. Bid opening 10.04.2011. Results pending review of contractor references and quals

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

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

TE&S

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

S. Washington St. Improvements RPCA: DG, RK, J
 Notes: RPCA completed tree conditions survey in Nov, 2011. TES has aggressive project schedule. Project Delivery anticipated 12.2012

RPCA

1 & 7 East Del Ray LD JL 99% 18-Aug-11
 Notes: Gameboards to be installed Nov.
 Plantings installed late September.
 Park dedication with DRCA to occur next Spring. Currently no funding for Phase II.

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

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

Lead	Project Name	Team	%Complete	Est. Completion
	Ben Brenman Lighting	JL WP	0%	
	Notes: Replace 13 lights; Cost estimates finalized. Scheduled for Fall, 2011 implementation.			
	Ben Brenman Supervisor Room	DHG		
	Notes: Drawings have been revised to eliminate all elect & mech work. Permits obtained-anticipated completion December, 2011. See attached revised dwgs.			
	Boothe Park Playground Renovations	JL, BC		31-Jul-12
	Notes: Outreach completed w/ ACPS, Tucker School, Cameron Station Civic and Cameron Station HOA. In process of obtaining engineering fee costs.			
	CAPRA Policies	JB RMK		
	Notes: Ongoing to sustain accreditation requirements.			
	Drainage Issues into Colasanto Center	AC RK		
	Notes: Site visit performed in early June and August. Anticipate engineering design in Fall, 2011.			
	Dugouts and Press Box	WP BC		
	Notes: To be replaced as part of the FY12 CIP. DG to inspect. BC to coordinate with Mac on scheduling.			
	Forest Park Bridge Replacement	JL, RMK	95%	02-Sep-11
	Notes: Completed Sept 2 w/temp. railing. Shop dwgs and final work to be complete Nov 30.			
	Fort Ward Ball Court Renovations	TT, BC		
	Notes: Complete renovation scheduled for June 2012 in coordination with St. Stephens and St. Agnes School calendar.			
	Four Mile Run Restoration	DW, RMK	90% design	
	Notes: Congressional reauthorization required to qualify for Army Corp permitting. Jurisdictions to meet with Moran's office within month. \$65,000 needed in FY13 CIP requests to cover administrative costs.			
	Ft Ward Park	LD		
	Notes: Interdept. MOU signed by all depts. Sept. 2011. Funding for addl. implementation is contingent funds for FY12, including management plan. Advisory Group held second meeting October 12, 2011.			
	Furniture Replacement	DW BC & Ops		
	Notes: DW to begin list of priorities based on inventory. Orders to begin in Nov. 2011.			
	Hume Springs Fence Improvements	RB Identified		
	Notes: Needs upgraded locking system (Park Ops).			

Lead	Project Name	Team	%Complete	Est. Completion
	Irrigation Study	BC RMK KW		
	Notes: Communications established with Charles Houston CCU. Pilot program initiated in November, 2011.			
	James Bland	LD RK		
	Notes: Phase with City park site is in final site plan review with expected construction starting in Fall, 2011.			
	King Street Gardens Improvements	AC		
	Notes: To be scheduled around farmers market (ends Oct., begins May)			
	Landover Park Irrigation	KW RT DC	90%	
	Notes: Working with electrical contractors to determine source of power for the system but the irrigation has been installed. Project is delaying planting.			
	Little Simpson Fence Replacement	BC KW	98%	25-Nov-11
	Notes: Installation complete, removal of existing gates pending.			
	Luckett Field Improvements	TT BC		
	Notes: Backstop and Raise Net - part of FY12 CIP			
	Marina Electrical Upgrades	JH DW		
	Notes: new Electrical wiring for cameras; Divide 30 Amp receptacles for transient boaters G/H pier; reduce amp at E/F and 2 amps at E/F			
	Maxicom Audit	KW BC		
	Notes: Irrigation Audit for gpm and precipitation rate for C.Houston complete. Data being compiled and compared to existing data.			
	Montgomery Court Lighting Replacemen	BC RJ CL		
	Notes: New Press Release work starts Monday 11-14-11 See Attachment The hardware and light poles have been delivered on site Oct. 31, 2011 Irrigation damage has not been addressed as of Nov. 7,2011.			
	Montgomery Park Tennis Court Repairs	BC RMK RT		
	Notes: Repairs to court surfacing and subgrade pending. Contractor proposal due Nov. 14.			
	Monticello dog area			
	Notes: Replace bollards (all 4 missing). Pending Park Operations work order.			
	Mount Jefferson Playground Renovation	JL	65%DD	01-Jun-12
	Notes: Grading plan and contract documents to commence in September, 2011. Cost estimates to be obtained in November.			

Lead	Project Name	Team	%Complete	Est. Completion
	Oronoco Bay Observation Deck	RJ CL		
	Notes: See New attachment, The project started today 11-7-11, it's now in the demolition phase. Contractor submitted drawings, permit. Proposed completion date is scheduled for Dec. 7,2011.			
	Park Inventory	DW	90%	14-Sep-11
	Notes: All data collected. Minor edits in GIS remain. Organization of information to be completed.			
	Park Standards	BC JL		
	Notes: 2nd Draft document distributed Nov. 16 for review by Park Operations and Rec. Services. Standards draft complete for park furnishings and playgrounds.			
	Parking Improvements	BC WP		
	Notes: Investigating parking options with T&S OEQ Staff. Intent is to complete in Winter, 2011-12			
	Pathway to Field	DG WP		01-Sep-11
	Notes: Complete in place November 07.			
	Piling Replacement	JB JH CL		
	Notes: New scope of work needed for composite poling w/caps. 50 ft. length. Jim Hixon to schedule mtg with engineer.			
	Playground Repairs - Four Mile	JL, RT,KW	100%	31-Oct-11
	Notes: Work completed 10/28. Repairs on Playworld Systems modular structure: 3 slide replacements,rubber platform replacement, including installation.			
	Playground Repairs - Simpson	JL, KW, DC		
	Notes: Slide replacements on pre-school modular structure. APO faxed to Gametime 10-26-11. Approx ship time tbd. Other related Non-CIP repairs:			
	Playground Repairs - Sunset Mini	JL, KW, DC		
	Notes: Relacement parts for Fairy Castle playstructure on order. To be installed by Park Operations.			
	Playground Repairs -Landover	JL, RT		
	Notes: Repair rubber surfacing that was vandalized in August. Repair scheduled for 12/11 - weather permitting			
	Playground Repairs- Sunset	JL, KW, DC		
	Notes: Kompan, Inc. Fairy Castle replacement parts			
	Potomac Yard Soccer Goals	KW MS BC	0%	30-Sep-11
	Notes: M. Slover compiling quotes for new goals.			

Lead	Project Name	Team	%Complete	Est. Completion
	Powhatan Basketball Renovation Notes: Published as FY 2010 Project	BC KW		
	Rehabilitation of new Parcels Notes: Park Plan approved by PRC in March 2011. Implementation of Phase I through fall 2011/spring 2012 in coordination with TES.	LD	10%	01-Jul-11
	Simpson Tennis Court Improvements Notes: Project anticipated to be complete Spring/Summer 2012. Purchase order completed.	BC	0%	
	Waterfront trail improvements Notes: Project in progress	JL RJ		
	Windmill Hill Court Renovation Notes: Project currently being processed through Procurement. Anticipate renovation in Spring 2012.	RJ CL BC		
P&Z				
	Arlandria Implementation Notes: Ongoing planning and implementation of Phase I of Four Mile Run Park Expansion and Community Building project implementation over late Fall 2011/early Spring 2012.	LD DW	80% Planning	
	Beauregard Corridor Small Area Plan Notes: Ongoing open space and park contributions are being discussed by stakeholder group, staff and ACPS. Update briefing to PRC at November meeting.	LD RMK	90% Planning	
	Braddock Small Area Plan Notes: G. Services providing property mgmt for open space property on N. Henry with 18 mo. Tenant lease signed in 2/2011. Ongoing discussions with P&Z on remaining open space.	LD	90% Planning	
	Eisenhower ASA Notes: DSUP for ASA tanks and above structure field was approved by Planning Commission and City Council in October, 2011. Anticipate field use in 2015.	BC, RMK		
	Eisenhower Avenue Widening Notes: 30% Submission Drawings under review.	BC RMK	30% Design	
	Eisenhower Station Notes: Eisenhower Metro Station Square final design in progress.	BC, RMK	40% Design	
	Four Mile Run ASA Notes: Concept plan currently under review by staff. Public meeting scheduled for December 15 at Cora Kelly.	RMK BC DW	10% Design	

Lead	Project Name	Team	%Complete	Est. Completion
	Landbay K	BC RMK		01-Oct-12
	Notes: Construction underway. Simpson Restroom Building is expected for demolition in November 2011. Park construction completion expected Spring 2013.			
	Mount Vernon Village Center	RK BC LD		
	Notes: Project may impact adjacent Four Mile Run Park. Ongoing negotiations with applicant. Hearing planned for late fall/early winter 2011.			
	Potomac Avenue	BC RMK	80% Construction	30-Sep-11
	Notes: Road open. Minor construction modifications in progress.			
	Potomac Greens Park	BC	85% Construction	
	Notes: Construction complete. As-Builts expected Fall/Winter, 2011.			
	Potomac Yard/Landbay D	BC	0	30-Mar-12
	Notes: Environmental remediation planned for late 2011 / early 2012. Public Outreach for remediation planned in November/December 2011. Meeting with Old Town Greens held on October 26.			
	Potomac Yard/Landbay I/J	BC		01-Jan-13
	Notes: Anticipate construction early 2011 and acceptance by the City for phase one (Custis) late 2012 and phase two (Howell) late 2013.			
	Public Safety Center	RK	70% Construction	01-Sep-12
	Notes: Project Complete. Ribbon cutting, November, 2011.			
	Ramsey House Visitor's Garden	JL RK		
	Notes: Garden Club of Alexandria and PZ BAR Staff project. Project scoped only. MOA to be developed upon receipt of additional materials. No activity May-Oct., 2011. Project likely terminated by GCA.			
	Route 1 Improvements	BC	90% Design	
	Notes: Infrastructure construction on Phase I commenced September 2011. Design coordination ongoing with T&ES for Phase II Mass Transit project.			
	Simpson/Potomac Yard Field Replacem	BC	95% Construction	01-Sep-11
	Notes: Minor construction revisions in progress. Project is anticipated to be transferred to the City in November 2011.			
	Waterfront Plan	LD RK		01-Sep-11
	Notes: The City Council established Waterfront work group with Council decision deferred to late Fall 2011/early winter 2012. Update to be provided at November PRC meeting			
ACPS				
	Hammond Upper Field	DW RMK		
	Notes: PZ approval in September, 2011. BZA approval in November, 2011. City Council tentively scheduled for Dec. 17, though may change to January 21.			

Lead	Project Name	Team	%Complete	Est. Completion
	Jefferson-Houston	DW RMK		01-Sep-14
	Notes: VMDO selected as Ed Spec consultant; Brailsford & Dunlavey selected as Project Manager. AE selection in process.			

City of Alexandria, Virginia

MEMORANDUM

DATE: NOVEMBER 17, 2011

TO: PARK & RECREATION COMMISSION MEMBERS

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

**SUBJECT: CAPITAL FACILITIES MAINTENANCE PROJECTS (CFMP)
RECREATION CENTERS UPDATE NOVEMBER, 2011 ITEM VI-Dii**

The purpose of this update is to provide an overview of the new CFMP process implementation to the PRC Commission.

PROGRESS UPDATE

In November, 2011 Park Planning and General Services' staff met with all Recreation Center Directors to follow-up items discussed in the previous October, 2011 meeting (see attached Memorandum dated October 5, 2011). The purpose of the meeting was to render the FY 2013-2015 CFMP implementation process and individual project budgetary assignments transparent, encourage input, and engage discussion. At the meeting policy and procedures were reiterated including the particulars within this budgetary cycle. Each Center Director reviewed their individual needs while soliciting prioritization input from other Directors.

FY 2013-15 BUDGET

The FY 2013 budget identifies \$425,000 for capital maintenance programs associated with Charles Barrett, Chinquapin, Cora Kelly, Lee Center, Nannie J. Lee, Mt. Vernon, Durant Art Center, Colosanto Art Center, Patrick Henry, Charles Houston, Buddie Ford Nature Center, Duron/Four Mile Properties and William Ramsay. Thereafter, \$500,000 in 2014 and \$500,000 in 2015 is identified. HVAC issues and building leaks comprise a significant portion of priority health and safety concerns associated with existing buildings. A full assessment of all facilities is to be performed in coordination with General Services during FY 2013. This assessment will further identify and prioritize future work with intent of developing a predictable maintenance cycle. As the process continues to advance, the Commission will be similarly updated at its regularly scheduled meetings as projects are identified, prioritized and completed.

PROJECTS & PRIORITIES

The attached information identifies a rough/working-in progress-draft of projects and anticipated associated costs related to each facility.

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City of Alexandria, Virginia

MEMORANDUM

DATE: OCTOBER 05, 2011

TO: RPCA RECREATION CENTER & FACILITIES CENTER DIRECTORS

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

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

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

**RE: CAPITAL FACILITY MAINTENANCE PROJECTS (CFMP)
PROCESS FOR RECREATION CENTER & FACILITIES PROJECTS**

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

Step 1: IDENTIFY TASK.

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

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

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

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

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

RPCA Operating: Put in definition of what their operating budgets handle and who to contact for items in need of repair that is not the responsibility of DGS.

Building Operating (per MOU):

Operational items include any routine maintenance or preventative maintenance associated with the building envelope, performed by the Department of General Services (DGS) staff. For such items, the Center's designated person shall enter the request and supporting information into the DGS – MP-2 System. Please note that multiple entries for the same item do not expedite remedy procedures and may actually slow the process due to overlapping information. For details of what DGS is responsible for please refer to the MOU dated February 22, 2011.

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

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

Step 3: EVALUATE & PRIORITIZE.

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

- a. Is the project a Life Safety matter (Urgent)
- b. Economy of Scale (Can the project be combined with another project impacting the same service or area)
- c. Quality of Function (Does the project potentially impact a revenue resource or adversely affect attraction of end-users)
- d. Is there an executive request for the project?
- e. Does the project relate to others to be processed in the current fiscal year?

- f. Is the Center under consideration for major renovation or replacement?
- f. If the project to be deferred what may be the potential impacts?
- g. What is the maintenance or operating impacts on the existing facility?

Step 4: CONFIRM SCOPE OF WORK IN DETAIL.

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

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

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

Step 6: IDENTIFY LIKELY PROCUREMENT PROCESS ROUTE.

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

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

Step 7: PROJECT COORDINATION - CUSTOMER CARE.

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

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

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

Step 9: CONSTRUCTION CLOSEOUT.

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

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

Recreation Center and Facilities staff shall monitor completed construction continuously throughout the warranty period. If exceptions are noted prior to cessation

October 05, 2011

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of the warranty period, contact DGS and Park planning staff immediately. At the end of the warranty period coordinate an on-site warranty review with DGS and Park Planning staff.

###

CFMP Worksheet 11/14/2011

CENTER NAME	PROPOSED ITEMS	FY2013	FY 2014	FY 2015	BUDGET	NOTES
CHARLES BARRETT						
GS	Replace Fan Coil Unit (exhaust Fan)	\$4,500.00		0	\$4,500	
GS	Water Damage Repairs (North wall 200sf)	\$ 1,200		\$ -	\$ 1,200	Move to 13 w/skylight replacement
GS	Investigate Repair/Replace Skylight Leaks	\$ 1,500		\$ -	\$ 1,500	
0	Replace Fitness Equipment			\$ 45,000	\$ 45,000	
	Interior Finishes		\$ 75,000	\$ -	\$ 75,000	Move from 13 to 14
	Sub-Total	0 \$ 7,200	\$ 75,000	\$ 45,000	\$ 127,200	
BEN BRENMAN						
GS	Replace HVAC Unit	\$ 5,388		\$ -	\$ 5,388	Based on real estimate
	Paint Interior			\$ -	\$ -	
				\$ -	\$ -	
	0					
	Sub-Total	0 \$ 5,388	\$ -	\$ -	\$ 5,388	
CHARLES HOUSTON						
					0	0
	Sub-Total	0	0	0	0	

CFMP Worksheet 11/14/2011

CHINQUAPIN						
GS	Windows Repairs-Glazing, replace insulated glass 6 Panels	\$ 42,000	\$ 50,400	\$ 42,000	\$ 134,400	should do this next year and do all windows together. Move from 12 to 13. Three sets of skylights in main hallway. If we do all together and not in phases cost will be \$120,064.
GS	New Ceiling/Lighting in locker rooms, life guard, pool office & fitness room	\$ 33,000		\$ -	\$ 33,000	Move from 12 to 13 due to LED lighting project, to see results
	0 Lockers in Pool Office (12 double Tier)		\$ 20,470	\$ 120,000	\$ 140,470	Men's & Women's Locker room lockers (120,000). Lockers for public (2,940). Staff Lockers (17,530). Can we replace lockers with metal instead and reduce costs?
	Sub-Total	0 \$ 75,000	\$ 70,870	\$ 162,000	\$ 307,870	
COLASANTO						
				\$ -	\$ -	
	Sub-Total	0 \$ -	\$ -	\$ -	\$ -	

CFMP Worksheet 11/14/2011

CORA KELLY						
GS	Replace 1sm and 2lg RTUs	\$ -	\$ 160,000		\$ 160,000	Small one is for racquetball, 2 large for gym area.
	Replace Main lobby floor w/rubber flooring			\$ 50,000	\$ 50,000	
	Replace gym floor	\$ 15,000		\$ -	\$ 15,000	Need better estimate
GS	Replace Control	\$ -	\$ 60,000		\$ 60,000	This is to put all thermostats under one control system
	Sub-Total	0	\$ 15,000	\$ 220,000	\$ 50,000	\$ 285,000
FOUR MILE RUN COMMUNITY CTR						
					\$ -	
	Sub-Total	0	\$ -	\$ -	\$ -	\$ -
JEROME BUDDIE NATURE						
			\$ -	\$ -	\$ -	
	Sub-Total	0	\$ -	\$ -	\$ -	\$ -
LEE CENTER						
	Millwork in several areas	\$ 10,000		\$ -	\$ 10,000	Moved to FY13 from FY12
	Replace cabinets in kitchen	\$ 15,000		\$ -	\$ 15,000	Moved to FY13 from FY12
GS	Window Replacement	\$ -	\$ -	\$ -	\$ -	Need Number
GS	Bldg. Bathroom Renovations	\$ -	\$ -	\$ -	\$ -	
GS	Conf. Rm. Flooring Upgrade	\$ -	\$ -	\$ -	\$ -	
GS	Exterior Light Upgrade	\$ -	\$ -	\$ -	\$ -	
GS	Interior Light Upgrade	\$ -	\$ -	\$ -	\$ -	
GS	Replace Hall Water Coolers (2)	\$ -	\$ -	\$ -	\$ -	Re-due electric
	Sub-Total	0	\$ 25,000	\$ -	\$ -	\$ 25,000

CFMP Worksheet 11/14/2011

MT. VERNON						
	Paint Interior of building	\$ -		\$ -	\$ -	Was 3500 for gym
GS	Kitchen Rehab	\$ 15,000			\$ 15,000	
GS	Air Conditioning Replacement		\$ 25,000		\$ 25,000	Keep and get with Marvin for more details
	Activity Room Ceiling Work	\$ -	\$ 20,000	\$ -	\$ 20,000	
	Bleacher Replacement	\$ -			\$ -	
	Sub-Total	0	\$ 15,000	\$ 45,000	\$ -	\$ 60,000
NANNIE LEE						
	Replace Millwork with base cabinets and locks	\$ 25,000		\$ -	\$ 25,000	Not urgent. Moved from 12 to 13.
	New Fitness Equipment	\$ -		\$ 40,000	\$ 40,000	Move from 13 to 15
	Gym Bleacher Replacement	\$ -	\$ 11,000		\$ 11,000	Need three new mobile aluminum bleachers to replace existing. Can be moved to 15
		\$ -				
	Sub-Total	0	\$ 25,000	\$ 11,000	\$ 40,000	\$ 76,000
OSWALD DURANT						
GS	Re-Commission AC Units	\$ 40,000			\$ 40,000	0
	Floor security lights		\$ 38,500		\$ 38,500	multipurpose room 1. If we don't run down middle of floor for seating and only on edge what's the purpose?
	Stage Lighting System	\$ 50,000		\$ -	\$ 50,000	Quote in hand. Verify reuquirements
	Sound/Fabric Panel Repair		\$ 10,000	\$ -	\$ 10,000	Water Stained
GS	New Flooring in Corridor	\$ -	\$ -	\$ 16,562	\$ 16,562	Outside MP 3 & 4 Terrence
GS	New Flooring & Baseboards replaced		\$ -	\$ 15,000	\$ 15,000	Need to replace flooring MP 2,3 &4, need new cost - Terrence Push to 15

CFMP Worksheet 11/14/2011

Sub-Total		0	\$ 90,000	\$ 48,500	\$ 31,562	\$ 170,062
PATRICK HENRY						
			\$ -	\$ -	\$ -	
Sub-Total		0	\$ -	\$ -	\$ -	\$ -
WILLIAM RAMSAY						
	New Fitness Equipment	\$ -		\$ 20,000	\$ 20,000	Move out from 13 to 15
	Replace Dance Floor - Wood	\$ 60,000			\$ 60,000	
GS	Repair grade of blacktop to stop water intrusion	\$ -	\$ -	\$ -	\$ -	Needs to be completed before new dance floor
	Paint Interior	\$ -	\$ -	\$ -	\$ -	
	Millwork Replacement	\$ -			\$ -	Kitchen, arts & craft rm, front desk
Sub-Total		0	\$ 60,000	\$ -	\$ 20,000	\$ 80,000
TOTALS			\$ 317,588	\$ 470,370	\$ 348,562	\$ 1,131,132
10% Contingency			\$ 31,759	\$ 47,037	\$ 34,856	\$ 113,113
GRAND TOTAL			\$ 349,347	\$ 517,407	\$ 383,418	\$ 1,244,245
BUDGETED CFMP			\$ 425,000	\$ 500,000	\$ 500,000	
Difference			\$ 75,653	\$ (17,407)	\$ 116,582	

HIGHLIGHTED ITEMS ARE IN THE APPROVED CFMP

Need Estimate

City of Alexandria, Virginia

MEMORANDUM

DATE: NOVEMBER 14, 2011

TO: PARK AND RECREATION COMMISSION MEMBERS

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

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

SPECIAL EVENTS MANAGEMENT:

The City's Special Events Committee meeting reviewed and approved five new events Thursday, November 10:

- George Washington Birthday 10K Race – February 18
- George Washington Birthday Re-enactment – February 19
- 280th George Washington Parade – February 20
- George Washington Parade One Mile Sprint – February 20
- GWBC Armed Forces Community Covenant Day – February 20 (New Event)
- Carlyle Food & Wine Festival – June 23 (New Event)
- St. Patrick's Day Parade – March 3

CITY MARINA:

City Marina is working on the replacement of missing and damaged pilings at the City Marina. Staff has filed permits with the National Park Service and the Corp of Engineers and awaiting a decision. (Ongoing Project)

Staff coordinated Marina boat users public meeting held on Thursday, November 3 at City Hall in the Sister City Room. The agenda included updates from the Dockmaster on the Marina operations, storm preparation and changes made over the past year, a demonstration on the Marina webcam security system and Marina improvements. Staff answered questions and received positive feedback on improving the Marina operations. The police provided an updated about minor incidents in the waterfront area.

WATERFRONT DISTRICT MAINTENANCE PROJECTS UPDATES:

The Montgomery Park tennis court lights installation begins on Monday, November 19, anticipate completion within two weeks. **(Ongoing Project)**

Tennis court repair at Montgomery Park, Court 4, under review with the American Tennis Association (ATA.) ATA recommended bring in an asphalt specialist to review the problem. Court 4 has been isolated and barricaded off from the public.

A public alert is in place as the remaining tennis courts are open for use. **(Ongoing Project)**

The Windmill Hill Park dog run located east of the existing area has begun to wash away from flooding and rains. Staff has coordinated with TES civil engineers to use storm water funds to address this issue and requested temporary stabilization on the bank until the bulkhead improvements are completed. Suggested ideas to stabilize the banks are to provide some grading or install large boulders. **(Ongoing Project)**

The Waterfront Committee has submitted six CIP Priorities to RPCA Park Planning. The priorities includes, City Marina seawall maintenance, Marina Waterway Trash Deterrence, Windmill Hill Park Bulkheads repairs, the Marina Security staffing be transferred from General Services to RPCA, the utility upgrade at the Marina and the Waterfront Public restrooms. **(Under Review)**

Harry Braswell Construction Company is underway to begin the repair on the Oronoco Bay Park observation deck. Completion of the observation deck is in two weeks as the weather allows and the schedule of the high tide. **(Ongoing Project)**

UPCOMING SPECIAL EVENTS OCTOBER – NOVEMBER:

November 13	Saturday-	8:30 am -10:30am - Multiple Myeloma Race for Research 5k
November 15	Tuesday-	10 am-2 pm America Recycles Day- Market Square
November 19	Saturday-	7:30 am – 1pm St Rita School Running for Education 5k.
November 24	Saturday-	8am – noon- 35 th Annual Alexandria Turkey Trot (GW Middle Middle School at Braddock Field)
November 25	Friday-	7pm-9 pm - Annual City Tree Lighting Program
December 3	Saturday-	10:30 am – 12:30 pm - 41 st Annual Scottish Christmas Walk
December 3	Saturday -	3pm – 9 pm - Annual Parade of Boats Festival
December 4	Sunday -	1pm – 5 pm - 37 th Annual Toys for Tots
December 5-9	Mon-Fri -	7pm-9pm - Annual Calls from the Clauses

City of Alexandria, Virginia

MEMORANDUM

DATE: NOVEMBER 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 OCTOBER, 2011 ITEM VII-B

The purpose of this update is to provide an overview of activities related to Jones Point Park construction which commenced on November 18, 2010, for the month of August, 2011. Project status as of October 12, indicates that 61.1 percent or 357 contract days have been expended and that the installed work is equivalent to 72.70 percent of total project completion. There is no change to the contract completion date – which remains anticipated as June 25, 2012. The Commission will be similarly updated at its regularly scheduled meetings until completion of construction.

VDOT-COMMUNITY LIAISON INFORMATION GROUP

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.

November 17, 2011
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ADDITIONAL & FOLLOW-UP INFORMATION

Information regarding Jones Point Park construction is continuously updated on Alexandria's Recreation, Parks & Cultural Activities department website at <http://alexandriava.gov/recreation> and VDOT's website for the Woodrow Wilson Bridge project at <http://www.wilsonbridge.com/>. These links include information regarding community meetings, construction updates and other information and resources including how citizens may stay informed by subscribing to E-News or other advisories. The Recreation, Parks & Cultural Activities website includes a continuously updated overview of construction activities for a three week look-ahead schedule of anticipated work. The November 14, 2011 "Construction Schedule at a Glance" with activities related to progress for the past month is attached below.

###

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

Date: 11.14.2011

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

Week	Work Anticipated:
12.05.2011	not available
11.28.2011	not available
11.21.2011	not available
11.14.2011	Royal Street Place curb and sidewalk under bridge Place Mount Vernon trail at retaining wall Parking Lot at Hunting Towers Convert inlet to manhole Place new light pole foundations Place traffic control set up Remove pavement and begin placing curb and gutter Restricted Access Road Complete rock mulch installation Fishing Pier Place deck Ship Lawn Form and place concrete wall Comfort Station Place exterior trim and siding Place roof shingles Develop carpentry punch list
11.07.2011	Royal Street Place curb and sidewalk Place Mount Vernon Trail retaining wall Place asphalt sidewalk on north side of bridge Place base paving under bridge Playground Fine grade subbase

Fishing Pier
Place deck

Ship Lawn
Form and place concrete wall

Light House
Place exterior trim and siding
Place roof shingles
Develop carpentry punch list

Shore Line Stabilization
Install rip-rap

Comfort Station
Paint concrete walls
Install plumbing and electric system
Install exterior equipment pad

10.31.2011 Royal Street
Place curb and sidewalk

Restricted Access Road
Place pavement on north side of bridge

Playground
Establish rough grade for play area and sidewalks

Fishing Pier
Install deck

Ship Lawn
Place forms and reinforcing for wall

Lighthouse
Install roof shingles

Comfort Station
Install interior walls

10.24.2011 Royal Street
Place curb and sidewalk
Install base paving
Install rock mulch

Tot Lot
Install play equipment

Fishing Pier
Install deck

Finishing Pier
Place concrete

Light House
Install windows in shed
Install siding on shed

Invasive Species Removal
Remove new growth

Comfort Station
Install interior walls

10.17.2011

Park Entry Road
Install plantings

Royal Street
Adjust manholes and valve boxes
Place subgrade
Place curb and sidewalk

Park Paths
Install Light House path and relocate construction access road

Playground
Install subbase

Finishing Pier
Install deck
Place concrete

Light House
Install chimney for shed

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