

**CITY OF ALEXANDRIA, VIRGINIA
Park and Recreation Commission**

REGULAR MEETING

Thursday, November 18, 2010, 7:30 p.m.

**Charles Houston Recreation Center
901 Wythe Street, Alexandria, Virginia**

AGENDA

- I.** Call to Order by Chair.
- II.** Approval of Summary Minutes from October 21, 2010.
- III.** 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
 - E. Marketing, Public Relations & Special Events - Jack Browand
- IV.** Director's Report - James Spengler
 - A. Jones Point Park Update
 - B. Simpson Fields Update
 - C. Lake Cook- follow-up
 - D. ACPS Facility Request
- V.** Commission discussion with Councilman Rob Krupicka on RPCA/ACPS issues.
- VI.** Retreat Action Items:
 - A. Next steps on Draft Bylaws
 - B. Follow up on Open Space letter
- VII.** Reports From Commissioners (verbal updates)
 - A. Ft. Ward Ad Hoc Advisory Commission - Bob Moir, Ripley Forbes, Rich Brune
 - B. Youth Policy Commission - Stephen (Clark) Mercer
 - C. Waterfront Committee – William Cromley
 - D. Youth Sports Committee - Jeffrey Murphy
 - E. 4-Mile Run- Ripley Forbes
 - F. Charles Houston Memorial Project -William Cromley
 - G. Freedman's Cemetery- Bob Moir
 - H. Beauregard Corridor- David Dexter
 - I. ACPS & Capital Improvements- Henry Brooks
 - J. Other
- VIII.** Agenda items for January meeting and location (note the P&RC does not meet in December).
- IX.** List of Upcoming Public Meetings
- X.** Adjournment

City of Alexandria, Virginia

MEMORANDUM

DATE: NOVEMBER 18, 2010

TO: PARK AND RECREATION COMMISSION MEMBERS

FROM: WILLIAM CHESLEY, DEPUTY DIRECTOR
RECREATION, PARKS AND CULTURAL ACTIVITIES

SUBJECT: NOVEMBER 18, 2010 COMMISSION MEETING ITEM
RECREATION PROGRAMS AND SERVICES REPORT- ITEM III-A

Youth Activities

- Alexandria City Community Theatre (ACCT) will present its 2nd Annual production of “Celebrations around the Globe” on December 4, 4:30 pm, at the Lee Center. The production will feature children who will perform cultural celebrations related to various countries. RPCA/ACCT has partnered with MUSE (Music Unites Students Everywhere) and Hungry for Music to add a musical component to ACCT. MUSE’S goals include providing ongoing musical instruction by professional artists and volunteers that have either performed or taught music. Hungry for Music is a Not-for Profit organization that provides musical instruments to underprivileged children.
- The Titan Youth Football Program is nearing completion of another successful league season in the Fairfax County Youth Football League. 235 youth are currently enrolled in the tackle football program (254 youth were enrolled in FY-2010). An additional 72 youth are enrolled in the Lil’ Slammers Flag Football Program bringing the total to 307 youth who participated in football in FY-2011. Four Titan teams will compete in championship games on November 13. The Titan Football Awards Program will be held at the Lee Center on November 20 at noon.
- The Titan Youth Football Program (coaches, parents and youth football participants) supported breast cancer awareness month by wearing something pink at league games on two successive weekends.
- More than 100 Titan youth football program participants and their coaches attended the T.C. Williams Friday Night Lights football game on October 29. Titan youth football participants wearing their jerseys and their coaches attend T.C. William games free courtesy of the TCW Athletic Department. I attended the game as well. It was an outstanding and very well attended event.
- Sports Section staff is continuing with their efforts to provide more program opportunities for girls. Staff collaborated with Arlington County Parks and Recreation to enable 40 girls to participate in Arlington’s fall softball league. The girls’ volleyball

program is in session and enrollment increased from 112 girls in FY-2010 to 142 girls presently. The Lil' Slammers Basketball Camp (5-6 year olds) has 21 youth enrolled and the Fundamental Basketball Camp has 31 youth enrolled. Both programs began on November 13.

- The 2010 Cheerleader Program began in October. More than 300 youth are enrolled in the program. Cheerleader Invitational Events will be held at T.C. Williams on December 11 at 11 am and April 9, 2011 at 11 am. We project there will be 17-20 teams in three divisions competing in the December event.
- RPCA and T.C. Williams are partnered on a youth field hockey clinic at Minnie Howard on October 30. The clinic was held immediately following the field hockey game between Christopher Newport University and Rowan University.
- Former University of Maryland basketball star and current South Lakes Basketball Coach Christie Winters Scott will be the guest speaker at our youth basketball coaches' clinic at Hammond Middle School on November 13, 12 noon.
- The middle school party, "HallowScream", which was held on October 30 at the Lee Center/Nannie Lee Center, featured a haunted house, music and dancing, movies, fortune teller and more. The event was held from 8pm to 10:30 pm and approximately 300 youth and even a few adult volunteers braved the Haunted House.
- The National Safe Place (NSP) training for RPCA staff will begin in December. As previously reported, the program in short is a mechanism for ensuring that staff is prepared to quickly and effectively provide access to immediate help and safety for young people in crisis. The program will be implemented at all of our recreation centers and staff will also conduct outreach efforts to community groups to create and implement programs and strategies to keep young people safe.
- RPCA and several other City agencies and ACPS are partnering with The Center for Alexandria's Children on a Family Fun Day event on Saturday, April 16, 2011 at William Ramsay Recreation Center. Capital One Bank is sponsoring the event. The theme of the event is family fun, resource and information sharing, and community awareness of child safety and abuse prevention.
- Mac Slover has contacted representatives of the various City youth sport organizations regarding field use opportunities now that fall sport programs are winding down. Field use requests are being coordinated with representatives from some of the sport organizations.

Adult Activities

- The championship game of the Adult Late Night Basketball Program at Charles Houston was held on October 14. Six teams competed in the league. The league was designed as a recreation opportunity for young adults (active participants or spectators) residing primarily in the North End area of the City.
- Virginia Cooperative Extension staff is conducting a variety of ongoing Nutritional Education Programs for senior adults at recreation centers and other venues in the City.
- Fall adult sport programs offered include coed and men's softball leagues, coed volleyball, women's flag football and coed soccer, all of which are entering the playoff and championship phases of their league seasons. Other adult programs such as rugby,

master's soccer and men's flag football were offered in Alexandria by groups who rented field space.

- New adult programs being developed by staff include indoor soccer, dodge ball, coed invitational volleyball tournament, and early morning and lunch time basketball programs.

Neighborhood Recreation Centers

- The final summer 2010 Power-On Program Out of School Time Satisfaction Survey results are as follows; 221 parents/guardians of youth enrolled in the program at the seven full time recreation centers, five summer playground programs and the one Power-Up Programs. 90% of respondents agreed or strongly agreed to the eight survey questions indicating approval of the program. Over 50% responded that they strongly agreed to the following statements: (1) program increased social interactions and developed friendships; (3) personal enjoyment; (4) improved physical fitness and overall health; (7) the group leader is knowledgeable, creative and responsive to the needs of the children; (8) overall, my child enjoyed him/herself and was satisfied with the program/activity.
- 1,136 children are enrolled in the school year OSTP as of November 1. We are slightly ahead of last year's YTD enrollment total and 185 children short of the total number of children enrolled in the program in FY-2010.
- In recognition of the national "Lights On" campaign that is celebrated annually in the month of October to bring attention to the importance of after school programs, all recreation centers held Literacy Balls that featured reading activities, storytelling, games, waltzes, costumes and fun.
- ACPS requested consideration from the City/RPCA to house two new programs that have the potential to come on line in FY-2011. The two programs include a Pre- Kindergarten Program and a Dental Care Program. Dedicated space is preferred for the Pre-Kindergarten program while the Dental Program reportedly is more mobile and equipment is projected to be removed from program space and stored after use. The matter was discussed at an October 25 meeting of City and Schools officials and at a meeting of the City and Schools Staff (CSSG) on November 9. Assistant City Manager Debra Collins and Deputy School Superintendent Cathy David, who co-chair the CSSG, are planning site visits to several or more schools and recreation centers to review space options.
- The Youth Policy Commission held its second Town Hall meeting on children, youth and families on November 3 at Patrick Henry Recreation Center. Mayor William Euille and members of the Youth Policy Commission attended the meeting.

Aquatics

- Chinguapin will celebrate its 25th Anniversary on Saturday, December 4 from noon to 5 pm. The official welcome from the Mayor and members of City Council is scheduled at 3 pm.
- 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 the spring of 2011. Staff

will seek sponsorship for the program and will enlist the support of local swim team coaches and volunteers to implement the program.

Environmental Education

- More than 175 people visited the Nature Center's booth at the October 16th Family Fall Festival at Cameron Station. A variety of mini nature presentations were conducted by Naturalist Jane Yeingst.
- The Nature Center's Autumn Festival was held on October 30. Participants created fall tote bags, carved pumpkins and participated in hands on workshops on insects and animals.
- Volunteers donated a total of 244 hours in October in coordination with Nature Center Manager Mark Kelly and Naturalist Jane Yeingst on projects at the Nature Center and/or Dora Kelly Park, Chinguapin Park and Ben Brenman Park.

Other

- RPCA, General Services, ACPS, and TES worked over the past 6 months or so to update the Facilities Maintenance and Use MOU. The MOU was finalized recently and prepared for sign off by the City Manager and ACPS Superintendent. ACPS indicated that they will present the MOU to the Superintendent for review and sign off by November.
- RPCA and General Services staff are identifying and prioritizing items to be completed as part of the FY-2012 Capital Facilities Maintenance Program. \$500K is allocated for projects in FY-2010. As previously reported, General Services projected that more than \$3 million dollars is needed to take care of the maintenance projects they identified in a facilities assessment completed by General Services in FY-2010.
- The Class and Camp Program Section offered a total of 272 classes in the fall 2010 class session and 81% of the classes offered in session one met the minimum enrollment requirements and were implemented. The second session of fall classes will begin on November 29.
- I coordinated a meeting on November 3 with staff from the Department of Community and Human Services to get a handle on the scope of current youth outreach capacity and efforts in the City. The attached November 5 memo provides more information about the effort.
- RPCA staff including myself and one member of the Youth Sports Advisory Board's fields subcommittee took a field trip to the City of Manassas Park on October 28 to talk to Park and Recreation staff about the Miracle Field that was recently installed in the City. Miracle fields are designed to give children with disabilities the chance to play baseball. Miracle fields can also be used for other programs as well including programs for children, adults and seniors.
- RPCA staff including myself, Arlington County Park and Recreation staff and staff from Virginia Cooperative Extension (VCE) met on October 29 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 forced the closing of the Alexandria VCE office. Two grant funded Adult Nutrition Education Specialists still occupy space at the Lee Center, but the VCE Unit Director position was cut and the Administrative Assistant assigned to the office was reassigned to a VCE unit in Fairfax County.

M E M O R A N D U M

TO: City and School's Senior Staff Group

FROM: William Chesley, Deputy Director, Recreation Services, Department of Recreation, Parks and Cultural Activities
Deborah Warren, Acting Director, Center for Children and Families, Department of Community and Human Services

RE: Need for Matrix of City of Alexandria Youth Outreach Efforts

DATE: November 5, 2010

In an effort to get a handle on the scope of current youth outreach efforts in the City, we propose to develop a matrix of positions that currently provide these services. This matrix will allow us to identify gaps, be responsive to requests regarding these services and potentially advocate for additional services.

Youth outreach is defined as a form of youth work that takes place on young people's own territory (school, neighborhood, recreation centers, homes, etc). Outreach is a practice that:

- Encourages young people to use existing center- or project-based services.
- Identifies, through consultation with young people, any gaps that exist in services aimed at meeting their needs.
- Delivers education to young people that doesn't involve getting them to go somewhere for services.

There is an important caveat to consider when talking about outreach. Programs like the Untouchables, SOHO, Project Discovery, Homebased Treatment or Late Night Basketball are not outreach efforts. They are programs that serve young people. As programs, they might have a legitimate outreach component – part of staff time spent going into the community to engage young people to participate.

The City has youth outreach efforts and programs that include youth outreach in the following departments: ACPS, ARHA, CSU, DCHS-CCF, Police, Recreation, and the Sherriff's Office.

We request that members of the City and Schools Work Group have an organization representative compile and approve of the answers to the questions on the back of this memo by December 6, 2010 and send them to Tricia Bassing, tricia.bassing@alexandriava.gov. Tricia will work with us to prepare a matrix in time for the City and School's December meeting. Please only have one representative compile and submit the content for your organization. We encourage you to review the content prior to submission.

Youth Outreach Form Instructions:

- Read the memo titled, *Need for Matrix of City of Alexandria Youth Outreach Efforts*.
- Complete information below for every position in your department that includes outreach to youth (as defined in the memo).
- Return requested information via email to designated department representative by December 1, 2010.

Designated department representative sends approved content for department via email to tricia.bassing@alexandriava.gov by December 6, 2010.

1. Department name:

2. Position title:

3. Position grade:

4. Number of hours per week, on average, this position spends on youth outreach (as defined in the memo):

5. Type of outreach with youth for this position (check all that apply):

Encouraging young people to use existing services.

Identifying gaps that exist in services.

Delivering education to young people that doesn't involve getting to use other services.

6. Location(s) of outreach for this position (select all that apply):

School(s), list:

Recreation center(s), list:

Neighborhood(s), list:

Private residences

Other community location(s), list:

7. Age range of youth this position is trying to reach:

8. Gender of youth this position is trying to reach:

9. Race of youth this position is trying to reach:

10. Ethnicity of youth this position is trying to reach:

11. Special population of youth this position is trying to reach:

12. Approximate number of youth engaged through this position's outreach efforts:

13. Brief description of purpose of outreach for this position:

City of Alexandria, Virginia

MEMORANDUM

DATE: NOVEMBER 18, 2010

TO: PARK AND RECREATION COMMISSION

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

SUBJECT: MONTHLY REPORT – ITEM III-B

Landover Park gets a new irrigation system

Landover Park is in the process of having a new irrigation system installed. The system will be put on the Maxi control system. This is a new upgrade to the park and is part of an overall improved turf management system that the Park Operations Division is providing for the entire system. See photo below.

New Press Box at Adams

As part of the Adams field upgrade the Park Operations team installed a new press box at the Adams facility. The press box will serve as the official score table and focus point for each game. See photo below.

4-Mile Replacement Lights

The Contractor has started the work, which should be completed by the spring season.

Volunteer event at Holmes Run Park

On October 30, 2010 we had 15 people come to a Native tree planting and invasive, exotic plant removal and stream clean-up event at the Holmes Run Park. It was a good event hosted by T&ES and RPCA. See PDF

Backstop installed at Lee Center field

A new backstop was installed at the Lee Center- on the #2 field. The goal is to improve one field per year.



Irrigation at Landover



New Press Box at Adams

City of Alexandria, Virginia

MEMORANDUM

DATE: NOVEMBER 18, 2010

TO: PARK AND RECREATION COMMISSION MEMBERS

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

SUBJECT: **NOVEMBER 2010 COMMISSION MEETING, ITEM III-C
UPDATE ON THE OFFICE OF THE ARTS AND ARTS COMMISSION
ACTIVITIES**

Please see Attachment:
OFFICE OF THE ARTS MONTHLY STAFF REPORT – NOVEMBER/DECEMBER 2010.

OFFICE OF THE ARTS MONTHLY STAFF REPORT – NOVEMBER/DECEMBER 2010

GRANTS PROGRAM

Alexandria Commission for the Arts Grants Program

Team Lead: Cheryl Anne Colton

Status: Staff received revised FY 2010 Final Report from the Alexandria Citizens Band. Meeting between Citizen Band members and Commission pending.

Three FY 2012 grant workshops were held: September 20 (12 people attended); Wednesday, October 6 (21 people attended); Thursday, October 28 (16 people attended) at the Durant Arts Center. Final Report forms for FY 2011 and FY 2012 were distributed.

Important Date: FY2012 Application deadline: Friday, November 19.

PUBLIC ART FUNDING POLICY

Team Lead: Alisa Carrel

Status: Pat Miller and Alisa Carrel to meet with NAIOP (developer group) on December 9 to discuss draft policy. Additional meetings to be scheduled with other developers and arts community members who provided input on the draft policy. Once stakeholder meetings have been completed, the policy will be taken to Planning Commission and then City Council in January/February time frame.

PUBLIC ART PROJECTS

Police Memorial

Team Lead: Alisa Carrel

Status: The Police Memorial displays have been on display at three different police facilities for the past few weeks. The public comment period will end on Friday, November 19. The Selection Panel will meet within the next month to discuss the proposals, review the public comments and make a recommendation for a finalist. Arts Commissioners can expect the report at either the December or January Arts Commission meeting.

Freedmen's Cemetery

Team Lead: Alisa Carrel

Status: Request for Qualifications anticipated to be posted in early December.

Captain Rocky Versace Plaza and Vietnam Veterans Memorial

Team Lead: Cheryl Anne Colton

Status: Staff is in the process of obtaining bids for gold leafing the stars and re-lettering. The funds from the last two golf tournaments along with the CIP funds will be used for this phase of maintenance work for the memorial.

Vaughn Ambrose secured a bugler, Viviana Valentine, for the November 11 Veterans Day Ceremony. Miss Valentine has played "Taps" for the Veterans and Memorial Day Ceremonies, organized by the Friends of Rocky Versace, for the past two years. In addition, Miss District of Columbia International sang the "Star Spangled Banner" and "God Bless America."

King Street Gardens Park

Team Lead: Cheryl Anne Colton

Status: No new information to report.

Charles Hamilton Houston Memorial

Team Lead: Alisa Carrel

Status: Artists Presentations/Interviews anticipated to be held end of January.

Charles Hamilton Houston Memorial Community Outreach

Team Lead: Cheryl Anne Colton

Status: The Alexandria Black History Museum, Charles Houston Recreation Center and Office of the Arts will host Mr. Rawn James during Black History Month for a “Tea and Talk” outreach activity with youth. Rawn James, Jr., is author of “Root and Branch: Charles Hamilton Houston, Thurgood Marshall and the Struggle to End Segregation.” Date TBD

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

Team Lead: Alisa Carrel

Status: The mural previously located on the outside of the building has been moved inside. Ihor Makara, Public Art Committee member, is making recommendations for its repair. A site proposal will be developed with Architects Anonymous to assist with funding opportunities.

Ward’s Recipes

Team Lead: Alisa Carrel

Status: To meet with artist and co-chairs of the Public Art Committee within the next two weeks. Update to follow.

PUBLIC ART IN URBAN PLANNING**Waterfront Plan**

Team Lead: Alisa Carrel

Status: Final edits are being made to the arts document by Public Art Committee members. Public Art Co-chairs are meeting with Planning and Zoning and history staff and volunteers to discuss incorporating both the arts and history plans into the Waterfront Small Area Plan. Release for public comment period anticipated January 18 – February 28, 2011.

Important Date: December 13, 2010, Time and Location TBA, Community Meeting on Design and Circulation

BRAC

Team Lead: Alisa Carrel

Status: The Selection Panel has been formed: four members of the Public Art Committee (Matthew Harwood, Mary Cook, Veronica Mitchell, Cheryl Leibovitz), two City staff (Jeff Farner, Planning & Zoning, Alisa Carrel, Office of the Arts [non-voting]), representative from Duke Realty (Kevin Knue), two Army Corps members (Alana McCann, Joanne Hensley), one WHS (architecture and planning firm) representative (Albert Jones) and one WBA (design firm Wisnewski Blair & Associates) representative (Luther Blair). They will meet within the next two weeks to narrow the field of artists from 22 to 10.

ALEXANDRIA POET LAUREATE

Team Lead: Cheryl Anne Colton

Status: Amy Young will provide a second series of “Come Write With Me” workshops on Monday nights January 31, February 7, 14, (No class Presidents’ Day), 21, 28, March 7, and 14, 7-9 pm. Cost is \$12, maximum number of participants is 12. If you know of people who might be interested, please have them email:

poet@alexandriava.gov.

A second Poetry Summit meeting will be held on Tuesday, November 16 at 4:30 pm in the Durant Arts Center’s Community Arts Room. The Poet Laureate will further explore ways in which she will be able to advance her goals and objectives. Anyone who is interested in assisting her will be welcome to attend.

Amy Young put together a listing of her Poet Laureate activities between July and October. See attached. She is also keeping a blog, to visit Amy’s blog, “Poet Space: Poems and Ponderings” <http://alexandriapoetlaureate.blogspot.com>.

Important Date(s): **Second Poetry Summit meeting, Tuesday, November 16, 4:30 pm, Durant Arts Center’s Community Arts Room. “Come Write With Me” workshops, second series to begin January 31.**

EVENTS

Alexandria Film Festival

Team Lead: Alisa Carrel

Status: This year’s film festival, held November 4 – 7, offered four days of feature-length films, documentaries, shorts, and animation. The Festival began with a sponsor reception, at the Morrison House, hosted by Chef Dennis Marron and General Manager, William Smith. Opening Night Party at the Torpedo Factory Art Center was held in conjunction with the Ofrenda: Art of the Dead exhibition by the Torpedo Factory Artists Association and featured film trailers and screenings of the Honorable Mention films: two zombie films, a claymation short and a 3-D horror films. This year, we expanded to include more films than ever in 6 different venues including AMC Hoffman, Old Town Theatre, the Athenaeum, the Lyceum, Convergence (in the West End) and today’s showings at the Durant Art Center. More than 1/3 of the film screening included an audience Q&A with the filmmakers. Many others included accompanying programs.

The winners were:

Best of Fest Award – “Fred and Vinnie”

Comedian/Actor/Writer Fred Stoller in attendance.

Jury Prize – “Ride the Divide”

Producer, and Alexandrian, Joe Cantwell and cyclist Rueben Kline in attendance.

Audience Award – “Race to Nowhere”

Producer Vicki Abeles in attendance.

Best Foreign Film Award – “Bodhisattva”

Star/Writer/Director San Banarje and leading actress Trisha Ray in attendance.

Preliminary figures indicate:

- 112% increase in ticket sales revenue
- 44% increase in attendance
- 78% increase in cash donation revenue (does not include in-kind)
- 154% increase in number of donors
- 55% of all cash donors were first time film festival donors
- First national sponsor – AMC Theatres

While these are exciting numbers, we did not bring in enough funds to cover all the expenses. With final invoices still coming in, the deficit estimate is between \$7,000 - \$8,000. The Film Festival Committee will meet soon to plan fund raising activities. The number of volunteer hours has not yet been calculated but, with the dedicated group we had this year, that figure will be enormous.

COLLABORATION

Arts Marketing Initiative

Team Lead: Alisa Carrel

Status: Staff continues to work on the ArtsInAlexandria.com web site.

Youth Arts Festival

Team Lead: Cheryl Anne Colton

Status: The date of July 30, 2011 is set for the next Youth Arts Festival. Partners for the Festival included the Alexandria Redevelopment Housing Authority, Urban League, Alexandria Commission for the Arts, and the Department of Recreation, Parks and Cultural Activities. No new information to report.

Important Date: July 30, 2011

CITY GALLERIES PROGRAM

Call for Artists/Placements

Team Lead: Cheryl Anne Colton

Status: A “call for entries” was distributed through a variety of internet sources, along with placement of posters in Recreation Centers, historic properties and coffee shops located on King Street. Twenty-three entries were received. On Monday, November 29, 5-7 pm, the City Galleries Committee will review these entries and will select placements for the City Galleries. The Committee members are David Martin, Chair, representing ACA; Sydney Dawkins and Barbara Boehm also representing ACA; Rose O’Donnell, representing The Art League; Marlin Lord, representing the Del Ray Artisans; and Gwen Lockhart, individual artist who assists with placing artists in the foyer of the Beatley Library.

The Art in City Hall program will hold their opening reception for the current show on Tuesday, November 30, 5-6:30 pm, in room 2000, City Hall. Liz Vorlicek was the juror for the current show. Ms. Vorlicek is a ceramics teacher at the Episcopal High School. She received her BFA and MFA in Ceramics at the New York State College of Ceramics at Alfred University, Alfred, NY. Vorlicek has exhibited her work through-out the U.S. She recently won the Cochran Mastership for Fine Arts, for Excellence in Teaching Fine Arts at the Episcopal High School in Alexandria, VA. Vorlicek is also the co-curator of the Angie Newman Johnson Gallery.

The following individuals will receive awards at the November 30 reception:

- Alexandria Commission for the Arts Award - Best in Show: David Mann, "Quebec City," Photograph
- The Art League Award: Lynn Mehta, "Into The Blue," Oil
- Del Ray Artisans Award: David Montgomery, "Night in the Gazebo," Digital Photograph
- Torpedo Factory Artists' Association Award: Catherine Powers, "Storm," Photograph

Important Dates: Opening Reception, Art in City Hall, Tuesday, November 30, 5-6:30 pm, Room 2000, City Hall, 301 King Street.

RESEARCH

Local Arts Index

Team Leads: Alisa Carrel and Cheryl Anne Colton

The resulting study will provide us with a valuable analysis of arts participation within Alexandria and a comparison to other jurisdictions. Ross Simons is leading the efforts from the Commission's perspective on the Steering Committee. Helenmarie Corcoran will represent the Alexandria Arts Forum. Emily Yager, intern and Cheryl Anne Colton are collecting this information.

Arts and Economic Prosperity IV Study

Team Leads: Alisa Carrel and Cheryl Anne Colton

A welcome packet from Americans for the Arts is anticipated to be received in December. Cultural Alliance of Greater Washington is the lead agency for the region. The collection of the data from arts organizations and their audiences is anticipated to begin in January 2011.

Submitted by Alisa Carrel and Cheryl Anne Colton

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CALENDAR [November-December 2010]

Police Memorial Finalists Public Exhibitions, through November 19
2034 Eisenhower Avenue – Suite 250, Alexandria, VA.

Poet Laureate Meeting

Tuesday, November 16, 4:30 pm
Durant Arts Center, 1605 Cameron Street, Alexandria, VA.

Alexandria Arts Forum Meeting

Thursday, November 18, 12:00 pm, Durant Arts Center

Deadline for Fiscal Year 2011-2012 On-line Grant Requests

Friday, November 19, for more information
visit: alexandriacommissionforthearts.org, or call 703.746.5588.

King Street Gardens Park Foundation

Wednesday, November 24, 7 pm
Durant Arts Center, 1605 Cameron Street, Alexandria, VA.

Art in City Hall Opening Reception

Tuesday, November 30, 5-6:30 pm
Room 2000, City Hall, 301 King Street, Alexandria, VA

Holiday Party, sponsored in partnership between the Commission for the Arts and the Alexandria Arts Forum

Thursday, December 9, 5-7:15 pm.
Little Theatre of Alexandria, 600 Wolfe Street, Alexandria, VA.

Public Art Committee

Wednesday, December 15, 7 pm
Durant Arts Center, 1605 Cameron Street, Alexandria, VA.

Alexandria Commission for the Arts Regular Monthly Meeting,

Tuesday, December 14, 7 pm
Durant Arts Center, 1605 Cameron Street, Alexandria, VA.

City Galleries:

City Council, City Manager and Employee Lounge Galleries: Episcopal High School Students, through January, 2011

Bi-Annual Art in City Hall Juried Exhibition: New show through April 15, 2011
Reception, Tuesday, November 30, 5-6:30 pm, Room 2000, City Hall, 301 King St.

Transportation and Environmental Services Department, 4th Floor: Various Artists, through July, 2011

Mayor's Gallery, Room 2331: Melissa Benson, Intern Show through December 20, 2010. Del Ray Youth works, January 10 through June 30, 2011.

Charles E. Beatley, Jr. Central Library: David Livingston, paintings, through January 2011 and Brian Kirk, sculpture exhibit, through January 6, 2011

Durant Arts Center: Young At Art, through January 2011, co-sponsors: Goodwin House Foundation and Senior Services of Alexandria; Roger Blakeley, through June 30, 2011, Community Arts Room.

Lee Center Gallery: Living Legends of Alexandria 2007-2008 Show, through June 30, 2011. **2nd Floor:** Administrative Offices, Recreation, Parks and Cultural Activities, Melissa Benson, Intern Show through December 20; Ginnefine Jalloh through January 10, 2011; Annmarie Coolick and Brian Kelley through June 30, 2011.

City of Alexandria, Virginia

MEMORANDUM

DATE: NOVEMBER 18, 2010

TO: PARK & RECREATION COMMISSION MEMBERS

FROM: DANA WEDELES
URBAN PLANNER

RON M. KAGAWA, ASLA LEED AP
DIVISION CHIEF, PARK PLANNING

SUBJECT: REVISED WEBSITE – ITEM III-D

All Park listings on the RPCA website have recently been updated. The text for each park listing now reflects its current amenities, size, and significance.

The new version is formatted with each park listed as follows:

1. Park Name
2. Park Size
3. Park Location (link to map of park)
4. Icons of Park Features, example: 
5. List of Park Features
6. Additional Information

The new format is intended to simplify the park information and serve as an easy reference tool for the public. This format will also allow for continual updates as changes to facilities occur and as the park inventory project proceeds. The new website can be viewed at:
<http://www.alexandriava.gov/recreation/info/default.aspx?id=12284>

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City of Alexandria, Virginia

MEMORANDUM

DATE: NOVEMBER 18, 2010

TO: PARK & RECREATION COMMISSION MEMBERS

FROM: PARK PLANNING, DESIGN & CAPITAL DEVELOPMENT TEAM
LAURA D. DURHAM, CITY OPEN SPACE COORDINATOR
RON M. KAGAWA, ASLA LEED AP DIVISION CHIEF

**SUBJECT: ACTIVITIES UPDATE OCTOBER-NOVEMBER, 2010
OVERVIEW – SELECTED PROJECTS AT A GLANCE, ITEM III-D.**

I. Park Planning

Park Master Planning-Inventory & Standards

- a. Park Inventory Park Planning staff continues to work on the park inventory with GIS as previously described. Monthly internal meetings with GIS and Park Operations were initiated in November. In conjunction with these efforts, Park Planning staff have updated the department's website listing of parks to reflect the most accurate and timely information on existing parks.
- b. Park Standards-Park Planning staff continues to work on the park standards in conjunction with Park Operations. Monthly meetings with Park Operations staff were initiated in November.

Four Mile Run Open Space Properties on Mount Vernon Avenue

- a. Site: Staff continues to work with "Architects Anonymous" on the park planning process for the four parcels (63,803 SF/1.46 ac.) purchased with Open Space funds at a cost of \$4,800,000.
 - i. Draft concepts for the site were presented at the Arlandria Action Plan Advisory Group meeting held on November 2.
 - ii. Additional community outreach is planned for the next 4-6 weeks.
 - ii. The weekly Farmers Market held on site ended its season on October 31.
- b. Building: Staff continues to work with a pro-bono architects' team known as "Architects Anonymous" and with the Department of General Services to complete construction documents for renovations as a public building.

Waterfront Small Area Plan

Revised timeline provided to staff in November includes draft master plan delivery to the public in January, 2011 and public review for 41 days thereafter. Master Plan is targeted for review by City Council in April, 2010/11. Review of the plan before the Park & Recreation Commission is proposed by staff for the Commission's January, 2011 meeting.

Potomac Yard-Landbay K

FSP #3 comments returned to the applicant November 11, 2010. Staff are meeting twice weekly with applicant's consultant. Anticipate construction start in Spring, 2011 with significant construction administration commitment by Park Planning staff.

Jones Point Park

- a. See attached memorandum to Mayor and City Council.
- b. City staff from RPCA-Arts, Marketing & Special Events and RPCA-Park Planning will share responsibility during Park construction and provide advance communication related to construction activities and community impacts. Items such as installation of piles, route changes (although it will remain continuously open) for the Mount Vernon Trail, opening/closing sections of the site, coordination with special events would be examples of such outreach.
- c. RPCA will serve as day-to-day point of contact on behalf of the City's participation. It is anticipated that updates will be issued approximately once per month or as project conditions warrant.
 - i. City staff will attend weekly project meetings.
 - ii. City staff will notify the community via the City website, eNews, local media and community postings (canvas neighborhoods) if warranted.
 - iii. City staff will encourage VDOT to establish periodic community meetings during construction to provide information updates and to respond to questions from the public.

Beauregard Corridor Small Area Plan

Planning and Zoning staff held a work session with City Council on October 26 with a focus on transportation issues and the upcoming schedule for ongoing planning. A Beauregard Ad Hoc Group meeting will follow on November 16.

Open Space Planning & Acquisition

Planning for acquired properties is ongoing with the park planning for the Four Mile Run Park Expansion properties underway; an expected Nov. 12 receipt of bids for construction of the E. Del Ray Pocket Park; and final landscaping installation at the 48 South Early Street Pocket Park. Tenants of the 600 North Henry Street property will remain in the building for at least 12 months while ongoing discussions with the Post Office regarding the adjacent parcel are underway.

II. Capital Project Implementation

1-7 East Del Ray

Proposals/bids for Phase One construction with Phase Two as an alternate on November 15. Staff analysis is currently underway. Anticipate construction start in Spring, 2011.

48 South Early Street-Pedestrian Bridge and Park

Plantings consistent with the approved plan have been nursery selected. Installation and completion of plantings anticipated by November 30, 2010.

2009 Athletic Field-Ben Brenman

Construction commenced August 09. Contractor experienced significant delays due to weather. "Carpet viewing day" for City Council, Park & Recreation Commission, Youth Sports, Cameron Station residents scheduled for October 26 was lightly attended due to rainy conditions. First punch list for completion performed by RPCA staff on November 12, 2010.

Witter Athletics

Project bid due date changed by City Purchasing from November 7 to November 15, 2010. Contractor mobilization anticipated in January, 2011 with 15-18 months of construction thereafter with significant construction administration commitment by Park Planning staff. RKK selected as project construction manager.

Four Mile Run Pedestrian-Cyclist Bridge Competition

Grimshaw/Arup/Scapes selected as consultant. Kickoff meeting for proposal scope of work held on May 11. No-rise waterway engineering analysis will require redesign of competition proposed bridge concept. Additional information, including the presentations and information on the firms is available via <http://www.4milerun.org/>

Four Mile Run Demonstration Project

Review of 60 percent construction documents is underway. National Endowment for Arts supported consultant meetings in September/October. Project presentation at joint meeting of Arlington County Board and Alexandria City Council on October 14.

Freedmen's Cemetery

DSUP approval by Planning Commission on May 3 and by City Council on May 15. Final Site Plan #3 and 90 percent contract document review ongoing. Construction start anticipated in Spring, 2011.

Playground Renovations

- a. Landover Playground was completed September 03, 2010.
- b. Contract awarded to Avon Corporation for construction at 3 sites (\$336,000)
Avon has committed two work crews to complete the playground renovations.
 - i. James Mulligan Park:
- Start Date: September 02. Completion Date: November 22.
 - ii. Stevenson Park:
- Start Date: September 22. Anticipated Completion Date: November 30.
 - iii. Tarleton Park:
- Start Date: October 05. Anticipated Completion Date: November 30.

###

November, 2010	Activities Update				PARK PLANNING, DESIGN & CAPITAL DEVELOPMENT (P&RC 11/18/10)
Project	Description	Team	% Complete	Delivery	Notes
PARK & OPEN SPACE PLANNING					
Parks Inventory	Core Service Initiative	LD, DW	5% Complete	July, 2011	Park Planning staff continues to work on the park inventory with GIS as previously described. Monthly internal meetings with GIS and Park Operations were initiated in November. In conjunction with these efforts, Park Planning staff have updated the department's website listing of parks to reflect the most accurate and timely information on existing parks. Questions reviewed. RFP for consultant underway.
Needs Analysis & Survey	Core Service Initiative	LD, DW	10%	April, 2011	
City Master Plans/Open Space/SAPs					
Potomac Yard Small Area Plan	Small Area Plan	BC RMK	100% Planning	May, 10	Approval by Planning Commission at May 4th Hearing. Approved by City Council on May 15.
North Potomac Yard CDD	CDD	BC RMK	100% Planning	June, 10	Approved by Planning Commission on June 3 and City Council on June 12.
Potomac Yard CDD #10 Amendments	CDD	BC	85% Planning	Oct. 2010	Revisions to the existing CDD and various DSUP's based on recent approval of North Potomac Yard.
Waterfront Small Area Plan	Small Area Plan	LD LS RMK	75% Planning	Sept. 2010	Revised timeline provided to staff in November includes draft master plan delivery to the public in January, 2011 and public review for 41 days thereafter. Master Plan is targeted for review by City Council in April, 2010/11. Review of the plan before the Park & Recreation Commission is proposed by staff for the Commission's January, 2011 meeting.
Beauregard Corridor Small Area Plan	Small Area Plan	LD RMK	90% Planning	Nov. 2010	Planning and Zoning staff held a work session with City Council on October 26 with a focus on transportation issues and the upcoming schedule for ongoing planning. A Beauregard Ad Hoc Group meeting will follow on November 16.
Eisenhower West	Small Area Plan	LD __	100% Planning	Tbd	Staff involvement limited at this time, expecting Spring, 2011 project restart.
Housing Master Plan	City Master Plan	LD	100% Planning	Spring 2011	Project commenced April 2010. Staff involvement limited at this time.
Aquatics Master Plan	Dept.	LD, RMK	Initiated as RFP by Direcotr 08.2010	Spring 2011	Revised proposal received from KHI on October 12. Comments due from Recreation on October 13. Anticipate start up in November, 2010.
Park Master Planning	Dept.	LD	Ongoing	Tbd	Continued project scoping underway. All Park Planning staff involved.
Ariandria Implementation	Small Area Plan	LD, DW	80% Planning	Ongoing	July meetings with architects regarding the building documents for reuse of the Duron Paint store building for community/park use. Ongoing internal staff meetings to address building code, operational and legal issues. Interdepartmental bi-monthly meetings on Ariandria Action Plan Implementation held in July. Farmers Market established and growing weekly on site.
Braddock Small Area Plan-Implementation	Small Area Plan	LD RMK	90% Planning	Ongoing	General Services working on property management meetings solicitation in July. Updates to Planning and Zoning and the Community provided regarding immediate and long term plans for the site.
Holmes Run Trail Crossing	Interjurisdictional	JL	Ongoing	Ongoing	TES coordinating VDOT approvals. Construction anticipated Late 2010-Early 2011
Synthetic Fields Update 2009	Strategic Planning Study	BC RMK	On Hold	On Hold	Being restarted with UP-II Position as a part of inventory process.
Eco-City	City Initiative	JL, LD	Ongoing	Ongoing	Ongoing interdepartmental coordination.
Wayfinding	City Initiative	LD	Ongoing	Ongoing	No activity this period.
King Street Retail Implementation	City Initiative	LD	Ongoing	Ongoing	Staff involvement limited this period
Open Space Planning & Acquisition	Divisional and City responsibility	LD	Ongoing	Ongoing	
Fort Ward	Advisory Committee	LD	Ongoing	Priority Jan. 2011	
James Bland	Planning	LD, RMK	Ongoing		
Unscheduled Project					

Facility Maintenance Agreement -
ACPS/RPCA/TES/GS

Facility Services Agreement - RPCA/GS

CAPRA Policies/Procedures Manual

Maintenance MOU	BC RB	95% Document	Ongoing	
Maintenance MOU	BC RB	95% Document	Ongoing	
Departmental Policy	JB, RMK	Kick-Off Summer, 2010	Priority	Park Planning related items complete and submitted as first draft October 15, 2010. Anticipated Completion beginning of FY 2012. Ongoing meetings with SMG Staff. Department-wide first draft due date January 25, 2011.

CAPITAL PROJECTS					
Capital Projects-RPCA					
Park Standards	Core Service Initiative	BC JL	5% Planning	Aug-11	Park Planning staff continues to work on the park standards in conjunction with Park Operations. Monthly meetings with Park Operations staff were initiated in November.
ADA Improvements-Ben Brenman Park	Picnic Table(s) and Bench Pads	JL RMK	Priority	November, 2010	Work substantially complete in place November 12, 2010.
1 & 7 E. Del Ray Park	Site development Phase I	JL LD RMK	Solicitation	Spring 2011	Phase I solicitation received November 15. Review of responses underway. Anticipated construction, Spring, 2011.
48 South Early-St. Park/Pedestrian Bridge	Pedestrian Bridge removal and replacement	JL LD RMK	Priority Complete	July, 2010	Bridge project complete.
48 South Early-St. Park	Site Improvements Phase 2	JL LD	Priority Construction	November, 2010	Contract documents for Plantings, Irrigation, and other Site Improvements awarded. Due to adverse summer weather, installation of plantings anticipated for completion November 30, 2010.
2009 Athletic Field-Ben Brenman	Sythetic turf field and lights for little league field	BC RMK LD	Priority Construction	November, 2010	Work substantially complete in place November 12, 2010. Final completion by November 22, 2010.
Playground 2010 Stevenson Park	Playground renovation	JL LD RMK	Priority Construction	Fall 2010	Construction and Bid Documents completed. MASC Tier II Invitation to Bid issued on June 24 with July 8 closing date. (\$126,000 budget). Projects awarded to Avon Construction. Work commenced September 22, 2010. Construction at 40% completion. Anticipated delivery date November 30, 2010.
Playground 2010 Mulligan Park	Playground renovation	JL LD RMK	Priority Construction	Fall 2010	Construction and Bid Documents completed. MASC Tier II Invitation to Bid issued on June 24 with July 8 closing date. (\$99,000 budget). Projects awarded to Avon Construction. Work commenced September 2, 2010. Construction at 95% completion. Anticipated delivery date November 22, 2010.
Playground 2010 Tarleton Park	Playground renovation	JL LD RMK	Priority Construction	Fall 2010	Construction and Bid Documents completed. MASC Tier II Invitation to Bid issued on June 24 with July 8 closing date. (\$104,000 budget). Projects awarded to Avon Construction. Work commenced October 5, 2010. Construction at 20% completion. Anticipated delivery date November 30, 2010.
Playground 2010 Landover Park	Playground renovation	JL LD RMK	Construction Complete	Summer 2010	Playground renovaton complete. Playground open to public September 3.
Playground 2011 Boothe Park	Playground renovation	JL LD RMK	0% Design/PI	Spring 2012	Begin process/coordination with Tucker School/Community Fall 2010.
Playground 2011 Buchanan Park	Playground renovation	JL LD RMK	30% Design	On Hold	On Hold pending City determination of Jefferson-Houston School redevelopment process, program and schedule. Possible nterim improvements Tbd.
Playground 2012 Mt. Jefferson	Playground renovation	JL LD RMK	0% Design/PI	Fall 2012	Begin process/coordination with Mt. Jefferson Civic Association/Community October 2011.
Playground 2013 Hoofs Run Park	Playground renovation	JL LD RMK	0% Design/PI	Fall 2013	Begin process/coordination with Rosemont Civic/Community February 2012.
Playground 2013 Ewald Park	Playground renovation	JL LD RMK	0% Design/PI	Fall 2013	Begin community process February 2012.
Montgomery Park Improvements	Site Improvements	JL LD	10% Design	On Hold	Dog park improvements and path On Hold. \$15,000 Developer Contribution unexpended.
Ballcourt Renovations	Resurfacing, cosmetic changes and minor repairs	LS, ST	0% Design/PI	Summer 2010	PO pending Lee Court lights.

Carlyle Tennis Court	Resurfacing and construction remedy work	LS, BC	Construction Complete	August, 2010	Court Project complete and re-opened to the public.
George Mason Trail-Phase One	Walking trail	JL	Completed	Nov. 2009	Stone Path Completed.
George Mason Trail-Phase Two	Walking trail	JL	On-Hold Design	Tbd	Pending Completion of TES Drainage Improvements (Fall 2010) and Geroge Mason PTA funding(\$18,270). Cost estimates obtained through MASC Tier I contract. Re-bid informally in September 2010. Triple J Construction. Anticipated completion date December 15.
Lights Replacement-Four Mile Run Athletic Field	Athletic Field light Replacement	BC	in process	Fall 2010	MASC Tier II option was not viable due to cost. ITB to be posted early September. Bid closed Sept 16, 2010. Work to commence November, 2010.
Four Mile Run Pedestrian-Cycle Bridge Competition	Interjurisdictional client for Ped bridge over Four Mile Run with NVRC, Arlington	RMK, DW	Ongoing	July, 2010	Grimshaw/Arup/Scapes selected as consultant. Scope and management structure of design and construction team in development.
Four Mile Run Demonstration Project	Interjurisdictional client for Ped bridge over Four Mile Run with NVRC, Arlington	RMK, DW	35% Construction Documents	Dec. 2010	90% design documents due December 2010.
Marina-Blue Lights	Security and Boater safety	LS	Completed	Summer 2010	Phase I Blue Light replacement project completed.
Marina-Security Gates	Security and Boater safety	LS	On Hold	On Hold	Pending guidance from CMO.
Marina-Pump Out/Septic	Environmental and Operational project	LS	On Hold	On Hold	Significant completion of project achieved May 2010. Punch list to be completed by GS (hydrant protection).
Marina-Security Cameras-Phase One	Public safety project	LS	Completed	Feb, 2010	Complete and operational. Assessment of effectiveness in process.
Marina-Security Cameras-Phase Two	Public safety project	LS	Tbd	Tbd	Work scope to be determined based on full staff assessment of phase one and available funding.
Marina-Restroom Door Replacement	Security and safety	LS	Completed	April, 2010	Completed and operational.
Marina-Piling Replacement	Public safety project	LS	Scope submitted to T&ES	March, 2011	Coordinating with TES and GS. Awaiting receipt of permits by T&ES. Dockmaster met with DC agencies and has submitted permit, waiting for response.
Marina- Dockmaster Hut	Environmental, Safety	LS	Report Received	Tbd	Report received from contractor. Hut closed, staff relocated to retail space and rented booth. RPCA and GS staff researching long term solutions; recommendation expected September 2010. Recommendations received and team to meet September 23, 2010 to evaluate.
Department Communications	Special Project	BC DW	Ongoing	Ongoing	Next issue of Dispatches to be produced in September to capture storm damage as well as projects under construction at B. Brenman, Landover, Van Alstine and status of other playgrounds and pocket parks
Sacandaga Totem Sculpture-J. Van Alstine	Special Project with private sculpture donor	RMK	Complete	Priority	Complete in place September 21, 2010.
CIP "O" Drive	Update Drive	LS	Ongoing	Ongoing	Items added as they are submitted for approval.
Department Procedures/CAPRA Reporting	SMG Project	RMK	Ongoing	Ongoing	SMG staff.
Employee Administration Response Analysis	SMG Project	RMK	100% Complete	Complete	Complete
Ramsey House Visitor's Center Garden	Unscheduled Project	JL, JW	Concept Plan	Response Memo Due 08.30.2010	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.
Minnie Howard Lights Replacement of Athletic Field Lamps	Warranty Work Field Lamps	RMK, BC	to be complete September, 2010	September, 2010	Replacement of all lamps by Qualite due to low performance. Second replacement cycle in two years. Qualite to perform work at no cost to City. Testing of replacement lights performed on October 21.
Unscheduled Project					

Intradepartmental Capital Projects- ACPs					
ACPS-Douglas MacArthur School Field	75x150' Syntetic Turf Field	RMK, BC	100% Construction Documents	Spring, 2011	Bids returned October 15. Bid analysis provided to ACPS October 22.
ACPS-TC Williams High School	Curb Appeal along King Street	RMK	TB Scoped	Fall, 2010	Project placed on hold by ACPS
ACPS-James Polk Elementary School	Site programming and development	RMK, DW	Under Construction	Fall, 2010	Under Construction.
ACPS/RPCA-Patrick Henry Community School	Site programming and development	RMK, DW	Tbd	Fall, 2013	tbd
ACPS/RPCA-Jefferson Houston Site	Site programming and development	RMK, DW	Tbd	Fall, 2014	tbd
ACPS-Multi Site DSP for Modular Classrooms DSP2010-0003	Site Development	RMK, DW	Tbd	Spring, 2010	Approved by Planning Commission in October, 2010. Final Site Plans underway. Meetings with Park Ops and Recreation scheduled for week of November 15.
ACPS-Elementary School (Cora Kelly)	Site programming and development	RMK, DW	Tbd	Fall 2016	tbd
ACPS-Hammond Middle School	Synthetic Turf Field, walking track and field lights	BC RMK	Project started August, 2010	2011-12	ACPS project with RPCA assistance. ACPS scheduling delivery for Summer, 2011 using Ben Brenman Fields Consultant. RPCA providing only technical support. ACPS will process all public meetings and documents including SUP for lights. Presentation at PR Commission anticipated in Januarv, 2010.
Unscheduled Project					
John Adams Elementary School DSUP 2010-0020	Entrance Drive and Bus Loop Improvements	RMK	Concept Plan	Summer, 2012	Unscheduled Project. Concept Plan #1 Comments submittal August 16, 2010. IDR Review August 12, 2010. Substantial Comments. No activity this period.
Interdepartmental Capital Projects-GS/TES					
Windmill Hill Park Improvements	Capital Project	LS, LD	Pending	Tbd	RPCA staff working with United States Army Corps of Engineers, Sector Baltimore to acquire Section 510 program funding. Program letters of intent executed by City (copies on O drive) Scope of bulkhead replacement project and consultant cost estimate presented to USACE. USACE developing project scope per their agency requirements (should be completed by end of September 2010).
DASH Headquarters	Site landscape and DSUP requirements	RMK	100% Complete	Spring, 2010	Punch List for outstanding warranty items completed . Project will be accepted upon completion of punchlist items in Fall, 2010.
Eisenhower Avenue Widening	Roadway and Streetscape design	BC RMK	30% Design	Tbd	Project on Hold for rescaping considerations.
Fire Station 203 (Cameron Mills)	Site landscape and DSUP requirements	BC RMK	10% Design	Tbd	Project is in schematic design.
Fire Station 205 (Cameron Street)	Site landscape and DSUP requirements	BC RMK	Pending	Fall 2015	Pending.
Fire Station 207 (Duke Street)	Site landscape and DSUP requirements	BC RMK	Pending	Fall 2018	Pending.
Fire Station 209 (Potomac Yard)	Site landscape and DSUP requirements	BC RMK	100% Construction	Spring 2010	Complete.
Fire Station 210 (Eisenhower Avenue)	Site landscape and DSUP requirements	BC RMK	10% Design	Spring 2013	Project is in schematic design. Possible site modifications.
Holmes Run Watershed Sewer Facility	Natural sites review	BC RMK	5% Design	Tbd	Consultant to further investigate options and re-present. T&ES/City Attorney's Office are investigating options concerning NVRPA lease along Cameron Run.
King-Beauregard Improvements	Site landscape and streetscape requirements	RMK, DW	60% Design	On Hold	TES lead agency. Street and ROW improvements.
Public Safety Center	Site landscape and DSUP requirements	RMK	30% Construction	Fall 2012	Under construction.
Braddock Metro/GW Middle School Trail	Install asphalt trail between Metro School Parking lot and remedy drainage	RMK	Scoping	Summer 2010	Completed in July, 2010.
MASC Tier One Contract	Multiple Award Schedule Contract >\$100K	— RMK	complete and accessible	Ongoing	RPCA lead. Citywide access. Being used for Playground solicitations.
MASC Tier Two Contract	Multiple Award Schedule Contract <\$100K-3M	— RMK	complete and accessible	Ongoing	RPCA lead. Citywide access. Contracts completed

INTERDEPARTMENTAL PROJECTS					
Public/Private					
WW Bridge - Witter Fields	Athletic Fields	RMK BC	Solicitation	June, 2012	Bids received October 15, 2010. Award anticipated in Winter, 2010. Spring, 2011 construction start anticipated.
Freedmen's Cemetery	DSUP Approval and document preparation	LD RMK	Priority DSUP	November, 2012	90% contract documents completed. Specifications remain outstanding for review.
Freedmen's Cemetery Sculpture	DSUP Approval and document preparation	LD RMK	Preliminary Plan	Tbd	Alisa Carrel coordinating RFP for artists. Timing based on anticipated construction schedule.
Potomac Yard - Landbay K	Design and Construction of regional park	BC RMK	Priority 50% Design	Spring 2013	FSP #3 comments provided November 11, 2010. Anticipated construction start early 2011.
Potomac Yard - Simpson Replacement Fields	Phased construction of replacement fields in Potomac Yard	BC RMK	50% Construction	Spring 2010	Construction administration ongoing by RPCA staff.
Potomac Yard - Landbay I/J - Finger Parks	Design and Construction of linear park connections	BC RMK	85% Design	2013	Final revisions to be electronic files. Anticipate construction early 2011 and acceptance by the City for phase one (Custis) late 2012 and phase two (Howell) late 2013.
Potomac Yard - Landbay I/J West/L - Public	Design and Construction of public parkland	BC	10% Design	2015	Concept Plan submitted for I/J West and L. Review of public land adjacent to GW Middle School.
Potomac Yard Landbay D	Environmental Remediation and City Acceptance of new Property	BC	Ongoing	2011	See Potomac Yard CDD #10 Amendments
Potomac Yard - Route 1 Improvements	Redesign and Construction of a Major Arterial Road with Dedicated Transit /Medians	BC	60% Design	2011	60% Documents submitted for staff review in July. Major implications for ROW maintenance. Anticipate 90% Documents in late September/early October.
Potomac Yard - Potomac Avenue	Major Arterial Road with Medians	BC	100% Design	Spring 2011	Construction ongoing. Additional revisions due to coordination with Landbay K on lights and parking expected late summer.
Eisenhower Park - Block 19	Design and Construction of Regional Park Property	BC	Ongoing	2015	DSUP Approval granted in 2009. Project On Hold.
Eisenhower Park - ASA	DSUP Approval/Design and Construction of Regional Park Property	BC	Ongoing	Tbd	First concept submitted to the City.
Eisenhower Station Square - Blocks 11 and 12	DSUP Approval/ Design and Construction of Urban transportation plaza	BC	10% Design	2013	Plans received Planning Commission and City Council approval in April. Staff anticipates the first Final submission winter, 2010.
Eisenhower - South Carlyle Square	Park Construction	BC	95% Construction	Fall 2010	As-Built request received August 27. Anticipate final inspection early September with Applicant Team.
Jones Point Park Improvements/Renovation	NPS Park Construction	RMK BC	100% CDs	Oct. 2012	Preconstruction meetings with VDOT, PCC, NPS and Contractor. Anticipate Pardon Our Dust Public Meeting preconstruction December 08, 2010. RPCA staff to be City lead.
Jones Point Park Use Agreement	Alexandria/NPS project	RMK BC	Onhold pending meeting w/NPS	Oct. 2012	Anticipated construction commencement in Winter, 2010.
Four Mile Run - ASA	Design and Construction of New Pump Station	RMK BC	10% Design	2012	First concept submitted to the City. Integral coordination with surrounding park land anticipated.
Development Review					
Mount Vernon Commons	DSUP for Housing and Mixed Use Commercial Property	RMK	As-Built Review	Complete	Project is an obligation completion item for development. As-built review coordination with PZ and TES.
Mount Vernon Village Center	DSUP for Housing and Mixed Use Commercial Property	RMK BC	10% Design	2012	Project impacts adjacent Four Mile Run Park. Anticipate open space coordination with Alexandria Master Plan guidance. Ongoing negotiations with applicant.
Edmondson Plaza - 1701 Duke Street	Commercial Office/mixed use and Public Art Installation	RMK	As-Built Review	ongoing	Second As-Built project submission by Applicant in November, 2010. Rejected by RPCA as incomplete and not ready for review.

City of Alexandria, Virginia

MEMORANDUM

DATE: NOVEMBER 18, 2010

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 III-E
MARKETING, PUBLIC RELATIONS & SPECIAL EVENTS DIVISION
UPDATE

Proposed City of Alexandria Foot/Walk/Bike Race Policies and Management Guidelines

The City's Special Events Committee has prepared the proposed City of Alexandria Foot/Walk/Bike Race Policies and Management Guidelines for Commission review and comment. The draft policy identifies requirements needed to successfully hold an event in the City, and to ensure negative impacts are held to a minimum. In addition, the draft policy supports the existing Special Events Policy and supports the City's initiative to promote healthy lifestyle options for its residents. Draft policy attached.

Proposed Naming of Park Parcel in Honor of Ruby Tucker

The public comment period on the proposal to name the park parcel located at 3500 Jefferson Davis Highway Ruby Tucker Park, closed on Monday, November 8. Comments received unanimously supported the Lynhaven Citizens Association proposal. The proposal and community comments will be forwarded to the City Manager's Office for submission to City Council for consideration and decision.

Park Information Verified and Updated on RPCA Web Site

Park Planning, under the coordination of Dana W. Wedeles, Urban Planner, reviewed and updated the City's park listings on the RPCA web site. Updates and enhancements include verified park addresses, area (size), and park features. In addition, graphic representation of park features and mapping were added. The Department is currently updating its park photo inventory, and when concluded, park photos will be added to the park listings. Similar web enhancements throughout the RPCA website are ongoing.

RPCA Winter 2011 Program Guide

The Winter 2011 Program Guide is in the final stages of production and will be available to the public the week of December 6. The winter guide features more than 15 new classes, web registration for nature classes and activities offered at the Jerome "Buddie" Ford Nature Center and has been reformatted for easier readability. The program guide will also feature an enhanced park and facility listings similar to the web, and an updated map.

Special Events & Holiday Concert Calendar – November / December 2010

November 25

35th Annual Alexandria Turkey Trot 5 Miler

Cora Kelly Recreation Center, 25 W. Reed Ave. at 10 am

Sponsor: Delray Business Association

For information, call Paul Coleus at 703.933.0520 ext. 203 or email paul@waterfordinc.com

November 26

Annual City Tree Lighting Ceremony

Market Square, 301 King St. at 7 pm

Sponsor: City of Alexandria

For information, call the Events Hotline at 703.746.5592 or visit

www.alexandriava.gov/recreation.

December 4

Holiday on the Avenue

Parking lot at Nick Colasanto Art Center, 2704 Mt. Vernon Ave. at dusk

Sponsor: Delray Business Association

For information, call Pat Miller at 703.683.2570 or email pmiller1806@comcast.net

December 4

40th Annual Scottish Christmas Walk

Historic Old Town Alexandria at 10:30 am

Cosponsors: Campagna Center and the St. Andrew's Society

For information, call June Geoffrey 703.549.0111, ext. 113 or visit campagnacenter.org

December 4

Parade of Lights

Washington Channel & the City of Alexandria Waterfront

For information, contact Jay Atkinson at 703.304.1523 or paradeoflights@pamplimgroup.com,

or visit VisitAlexandriaVA.com/HolidayBoatParadeofLights

December 5

Toys for Tots

Lee Center, 1108 Jefferson St. from 1 – 5 pm

For additional information, call the Events Hotline at 703.746.5592 or visit

www.alexandriava.gov/recreation.

December 11

Christmas in Camp Open House

Ft. Ward Museum and Historic Site, 4301 W. Braddock Rd. at 5 pm

Sponsor: City of Alexandria

For information, call Susan Cumbey at 703.838.4848 or email susan.cumbey@alexandriava.gov

December 11

Alexandria Holiday Cheerleading Invitational

T.C. Williams High School, 3330 King St. at 11 am

Sponsor: Department of Recreation, Parks and Cultural Activities

For information, call 703.746.5407 or email mac.slover@alexandriava.gov

December 31

First Night Alexandria

Historic Old Town Alexandria from 6 pm-midnight

Sponsor: First Night Alexandria Board of Directors

For information, email adorman@firstnightalexandria.org or visit firstnightalexandria.org.

2010 Holiday Concerts

The following concerts are scheduled at Market Square, 301 King St.

- **Saturday, November 27**
 - Potomac Harmony Chorus (Women’s Barbershop) at 1 pm
 - Doris Justis (Acoustic Folk) at 2 pm

- **Sunday, November 28**
 - Rich Follett (Contemporary Folk) at 2 pm
 - Barbara Martin (Acoustic Jazz) at 3 pm

- **Sunday, December 5**
 - Shir Tze‘ir (Jewish a cappella) at 2 pm
 - The Alexandria Singers (Choral) at 3 pm

- **Saturday, December 11**
 - Bell’s Angels, St. John’s Lutheran Church Handbell Choir (Handbells) at 1 pm
 - Alexandria Harmonizers (Men’s Barbershop) at 2 pm

- **Sunday, December 12**
 - St. Matthew’s United Methodist Church Handbell Choir (Handbells) at 2 pm
 - Blue Book Value Ban (Swing Blues) at 3 pm

Attached: Draft City of Alexandria Foot/Walk/Bike Race Policies and Management Guidelines

**CITY OF ALEXANDRIA
FOOT / WALK / BIKE RACE POLICIES
AND MANAGEMENT GUIDELINES**



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Application	Attached

City of Alexandria Virginia
Office of Special Events
Foot Race / Walk / Bike Permit Application

GENERAL INFORMATION

Each Foot Race / Walk / Bike Permit Application will be reviewed on a case by case basis. The following information provides procedures and management guidelines followed by the City of Alexandria.

1. Permit Applications are submitted to the City of Alexandria Department of Recreation, Parks and Cultural Activities, Attn.: Office of Special Events, 1108 Jefferson St., Alexandria VA 22314.
2. Races with a past success record of 3 years or more in the City of Alexandria may submit an application 90 days in advance of the proposed event.
3. Races, including events with less than 3 years success record, must submit an application 180 days in advance of the proposed event.
4. Applicants or Sponsors who are not a certified 501(c) (3) non-profit organization must contribute a specified portion of the event proceeds to a named certified 501(c) (3) non-profit organization that delivers services in the City of Alexandria.
5. Races which require road closures, parking removal, or disruption of public right-of-ways:
 - a. May not occur on consecutive weekends within a single City Race District; and
 - b. All road closures, parking removal, or disruption of public right-of-ways must not start later than 8 am and must reopen by 10 am, with the exception of George Washington Memorial Parkway events which must reopen in compliance with National Park Service policies and procedures.
6. Races proposed for the Old Town District must be approved by City Council (City of Alexandria Policies and Procedures Manual, Approval, 11.), with the exception of the George Washington Parkway Classic 10 Miler, George Washington Parade 1 Mile Win Sprint and the Colin Casey 2K Fun Run.
7. Road closures, parking removal, or disruption of public right-of-ways will not be permitted on Thanksgiving Day (with the exception of the Annual Del Ray Turkey Trot), Christmas Eve and Christmas Day, New Years Eve and New Years Day and Independence Day (July 4).
8. Applicants will be required to submit a pedestrian detour plan, to be approved by the Alexandria Police Department, if pedestrians are not permitted to cross the race course.
9. Applicants will be required to clean up all water cups/sports gels/banana peels, etc. left on the race course, in City parks, on sidewalks, and all other public right-of-ways. Water stations must not block public access to residential and commercial properties, sidewalks and other public right-of-ways.
10. Total road closure will not be allowed on Cameron St., Commonwealth Avenue, Duke Street, Eisenhower Avenue, Gibbon Street, Route 1 North (Patrick Street), Route 1 South (Henry Street) and Washington Street. King Street west of Russell, Braddock west of Russell and Prince Street. Portions of these streets may be closed on a case by case basis.

11. Races which allow for participants other than runners (i.e. dogs, strollers, walkers, etc.) must include a detailed start plan in the **Route & Site Plan** (Application Requirements – 5.)
12. **Application requires a \$50 Permit Fee due at submission.**

PERMIT PROCESS

Each Foot Race / Walk / Bike Permit Application will be reviewed by the Office of Special Events, and if complete, the application will be forwarded to the Special Events Committee for initial review. Applicants do not need to contact each City Department prior to the application review. Incomplete applications, and/or applications not submitted with the \$50 Permit Fee will not be processed and returned to the applicant.

The City's Special Events Committee will make decisions on granting or denying this permit application based on the criteria specified in the City of Alexandria Policies and Procedures Manual adopted by City Council on January 23, 2010.

After the initial review by the Special Events Committee, the Office of Special Events will schedule a meeting between the Special Events Committee and the applicant to provide final review and make preliminary approval for the proposed event. The applicant will receive, in writing, notification of any additional permits required and the necessary contact information prior to this meeting. Additional permit requirements must be filed a minimum of **30 days** in advance of the event date. Race organizers may not promote their activity until preliminary approval has been received by the Special Events Committee.

The City of Alexandria, after final review by the Special Events Committee, reserves the right to amend event requirements and/or request additional information from the applicant to ensure the safety and quality of life for event participants and residents of the City.

If the Special Events Committee denies the permit application, the applicant may appeal the decision as specified in the City of Alexandria Policies and Procedures Manual.

If you have additional questions, please contact the Office of Special Events at 703.746.5418 or visit www.alexandriava.gov/recreation.

APPLICATION REQUIREMENTS

The application must be filled out completely. The application may be approved and a permit issued only after all requirements and deadlines of the City of Alexandria are met. Failure to comply with any of the following requirements and deadlines may terminate the permit process; eliminate a segment of your event; or result in denial or revocation of the event permit.

If the permit is denied, the City of Alexandria assumes no liability for expenses incurred by the applicant.

If during the course of the event, on-site City staff determines there is a public safety hazard or if there is a violation of any permit condition, the event must be terminated immediately at the

request of any City representative. The City of Alexandria is not responsible for any expenses incurred by the permit holder. Failure to meet the requirements of this permit may provide basis for denial of future permits for a given event, event manager, or sponsor.

The following information is required at the time the application is submitted to the Office of Special Events:

1. Application

Completed Foot Race / Walk / Bike Permit Application

2. Event Manager Resume

Any type of race event (bicycle, foot, etc) requires the event manager to show successful past experience organizing and producing events or races of the same category. Include a resume detailing this experience.

3. Multi Jurisdiction Approvals

Provide evidence of approval from or applications filed with all affected jurisdictions and private property owners associated with your race course (i.e. National Park Service, Fairfax County, Arlington County, MNCPP, VDOT, National Harbor, etc.). Any consideration by the City's Special Events Committee is contingent on other jurisdiction's cooperation.

4. Civic & Business Support

The applicant must provide a letter of support from City of Alexandria Civic and Business Associations affected by the proposed race course on their official letterhead. After initial review of the application, the City of Alexandria may consider a public review period of not less than two weeks and not to exceed 30 days to receive public comment.

5. Route & Site Plan

Provide a plan/map showing:

- a. Race Course
- b. Start/Finish points
- c. Event information, food and merchandise tents
- d. Stage and sound equipment
- e. Banner placement
- f. Participant staging and dispersal sites
- g. First Aid Stations
- h. Parking Plan

6. Marketing/Promotional Plan

The applicant must provide a plan identifying promotional activities and target markets for the event.

7. **Course Marshal/Volunteer Plan**

Provide a plan indicating how course marshals/volunteers will be utilized, and on the map required in 5., show the location of course marshals/volunteers along the race course.

8. **Parking Plan**

Provide a plan indicating that is suitable for the environment in which the event is taking place including the use of car pools, public transit, securing private property use, etc.

9. **Event Schedule**

List all events with their corresponding start and finish times (Race start and finish, awards announcements, on-site radio or TV coverage, performances, etc.). For security purposes, provide a list of dignitaries expected to attend the race.

10. **Barricade/Cone Plan**

Provide a proposed barricade plan for Alexandria Police review. Automobiles, trucks or other large, heavy objects are not acceptable barricades. Barricades in place at night must have lights. Include barricade/cone setup and take down times. Once the original barricade/cone plan is submitted, only City initiated changes may be made. Detour Plans will be developed by the Alexandria Police Department. The Police Department will have the final decision on the placement of barricades/cones for any run / walk / bike event.

11. **Transit Service Agreements**

Affected transit services must agree to street closures if bus/light rail/trolley/ etc. travel on proposed closed streets. Applicants must provide a signed letter from transit operations stating their agreement to the closure with the permit application. If transit services do not agree, streets will not be closed.

12. **Recycling Plan**

Applicants are required to recycle during the event. A recycling plan is required at the submission of the application.

13. **Insurance Certificate**

Applicants must secure a general liability insurance policy with a combined single limit of not less than \$1 million (\$2 million preferred) per occurrence. If this information is not included, the certificate will not be accepted. The entity that holds the insurance rider must be the one filling out the application for risk management purposes. The following language must be included in the description area of the insurance rider:

“The City of Alexandria, 301 King Street, Alexandria, VA 22314, is named as an additional insured on general liability for [name the event, the location, and date].”

14. **Non-Profit Certification**

Applicants or Sponsors indicating to be a certified 501(c) (3) non-profit organization must submit a letter providing proof of current verification of your current tax exempt non-profit status.

Applicants or Sponsors who are not a certified 501(c) (3) non-profit organization must contribute a specified portion of the event proceeds to a named certified 501(c) (3) non-profit organization. Applicants must provide, on organization letterhead, acceptance from the certified 501(c) (3) non-profit organization indicating the minimum contribution amount resulting from the proposed event, and a letter of proof certifying the recipient organization(s) current tax exempt non-profit status.

15. Proposed Budget

Include a proposed budget for your event.

16. Application Permit Fee

A \$50 non refundable Permit Fee, made payable to the *City of Alexandria*, is required at the time the application is submitted.

EVENT REQUIREMENTS

1. Earnest Deposit

A security deposit, as specified in the City of Alexandria Special Events Policies and Procedure Manual, is due 30 days in advance of the event date (City of Alexandria Policies and Procedures Manual, Special Event Fees, Earnest Deposit).

2. Public Notification

A flyer must be distributed to all affected residents and businesses showing the approved race course, street closure hours (including set up to take down) and areas designated for assembly and dispersal of participants a minimum of 30 days in advance of the event date. New races, or events with less than 3 years success record, must also provide notification two (2) weeks in advance of the event date.

3. Emergency Access

Accommodation for emergency response must be provided at all times on streets, alleys, and parks. In some cases event marshals must maintain internal radio contact to facilitate immediate access to event areas. Barricades and similar devices must be staffed at all times and must be movable to accommodate emergency access for police, fire, emergency medical services and any City personnel responding to an emergency situation. Race courses and event areas may be disrupted by emergency traffic at any time.

If your event or race has bandstands, reviewing stands, tents or other stationary fixtures which may impact access to or through public thoroughfares, a minimum 18 feet wide fire lane is required. Applicants are responsible for maintaining the fire lane in an unobstructed manner.

4. Tents

Fire Prevention Permits are required for all tents equal to 200 square feet or larger.

5. Traffic & Crowd Control Personnel

Marshals/Volunteers must be 16 years of age or older; wear high visibility vests; comply with all permit conditions. Marshals/Volunteers shall not act as flaggers or traffic controllers or otherwise direct traffic on public streets. Marshals/Volunteers must be provided an information sheet which informs them of their role and responsibilities. The event manager is responsible for the content of the information provided to marshals/volunteers, and any necessary training as determined by the Alexandria Police Department. Alexandria Police Department has the only authority to determine when and where police officers are to be used during the event. All direction and instructions to assigned Law Enforcement Personnel will only come from the Police Event Supervisor or Commander. Police officers are required at any location where traffic is being controlled other than by existing traffic signals. Representatives of the Police Department retain final authority and decision making. Civilian personnel, course marshals, volunteers, etc. are not authorized to control traffic.

6. Amplification

Amplified sound must comply with all City Noise Ordinances.

7. Alcohol Permits

Special Event ABC Permits to serve alcohol to the general public and/or sell alcohol direct and indirectly may be applied for, with permission from the City of Alexandria Department of Recreation, Parks and Cultural Activities if proper State and City applications and fees are filed at least 30 days before the event date. For assistance, contact the Office of Special Events at 703.746.5418.

8. Signs & Banners

Event signs and banners, and their placement, must be approved by the Department of Planning and Zoning. For assistance, contact the Office of Special Events at 703.746.5418.

9. Emergency Medical Assistance

Depending on the size and nature of the event, you may be required to provide on-site emergency medical assistance. The City's Emergency Services group will determine necessary requirements.

10. Payment of Taxes

Applicants are responsible to the State of Virginia for collecting and reporting Virginia Sales Tax.

11. Food Vendors

Food vendors for temporary events are required to obtain a Temporary Food Permit with the Virginia Department Health, and comply with all City codes and ordinances. Applicants will be held responsible for the clean-up of food areas, and are responsible for the reimbursement of costs associated with any damage to public property. Permits are required from the Office of Code Administration for open flame or propane cooking appliances.

12. Race Course Identification

Course markings must be removed following the event.

POST RACE REQUIREMENTS

1. Post Race Review

The Office of Special Events will schedule a meeting with the applicant and the Special Events Committee to provide a post evaluation of the event. Applicants may be required to participate in an on-site post race review if determined necessary by the City of Alexandria.

2. Status, Proceeds and Reporting

The Applicant must provide, within 30 days of receipt of invoice for City support services, an event report, including the following information, but not limited to:

- a. Expense & Revenue Report: actual gross revenue including entry fees, vendor fees, product sales, sponsorships, and donations.
- b. Number of Registrants
- c. Complete list of sponsors
- d. Distribution of net dollar amounts to host sponsor or beneficiary organization(s).

CITY RACE DISTRICTS

Races which require road closures, parking removal, or disruption of public right-of-ways may not occur on consecutive weekends within established City districts so to not overly burden any one neighborhood on a consistent basis. In addition, road closures, parking removal, or disruption of public right-of-ways must not start later than 8 am and must reopen by 10 am.

The City Race Districts are as follows (see attached maps):

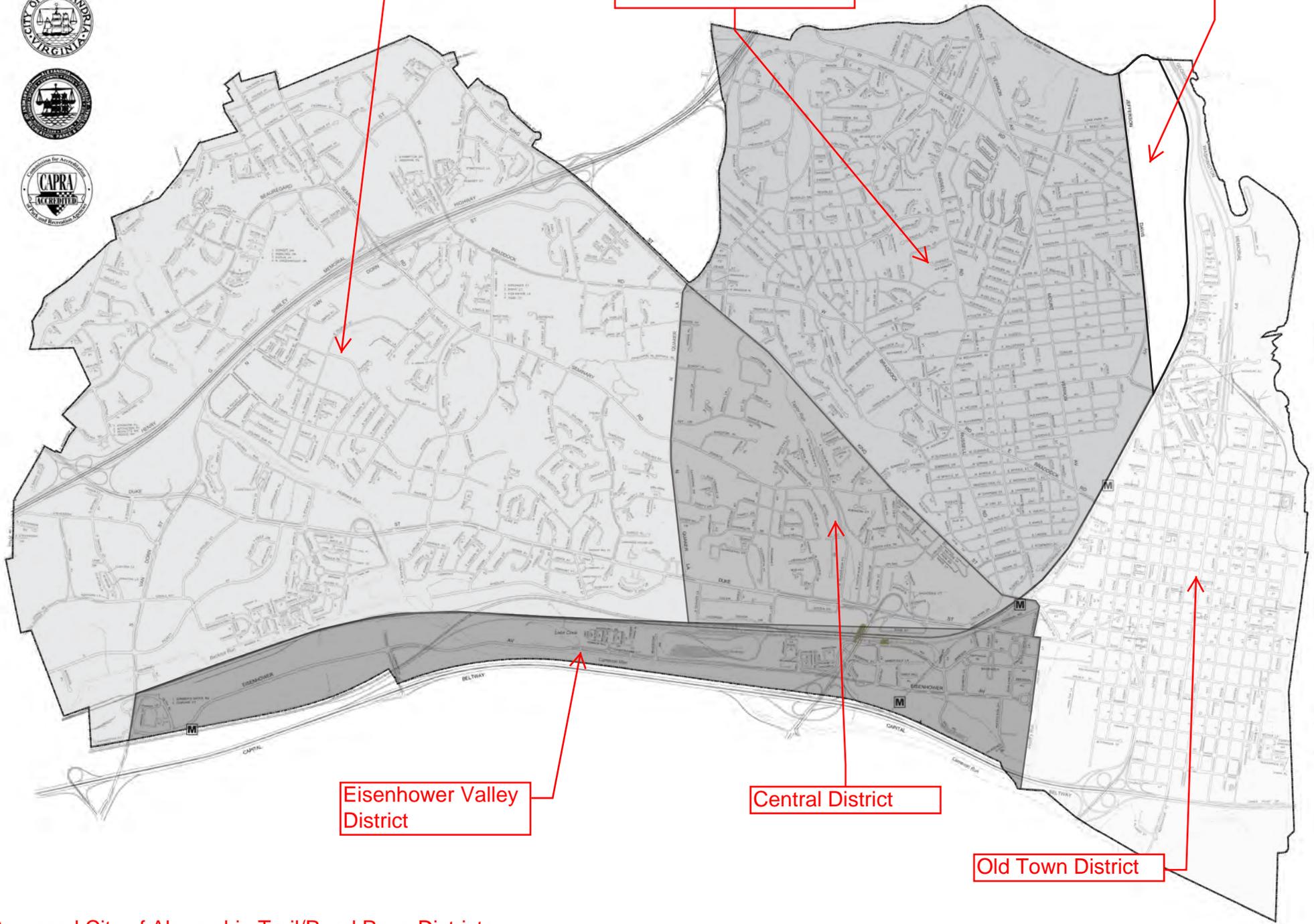
1. **Old Town District:** Upper King Street at the King Street Metro Station east to the Waterfront, North of the Woodrow Wilson Bridge to south of Slaters Lane. **Note:** *Races proposed for the Old Town District must be approved by City Council.*
2. **Arlandria, Del Ray and Rosemont District:** East and North of King Street and West of Route 1.
3. **Central District:** North of Duke Street, East of Quaker Lane and West of King Street
4. **Eisenhower Valley District:** West of Holland Lane, South of Duke Street, and West of Van Dorn Street
5. **West End District:** West of Quaker Lane, North of Business Center Drive and East of Van Dorn Street
6. **Potomac Yard District:** Future



West End District

Arlandria, Del Ray & Rosemont District

Potomac Yard District (Future)



Eisenhower Valley District

Central District

Old Town District

Proposed City of Alexandria Trail/Road Race Districts

Foot Race / Walk / Bike Event Permit Application
City of Alexandria – Office of Special Events



INSTRUCTIONS: Please carefully read the “Event Permit Application and Event Requirements” before completing this application. Incomplete applications and/or applications without the required “Permit Fee” will not be processed.			
EVENT INFORMATION			
Date of Event		Event Name	
Event Description:			
Event Setup Time ____ am ____ pm	Event Start Time ____ am ____ pm	Event End Time ____ am ____ pm	Event Takedown Time ____ am ____ pm
Note: If your event includes multiple days and/or varying times, a detailed schedule must be attached.			
Event Location (provide site and route map)			
Participant Assembly Site		Participant Dispersal Site	
Number of Participants		Number of Spectators	
Will there be music at your event? ____ Yes ____ No		If Yes to music, will it be amplified? ____ Yes ____ No	
Will fees be collected? ____ Yes ____ No If yes, ____ Onsite ____ In Advance ____ Both		Will alcohol be served? ____ Yes ____ No If yes, include an additional \$25 nonrefundable fee for ABC approval from the City of Alexandria.	
Will food be served? ____ Yes ____ No. If yes, provide a description of type of food and how prepared:			
APPLICANT INFORMATION			
Name of Applicant (same as name listed at Signature)			
Street Address			Apt/Unit/Suite
City		State	Zip Code
Day Time Phone	Fax	Cell Phone	E-mail
Is the Applicant a Non Profit Organization? ____ Yes ____ No		If yes, attach current letter of verification of non profit status	

**Foot Race / Walk / Bike Event Permit Application
City of Alexandria – Office of Special Events**



SPONSOR INFORMATION		
Are you, the Applicant, organizing this event on behalf of another organization? ___ Yes ___ No		
If yes, Name of Organization		
Street Address		Apt/Unit/Suite
City	State	Zip Code
Name of Sponsoring Organization Contact		Contact Phone
Additional Documentation Required: If you checked “Yes” above, submit an endorsement letter from the organization (on their official letterhead) on whose behalf you are organizing this event.		
Is the Sponsor a Non Profit Organization? ___ Yes ___ No	If yes, attach current letter of verification of non profit status	
ADDITIONAL INFORMATION		
Is your event a recurring walk, run or bike? ___ Yes ___ No	If yes, attach your previous year final participant roster identifying the number of participants (Do not include personal information).	

Application Checklist: All applicants requesting to stage all or any portion of a foot race / walk / bike event, must provide the following at the time of the application:

- | | |
|---|--|
| ___ completed application | ___ transit services acceptance letter |
| ___ \$50 foot race / walk / bike permit fee | ___ insurance certificate |
| ___ event manager resume | ___ recycling plan |
| ___ route & site plan | ___ endorsement letter from sponsor organization |
| ___ traffic marshal plan | ___ current certification letters of non profit tax Status |
| ___ event schedule | ___ civic & business association letters of Support |
| ___ detour & barricade plan | ___ proposed budget |
| ___ multi jurisdiction approval/application | |
| ___ parking plan | |
| ___ marketing/promotional plan | |

As an applicant for a Foot Race / Walk / Bike Event Permit, the undersigned certifies that he or she is familiar with the rules, regulations and responsibilities of the use of City facilities and equipment and that the same will be enforced and honored by the sponsoring organization. The undersigned further certifies that he or she is the legally authorized representative of the sponsoring organization, and has the legal authority to submit this application and to enter into binding contracts on behalf of the organization. The undersigned further certifies that the information furnished in this application is true and correct to the best of the undersigned knowledge and information.

I agree to indemnify and hold harmless the City of Alexandria, and all City of Alexandria officers, employees, agents and representatives, from any claims (including costs of defending such claims) or damages that may arise from the occurrence of the special event or from related events. I also understand that a Foot Race / Walk / Bike Event Permit does not excuse failure to comply with orders of law enforcement personnel, firefighters or other emergency workers, and that it does not provide immunity from civil claims of third parties that are based upon damages occurring at, or in conjunction with this event.

Applicant Signature & Date

Sponsor Signature & Date

City of Alexandria, Virginia

MEMORANDUM

DATE: NOVEMBER 18, 2010

TO: PARK AND RECREATION COMMISSION

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

SUBJECT: DIRECTOR'S UPDATE- ITEM - IV

Jones Point Park Update

1. SOLICITATION & CONSTRUCTION AWARD

- A. The project was advertised by VDOT on July 27, 2010, and bids were received on September 22, 2010. VDOT's estimated total value of \$19,505,000 includes engineering/design costs of \$2,271,741.79.
- B. Two bids were received. These were Lane Construction Corporation at a cost of \$15,667,184.75 and Shirley Contracting Company at a cost of \$16,598,985.20.
- C. Lane Construction Corporation (Contractor) was awarded the project at a base cost of \$15,667,184.75. This provides a construction cost and engineering/design cost total of \$17,938,925. This represents a net of \$1,566,075 in cost differential from the VDOT estimated project value of \$19,505,000.
- D. \$1,566,075 represents approximately 10% of \$15,667,184.75 that is likely identified as contingency funds for unanticipated construction related activities (for example, previously unknown archeological findings, geotechnical conditions, or special wildlife habitat mitigation efforts).

2. PROJECT SCHEDULE

- A. The contractor will issue an overall critical path project schedule that will be periodically updated. A final schedule will be issued in early January, 2011.
- B. The contractor's contract completion/end date is June 25, 2012. This date is subject to change as related to interruptions due to weather or other unanticipated construction related delays.
- C. The contractor is obligated to host a "Pardon Our Dust Community Public Meeting" prior to mobilization/commencement of construction. This meeting will be held at the City's Lee Center; 1108 Jefferson Street on December 8, 2010, beginning at 7:00 p.m. The meeting will be hosted by VDOT and Potomac Crossing Consultants (PCC) with participation by the Contractor and NPS. Public notification of the meeting to City of Alexandria residents will be provided via normal venues including City ENews, press release and notification of civic associations by Friday;

November 19, 2010. In addition, PCC and VDOT have agreed to canvas neighborhoods immediately adjacent to Jones Point Park (residents north of Gibbon Street, west to Washington Street and south to Porto Vecchio) with door hanger notification cards the week of November 29, 2010.

- D. The City and NPS have strongly encouraged VDOT, PCC and the Contractor not to engage in any on-site activities/construction related tasks prior to the December 8, 2010, public meeting. Noon-site disturbing activities should be undertaken prior to this public meeting.

Simpson Fields Update

Construction activities are progressing on the two replacement rectangular athletic fields adjacent to Simpson Park. The drainage and base layers have been installed on both fields and the developer, Potomac Yard Development, anticipates finishing the fields by the end of calendar year. City staff is currently working with Potomac Yard Development to ensure the construction materials are suitable for natural turf fields. Both fields will be sodded with Bermuda sod, and will then require time to establish on the field. Pending successful establishment of the turf, the City anticipates accepting the fields in the fall of 2011.

In 2007, the fence surrounding the Simpson Dog Park was relocated due to the construction activities on Monroe Avenue. Once construction on the new fields is complete, the fence will be relocated to return the dog park to its former size.

The existing Potomac Yard Fields will remain in service until the new fields are accepted. Potomac Yard Development will coordinate construction activities east of Route 1 to provide safe access to the fields for programmed activities.

Lake Cook- follow-up

The Mayor sent a letter to the Northern Virginia Regional Park Authority requesting consideration of the Lake Cook fishing dock upgrade as a part of their capital improvement program. This project was requested by an Alexandria resident to be paid from funds received from the Restaurant Depot DSUP. However, since the park is operated by NVRPA the better strategy was to specifically ask for consideration as part of the NVRPA capital process.

ACPS Facility Request

ACPS made requests for use of Recreation Centers for pre-K classes and dental clinics. Jefferson-Houston also made a request to use the Durant Center for physical education classes. Based on information gathered by ACPS and DCHS the pre-K space would have to be dedicated. This requirement makes the use not compatible with current Recreation Center uses. ACPS will work to find space within its existing school sites. The dental clinic provider was urged by the City and ACPS to consider mobile rather than fixed options. A meeting is still pending between the Durant Center Director and the Jefferson-Houston Principal. The Durant Center multi-purpose room cannot accommodate basketball or volleyball activities based on the lighting system in the room.

City of Alexandria, Virginia

MEMORANDUM

DATE: NOVEMBER 10, 2010

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

THROUGH: JAMES K. HARTMANN, CITY MANAGER

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

SUBJECT: JONES POINT PARK – CONSTRUCTION UPDATE

I. SOLICITATION & CONSTRUCTION AWARD

- A. The project was advertised by VDOT on July 27, 2010, and bids were received on September 22, 2010. VDOT's estimated total value of \$19,505,000 includes engineering/design costs of \$2,271,741.79.
- B. Two bids were received. These were Lane Construction Corporation at a cost of \$15,667,184.75 and Shirley Contracting Company at a cost of \$16,598,985.20.
- C. Lane Construction Corporation (Contractor) was awarded the project at a base cost of \$15,667,184.75. This provides a construction cost and engineering/design cost total of \$17,938,925. This represents a net of \$1,566,075 in cost differential from the VDOT estimated project value of \$19,505,000.
- D. \$1,566,075 represents approximately 10% of \$15,667,184.75 that is likely identified as contingency funds for unanticipated construction related activities (for example, previously unknown archeological findings, geotechnical conditions, or special wildlife habitat mitigation efforts).

II. PROJECT SCHEDULE

- A. The Contractor will issue an overall critical path project schedule that will be periodically updated. A final schedule will be issued in early January, 2011.
- B. The Contractor's contract completion/end date is June 25, 2012. This date is subject to change as related to interruptions due to weather or other unanticipated construction related delays.

- C. The Contractor is obligated to host a "Pardon Our Dust Community Public Meeting" prior to mobilization/commencement of construction. This meeting will be held at the City's Lee Center; 1108 Jefferson Street on December 8, 2010, beginning at 7:00 p.m. The meeting will be hosted by VDOT and Potomac Crossing Consultants (PCC) with participation by the Contractor and NPS. Public notification of the meeting to City of Alexandria residents will be provided via normal venues including City E-News, press release and notification of civic associations by Friday; November 19, 2010. In addition, PCC and VDOT have agreed to canvas neighborhoods immediately adjacent to Jones Point Park (residents north of Gibbon Street, west to Washington Street and south to Porto Vecchio) with door hanger notification cards the week of November 29, 2010.
- D. The City and NPS have strongly encouraged VDOT, PCC and the Contractor not to engage in any on-site activities/construction related tasks prior to the December 8, 2010, public meeting. No on-site disturbing activities should be undertaken prior to this public meeting.



**Total Parking
Spaces: 110
(With
Special Event
Parking: 240)**

Visual Screening
Area for Relocated
Recycling Center

80-foot Stand-off
Distance
Forested
Wetlands

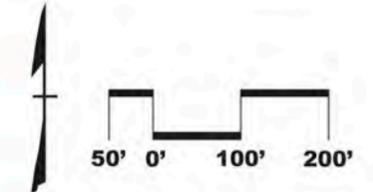
Secured
Event Parking

Perimeter
Barrier
80-foot Stand-off
Distance
Existing
Boardwalk



Perimeter
Barrier
Boardwalk
Mt. Vernon
Bicycle Trail
Promenade
Stiff-leg
Derrick
Remains
Potomac
River
Ship Lawn

● 24 Inch, or larger, DBH (Diameter at Breast Height) Tree identified in the October 2000 Jones Point Park Forest Stand Delineation.



JONES POINT PARK

Alternative 4A

(One Multi-Use Field South of the WWB)

Potomac Crossing Consultants

Revision Date

February 16, 2007

February 22, 2007

6

Jones Point Lighthouse
D.C. Cornerstone



DEPARTMENT OF RECREATION, PARKS
AND CULTURAL ACTIVITIES

1108 Jefferson Street
Alexandria, Virginia 22314-3999

Phone (703) 746-4343
Fax (703) 838-6344

James B. Spengler
Director

Park and Recreation Commission

November 12 2010

Mr. Jim Hartmann
City Manager
Alexandria, Virginia
Re: Open Space

Dear Manager Hartmann:

Early in this decade, in response to increasing development pressures, the Park and Recreation Commission along with the Planning Commission forwarded a proposal to join forces and create a comprehensive Open Space policy for Alexandria. The goal of the effort was to assure that as the City continued to be developed that we also had the foresight to preserve important land in sufficient amount for recreation, environmental quality, and scenic and historic resource protection.

A task force was appointed by the City Manager at that time to engage in this work which included representatives from the Park and Recreation Commission and the Planning Commission, but then also representatives from the Environmental Policy Commission and the Archeological Commission. It was rounded out by a small group of citizens well known for their open space and trail advocacy, most notably Ellen Pickering.

Over the course of several years this group, augmented by City staff from the four corresponding City departments, met early morning once a month to develop policy recommendations, funding alternatives and to assemble a fairly comprehensive list of parcels for protection or acquisition. The City Council allocated funding to hire a professional planning firm to carry out the work of producing the Open Space Plan. The plan was finish and adopted in spring of 2003 and then within weeks City Council established the dedicated Open Space Fund by allocating 1% of real estate tax across the City with the goal of acquiring or protecting 100 acres of open space in the next ten years.

In short order following the plan's adoption the City entered into an agreement with the Northern Virginia Conservation Trust to handle the donations and management of open space easements in the City. The City hired an Open Space Coordinator and then a Bike-Pedestrian Coordinator, both recommendations in the plan. An urban forestry plan was undertaken, also a recommendation of the Open Space Plan.

alexandriava.gov



In the years since we have preserved just over 65 acres toward the 100 acre goal. While some parcels and pieces have been quite small, like the pocket parks at 1 and 7 Del Ray Avenue and South Early Street, others have been significant enough to change the face of the City. Among these are key waterfront parcels which have served to spark the current waterfront planning effort. The four parcels acquired on Mt. Vernon Avenue at Four Mile Run will form, anchor and accelerate the revitalization of that part of our community.

We have much to be proud of as we look back over the last eight years. When federal and state money for open space was not forthcoming our City became determined to help ourselves. It was not painless but there is a legacy of public land that will outlive us all. But in recent years the effort to continue this work has languished. The Open Space Advisory Committee no longer exists and the dedicated funding source was rescinded as the economy weakened in recent years.

After much discussion, the Park and Recreation Commission feels that it is time once again to urge the City to take up the issue of open space preservation. While economic recovery is coming, it seems to be doing so at a slow pace at least for now. We believe that this will change and the pace will quicken in a few short years here in our community much more so than in the rest of the Nation. This is the time, then, that as a City we should consider re-establishment of an Open Space Advisory Committee armed with a mission to address current challenges and opportunities before the force of accelerated development returns.

Among the issues such a group should address are emerging policy issues including procedures for land purchased with open space funds being used for other purposes and guidelines for the management and use of open space in developments with a spectrum of underlying ownerships. The group should address the issue of development featuring green roofs, and how they can or should contribute to the open space goals and inventory. Another idea to consider is potentially placing some larger parks under perpetual open space easements to guard against future development pressures of parkland currently in public ownership. The group should take a fresh look at addressing open space funding once again and develop a new set of recommendations for consideration. And finally we should update the inventory of lands that might be protected along with establishing a new set of benchmarks for the future.

The configuration of the open space group in the past, with representation from the four commissions and the associated staff, along with a small number of at-large citizens, was a highly successful model. Open space cuts across many of the policy areas in the City and this Open Space Advisory Committee served a critical role in putting open space issues front and center in the work of each department. It is time for that coordination to be sharpened and focused once again.

While the original investment of community and commissioner's personal time, as well as staff time, to develop the Open Space Plan was large the result is there for all to see in the land that has been brought into the public domain or protected in perpetuity while remaining in private ownership. But as long as this City grows, develops and changes the challenge to protect open space at a corresponding pace will continue. The time has come to once again look at developing opportunities, emerging policies and a spectrum of funding strategies. We urge you to re-form the Open Space Advisory Committee and address future funding for open space before we are once again in a development cycle.

With kind regard,



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Chair, Park and Recreation Commission

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Kathleen Pepper, Chair, Archeological Commission
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Park & Recreation Commission