

**PARKS AND RECREATION ADVISORY BOARD
AGENDA
July 18, 2018**

ADMINISTRATIVE ITEMS

- ADMIN-1 Advisory Board Member Introductions
ADMIN-2 Adoption of Minutes – May 16, 2018 Advisory Board Meeting

ACTION ITEMS

- A-1 Adjustment to Advisory Board By-Laws – Frequency of Meetings

INFORMATION ITEMS

- I-1 Meadow Creek Valley Master Plan Implementation
I-2 Tonsler Park Master Plan Implementation Update
I-3 McIntire Park Projects Update
I-4 Skate Park Construction Update
I-5 Parks & Recreation Citizen Survey
I-6 FY20-24 Capital Improvement Program Preliminary Discussion

MATTERS BY THE CHAIR

BOARD MATTERS

DIRECTOR'S MATTERS

ADJOURNMENT



City of Charlottesville
Parks and Recreation Advisory Board – Agenda Item
July 18, 2018

ADMINISTRATIVE – 1

Advisory Board Member Introductions

ADMINISTRATIVE – 2

Adoption of Minutes – May 16, 2018 Parks and Recreation Advisory Board Meeting

ACTION REQUIRED:

Advisory Board adoption of the minutes of the May 16, 2018 meeting.

ENCLOSED DOCUMENTS:

Minutes of May 16, 2018 meeting.

MINUTES
May 16, 2018

The Parks and Recreation Advisory Board held a regular meeting on Wednesday, May 16, 2018 at 5:30 p.m. @ Parks & Recreation admin conference room. Members present were: Llezelle Dugger, Anne Hemenway, David Hirschman, Jennifer McKeever, Bridget Moss and Jennifer Slack. Members absent: Ruth Barnett, Marlene Jones and John Santoski
Staff: Brian Daly, Doug Ehman, Vic Garber, Mindy Dodge

Motion - Adoption of Minutes

- Llezelle Dugger made a motion to adopt April 18, 2018 minutes, second by Jennifer McKeever, motion was unanimously approved.

Frequency of Advisory Board meetings - Advisory Board Bylaws

- David Hirschman stated that board member attendance has not been great. Suggested that maybe the board should consider the frequency of meetings. Meetings could be changed to 6-8 meetings/year with allowance for holidays, budget, or could be every other month. Asked board members for their thoughts. Reported that the Water Board meets quarterly, but didn't feel that was enough, also stated that he was the Chair and developed the agenda, board members solicit ideas for agenda and that members were more active
- Jennifer McKeever would like the board to be more active with budget, CIP, have additional engagement, was in support for limiting number of meetings
- David Hirschman stated that he liked idea of one board member leading a topic
- Bridget Moss stated that she liked meeting every other month, with email chains if something came up or special meetings
- Anne Hemenway liked the idea of members focusing on areas that are of interest to them
- Llezelle Dugger asked about tele-conferencing
- David Hirschman stated if meeting frequency changes it will need to be voted on to change the bylaws
- Next month's meeting will be a tour of Parks & Recreation facilities scheduled to start @ 4 pm
- Llezelle Dugger suggested that the board meet no less than 6 times/year, every other month may not be the smarter way to do, look yearly to schedule meetings
- Anne Hemenway asked if Wednesday was the best day to meet.

Summer Camp 2018 Preview

- Mindy Dodge, Programs Manager, gave the following presentation:
- Overview – Special Events:
 - Friday Night Live – lock in, \$2, music, carnival, bounce house, nail polish station, prizes, raffle boxes, 5th & 6th graders, next year will be in program guide, 45 in attendance
 - Heroes, Be Ready to Run – May 18 @ 6:30 pm, capes for participants in race bag, medal @ finish line, 2.5 K, 97 registered, partnered w/Adaptive division,

- Sunday Sundown – a free cookout & afternoon of swimming & activities @ Washington Park Pool, June 10, July 8, August 5 from 4-7 pm
- Sounds of Summer – an evening of live music, food & fun for the family @ Belmont Park - 6/23, Azalea Park - 8/18 – first time held here
- Spring Break Camp – preK-6th grade, trips included Wild rock, JMU Planetarium
- Summer Camp – reviewed 40 hour staff training program, 78 temp employees, held @ Carver Center from 8:30-5 pm: Topics – Monday -ice breakers, policy, active shooter, group activities, health department, home life mental health; Tuesday - Aquatics, surprise team event, child accountability, program planning; Wednesday - USDA meals, program planning, inclusion, program planning; Thursday - CPR, athletics, gym games, program planning; Friday - Sexual harassment training, program planning. Mini bus driver training – certified on operation

Registered Classes

- New classes for Summer 2018:
 - Musical theater, Essential Oils, Slime Time, Mountain Bike Clinic, Intro to Yoga, Tie Dye Workshop, Kite Building
 - Marketing for classes: active households, Facebook, Twitter, Instagram

Meadowcreek Valley Master Plan Implementation

- Doug Ehman reported that the section from Brandywine is due back tomorrow, waiting for proposal on embankment

Tonsler Park Master Plan Implementation Update

- Doug Ehman reported the following:
 - Splash pad – do not have solid opening date yet
 - Field house – putting RFP together for architect and design
- Vic Garber reported that – maintenance staff are being trained on splash pad

McIntire Park Projects Update

- Doug Ehman reported the following:
 - Pedestrian bridge – construction on time, on schedule, set before 7/4, poured before Labor Day
 - Had to relocate traffic, give project more room to work with
 - Sidewalk entrance to park – pushing out to 8 feet, better pedestrian access
 - Water line – found it was not where it was supposed to be

- Skatepark – on schedule, showed photos. Lots of details for skatepart area – ex. gates, picnic tables
- East/west trail – out for bid in next two weeks, pedestrian bridge to Dogwood Memorial

Skatepark Construction Update

- Job descriptions for Skatepark should be complete next week, would like staff on board by end of July

Matters by the Chair

- David Hirschman reported he attended a meeting last week with McIntire Botanical Garden concerning hiring a consultant, realized didn't know there was an overall master plan for McIntire.

Board Matters

- Anne Hemenway announced that she was appointed to YMCA Board as Coordinator, seems to be a good relationship with YMCA & City
- Jennifer McKeever stated that she felt child watch was only difference between City & YMCA. Brian Daly replied that staff was doing research on that subject.

Directors Matters

- Brian Daly reported the following:
 - City facilities are part of Wellness Program, added access to outdoor pools
 - New banners located on the Downtown Mall are going up next week
 - Advisory Board Facility Tour – will meet @ Carver, Wednesday, 6/20 @ 4 pm

Motion – Adjournment

- Anne Hemenway made a motion to adjourn meeting, Bridget Moss second, motion was unanimously approved.
- Meeting adjourned @ 7:00 pm

Respectfully submitted,

Linda Daly
Secretary to the Advisory Board

City of Charlottesville
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ACTION - 1

Adjustment to Advisory Board By-Laws – Frequency of Meetings

Advisory Board consideration of changes to the By Laws concerning the frequency of meetings. Below is the draft section to be amended, Section 5: Meetings:

SECTION 5: MEETINGS

~~The Advisory Board shall meet monthly, on the third Wednesday of the month. The Chair of the Advisory Board may call a special meeting of the Advisory Board at any time, by giving each member a minimum of seventy-two (72) hours of notice.~~

The Advisory Board shall meet no less than six (6) times annually, on dates determined by the Advisory Board at the first meeting of the calendar year, which shall be held in January, at which meeting the Advisory Board shall vote on and adopt an annual meeting schedule. The Chair may also recommend the setting or amending of meeting dates at another meeting if deemed necessary for the functioning of the Advisory Board. The Advisory Board should include dates in its annual calendar of meetings that occur, at a minimum, within the months of January, February, July and September of each year. Regardless of the adopted schedule of meetings, the Chair of the Advisory Board may call a special meeting of the Advisory Board at any time, by giving each member a minimum of seventy-two (72) hours of notice.

A quorum of the Advisory Board must be present before any action of an official nature may be taken. A quorum is defined as a majority of the members of the Board.

A full draft of the Bylaws is included as an attachment to the Board Package

INFORMATION – 1

Meadow Creek Valley Master Plan Implementation

Staff will provide an update of the ongoing efforts to implement the Master Plan for the Meadow Creek Valley. A map of the sections of the trail and bridge improvements is included as an attachment to the Board Package.

City of Charlottesville
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INFORMATION – 2

Tonsler Park Master Plan Implementation

Staff will provide an update of the ongoing efforts to implement the Master Plan for Tonsler Park, including the spray ground (nearing completion) and the RFP for design services for the Field House.

INFORMATION - 3

McIntire Park Projects Update

Staff will provide an update of the ongoing efforts to implement the Master Plan for McIntire Park; including specifics regarding the Pedestrian Bridge over the Norfolk Southern Railroad, trails and the McIntire Botanical Garden.

INFORMATION - 4

Skate Park Update

Staff will provide an update of the construction progress for the skate park in McIntire Park, currently under construction.

INFORMATION - 5

Parks and Recreation Citizen Survey

Staff will provide a presentation made to City Council on July 2, 2018 presenting the results of the Citizen Survey, as well as analytical tools developed by staff.

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INFORMATION - 6

FY20-24 Capital Improvement Program Preliminary Discussion

On the attached pages are summaries of the current FY19-23 Capital Improvement Program – listing both projects that were funded in the current adopted CIP as well as projects that were unfunded or funded at levels lower than requested by staff. In the next months, staff will begin the process of completing the next round of submissions for the FY20-24 CIP. Advisory Board input on potential projects and funding levels is sought as part of the meeting.

PARKS AND RECREATION ADVISORY BOARD BY-LAWS

Proposed Draft Amendment – July 2018

SECTION 1: DUTIES AND RESPONSIBILITIES

The Parks and Recreation Advisory Board (Advisory Board or PRAB) shall serve as an advisory body for the Charlottesville City Council. The Advisory Board shall also serve as a liaison between the Parks and Recreation Department and the citizens of the City of Charlottesville.

The Advisory Board shall consult with and advise City Council and staff in all matters affecting the functions of the Parks and Recreation Department, including, but not limited to: Strategic and program planning, programming, development of the Capital Improvement Program, annual operating budget, revenue generation, facility planning and operations, park master planning, natural and cultural resource protection and land acquisition.

SECTION 2: APPLICATION & NOMINATION

Upon a vacancy on the Advisory Board, the Clerk of Council will advertise and call for applications to the Advisory Board, which are to be submitted to the Clerk of Council.

SECTION 3: APPOINTMENT AND LENGTH OF TERM OF BOARD MEMBERS¹

City Council appoints members to the Advisory Board during an open session of City Council. Terms of service begin on January 1 and expire on December 31, after a full term of service. Each member shall be appointed for a three-year term.

Each Advisory Board member shall be eligible for re-appointment to one (1) full three year term. Consecutive terms served shall be limited to two (2) three year terms of service.

Vacancies occurring on the Advisory Board as a result of resignation, death or otherwise shall be advertised and new member(s) appointed by City Council at the earliest possible opportunity. Such appointees will complete the unexpired term of the vacant seat; and remain eligible for appointment to two consecutive full three year terms upon the completion of the unexpired term.

¹ See City Code Sec. 2-8. Limitation on terms of members of boards and commissions.

SECTION 4: COMPOSITION & COMPENSATION

The Advisory Board shall be comprised of nine (9) members and shall include the appointment of one (1) member of the Planning Commission and one (1) member of the School Board to the Advisory Board. These members are appointed to the Advisory Board by their respective entities for set terms. However, there are no limits on the number of terms they may serve on the Advisory Board as long as they are concurrently a member of their respective entities. All Advisory Board Members shall serve without compensation.

SECTION 5: MEETINGS

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A quorum of the Advisory Board must be present before any action of an official nature may be taken. A quorum is defined as a majority of the members of the Board.

SECTION 6: ATTENDANCE

Advisory Board members are encouraged to attend all meetings of the Advisory Board. Should a member fail to attend seventy-five (75) percent of the regular or special meetings of the Advisory Board; the Chair shall inquire of the Board Member in question if they still intend to serve on the Board. After consultation with Advisory Board members, the Chair may thereafter request that the absent member submit a letter of resignation to Council.

Should a member appointed by the School Board or Planning Commission fail to meet the attendance requirements, the Chair may request that the member submit a letter of resignation and request that a new member of the respective entity be recommended for approval by City Council.

SECTION 7: SELECTION OF OFFICERS

At the first meeting of the Advisory Board in each calendar year, the Board shall select from its members and appoint by a majority vote a Chair and Vice-Chair of the Board. The Chair and Vice-Chair shall serve in that capacity for the remainder of that calendar year.

SECTION 8: STAFF SUPPORT

Staff support to the Advisory Board will be assigned by the office of the Director of Parks and Recreation to process the administrative work of the Advisory Board and to make presentation(s) to the Advisory Board regarding issues outlined in Section 1 of these by-laws.

Revised and adopted by the Parks and Recreation Advisory Board, July 18, 2018

**Adopted Capital Improvement Program
FY 2019-2023
Project Service Level**

Maintain Level of Service/Asset Funded in FY19-23 CIP	Adopted FY19	Projected FY20	Projected FY21	Projected FY22	Projected FY23	5 Year Total
Parks and Recreation Lump Sum Account	200,000	200,000	200,000	200,000	200,000	1,000,000
City/County Joint Parks - Darden Towe	427,988	0	193,370	0	0	621,358
Parks and Schools Playground Renovations	109,073	112,345	115,715	119,186	122,762	579,081
Urban Tree Planting	50,000	50,000	75,000	75,000	75,000	325,000
City/County Joint Parks - Ivy Creek	292,100	20,000	0	0	0	312,100
Pen Park Tennis Court Renovations	295,000	0	0	0	0	295,000
Washington Park Basketball Court Renovations	150,000	0	0	0	0	150,000
Refurbish Parks Restrooms	50,000	50,000	50,000	0	0	150,000
Downtown Mall Tree Preservation Planning	100,000	0	0	0	0	100,000
SUBTOTAL	1,674,161	432,345	634,085	394,186	397,762	3,532,539

Maintain Level of Service/Asset Unfunded Requests	Adopted FY19	Projected FY20	Projected FY21	Projected FY22	Projected FY23	5 Year Total
Parks and Recreation Lump Sum	200,000	200,000	200,000	200,000	200,000	1,000,000
Downtown Mall Infrastructure Repairs	150,000	150,000	150,000	150,000	150,000	750,000
Downtown Mall Tree Active Lifecycle Management	100,000	100,000	100,000	100,000	100,000	500,000
Onesty Family Aquatic Center Play Structure Replacement	-	350,000	-	-	-	350,000
Crowe Rec Center ADA Renovations	150,000	-	-	-	-	150,000
Washington Park Pool Shade Structure Replacement	100,000	-	-	-	-	100,000
SUBTOTAL	700,000	800,000	450,000	450,000	450,000	2,850,000

**Adopted Capital Improvement Program
FY 2019-2023
Project Service Level**

<u>Improvement of Current Assets/ Increased Level of Service Funded in FY19 - 23 CIP</u>	Adopted <u>FY19</u>	Projected <u>FY20</u>	Projected <u>FY21</u>	Projected <u>FY22</u>	Projected <u>FY23</u>	5 Year <u>Total</u>
Cultural Landscape Study	50,000	0	0	0	0	50,000
SUBTOTAL	50,000	-	-	-	-	50,000

<u>Improvement of Current Assets/ Increased Level of Service Unfunded Requests</u>	Adopted <u>FY19</u>	Projected <u>FY20</u>	Projected <u>FY21</u>	Projected <u>FY22</u>	Projected <u>FY23</u>	5 Year <u>Total</u>
Parks Lighting Replacement	75,000	75,000	75,000	75,000	75,000	375,000
Crow Pool ADA Renovation	30,000	300,000	-	-	-	330,000
Carver Recreation Center Office Expansion/Renovation	-	-	300,000	-	-	300,000
Forest Hills Spray Pad Shade Structure	-	250,000	-	-	-	250,000
Key Rec Center Restroom/Locker Room Upgrades	-	-	250,000	-	-	250,000
Meadowcreek Golf - Cart Trail Repaving	50,000	50,000	50,000	50,000	50,000	250,000
Meadowcreek Golf - Irrigation System Renovations	50,000	50,000	50,000	50,000	50,000	250,000
Meadowcreek Golf - Bunker Renovations	200,000	-	-	-	-	200,000
Meadowcreek Golf - Tee Box Leveling	75,000	-	-	-	-	75,000
Meadowcreek Golf - Exterior Lighting Installation	75,000	-	-	-	-	75,000
SUBTOTAL	555,000	725,000	725,000	175,000	175,000	2,355,000

**Adopted Capital Improvement Program
FY 2019-2023
Project Service Level**

<u>New Assets or Services Funded in FY19-23 CIP</u>	Adopted	Projected	Projected	Projected	Projected	5 Year
	FY19	FY20	FY21	FY22	FY23	Total
Tonsler Park Master Plan Implementation	750,000	0	0	0	0	750,000
Trails and Greenway Development	100,000	100,000	100,000	100,000	100,000	500,000
Parkland Acquisition	95,000	95,000	95,000	95,000	95,000	475,000
Riverview Park Restroom	0	245,000	0	0	0	245,000
Meadowcreek Valley Trail Railroad Tunnel - Design	50,000	0	0	0	0	50,000
SUBTOTAL	995,000	440,000	195,000	195,000	195,000	2,020,000

<u>New Assets or Services Unfunded Requests</u>	Adopted	Projected	Projected	Projected	Projected	5 Year
	FY19	FY20	FY21	FY22	FY23	Total
Washington Park Rec Center Expansion	500,000	4,750,000	150,000	-	-	5,400,000
McIntire Park Master Plan Implementation	2,500,000	2,500,000	-	-	-	5,000,000
Tonsler Park Master Plan Implementation	-	3,000,000	380,000	380,000	380,000	4,140,000
Meadowcreek Valley Trail Railroad Tunnel	50,000	-	1,000,000	-	-	1,050,000
Parkland Acquisition	155,000	155,000	155,000	155,000	155,000	775,000
Trails and Greenway Development	100,000	100,000	100,000	100,000	100,000	500,000
Parks Master Planning	-	25,000	25,000	25,000	25,000	100,000
SUBTOTAL	3,305,000	10,530,000	1,810,000	660,000	660,000	16,965,000