

City of Charlottesville  
Department of Parks and Recreation  
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*"A World Class City"*

## **PARKS AND RECREATION ADVISORY BOARD AGENDA November 20, 2013**

### **ADMINISTRATIVE ITEMS**

ADMIN-1      Adoption of Minutes – October 16, 2013 Advisory Board Meeting

### **INFORMATION ITEMS**

- I-1              McIntire Park Design RFP
- I-2              Skate Park Design RFP
- I-3              Azalea Park – Reorientation of Athletic Field
- I-4              Rives Park – Renovations and Public Hearing on Plan Amendment
- I-5              FY15 Budget Draft Submission

### **CHAIRMAN'S MATTERS**

### **BOARD MATTERS**

### **DIRECTOR'S MATTERS**

### **ADJOURNMENT**

City of Charlottesville  
Parks and Recreation Advisory Board – Agenda Item  
November 20, 2013

**ADMINISTRATIVE – 1**

Adoption of Minutes – October 16, 2013 Parks and Recreation Advisory Board Meeting

ACTION REQUIRED:

Advisory Board adoption of the minutes of the October 16, 2013 meeting.

ENCLOSED DOCUMENTS:

Minutes of October 16, 2013 meeting.

**PARKS AND RECREATION ADVISORY BOARD  
MINUTES  
October 16, 2013**

The Parks and Recreation Advisory Board held a regular meeting on Wednesday, October 16, 2013 at 5:00 p.m. held @ Carver Recreation Center. Members present were: Ruth Barnett, Byron Brown, Llezelle Dugger, Anne Hemenway, David Hirschman, John Kammauff, Ned Michie, Sean McCord, Jordan Phemister and Natasha Sienitsky. Staff: Brian Daly and Vic Garber

**Minutes:**

- Jordan Phemister made a motion to approve September 18, 2013 minutes, second by Ned Michie, motion was unanimously approved.

**National Agency Accreditation**

- Vic Garber gave a presentation on National Agency Accreditation for Parks and Recreation departments and distributed standards to board members.
- What is Agency Accreditation:
  - A formal, self-evaluation process whereby Parks & Recreation agencies of all types and sizes can demonstrate that they meet the requirements (standards) to provide ongoing quality programs, services, and facilities for their citizens. The process is overseen by the Commission for Accreditation of Parks & Recreation agencies (CAPRA)
  - Evaluates the qualitative aspects of your agency – not the quantitative
  - Accesses your agencies plans, policies, procedures and programs to ensure you are offering the best operational system for your community.
- Benefits of Accreditation:
  - Enhances staff teamwork and pride-known as one of the best in the country
  - Benchmark your team with others-answers the question “how are we doing?”
  - Identifies areas for improvement by comparing our agency against national standards of best practice
  - Creates an environment for regular review of operations, policies and procedures and promotes continuous improvement.
- History of accreditation:
  - 1965 – Standards & Evaluative Criteria published and fields tested
  - 1989 – National Committee on Accreditation for Public Parks & Recreation Agencies was formed.
  - 1993 – The Commission on Accreditation of Parks & Recreation Agencies (CAPRA) formed and the program was formally adopted.
- What is CAPRA? Established to implement and administer the Accreditation program
  - 4 members appointed by the NRPA Board of Trustees
  - 4 members appointed by the American Academy of Parks & Recreation Administration (AAPRA) Board of Directors

- Steps to Accreditation:
  - Initial application (clock begins)
  - Self-Assessment report – based on 144 standards and evidence of compliance
  - On site visitation by approved team
  - Formal hearing with CAPRA
  - Submission of report to CAPRA annually
  - Re-Accreditation takes place every 5 years
- Accreditation process is:
  - A systematic process for agency staff to perform extensive self-evaluation of all aspects of the agency
  - Normally a 2-year process
  - A team effort (City-wide departments)
- Standards:
  - A standard is a statement of desirable practice as set forth by CAPRA
  - Focuses on the quality and performance of your operations
  - The standards provide an effective and credible means of evaluating a parks and recreation department's overall system. The standards are considered to be elements of an effective and efficient operation.
- Standards Overview:
  - 144 standards in 10 different categories
  - 100% of the 36 fundamental standards must be achieved
  - 85% of the remaining 108 (92) must be achieved
  - Highly recommend attempting to meet 100% for CAPRA Board
- National Accredited Departments:
  - There are 112 Parks and Recreation agencies throughout the United States that have successfully completed the NRPA agency accreditation process, six are in Virginia, Virginia Beach was first Virginia department
- Brian Daly stated that areas to focus on included strategic plan, public community involvement process, strong – fiscal management citywide, good solid maintenance plans, natural resource management plan. Present weak areas include research, Human Resources - performance evaluations, job descriptions and Risk Management.
- Budget requirements – big cost to bring in visitation team, Vic Garber reported that the cost would be approximately \$10,000
- Brian Daly stated that they would like to have the Advisory Board's support.

#### **McIntire Park Design RFP**

- Brian Daly reported that they are in negotiations and had a very productive meeting yesterday on the RFP; have received a non-binding cost estimate, waiting for another cost analysis in next couple of weeks.

### **Skatepark Design**

- Vic Garber stated that there were six proposals and that the Skatepark committee has narrowed it down to 4 and finished interviews about 10 days ago. Presently in process of checking references, getting back together in another week. Would like to have a contract in January.

### **Advisory Board Bylaws**

- Brian Daly stated that on the 2<sup>nd</sup> page under attendance, first paragraph, wording was changed to the following: 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.
- **Motion - Advisory Board Bylaws**
  - Ruth Barnett made a motion to approve amendments to Advisory Board Bylaws as stated, Jordan Phemister second, motion was unanimously approved
  - Brian Daly stated that he would distribute final copy to Advisory Board members.
- **Naming a Bridge @ Meadowcreek Valley Park in honor of Eben Smith**
  - Diana Foster representing the Rivanna Trails Foundation made a formal request to consider naming something tangible preferably a big bridge in the new Meadowcreek Valley Park in honor of Eben Smith.
  - She gave a background history on Eben Smith that included: that he spent hours developing maps on how trails could surround the community; he was a prolific photographer and put together albums that showcased a story; he was on the RTF board for 18 years and also built trail guide boxes.
  - David Hirschman stated that he would like to have a plaque that had Eben's picture on it, since he was about photography
- **Motion – Naming a Bridge @ Meadowcreek Valley Park in honor of Eben Smith**
  - Llezelle Dugger made a motion to name a bridge @ Meadowcreek Valley Park in honor of Eben Smith, Sean McCord second, motion was unanimously approved. Ned Michie abstained due to being a member of the RTF board.

### **Board Matters**

- Ned Michie stated that there were two nets down @ CHS courts
- Natasha Sienitsky asked about the Tonsler Park Master Plan; Brian Daly replied that City Council had adopted the plan in September. City Council had asked to hire a landscape architect, parts of the plan cannot be done in house, there will be an RFP, and funding will be included in CIP plan for the next 3 years. He also reported that short term improvements have not been scheduled yet.

### **Directors Matters**

#### **Quarry Park**

- Reported that the department had acquired new property adjacent to Quarry Park. The property was sold for assessed value - 12 acres @ \$220,000, will be closing in the next 2-3 weeks. New pedestrian bridge @ Quarry Park will be placed within next 30-45 days.

- Reported that he and Chris Gensic had attended a Belmont/Carlton neighborhood association meeting for input from the community. Current plan does not include garden plots, neighborhood very interested in having the conversation to amend to add to the master plan.

**Budget:**

- Reported that budget directives were received today including developing a flat budget, as well as 10% budget reductions scenario, same directions as a year ago, spending next month working through budget, budget is due 11/15. At next meeting will lay out proposals

**Motion:**

- Jordan Phemister made a motion to adjourn, Ned Michie second, motion was unanimously approved. Meeting adjourned @ 7:00 pm

Respectfully submitted,

Linda Daly  
Secretary to the Advisory Board

City of Charlottesville  
Parks and Recreation Advisory Board – Agenda Item  
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## **INFORMATION - 1**

### McIntire Park Design RFP

Staff will provide an update on the process of selection for a design firm to complete the final plans for the east side of McIntire Park.

## **INFORMATION - 2**

### Skate Park Design RFP

Staff will provide an update on the process of selection for a design firm to complete the final plans for the Skate Park within the east side of McIntire Park; including an outline of citizen participation on the review committee.

## **INFORMATION - 3**

### Azalea Park – Reorientation of Athletic Field

Staff will provide a summary of ongoing discussions with the Frys Spring Neighborhood Association (FSNA) regarding the reorientation of the diamond athletic field at Azalea Park. After lengthy discussions with the Association, the recommendation is to leave the field in its current orientation. Staff has participated in these discussions with the FSNA and will provide a detailed summary.

## **INFORMATION – 4**

### Rives Park – Renovations and Public Hearing on Plan Amendment

Staff will provide an update on the progress of the renovations at Rives Park as well as Advisory Board discussion regarding the scheduling of a master plan amendment public hearing to consider the issue of inclusion of garden plots in Rives Park. This is at the request of the Belmont/Carlton Neighborhood Association.

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## **INFORMATION - 5**

### **FY15 Budget Draft Submission**

Staff will provide The Advisory Board with the draft FY2015 Parks and Recreation budget submission. Support documentation is attached, providing the Departmental Budget Summary as well as the proposed revenue enhancement and budget reductions. Note that this document is the budget submission, subject to internal review and review and adoption by City Council as part of the FY2015 budget process.