

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

## **PARKS AND RECREATION ADVISORY BOARD AGENDA October 16, 2013**

### **ADMINISTRATIVE ITEMS**

ADMIN-1 Adoption of Minutes – September 18, 2013 Advisory Board Meeting

### **PRESENTATION**

P-1 National Agency Accreditation

### **INFORMATION ITEMS**

I-1 McIntire Park Design RFP

I-2 Skate Park Design RFP

### **ACTION ITEMS**

A-1 Advisory Board Bylaws

A-2 Naming of a Bridge in the Meadow Creek Valley in honor of Eben Smith

### **CHAIRMAN'S MATTERS**

### **BOARD MATTERS**

### **DIRECTOR'S MATTERS**

### **ADJOURNMENT**

City of Charlottesville  
Parks and Recreation Advisory Board – Agenda Item  
October 16, 2013

**ADMINISTRATIVE – 1**

Adoption of Minutes – September 18, 2013 Parks and Recreation Advisory Board Meeting

ACTION REQUIRED:

Advisory Board adoption of the minutes of the September 18, 2013 meeting.

ENCLOSED DOCUMENTS:

Minutes of September 18, 2013 meeting.

Parks and Recreation Advisory Board  
September 18, 2013  
Minutes

**Advisory Board Members in Attendance:**

Byron Brown, David Hirschman, Sean McCord, Ruth Barnett, Llezelle Dugger, Ned Michie, Jordan Phemister, Ann Hemenway

**Staff in attendance:**

Brian Daly, Doug Ehman, Chris Gensic

**Adoption of August 21, 2013 Minutes** – Approval of minutes moved by Sean McCord, seconded by Llezelle Dugger. Motion approved unanimously.

**Azalea Park Master Plan Implementation** – discussing with community not rotating ball field. High cost compared to renovating in place. Preliminary meeting at Fry's Spring NA is OK with this approach. Another meeting with FSNA in November to get final approval. Other items (restrooms, etc.) are still on track. Reason to rotate originally was to make the field "official" with the proper orientation so that pitcher is not facing the sun during entire games. Saves up to \$70,000 and retains existing grass without having to replant. Item will be on December P&R Board for final approval and master plan revision.

**Rives Park Maser Plan** - Third set of plans are at NDS for review and approval. Need to make decision soon to either mulch playground or pull it out now. Response from NDS is due by next week. Initial thought was that we did not have to go through site review process, but it turns out we do.

**McIntire Park Design RFP** – Interviews of design firms is complete, and we have a top offeror. We are reviewing the non-binding cost estimate and we are working through the details now. All 5 offers were worthwhile.

**Skate Park Design RFP** – we have a short list of firms to present/interview next week. Hopefully we will have a good first and second place firm, and we can check references and make an offer, which should take another month or so. Committee includes 1 county staff, 3 county staff, and 3 members of the skateboarding community.

**CIP FY2015-19 draft CIP** – Copy of draft CIP is in the meeting packet. Staff submissions are due Friday this week, so board is seeing it tonight for review before final draft. Meadow Creek Valley plan implementation has been added, and we've added a line item for tunnels under the railroad at Greenbrier Park and to get under I-64 to Monticello. We typically do not get all of our requests funded, so we have made a priority order and would like board input. Some items are recurring (Trail fund, land acquisition, cemetery rehab) and do not need to be prioritized. After these items are submitted, there is a planning commission discussion and budget office process, and we can re-adjust a bit in the spring, once we have a better idea of cost.

McIntire park implementation is set at \$500,000 in order to accommodate both design and some implementation. Figures for McIntire include the skate park. Amount was increased overall due

to estimates for implementation of plan. We anticipate the Botanical Garden group raising funds to assist with implementation and/or maintenance. Once we get better cost estimates, the number may change in any direction. What is a ball park estimate for the skate park? \$1.2 to \$1.5 million. As an example, Norfolk recently built one for \$700,000+. It involves a lot of concrete and may include a "pro-shop" if we request it. Implementation can be done in phases (both skate park and larger park) that make sense to tackle as funding is available. Seems like a lot to spend for a small number of partners. Albemarle County and the interchange fund have contributed some to this effort. The skate park is free including non-residents. Users must sign a waiver to skate. It is possible that we could charge a fee, but it may change the standard for liability and operational expenses. It could become a destination attraction for regional, national championships. Do we know how many people use it? ~30,000 per year. There is an attendant on site during operating hours. We could build a facility that attracts users from a multi-state area and become a vital part of the local economy. We can discuss scale of the park when we get to design. The botanical garden had similar estimates for economic stimulus, but it remains to be seen whether that works out or not. Parking will be accommodated as part of design effort. The master plan included the skate park as somewhat apart from the larger park (and still be blended in). How to we determine the scale? We probably won't host major events since we don't have the facilities, but we do see features that attract users from larger area. The family activity center and skate park are the big ticket items, and there will be discussion of how each gets implemented and funded.

What caused the significant increase in funding request for Tonsler? A year ago, we made a guess based on assumptions from similar master plans. The field house was a large cost addition that was not expected.

How do we separate small ticket items (<\$50,000) that need to be done for safe operation/compliance vs. those that are wish list type items. Maybe we only need to prioritize bigger ticket/new items? For example, ADA improvements need to be done as soon as possible to meet code. We don't have an accessible golf cart for one thing. Its most important to prioritize the next year, since anything after that is an estimate/placeholder.

Tonsler could be moved forward (above Meadow Creek Valley) since its important to get that park improved soon.

Note: replacement of floor for Key Center is in the list, but we may be able to fund with surplus from this year.

Pen Park tennis replacement. Could private schools that use the courts help with costs? They do pay to use the courts. They may be rotated for better sun angle when renovated, and also to separating the courts into 2-court units instead of 8-courts in one area. Why is it split into phases? So we don't have to take them all out of service at one time.

Staff sees this in groups/tiers, rather than numerical order. There seems to be a top 5, a middle group, and a third group.

Are the numbers for Meadow Creek Valley Plan implementation solid? They will certainly pay for the playground, the bridges, and the crusher-run trails. Trail fund can supplement it if it's a bit short. Note: description is a cut and paste from McIntire and should be replaced with proper language.

Should the Key Center elevator be above other items given that we have Carver open now? We can use other facilities in the next few years, and the timing of Key is based on expansion of programs not happening for a few years. The second floor of the Key Center is currently not accessible.

Belmont Park has been pushed down the list, is that because we did a short-term fix, and these numbers are for a more fuller treatment later? Yes.

Should the bridge, picnic shelter, and facility repairs be put above the tennis courts? We've been able to use small capital funds for some of these items and have done some of the repairs. Electrical and fire boxes have been improved. This year we have some money for roof repairs. The item on the CIP is to make a more regular funding source for shelters since we don't currently have one, and its set to recur every 3 years. If all the work gets done, we can shift the funds around. Some of these will become recurring in the next few years instead of one-time items

**By laws** - Brian got information from the City Attorney's office about bylaws and the updates are related to state law for council appointed boards. Removal of officers and terms of service are proposed to be adjusted per state code. Items in red are from our last meeting, and items in blue are related to the state code.

Question about "shall/may" request a letter of resignation, but what if they don't resign? The board does not have authority to remove, only council has that power (also to accept or reject resignations). If a member does not submit a requested letter of resignation, council will have to take it on. Does request for a letter of resignation require a vote or leave it to chair discretion? Once we pass by-laws, why do we need to vote to enforce them? Chair can determine whether or not to discuss it depending on the situation. Change "shall" require and "may" request. (also in second paragraph change shall/may). Should the chair have that level of authority? Perhaps: Section 6 "Chair shall inquire.....may request letter of resignation after/upon consultation with advisory board members, the chair shall....."?

What if the absent person is the chair? Is it discussed with the person at the meeting? No, it could happen anywhere, even over the phone.

Please bring another draft to next meeting for final approval.

**Naming picnic shelter in honor of Rod Timberlake** – Rod was a supervisor in the parks division with the City for over 27 years in the custodial arena and other areas including picnic shelter reservations and preparation for use and special events. Staff respect Rod immensely and requested that we name a picnic shelter in his honor, and we are here to get the idea approved via the recreational facility naming policy, specifically the second item in the second section of the policy about substantial contributions to the system. Motion to name picnic shelter number 1 at

Pen Park in honor of Rod – (Llezelle), second Sean. Approved. A plaque will be made including an event to dedicate it.

**Chairman matters** – As of today we have a board member (Natasha) who missed 4 meetings. For the first three she may not have been aware of the policy, but she is now aware of the policy. Some meetings were missed due to work commitments. Was she given bylaws early one? (yes). We will remind her that she needs to attend the next meeting for starters. Also ensure new members get formal orientation so there is no question about by laws, etc.

**Board matters** – Sean – notes that City Council made McIntire Botanical Garden, Inc. formally a non-profit as part of the park renovation. Is this a hand off to the group of the process? What role will the P&R advisory board have if MBG is now “in charge”? Brian – the resolution says the City will work with MBG Inc. to develop plans. We have not ceded any authority or land to the MBG group, it’s a formalization of a working relationship that already exists. Thought is to give them some legs to begin fundraising and align missions and goals with the City. Sean – Who designs and develops the area? (The City). So what is the role for MBG if the City is doing all the design/development. We still need to determine how to manage, fund, operate, etc. Concern that this group may be good at fundraising and lobbying, but could in the future “take control” of the process and outpace the City. Note: This pertains only to the botanical garden. MBG has no experience actually managing/maintaining a garden. There are still scope/scale questions to be answered. There will still be plenty of public and board input on the design. This gives the MBG some legitimacy to begin fundraising, etc. They had requested a formal MOA for operation of the garden, and staff denied that request since we had no idea what the area will be and it is premature to go to that level at his time.

Jordan- Tonsler Park master plan – no adjustments made after it left the P&R board. Council only requested that we get a professional designer. Thanks for including funds for a restroom at riverview.

How to get rid of poison ivy? Cut and poison is with round up.

Llezelle – Is there a schedule for mulching playgrounds? Yes, its underway (parks and schools only). We are starting to get involved with housing authority playground repairs, but not maintenance.

Ned – another school board member passed along some CIP ideas. Burnley Moran backstop, puddle at home plate in the rain at Burnley Moran. Clark needs second basketball hoop at adult level (Jim Henderson has to request these items). There is some disagreement between school board and parks about the MOU for new/replacement facilities. Let’s get Clark people/parents/PTO to discuss it and get back to us to ensure it’s a valid request first. Tennis nets at CHS (upper) are broken – Doug is working on this issue with the contractor. Repair work is already scheduled.

Ruth – Riverview park – bench needs to be weeded. Staff will take care of this

David – Carver rec schedule is great. Faucets seem to have an issue with the sensors. Not a brand we prefer, there is a delay built in. Getting skate boarders to the park safely is still an issue.

Could we mow a path in the interim up the hill? Is this safe and legal during construction? Ask if the Meadow Creek Parkway can be used from Melbourne Road for pedestrian only access to the park.

**Director's matters** – State conference (VRPS) awarded us best new program for “Night Hike and Campfire” program (at Riverview) done by Kylie Cempre. Council will present the award at an upcoming meeting

National conference is in Houston in a few weeks. A few of our staff are going. Next year it is in Charlotte, and we hope more staff and board members can attend, there are sessions particularly geared for board members.

October meeting – Vic Garber will be presenting about accreditation and will discuss naming a bridge in honor of Eben Smith (RTF)

Next Meeting October 16, 2013

Adjourn – 7:05

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

### National Agency Accreditation

Vic Garber, Recreation Division Manager, will make a presentation to the Advisory Board outlining National Accreditation and the steps the Parks & Recreation Department needs to initiate to undertake national accreditation through the Commission on Accreditation of Park and Recreation Agencies. Presentation and discussion.

## **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.



City of Charlottesville  
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## **ACTION - 1**

### Advisory Board Bylaws

At the July, August and September Advisory Board Meetings, the Board conducted a discussion of the role of the Advisory Board and adjustments to the By Laws of the Advisory Board. After Board discussion and staff review, an final draft of the By Laws is attached for review and adoption.



P.O. Box 911 Charlottesville, VA 22902  
"A World Class City"

## PARKS AND RECREATION ADVISORY BOARD BY-LAWS

**FINAL DRAFT** Updated **August**~~October~~, 2013 **FINAL DRAFT**

### 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 ~~said bodies~~ 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 MEMBERS<sup>1</sup>

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 annually. Each member shall be appointed for a three-year term.

Each Advisory Board member shall be eligible for re-appoint~~ment~~ 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 ~~appointments~~ appointees will complete the unexpired term of the vacant seat; and ~~are remain~~ eligible for appointment to two consecutive ~~a~~ full three year ~~terms~~ upon the completion of the unexpired term.

<sup>1</sup> 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 with 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

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.

A quorum of the Advisory Board must be present before any action of an official nature may be taken. A quorum is defined as ~~five (5) of the nine (9)~~ 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. In the absence of an affirmative response or resignation, t After consultation with Advisory Board members, the Chair may thereafter request that the absent member submit a letter of resignation to Council. a vote of removal from the Advisory Board. A vote for removal requires a simple majority vote.

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. a replacement member from the Chair of the School Board or Planning Commission.

#### 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 updated August October, 2013

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## **ACTION - 2**

### Naming of a Bridge in the Meadow Creek Valley for Eben Smith

Staff has received a request from the Rivanna Trails Foundation to honor the memory of Mr. Eben Smith (document attached).

Such an action requires the consent of the Parks and Recreation Advisory Board, pursuant to the Policy on the Naming of Parks and Park Facilities.

The Policy states (in part):

Recreational facilities or resource management areas within a park may be named for an individual, living or deceased, who:

2. Has substantially contributed to the advancement of commensurate types of recreational facilities and opportunities within the City's park system.

Staff supports this request from the Rivanna Trails Foundation and requests Advisory Board consideration of the request to name a bridge in the Meadow Creek Valley in honor of the late Mr. Eben Smith, consistent with the City's Policy.





September 17, 2013

**A request to the City of Charlottesville's Parks and Recreation Department**

**A Tribute in honor of Eben E. Smith**

The Rivanna Trails Foundation (RTF) requests that the Parks and Recreation Department consider naming something tangible in the new Meadow Creek Valley Park in honor of Eben E. Smith.

One of the founding members of the Rivanna Trails Foundation (RTF), Eben served on the RTF Board from 1992 until 2009. A cartographer by profession and passion, Eben mapped out the original vision for the Rivanna Trail loop that encircles the City of Charlottesville. He also conducted related research that led to dozens of generous landowners giving the RTF permission to build and manage public trails on their properties. As both secretary and historian, Eben delighted everyone with his prolific writing and picture taking. From the building of trail guide boxes to the painting of the underside of the Quarry Park bridge by himself to delivering trail guides throughout town, Eben performed endless tasks that received little recognition at the moment of their execution but that over time led to the Rivanna Trail's now being the valuable community resource that it is. Most importantly, Eben embodied the spirit of the RTF.

Eben shared the RTF's dream that its volunteer-built trails would one day be permanently protected and would form the backbone of a linear park encircling the City of Charlottesville, giving all residents access to experiences in nature. The RTF applauds the hard work, financial contributions, and creative efforts that the City has taken over the years to achieve this dream. It is fitting that the man who took this visionary idea for a contiguous 20-mile trail loop with accompanying linear parks and put it on paper to empower others to dream should be recognized in the new Meadow Creek Valley Park.

The RTF is open to ideas for what specifically could be named for Eben in the new park. One possibility is the new pedestrian bridge currently being built in partnership between the RTF, the City, Virginia National Bank, the Greenbrier Neighborhood Association, and possibly others.

When Eben died in September, 2010, at the age of 84, the RTF established an **Eben E. Smith Memorial Fund** for honoring his dedication. Money already collected could be used to help pay for signage.

Please let us know what additional information you need from us to move this idea forward.

Sincerely,

Diana Foster

Rivanna Trails Foundation, past president and current secretary  
Home / work telephone 434-964-1022  
Email [dfoster@newventure.com](mailto:dfoster@newventure.com)  
RTF email [info@rivannatrails.org](mailto:info@rivannatrails.org)