

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

PARKS AND RECREATION ADVISORY BOARD AGENDA September 18, 2013

ADMINISTRATIVE ITEMS

ADMIN-1 Adoption of Minutes – August 21, 2013 Advisory Board Meeting

INFORMATION ITEMS

- I-1 Azalea Park Master Plan Implementation Update
- I-2 Rives Park Master Plan Implementation – Construction Schedule
- I-3 McIntire Park Design RFP
- I-4 Skate Park Design RFP

DISCUSSION ITEMS

- D-1 FY15-19 Draft Capital Improvement Program & Priorities

ACTION ITEMS

- A-1 Advisory Board Bylaws
- A-2 Naming of a Picnic Shelter at Pen Park in honor of Rod Timberlake

CHAIRMAN'S MATTERS

BOARD MATTERS

DIRECTOR'S MATTERS

ADJOURNMENT

City of Charlottesville
Parks and Recreation Advisory Board – Agenda Item
September 18, 2013

ADMINISTRATIVE – 1

Adoption of Minutes – August 21, 2013 Parks and Recreation Advisory Board Meeting

ACTION REQUIRED:

Advisory Board adoption of the minutes of the August 21, 2013 meeting.

ENCLOSED DOCUMENTS:

Minutes of August 21, 2013 meeting.

PARKS AND RECREATION ADVISORY BOARD
MINUTES
August 21, 2013

The Parks and Recreation Advisory Board held a regular meeting on Wednesday, August 21, 2013 at 5:00 p.m. held @ Carver Recreation Center. Members present were: Ruth Barnett, Byron Brown, Llezelle Dugger, John Kammauff, Ned Michie, Sean McCord, Jordan Phemister and Natasha Sienitsky. Members absent were: Anne Hemenway and David Hirschman
Staff: Brian Daly, Doug Ehman and Vic Garber

Minutes:

- Under the paragraph Role of Advisory Board - change to following sentence:
- Replace sentence Encouraged staff to look to users, opportunities, prioritizing by input from users with Use Advisory Board more as a sounding board.
- Ned Michie made a motion to approve amended July 17, 2013 minutes, second by Sean McCord, motion was unanimously approved.

Azalea Park Report:

- Azalea Park Master Plan
- Doug Ehman reported the following:
 - Path installed
 - Asphalt will be laid
 - Plans in process for ball field, restroom & picnic shelter
- Rives Master Plan
- Doug Ehman reported the following:
 - In the process
 - 2nd set of revisions being reviewed, sign off by end of this week
 - Construction early October
- Tonsler Park Master Plan
- Doug Ehman reported the following:
 - On City Council agenda for September 5
- Carver Center
- Brian Daly introduced Dan Carpenter, Manager of Carver Center
- Dan Carpenter gave the following Carver Center report:
 - City is leasing space from Jefferson Partnership, building is not city owned
 - Carver Center is 35,000 sq. ft.
 - Rent is \$400,000/month which includes taxes, also parks staff does grounds maintenance which was a negotiation for lower rent
 - Annual operation budget -\$1.2 million which includes staff, rent, expenses
 - Facility has averages 12,000 visits/month
 - Building has a large multi-purpose room which includes classes and special events
 - Facility has free drop in Teen Center from 2-8 pm, purpose to keep youth active

- Facility has classroom/lounge area
- Upstairs – gymnasium which includes open gym, volleyball, special gymnasium and programming
- Upstairs - dance, arts & crafts rooms
- Facility has contracted custodial services
- Natasha Sienitsky asked if there was a long term goal for financial recovery. Brian Daly replied that if the rent is eliminated, the recovery percentage is higher.

➤ Operations

- Dan Carpenter reported that he was the only FT staff, all other are temp staff, which is approximately 20-25 employees
- Focus for staff is on customer service and procedures
- Wants patrons and staff to be diverse

➤ Programs

- Dan Carpenter reported that he has to balance fee based program with free/drop in programs
- Keep decent volume of free programs, example - skating,
- Fall will have 65 registered classes: example: dance, gymnastics with multiple sessions, 175 different sessions, always something going on; 38 drop-in fitness classes that are used by an access pass
- Large scale special events – good way to get new people in the building
- Flea Market being held this Saturday

➤ Successes

- Dan Carpenter stated that his goal was to create a community and have people keep coming back
- Customer feedback from pass holders has been very positive; some had a wish list for fitness equipment @ the center.

➤ Large Scale Program

- Evening of Jazz – Dan Carpenter reported that people who attended the event introduced themselves and thanked him for the program
- Other events include: Mother/Son Prom, Father/Daughter Dance, City, wedding receptions, MJH, JABA banquet, skating
- Rentals – Saturday - \$1,400 fee, is the most expensive time to rent, hourly rate during the week
- Birthday parties have been successful

Events Cancelled:

- Two events have been cancelled due to low enrollment – Sock Hop and Carver Camp In

Goals:

- Establish a high volume of patron ownership – events driven by patrons
- Retain annual staff , keep overturn low
- Partnering with local organizations
- Focus on access passes – focus on customer retention

Bylaws:

- Brian Daly – took last month’s board member’s recommendations and made adjustments and board’s additional comments as follows:
 - Section 1 – Changed title of section to reflect present
 - Create section of nomination
 - Appointment and length of term was duplicated
 - Member may be appointed to fill a term, serve out that term and are still eligible to fill two 3-year terms.
 - Ned Michie asked the question if a board member filled a 2 year term should they be eligible for two more terms
 - Compensation – same, serve without compensation
 - Meetings – held 3rd Wednesday of the month
 - Quorum – same
 - Ned Michie suggested taking out quorum numbers and replace with majority of current members
 - Ned Michie suggested taking out affirmative response sentence
 - Sean McCord asked if special appointments don’t attend meetings, how we address.
 - Suggested wording - should a City Council appointed member fail to attend 75% of meetings member notification will be made to organization for replacement
 - Byron Brown asked can board remove Council appointed members or is that done by City Council. Brian Daly replied that he would inquire with the City Attorney’s office
 - Brian Daly stated that he would come back with adjustments @ next month’s meeting for vote

Chairman’s Matters

- None

Board Matters

- Llezelle Dugger inquired about having signs in Spanish @ the City’s pools, she stated that she has had swim patrons ask for translations.
- Ned Michie asked for an update on McIntire Park planning.
- Ned Michie asked about upcoming CIP project list and wanted to know if board members would have a chance for input
- Natasha Sienitsky asked about moving meetings to 5:30. Byron Brown voted to move meetings to 5:30 pm
- Ruth Barnett asked about toilets @ Riverview Park. Doug Ehman replied that they are looking into a modular but are several years out due to funding issues.

Directors Matters

- Outdoor pools – open weekends only once schools are back in session
- McIntire Wading – physically on last leg – limping through to Labor Day
- RFP McIntire – conducted interviews – 5 design firms submitted, doing reference checking, will go to Purchasing in next few days
- RFP Skatepark – received, meeting next week to score, decide who to bring in for presentations
- October meeting – Vic Garber will bring information on accreditation
- Therapeutic end of summer picnic – this Saturday
- New therapeutic manager has started – Sarah Blech, heavily involved in VSA

Motion:

- Sean McCord made a motion to adjourn, Ned Michie second, motion was unanimously approved
- Meeting adjourned @ 6:25 pm

Respectfully submitted,

Linda Daly
Secretary to the Advisory Board

City of Charlottesville
Parks and Recreation Advisory Board – Agenda Item
September 18, 2013

INFORMATION - 1

Azalea Park Master Plan Implementation Construction Schedule

Staff will provide an update on the implementation of the Master Plan for Azalea Park, including an update on the stormwater management wetland project and next steps for Fiscal Year 2014.

INFORMATION - 2

Rives Park Master Plan Implementation Construction Schedule

Staff will provide an update to the construction schedule for the improvements to Rives Park.

INFORMATION - 3

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 - 4

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
Parks and Recreation Advisory Board – Agenda Item
August 21, 2013

DISCUSSION - 1

FY15-19 Draft Capital Improvement Program & Priorities

The FY15-19 Parks and Recreation draft Capital Improvement Program will be submitted to the City Budget office on Friday, September 20, 2013. A summary of the Draft CIP follows. Staff request Advisory Board input on the prioritization of the new or modified project requests.

Parks and Recreation
FY2015-19 Capital Improvement Program Submission - DRAFT
Summary

CURRENT ADOPTED FY14-18 CIP – PARKS AND RECREATION PROJECTS

Project	FY 14	FY 15	FY 16	FY 17	FY 18
Washington Park Center Expansion				100,000	
Azalea Park Renovations	375,000				
McIntire Master Plan Implementation		750,000	1,000,000	1,000,000	500,000
Lee Park Retaining Wall	240,000				
Tonsler Park Master Plan Implementation		250,000	750,000		
Park & School PG Replacement/Renovation	101,794	102,812	103,840	104,878	105,927
Trails and Greenway Development	76,346	77,109	77,880	78,659	79,446
Urban Forest Acquisition/Restoration/Preservation	25,914	49,908	50,407	50,911	51,420
Park Land Acquisition	95,000	95,000	95,000	95,000	95,000
Public Art Fund	25,000	25,000	25,000	25,000	25,000
Cemetery Restoration		50,000		50,000	
Belmont Spray Ground Repairs	100,000				

FY 15-19 **Draft** Capital Improvement Program – Parks and Recreation

Project Type	Project Name	FY15	FY16	FY17	FY18	FY19
Recurring	Cemetery Restorations	50,000		50,000		50,000
Recurring	Park & School PG Replacement/Renovation	101,794	102,812	103,840	104,878	105,927
Recurring	Park Land Acquisition	200,000	200,000	200,000	200,000	200,000
Recurring	Trails and Greenway Development	76,346	77,109	77,881	78,659	79,446
Recurring	Urban Forest Acquisition/Restoration/Preservation	50,000	51,000	52,020	53,060	54,122
Recurring	Public Art Fund	25,000	25,000	25,000	25,000	25,000
New or Revised	McIntire Park Master Plan Implementation	750,000	1,500,000	1,500,000	750,000	500,000
New or Revised	Meadow Creek Valley Master Plan Implementation	150,000	150,000			
New or Revised	Tonsler Park MP Implementation	750,000	1,500,000	250,000		
New or Revised	Key Center Gym Floor Replacement	110,000				
New or Revised	ADA-Recreational Facility Compliance	75,000		75,000		75,000
New or Revised	Key Center ADA Elevator	100,000				
New or Revised	Pen Park Tennis Court Replacement	250,000		250,000		
New or Revised	McIntire Softball Light Replacement	375,000				
New or Revised	Downtown Mall Capital Repair Fund	50,000		50,000		50,000
New or Revised	City County Parks Renovations & Repairs	18,000	60,840	62,595	669,357	17,100
New or Revised	Park Site Master Planning	50,000		50,000		50,000
New or Revised	Miscellaneous Park Bridge Repairs	50,000		50,000		50,000
New or Revised	Recreation Facility Modernization	75,000		75,000		75,000
New or Revised	Picnic Shelter Ongoing Repairs / Renovations	50,000		50,000		50,000
New or Revised	Trail and Greenways - New Bridges	50,000		50,000		50,000
New or Revised	Trail Tunnels - Norfolk Southern RR & Interstate 64		1,000,000		1,000,000	
New or Revised	Riverview Park Restroom Installation		200,000			
New or Revised	Park Lighting Replacements		200,000	200,000		
New or Revised	Pen Park Maintenance Shop Consolidation		250,000			
New or Revised	Washington Park Center Expansion		100,000	2,500,000	100,000	
New or Revised	Belmont Spray Ground Replacement			500,000		

PROJECT SUMMARY – FUNDED IN CURRENT FISCAL YEAR BUT WILL NOT BE IN FY15-19 CIP

Azalea Park Master Plan Implementation

FY14 Adopted	FY15	FY16	FY17	FY18	FY19
\$375,000	\$0	\$0	\$0	\$0	\$0

This project completes the renovation of Azalea Park as outlined in the adopted master plan. FY14 components include the establishment of permanent restroom and concession structures, install a picnic shelter, possible reorientation of the diamond athletic field and place a finish coat on the all- weather trails. Reorientation of the field is under further discussion with the neighborhood association's Azalea Park committee.

Lee Park Retaining Wall and Infrastructure

FY14 Adopted	FY15	FY16	FY17	FY18	FY19
\$240,000	\$0	\$	\$	\$	\$

This project will undertake a major infrastructure renovation to Lee Park. The perimeter retaining walls, interior sidewalks and paths, gardens and the plaza surrounding the statue of Robert E. Lee will be renovated to ensure the sustainability of the park for the next generation. Current conditions of the retaining wall are dangerous and in need of immediate repairs. The internal sidewalk conditions are such that major repairs are also needed. This project is also desired by the North Downtown Neighborhood Association.

Parks and Recreation staff will take the lead on this project, producing a landscaping design to ensure protection of existing trees, landscaping and ensuring that infrastructure is in place to support the numerous festivals and special events that occur in the park annually.

PROJECT BY PROJECT SUMMARY – RECURRING PROJECTS

Cemetery Restorations

FY14 Adopted	FY15	FY16	FY17	FY18	FY19
\$0	\$50,000	0	\$0	\$50,000	

This is ongoing funding for repairs at the city owned cemeteries. Work includes the structural and cosmetic repair of brick walls and columns, repair and resetting of broken historic headstones and the renovation of ironwork gates. There will be an ongoing need for this work over many years in order to conserve, repair and reestablish the integrity of these assets.

Park & School Playground Renovations

<u>FY14 Adopted</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
\$101,794	\$102,812	\$103,840	\$104,878	\$107,500	\$105,927

This is an ongoing project of playground replacement at the end of their service life, or when they are no longer in substantial compliance with Consumer Product Safety Commission or ASTM playground guidelines. There are 29 playgrounds currently in the system and the emphasis over the past several years has been to get school sites in compliance. That task is now complete and the focus is on park properties with some units dating from the early to mid-1990's. This project is only for capital replacement. Maintenance activities are in the Parks Division operating budget and any additional playgrounds would be submitted as an additional project.

Park Land Acquisition

<u>FY14 Adopted</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
\$95,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000

These funds will be used to pursue land acquisition opportunities to preserve open space, protect natural resources and improve riparian buffers and provide future trail connections. In the past eighteen months, several potential acquisition opportunities have occurred, that would have enhanced the park system and preserved valuable open space. Without a dedicated fund to pursue such opportunities, those opportunities are lost forever. Municipalities across the nation are finding that the preservation of open space and parks is a wise investment and saves tax dollars. Green infrastructure and open space conservation are often the cheapest way to safeguard drinking water, clean the air and achieve other environmental goals. Forested lands control erosion, help clean the air of pollutants, absorb carbon dioxide and other harmful greenhouse gasses, and help shelter our houses from heat and wind. Wetlands serve as wildlife habitat, absorb storm and flood water, and reduce pollutant and sediment loads in watershed runoff. Additional land acquisition has been repeatedly cited in the Planning Commission's priorities and in the recently adopted 2013 City Comprehensive Plan.

Trails & Greenway Development

<u>FY14 Adopted</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
\$76,346	\$77,873	\$79,430	\$81,019	\$82,639	\$84,292

This project is the result of reallocated capital funds at the direction of City Council in February 2006. Funding in the amount of \$350,000 was reallocated towards the development of trails and greenways as defined in the City's Bike and Pedestrian Master Plan. Parks and Recreation is currently managing this program and has moved forward on a number of fronts, new construction through Safe Routes to School funds around Buford Middle School and at Venable School, in McIntire Park along the 250 bypass for a commuter trail, at Azalea Park, and the improvement of connections to existing trails through the site plan review process. Trails were the # 1 priority as defined by the citizens in a citizen survey conducted as part of the Parks and Recreation Needs Assessment in 2005. City Council recognized this as a priority and the Department is working diligently to implement the Bike & Ped Master Plan. Staff recommends continuing to fund this project annually for the acquisition, development and construction of trails and greenways throughout the City.

Urban Forest Acquisition Restoration and Preservation

<u>FY14 Adopted</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
\$25,914	\$50,000	\$51,000	\$52,020	\$53,060	\$54,122

The importance of tree preservation is a highly held value among residents of the City. The protection of the Urban Tree Canopy has a direct affect upon air quality, storm water management and quality of life for City residents. Past fiscal years have seen significant work to deal with aging trees, cut back and the removal of dangerous and dead trees. These funds are used for preventive work and the preservation of the tree canopy, through leveraging the completed tree inventory in the city, assess problem trees and further define action strategies toward the protection of the tree canopy. In certain narrowly defined circumstances this funding may also be used to purchase property that would preserve critical urban forest habitat.

The Urban Forest Management Plan was adopted by City Council in June of 2009; providing a long-term framework for protection and sustainability of the City's urban tree canopy. These funds will also be used for the procurement of replacement trees and the planting of new trees in areas of where invasive species are prevalent and along riparian buffers to enhance water quality and storm water management strategies.

The newly formed Tree Commission has developed a Tree Conservation Ordinance. The identification of these trees on public property would assist staff in the better management of our larger specimen trees in a comprehensive manner.

Public Art Fund

FY14 Adopted	FY15	FY16	FY17	FY18	FY19
\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000

This funding request is to support the annual Art in Place lease, provide funds for the possible purchase of art works or sculptures from the Art in Place show, and support other specific art installations in City facilities.

NON-RECURRING PROJECTS (Draft Priority Order)

McIntire Park Master Plan Implementation

FY14 Adopted	FY15	FY16	FY17	FY18	FY19
\$0	\$750,000	\$1,500,000	\$1,500,000	\$750,000	\$500,000

These funds represent a continuing commitment to set aside funds for the future development of McIntire Park. Funds have been set aside in previous years for this purpose, with the intention to implement the McIntire Park Master Plan upon the final location of McIntire Road Extended and the interchange with U.S. Route 250. This includes design and construction of the new skate park as well as the final formal design for the park. The amount of funding requested in FY 2015 and beyond is aligned to be timed with newly adopted Master Plan for the eastern side of the park and other improvements at the interchange.

Completion of the Master Plan for the western portion of McIntire Park was completed and adopted by City Council in May of 2008. The master plan was undertaken in order to finalize the location of the Piedmont Family YMCA, who entered into a Land Lease with the City in December of 2007 for the purpose of constructing a family recreation center within McIntire Park.

Meadow Creek Valley Master Plan Implementation

<u>FY14 Adopted</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
\$0	\$150,000	\$150,000	\$0	\$0	\$0

These funds represent a continuing commitment to set aside funds for the future development of McIntire Park. Funds have been set aside in previous years for this purpose, with the intention to implement the McIntire Park Master Plan upon the final location of McIntire Road Extended and the interchange with U.S. Route 250. This includes design and construction of the new skate park as well as the final formal design for the park. The amount of funding requested in FY 2015 and beyond is aligned to be timed with newly adopted Master Plan for the eastern side of the park and other improvements at the interchange.

Tonsler Park Master Plan Implementation

<u>FY14 Adopted</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
\$0	\$250,000	\$1,500,000	\$250,000	\$0	\$0

The City Council recently adopted the Master Plan for Tonsler Park. Funds are requested to implement the improvements and changes in the park that are included in the final park Master Plan.

Key Center Gym Floor Replacement (Included in previous CIP submission but not funded)

<u>FY14 Adopted</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
\$0	\$110,000	\$	\$	\$	\$

The wood floor in the Key Center gym was last replaced in the winter of 2002-2003. In the spring of 2003 the installation experienced profound problems with buckling and similar issues concurrent with the opening of the doors underneath when the Fridays at Five season began. The vendor returned at that time and performed repairs. It was the general consensus at the time that the unconditioned space beneath the floor caused either expansion and contraction beyond the design limits of the floor or residual sawdust bonded with the polyurethane to act as a "glue" and prohibited proper expansion and contraction. In any event the damage occurred and repairs by the installing vendor occurred.

In the past two years it has been noticed that individual floor boards have become loose and within the past year buckling of the floor has begun again. Assessments by qualified individuals have determined that the "repairs" consisted of replacement of some boards and nailing of the expansion joints to the sub-flooring effectively eliminating the floors' ability to expand and contract in response to varying environmental conditions. This is compounded by the large unconditioned space below the gym area. The damage we are now seeing is a result of the floor expanding and contracting without the benefit of functional expansion joints. The floor has become unsafe in several areas and has had to be further nailed down to remove trip hazards. Repair is an option however it is expensive and due to the nature of the damage would not be warranted. Staff are looking at several types of non-wood flooring at the moment in addition to a stabilized wood product that would eliminate issues associated with the unconditioned space below the gym area.

Repair is an option however it is expensive and due to the nature of the damage would not be warranted. Staff are investigating several types of non-wood flooring at the moment in addition to a stabilized wood product that would eliminate issues associated with the unconditioned space below the gym area.

**ADA Compliance – Retrofit of Parks and Recreation Facilities
(Included in previous CIP submission but not funded)**

<u>FY14 Adopted</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
\$0	\$75,000	\$0	\$75,000	\$0	\$75,000

Recently, new federal ADA guidelines for access to recreational facilities were finalized and implemented. This funding will assist in addressing access and utilization of a wide range of recreational amenities including, but not limited to, athletic fields, playgrounds, picnic shelters, trails and basketball and tennis courts. Staff is in the process of attending various workshops to review and become familiar with these new regulations; and then assess city facilities for compliance, developing and implementing a comprehensive remediation plan by the spring of 2014.

**Key Center ADA Elevator
(Included in previous CIP submission but not funded)**

<u>FY14 Adopted</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
\$0	\$0	\$0	\$100,000	\$0	\$0

At the present time there is limited access for individuals with mobility impairments to the second floor of the Key Center. There have been requests for access to those program spaces that have been accommodated by other means such as moving program or activity locations; however, there is an increasing need to access this area as programs and activities continue to grow. We are anticipating the need to access this area by all citizens. Preliminary assessments indicate that the logical place for such lift equipment would be just inside the gym and lifting up to the second floor balcony. The amount of funding requested reflects the fact that this location is over a basement which may complicate the installation and that additional work beyond the elevator will need to be performed on the second floor to make the area fully accessible.

**Pen Park Tennis Court Renovations
(Included in previous CIP submission but not funded)**

<u>FY14 Adopted</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
\$0	\$250,000	\$0	\$250,000	\$0	\$0

This project will completely reconstruct the eight (8) tennis courts at Pen Park. These courts were resurfaced in 2003, however, only a layer of additional color coat was applied to the courts during those renovations. Currently, staff have repaired several fractures in the courts, and the court surface is experiencing root intrusion cracking and heaving from a line of white pine trees on the east side of the courts. The anticipated condition of the courts in FY2014 will require a complete renovation of the courts, including excavation of the existing courts, reconstruction of the sub-base of the courts, pouring new net post footers, applying new asphalt and color coat and lining the courts. Additionally, staff anticipates altering slightly the configuration of the courts to eliminate some penetrations in the asphalt that contribute to cracking. Due to this reconfiguration, the lighting on the upper four courts will need to be marginally realigned, which can be accomplished without moving the light poles. Estimated life span of the renovated courts is 8-10 years.

Project is proposed to be phased over three fiscal years to ensure there is not a significant break in service for the public's use of the courts. Pen Park's tennis courts serve a variety of schools and tennis teams, including teams from Charlottesville Catholic School, the Covenant School, the Independent Home School

Group as well as the Special Olympics, the Charlottesville / Albemarle Tennis League, various USTA leagues and 4-Star Camps. Additionally the courts are heavily used by the general public.

McIntire Softball Field Light Replacement

(Included in previous CIP submission but not funded)

<u>FY14 Adopted</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
\$0	\$375,000	\$0	\$0	\$0	\$0

This project will replace the existing softball field lights which are beyond their normal service life (20 years), have inefficient electric consumption, reduced lighting levels and are approaching 25 years of age. Replacement units will be substantially more efficient and effective, reduce electrical consumption substantially (30% plus) and have zero outfall 50' beyond the playing field. Additionally player safety will be enhanced by increased light levels and routine maintenance costs may be eliminated depending upon the system selected. The current systems lighting levels have fallen to unacceptable and near dangerous levels.

Downtown Mall Ongoing Maintenance

(Included in previous CIP submission but not funded)

<u>FY14 Adopted</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
\$0	\$50,000	\$0	\$50,000	\$0	\$50,000

This will establish a funding stream for major repairs or fixture and equipment replacement on the mall. No such funding source currently exists and with the need for major repairs such as the type that have recently emerged on the crossings, replacement of expensive fixtures and poles that are damaged along with other similar events and needs. The project is funded on an alternating year basis.

City/County Joint Parks Improvements

(Included in previous CIP submission but not funded)

<u>FY14 Adopted</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
\$0	\$18,000	\$60,840	\$62,595	\$669,357	\$17,100

This will establish a funding stream for those recreational properties and facilities that are jointly operated by the City and Albemarle County. The establishment of such funding will permit the systematic and proactive replacement and renovation of these facilities, reducing liability and ensuring a safe environment for users. These projects would be similar in scope and scale to our small capital and capital improvements programs and not include regular operational maintenance activities such as mowing and restroom cleaning. The City has an obligation under our current management agreement with the County for joint operation for these areas. The County has identified a number of projects at Darden Towe Park and Ivy Creek Natural Area such as fencing replacements, restroom renovations and in the later years of the CIP; installation of synthetic turf on several rectangular fields at Darden Towe Park.

Park Site Master Planning

(Included in previous CIP submission but not funded)

<u>FY14 Adopted</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
\$0	\$50,000	\$0	\$50,000	\$0	\$50,000

With a minimum of seven (7) park master plans in process over the planning period there is a critical need to have funding to support these activities. Support would typically consist of graphics, assessment, review and preparation of options, limited research and similar activities. Historically master planning funding has been cobbled together using leftover project funds and money gleaned from the operating budget; however, the projected level of activity makes that approach unreasonable. Staff have the expertise to facilitate meetings and develop community based alternatives but require assistance for graphics and research. Typical costs run \$15,000- \$20,000 per project.

Miscellaneous Park Bridge Repairs (new request)

<u>FY14 Adopted</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
\$0	\$50,000	\$0	\$50,000	\$0	\$50,000

Numerous trail bridges in parks and stream valleys throughout the park system require periodic repairs and refurbishment. Funding is requested to address issues arising from annual bridge inspections, to ensure compliance with ADA where applicable, and ensure safe passage for trail users.

**Recreation Facility Modernization
(Included in previous CIP submission but not funded)**

<u>FY14 Adopted</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
\$0	\$75,000	\$0	\$75,000	\$0	\$75,000

This project is to provide IT modernization to a variety of recreational facilities to assist the Department with business operations, customer service, security and customer requested amenities. The bulk of the funds will be used to connect Parks and Recreation facilities to the City's fiber optic network. Some of the facilities listed below do not have any IT infrastructure and/or internet access. By connecting each facility to the fiber network, we will be able to add a variety of IT services that will greatly enhance our business operations and communications for both customers and staff. Some of these IT services include; On-site registrations for recreational classes and programs, CCTV security systems that can be monitored remotely, webcams for customers to view current conditions at the facilities, remote access for staff to control the facility, digital signage and more.

Parks and Recreation Facilities to add to the City's Fiber Optic Network:

- Onesty Family Aquatic Center
- Washington Park Pool
- Tonsler Recreation Center (limited current IT connectivity)

Picnic Shelter Ongoing Repairs /Renovations (new request)

<u>FY14 Adopted</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
\$0	\$50,000	\$0	\$50,000	\$0	\$50,000

Numerous picnic shelters throughout the park system require periodic repairs and refurbishment. Funding is requested to address issues arising from annual inspections, to ensure compliance with ADA where applicable, and ensure a quality guest experience.

Trails and Greenways – New Bridges

<u>FY14 Adopted</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
\$0	\$50,000	\$0	\$50,000	\$0	\$50,000

As the park system continues to grow and new trails are brought on line in riparian areas, bridges are often required to cross streams and tributaries. Funding will allow staff flexibility in in addressing existing needs and those that arise as a result of new acquisitions.

Trails Tunnels – Norfolk Southern Railroad & Interstate 64

<u>FY14 Adopted</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
\$0	\$1,000,000	\$0	\$1,000,000	\$0	\$0

Important trail connections on the Rivanna Trail in Greenbrier Park to traverse the Norfolk Southern Railroad and to connect the trails along John Warner Parkway to other city trails; and to connect trails under Interstate 64 to connect a trail to Monticello.

Riverview Park Restroom Installation (new request)

<u>FY14 Adopted</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
\$0	\$0	\$200,000	\$ 0	\$0	\$0

Staff has determined that the installation of a permanent restroom at Riverview Park would address long-standing requests on the part of park patrons for improved restroom facilities at the park. Riverview Park and the trailhead to the Rivanna Trail is one of the busier parks in the system, visited by thousands of patrons annually.

Park Lighting Replacements

(Included in previous CIP submission but not funded)

<u>FY14 Adopted</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
\$0	\$0	\$200,000	\$200,000	\$0	\$0

This project will result in the systematic replacement, and in limited cases additions to, existing court, walkway, facility, security and parking light systems with more efficient and effective light fixtures and where necessary poles, transformers and switching equipment. In addition many of our current systems are owned by Dominion Power and our ability to effect change or modifications to these systems is limited.

Pen Park Maintenance Shop Consolidation

(Included in previous CIP submission but not funded)

<u>FY14 Adopted</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
\$0	\$0	\$0	\$250,000	\$0	\$0

This project will permit the consolidation of both Golf and Park Division maintenance operations into one location at Pen Park. Such a move will permit golf personnel better access to fuel, equipment maintenance personnel and other logistical support. It will also permit them to be housed in a facility that meets current and anticipated guidelines/regulations for pesticide and fertilizer storage, equipment maintenance and bulk storage. This will also permit the removal of substandard structures at the golf course providing for further enhancement of golf operations and the establish of features which will enhance the golf experience and increase revenue.

Facilities to be developed included a 60'x140' Butler style building with an office, crew room, restrooms, pesticide and fertilizer storage, general storage, an equipment maintenance and storage area. Exterior spaces would include bulk storage for trap sand and top dressing, parking for 12 and a small yard for staging equipment. This would provide the golf maintenance operation with a facility fully compliant with all Federal and Commonwealth regulations and spaces which are fully functional. Demolition of the existing structures, with the exception of the barn, would provide additional opportunities for revenue generation through both instruction and self improvement/practice opportunities. This project will also accomplish demolition of structures that are not needed on the course.

Washington Park Center Expansion

FY14 Adopted	FY15	FY16	FY17	FY18	FY19
\$0	\$0	\$100,000	\$2,500,000	\$0	\$0

This project is to expand the center at Washington Park. The existing center was constructed in the 1990's and has never been large enough to meet diverse programming needs or meet the larger recreation needs of the community. The center serves as a drop-in center but is not large enough to accommodate fitness, exercise, or children's enrichment programming due to space limitations. Additionally, the center does not have internal restroom facilities and an expanded center is intended to replace the recreation space at Crow center, which will be lost upon the closing of Crow in the next two years.

Belmont Spray Ground Replacement

FY14 Adopted	FY15	FY16	FY17	FY18	FY19
\$100,000	\$0	\$	\$500,000	\$0	\$0

The Belmont Spray Ground opened in 2003 and was the first community spray ground for the City. The spray ground offers seven (7) water features on a non-skid soft (400sq/ft.) surface for water play. The facility was poorly designed and not constructed with current best practices and must be replaced to operate efficiently and effectively. Presently the filtration/feature control system is secured in a 6' underground pit which floods and is dangerous to employees. The facility is non-compliant with OSHA & NEC standards. The department has received numerous complaints from the community concerning the inconsistencies of the spray ground's operations.

\$100,000 was allocated in the FY14 CIP to provide for minor repairs and the replacement of the timing and pumping system. This work will occur following the closing of the facility for the 2013 season in October.

City of Charlottesville
Parks and Recreation Advisory Board – Agenda Item
August 21, 2013

ACTION - 1

Advisory Board Bylaws

At the July 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 updated version of the By Laws is attached for review and discussion. The Board may take action to approve the adjusted bylaws.



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

PARKS AND RECREATION ADVISORY BOARD BY-LAWS

DRAFT Updated ~~August~~September, 2013 DRAFT

SECTION 1: DUTIES AND RESPONSIBILITIES

The Advisory Board 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 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

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, 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 term~~s~~ upon the completion of the unexpired term.

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 with no limit on the number of terms they may serve on the Advisory Board. 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~~ The Chair may thereafter request 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 shall request 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~~ September, 2013

ACTION - 2

Naming of a Picnic Shelter at Pen Park in honor of Rod Timberlake

Rod Timberlake was a long time City employee in the Parks Division, who passed away suddenly last month. Rod served as a Maintenance Crew Supervisor with direct responsibility for the cleanliness of the parks, rights of way and picnic shelters. Rod was always an exemplary employee with a positive attitude and always took his responsibilities very seriously and executed them in a highly professional manner. Rod worked for the City for over twenty-seven (27) years.

The staff of the Parks and Recreation Department would like to honor Rod by naming a picnic shelter at Pen Park in his honor. 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.

Mr. Timberlake's level of care and attention to quality contributed greatly to the opportunities afforded the citizens of Charlottesville to enjoy their parks.

Staff requests Advisory Board consideration of this request to name a picnic shelter at Pen Park in honor of Mr. Rod Timberlake.



Policy - Naming of Parks and Park Facilities

As a general policy, parks shall be named in accordance with geographical, historical or ecological features indigenous to the park site or to the immediate vicinity of the site. Parks may be named for an individual under the following conditions:

1. Where the individual has made a significant gift of land for park purposes to the City, or
2. In memoriam for an individual who has made a significant contribution to the park system of the City of Charlottesville.
3. For an individual who has made a significant contributions to the quality of life in the community.

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

1. Has made a significant contribution to the protection of natural, cultural, or horticultural resources of the City's park system; OR
2. Has substantially contributed to the advancement of commensurate types of recreational facilities and opportunities within the City's park system; OR
3. Has made a significant contribution to the betterment of a specific park, consistent with the established criteria and standards for the designated park classification as identified in the Comprehensive Plan.

In support of this policy, nominations for naming parks, recreational facilities or resource management areas shall be evaluated on the basis of the above criteria and upon appropriate documentation.

Final action on naming of parks and facilities shall be made in open session by the Parks and Recreation Advisory Board.

Adopted by the Parks and Recreation Advisory Board – May, 2010