

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

## **PARKS AND RECREATION ADVISORY BOARD AGENDA April 20, 2016**

### **ADMINISTRATIVE ITEMS**

- ADMIN-1      Advisory Board Member Introductions  
ADMIN-2      Adoption of Minutes – March 16, 2016 Advisory Board Meeting

### **PRESENTATION**

- P-1              Facility Operations Update  
P-2              Skate Park Committee

### **INFORMATION ITEMS**

- I-1              Meadow Creek Valley Master Plan Implementation  
I-2              Tonsler Park Master Plan Implementation Update  
I-3              Update on Piedmont Family YMCA  
I-4              Ragged Mountain Planning Process Update & Schedule  
I-5              Adopted FY17 Budget and Capital Improvement Program  
I-6              Parks and Recreation Maintenance Project Report

### **CHAIRMAN'S MATTERS**

### **BOARD MATTERS**

### **DIRECTOR'S MATTERS**

### **ADJOURNMENT**

ATTACHMENT 1 - Parks and Recreation Maintenance Project Report

City of Charlottesville  
Parks and Recreation Advisory Board – Agenda Item  
April 20, 2016

**ADMINISTRATIVE – 1**

Advisory Board Member Introductions

**ADMINISTRATIVE – 2**

Adoption of Minutes – March 16, 2016 Parks and Recreation Advisory Board Meeting

ACTION REQUIRED:

Advisory Board adoption of the minutes of the March 16, 2016\_meeting.

ENCLOSED DOCUMENTS:

Minutes of March 16, 2016 meeting.

## ***PARKS AND RECREATION ADVISORY BOARD***

### **MINUTES**

***March 16, 2016***

The Parks and Recreation Advisory Board held a regular meeting on Wednesday March 16, 2016 at 5:30 p.m. held @ Carver Recreation Center. Members present were: Elise Cruz, Llezelle Dugger, Anne Hemenway, Jody Lahendro, Ned Michie, and Maurice Walker. Member absent: Ruth Barnett, David Hirschman, Scott Morgan and Mary Wilson

Staff: Brian Daly, Doug Ehman, Vic Garber, Sarah Blech, John Mann, Pat Tedesco

### **Minutes**

- Ned Michie made a motion to approve February 17, 2016 minutes, Jody Lahendro second, motion was unanimously approved.

### **Therapeutic Recreation Summer 2016 Program Outline**

- Sarah Blech, Therapeutic Recreation Supervisor, reported the following on the City's Therapeutic Program:
  - Serves individuals with disabilities 8 years & above and seniors; division has three staff, Recreation Supervisor, (2) Rec Specialists – (1) FT & (1) PT
  - Programs are conducted year round. Starting to gear up for summer camps, this will be second year for pre-school camp, five camp programs @ Walker/Crow
  - Year-end programming – exercise @ Key Center, basketball, fitness, one on one swim, one on one fitness classes, weekend trips to Wildlife Center, Safari Park, Frontier Museum, offer variety, take suggestions
  - Provide transportation, mostly participants meet @ Crow Center.
  - Program is funded by City & County, 50 percent county
  - Camp programs – tend to have more county participants
  - Inclusion program – provides inclusion leaders @ the bigger camps
  - Partnering with Special Olympics, will be huge athletic meet @ AHS
  - Focusing on outdoor recreation, trying to do collaboration with other agencies
  - Needs Assessment just finished – will be looking @ results
  - VSA – arts program for individuals with disabilities – will be art show this Saturday from 6:30-8 pm, will include 85 artists, McGuffey artists help hang pictures for show, proceeds go directly to artist
  - Day Support Program – Festival of the Book, art classes – funded by City/County
  - Senior Programs – Seniors in the Park, May 11 – games, discount on greens fees, day trips, classes; 10,000 participants/year
  - Sibling Support Program – held @ Carver Center a couple of weeks ago, active games, discussion, art activities; provide coaching/counseling, first time held @ Carver Center, will be more exposure

### **2015 Integrated Pest Management Annual Report**

- John Mann – stated that he has been with Parks Division for 14 years. Reported that IPM policy was solidified by City Council April, 2015. Reviewed IPM report which was included in board members packet:

- Goal – be more accountable to public, govern all city owned property taken care of by Parks & Recreation
- Overview of previous years activities:
  - Actual records – required by State of Virginia to maintain
  - Developed in-house program
  - Report gives narratives of how decisions are made
  - Pruning, mulching instead of spraying
  - Based on herbicide use, making a landscape that is sustainable
  - Pilot programs – need more research
  - Products used do not require licenses, although City does have licenses
  - Notification system – put up sign in beginning and end of area, very visible to citizens
  - Schools notified – 24 hours in advance
  - Environmental gardens – by butterfly statue on John Warner Parkway
  - 7 gallons of Roundup used last calendar year over 250 acres
  - Page 14 showed Chart for Liquid Applications by area 2015, color codes, Blue – 27% Hort Sector; Red – Parks; Green – 5% Public Buildings ; Purple – 43% Right of Way and Yellow, 4% Schools; majority 43% - right of ways which include Monticello, Preston, JPA
  - Page 30 – reviewed lists for Anticipated Future Actions
  - Elise Cruz asked about the use of goats; John Mann replied that they have contracted with an organization called Goat Busters, includes fenced area with electrical fence, dogs guard goats; bring own water, very effective, restoring area back to native
  - Brian Daly reported that the IPM report will be reviewed by Tree Commission, then will go to City Council

#### **Meadowcreek Valley Master Plan Implementation**

- Doug Ehman stated that they are waiting for new Flood Plain study, have a solid timeline
- Study should be back by April 1, then to NDS – 30 days to respond, concerns have to be met, then to FEMA – 90 days to review, consultant address any concerns, consultants will begin design for bridge based on study, design review process, informal process 60-90 days, if formal, will be longer
- When design is done – 30-45 days for bid award, construction 90 days – probably start this time next year

#### **Tonsler Park Master Plan Implementation Update**

- Doug Ehman reported that they have had first meeting on the splash pad, 2<sup>nd</sup> meeting on 29<sup>th</sup>, consensus was unanimous to go with plaza style. Will present two options @ Tuesday meeting.

#### **Update on Piedmont Family YMCA**

- Dogwood Festival will be held in McIntire Park

#### **Parks & Recreation Maintenance Project Report**

- Pat Tedesco reviewed the Parks & Recreation Maintenance Project report that board members received in their board packet.

- Tonsler Park - stairs going to bid soon
- Doug – parks drinking fountains are going, bathrooms open

### **Ragged Mountain Public Meetings**

- Brian Daly reported that the first public meeting was 1 ½ weeks – 45 in attendance, Chris Gensic presented the history of the site @ meeting, background history is on line
- RWSA staff were present
- Informative, next meeting next Tuesday, 3/22 @ 6 pm
- Captured comments

### **Chairman's Matters**

- None

### **Board Matters**

- Ned Michie stated the following:
  - Pen Park tennis courts needed repair, there was cracking, Pat Tedesco replied that there would be patching;
  - Hole in back of CHS courts, Doug Ehman replied that they have been fixing for the past two years, will do again
  - Elise Cruz stated that the showers @ Smith Aquatic Center were very hot, reported that you can't adjust temperature, Pat Tedesco replied that the issue was in the ticket system; working on solution
  - Anne Hemenway asked about the funding of \$1.7 million budgeted in CIP for Skatepark? Thought there would be fundraising for the project. Felt that it was a lot of funding going to one recreation project for a small group. Brian Daly replied that staff separated the Skatepark project from the McIntire East project in CIP, City Council will decide on Skatepark in isolation, will be built on phased approach
  - Ned Michie stated that he felt there should be a Needs Assessment done, last one was 10 years ago, would provide where to prioritize funds. Brian Daly replied that CIP projects are not put in prioritized order in submission. Ned Michie stated that he would like Skatepark Board to come talk to the Advisory Board
- Llezelle Dugger stated that she had been dealing with parents regarding the Swim Team Coach issue, frustration for parents is to have the same thing happened this year as last year - don't know who coach is, staff has not explained what is happening; \$85/child for swim team, want to know if they are going to have a swim team, don't feel it is a priority, over 230 kids on teams, over 500 parents to deal with. Brian Daly replied that a decision will be made within days
- Staff made decision last September/October that there was a need for a FT Aquatic Instructor Manager, description was drafted, approved by HR in January, in process of making final decision

### **Directors Matters**

- Vic Garber reported that the Skatepark will open April 2 - 7 days a week for season
- Easter Egg Hunt – will be held on Saturday, March 26 at CHS - 10 am

**Motion – Adjourn Meeting**

- Ned Michie made a motion to adjourn meeting, Elise Cruz second, motion was unanimously approved
- Meeting adjourned @ 7:15 pm

Respectfully submitted,

Linda Daly  
Secretary to the Advisory Board

City of Charlottesville  
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## **PRESENTATION - 1**

### Facility Operations Update

Riaan Anthony, Facilities Manager for Parks and Recreation will provide an update on new program initiatives, facility operations and events for this coming Spring, Summer and Fall.

## **PRESENTATION – 2**

### Skate Park Committee

At the March 2016 Advisory Board Meeting, the Board requested that members of the skate park committee attend this meeting for a discussion about the skate park in McIntire Park. Committee members will be in attendance for a discussion.

## **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.

## **INFORMATION - 2**

### Tonsler Park Master Plan Implementation

Staff will provide an update of the ongoing efforts to implement the Master Plan for Tonsler Park. The first two public meeting for planning of the new spray ground features have been held. Staff will provide a overview of the conceptual designs at this stage in the process.

## **INFORMATION - 3**

### Update on Piedmont Family YMCA Construction

Staff will provide an update of the construction progress of the new YMCA facility in McIntire Park.

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#### **INFORMATION - 4**

##### Ragged Mountain Planning Process Update & Schedule

Staff will provide an update of the planning process for Ragged Mountain. The first two public planning meetings have been held and the next meeting is scheduled for Wednesday, April 27, 2016.

#### **INFORMATION - 5**

##### Final Adopted FY17 Budget and Capital Improvement Program.

The FY17 City Budget and Capital Improvement Program were adopted by the City Council on April 12, 2016. Council reduced by \$450,000 the CIP allotment for Parks and Recreation Projects; including a \$200,000 reduction for the Skate Park project and a \$250,000 reduction in the Meadow Creek Valley and/or McIntire Park Master Plan implementation projects. Staff will outline plans moving forward.

#### **INFORMATION - 6**

##### Parks and Recreation Maintenance Project Report

Staff has developed a reporting structure for ongoing maintenance and renovation projects at Parks and Recreation facilities. The April 2016 report is attached.



# Project Planning and Budget Sheet

4/19/2016

	A	B	C	D	E	F	G	H	I	J	K	L
1	Project Name	Priority Level	Bidding Required	Projected Planning Start	Goal Date Plan Complete	Planning Progress	Projected Project Start	Projected Completion	Project Progress	Estimated Cost	Actual Cost	Funding Account
2	Azalea Park Concession Building Renovation	High	TBD	12/18/15	1/15/16	Complete	3/28/16	4/8/16				
4	Basketball Resurfacing - CHS, Rives, Azalea	Scheduled	Yes			Complete	4/18/16	5/27/16				
5	Belmont Park Bench Refurbishing/ Replacement	Low	TBD	2/5/16	4/1/16	0%						
6	Belmont Park Hand Dryers	Hold	No									
7	Belmont Park Restrooms Renovation	Hold	No				FY17					
10	Carver Rec Ctr Table and Chair Storage Lift	High	No	2/1/16	4/29/16	25%	TBD					
11	Crow Building Power Washing (Rear Pool and Activity Patio)	In Progress	No				10/26/15	4/22/16	75%			
13	Crow Center Activity Area Space Renovation	Hold	TBD	1/18/16	3/4/16	0%	FY17					
14	Crow Center Floor Abatement	Hold	Yes	2/15/16	3/18/16	0%	FY17					
17	Crow Center New Flooring	Hold	Yes				FY17					
19	Crow Center Pool Side Wall Repairs and Painting	Medium	TBD	12/18/15	1/8/16	0%	FY17					
20	Crow Center Sliding Door Replacement	High	In Process	10/12/15	1/5/16	75%	TBD			\$60,000		
21	Crow Pool Pump Room Electrical	High	TBD	11/16/15	1/8/16	75%	4/4/16	4/15/16				
22	Crow Pool Pump Room Plumbing	High	Yes	10/2/15	11/20/15	75%	3/3/16	9/2/16	Started			
23	Crow Pool Reception/Info Area Renovation	Hold	TBD				FY17					
24	Crow Pool Shower Renovations	Medium	Yes			0%	FY17					
25	Forrest Hills Park "Tubed" Spray Feature Repair	High	No	3/2/16	3/8/16	Complete	In Progress	4/1/16				
26	Forrest Hills Resurfacing	Hold					10/3/16					
28	Greenleaf Park Fence Replacement	Medium	No	12/4/15	12/18/15	Complete	FY17			\$3,955		
30	Greenleaf Park Water Fountain Replacement	Medium	No				FY17					
31	Jordan Park Basketball Court Surface	Medium	TBD	3/4/16	3/25/16	0%						
32	Jordan Park Bench Replacement	Medium										
34	Key Center Storm Water Issue (Transferred to Facilities)											
35	Lee Park Retaining Wall Repairs	High	In Process			RFQ	4/4/16	6/3/16				
37	Mall Runnels Renovation	Hold										
38	Mall Tree Grate Cutting in Size	In Progress	No			Complete			75%			
39	Maplewood Cementry Wall Repairs	Medium	Yes	2/12/16	3/18/16	0%	4/1/16	7/1/16				
40	McIntire Park Bat Storage Room Renovation	Hold	No	10/19/15	12/4/15	50%	1/4/16		Started	\$7,000		
41	McIntire Park Hand Dryers	Hold	No									
42	McIntire Park Railroad Bridge	High	Yes									
43	McIntire Park Restroom Renovations	Hold	No	11/9/15	12/11/15	50%	TBD			\$25,000		
44	McIntire Park Skate Park	High	Yes			Complete	TBD					
45	McIntire Park Softball Light Replacement	High	In Process			Complete	TBD					
46	McIntire Park West Side Parking Lot	High	Yes			Complete	TBD	3/17/16	6/3/2016			
47	McIntire Park Wooden Bench Repairs	High	No				In Progress	9/2/2016				
51	McIntire South Side Sewer Line	High	Yes		1/29/16	95%	TBD			\$225,000		
54	Melbourne Shop Storage Efficiency Redesign Work	Medium	No	12/28/15	1/20/16	Complete	2/1/16	4/1/16				
55	Oakwood Cementry Row Markers	Fill In Work	No	12/21/15	1/6/16	25%	4/4/16	4/22/16				
57	Oakwood Cementry Wall Repairs	Medium	Yes	2/26/16	4/1/16	0%	4/15/16					
58	Parks Construction Yard Fencing	Fill In Work	No	1/4/16	2/5/16	Complete	In Progress	9/1/16				



# Project Planning and Budget Sheet

4/19/2016

	A	B	C	D	E	F	G	H	I	J	K	L
1	Project Name	Priority Level	Bidding Required	Projected Planning Start	Goal Date Plan Complete	Planning Progress	Projected Project Start	Projected Completion	Project Progress	Estimated Cost	Actual Cost	Funding Account
3	Azalea Park Restroom Heaters	Completed	No			Complete		11/11/15	Completed			
8	Belmont Park Shelter Power Washing and Painting	Completed	Completed				9/7/15	9/11/15	Completed	\$4,900	\$4,825	P-00651
9	Carver Rec Ctr Restroom Door Paint & 1st to 2nd flr. Railing	Completed	No			Complete			Completed			
12	Crow Center Activity Area Fence Replacement	Completed	No	11/9/15		Scheduled	11/9/15	11/20/15	Completed		\$2,770	
15	Crow Center Locker Room Painting	Completed	No			Complete			Completed			
16	Crow Center Mansard Roof Painting	Completed	Completed						Completed	\$10,000	\$5,637	P-00828
18	Crow Center Pool Patio Fence Replacement	Completed	No			Complete			Completed		\$3,630	
27	Greenleaf Park Buildings Painting	Completed	Yes						Completed			
29	Greenleaf Park Trail Bridge	Completed	No			Complete	11/30/15	12/23/15	Completed			
33	Key Center Entrance Railing	Completed	No			Complete	10/21/15	10/21/15	Completed			
36	Mall Brick Cleaning and Re-sanding (Custodial)	Completed	TBD			Complete	3/28/16	4/15/16	Completed	\$18,000		
48	Meade Park Entrance Fence Replacement	Completed	No						Completed			
49	Meade Park Post Base Repairs	Completed	No						Completed			
50	Meade Park Shelter Power Washing and Painting	Completed	No						Completed			
52	Melbourne Shop Paving	Completed	No						Completed			
53	Northeast Bridge Repairs and Painting	Completed	Completed						Completed			
56	Onesty Pool Beam Water Seal	Completed	No						Completed			
60	Parks Office and Shop Panel Upgrade	Completed	No	10/1/15		Complete	1/26/16	2/3/16	Completed	\$11,000		
61	Parks Office Foundation Drainage	Completed	No	9/1/15	9/11/15	Complete	1/11/16	1/22/16	Completed			
62	Parks Office Men's LL Restroom Ventilation	Completed	No						Completed			
71	Pen Park Shop Exterior Lighting Replacement	Completed	No						Completed			
73	Power Washing CRHA Playgrounds	Completed	No						Completed			
75	Quarry Park Trail Bridge (Small Stream)	Completed	No			Complete	12/29/15	4/1/16	Completed			
76	Rives Park Restroom Heaters	Completed	No						Completed			
83	Smith Pool Fitness Area Interior Painting	Completed	Yes						Completed			
84	Smith Pool Railing at Pump Room	Completed	No						Completed			
85	Smith Pool Removable Handrail at Entrance Landing	Completed	No						Completed			
87	Tonsler Park Basketball Courts	Completed							Completed			
88	Tonsler Park Exterior Painting	Completed	Completed						Completed			
91	Tonsler Park Interior Painting	Completed	Completed						Completed			
94	Tonsler Park Trail Paving	Completed	No						Completed			
98	Washington Park Roll-up Door	Completed	No						Completed			