

City of Alexandria, Virginia

MEMORANDUM

DATE: SEPTEMBER 15, 2022
TO: PARK AND RECREATION COMMISSION MEMBERS
FROM: LAURA DURHAM, DEPUTY DIRECTOR,
RECREATION SERVICES DIVISION
SUBJECT: PARK AND RECREATION COMMISSION DIVISION UPDATE ITEM

2022-2023 OSTP School Year Update:

- The Citywide school year Out of School Time Program (OSTP) is underway with all nine Power On sites, Nannie J. Lee Youth Achieving Greatness, and expanded LINK Club programs at multiple sites operating with 1175 children registered and 292 on the waitlist. In addition, we plan to open a new LINK Club site at GW Middle School in October for an additional 90 participants. Staff recruitment is in progress to hire approximately 25 OSTP staff to meet current needs. Interviews are frequent; however, some chosen candidates decline the offer or don't pass the drug screening. There are a few candidates in the queue who are waiting for drug screening results. Staff recruitment presses on!
- RPCA's American Rescue Plan Act (ARPA) grant is set up to provide enrichment activities throughout the OSTP sites.
- We are excited for the new school year here at NJL. We were able to start the Youth Achieving Greatness and Therapeutic Achieving Greatness with a BANG! We welcomed new families, and our returning families were thrilled to be back! First week of school participants enjoyed getting to know one another by engaging in a scavenger hunt called "Find A Friend". Participants also enjoyed creating "All About Me" posters, which the staff joined in as well.
- The William Ramsay Recreation Center's OST program has welcomed in many new students to the Ramsay family. The Center is excited for the partnership with ACPS' LINK club, which will bring 90 students into the center to get targeted academic intervention support along with the traditional Rec Programs.

Program Wrap-ups:

- On August 1, Mt. Vernon Recreation Center held their closing day Carnival. This special event held at the end of the summer to celebrate the end of the Out of School Time Summer Power-On program. Attendees enjoyed carnival style snacks, cooperative games, magic show, and craft activities.
- Mt. Vernon Recreation Center had a great gardening session. The group of participants 9yo and older started the session back on Earth Day. The children planted, mint, basil, cucumber, okra and hot peppers. Out of all their harvest the okra did the best. The center is still picking lots of okra each week.
- On August 20, the William Ramsay Recreation Center hosted back-to-school event for the community. Families were treated to face painting, music, games, food, a bounce castle, and school supplies. Over 300 students were able to get backpacks filled with supplies to get them ready for the school year. Fun was had by all.



- On August 27, the Afghan Refugee Summer ESL program at the William Ramsay Recreation Center concluded by students celebrating each other's accomplishments with an incredible spread of Afghan food topped off by Shir Berenj, a traditional rice pudding with cardamon, almonds, & pistachios..



Program Updates:

- Nannie J. Lee, Miracle League Baseball starts Wednesday, September 7th for youth and Saturday, September 10th for adults. Miracle League baseball is a non-competitive environment that allows children and adults with cognitive, developmental, and physical challenges to play sports at their own pace.
- Miracle League Baseball will do a tribute and garden dedication for Mr. Reese, father of one of our Therapeutic Recreation participants. There will be a garden planted in his honor.
- Chinquapin: Teen Pool Party held at Warwick Pool on August 13 was a total success with over 20 teens in attendance. We partner with Teen Wellness Center, SAPCA, and ACAP for prizes and giveaways. We are excited to have more parties next summer.
- Charles Houston Recreation Center hosted an amateur boxing showcase, ran by the Alexandria Boxing Club. The event was a major success, with over 15 bouts.



- The Charles Houston Recreation Center has successfully added coding and scratch programming to the after-school activities.



Upcoming Events:

- The William Ramsay Recreation Center will host an Ethiopian New Year Celebration on Saturday, September 10. The celebration is made possible through the Creative Neighborhood Grant Program.
- Staff from the Sports Section will facilitate the tennis portion of the Northern Virginia Senior Olympics from September 12 – 22. The tennis events are scheduled for Wakefield Park located at 8100 Braddock Road, Annandale, VA.
- The Late-Night Basketball League (partnership between the Sports Section, Charles Houston, and Outreach) will kick off the fall season on Thursday, September 15 at Charles Houston Recreation Center.
- Chinquapin: Dog Swims on September 17 & 18 at Old Town and Warwick Pool
- Charles Houston will be partnering with True Worshippers on September 10 for a back-to-school field day.



Special Features:

- RPCA (Sports Section) updated the basketball goals/backboards at John Adams (JAES) in early August. The gymnasium at JAES is used for OSTP school year and summer programs and youth and adult sports leagues. The upgrade will provide a better experience for users.
- Chinquapin reopens September 10 after closing for one month for skylight replacements thought-out the building
- The Oswald Durant Center has received a full lighting upgrade with new lighting for the full facility. The replacement lights were installed at the end of August with energy efficiency motion sensors.
- The William Ramsay Recreation Center will start its new partnership with the Local Motion Project. Starting on September 13, Local Motion will offer free year-long dance classes in Hip-Hop, Modern, and Ballet. The program is sponsored by a grant to support access to high quality, studio quality dance instruction for families with limited financial means.

City of Alexandria, Virginia

MEMORANDUM

DATE: SEPTEMBER 15, 2022

FROM: OSCAR MENDOZA, DIVISION CHIEF - PARK SERVICES

THROUGH: JACK BROWAND, DEPUTY DIRECTOR, PARK SERVICES

SUBJECT: PARK SERVICES MONTHLY UPDATE

1. PARK AND FACILITIES MAINTENANCE

a. Park Maintenance

- Rosemont cutback weeds off fences around dog parks.
- Fence installed by Long Fence at Ridley and Morgan Street trails, due to Holmes Run Scenic trail closure.

b. Park Facilities Maintenance

- Replaced irrigation valves at Brenman Park.
- Installed two new backboards at John Adams.

2. URBAN FORESTRY & HORTICULTURE

a. Urban Forestry

- Urban Forestry is working to keep up with incoming service requests.
- We received 328 service requests for the month of August.
- We have hired a part time administrative temporary to assist with Alex311 and City Works tickets. Please welcome Zaire Jackson. He has already been a big help.

b. Horticulture

- Gardeners are enjoying their plots and still harvesting vegetables and flowers. Renewal notices for the 2023 season have been sent out.
- Contracted landscape and mowing services – These services began on April 1st and will continue through the end of October. Schedules are posted online every month.



Ben Brenmen Dog Park, weeds cutback.



Morgan Street trail closure



Irrigation repair at Brenman Park.

Staff inspections of scheduled and noted services are conducted throughout the month.

3. NATURAL LANDS MANAGEMENT

a. Invasive Plant Management and Ecological Restoration

- Staff pulled Porcelain-berry and other non-native invasive weeds from Timberbranch Parkway, Fort Ward Park, Dora Kelley Nature Park, and Fort Williams Park.
- Staff supervised our contractor, Invasive Plant Control (IPC), in the treatment of Porcelain-berry, Sweet Autumn Clematis, English Ivy, Callery Pear, Bush Honeysuckle, and other non-native invasive weeds at Timberbranch Parkway, Hooff's Run, and Hillside Park, as well as a major bamboo and Kudzu infestation at Goat Hill Park.
- Nothing to submit for the month of September.

b. Cooperative Initiatives

- Staff assisted Park Planning with the North American Wetlands Conservation Act (NAWCA) grant proposal for Four Mile Run Park.
- City Natural Resource Manager assisted Miracle League and Park Planning in designing a native pollinator garden for the Miracle Field entrance planter and acquiring site-appropriate native shrubs and wildflowers for planting. Miracle League will hold a ceremony to dedicate the garden on Saturday, September 24 at 12:30 pm.

c. Environmental Review

- City Natural Resource Manager reviewed RiverRenew: Preview of HRI GRD2021-00079 Minor Amendment LOD change - updated wetlands planting at African American Heritage Park and provided comments.
- City Natural Resource Manager extensively reviewed the Mount Jefferson Park post-construction restoration plans and Landscape Pre-installation Meeting, including hours in the field with Park Planning and construction crews, and advised as to best practices.
- City Natural Resource Manager reviewed the proposed James Marx All Veterans Park native tree plantings for the Tree Stewards and Park Planning.
- City Natural Resources Field Inspector reviewed a proposal for macroinvertebrate sampling of Taylor Run by Alexandria City High School students.

d. Park Encroachment and Code Enforcement

- City Natural Resources Field Inspector spent numerous hours dealing with park encroachment issues such as dumping, outplantings, unauthorized clearing of



Irrigation repair at Brenman Park.



Backboard installation/replacement at John Adams.



Cardinal Flower in bloom in Tidal Hardwood Swamp along the Potomac River.

vegetation, etc., at Angel Park, Stevenson Park, and Holmes Run Park.

4. JEROME “BUDDIE” FORD NATURE CENTER

a. Programs/Updates:

- The Nature Center had 660 visitors in August and provided 117 impromptu programs. Throughout the month we conducted 14 interpretive programs for 86 patrons.
- The Nature Center had 620 visitors in July and provided 128 impromptu programs for visitors. Throughout the month we conducted 14 interpretive programs for 202 patrons.

School Programs:

- SOL programming for the 22-23 school year began in August. 59 third graders from William Ramsay Elementary School kicked off their ecosystems unit by visiting the nature center for our Animal Adaptations program.
- No ACPS School Programs for the month of July.

Outreach Programs:

- Buddie Ford joined ARMN at the Pop-up Nature Center at Four Mile Run Park. This pop-up is held on 4th Sundays during the Four Mile Run Farmer’s market. This month naturalists focused on Herpetology our display included some of the resident reptiles and amphibians.
- Nature Center staff participated in the Animal Welfare League of Alexandria’s first rabbit and guinea pig clinic. This event provided veterinary checks and tail trims for rabbits and guinea pigs free of charge. Our display was on the importance of responsible pet ownership.

Onsite Programs:

- Over the summer nature center staff has set up a table in Dora Kelly Nature Park to engage with the community surrounding the park and visitors to the trails. These informal interactions provide an opportunity communicate what’s going on in the park and the center and allows residents to share what they see on the trails. Center staff engaged 200 participants on the trail in July.
- This month we hosted 3 full week summer camps. Our Nature Adventures camp was for rising kindergarten and 1st graders. They spent the week learning about different animals and exploring Dora Kelley Nature Park. We hosted two Wetland Explorer camps for 1st-2nd and 3rd-4th graders. Campers learned about wetlands and their



Black Swallowtail Butterfly caterpillar feeding on one its host plants in the Carrot Family – Hairy Angelica.



A homeschool group from JBAB visited for a program on animal classifications.



Our wetland explorers learned about beavers as ecosystem engineers and constructed their own dams using clay and sticks.



Erin attended the AWLA’s Pets and People Wellness Event for guinea pigs and rabbits.

importance and visited some local parks to see these ecosystems firsthand.

b. Volunteers Hours:

- In August our garden and animal care volunteers contributed 116 hours.
- The MGNV group contributed 104 hours for July. In July one volunteer worked 22 hours assisting with animal care and conducting animal health checks.

c. Noteworthy:

- In August, two Nature Center staff attended environmental education professional development programs including the Virginia Association for Environmental Education annual conference and the American Association of Zoos and Aquariums annual conference.
- The Nature Center is once again offering weekend nature-themed birthday parties. Pricing and program details are available on the Nature Center webpage.

5. BEAUTIFICATION COMMITTEE

a. Strategic Retreat:

- The Beautification Committee, met on August 6th, to discuss the Beautification's objectives, business plan and priorities for FY2023.



Beautification ABC strategic retreat.

City of Alexandria, Virginia

MEMORANDUM

DATE: SEPTEMBER 15, 2022

TO: PARK AND RECREATION COMMISSION MEMBERS

THROUGH: JACK BROWAND, DEPUTY DIRECTOR ^{JB}
PARK SERVICES

FROM: BETHANY ZNIDERSIC, DIVISION CHIEF ^{BZ}
PARK SERVICES - PARK PLANNING & CAPITAL DEVELOPMENT

ITEM: PARK AND RECREATION COMMISSION DIVISION UPDATE
PARK SERVICES - PARK PLANNING & CAPITAL DEVELOPMENT

Commission Presentations & Oral Reports

- Cameron Run Regional Park Sport Court
- FY 2023 Community Matching Fund
- Open Space Development Review Process Improvement

Attached Memorandums

- FY 2023 Community Matching Fund
- Open Space Development Review Process Improvement

Project Updates

Athletic Field Lighting Proposals

Project Manager: Jack Browand, Deputy Director, Park Services

On September 8, Alexandria School Board unanimously passed a resolution consenting to the Department of Recreation, Parks & Cultural Activities submitting SUP applications for the installing of athletic field lighting at four school locations. The Department will hold a final virtual community meeting on Wednesday, September 21 to address questions raised from the community engagement held in the spring of 2022 in advance of the scheduled public hearing with the Planning Commission on Thursday, October 6 and public hearing with City Council on Saturday, October 15. The Department received funding to install up to install athletic field lighting on up to two fields pending SUP approval. For additional information, visit the [2022 Athletic Field Lighting Proposals](#) project website.

Capital Improvement Project Updates

- September 2022 Park Planning & Capital Development, Park Services (*Attached*)

Small Area Plan & ACPS Modernization Coordination

- Alexandria West
- Landmark Mall
- Eisenhower East
- North Potomac Yard
- Arlandria-Chirilagua
- Potomac River Generating Station
- High School Project Minnie Howard Campus
- Douglas MacArthur Elementary School
- Patrick Henry K-8 & Recreation Center Restart (FY 2023)

Park & Recreation Commission -Park Planning Report



September 15, 2022

Project	Project Description	Monthly Update	Status	Planning District	Target Completion Date	Assigned To	
1	Open Space Policy Plan	This project will develop a framework for explaining Open Space and identifying policy change needs. City Council reinstated the Open Space Steering Committee with charge of work to be completed by FY 2023.	The Open Space Steering Committee will meet September 22. Staff has drafted acquisition of open space methods and metrics for quality open space. Staff is conducting research for contributions for unmet open space on development projects.	Implementation	Citywide	06/30/23	Ana Vicinanza
2	Pickleball Court Expansion Project	This project will convert single use courts to multi-use by adding pickleball lines and movable nets at five locations distributed across Alexandria.	Three court sites have been lined for pickleball and movable pickleball nets have been deployed. The three completed locations include Chambliss Park, Chinquapin Park, and Eugene Simpson Stadium Park. Court conversions at the Lee Center and Armistead L. Boothe Park are being scheduled with the contractor. Work at the remaining sites involves additional surface improvements and are weather dependent.	Implementation	Citywide	06/30/23	Bethany Znidersic
3	Athletic Field Lights on Synthetic Turf Field 1	Design and Installation of athletic field lights on one existing synthetic turf field. Field location to be determined through community engagement. Potential field locations in George Washington Middle School, Patrick Henry K-8 School and Recreation Center, Jefferson Houston K-8 School and Francis Hammond Middle School.	Funding for up to two fields was improved in the FY 2023 budget. Community engagement began in May and continues through the July 21 Park & Recreation Commission Public Hearing. SUP approvals are planned for fall 2022.	Planning	Citywide	01/31/23	Jack Browand
4	Witter Recreational Fields Netting	This project will design and install netting along all four sides of the two rectangular fields.	Site utilities were located in August and the Request for Proposals was finalized. The procurement process is anticipated to be complete this month.	Planning	District 1	11/30/22	Daniel Unkle
5	Simpson Dog Park Renovation	This project will address erosion and drainage issues in the Simpson Park dog park per the 2014 Citywide Parks Improvements Plan.	The project is in the procurement process and the construction bids are under evaluation. Construction is anticipated to begin this	Procurement	District 2	05/01/23	Bethany Znidersic
6	Colasanto Interactive Fountain Design	This project will convert the existing closed Colasanto Pool to an interactive fountain per the 2012 Aquatics Plan. The renovated site will be an intergenerational, inclusive, multi-functional site that can be used year round.	The project received final plan approval. Staff has begun the construction procurement process to develop the invitation to bid.	Planning	District 2	09/01/23	Bethany Znidersic
7	Potomac Yard Metrorail Station	This project will install an inline metro station in Potomac Yard/Potomac Greens.	WMATA began the station cut over work on September 10. The project website includes additional information. Staff is working with WMATA regarding park restoration items.	Implementation	District 2	06/30/20	Bethany Znidersic
8	Mount Jefferson Park Improvements	City responsibilities per the Development Special Use Permit (DSUP) conditions.	The developer anticipates park improvements will be ready for City acceptance this year. All stormwater infrastructure has been installed. Park trails are graded and paved. Plant installation will occur throughout the fall season.	Implementation	District 2	06/30/22	Judy Lo
9	Stevenson Dugout Replacement	Install two baseball dugout structures and associated grading. SUP is in review.	The plans are ready for signature set submission. The purchase order for the dugouts is approved and construction is anticipated to be complete for the spring 2023 season.	Planning	District 3	03/31/23	Daniel Unkle
10	Hensley Park Renovation	This project will renovate Hensley Park based on the Citywide Parks Improvement Plan concept (2014).	The Planning Commission recommended approval of a Special Use Permit (SUP) for netting and backstop height on September	Planning	District 3	12/01/23	Bethany Znidersic
11	AL Boothe Synthetic Turf Field Conversion	This project will convert the natural turf field in Armistead L. Boothe Park to synthetic turf.	The project is 90% complete and will be resubmitted for regulatory review to receive final approval. The construction procurement work will begin in September.	Planning	District 3	05/01/23	Bethany Znidersic

City of Alexandria, Virginia

MEMORANDUM

DATE: SEPTEMBER 15, 2022

TO: PARK AND RECREATION COMMISSION

FROM: JUDY LO, ACTING PRINCIPAL PLANNER
LUCRESHA MURPHY, PARKNERSHIP MANAGER

THROUGH: JACK BROWAND, DEPUTY DIRECTOR
PARK SERVICES

ITEM: 5.D. - FY 2023 COMMUNITY MATCHING FUND APPLICATIONS

ISSUE: Park and Recreation Commission consideration of the FY 2023 Community Matching Fund applications received by the Department of Recreation, Parks & Cultural Activities.

RECOMMENDATION: That the Park and Recreation Commission (1) receive the applications for the FY 2023 Community Matching Fund and (2) schedule the proposed FY 2023 Community Matching Fund Public Hearing on Thursday, October 20, 2022.

BACKGROUND: Implemented in FY 2017, the Community Matching Fund promotes collaborative partnerships among Alexandria community organizations by providing matching 1:1 dollars for groups that propose fundraising for park improvement projects. The Fund is designed to foster public/private partnerships and cultivate innovative ways for residents to have a greater stake in improving the park and recreation facilities that they use.

Community groups interested in receiving matching funds will annually compete for grant aid amounts up to \$100,000. Any community group that lives and/or works in the City of Alexandria can apply for the matching fund. The City evaluates each community group proposal based on how the project fulfills a public need as measured by the Department's needs assessment, park improvement plans, and community feedback. Community groups must show that they can raise their matching funds within one fiscal year. Since the fund's inception in 2017, 21 projects have been awarded.

DISCUSSION: In FY 2023, a total of \$100,000 in City matching funds will be available. RPCA will give a 1:1 matching award in an amount up to \$50,000. Awards may vary and are given in any amount between \$5,000 (for project totals of \$10,000) to \$50,000 (for project totals of \$100,000). Groups may count in-kind physical labor towards their matching amount.

In FY 2023, the Department received four applications. One application did not meet eligibility requirements. The three applications meeting the eligibility requirements are summarized below.

1. Project Name: Lake Cook Pocket Park

Location: Lake Cook (map attached to the application)

Total Project Cost: \$25,000

Proposed City Match: \$12,500

Volunteer Time: 20 Hours

Description: This project includes planting native trees, implementing invasive species management, and signage to help identify the park and create a sense of place upon which future improvements can be built.

Staff Discussion: Improvements are consistent with the [2020 Pocket Park Improvement Plan](#) recommendations. Staff recommends before execution of the project, the group will work with the Natural Resources Division regarding implementation of the invasive species management and tree planting.

2. Project Name: Tucker Community Garden

Location: Armistead L. Boothe Park

Total Project Cost: \$21,238.38

Proposed City Match: \$10,619.19

Volunteer Time: 160 hours

Description: The Tucker Community Garden Project will develop and ‘green’ an underutilized open space adjacent the Samuel Tucker Elementary School and provide an outdoor learning classroom for students. This project will engage with all sectors of the West End population via the public school; provide an opportunity for environmental engagement for the community; enrich the communities youth with a learning opportunity that has lifelong impact; and provides an outlet for environmental engagement that is in short supply for many of effected residents for whom this project will serve.

Staff Discussion: The proposed improvements are consistent with the [2014 Citywide Park Improvement Plan](#) for Armistead L. Boothe Park, which identifies a location for student gardens. The plan recommends a location further north along Cameron Station Blvd., however, this location is preferable due to proximity to water access and trash/recycling receptables. Staff recommends updating the Improvement Plan to reflect the new location. Due to several existing underground utilities in this location, the placement of planters should be carefully thought out to minimize conflicts. The PTA and Tucker Community Garden Task Force will maintain the gardens, soliciting help from the community.

3. Project Name: Paddling Access at Four Mile Run

Location: Four Mile Run Park near end of Commonwealth Avenue

Total Project Cost: \$436, 885

Proposed City Match: \$50,000

Description: The project is a public water access point, including a raised boardwalk from the Four Mile Run Trail to a gangway extending to a floating dock, maintaining ADA-compliant slopes and level landings at appropriate spacing. The dock would

include a transfer platform for wheelchair entry to a kayak, and the launch point would have a roller-entry/exit, which increases safety for launching and landing, particularly for unassisted paddlers.

Staff Discussion: The proposed improvements are consistent with the Alexandria Recreation Parks and Cultural Activities Strategic Plan (2018), the Alexandria Citywide Park Improvement Plan (2014), and the multi-jurisdiction [Four Mile Run Restoration Master Plan](#) (2006) to improve public access to Alexandria’s waterways. Design of the dock and boardwalk are complete and additional permits from the Army Corps of Engineers will be required. The group intends to fundraise the majority of the total project cost through the Recreational Trails Program grant. If approved, staff suggest City funds go toward project materials, such as the floating dock, rather than general construction or professional services.

FISCAL IMPACT: If approved, \$73,119.19 in City funding will be awarded to three applicants in FY 2023. Total funding for this initiative including City match and applicant match is \$146,238.38.

The balance of City funds not awarded may, as determined by staff, 1.) Roll over biannually, 2.) Function as contingency/emergency funds, not to exceed 10% of the individual project cost, and/or 3.) Support Community Matching Fund management activities.

ATTACHMENTS:

1. FY 2023 Community Matching Fund Applications

STAFF:

Judy Lo, Acting Principal Planner, Recreation, Parks & Cultural Activities

Lucresha Murphy, PARKnership Manager, Recreation, Parks & Cultural Activities

#6

COMPLETE

Collector: Web Link 3 (Web Link)
Started: Friday, June 24, 2022 10:22:30 AM
Last Modified: Friday, June 24, 2022 10:29:42 AM
Time Spent: 00:07:11
IP Address: 98.11.84.206

Page 1

Q1

Please tell us about yourself and your community group.

Name	Kurt Moser
Name of Community Group	Four Mile Run Conservatory Foundation
Address	3905 Elbert Ave.
City/Town	Alexandria
State/Province	VA
ZIP/Postal Code	22305
Email Address	kmoser@fourmilerun.org
Phone Number	703-249-9895

Q2

Name of Project

Paddling Access at Four Mile Run

Q3

Location of Project

Four Mile Run Park near end of Commonwealth Avenue (Lat 38.840540 Lon -77.055140)

Q4

Please add a map and outline of project location

Section A - Site Map.pdf (291.5KB)

Q5

What is the total cost of the project?

\$436,885

Q6

How did you develop the cost estimate?

The project cost was estimated by RK&K as part of the engineering design submitted in March 2022.

Q7

What will be your group's monetary contribution?

\$386,885

Q8

How many volunteer hours do you expect your community group will contribute to this project?

200 hours project management and 200 hours fundraising/grantwriting

Q9

Do you expect any in-kind donations? If so, please explain.

We are not certain at this time whether there would be in-kind donation opportunities, given the construction methods and materials required. We intend to approach companies with a local presence and suitable expertise/materials (Ace, Home Depot, Lowe's and/or others) to see whether in-kind donation of material and/or construction labor could be provided.

Q10

What is the monetary funding match you are seeking from the City?

\$50,000

Q11

Proposed Idea (will be evaluated for up to 30 points) Please provide information on your proposed idea in approximately 200 words. Applicants must demonstrate the project's alignment to the RPCA Strategic Plan. The proposal must include a detailed work plan, explain how the project will: Connect the Community: Our parks and facilities are the public's common ground that equitably bring together our vibrant and diverse community. Invest in the Environment: Our commitment to natural spaces provides physical, mental, and community benefits, while offering opportunities to engage with and conserve our natural resources. Improve Well-being: Our programs and facilities motivate the community to make healthy choices and live active lifestyles through all stages of life and at all levels of ability. If applicable to the project site location, projects should also show consistency with the Citywide Park Improvement Plan (2014), Neighborhood Park Improvement Plan (2016), Pocket Park Improvement Plan (2020) or other City planning documents.

The project is a public water access point, including a raised boardwalk from the Four Mile Run Trail to a gangway extending to a floating dock, maintaining ADA-compliant slopes and level landings at appropriate spacing. The dock would include a transfer platform for wheelchair entry to a kayak, and the launch point would have a roller-entry/exit, which increases safety for launching and landing, particularly for unassisted paddlers.

This project supports recent and long standing planning goals for lower Four Mile Run, in particular the Alexandria Recreation Parks and Cultural Activities Strategic Plan (2018), the Alexandria Citywide Park Improvement Plan (2014), and the multi-jurisdiction Four Mile Run Restoration Master Plan (2006). These plans have engaged numerous stakeholders and residents over the past 15 years, throughout which water access has repeatedly been discussed.

The 2019 RPCA Needs Assessment Survey indicated that facilities supporting river/stream activities were high in unmet need and in importance to a significant proportion of City residents. Many participants in our kayak-based clean-ups have also voiced support for a proper launch facility, as the existing launch access is of very poor quality, an improvised concrete "ramp" spread unevenly over the rock embankment. The project will enhance opportunities for active outdoor recreation in nature, supporting physical and mental health, as well as environmental stewardship.

Q12

Neighborhood Involvement/Community Building (will be evaluated for up to 30 Points) Please provide information on how you will involve the community in the project fundraising and/or implementation. Applicants must demonstrate the project's effectiveness by including as many diverse groups and individuals as possible and should reflect the demographics of the neighborhood/community, including youth, seniors, renters, homeowners, and business organizations. Documentation of support from community associations and/or stakeholders is encouraged. (approximately 200 words)

The design project fundraising campaign started in 2019, and although the campaign concluded when the funding goal was reached in 2020, community members continue to make donations indicating the water access project as their giving priority. Donations through Alexandria's Spring2ACTion giving day in 2020 totaled \$4,460 from 66 donations, and direct donations for the project through our website have totaled \$20,901 to date, with 243 donations. As the fundraising moves toward project construction, we want to leverage Community Matching Fund support in grantseeking and in soliciting corporate and individual donations.

The project has broad community support, from our kayak clean-up volunteers to park visitors who inquire about paddling at Four Mile Run. Letters of support from Casa Chirilagua and the Lynhaven Citizens Association are attached.

Q13

Please upload documentation of community support, if available.

RPCA Community Matching 2022 - letters of support.pdf (488.2KB)

Q14

Project Resources & Readiness (will be evaluated for up to 30 points) Please explain the availability of the project's financial and labor resources. Applicants must demonstrate the ability to obtain widespread and diverse match contributions of cash, volunteer labor, donated professional services, and donated materials as indicators of community support. Community groups must show that they can raise their matching funds within 12 months. They must also show a project timeline. Proposals that demonstrate a maintenance assistance plan will receive higher consideration. (approximately 200 words)

With Community Matching Fund support in 2019, we were able to raise the matching funds to contract with RK&K for the engineering design, with input throughout that process from City staff. We now have the 100% design and cost estimate, and we continue to pursue grant funding to support construction.

To date, we have a commitment of \$25,000 in matching funds from an anonymous donor, and two other grant requests pending: a \$300,000 request to the Virginia Recreational Trails Program (RTP) and a \$25,000 request to the Virginia Outdoors Foundation. We would like to be able to demonstrate and leverage committed matching funds to support a direct fundraising campaign. We note that if we were to receive the federally-funded RTP grant, the project timeline would have to be extended to accommodate additional NEPA and procurement processes.

PROJECT TIMELINE

- March 2022 (COMPLETED): 100% engineering design
- 2022-2023: grantseeking and fundraising (FMRCF)
- 2023: permit applications (USACE Section 408, City permits), procurement process
- Summer 2023 (at the earliest): construction

Q15

Outcomes (will be evaluated for up to 10 points) Applicants should provide their project goals and objectives. Please identify how you will measure project success with specific outcomes, both tangible and/or intangible results.

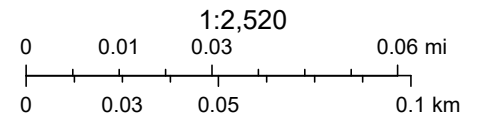
The primary project outcome is tangible: a public kayak/canoe launch, consisting of an elevated boardwalk leading from the Four Mile Run trail, connected gangway and floating dock/launch with transfer bench, anchors, security curbing, and dock accessories as indicated in plans and specifications developed by RK&K Engineering for the Four Mile Run Conservatory Foundation. We believe that in providing free public ADA-compliant access to Four Mile Run and the Potomac River, the project will increase equitable access to our waterways, engage the community in healthy recreation and stewardship, and support pollution reduction, education, and engagement objectives. There is no question that having such a launch at Four Mile Run would enhance our organization's ability to deliver kayak-based volunteer stewardship and nature programs.

Four Mile Run Water Access Point - Site Map



May 17, 2022

■ Adjacent States



Sources: Esri, USGS, Sources: Esri, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatastyrelsen, Rijkswaterstaat,

Four Mile Run Conservatory Foundation



June 23, 2022

Kurt Moser, President
Four Mile Run Conservatory Foundation
3905 Elbert Avenue
Alexandria, VA 22305

Kurt,

The Lynhaven Citizens Association is glad to support the Four Mile Run Conservatory Foundation's application to the RPCA Community Matching Fund for the *Paddling Access for Four Mile Run Project*. This will support construction of a public ADA-compliant water access point at the tidal portion of Four Mile Run.

Lynhaven is the community immediately south of Four Mile Run between Commonwealth Avenue and Richmond Highway/Route 1. Our residents regularly use Four Mile Run Park and believe that the ADA compliant dock project would be a wonderful addition to better connect our neighborhood to the waterway. The project will help motivate our community members to engage more with the natural spaces along Four Mile Run, and live healthy, active lives through all stages (both when fully able and those less able to access nature due to physical limitations). This project also complements other investments the City has made to upgrade Four Mile Run Park.

We hope the City acts favorably on the Four Mile Run Conservatory Foundation application.

Sincerely,

Stephen Walz

Steve Walz
President, Lynhaven Citizens Association



LEARNING TOGETHER TO
LOVE OUR NEIGHBORS AS OURSELVES

Adriana Gómez Schellhaas
Executive Director
Casa Chirilagua
4109 Mt. Vernon Ave.
Alexandria, VA 22305

June 17th, 2022

Lower Four Mile Run, Kayak Launch Project

To Ms. Lucresha Murphy,

On behalf of the Four Mile Run Conservatory Foundation, Casa Chirilagua submits a letter of support for the Kayak Launch Project near the Commonwealth Avenue Circle. The Four Mile Run Conservatory has been a strong partner of Casa Chirilagua since we began operating our community center at 4109 Mount Vernon Avenue. They have partnered with our programs team to provide quality summer activities to our children and teens.

Due to our partnership, students have had the opportunity to explore the nature in the parks surrounding them and have learned about the importance of park clean ups and caring for the wider community. They have had the opportunity to learn more of the history of the park and the waterways around the community.

The kayaking activities organized by the Four Mile Run Conservatory Foundation have been a highlight for our students. These activities allow them to move outside their comfort zones, get to know new individuals, and explore their neighborhood in new ways. This project would allow for many more individuals, like our students and their families, to be able to access the waterways for exploration and learning.

We are grateful for our friends at the Four Mile Run Conservatory Foundation and their dedication to care for our environment and inspire and educate others to do the same. I hope you will consider choosing the Four Mile Run Conservatory Foundation for the Kayak Launch Project.

Sincerely,

Adriana Gómez Schellhaas
Executive Director- Casa Chirilagua
adriana@casachirilagua.org

#7

COMPLETE

Collector: Web Link 3 (Web Link)
Started: Saturday, June 25, 2022 3:40:09 PM
Last Modified: Saturday, June 25, 2022 4:10:00 PM
Time Spent: 00:29:50
IP Address: 98.3.40.60

Page 1

Q1

Please tell us about yourself and your community group.

Name	Sarah Walsh
Name of Community Group	Samuel Tucker Elementary School PTA
Address	435 Ferdinand Day Drive
City/Town	Alexandria
State/Province	VA
ZIP/Postal Code	22304
Email Address	sarah@hautepapier.com
Phone Number	2026691490

Q2

Name of Project
Tucker Community Garden

Q3

Location of Project
Booth Park / Samuel Tucker Elementary School Grounds

Q4

Please add a map and outline of project location

Boothe Park Utilities.pdf (501.3KB)

Q5

What is the total cost of the project?

We estimate material costs to be \$21,238.38

Q6

How did you develop the cost estimate?

We estimate the material costs for the project to be around \$21,238.38. We recognize this doesn't include labor and we will cover those costs from in-kind donations and PTA funds. In this submission, we only request matching funds for these material costs.

Q7

What will be your group's monetary contribution?

\$10,619.19

Q8

How many volunteer hours do you expect your community group will contribute to this project?

We expect the initial install time to be approximately 160 hours. Annually, we expect the volunteer time to be 200 hours.

Q9

Do you expect any in-kind donations? If so, please explain.

Yes, we expect to continue to partner with the corporate and private donors with whom the PTA already has established relationships.

Q10

What is the monetary funding match you are seeking from the City?

\$10,619.19

Q11

Proposed Idea (will be evaluated for up to 30 points) Please provide information on your proposed idea in approximately 200 words. Applicants must demonstrate the project's alignment to the RPCA Strategic Plan. The proposal must include a detailed work plan, explain how the project will: Connect the Community: Our parks and facilities are the public's common ground that equitably bring together our vibrant and diverse community. Invest in the Environment: Our commitment to natural spaces provides physical, mental, and community benefits, while offering opportunities to engage with and conserve our natural resources. Improve Well-being: Our programs and facilities motivate the community to make healthy choices and live active lifestyles through all stages of life and at all levels of ability. If applicable to the project site location, projects should also show consistency with the Citywide Park Improvement Plan (2014), Neighborhood Park Improvement Plan (2016), Pocket Park Improvement Plan (2020) or other City planning documents.

The Tucker Community Garden Project will develop and 'green' an underutilized natural space adjacent the Samuel Tucker Elementary School and provide an outdoor learning classroom for students. This project is firmly based in the RPCA's Strategic Plan in that it will engage with all sectors of the West End population via the public school; provide an opportunity for environmental engagement for the community; enrich the communities youth with a learning opportunity that has lifelong impact; and provides an outlet for environmental engagement that is in short supply for many of effected residents for whom this project will serve.

The garden will allow for the school's science team to promote a healthy lifestyle through agricultural instruction and hands-on project based learning. This instruction in environmental science will directly tie to educational programs regarding healthy eating and help foster a deeper understanding of food supply.

This project is a joint partnership lead by the Samuel Tucker Elementary School PTA. Our school community is among the most diverse in the City of Alexandria and as a result will offer the opportunity for many different stakeholders to get involved. Our neighborhood includes the varying socioeconomic and culturally unique localities of Cameron Station, Brent Place, The Watergrate, etc., within the boundaries of the Samuel Tucker district. Tucker is home to a diverse population as evidenced by a documented 35 different languages and dialects listed as the home language in our student database. Just under half of the students are second language learners and just a little over half of the students qualify for free and reduced meals. This will allow the diverse community in the West End to come together in a unique way.

Q12

Neighborhood Involvement/Community Building (will be evaluated for up to 30 Points) Please provide information on how you will involve the community in the project fundraising and/or implementation. Applicants must demonstrate the project's effectiveness by including as many diverse groups and individuals as possible and should reflect the demographics of the neighborhood/community, including youth, seniors, renters, homeowners, and business organizations. Documentation of support from community associations and/or stakeholders is encouraged. (approximately 200 words)

The PTA, aside from earmarking a substantial source of the overall funding in its annual budget, has already initiated community outreach directly through family engagement as well as through the solicitation of local businesses and business owners who are residents of the West End.

The Samuel Tucker PTA is an ideal choice to manage this type of project as it is an active an robust organization that is comprised of community members from all elements of the West End, that represents a cultural and socio-economic diversity not found among many other entities within Alexandria. Beyond the diverse membership of the PTA, the project serves to go beyond engagement of the diverse student body by impacting the families of the students as well.

Tucker is home to a diverse population as evidenced by a documented 35 different languages and dialects listed as the home language in the student database. Just under half of the students are second language learners and just a little over half of the students qualify for free and reduced meals.

Q13

Please upload documentation of community support, if available.

TuckerCommunityGardenSpreadsheet.pdf (52.7KB)

Q14

Project Resources & Readiness (will be evaluated for up to 30 points) Please explain the availability of the project's financial and labor resources. Applicants must demonstrate the ability to obtain widespread and diverse match contributions of cash, volunteer labor, donated professional services, and donated materials as indicators of community support. Community groups must show that they can raise their matching funds within 12 months. They must also show a project timeline. Proposals that demonstrate a maintenance assistance plan will receive higher consideration. (approximately 200 words)

Attached please see the PTA Year End Report for the 2021-2022 school year. The PTA will designate an initial \$10,000 contribution to the project at their September Meeting. The PTA is also creating a Tucker Community Garden Task Force Committee which will secure labor and maintenance volunteers to ensure year-round support. Additionally, we will work with private donors and corporate sponsors as additional needs and wants arise throughout the project. We have engaged with multiple donors from our Tucker TV Studio Project to solicit interest in partnering again with positive response. Finally, we have connected with the President of a landscape group, who also residents in our direct community, to ask for their support both logistically and financially.

Q15

Outcomes (will be evaluated for up to 10 points) Applicants should provide their project goals and objectives. Please identify how you will measure project success with specific outcomes, both tangible and/or intangible results.

The project goal is to build a beautiful, outdoor learning space for our community. We'll measure success over the years by fostering an interest in agriculture and commitment to a healthy lifestyle. Tangibly, this project will serve as an outdoor laboratory for the school's science teachers to utilize as a component of their classroom instruction. Such a resource can tie into the academic curriculum associated with environmental science, human health, and nutrition. Intangibly, the project will serve as a springboard for our community's youngest members to gain exposure to environmental issues and hopefully form the basis for a lifelong appreciation for the joy of gardening and healthy living.



Alexandria City Public Schools

Samuel W. Tucker Elementary School

435 Ferdinand Day Drive • Alexandria, Virginia 22304
Telephone: (703) 933-6300 • Facsimile: (703) 212-8465 • www.acps.k12.va.us

September 8, 2022

Ms. Murphy-Tate,

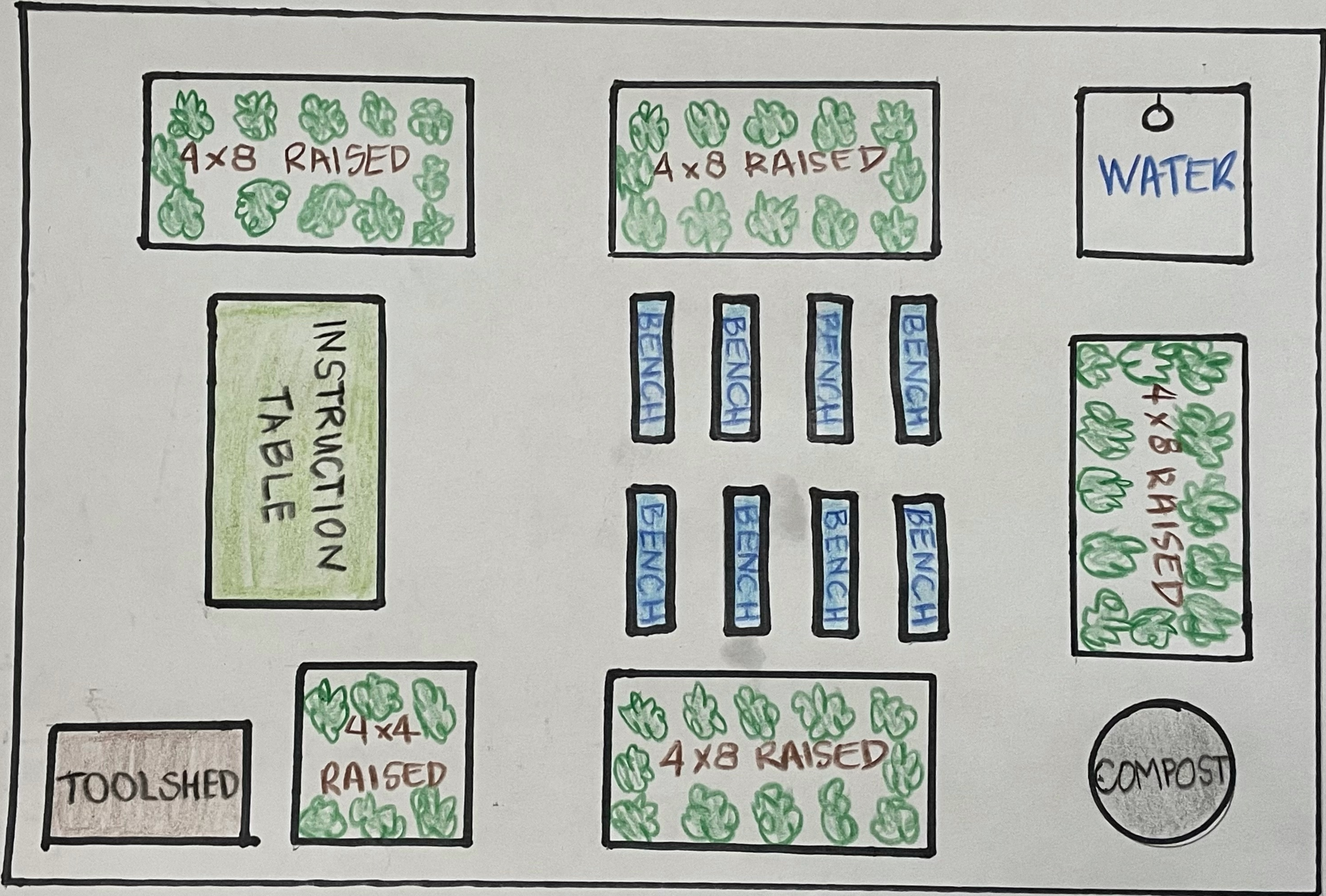
Thank you for your support of the Tucker PTA's effort to secure a Parknership Grant to enhance our plans to bring a community garden to the Samuel Tucker school community. Although this letter of support does not carry with it the weight of a revised MOU between ACPS and the City of Alexandria, I can assure you that as the Principal of the school and someone who has worked closely with the ACPS Facilities Dept. regarding the concept of a community garden, I believe we have consensus on the fundamental aspects of the project.

We are ready and willing to negotiate details relative to location and meeting fence specifications. Similarly, we are eager to partner with other entities to make the garden a true "community" garden. In fact, we have been approached in recent years by neighbors in Cameron Station offering ongoing support should a garden be installed.

Given that the school year is just getting under way, it may take some time to fully engage personnel from our Facilities team to address the technical questions still lingering, but know I am fully committed to securing ACPS support for the project. Please let me know of how I can be of further support.

A handwritten signature in black ink, reading 'A.S. Kelly'.

Adaarema S. Kelly
Principal

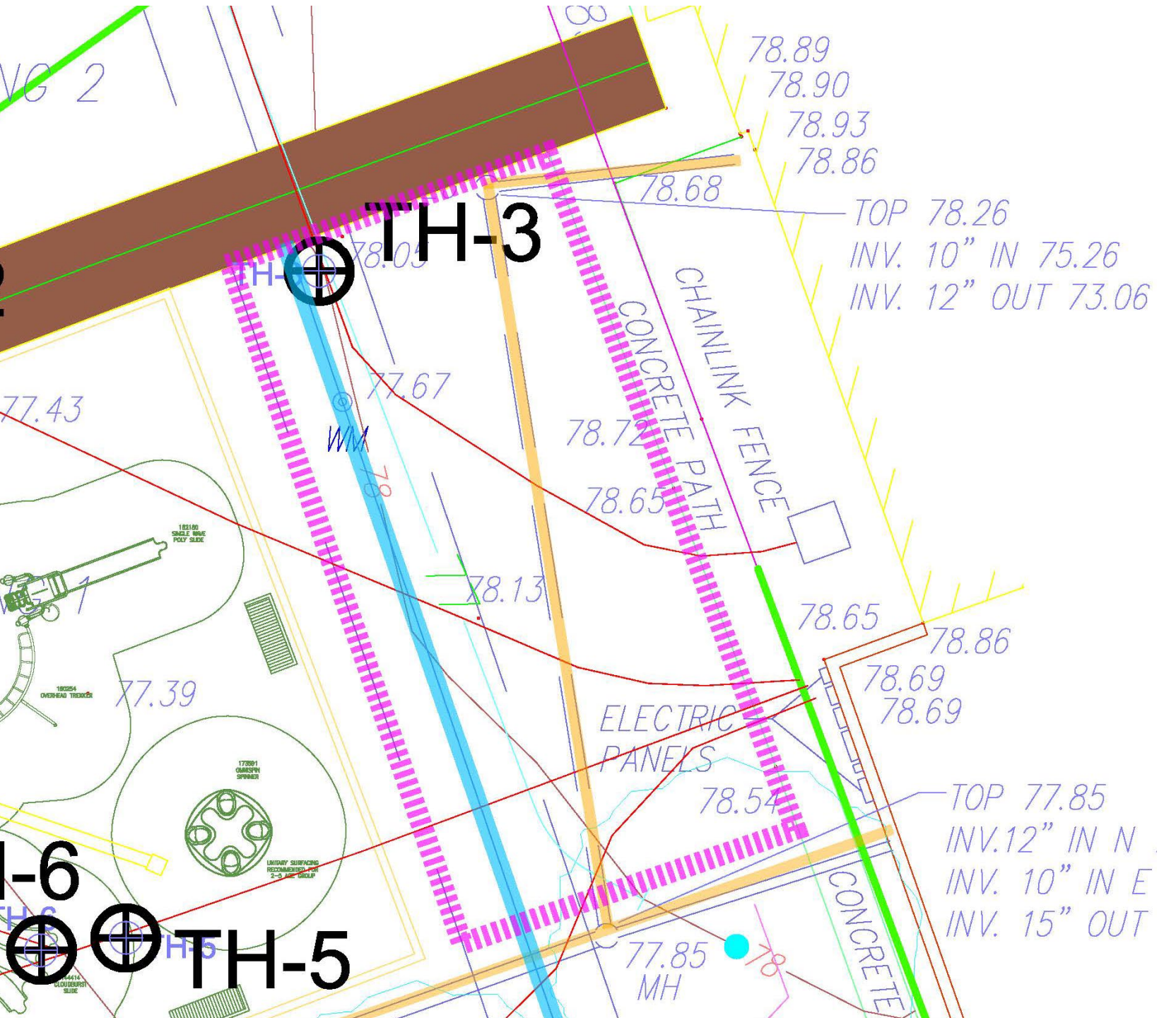


TUCKER COMMUNITY GARDEN





SAMUEL TUCKER COMMUNITY GARDEN

PIA - CITY OF AILEY

6/2022



Boothe Park
Existing Utility Lines

-  Proposed Garden Bed Area
-  Water Company 8" Line
-  Storm Sewer Utility Line
-  Electrical Lines

Item	Quantity	Estimated Cost	Total
Raised Beds Small	1	249	249
Raised Beds Large	4	339	1356
Top soil	34	9.97	338.98
Compost	26	6.27	163.02
Potting Soil	14	22.37	313.18
Straw for Raised Beds	29	31.84	923.36
Compost Tumbler	1	189	189
Fencing Panels	26	129.99	3379.74
Fencing Gates	1	399.99	399.99
Fencing End Posts	2	79.99	159.98
Fencing Corner Posts	4	59.99	239.96
Fencing Line Posts	21	49.99	1049.79
Stone for Pathways	50	6.99	349.5
Small Hand Tools	12	12.98	155.76
Utility Shovel	4	14.98	59.92
Tool Shed	1	449	449
Sun shade	2	128.66	257.32
Posts for Sunshade	6	47.88	287.28
Install Kit for Sunshade	2	31.36	62.72
Benches	8	843	6744
Instructional Table	1	945	945
Hoses	2	44.98	89.96
Watering Cans	4	18.98	75.92
Estimated Plant Budget	1	3000	3000
Labor			
InKind Donations			21238.38

Source

Additional Information

<https://www.gardeners.com/buy/deep-root-cedar-raised-beds-4ft/8609751.html?Variator>

<https://www.gardeners.com/buy/deep-root-cedar-raised-beds-4ft/8609751.html?Variator>

<https://www.homedepot.com/p/Miracle-Gro-Moisture-30% compost, 60% top soil and 10% |>

<https://www.homedepot.com/p/Miracle-Gro-Nature- Total square feet is 171 cubic feet so>

<https://www.homedepot.com/p/FOXFARM-Ocean-Fc Total square feet is 171 cubic feet so>

<https://www.homedepot.com/p/national-PLANT-NET based to help with com| Can mulch up>

<https://www.gardeners.com/buy/dual-batch-compost-tumbler/39-652.html>

<https://www.tractorsupply.com/tsc/product/ironcraft-fences-orleans-aluminum-fence-pan>

same

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<https://www.acehardware.com/departments/lawn-and-garden/landscaping/landscape-roc>

<https://www.homedepot.com/p/Ames-2-Piece-Ergo-Gel-Grip-Trowel-and-Cultivator-Garde>

<https://www.homedepot.com/p/Anvil-D-Handle-Utility-Shovel-3531800/307828180>

<https://www.acehardware.com/departments/storage-and-organization/outdoor-storage/sl>

<https://www.wayfair.com/Royal-Shade--32-Triangle-Shade-Sail-rsTAPT32-L6989-K~FYAL1C>

<https://www.homedepot.com/p/6-in-x-6-in-x-12-ft-2-Pressure-Treated-Ground-Contact-So>

<https://www.wayfair.com/outdoor/pdp/colourtrees-ropes-with-6-triangle-installation-kit-cu>

<https://outdoorschoolfurniture.com/product/diamond-bench-without-back-2/>

https://www.schooloutfitters.com/catalog/product_info/pfam_id/PFAM71467/products_id

<https://www.homedepot.com/p/Continental-Premium-5-8-in-Dia-x-50-ft-Commercial-Grac>

<https://www.homedepot.com/p/Vigoro-23-2-in-x-7-36-in-x-15-75-in-2-gal-Silver-Metal-Wa>

Six Grades x \$500 in plants per

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otting soil - Total square feet is 171 cubic feet so 51 cubic ft compost

25.5 cubic ft compost

18 cubic ft top soil

o to a 5 ft. square space with 3" thickness - need 144 square feet

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#8

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Last Modified: Saturday, June 25, 2022 8:34:12 PM
Time Spent: 01:36:44
IP Address: 76.100.93.117

Page 1

Q1

Please tell us about yourself and your community group.

Name	Ryan Murphy
Name of Community Group	Townes at Cameron Parke Residents Group
Address	3815 WATKINS MILL DR
City/Town	ALEXANDRIA
State/Province	VA
ZIP/Postal Code	22304-6444
Email Address	rpmurph@gmail.com
Phone Number	6093069335

Q2

Name of Project
Lake Cook Pocket Park

Q3

Location of Project
Back parking lot area adjacent to Lake Cook

Q4

Please add a map and outline of project location

Picture1.png (8.8MB)

Q5

What is the total cost of the project?

\$25000

Q6

How did you develop the cost estimate?

Based on the high-end costs of items #3, 11, and 12 in the Lake Cook Pocket Park improvement recommendations report endorsed by the Park and Recreation Commission on February 20, 2020.

Q7

What will be your group's monetary contribution?

12500

Q8

How many volunteer hours do you expect your community group will contribute to this project?

20

Q9

Do you expect any in-kind donations? If so, please explain.

We do expect in-kind donations of labor from neighborhood residents and have begun the process of requesting a donation of native trees from Plant NOVA Natives (www.plantnovanatives.org). We anticipate that much of the initial invasive species management and tree planting costs in the estimate involved labor. Our group will provide ample labor to complete this task and the Pocket Park Improvement Plan noted that the Natural Resources Division would handle the maintenance of invasive species management.

Q10

What is the monetary funding match you are seeking from the City?

12500

Q11

Proposed Idea (will be evaluated for up to 30 points) Please provide information on your proposed idea in approximately 200 words. Applicants must demonstrate the project's alignment to the RPCA Strategic Plan. The proposal must include a detailed work plan, explain how the project will: Connect the Community: Our parks and facilities are the public's common ground that equitably bring together our vibrant and diverse community. Invest in the Environment: Our commitment to natural spaces provides physical, mental, and community benefits, while offering opportunities to engage with and conserve our natural resources. Improve Well-being: Our programs and facilities motivate the community to make healthy choices and live active lifestyles through all stages of life and at all levels of ability. If applicable to the project site location, projects should also show consistency with the Citywide Park Improvement Plan (2014), Neighborhood Park Improvement Plan (2016), Pocket Park Improvement Plan (2020) or other City planning documents.

Consistent with the Pocket Park Improvement Plan of 2020, this proposal is to begin incremental progress on the Lake Cook Pocket Park being a safe place for families to explore, provide the opportunity to explore nature, and help reduce environmental impacts from surroundings. In its current conditions, the pocket park constitutes little more than a gravel parking lot and often times a secluded area in obvious neglect by the city and local residents. This proposal is to get the ball rolling by giving the park some fundamental attention. We propose to tackle the planting of native trees, implementation of invasive species management, and signage to help better identify the park and create a sense of place upon which future improvements can be built.

Q12

Neighborhood Involvement/Community Building (will be evaluated for up to 30 Points) Please provide information on how you will involve the community in the project fundraising and/or implementation. Applicants must demonstrate the project's effectiveness by including as many diverse groups and individuals as possible and should reflect the demographics of the neighborhood/community, including youth, seniors, renters, homeowners, and business organizations. Documentation of support from community associations and/or stakeholders is encouraged. (approximately 200 words)

The Central Eisenhower Valley has a small but highly involved resident base. The Townes at Cameron Parke neighborhood adjacent to the project area has a strong volunteer base of both homeowners and renters. Since the redesign and upgrades at Lake Cook, the area has had consistent foot traffic from residents coming from the east end of Eisenhwoer and also from the Holmes Run trail to use the lake for recreational purposes. The applicant has engaged the Eisenhower Partnership where the Board of Directors gave broad support for the pursuit of this grant application. A major stakeholder in NoVA Parks operates the Great Waves waterpark adjacent to Lake Cook. We have yet to approach them as a strategic partner on this project but plan to engage over the next six months and secure additional volunteer labor, financial assistance, or in-kind donations that could be use as incentives for those who offer their valuable time to help.

Q13

Respondent skipped this question

Please upload documentation of community support, if available.

Q14

Project Resources & Readiness (will be evaluated for up to 30 points) Please explain the availability of the project's financial and labor resources. Applicants must demonstrate the ability to obtain widespread and diverse match contributions of cash, volunteer labor, donated professional services, and donated materials as indicators of community support. Community groups must show that they can raise their matching funds within 12 months. They must also show a project timeline. Proposals that demonstrate a maintenance assistance plan will receive higher consideration. (approximately 200 words)

Our group is in the process of seeking other matching grants from The Nature Conservancy, The Conservation Fund, and USDA related to invasive species management and habitat restoration. Because a majority of this park is located within the resource protection area (RPA) along Lake Cook, we are optimistic the project will attract additional grant funding from these environmental groups. In addition, we plan to work with the Natural Resources Division to pursue funding under the federal infrastructure bill from USDA earmarked specifically for invasive species management.

Q15

Outcomes (will be evaluated for up to 10 points) Applicants should provide their project goals and objectives. Please identify how you will measure project success with specific outcomes, both tangible and/or intangible results.

Project goals include (1) creating a safe place for families to explore, (2) providing the opportunity to explore nature, and (3) helping reduce environmental impacts from the surroundings. For much of the environmental benefit, we'll work with the City's Natural Resources Division and any other granting organization (e.g., The Nature Conservancy) to monitor and track using acceptable methods. Over time, we envision this project as the first phase of a multi-phase process that would involve the implementation of additional recommendations from the Pocket Park Improvement Plan. This proposed project aims to create the fundamental framework upon which we can add features like a play structure, additional footpaths, and seating all aimed at creating a safe recreational space for City residents.

**General Project Area
around and adjacent
to parking log**



Lake Cook



3965

117

115

113

111

109

107

105

103

101

Lake Cook Dr

LE Bradley Consulting

3995

3869

3867

3865

3861

Eisenhower Ave

Eisenhower Ave

Eisenhower Ave

City of Alexandria, Virginia

MEMORANDUM

DATE: SEPTEMBER 15, 2022

TO: PARK AND RECREATION COMMISSION

THROUGH: JACK BROWAND, DEPUTY DIRECTOR
PARK SERVICES

FROM: BETHANY ZNIDERSIC, DIVISION CHIEF
ANA VICINANZO, URBAN PLANNER III
DANIEL UNKLE, URBAN PLANNER II
PARK PLANNING AND CAPITAL DEVELOPMENT

ITEM 5.e.: PROJECT REVIEW PROCESS IMPROVEMENT

ISSUE: Park and Recreation Commission Project Review Process Improvement.

RECOMMENDATION: That the Park and Recreation Commission receive and provide feedback on the Park and Recreation Commission Project Review Process.

BACKGROUND: Staff identified that the process for bringing topics to the Park and Recreation Commission is unclear and creates inefficiencies within the Division. This primarily occurs with the projects and open space development reviews, where development plans have multiple reviewers and are on the City's development review timeline. The projects and timing for when development projects are brought to the Park and Recreation Commission and the information needed from the Commission is not always in alignment with the existing development process. Staff used this as an opportunity to conduct a review of the process, identify the timing of what and when topics should go before the Park and Recreation Commission, create clarity where possible, and identify areas of improvement. The result of this process is the Park and Recreation Project Review Process.

The process improvement map was created by:

1. Data collection phase
 - a. Staff team met with Park Planning, Planning and Zoning staff, and previous Park Planning staff to learn about what should and should not go to the Park and Recreation Commission and why
2. Data review
 - a. Staff team reviewed the various answers received
3. Develop draft process

- a. Staff team identified the Park and Recreation Commission's charge to help guide discussion
 - b. Staff team created a draft process map for the Park and Recreation Commission items and identified questions
4. Refined draft process
 - a. Staff team met with staff again to discuss remaining questions
 - b. Staff input was incorporated into draft process map
5. Presented process to the Park Planning and Capital Development team and the High Performance Organization coach for review and input
 - a. Staff team incorporated feedback
6. Final draft

DISCUSSION: The Park and Recreation Commission Project Review Process defines the process for what, how, and when topics are brought to the Park and Recreation Commission.

The Park and Recreation Commission's charge of work is to advise City Council on matters related to parkland, recreation, and culture. Staff used the Park and Recreation Commission's charge to guide what items should go to the Commission, which is all items related to City parkland, recreation, and culture.

Staff then identified how a topic is brought to the Park and Recreation Commission and determined that it was based on what is needed from the Commission: is the topic informational, is staff seeking feedback, and/or is staff asking for an endorsement of the topic.

1. Informational topic: Presented to the Commission as a staff report or presentation, and no feedback is needed from the Commission.
2. Topic seeking feedback: Presented to the Commission and feedback is solicited from the Commission to incorporate into the project.
3. Endorsement topic: Presented to the Commission, feedback is solicited, a public hearing may be held, and an endorsement is sought.

Finally, topics soliciting feedback will incorporate the feedback into the projects as appropriate, and topics seeking endorsement ask that the Park and Recreation Commission prepare a memo or endorsement letter to City Council supporting or opposing the project.

While creating the process improvement map, staff identified recommendations for improving the existing process and workflow with both the Park and Recreation Commission and Department of Planning and Zoning:

1. Staff recommends that development plan applicants present to the Park and Recreation Commission after submitting their Concept 2 letter to seek feedback from the Commission. This provides ample time for applicants, the Park and Recreation Commission, and staff to input the Park and Recreation Commission feedback and make changes.
2. Reintroduce the annual retreat to create a work plan of the Park and Recreation Commission priorities. This provides both the Park and Recreation Commission and staff direction for carrying out their charges.

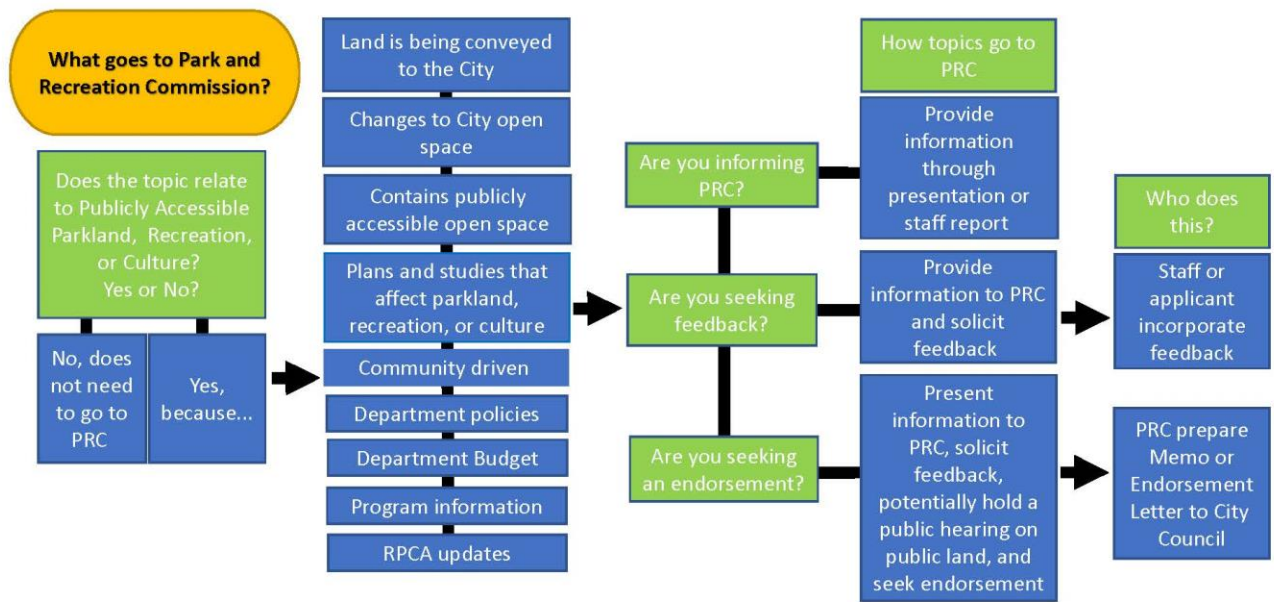
3. Create an onboarding process for new members of the Park and Recreation Commission. This creates an opportunity for new members to learn about the process.

The resulting process map provides a clearer process, reduces confusion, saves time, helps staff understand the process and their role, including those who are not directly involved with the Park and Recreation Commission, helps future staff understand the process, and solidifies institutional knowledge into a document.

FISCAL IMPACT: None anticipated

DOCUMENT:

Park and Recreation Commission's role: The Park and Recreation Commission advises City Council on matters related to parkland, recreation, and culture.



STAFF:

Bethany Znidersic, Division Chief, Park Planning and Capital Development
 Ana Vicinanza, Urban Planner III, Park Planning and Capital Development
 Daniel Unkle, Urban Planner II, Park Planning and Capital Development