

Executive Committee

Work Actions

- This Executive Management Committee serves as the coordination and communication function for Explore Park. This group is responsible for the overall park operations, business plan, land management and capital planning.
 - Communication and vetting tool for the department to disseminate information and make decisions
- Chairman- Doug
- Committee Members- Scott, Mark, David, Greg, Wendi, Eric, Shawn, Lindsay and Arlain



Management Committee

Work Actions

- The Management Committee is responsible for establishing the land management policies and park rules in addition to the management of leases, volunteers, historical preservation and recognition.
- Committee Chair - Lindsay
- Committee Vice Chair – Maureen Wilson
- Committee Members- Mark, David, Greg, Wendi, Lon, Lillian, Maureen, Gary, Amy, Polly, Pam, Star, Don, Jodi and Arlain



Management Committee

Park Rules and Map



Management Committee

Park Boundary Markers

- Coordination with adjacent property owners
 - National Park Service
 - Roanoke Valley Resource Authority
 - Mayflower Baptist Church



Management Committee

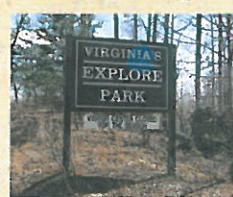
E911 Addresses/Street Signs

- Determining right-of-way limits and prescriptive easements
- Coordination with Comm-IT, Fire and Rescue, and E-911 Dispatchers
- Adding reflective addresses to buildings and parking lots



Management Committee

Park Entrance Signs



Management Committee

Trail Inventory

Commission Update
April 16, 2014

Management Committee

Trail Clearing and Maintenance

Pathfinders for Greenways

Commission Update
April 16, 2014

Management Committee

Marketing

Commission Update
April 16, 2014

Special Events Committee

Work Actions

Commission Update
April 16, 2014

- The Special Events Committee is responsible for the development, coordination and implementation of all special events at Explore Park including rentals. This group is also responsible for recommending fees, policies and processes for events and rentals.
- Chairperson - Wendi
- Committee Members - Wendi, Luona, Beadie, Denise, Terry and Marcia

Special Events Committee

Responsibilities

Commission Update
April 16, 2014

- Establish standards for internal and external special events
- Establish Rental Policies for park rentals and building rentals
- Develop a rental package that includes rental rates and policies
- Develop staffing standards for park rentals, wedding rentals and building rentals
- Develop an emergency action plan for small, medium and large special events.
- Develop a security protocol for after hours building and park usage for rentals

Special Events Committee

Standards for Internal/External Events

Commission Update
April 16, 2014

Special Events Committee

Rental Packages and Rates

Commission Update April 16, 2014

- Wedding Packages
- Park Rental Rates
- Building Rentals

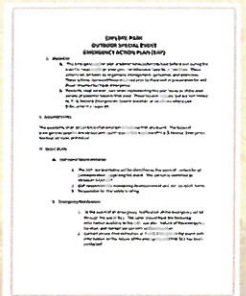


Special Events Committee

Emergency Action Plan

Commission Update April 16, 2014

- Collaboration with Roanoke County EMS Battalion Chief Billy Duff
- Collaboration with Program Staff
- Equipment/Training Needs




Special Events Committee

Security Protocol

Commission Update April 16, 2014

- Responsibilities of the Manager on Duty (MOD)
- Building Protocol
- Outdoor Protocol
- Standard Operating Procedure



Maintenance Committee

Work Actions

Commission Update April 16, 2014



- The Maintenance Committee is responsible for all maintenance of park grounds, buildings and infrastructure.
- Chairperson - Shawn
- Members - Mark, Eric, Walt, Eddie Ford, Eddie Goode and Allen McGrady

Maintenance Committee

Mountain Union Church Exterior

Commission Update April 16, 2014

- Roof Repairs
- Tree Removal
- Grading around building
- Parking Lot Renovations
- New Front Porch
- Addressing ADA Concerns
- Pressure washing exterior
- Exterior Painting and Staining
- Rekeyed Facility

Maintenance Committee

Mountain Union Church Interior

Commission Update April 16, 2014

- Interior Painting
- Replace flooring in back area/bridal suite
- Installed wooden baseboards
- Fire Marshall Inspections
- Determining Occupancy Rates
- Addressing ADA Concerns




Maintenance Committee

Arthur Taubman Exterior

Commission Update
April 16, 2014

- Addressing ADA Concerns
- Fire Marshall Inspections/Fire Alarm Systems
- Roof Repairs
- Removal, Design, Repairs, and Installation of Rear Deck
- Exterior Staining
- Installing New Special Event Storage Shed
 - Requires Blue Ridge Parkway/NPS Permit
- Rekeyed Facility






Maintenance Committee

Arthur Taubman Interior

Commission Update
April 16, 2014

- Addressing ADA Concerns
- Fire Marshall Inspections/Fire Alarm Systems
- Determining Occupancy Rates
- Door and Hardware Replacement
- Interior Painting
- Interior Wood Refinishing
- Replace flooring in 2nd Floor Conference Room
- Water System Upgrades






Maintenance Committee

Blue Ridge Parkway Visitor Center

Commission Update
April 16, 2014

- Water System Upgrades
- Landscaping
- New Exterior Signs
- Parking Lot Assessments
- Rekeyed Facility






Maintenance Committee

Building Partnerships

Commission Update
April 16, 2014

- Volunteers Park Inspection Program
- Repurposing Volunteer Shed
- WVRJA Inmate Work Release Program
 - Landscaping, mowing, deck debris removal, and painted signs
- Eagle Scout Projects
 - Benches and Kiosks
- Pathfinders for Greenways
 - Trail Maintenance







Programming Committee

Work Actions

Commission Update
April 16, 2014

- The Programming Committee is responsible for the planning, development and implementation of all organized programs and activities at Explore Park. This committee is also responsible for program standards, cost recovery planning, safety and operational designs.
- Committee Chairman - Greg
- Members - Kari, Jim, Erin, Charlie, Allen, Lindsey, Kristin, Chelsea and Scott




Programming Committee

Work Actions

Commission Update
April 16, 2014

- Establish a 24 month program expansion plan
- Develop standards for instructors & interns
- Create a list of programmatic needs for the park
- Establish program standards for operating at Explore Park
- Establish safety and communication protocols for programs
- Develop criteria for use of private vendors
- Develop potential partnership list for programs




Programming Committee

Expansion Plan – 6 month

Commission Update April 16, 2014

- Add 5 new Summer Camps
- Transportation from Tanglewood Mall
- Create family campout program
- Offer 3-5 wellness/art specialty classes
- Include Explore Park in Advertising with all camps
- Presence at open house event





Programming Committee

Expansion Plan – 48 month

Commission Update April 16, 2014

- Program matrix developed as guideline for next two years
- Staff recommended program needs
- Success rate goals
- Minimum participants
- Number of courses per session





Programming Committee

Instructors and Interns

Commission Update April 16, 2014

- Cost Recovery – 120%-140%, including payroll
- Utilize existing job descriptions, salaries on case by case basis, as with other programs
- Use current department standards for health forms, background checks, defensive driving, child protective services form, DMV background check, CPR/First Aid Certifications.



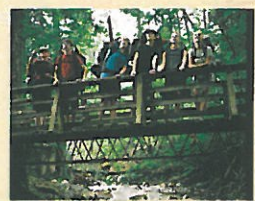




Programming Committee

Standards & Communications Protocol

Commission Update April 16, 2014

- Emergency Action Plan
- Communication Sequence
- Natural Disasters
- Utility Problems
- Missing/Lost Person
- Anthropogenic Hazards
- Motor Vehicle Practices
- Program Safety Protocol
- Emergency Evacuation procedures

Programming Committee

Use of Private Vendors

Commission Update April 16, 2014

- Explore received 20% gross minimum
- Vendors must provide \$1,000,000 liability insurance
- Must have a successful track record, documentation, certifications. Requires committee approval.
- Require participant surveys for quality control
- Must sign non-compete agreements



