

# SAMPLE

## Project Narrative – (Active) PART I

1. The real property is identified as  $\pm$  10.10 acres located in the City of Orlando at 6123 La Costa Drive. It is part of a 40 acre parcel containing Englewood Elementary School and Stonewall Jackson Middle School. Property is zoned public. Its City classification is leisure/recreation.
2. The Englewood Neighborhood Center was constructed in 1978. It is a multipurpose neighborhood facility with gymnasium/locker rooms, office, woodworking room, library, game room, kitchen, and weight room. It also has only a picnic area and requires a playground and other amenities to complete the park.

Currently the Neighborhood Center has a park area on the north and east side of the building including a small tot lot needing renovation. The west side of the recreation center has two softball fields. There are 6 small picnic tables in the existing park site. The schools have 4 basketball/tennis courts, an asphalt track, and an open soccer field area to the west of the Neighborhood Center.

In master planning the site, the City wishes to develop a picnic area to the east and north of the Neighborhood Center. This area will offer a new tot lot, new playground, shuffleboard courts, horseshoe pits, picnic pavilions, picnic shelters, and tables. The Meals-On-Wheels program for senior citizens could also serve in the park as a pleasant change of scenery. The estimated construction cost is \$208,555. This cost does not include administrative and other fees as outlined in the budget.

Shuffleboard and horseshoes will accommodate the large number of seniors using the center. The new picnic area will provide an outdoor programming area for children's after school programs, teen programs, and senior arts and craft programs. A "Hot Tots" program is also offered for preschool children two afternoons per week throughout the school year. The park will also be heavily used on weekends for family picnics and neighborhood events.

The proposed development and work elements are as follows:

### PRIMARY RECREATION AREAS AND FACILITIES

Quality	Description
1	Senior's Pavilion Group Pavilion
1	Tot Lot
1	Playground 2 shade structures
4 pits/lanes	Horseshoe including 2 shade structures
6	(6) Picnic tables, BBQ pits & Fountain
12	Picnic Tables
1	Relocate & resurface existing practice soccer field (to accommodate revised design)

3. There are no known existing problems which influence design or construction of this final phase of the project. No controversies or community problems have come to the City's attention. This is a very popular and needed part of this neighborhood's development plan.
4. The City has listed this project in its capital improvement development plans. Additional funds are needed due to complete the park portion of the master plan.
5. The Englewood Center and park occupies a 10-acre section of a 40-acre complex, 30 acres are occupied by two adjoining schools. Stonewall Jackson Middle School serves 1,305 students and Englewood Elementary serves 664 students. Over 25,000 residents live within two miles of the Neighborhood Center.

The Neighborhood Center is rapidly outgrowing its existing space and has an immediate need for expansion. The two schools are facing the same dilemma. In 1992 the City of Orlando and Orange County School Board began a master planning process to improve the entire 40-acre site. Existing site conditions were compiled by consultants and reviewed by staff and at public meetings. Each entity has realized the need to work cooperatively to solve their joint problems.

City softball leagues serve 2,000 players each year at Englewood. Additionally, the Sports Association for Youth (SAY) operates pony league baseball for ages 5 – 13 at Englewood on weekends and evenings.

The addition of the park and picnic facilities, and planned enlargement of the Neighborhood Center including the completed construction of a pool and bath house will complete the City's portion of the master plan project.

## PART II

1. What are the benefits of this project:

Englewood Neighborhood Center serves over 115,000 youth and adults annually; 15% senior citizens, 35% adults, and 50% youth, ages 5 – 17. The fact that previously there were only picnic tables in the park support the need that the benefits will provide a much needed community recreational area.

2. Other results include: Long-term recreational use for a growing community, available for use by area school children. Over 25,000 residents live within two miles of the park.
3. The site will utilized by the public as well as youth from the Boys and Girls Club and 2 area schools. The City of Orlando will be responsible for administration and operation of the project site.
4. Park will be available 7 days per week year round. It will not be lighted at night.
5. No fees will be charged for use or entrance to the site.

## PART III

1. The project is being accomplished in several phases. Design and construction will be provided by outside contractors through competitive bidding process and funded by the City through its 5 year capital improvement program.

Master planing for the Englewood Neighborhood Center is currently underway for a cooperative effort being made between the City of Orlando and the Orange County Public Schools. Three separate parcels are addressed in the overall master plan – the Stonewall Jackson Middle School property, Englewood Elementary School property, and the City's Englewood Neighborhood Center property. A total of 40 acres is included in the master plan. The master plan design was approved by the Municipal Planning Board in February, 1994. Construction of the swimming pool and equipment room was completed in September, 1994. Construction of the bathhouse, control building, play pool and parking lot were completed in July, 1995. Construction of new playground and site amenities started in Summer of 1996 and should be completed in 1999. Future phases will include expansion of the existing facilities, relocation of the track, rehab of existing ballfields and construction of new basketball courts.

### FUNDING SOURCE

CD	\$ 517,021	CD = Com. Devel. Block Grant
CF	1,296,502	CF =
CIP	4,840,689	CIP = Capital Improvement Program
OF	<u>140,000</u>	OF = Other Funds
	\$ 6,794,212	

### PART III

2. Factors that would accelerate the project would be receipt of additional funding from the LWCF grant. No deceleration factors are known at this time.
3. The project features include the latest designs in safety oriented playground equipment. A great deal of community meetings were held to determine both park and building needs and design.
4. Project will be bid through the City's Office of Purchasing and Materials Management and will include specific MBE/WBE requirements and guidelines. The City's Office of Project and Construction Management oversees all development projects to ensure quality of work product and conformity to bid specifications at each stage of construction.
5. Englewood Neighborhood Association, Englewood Advisory Council, Community and Youth Services Board, Commissioner's Office, Foster-Conant Designers, Diversified Tech, Inc., Pete Jeffery and Associates, T.N. Grassing, E.J. Orr Concrete and Trumble Enterprises supported the Park project through community meetings or construction of the project amenities.
6. Neighborhood meeting July 21, 1993; Community and Youth Services Board, October 19, 1993; September 15, 1993 Commission District 2 Advisory Committee meeting with City Commissioner Wyman.
7. The Englewood Center is the only City operated center on the east side of the City and serves culturally diverse area population of over 25,000.
8. The project will be developed with assistance from the LWCF grant. Grant was submitted in 1993 and was not funded. City was contacted on 1997 and advised that several agencies were unable to meet LWCF grant requirements which allowed the City to move upward on the eligibility list. Grant award will be \$123,103.
9. In 1987 City received an LWCF grant for property acquisition in Mercy Drive area. Property was acquired and now is location of the City's Northwest Community Center, dedicated in 1993. There were no compliance problems with the project.