



Martinsville
A CITY WITHOUT LIMITS

public parks plan - city council presentation

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PRESIDENT + LANDSCAPE ARCHITECT



May 28, 2024

- **TASK I – PUBLIC PARK SURVEY AND ASSESSMENT COMPLETE**
 - June through early August
 - Windshield tour
 - Visits to each park
 - Scoring matrix of each park element
- **TASK IIa – COMMUNITY ENGAGEMENT COMPLETE**
 - Early August through early October
 - 4 meetings around the City
 - 8 stations per meeting
 - Met community liaisons/advocates
 - Online survey – questions matched meetings
- **TASK IIb – PUBLIC PARKS PLAN CREATION COMPLETE**
 - Mid-October through end of February



Introduction

The purpose of this plan is to serve as a citywide planning document that provides an implementation plan to be used as guidance for specific park improvements and renovations. The feedback and recommendations for the park improvements in this plan were identified through a sequence of tasks including park assessments and ratings, site analyses and inventory, and community feedback.

Background and Demographics

The plan provides demographic data gathered from the US Census, as well as background and demographic data collected during the online and in-person community engagement events. The data was collected to provide more information about the residents of Martinsville. The community surveys relayed their current use of the parks system as well as an understanding of the park amenities that need improvement.

Voting Districts and Neighborhoods

The 2021 Martinsville Comprehensive Plan identified nine Martinsville neighborhoods (shown on page 6) which were North Side, West End, Uptown, East End, South Side, Mulberry, Rives Road Extension, Forest Park and Druid Hills. During the community engagement period, participants were asked to identify which neighborhood they lived. Six voting districts were also identified based on the US Census data tracts. The neighborhood and voting district data was used to analyze under-served communities in Martinsville based on park amenities offered within their neighborhood and voting district.

Developed Park Acreage per Voting District

The developed acreage of parks per voting district was analyzed through mapping tools. The breakdown of developed park acres per voting district can be found on page 7. Of the total 302 acres of park land managed by the city, 126 acres have been developed. Voting District 3, which contains the West End, South Side and Rives Road Extension neighborhoods, has the most acreage of developed parks at 40 acres. Voting District 5, which contains the Forest Park and Druid Hills neighborhoods, has the least acreage of developed parks at 5 acres.

Park system inventory, scores and classifications

The park system was assessed based on the condition of amenities offered at all 13 parks. Park score sheets (in Appendix) contain all of the data and observations identified during the individual park site assessments. The parks were then classified according to the National Recreation and Park Association (NRPA) standard guidelines for park classification. The park classification data was sorted by park type, size in acres and types of amenities offered.

10 minute walk gap analysis

The parks system was assessed with NRPA's 10 minute walk gap analysis too. The gap analysis identifies areas outside of a $\frac{1}{2}$ mile radius range (which equates to a typical 10-minute walk) that provides walkability to parks within the system. The findings of this analysis (map shown on page 11) indicate that the least amount of walkable service to parks are found in the Forest Park and Druid Hills neighborhoods.

Community Feedback

In an effort to best learn about the improvements that residents of Martinsville would like to see implemented in the parks system, a comprehensive outreach strategy was created that included four (4) in-person engagement events at local parks or at facilities adjacent to local parks. An online survey was created to reach a larger subset of Martinsville residents. Anonymous information was also collected through social media posts on the City of Martinsville's Facebook page.

In-person engagement events

Four (4) in-person engagement events at local parks and centers were conducted to learn more from residents and to encourage organic discussion. Details of how the in-person engagement events were conducted are in the Full Community Engagement Report found in the Appendix. Residents were invited to fill out a demographic survey before going to designated areas to participate in different activities. Attendees interacted with large printouts, where they rated the Martinsville's Park System on Care & Maintenance, described the best parts of specific parks and highlighted areas for improvement, detailed their favorite activities to do in parks from a researched list of options compiled by Site Collaborative and River District Consulting Group.

Online survey

Using in-person engagement events as a template, an online survey for those unable to attend in-person events. The survey asked respondents various questions including, but not limited to current park sentiments, parks system successes, parks system challenges and opportunities and desired future park activities and equipment. This online option included the same questions as prompts in the in-person events to ensure data was captured appropriately.

Additional Community Outreach

Email newsletter campaigns were conducted by the City and partners, such as the Virginia Museum of Natural History and Martinsville YMCA, to alert residents of the in-person engagement events, as well as the availability of the online survey. A total of 8 social media posts were posted directly to The City of Martinsville's Facebook page. Additional posts and shares were conducted by partners such as United Way of Henry County and Martinsville Uptown. Community engagement flyers with QR codes linking to the online survey and community meeting information were placed in locations around the City, including local businesses, YMCA, VMNH, and more. The community engagement flyers were also handed out at elementary middle school carpool lines in the City. Schools included Patrick Henry Elementary School, Albert Harris Elementary School, and Martinsville Middle School. Two press releases and several Facebook live posts were drafted and distributed by the City's Public Information Officer announcing the community meetings, the online survey, and the goals of the Parks Improvement Plan project.

Proposed Park Improvements

The prioritization approach & list of proposed improvements are noted on page 50, along with proposed system wide enhancements.

Summary



Goals

Learn

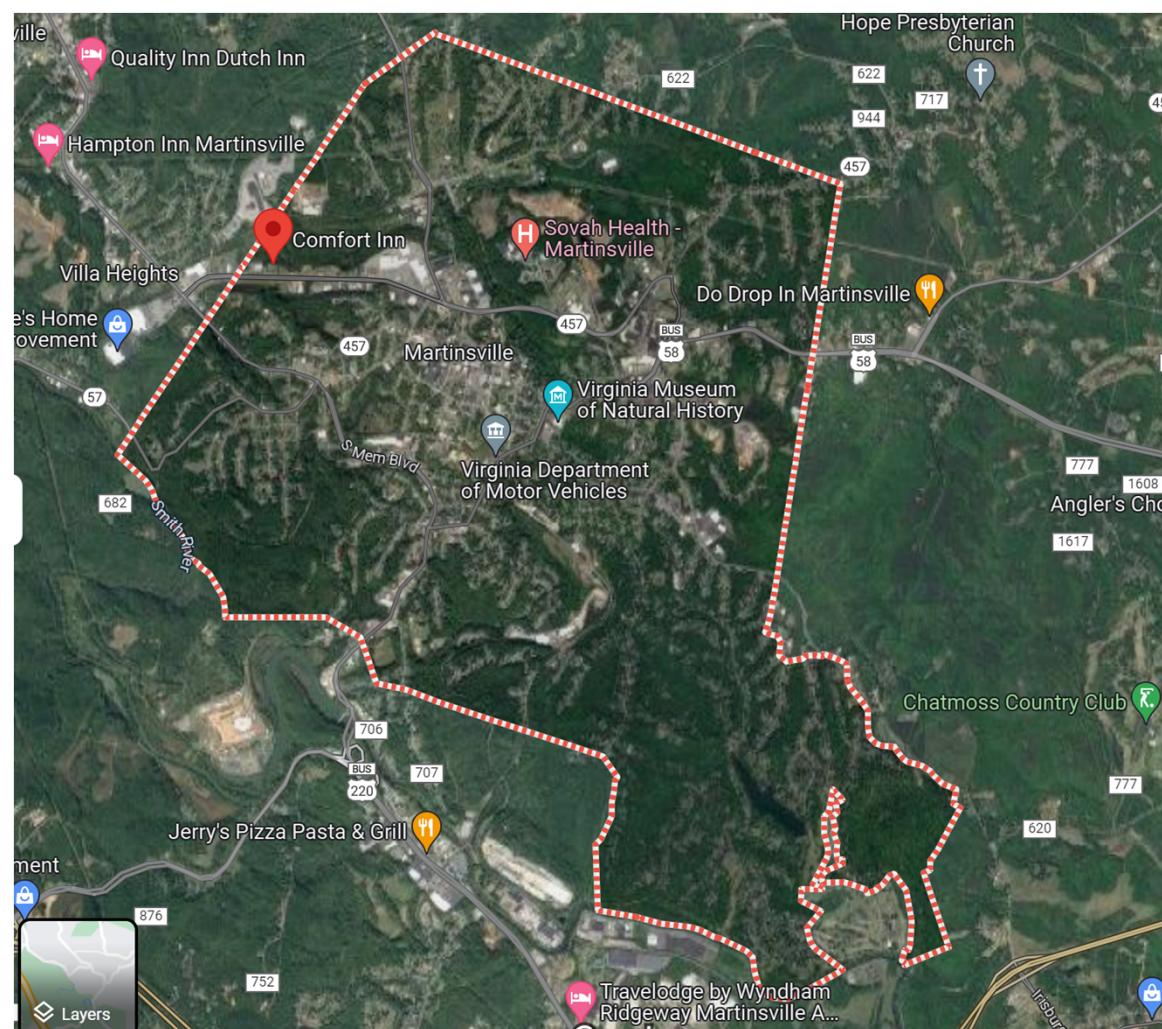
Collect the Data

Assess the Sites

Analyze the Information

J. Frank Wilson Park

Task I – Public Park Survey + Assessment

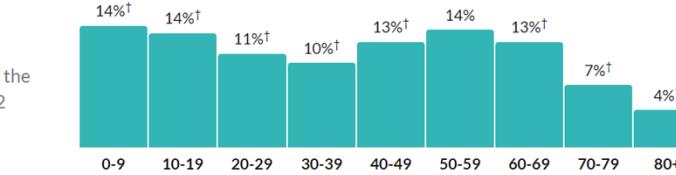


Demographics

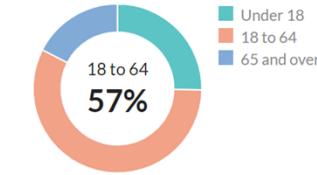
40.6
Median age
† Margin of error is at least 10 percent of the total value. Take care with this statistic.

Age

Population by age range



Population by age category



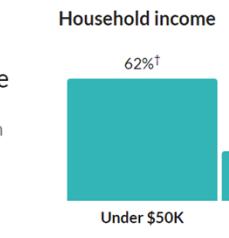
† Margin of error is at least 10 percent of the total value. Take care with this statistic.

Economics

\$23,592
Per capita income
† Margin of error is at least 10 percent of the total value. Take care with this statistic.

Income

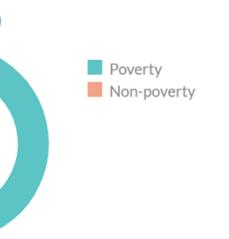
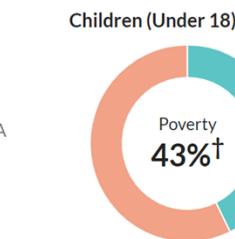
\$36,832
Median household income
about the same as the amount in the Martinsville, VA Micro Area: \$24,181
about half the amount in Virginia: \$43,267

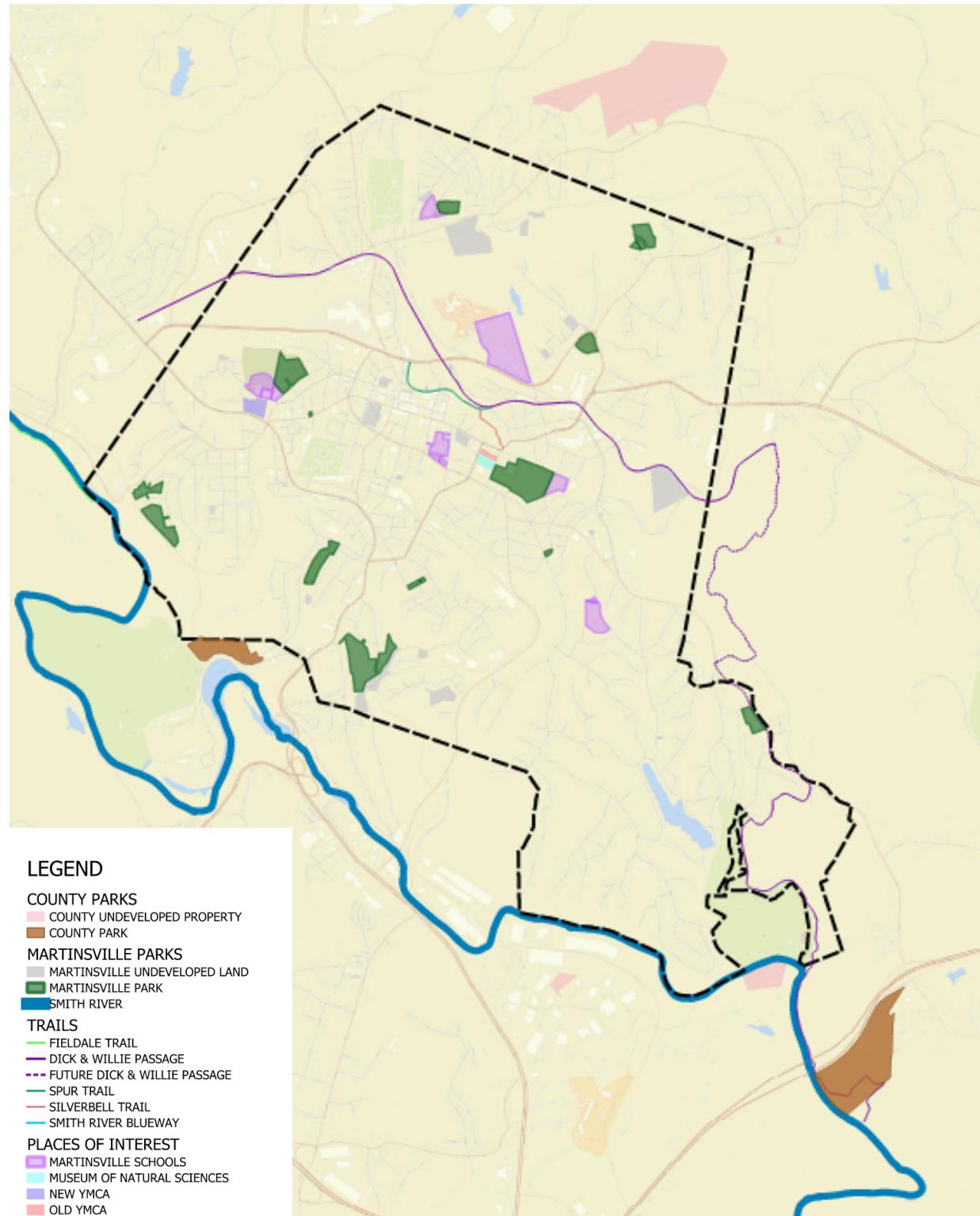


† Margin of error is at least 10 percent of the total value. Take care with this statistic.

25.4%
Persons below poverty line
about 1.5 times the rate in the Martinsville, VA Micro Area: 17.1%[†]
more than double the rate in Virginia: 9.9%

Poverty





NRPA Park Acreage Guidelines

Classification	Size/Acres	Service Area	Acres per 1,000 population
Destination/Regional Park	35+ acres	Several communities within 1 hour driving	Variable
Community Park	15-35 acres	Several neighborhoods within 1 to 2 mile radius	5-8 acres/1000
Neighborhood Park	5-15 acres	One Neighborhood $\frac{1}{4}$ to $\frac{1}{2}$ mile radius	1-2 acres/1000
Mini-Park	0-5 acres	No applicable standard	Variable

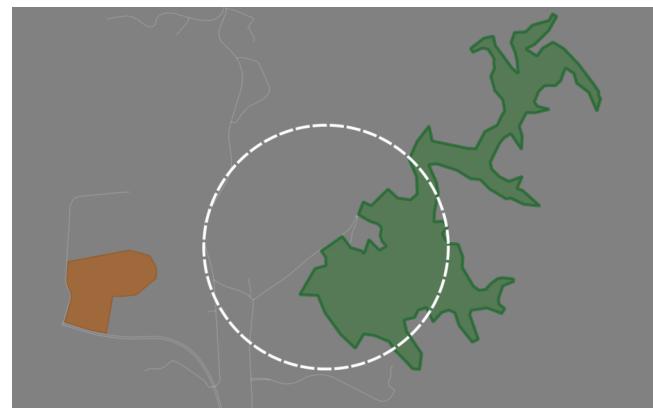
- 13 Parks totaling 302.45 acres

Classified into:

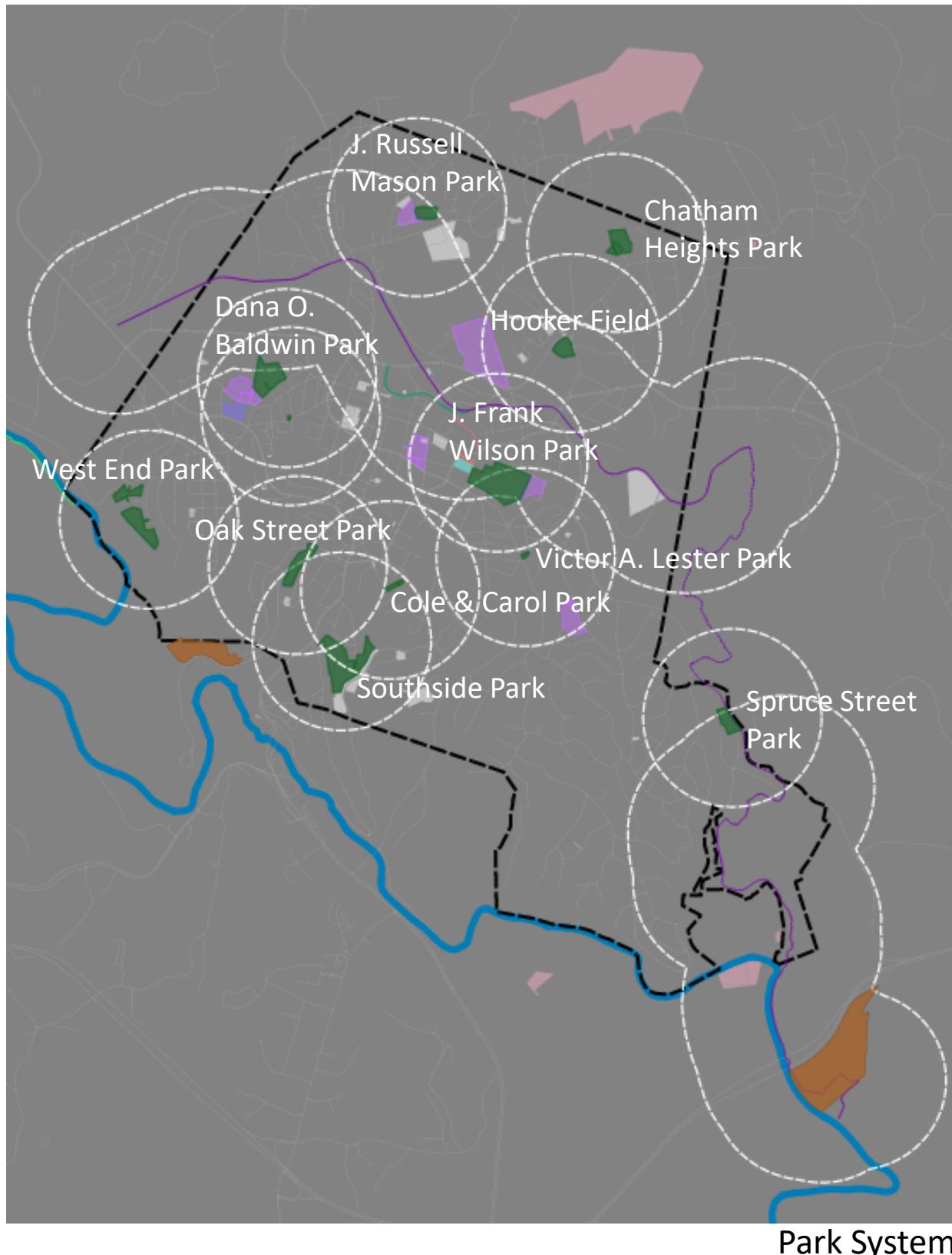
- Destination/Regional – 212 acres
- Community – 45.5 acres
- Neighborhood – 34.42 acres
- Mini-Park – 3.53 acres

Parks System Inventory + Classification

Name	Park Type	Size in acres	Concessions	Restroom	Bleachers	Basketball Court	Disc Golf	Baseball/Softball Field	Football Field	Multipurpose Field	Soccer Field	Tennis Court	Bike Racks	Benches	Drinking Fountains	Grills	Open Lawn	Picnic Shelter	Picnic Tables	Litter Receptacles	Parking Area	Parking Area Lights	Pedestrian Lights	Field Lights	Playgrounds	signs	Nature Trail	Boat Ramp	Skatepark	Walking Path	Stormwater Device
Beaver Creek Reservoir	Destination	175		1												3		1	4	4	1	3			1	15	2	1			
Chatham Heights Park	Neighborhood	9		1	1	1										4	1	2		1	3	3	2	1		1	9	1			
Cole & Carol Street Park	Mini-Park	1.6																	1	1		1	6		1	2			2		
Dana O. Baldwin Park	Community	15.5		1	1	1		1			1	1		2	2	1	1	6	4	1	1	1		2	16	3			2		
Hooker Field	Destination	7		2	1	3		1									3	4	8	3			7		9						
J. Frank Wilson Memorial Park	Community	30		1	1		1								2	2	4		2	16	8	4			1	35	1	1	1	3	
J. Russell Mason Park	Neighborhood	6.5		1		1		2							2		2		1	2	1	2	1	7	1	5			1		
Jackson Street Children's Park	Mini-Park	0.23				1									1				1	1		1	1		1	2			1		
Oak Street Park	Mini-Park	1.1																													
Southside Park	Destination	37		1	1	8	2		4						8	2	2		1	6	9	3	6			1	22			2	
Spruce Street Park	Neighborhood	5.2						1				2		2	1		1			2	1	1	4			1	2			2	
Victor A. Lester Memorial Park	Mini-Park	0.6												2	1		1	1	1	2	1				1	2			1	1	
West End Park	Neighborhood	13.72		1		1		1							1			3			1		1	5							
	Total	302.45	3	8	14	7	1	10	0	0	0	3	1	21	10	15	3	11	47	43	18	14	13	14	11	124	7	1	1	3	13



Beaver Creek Reservoir Park



LEGEND

COUNTY PARKS

- COUNTY UNDEVELOPED PROPERTY (pink)
- COUNTY PARK (brown)

MARTINSVILLE PARKS

- MARTINSVILLE UNDEVELOPED LAND (grey)
- MARTINSVILLE PARK (green)
- MARTINSVILLE PARK 1/2 Mile (green)

SMITH RIVER

TRAILS

- FIELDALE TRAIL (green)
- DICK & WILLIE PASSAGE (purple)
- FUTURE DICK & WILLIE PASSAGE (dashed purple)
- SPUR TRAIL (green)
- SILVERBELL TRAIL (red)
- SMITH RIVER BLUEWAY (cyan)

PLACES OF INTEREST

- MARTINSVILLE SCHOOLS (purple)
- MUSEUM OF NATURAL SCIENCES (cyan)
- NEW YMCA (purple)
- OLD YMCA (red)



Tennis Court and Playground at
Baldwin Park



Playground at Cole
& Carol Park



Seating at Hooker Field



Restroom building at Chatham Heights



Basketball Court and Skatepark at
J. Frank Wilson Park



Playground at Jackson Street
Children's Park



Playground and gazebo at
Victor Lester Park



Dugout at J. Russell Mason Park



Boat Rental Shelter
at Beaver Creek Reservoir



Swingset and Field
at Southside Park



Tennis Courts
at Spruce Street Park



Playground and Basketball Courts
at West End Park



Merry Go Round
at Oak Street Park

				Rating	Condition
		4	Good		
PARK ELEMENT		QUANTITY	QUALITY	NOTES	
BUILDINGS (SHELTER)	1	1	gazebo. Holes in roof	3	Functional; needs upgrades
FURNISHINGS (BENCHES)	2	2	need paint	2	Poor; needs replacing
FURNISHINGS (DRINKING FOUNTAINS)	1	2	leaking when on. Needs repair	1	Safety concern; needs immediate attention
FURNISHINGS (GRILLS)	0				
FURNISHINGS (PICNIC TABLES)	1	1	sharp edges exposed, needs paint		
FURNISHINGS (WASTE/RECYCLING)	2	1	metal can has dents		
OPEN LAWNS	1	4			
PARKING AREAS	1	3	8 spaces, no ADA signage, needs striping		
PLAYGROUNDS	1	3	2 bouncers, 4 swings. Needs pressure washing		
SIGNS (MONUMENT/ENTRY)	1	4			
SIGNS (RULES/REGULATIONS)	1	1	hours sign bent, needs replacement		
STORMWATER DEVICES	1	4	culvert with stream		
WALKING PATHS (PAVED)	1	3	concrete sidewalk on Finley St. has some graffiti to be removed but otherwise in great condition		
MISCELLANEOUS			Nice neighborhood park with a little streambank that could be fun for kids to play in		
			Play equipment is agains but still fairly functional		

West End Park		QUANTITY	QUALITY	NOTES
PARK ELEMENT				
BUILDINGS (RESTROOM)		1	1	Locked. Appears to be in poor condition.
COURT (BASKETBALL)		1	1	2 courts in one area. Surface is cracked and weedy. Fence damaged. Trees hanging over the court. Rusty goals but nets look new. Leaves on the court.
FIELDS (BASEBALL)		1	2	No bases or infield. Doesn't seem to be used.
FURNISHINGS (DRINKING FOUNTAINS)		1	3	not operational
FURNISHINGS (PICNIC TABLES)		3	3	some grafitti, but tables appear to be new asphalt drive is cracked and weedy. Erosion on the shoulder
PARKING AREAS		0		
LIGHTS (PEDESTRIAN)		1		1 over restroom
PLAYGROUNDS		1	1	Playground is unsafe and in poor condition. Rusty, broken aging equipment.
SIGNS (MONUMENT/ENTRY)		1	4	
SIGNS (RULES/REGULATIONS)		4	3	3 wayfinding signs -rating 4. 1 regulations sign at entrance - rating 3 (some fading)
MISCELLANEOUS				Gate is rusty and in need of painting. No parking - driveway comes down a steep hill and dead ends in front of the playground
				Saw a lot of security cameras on homes. Look up crime data here.
				Grass was high
				Park is accessed via a driveway between two houses on a cul-de-sac
				Park elements are not laid out in a safe, thoughtful way. Cars drive straight down near playground, basketball court sited next to a steep cliff, etc.

Park	Score
Beaver Creek Reservoir	4
Chatham Heights Park	2
Cole & Carol Street Park	3
Dana O. Baldwin Park	2
Hooker Field	4
J. Frank Wilson Memorial Park	2
J. Russell Mason Park	3
Jackson Street Children's Park	2
Southside Park	3
Spruce Street Field	3
Victor A. Lester Memorial Park	2
West End Park	2
Oak Street Park	2

Rating	Condition
4	Good
3	Functional; needs upgrades
2	Poor; needs replacing
1	Safety concern; needs immediate attention



Good – Picnic shelter at Beaver Creek Reservoir Park



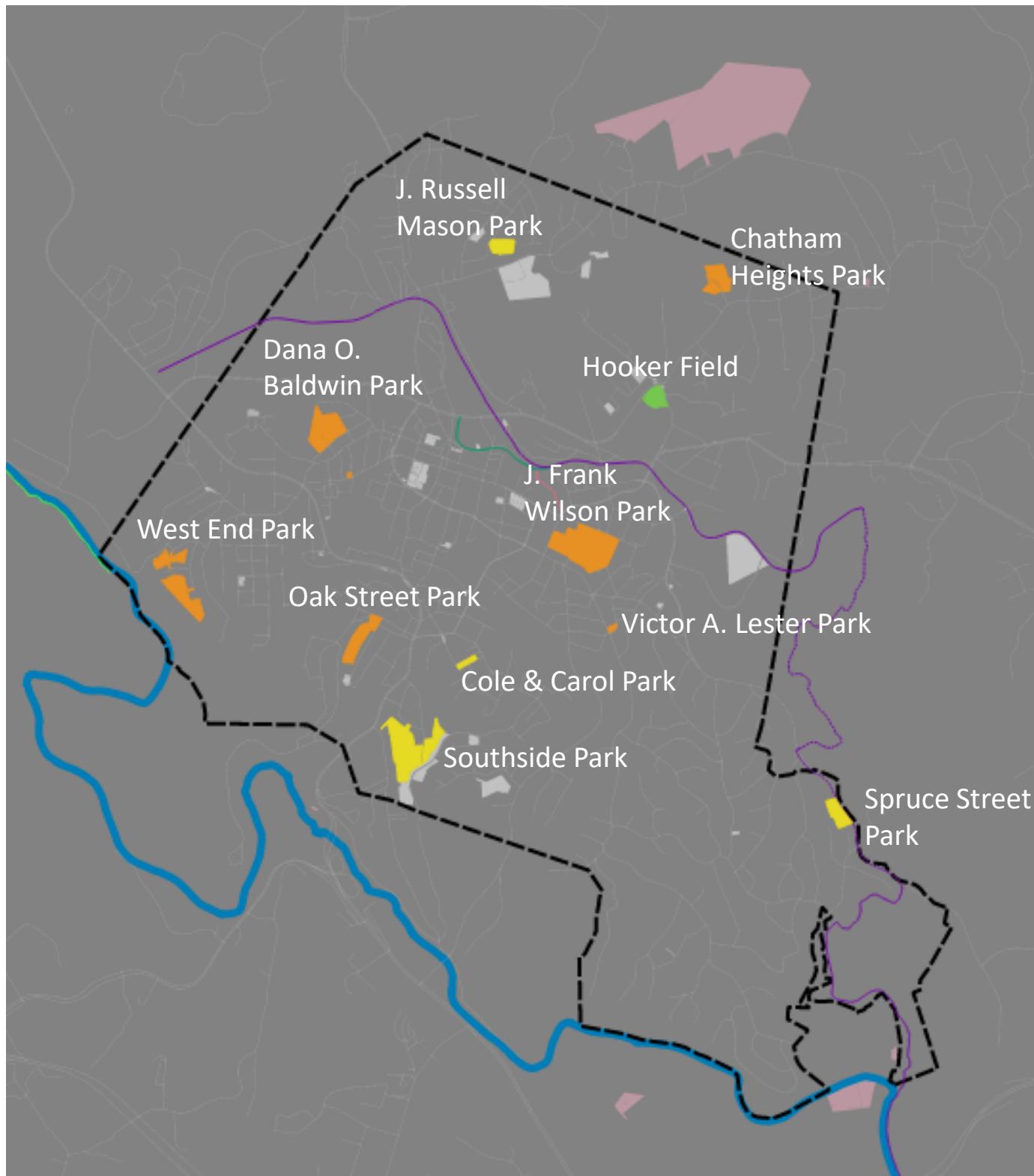
Functional; needs maintenance/upgrades – baseball field at Spruce Street Park



Poor – basketball court at West End Park



Safety concern – exposed rebar and no handrail on stairs at Chatham Heights Park



LEGEND

COUNTY PARKS

- COUNTY UNDEVELOPED PROPERTY
- COUNTY PARK

MARTINSVILLE PROPERTY

- MARTINSVILLE UNDEVELOPED LAND
- SMITH RIVER

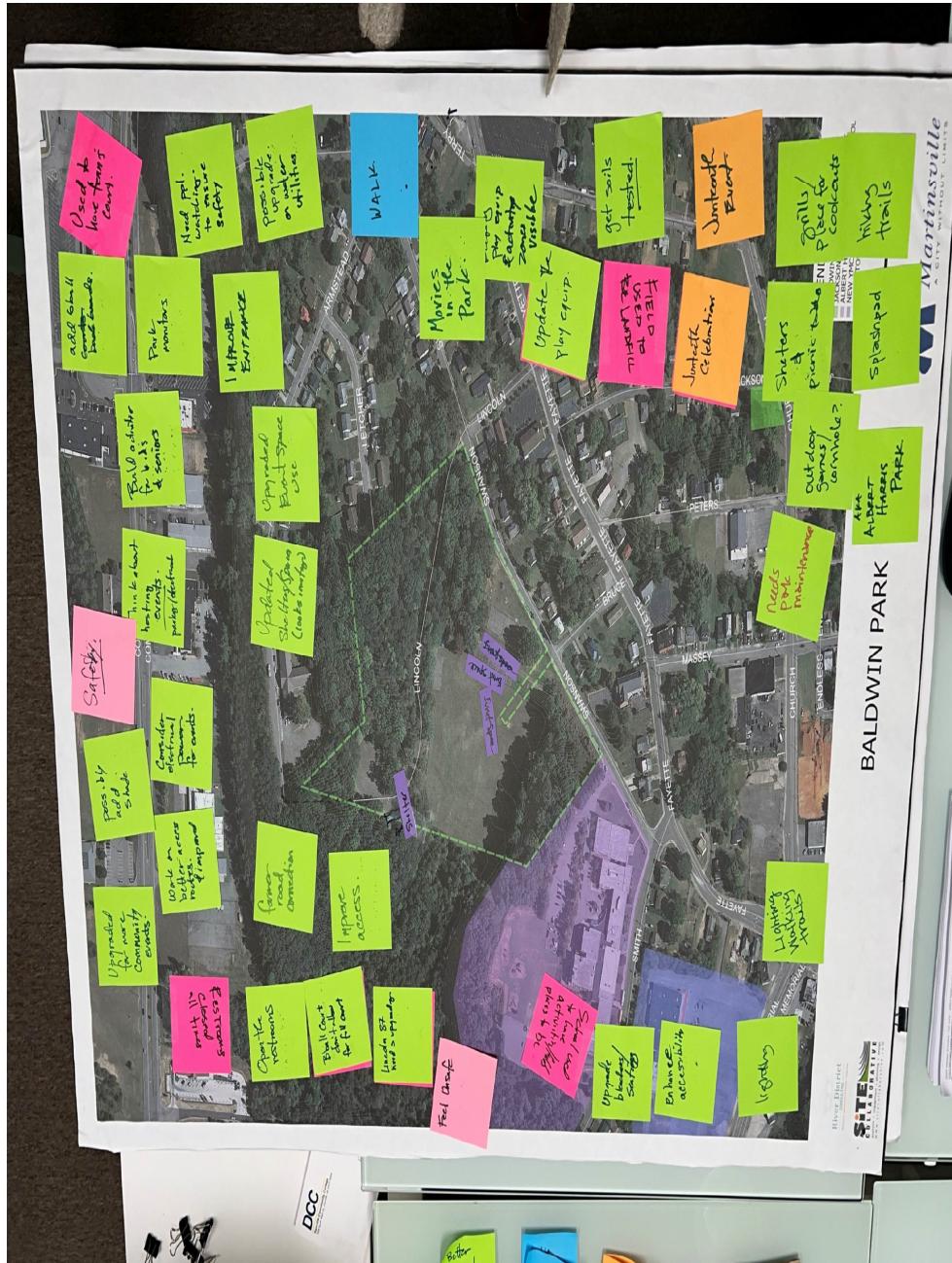
TRAILS

- FIELDALE TRAIL
- DICK & WILLIE PASSAGE
- FUTURE DICK & WILLIE PASSAGE
- SPUR TRAIL
- SILVERBELL TRAIL
- SMITH RIVER BLUEWAY

PARK SCORE

- GOOD
- FUNCTIONAL
- POOR
- SAFETY CONCERN

Rating	Condition
4	Good
3	Functional; needs upgrades
2	Poor; needs replacing
1	Safety concern; needs immediate attention



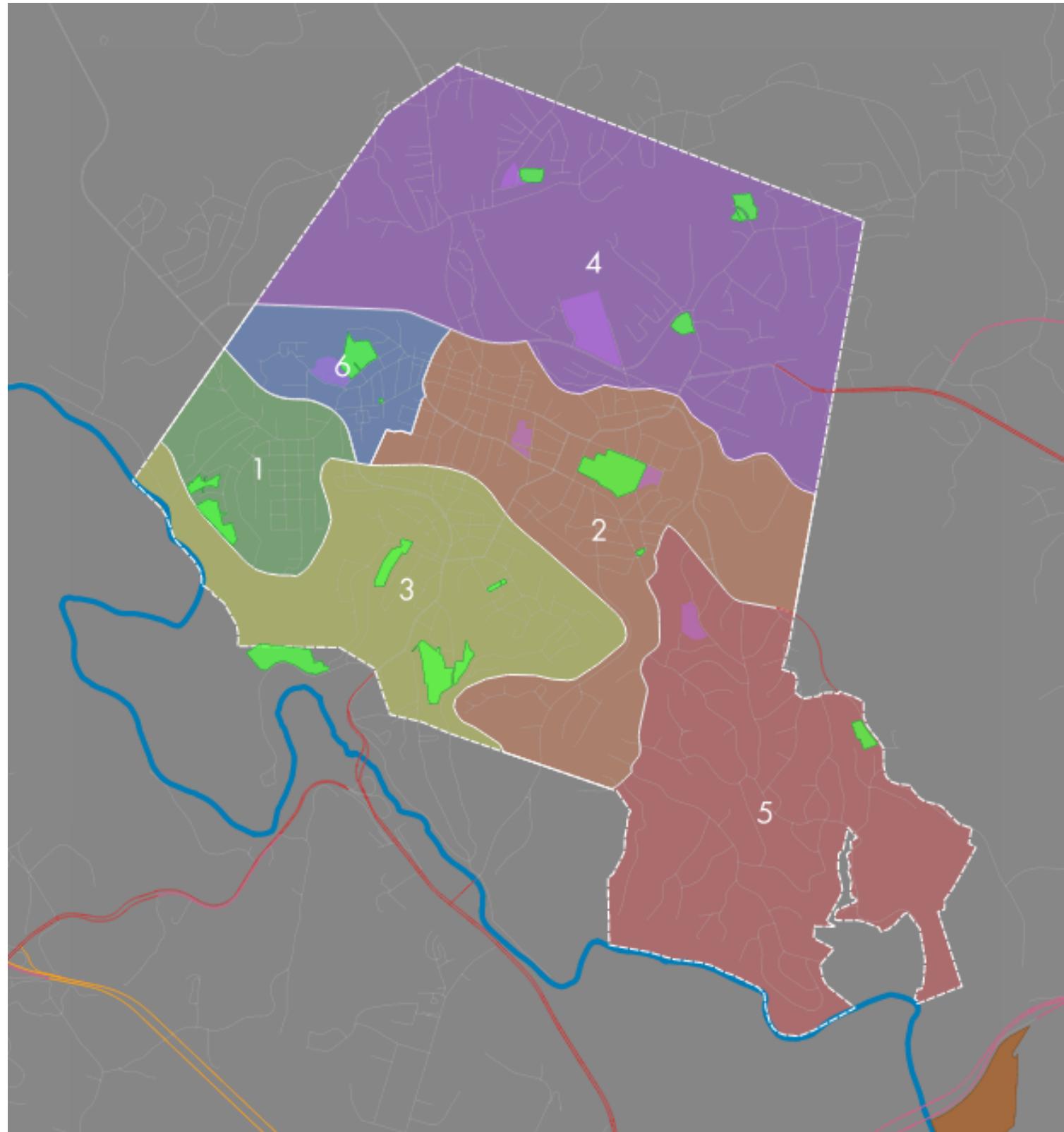
goals

Listen

Build Connections

Establish Trust

Find out the Unknown



- 13 Parks totaling 302.45 acres

Developed parks/acres in each district:

- Precinct 1: 13.72 acres
- Precinct 2: 30.6 acres
- Precinct 3: 39.7 acres
- Precinct 4: 21.32 acres
- Precinct 5: 5.2 acres
- Precinct 6: 15.73 acres

Community Meetings

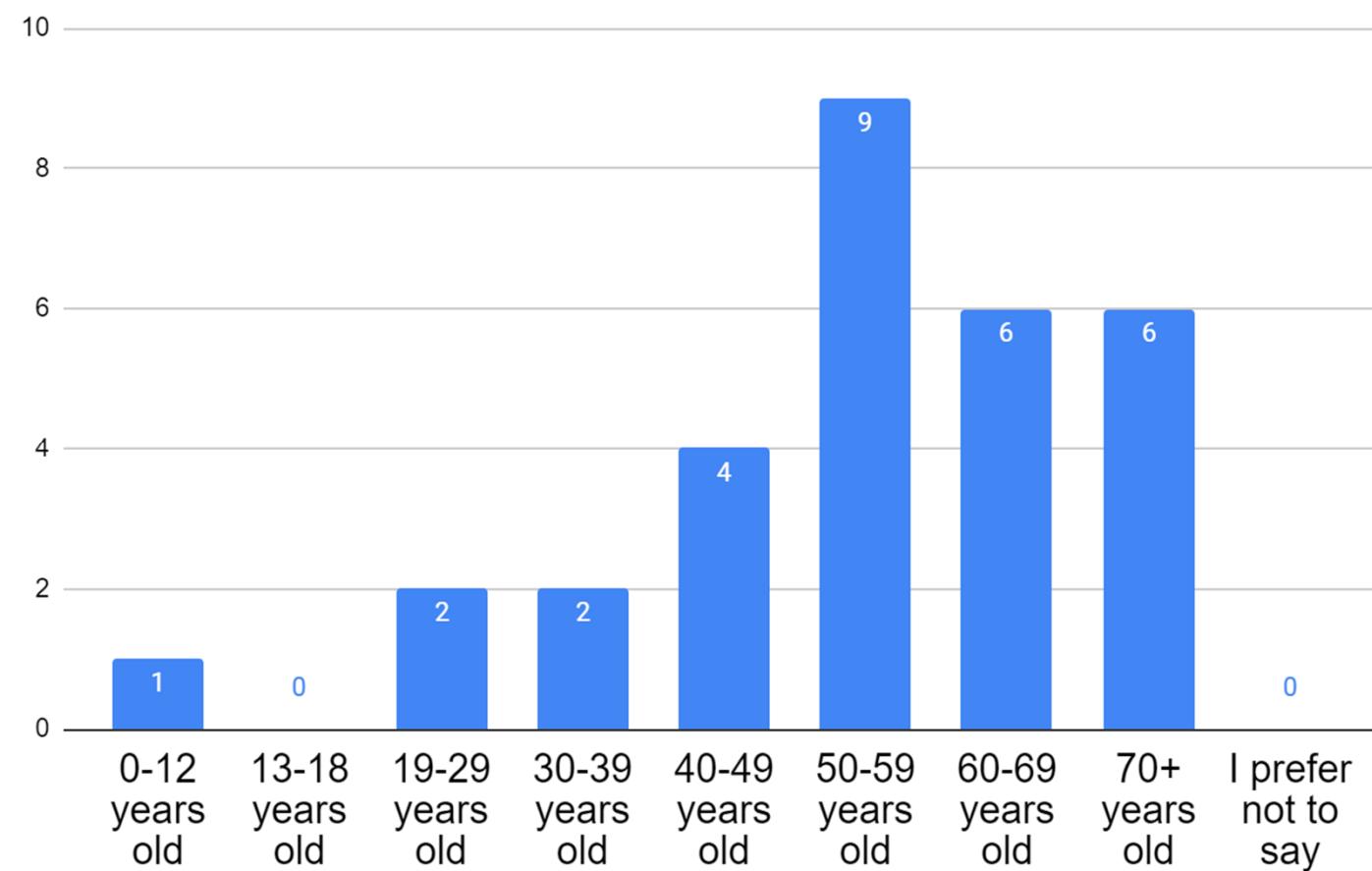
Goal: Talk to people face-to-face and encourage online survey participation (or fill out paper copies)

40 people attended

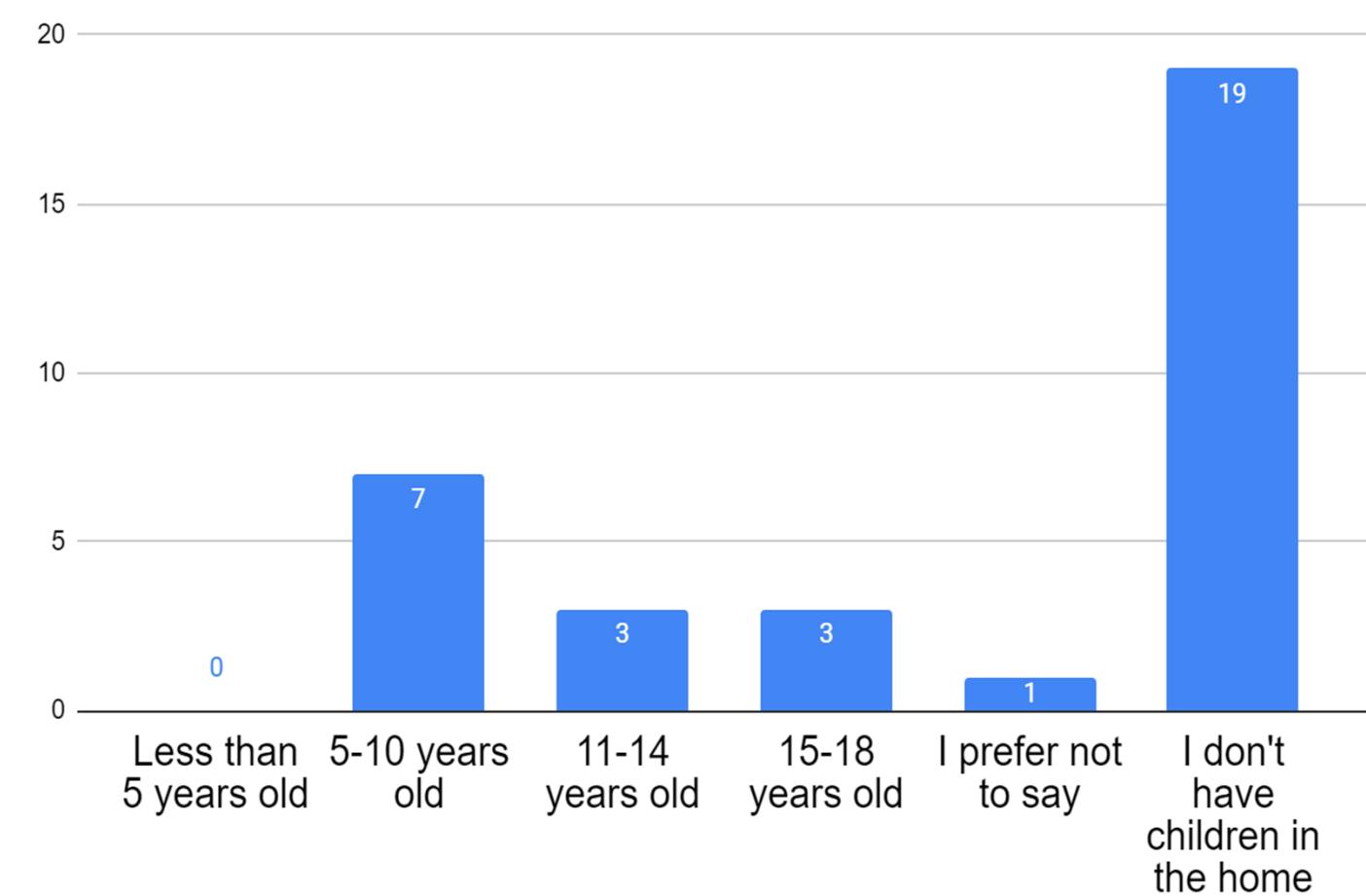
- Southside Park - August 24, 2023
- The Virginia Museum of Natural History (adjacent to J. Frank Wilson Memorial Park) - August 29, 2023
- Dr. Dana O. Baldwin Memorial Park - August 31, 2023
- Chatham Heights Park - September 7, 2023



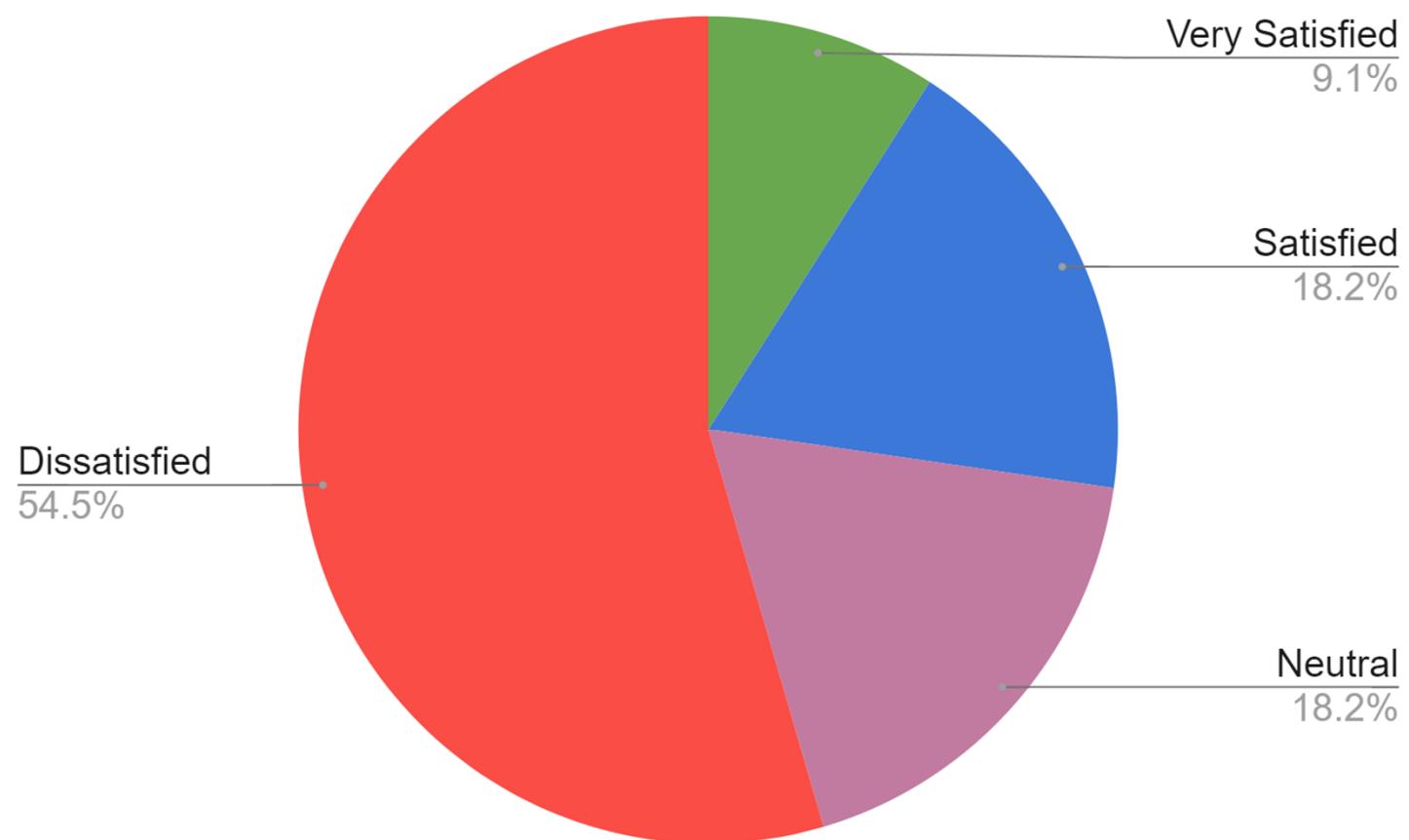
Age of survey respondents



Age of children in the home



How satisfied are you with the care & maintenance of the parks?



Which parks have you used in the past year?

1. Dana O. Baldwin Park
2. West End Park
3. J. Frank Wilson Park

SATISFACTION

Residents were **generally pleased** with the number of parks available for use within Martinsville.

MAINTENANCE

When looking at **Care & Maintenance** of Martinsville's Park System, a majority of those surveyed were **Neutral** or **Dissatisfied** with upkeep in the parks.

PARK UPGRADES NEEDED

Respondents **appreciated the Playgrounds** in Martinsville's Parks; however, many people expressed the need for **upgraded/additional playgrounds** in the parks.

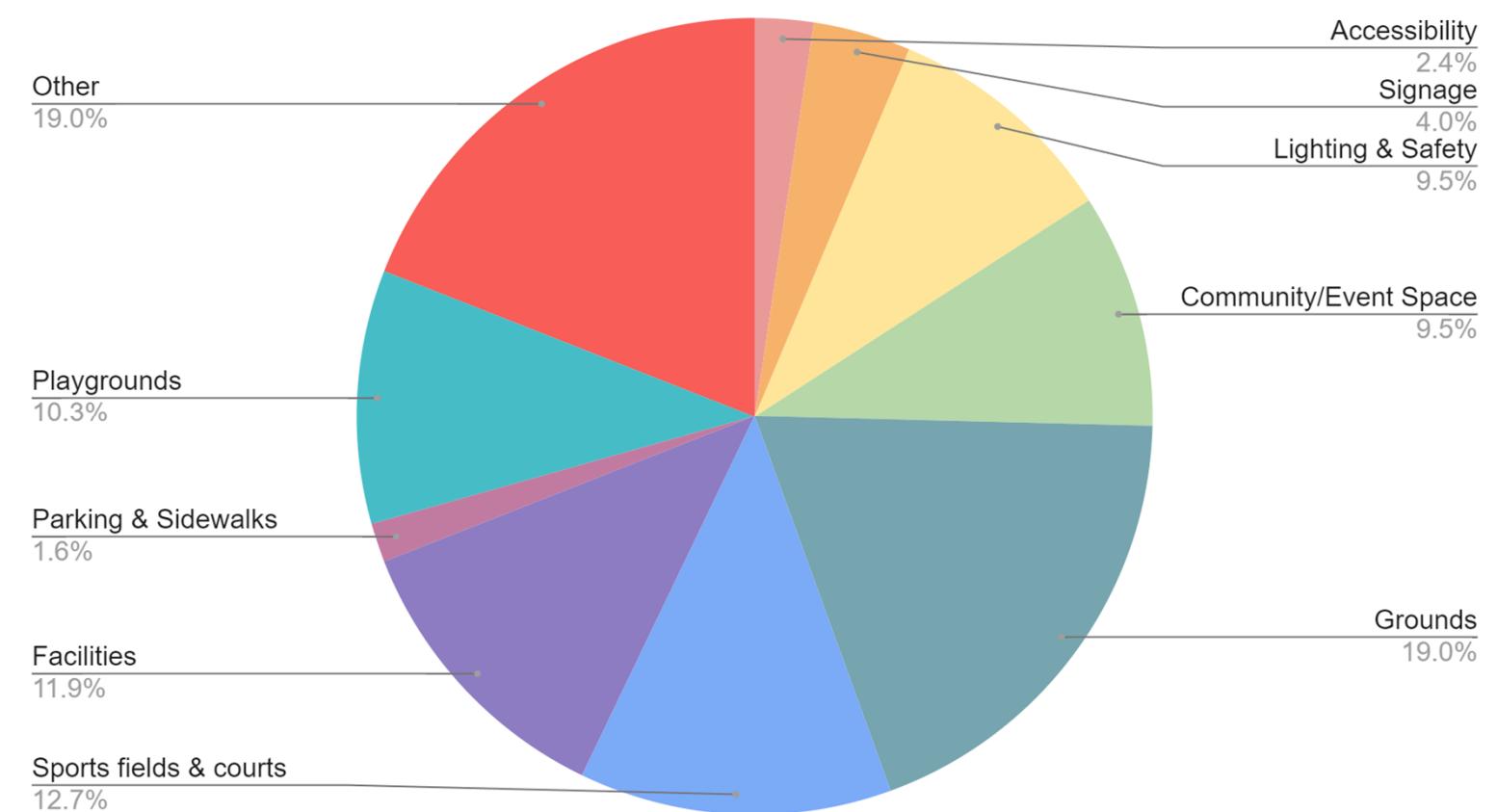
PARK FACILITY UPGRADES NEEDED

Many of those surveyed expressed the need for **upgraded Facilities** in Martinsville's Parks. Specifically: **Bathrooms** and **Shelters**.

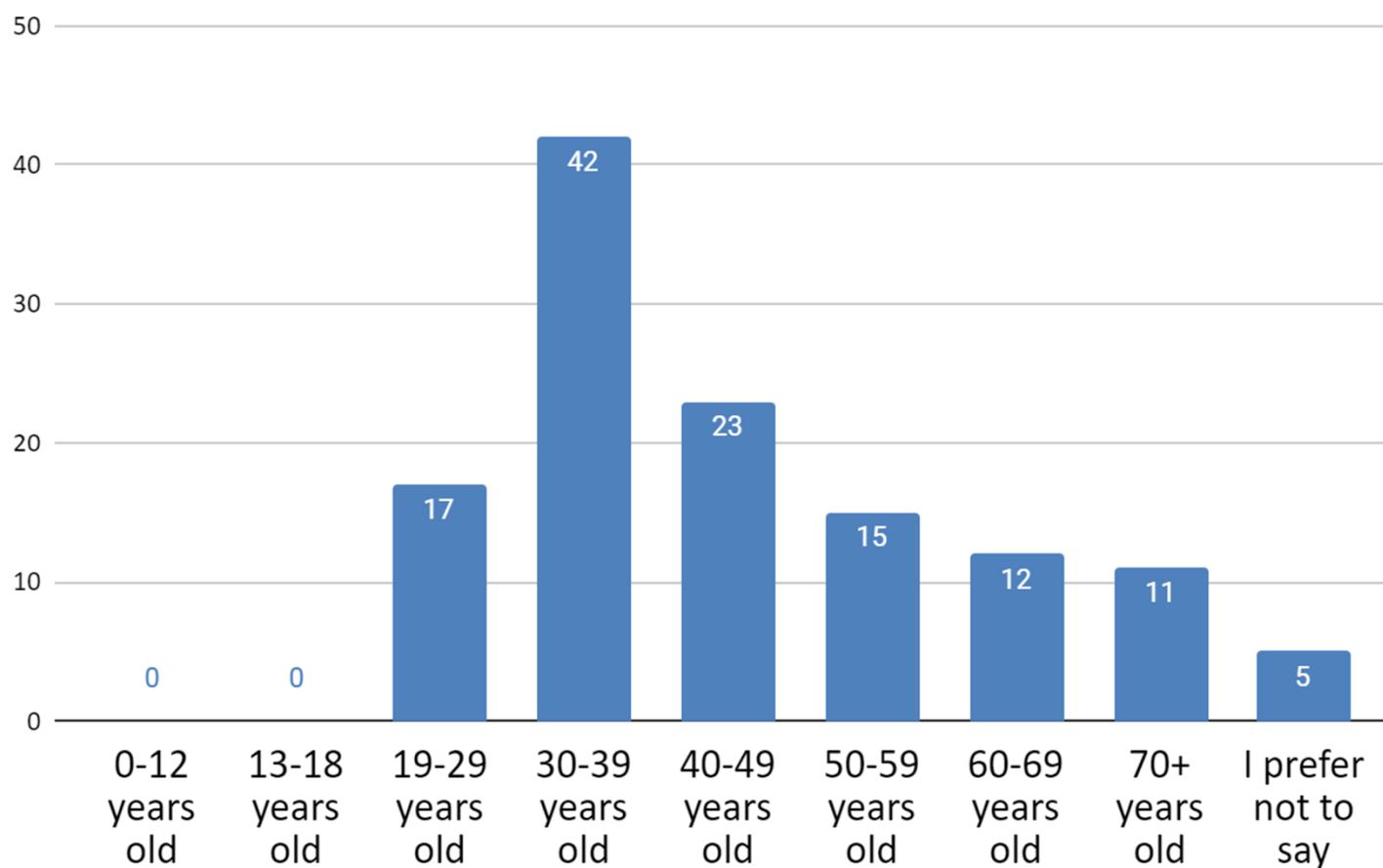
EXPERIENCE

When asked how residents **used the parks**, the two most prominent responses were themed around **Nature** and **Sports**. However, findings suggest Playgrounds would also be a priority if the current offerings were satisfactory to residents.

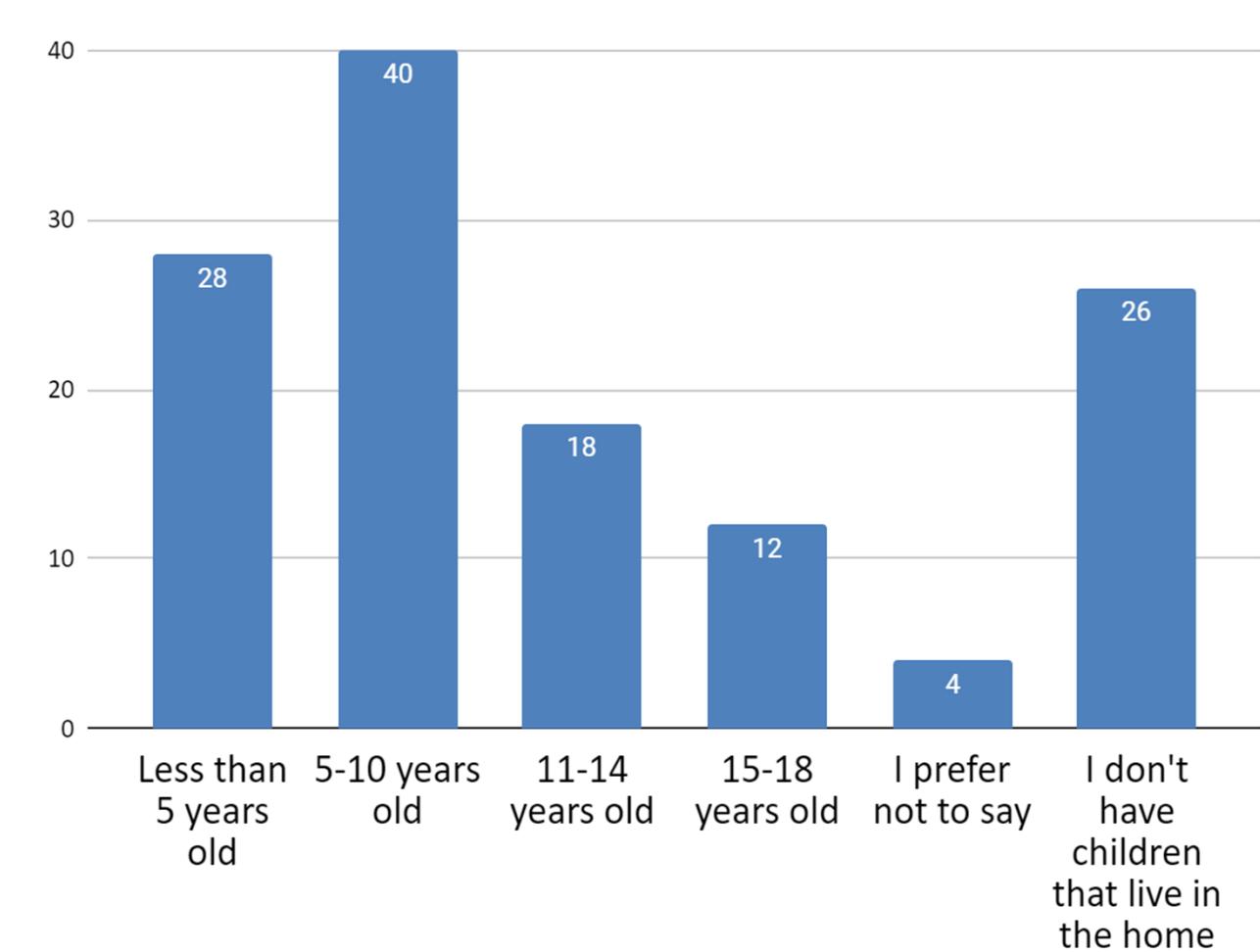
What would make the parks better?



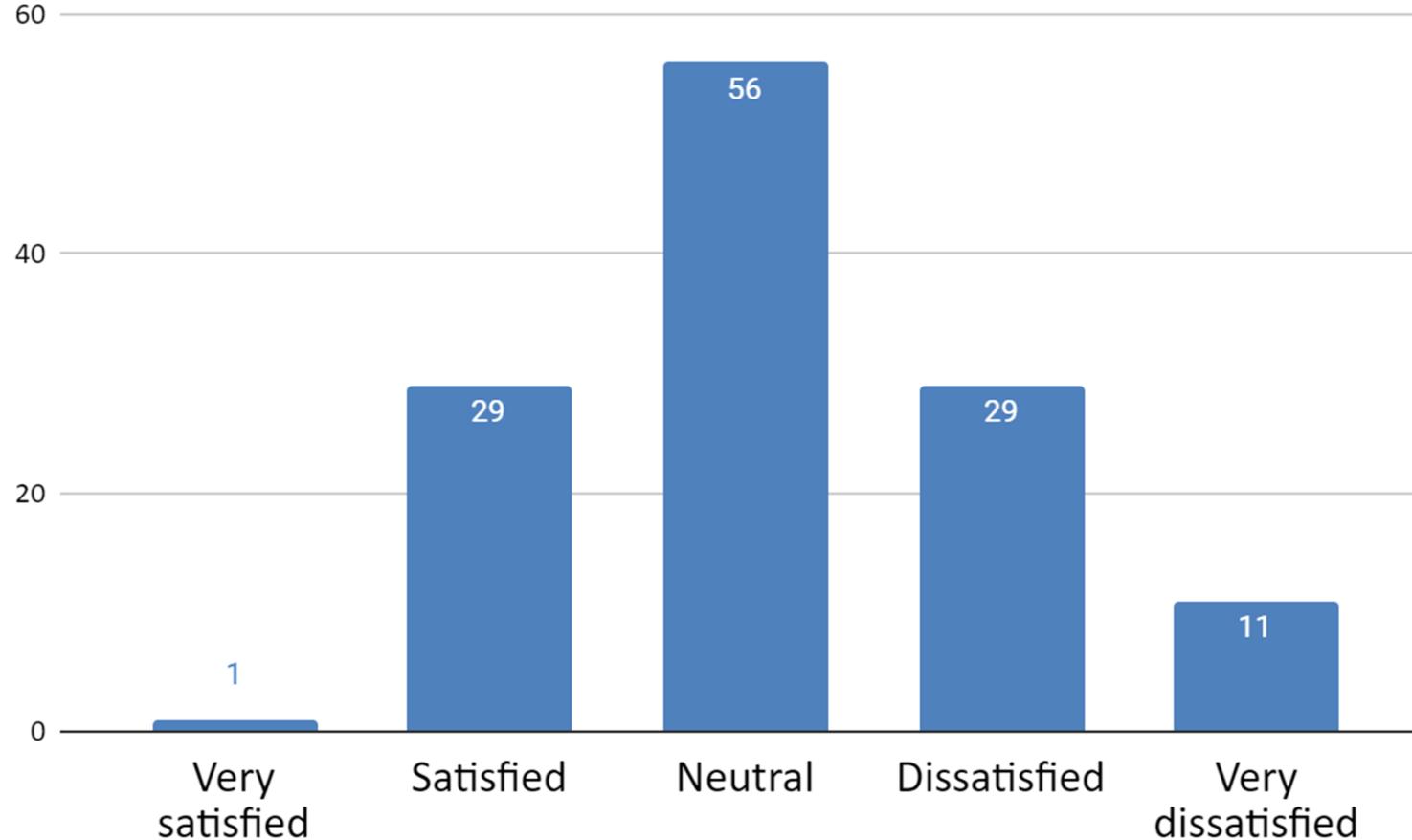
Age of survey respondents



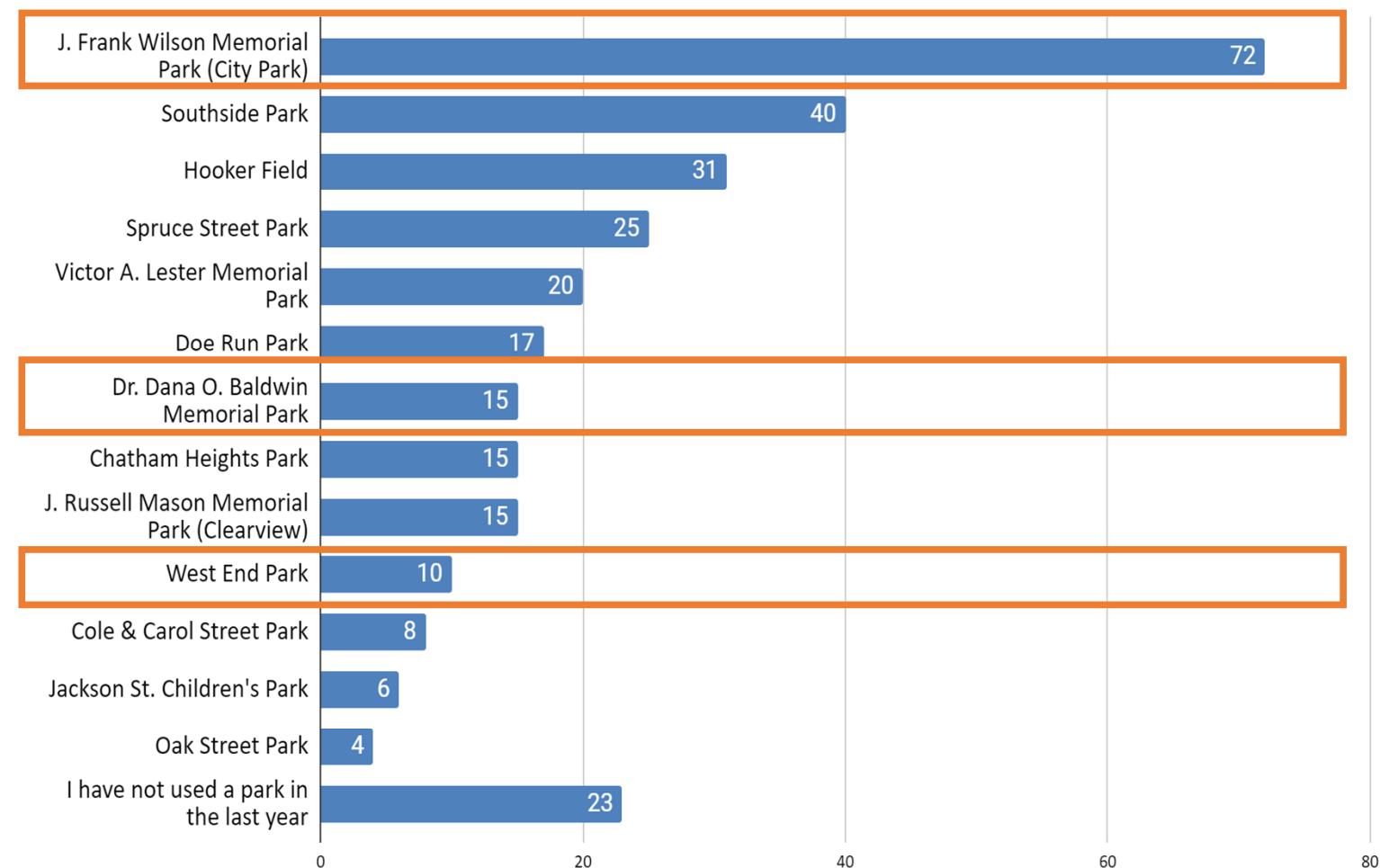
Age of children in the home



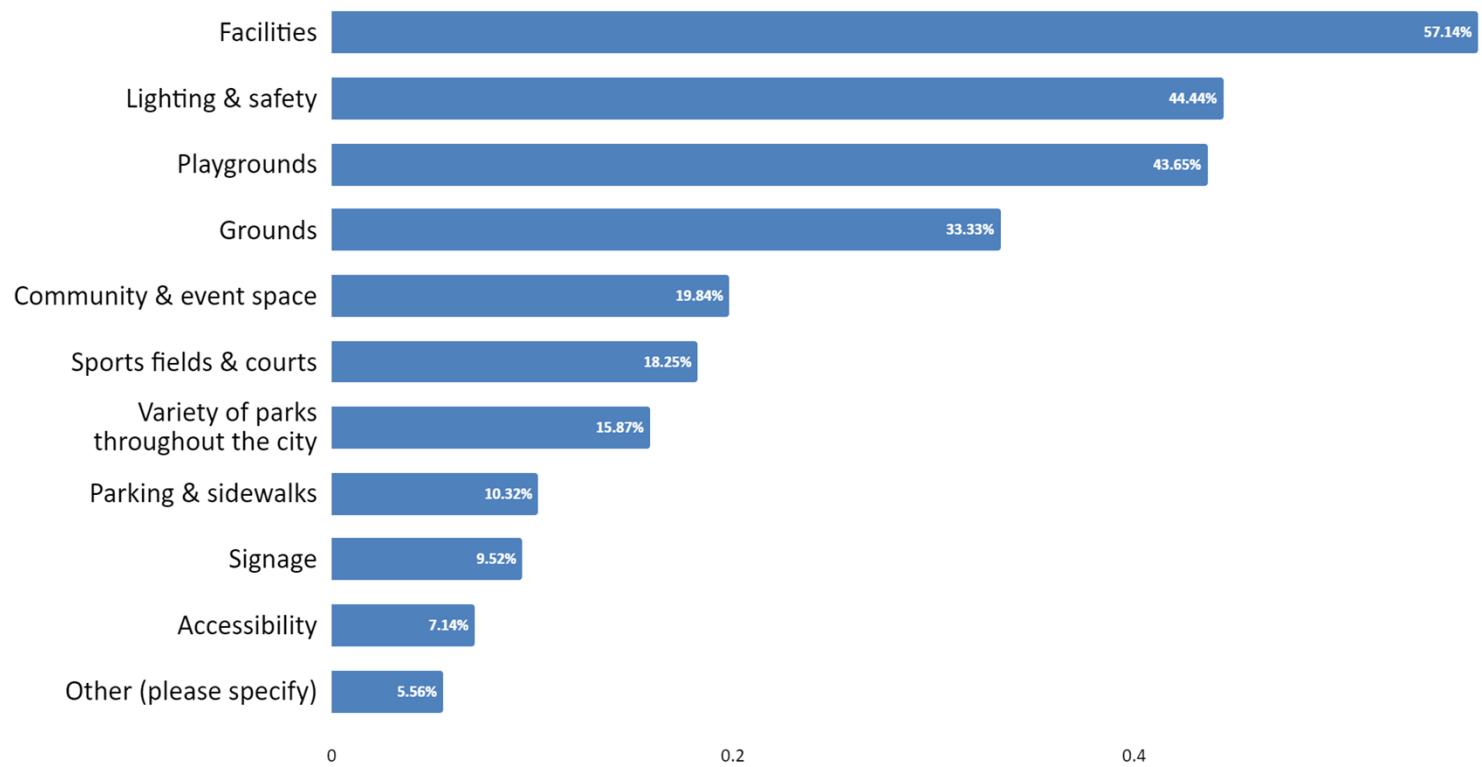
How satisfied are you with the care & maintenance of the parks?



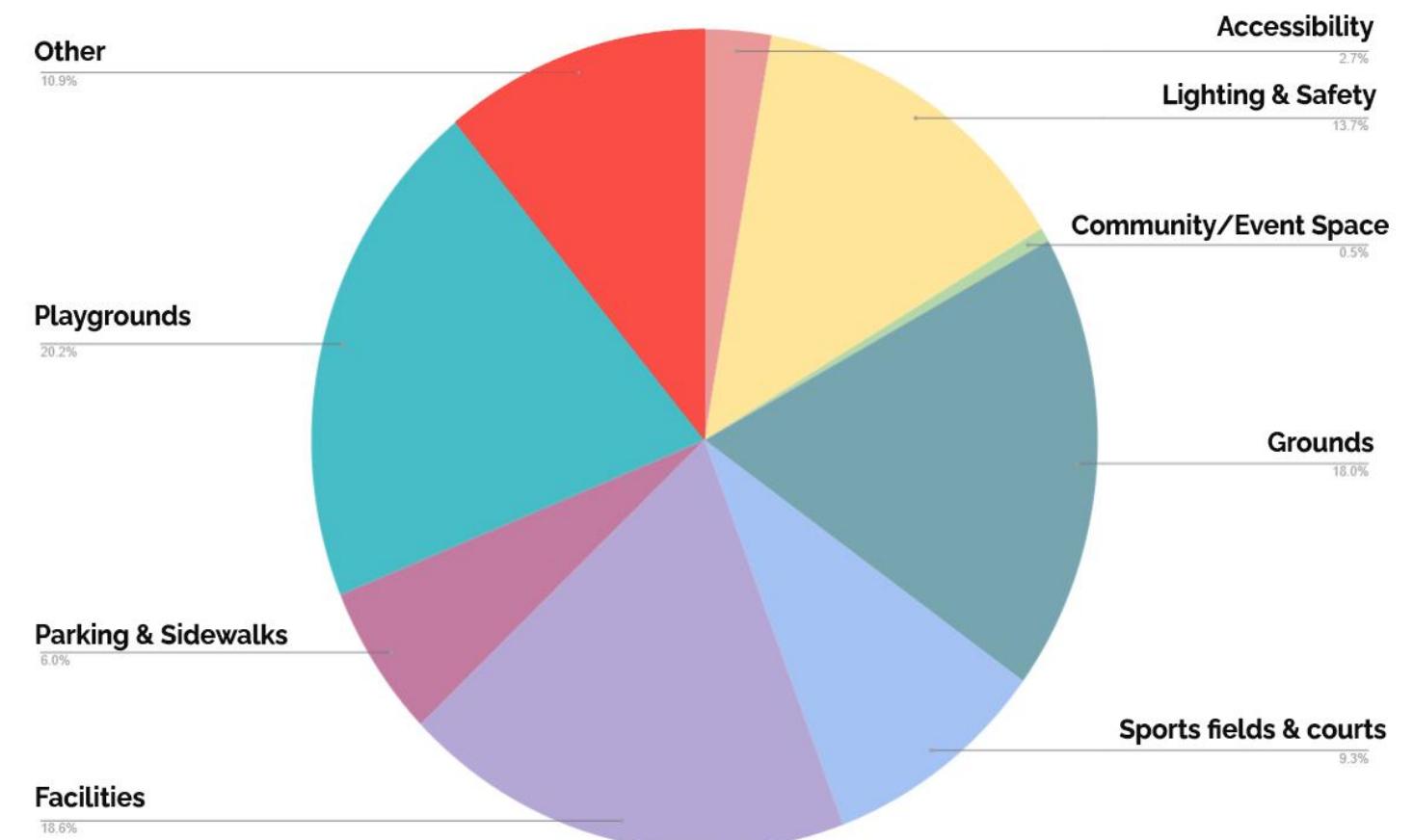
Which parks have you used in the past year?



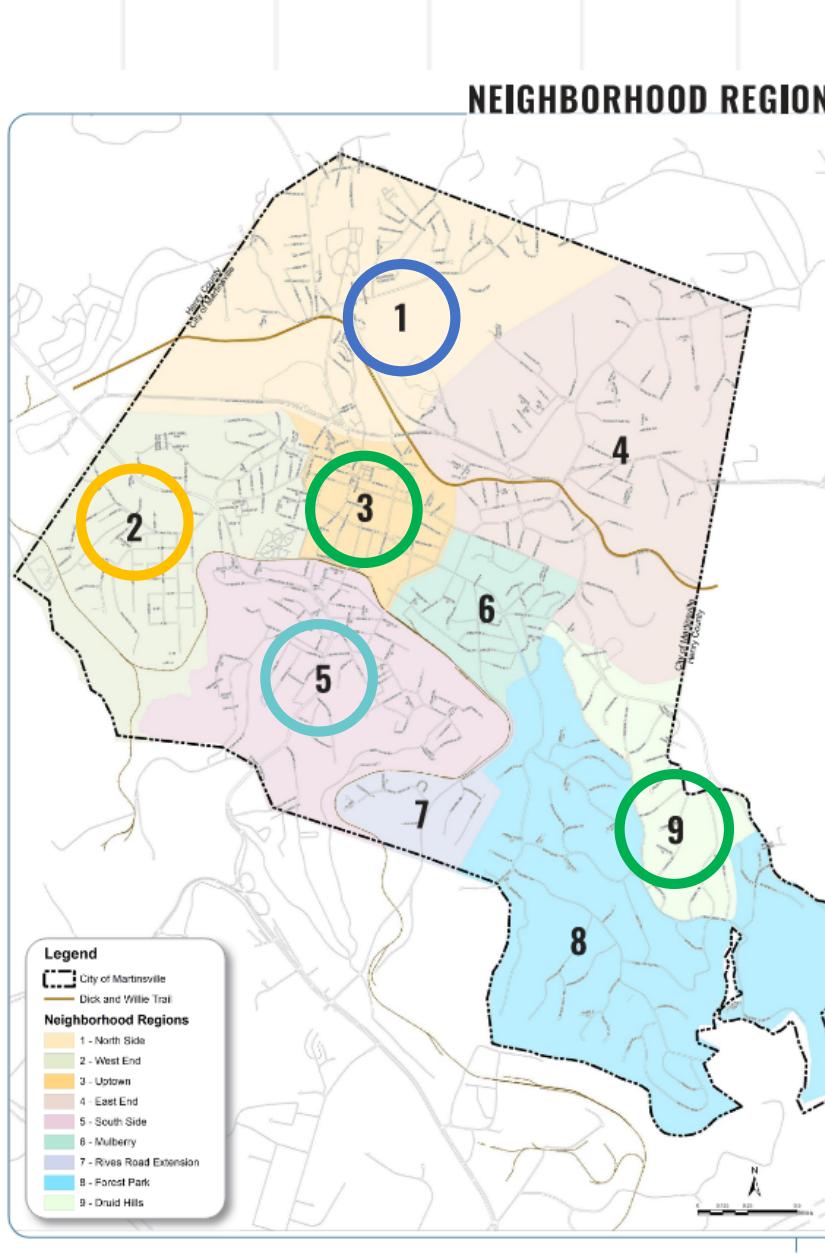
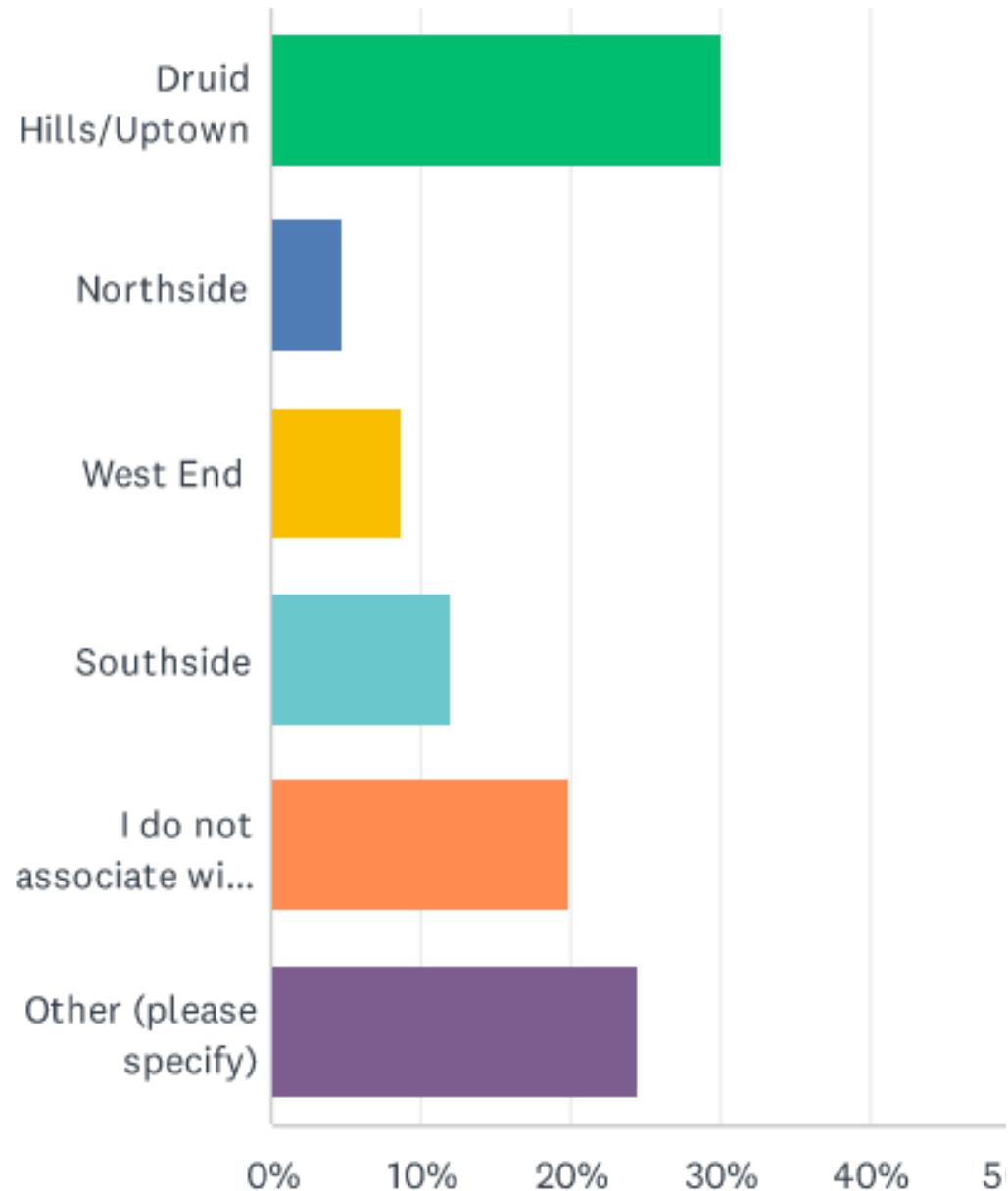
Which areas need improvement?



What would make the parks better?



Which neighborhood do you live in?



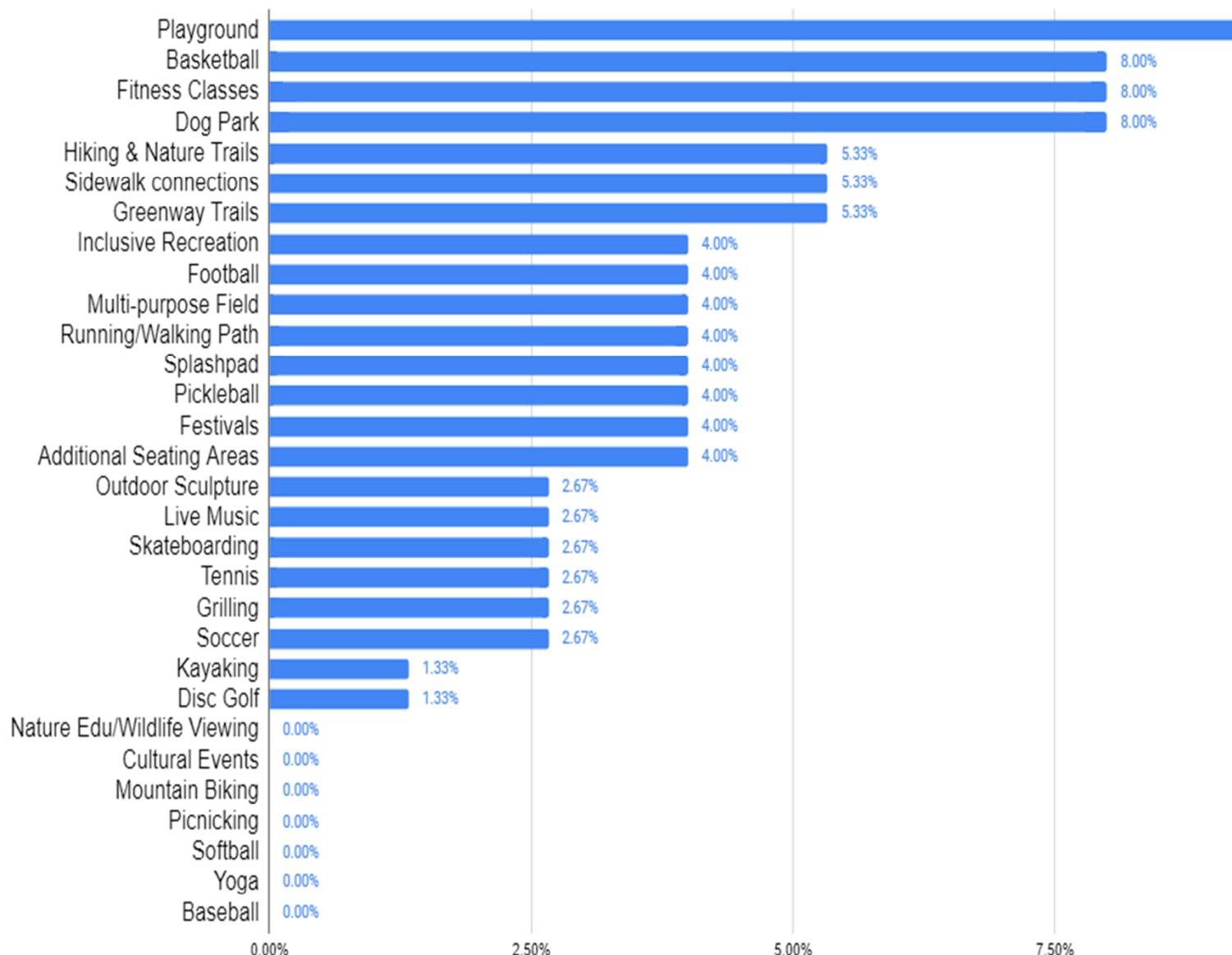
- 126 people answered the online survey (see bar chart data)
- 32 out of 40 people answered in person (30 from Martinsville). *Many of the people that participated in the in-person public meetings lived in the West End and South Side neighborhoods.*

9 Neighborhoods:

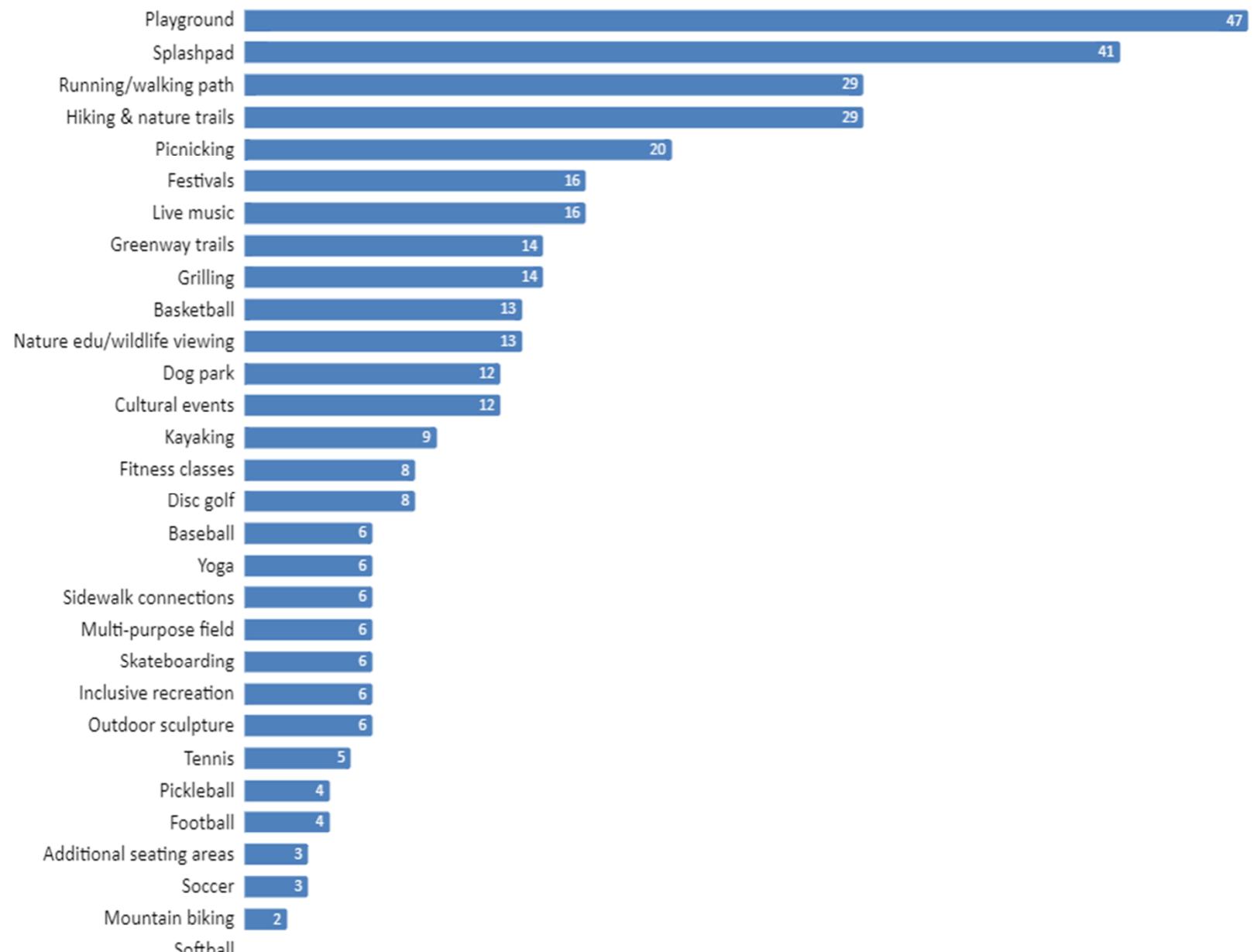
- 1 – North Side
- 2 – West End
- 3 – Uptown
- 4 – East End
- 5 – South Side
- 6 – Mulberry
- 7 – Rives Road Extension
- 8 – Forest Park
- 9 – Druid Hills

Respondents - Neighborhoods

Which activities or improvements would you like to see in Martinsville's Parks?



In-person responses



Online responses

goals

Lean on our Experience

Be Guided by our Data

Be Guided by our Listening

Be Strategic

Be Simple



Martinsville
A CITY WITHOUT LIMITS

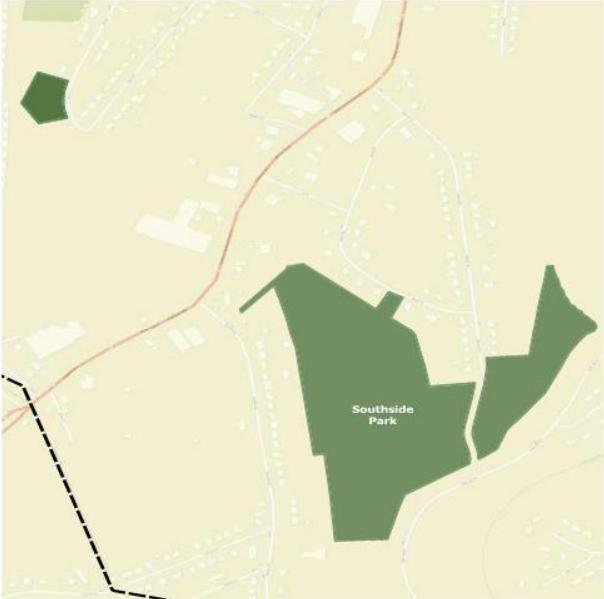
River District
CONSULTING
Strategy for Organizations Doing Good + Being Kind

SiTE COLLABORATIVE
analysis + engagement + planning + design

Southside Park

Destination Park

PARK SYSTEM MAP



10 MINUTE WALK

Southside Park is in the South Side neighborhood within a 10-minute walk to Doe Run Park, the Smith River Trail and Southside Park.

PARK CHARACTER AND EXPERIENCE

Southside Park offers a destination park experience, given that it's the only athletic complex in the Martinsville parks system. There are four baseball diamonds that are regularly used for tournament games. A new concession and restroom facility is currently under construction at the park between the two larger ballfields. There is a small area near the park entrance that can be used by the public. This area contains a playground, picnic shelter, drinking fountain, two basketball courts and two parking areas.

LOCATION
1224 Ranson Road

SIZE
37 Acres

EXISTING AMENITIES

- Four Ball Diamonds (Three Lighted)
- Multipurpose Basketball/Tennis Court
- Concessions/Broadcast Facility
- Four Sections of Spectator Stands - total seating capacity of approximately 1,000
- Two Restroom Facilities
- Picnic Shelter
- Playground



EXISTING CONDITIONS

10 MINUTE WALK MAP



Southside Park

Destination Park

PARK RATING SCORE

3

Southside Park received a good rating primarily due to the park receiving regular maintenance. The items that brought the score down were outdated play equipment, lack of adequate lighting in the parking areas, and the condition of the basketball courts.

EXISTING SITE PHOTOS



MARTINSVILLE PARKS IMPROVEMENT PLAN DRAFT

EXISTING CONDITIONS MAP



PROPOSED PARK IMPROVEMENT RECOMMENDATIONS:

PARKING & ACCESSIBILITY

- Improve pedestrian accessibility from the parking area

ENHANCE RECREATIONAL OPPORTUNITIES

- Promote passive recreation by removing the ballfields and creating a natural landscape for pollinators
- Update play equipment
- Basketball court renovations

COMMUNITY EVENT SPACE

- Addition of a plaza next to the picnic shelter for community events

PROVIDE NATURE EDUCATION

- Implement activities and spaces for nature play and education
- Create areas for wildlife observation or just a place to sit and relax

COMMUNITY FEEDBACK:

"playground is too small and outdated - would like to see more newer play equipment"

"basketball courts need resurfacing"
"restroom facilities need maintenance and renovations"
"better upkeep of grounds and equipment"

"restrooms are always dirty"
"splashpad and better play equipment"
"needs landscaping"
"close the gate or provide security at night"
"would like to see a soccer field and a biking trail"

CONCEPT DIAGRAM



SOUTHSIDE	
SITE PREP + GRADING	\$28,000
SITE FURNISHINGS	\$33,000
PLAYGROUND	\$250,000
PLANTINGS/LAWN	\$26,000
PEDESTRIAN HARDCAPES	\$12,000
VEHICULAR HARDCAPES	\$60,000
SPORT COURTS	\$40,000
ATHLETIC FIELDS	\$0
SHELTERS/BUILDINGS	\$450,000
UTILITIES/STORM	\$30,000
SIGNAGE IMPROVEMENTS	\$15,000
subtotal:	\$944,000
CONSTRUCTION CONTINGENCY (20%)	\$188,800
DESIGN + SURVEYING + TESTING (11%)	\$103,840
subtotal:	\$1,236,640
escalation (3% per yr.)	\$37,099
10 years (long term need)	\$370,992
project total:	\$1,607,632

1. Existing Natural Space
2. New Open Space
3. Renovated Play Area
4. Renovated Parking Area
5. Renovated Concessions Stand and Restroom Facility
6. New Restroom Facility
7. Renovated Basketball Court
8. Renovated Shelter
9. Existing Baseball Field to Remain
10. Renovated Driveway

↔ Vehicular Circulation
↔ Pedestrian Circulation

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Given our physical assessments, community input, and balancing expectations, we recommend the following prioritization for the park improvements, organized around when to complete:

Parks	Costs	Improvement			
		1 year	2-4 years	5-7 years	8-12 years
Cole + Carol	\$267,161	\$267,161			
Beaver Creek Res	\$238,420				\$238,420
Baldwin	\$1,627,806		\$1,627,806		
Chatham Heights	\$752,805			\$752,805	
Hooker Field	\$352,521				\$352,521
Jackson St	\$192,950	\$192,950			
Oak St	\$83,657	\$83,657			
J Frank Wilson	\$2,122,383			\$2,122,383	
J Russell Mason	\$1,110,356				\$1,110,356
Southside	\$1,607,632				\$1,607,632
Spruce St	\$512,210				\$512,210
West End	\$865,307		\$865,307		
Victor Lestor	\$259,694			\$259,694	
Totals	\$9,992,903	\$543,768	\$2,493,113	\$3,134,882	\$3,821,139

Year 1: Parks with immediate opportunities to repair safety hazards and three small play spaces/parks for instant community impact with current funding

Years 2-4: Parks noted as being in immediate need of repairs and attention, along with significant community interest in these parks

Years 5-7: Parks noted as being in need of attention and spread out across the community in order to provide improved recreational experiences across the City

Years 8-12: Parks that are active but currently in the best condition and thus may not need immediate attention.

- Branding, identity, signage for system and/or department - each park to be shown as part of the system with cohesive signage
- Create maintenance plan/strategy for system
- Revisit recreation programming aspect - does the city take a more active role in activating their parks such as: Yoga, movies in the parks, led nature walks, volunteer activities, kids crafts, teen activities, holiday events, etc.
- Consider acquiring land in southeast part of city for new parks - where 10-minute walk is not achieved
- Consider creating urban splashpad in uptown - as shown in adjacent imagery - cost expectations would be \$1,500,000-\$2,200,000
- Seek grant sources for projects, particularly where park uses/vision aligns - such as an environmental education grant for J. Russell Mason park, Harvest Foundation Support for Multiple Parks, and State of Virginia Funds For Community Recreation & Opportunities



Recommendations - System Wide

Appendix C - Maintenance Plan

PARK SYSTEM MAINTENANCE PLAN

The Martinsville Park System encompasses 13 defined parks. There are several that encounter more heavy community use than others. However, at this time, it is not suggested that any one park received maintenance at a different standard of care expectation than another park. For that reason, it is suggested that the City create a plan where Standards, Tasks, and Procedures are established for 'typical' parks, along with specific requirements for Baseball/Softball Fields.

Our team was also recently asked to provide initial probable costs scenarios for the creation of a parks-focused maintenance team, thus shown below:

START UP COSTS:

Staffing (Salary + Benefits)

1 Supervisor @ \$85,000
2 Full Time Employees @ \$135,000
2 Seasonal Part Time Employees @ \$20,000
SUBTOTAL: \$240,000

Office Equipment + Infrastructure (assuming office + garage space is currently available within current City owned facilities)

2 Computers @ \$5,000 (1 supervisor + 1 staff touch down)
3 Cell Phone stipends @ \$1,800
2 Desk/Chair Units @ \$2,000 (1 supervisor + 1 staff touch down)
3 Additional Chairs @ \$300
1 Additional Table @ \$100
Miscellaneous Office Supplies @ \$800
SUBTOTAL: \$10,000

Field Equipment (assuming that no equipment would be 'coming' from Public Works Dept)

3 Pick Up Trucks @ \$160,000
2 Trailers @ \$24,000
Mowing Equipment @ \$60,000
Field Maintenance Equipment @ \$20,000
Miscellaneous Equipment @ \$8,000
Miscellaneous Supplies
SUBTOTAL: \$276,000

TOTAL START UP COST: \$526,000

ANNUAL RECURRING COST:

SALARY: \$240,000 + 2-3% increases each year

OFFICE: \$10,000 general expenses unless physical upgrades needed

FIELD EQUIPMENT: \$20,000 in repairs and upgrades – yet plan for new/replacement items every 8+/- years

TOTAL ANNUAL RECURRING COST: \$270,000

Within this Appendix, on the following pages, we have included a 'typical' approach for annual maintenance measures to be completed within the park system. It is broken into several categories of standard parks and recreation maintenance items.

PARK ELEMENTS													
TASK	MONTH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
PLAYGROUNDS													
CERTIFIED PLAYGROUND SAFETY INSPECTIONS	INSPECT ALL PLAYGROUND EQUIPMENT FOR CPSI STANDARDS	REPAIR AS NEEDED: PREP FOR WARM WEATHER		REVIEW WEEKLY FOR SAFETY CONCERNs		CONDUCT END OF SEASON REVIEW							
PLAY SURFACE MULCH	INSPECT FOR DEPTH + DEBRIS	REFILL TO ENSURE ADA FILL DEPTH		REVIEW WEEKLY FOR DEBRIS AND/OR SAFETY CONCERNs									
PLAY SURFACE SAND	INSPECT FOR DEPTH + DEBRIS	REFILL TO ENSURE FILL DEPTH		REVIEW WEEKLY FOR DEBRIS AND/OR SAFETY CONCERNs									
PLAY SURFACE POURED IN PLACE RUBBER	INSPECT FOR TEARS OR JOINTS	REPAIR AS NEEDED		REVIEW WEEKLY FOR SAFETY CONCERNs									
PARK FURNISHINGS													
RESTROOMS	REPAIR AND REPAINT AS NEEDED, DEWINTERIZE 3/1	INSPECT AND CLEAN DAILY AT SOUTHSIDE, WILSON, AND HOOKER. INSPECT AND CLEAN TWICE A WEEK AT ALL OTHER PARKS. REVIEW WEEKLY FOR SAFETY CONCERNs			WINTERIZE 11/1, REPAIR AND REPAINT AS NEEDED								
OPEN AIR SHELTERS	REPAIR AND REPAINT AS NEEDED		REVIEW WEEKLY FOR SAFETY CONCERNs			REPAIR AND REPAINT AS NEEDED							
WASTE/RECYCLING RECEPTACLES	INSPECT AND DUMP RECEPTACLES EVERY DAY AT SOUTHSIDE, WILSON, AND HOOKER. INSPECT AND DUMP RECEPTACLES TWICE A WEEK AT ALL OTHER PARKS. REVIEW WEEKLY AND REPAIR AS NEEDED.												
BENCHES AND TABLES	REPAIR AS NEEDED		REVIEW WEEKLY FOR SAFETY CONCERNs			REPAIR AS NEEDED							
DRINKING FOUNTAINS	REPAIR AS NEEDED, DEWINTERIZE 3/1		REVIEW WEEKLY FOR SAFETY CONCERNs		WINTERIZE 11/1, REPAIR AS NEEDED								
SIGNAGE	REPAIR AS NEEDED		REVIEW WEEKLY FOR SAFETY CONCERNs			REPAIR AS NEEDED							
PAVING													
ADA ROUTE PAVING	REPAIR AS NEEDED		REVIEW WEEKLY FOR SAFETY CONCERNs		CONDUCT END OF SEASON REVIEW		REPAIR AS NEEDED						
COURT SPORTS PAVING	REPAIR AS NEEDED		REVIEW WEEKLY FOR SAFETY CONCERNs		CONDUCT END OF SEASON REVIEW		REPAIR AS NEEDED						
PEDESTRIAN PAVING	REPAIR AS NEEDED		REVIEW WEEKLY FOR SAFETY CONCERNs		CONDUCT END OF SEASON REVIEW		REPAIR AS NEEDED						
VEHICULAR PAVING	REPAIR AS NEEDED		REVIEW WEEKLY FOR SAFETY CONCERNs		CONDUCT END OF SEASON REVIEW		REPAIR AS NEEDED						
CURBS AND GUTTERS	REPAIR AS NEEDED		REVIEW WEEKLY FOR SAFETY CONCERNs		CONDUCT END OF SEASON REVIEW		REPAIR AS NEEDED						
INFRASTRUCTURE													
STORM INLETS	REPAIR AS NEEDED		REVIEW WEEKLY FOR SAFETY CONCERNs		CONDUCT END OF SEASON REVIEW		REPAIR AS NEEDED						
SANITARY SEWER LINES	REPAIR AS NEEDED		REVIEW WEEKLY FOR SAFETY CONCERNs		CONDUCT END OF SEASON REVIEW		REPAIR AS NEEDED						
WATER LINES	REPAIR AS NEEDED		REVIEW WEEKLY FOR SAFETY CONCERNs		CONDUCT END OF SEASON REVIEW		REPAIR AS NEEDED						
PARKING LOT LIGHTING	REPAIR AS NEEDED		REVIEW WEEKLY FOR SAFETY CONCERNs		CONDUCT END OF SEASON REVIEW		REPAIR AS NEEDED						
PEDESTRIAN LIGHTING	REPAIR AS NEEDED		REVIEW WEEKLY FOR SAFETY CONCERNs		CONDUCT END OF SEASON REVIEW		REPAIR AS NEEDED						

BASEBALL AND/OR SOFTBALL FIELDS													
Task	Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
INFIELDS/WARNING STRIPS													
SURFACE				REVIEW EACH GAME DAY AND REPAIR ALL INCONSISTENCIES, DRAG AT MINIMUM WEEKLY (PREFER TO DRAG EACH GAME DAY), ENSURE POSITIVE DRAINAGE			REVIEW EACH GAME DAY AND REPAIR ALL INCONSISTENCIES, DRAG AT MINIMUM WEEKLY (PREFER TO DRAG EACH GAME DAY), ENSURE POSITIVE DRAINAGE					INSTALL NEW INFIELD MATERIAL - RESURFACE AS NECESSARY	
BASE LINES/FOUL LINES				CHALK/LIME/PAINT EACH GAME DAY			CHALK/LIME/PAINT EACH GAME DAY						
BASES				INSTALL/CHECK FOR INSTALLATION EACH GAME DAY - REMOVE WHEN NOT IN USE FOR LONG PERIODS			INSTALL/CHECK FOR INSTALLATION EACH GAME DAY - REMOVE WHEN NOT IN USE FOR LONG PERIODS						
WEEDS				REMOVE BY HAND AS NEEDED + APPLY HERBICIDE AS NECESSARY									
EDGING				BIWEEKLY EDGE DURING GROWING SEASONS			BIWEEKLY EDGE DURING GROWING SEASONS						
DUGOUTS/BLEACHERS/FENCES													
FLOORS/SURFACES				REVIEW ALL GAME DAYS, REMOVE ALL TRASH + DEBRIS EACH GAME DAY, AND REPAIR AS NEEDED			REVIEW ALL GAME DAYS, REMOVE ALL TRASH + DEBRIS EACH GAME DAY, AND REPAIR AS NEEDED						
FENCES				WIRE BRUSH RUST + PAINT				WIRE BRUSH RUST + PAINT					
WEEDS				REMOVE BY HAND AS NEEDED + APPLY HERBICIDE AS NECESSARY									
SEATING				REVIEW ALL GAME DAYS, REMOVE ALL TRASH + DEBRIS EACH GAME DAY, AND REPAIR AS NEEDED			REVIEW ALL GAME DAYS, REMOVE ALL TRASH + DEBRIS EACH GAME DAY, AND REPAIR AS NEEDED						
LAWN													
MOWING				WEEDY FOR HIGH TRAFFIC OR HIGH VISIBILITY AREAS BIWEEKLY AT MINIMUM FOR ALL LAWN AREAS DURING GROWING SEASONS			WEEDY FOR HIGH TRAFFIC OR HIGH VISIBILITY AREAS BIWEEKLY AT MINIMUM FOR ALL LAWN AREAS DURING GROWING SEASONS						
EDGING				BIWEEKLY BED EDGES, SIDEWALKS, VERTICAL ELEMENTS DURING GROWING SEASONS			BIWEEKLY BED EDGES, SIDEWALKS, VERTICAL ELEMENTS DURING GROWING SEASONS						
SOIL TESTING				TEST AS NEEDED (VT CES)							TEST AS NEEDED (VT CES)		
FERTILIZE / LIME				(3:4:3)							(3:3:3)		
SEEDING						BERMUDA RESEED IF NEEDED					FESCUE RESEED IF NEEDED		
WEEDS			PRE EMERGENT				POST EMERGENT IF NEEDED						
EROSION (+ SANDING IF BERMUDA OR TOP DRESSING IF FESCUE)					BERMUDA - AS NEEDED						FESCUE - AS NEEDED		

PLANTS, PLANT BEDS, AND LAWN AREAS													
TASK	MONTH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
CARE OF PLANTS													
PRUNING	HARD PRUNE AS NEEDED	PRUNE TO SHAPE AS NEEDED											
DEADHEAD						PERENNIALS AFTER BLOOMING							
FERTILIZATION				PERENNIALS								SHRUBS	
CUT BACK	GRASSES												
WATERING			AS NEEDED DURING DRY SPELLS										
PEST MONITORING			LOOK FOR APHIDS, BLIGHT, FUNGUS										
PLANTING BEDS													
EDGING	4" V-SPADED EDGE									4" V-SPADED EDGE			
WEEDING			SPOT SPRAY HERBICIDE (ROUNDUP) AS NEEDED AND HAND PULL AS NECESSARY										
MULCHING	TRIPLE SHREDDED - DON'T COVER CROWNS									TRIPLE SHREDDED			
LEAF REMOVAL													COLLECT ON-SITE MOW TO TURN LEAF MULCH WITHIN BED IN NATIVE AREAS
LAWN													
MOWING		WEEKLY FOR HIGH TRAFFIC OR HIGH VISIBILITY AREAS BIWEEKLY AT MINIMUM FOR ALL LAWN AREAS DURING GROWING SEASONS			WEEKLY FOR HIGH TRAFFIC OR HIGH VISIBILITY AREAS BIWEEKLY AT MINIMUM FOR ALL LAWN AREAS DURING GROWING SEASONS								
SOIL TESTING			TEST AS NEEDED (VT CES)							TEST AS NEEDED (VT CES)			
FERTILIZE / LIME			(3:4:3)							(3:3:3)			
SEEDING					BERMUDA RESEED IF NEEDED					FESCUE RESEED IF NEEDED			
WEEDS		PRE EMERGENT				POST EMERGENT IF NEEDED							
AERATION 1:1 SANDING IF BERMUDA OR TOP DRESSING IF FESCUE				BERMUDA - AS NEEDED						FESCUE - AS NEEDED			



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