



Board of Park Commissioners  
Wednesday, May 18, 2022 at 6:00 p.m.  
Youth and Community Services – 51 High Street  
Regular Meeting Agenda

- 1. Call to order**
  - a. Attendance
- 2. Acceptance of meeting minutes**
  - a. April 20, 2022 Regular Meeting Minutes  
Documents: Attachment A (Pgs. 3-5)
- 3. Public participation**
- 4. Employee/Volunteer Recognition & Positive Correspondence**
  - a. May Employee Spotlight:
    - i. Matt Newton, Group Leader
  - b. Retirement Acknowledgments:
    - i. Tim Rollins, Skilled Craftsman, retired on May 2, 2022 after 26 years of service.
    - ii. Rich Klett, Heavy Truck Driver, retired on May 16, 2022 after 15 years of service.
- 5. Superintendent's Report**
  - a. Monthly Division Updates  
Documents: Attachment B (Pgs.6-8)
  - b. Project Updates  
Documents: Attachment C (Pgs.9-10)
  - c. Department Financials  
Documents: Attachment D (Pgs. 11-15)
- 6. Old business**
  - a. By Commissioners
- 7. New business**
  - a. Presentation from Kompan on Rockwell Fitness Park design and element recommendations  
Documents: Attachment E (Pgs. 16-36)
  - b. Review Agency Performance Report from NRPA  
Documents: Attachment F (Pgs. 37-54)
  - c. Review proposal to relocation City Hall sign to Federal Hill Green  
Documents: Attachment G (Pg. 55)
  - d. Approval of Policy Committee recommendations:
    - i. Ed Swicklas Employee Garden Park
    - ii. Community Engagement Plan
    - iii. ADA Transition Plan
    - iv. Loose Needles Collection Policy

- v. Addressing Homelessness Encampments  
Documents: Attachment H (Pgs. 56-92)
- e. By Commissioners

## **8. Committee reports**

- a. Fund Development Committee
- b. Policy Committee
- c. Finance Committee
- d. City Council Liaison updates

## **9. Adjourn**

Respectfully submitted,

Jazzya Coakley  
Recording Secretary  
Board of Park Commissioners

Topic: Board of Park Commissioners

Time: May 18, 2022 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://bristolct-gov.zoom.us/j/82392203707>

Meeting ID: 823 9220 3707

One tap mobile

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Dial by your location

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Board of Park Commissioners  
Wednesday, April 20, 2022 at 6:00 p.m.  
Youth and Community Services – 51 High Street  
Regular Meeting Minutes

**1. Call to order**

- a. Vice Chair Robert Fiorito called the meeting to order at 6:00 p.m.
- b. Attendance

Present: Robert Fiorito, Vice Chair  
Sandra Bogdanski, Commissioner  
Cynthia Donovan, Commissioner  
Leonard Lamothe, Commissioner  
Robert Lawson, Commissioner  
Emily Michaud, Commissioner  
Andrew Howe, City Council Liaison  
Marie O'Brien, Board of Finance Liaison

Dr. Joshua Medeiros, Superintendent

Absent: Mayor Jeffrey Caggiano, Chair  
Sarah Larson, Deputy Superintendent

**2. Acceptance of meeting minutes**

- a. **MOTION:** Made by Commissioner Donovan to accept the March 16<sup>th</sup>, 2022 Regular Meeting Minutes.  
Seconded by: Commissioner Bogdanski, all in favor; motion carried.
- b. **MOTION:** Made by Commissioner Bogdanski to accept the March 23<sup>rd</sup>, 2022 Special Meeting Minutes.  
Seconded by: Commissioner Lamothe, all in favor with the exception of Commissioner Donovan who abstained; motion carried.

**3. Public participation**

- i. **MOTION:** Made by Commissioner Donovan to move up New Business agenda item 7a.  
Seconded by: Commissioner Bogdanski, all in favor; motion carried.  
Sarah Lucian from the Bristol Blues presented the Bristol Blues Summer 2022 Proposals to the board. Discussion followed.  
**MOTION:** Made by Commissioner Donovan to refer the Bristol Blues Summer 2022 Proposals to Policy Committee.  
Seconded by Commissioner Bogdanski, all in favor; motion carried.
- ii. Craig Vibert, Park Maintainer for BPRYCS advocated on behalf of Parks division staff for more equipment, resources, and staffing.
- iii. Paul LaFleur, General Manager of the American Legion Baseball inquired about concession usage for the upcoming baseball season.

**4. Employee/Volunteer Recognition & Positive Correspondence**

- a. April Employee Spotlight:

- i. Superintendent Medeiros recognized Steven Schriver, Landscape Gardener for his assets to the department leveraging his landscape management design skills for the creation of a variety of garden renovation projects across the park system. Steven worked collaboratively with the Bristol Garden Club on the new Blue Star Memorial Garden being installed this spring at the Veterans Memorial Boulevard. Additionally, his design and contributions to the CT Urban Forestry Climate Change Grant application resulted in the department being awarded \$37,000 to remove the tennis courts on Veterans Memorial Boulevard and establish a new urban garden.
- ii. Superintendent Medeiros recognized Craig Vibert, Park Maintainer for assisting residents including, reuniting stolen property to park users, and coordinating with Community Services Coordinator Aubrey Minkler on homeless encampment protocols. Craig continues to enhance his skills and qualifications having recently trained on the back hoe and passed his Certified Pool Operators (CPO) examination and is officially qualified to operate our public pools. Craig also supported the transition to electronic pay stubs and employee self-service software in conjunction with bi-weekly payroll.
- b. Vice Chair Fiorito presented the Positive Correspondence, discussion followed.

**5. Superintendent's Report**

- a. **MOTION:** Made by Commissioner Donovan to accept and place the Superintendent's Report on file.  
Seconded by: Commissioner Lamothe, all in favor; motion carried.

**6. Old business**

- a. By Commissioners:
  - i. Commissioner Donovan inquired about posting program and event cancellations on the BPRYCS Facebook page.
  - ii. Commissioner Lamothe attended the Police Commissioners Board meeting about the ongoing dirt bike and quad usage at Rockwell Park. Commissioner Lamothe is also working with Veterans Council on repairing and/replacing the canon wheels. Discussion followed.

**7. New business**

- a. **MOTION:** Made by Commissioner Donovan to approve the Girl Scouts camp fire at Pine Lake on June 14<sup>th</sup> with the stipulation that a fire extinguisher be present.  
**MOTION:** Rescinded by Commissioner Donovan.  
**MOTION:** Made by Commissioner Donovan to approve the Girl Scouts at Pine Lake at the discretion of the Superintendent.  
Seconded by: Commissioner Bogdanski, all in favor; motion carried.
- b. Ryan Chmielewski and Jon Tunsky from Weston & Sampson presented preliminary design for updates for the Page Park Revitalization. Discussion followed.
- c. **MOTION:** Made by Vice Chair Fiorito to modify the summer Board of Park Commissioners meeting schedule by conditionally canceling the Regular June meeting.
- d. By Commissioners:
  - i. Superintendent Medeiros asked permission from the board on behalf of the We Love Teachers Campaign to place signs around park properties.  
**MOTION:** Made by Commissioner Donovan to grant permission to We Love Teachers Campaign to place sign on park properties that are approved by the Superintendent and removed within one week.  
Seconded by: Commissioner Lawson, all in favor; motion carried.



## ATTACHMENT A

- ii. Commissioner Lamothe inquired about the City Arts & Culture Commission taking over the Duck Race.

### 8. Committee reports

- a. Fund Development Committee:
  - i. Superintendent Medeiros announced Commissioner Donovan as the new Chair of Fund Development Committee.
- b. Policy Committee:
  - i. **MOTION:** Made by Commissioner Donovan to accept the Ed Swicklas Employee Garden Park Policy.  
Seconded by: Commissioner Lamothe.  
**MOTION:** Rescinded by Commissioner Donovan and Commissioner Lamothe.
- c. Finance Committee: None.
- d. City Council Liaison updates: None.

### 9. Adjourn

- a. **MOTION:** Made by Commissioner Donovan to adjourn the meeting at 7:59 p.m.  
Seconded by: Commissioner Lamothe, all in favor; motion carried.

Respectfully submitted,

Jazzya Coakley  
Recording Secretary  
Board of Park Commissioners



Superintendent Report  
Board of Park Commissioners  
May 18<sup>th</sup>, 2022

**I. Parks, Grounds and Facilities Division Highlights**

- Muzzy Field has been officially opened for the season.
- The Blue Star Memorial Garden is complete and the pole will be installed on May 30<sup>th</sup>.
- Tim Rollins, Skilled Craftsman retired on May 2<sup>nd</sup> and Rich Klett, Heavy Truck Driver retired on May 16<sup>th</sup> from the Parks Department after many years of service.

***Vandalism Updates***

| Damage                    | Location/Date          | Repair Progress/Update |
|---------------------------|------------------------|------------------------|
| Drinking fountain damaged | Casey Field            | Repaired               |
| Bathrooms vandalized      | Rockwell Park          | Cleaned                |
| Graffiti                  | Muzzy Field Arch       | Cleaned                |
| Graffiti                  | Mrs. Rockwell Pavilion | Cleaned                |

**II. Recreation Division Monthly Report**

- Recreation Supervisor Amry Shelby attended the CRPA Quarterly training in Newtown, CT on youth social emotional learning.
- The 71<sup>st</sup> Annual Perry J. Spinelli Fishing Derby was a success with an estimated attendance of over 250 people. There was a ton of community buy in with this year's event, as we saw over \$1,500 in donations and prizes.
- April Vacation Camp was held from April 11<sup>th</sup> to April 14<sup>th</sup> at the Perry J. Spinelli Pavilion. The camp maxed out registrations and received positive reviews.
- Recreation Supervisor Amry Shelby met with South Side School Principal David Huber on a collaboration that would provide funding for specific children attending select Bristol schools that were negatively impacted by COVID to attend BPRYCS summer programs at no cost to the families. Recreation has already received registrations for Summer Camps from children utilizing these funds.

| Recreation & Event Measures                | April 2021 | April 2022 |
|--------------------------------------------|------------|------------|
| # of youth engaged in recreation programs  | 248        | 289        |
| # of adults engaged in recreation programs | 86         | 124*       |
| Total # of recreation programs running     | 15         | 18         |

*\*This figure is higher than displayed. For our Men's Softball program, the team captain is the only individual reflected in this figure. The other individuals on the team are not included.*

## ATTACHMENT B

### III. Aquatics Division Highlights

- Registrations for late spring swim lessons are filling quickly. Summer lesson registration to begin June 14<sup>th</sup>.
- The Aquatics division will be sharing an informational video on Facebook promoting Water Safety Day on May 15<sup>th</sup>.
- On May 19<sup>th</sup> the Aquatics division will be presenting at the CPRA's Aquatic School.
- Preparation for opening the outdoor pools is underway. Pools expected to be open late June.
- Aquatics Supervisor Jaimie Clout will be presenting at the 2022 NRPA Conference in September.

| Aquatics Measures                                | April 2021 | April 2022 |
|--------------------------------------------------|------------|------------|
| # of visits to the Dennis Malone Aquatics Center | 1315       | 1165       |
| # of pool memberships sold                       | 35         | 18         |
| # program participants                           | 1594*      | 324        |

*\*Swim reservations were required during this time due to COVID, so numbers were higher than usual.*

### IV. Outreach, Marketing, and Event Highlights

- Community Engagement Coordinator Erica Benoit and Arts & Culture Supervisor Lauren Imholte planned and led an internal Pop-up DEI Mini Training available to all full-time staff. The training included a facilitated discussion around current events, natural disasters, and social practices that highlighted bringing awareness to the lived experiences of marginalized populations. The Training also included an activity called 'Privilege for sale' that prompted an introspective conversation surrounding the personal value attributed to privilege(s) based on a given situation or climate.
- Community Engagement Coordinator Erica Benoit and Arts & Culture Supervisor Lauren Imholte participated in the Bristol Central High School's first Environmental Fair. BPRYCS worked with the Bristol Central Environmental Club to organize an educational station surrounding local plant species and biodegradation in Bristol's parks.
- Community Engagement Coordinator Erica Benoit designed a BPRYCS summer camp billboard advertisement to be displayed throughout Bristol. The advertisement includes day camps, teen camps, specialty camps, and before and after care.

| Outreach, Marketing, and Event Measures | April 2021 | April 2022 |
|-----------------------------------------|------------|------------|
| Total Daily Reach on Facebook*          | 21,007     | 24,297     |
| Overall email open rate                 | 22%        | 39%        |
| Email click rate                        | 3%         | 2%         |

*\*The number of people who had any content from the BPRYCS Page or about the BPRYCS Page enter their screen. This includes posts, check-ins, ads, social information from people who interact with your Page and more. (Represents unique users)*

## ATTACHMENT B

### Upcoming Special Events- Save the Date

| Event Name                               | Date          | Time                                            | Location                                                  |
|------------------------------------------|---------------|-------------------------------------------------|-----------------------------------------------------------|
| Dinner on the Diamond Fundraiser         | May 21, 2022  | 5:00 – 8:00 pm                                  | Muzzy Field                                               |
| Bristol Green Team                       | June 11, 2022 | 9:00 – 11:00 am                                 | Page Park<br><i>Meet by the All Children's Playground</i> |
| 2nd Annual Pride Night at Bristol Blues  | June 14, 2022 | Game starts at 6:30 pm<br>Gates open at 5:30 pm | Muzzy Field                                               |
| Museum of Modern Art (MoMA) - Group Trip | June 17, 2022 | All Day - Leave at 8:00 am                      | New York, NY                                              |
| Summer Concert Series (1 of 8)           | June 21, 2022 | 6:30 – 8:00 pm                                  | Rockwell Park Amphitheater                                |

# ATTACHMENT C

## Active Parks, Recreation, Youth and Community Services Projects (Updated: 5/13/2022)

| Project Name                                    | Description                                                                                        | Status                                                                                                                                                                                                                                                                | Anticipated Cost                     | Funding Source                       | Target Completion Goal         |
|-------------------------------------------------|----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|--------------------------------------|--------------------------------|
| Basketball/Tennis Repairs                       | To repair and resurface tennis and basketball courts                                               | Astro Turf schedule has freed up and we anticipate work may commence by the end of the month on Rockwell, Brackett and Peck Park. Courts will be temporarily closed during the resurfacing. Notices will be posted on courts, website and social media.               | \$88,330                             | \$125,000- capital outlay (1017000). | May 2022                       |
| DMAC Facility Sign                              | Formal signage of the DMAC; currently no adequate signage for the facility                         | Working with vendor on DMAC sign and Pine Lake sign. Finalizing quotes and expect to move forward in June.                                                                                                                                                            | \$25,000                             | \$25,000-capital outlay (1017017).   | Early Summer 2022              |
| E.G. Stocks Playground and Casey Field Upgrades | Site enhancements including ADA, court lights, and field upgrades.                                 | A site visit was held with LAN Associates to review electrical mechanics. Preliminary designs are being developed and will be put out to bid later this summer.                                                                                                       | \$600,000                            | \$600,000- CIP (3027004).            | Summer 2022                    |
| Kern Park Planning & Improvements               | Design and construction of site improvements                                                       | Preliminary preparation work is underway for an RFP for site planning and design work for Kern Park enhancements. Awaiting formal contracts for ARPA expected end of May.                                                                                             | \$300,000                            | \$300,000- ARPA                      | Summer-Fall 2022 for planning  |
| Perry J. Spinelli- Phase 2                      | Phase 2 interior and exterior renovations with a vision of establishing a premier rental facility. | Schematic design and construction documents are under development. Working collaboratively with Weston and Sampson on parking lot improvements and its connectivity to the full park renovation. Expect wetlands permitting process and bid to occur over the summer. | \$600,000                            | \$600,000-CIP (3027010)              | Summer/Fall 2022               |
| Page Park Revitalization and Renovation         | Utilize the Page Park master plan to fully renovate the park.                                      | Meeting with Weston & Sampson regularly for project discussion and updates. Schematic designs for the entire park renovation are being developed.                                                                                                                     | \$13.6 million (4yr phased approach) | \$2,000,000- CIP (3027010)           | Fall 2023 (phase 1 completion) |

## ATTACHMENT C

|                                                        |                                                                                                              |                                                                                                                                                                                                                                                                                                                 |                                                     |                                                            |                                                                |
|--------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|------------------------------------------------------------|----------------------------------------------------------------|
| Pine Lake Improvements (phase 2)                       | Renovations for the park including prefabricated bathroom and upgraded facilities/amenities.                 | Prefabricated bathrooms expected to be installed in mid-summer. Funding awarded from ARPA to move forward with additional enhancements park sign, climbing wall, and landscaping. Awaiting formal contracts for ARPA expected end of May.                                                                       | \$275,000                                           | \$275,000- ARPA Funding                                    | Summer 2022                                                    |
| Rockwell Park Pavilion-Bathroom Expansion              | Establishment of a prefabricated bathroom facility with water connection to reduce reliance on port-o-johns. | Permits secured awaiting contractors schedule to begin work. Expected to start any day.                                                                                                                                                                                                                         | \$8,892 for design work. \$134,205 for construction | \$200,000- Rockwell Park Capital Project (3027014-21C06)   | Early Summer 2022                                              |
| Rockwell Park Enhancements                             | Establishment of fitness pad, trail and course improvements and ADA work.                                    | Kompan is presenting design concepts to Parks Board in May. Awaiting formal contracts for ARPA expected end of the month.                                                                                                                                                                                       | \$400,000                                           | \$400,000- ARPA                                            | Summer-Fall 2022                                               |
| Seymour Park-Tennis/Basketball & Pickleball Conversion | To repair and resurface Seymour Park courts and create 2 pickleball courts.                                  | State contract quote came in at \$380,578. Project is \$135,000 over appropriated amount. Funding approved for FY23. Will be scheduling with Astro Turf upon satisfactory completion of other resurfacing jobs.                                                                                                 | \$245,000                                           | \$245,000 –LOCIP (1347000)                                 | TBD- pending further appropriation                             |
| Veterans Memorial Boulevard Enhancements               | Removal of tennis courts, creation of urban garden, and a prefabricated bathroom.                            | CT Urban grant awarded and wetlands permits have been secured. Expected to move forward with removal of the courts and creation of the garden in the summer. Additionally, ARPA funding awarded for \$300,000 for ADA work and prefabricated bathrooms. Awaiting formal contracts for ARPA expected end of May. | \$37,000                                            | \$37,000- CT Urban Forest Council Grant<br>\$300,000- ARPA | Summer 2022 for garden, Winter/Spring 2023 for additional work |

## ATTACHMENT D

05/13/2022 15:27  
JazzyaCoakleyCITY OF BRISTOL  
YEAR-TO-DATE BUDGET REPORTP  
glytdbud 1

FOR 2022 13

|                                 | ORIGINAL<br>APPROP | TRANFRS/<br>ADJSTMTS | REVISED<br>BUDGET | YTD ACTUAL  | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|---------------------------------|--------------------|----------------------|-------------------|-------------|--------------|---------------------|-------------|
| 001 GENERAL FUND                |                    |                      |                   |             |              |                     |             |
| 0017021 PARKS ADMINISTRATION    |                    |                      |                   |             |              |                     |             |
| 0017021 480003 PARK TRUST FUNDS | -400,000           | 0                    | -400,000          | -555,501.63 | .00          | 155,501.63          | 138.9%      |
| 0017021 480004 PARK TRUST GOODS | -23,330            | 0                    | -23,330           | -19,615.00  | .00          | -3,715.00           | 84.1%*      |
| 0017021 514000 REGULAR WAGES &  | 421,995            | 0                    | 421,995           | 346,893.39  | .00          | 75,101.61           | 82.2%       |
| 0017021 515100 OVERTIME WAGES & | 6,100              | 0                    | 6,100             | 2,662.56    | .00          | 3,437.44            | 43.6%       |
| 0017021 515200 PARTTIME WAGES & | 19,000             | 0                    | 19,000            | 8,002.42    | .00          | 10,997.58           | 42.1%       |
| 0017021 552100 LIABILITY INSURA | 63,800             | 0                    | 63,800            | 65,548.58   | .00          | -1,748.58           | 102.7%*     |
| 0017021 553000 TELEPHONE        | 4,300              | 0                    | 4,300             | 3,122.89    | 1,177.11     | .00                 | 100.0%      |
| 0017021 553100 POSTAGE          | 750                | 0                    | 750               | 304.69      | .00          | 445.31              | 40.6%       |
| 0017021 554000 TRAVEL REIMBURSE | 500                | 0                    | 500               | 579.88      | .00          | -79.88              | 116.0%*     |
| 0017021 557700 ADVERTISING      | 8,000              | 0                    | 8,000             | 5,399.94    | .00          | 2,600.06            | 67.5%       |
| 0017021 561800 PROGRAM SUPPLIES | 2,500              | 0                    | 2,500             | 2,129.88    | 10.87        | 359.25              | 85.6%       |
| 0017021 569000 OFFICE SUPPLIES  | 2,000              | 0                    | 2,000             | 2,051.73    | .00          | -51.73              | 102.6%*     |
| 0017021 581120 CONFERENCES & ME | 7,500              | 0                    | 7,500             | 5,594.21    | .00          | 1,905.79            | 74.6%       |
| 0017021 583120 ARTS & CULTURE C | 0                  | 25,000               | 25,000            | 22,258.40   | .00          | 2,741.60            | 89.0%       |
| 0017021 589100 MISCELLANEOUS    | 0                  | 117,478              | 117,478           | 5,272.64    | 46,435.51    | 65,769.85           | 44.0%       |
| TOTAL PARKS ADMINISTRATION      | 113,115            | 142,478              | 255,593           | -105,295.42 | 47,623.49    | 313,264.93          | -22.6%      |
| TOTAL GENERAL FUND              | 113,115            | 142,478              | 255,593           | -105,295.42 | 47,623.49    | 313,264.93          | -22.6%      |
| TOTAL REVENUES                  | -423,330           | 0                    | -423,330          | -575,116.63 | .00          | 151,786.63          |             |
| TOTAL EXPENSES                  | 536,445            | 142,478              | 678,923           | 469,821.21  | 47,623.49    | 161,478.30          |             |
| GRAND TOTAL                     | 113,115            | 142,478              | 255,593           | -105,295.42 | 47,623.49    | 313,264.93          | -22.6%      |

\*\* END OF REPORT - Generated by Jazzya Coakley \*\*

# ATTACHMENT D

| FOR 2022 13                        |                    |                      |                   |              |              |                     |             |
|------------------------------------|--------------------|----------------------|-------------------|--------------|--------------|---------------------|-------------|
|                                    | ORIGINAL<br>APPROP | TRANFRS/<br>ADJSTMTS | REVISED<br>BUDGET | YTD ACTUAL   | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
| 001 GENERAL FUND                   |                    |                      |                   |              |              |                     |             |
| 0017022 PARKS GROUNDS & FACILITIES |                    |                      |                   |              |              |                     |             |
| 0017022 450311 MUZZY FIELD RENT    | -30,000            | 0                    | -30,000           | -14,620.00   | .00          | -15,380.00          | 48.7%*      |
| 0017022 450321 RENTALS             | -20,500            | 0                    | -20,500           | -11,227.50   | .00          | -9,272.50           | 54.8%*      |
| 0017022 450322 CONCESSION & MIS    | -6,500             | 0                    | -6,500            | -3,551.00    | .00          | -2,949.00           | 54.6%*      |
| 0017022 450400 MISC CHARGES FOR    | -400               | 0                    | -400              | -50.00       | .00          | -350.00             | 12.5%*      |
| 0017022 514000 REGULAR WAGES &     | 1,023,590          | 0                    | 1,023,590         | 824,473.24   | .00          | 199,116.76          | 80.5%       |
| 0017022 515100 OVERTIME WAGES &    | 112,000            | 0                    | 112,000           | 87,982.09    | .00          | 24,017.91           | 78.6%       |
| 0017022 515200 PARTTIME WAGES &    | 50,500             | 0                    | 50,500            | 19,231.42    | .00          | 31,268.58           | 38.1%       |
| 0017022 541000 PUBLIC UTILITIES    | 68,200             | 0                    | 68,200            | 63,258.72    | 3,741.23     | 1,200.05            | 98.2%       |
| 0017022 541100 WATER & SEWER CH    | 45,000             | 0                    | 45,000            | 44,118.13    | 881.87       | .00                 | 100.0%      |
| 0017022 542140 REFUSE              | 16,000             | 0                    | 16,000            | 11,361.44    | 2,031.76     | 2,606.80            | 83.7%       |
| 0017022 543000 REPAIRS & MAINT     | 54,000             | 0                    | 54,000            | 44,549.74    | 9,149.43     | 300.83              | 99.4%       |
| 0017022 543100 MOTOR VEHICLE SE    | 15,000             | 0                    | 15,000            | 7,534.16     | 2,778.33     | 4,687.51            | 68.7%       |
| 0017022 561400 MAINT SUPPLIES &    | 92,000             | 0                    | 92,000            | 58,617.16    | 33,117.99    | 264.85              | 99.7%       |
| 0017022 562100 HEATING OIL         | 11,000             | 0                    | 11,000            | 9,534.89     | 1,465.11     | .00                 | 100.0%      |
| 0017022 562600 MOTOR FUELS         | 20,000             | 0                    | 20,000            | 18,985.64    | 468.50       | 545.86              | 97.3%       |
| 0017022 563000 MOTOR VEHICLE PA    | 21,000             | 0                    | 21,000            | 17,558.01    | 3,423.39     | 18.60               | 99.9%       |
| 0017022 563100 TIRES               | 2,000              | 0                    | 2,000             | 2,015.03     | .00          | -15.03              | 100.8%*     |
| 0017022 570905 SMALL EQUIPMENT     | 10,200             | 0                    | 10,200            | 6,656.39     | 2,490.01     | 1,053.60            | 89.7%       |
| 0017022 581120 CONFERENCES & ME    | 4,000              | 0                    | 4,000             | 3,227.55     | 200.00       | 572.45              | 85.7%       |
| 0017022 581200 VANDALISM           | 4,000              | 0                    | 4,000             | 1,500.00     | 400.00       | 2,100.00            | 47.5%       |
| TOTAL PARKS GROUNDS & FACILITIES   | 1,491,090          | 0                    | 1,491,090         | 1,191,155.11 | 60,147.62    | 239,787.27          | 83.9%       |
| TOTAL GENERAL FUND                 | 1,491,090          | 0                    | 1,491,090         | 1,191,155.11 | 60,147.62    | 239,787.27          | 83.9%       |
| TOTAL REVENUES                     | -57,400            | 0                    | -57,400           | -29,448.50   | .00          | -27,951.50          |             |
| TOTAL EXPENSES                     | 1,548,490          | 0                    | 1,548,490         | 1,220,603.61 | 60,147.62    | 267,738.77          |             |
| GRAND TOTAL                        | 1,491,090          | 0                    | 1,491,090         | 1,191,155.11 | 60,147.62    | 239,787.27          | 83.9%       |

\*\* END OF REPORT - Generated by Jazzya Coakley \*\*



## ATTACHMENT D

05/13/2022 15:29  
JazzyaCoakleyCITY OF BRISTOL  
YEAR-TO-DATE BUDGET REPORTP 1  
glytdbud

FOR 2022 13

|                                 | ORIGINAL<br>APPROP | TRANFRS/<br>ADJSTMTS | REVISED<br>BUDGET | YTD ACTUAL  | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|---------------------------------|--------------------|----------------------|-------------------|-------------|--------------|---------------------|-------------|
| 001 GENERAL FUND                |                    |                      |                   |             |              |                     |             |
| 0017023 RECREATION              |                    |                      |                   |             |              |                     |             |
| 0017023 450105 SUMMER RECREATIO | -281,865           | 0                    | -281,865          | -181,496.00 | .00          | -100,369.00         | 64.4%*      |
| 0017023 450107 FALL/WINTER REC  | -35,000            | 0                    | -35,000           | -31,042.00  | .00          | -3,958.00           | 88.7%*      |
| 0017023 514000 REGULAR WAGES &  | 118,760            | 0                    | 118,760           | 86,366.49   | .00          | 32,393.51           | 72.7%       |
| 0017023 515100 OVERTIME WAGES & | 500                | 0                    | 500               | 462.70      | .00          | 37.30               | 92.5%       |
| 0017023 515200 PARTTIME WAGES & | 335,000            | 0                    | 335,000           | 164,696.46  | .00          | 170,303.54          | 49.2%       |
| 0017023 531000 PROFESSIONAL FEE | 125,000            | 0                    | 125,000           | 63,867.60   | 15,444.75    | 45,687.65           | 63.4%       |
| 0017023 557700 ADVERTISING      | 1,200              | 0                    | 1,200             | 286.84      | .00          | 913.16              | 23.9%       |
| 0017023 561800 PROGRAM SUPPLIES | 34,000             | 0                    | 34,000            | 19,879.17   | 3,767.47     | 10,353.36           | 69.5%       |
| 0017023 581120 CONFERENCES & ME | 1,250              | 0                    | 1,250             | 1,240.00    | 10.00        | .00                 | 100.0%      |
| TOTAL RECREATION                | 298,845            | 0                    | 298,845           | 124,261.26  | 19,222.22    | 155,361.52          | 48.0%       |
| TOTAL GENERAL FUND              | 298,845            | 0                    | 298,845           | 124,261.26  | 19,222.22    | 155,361.52          | 48.0%       |
| TOTAL REVENUES                  | -316,865           | 0                    | -316,865          | -212,538.00 | .00          | -104,327.00         |             |
| TOTAL EXPENSES                  | 615,710            | 0                    | 615,710           | 336,799.26  | 19,222.22    | 259,688.52          |             |
| GRAND TOTAL                     | 298,845            | 0                    | 298,845           | 124,261.26  | 19,222.22    | 155,361.52          | 48.0%       |

\*\* END OF REPORT - Generated by Jazzya Coakley \*\*

## ATTACHMENT D

05/13/2022 15:30  
JazzyaCoakleyCITY OF BRISTOL  
YEAR-TO-DATE BUDGET REPORTP 1  
glytdbud

FOR 2022 13

|                                      | ORIGINAL<br>APPROP | TRANFRS/<br>ADJSTMTS | REVISED<br>BUDGET | YTD ACTUAL  | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|--------------------------------------|--------------------|----------------------|-------------------|-------------|--------------|---------------------|-------------|
| 001 GENERAL FUND                     |                    |                      |                   |             |              |                     |             |
| 0017024 AQUATICS                     |                    |                      |                   |             |              |                     |             |
| 0017024 450103 POOL CHARGES          | -203,500           | 0                    | -203,500          | -157,458.75 | .00          | -46,041.25          | 77.4%*      |
| 0017024 514000 REGULAR WAGES &       | 209,045            | 0                    | 209,045           | 173,802.60  | .00          | 35,242.40           | 83.1%       |
| 0017024 515100 OVERTIME WAGES &      | 5,500              | 0                    | 5,500             | 2,321.86    | .00          | 3,178.14            | 42.2%       |
| 0017024 515200 PARTTIME WAGES &      | 375,000            | 0                    | 375,000           | 374,128.78  | .00          | 871.22              | 99.8%       |
| 0017024 531000 PROFESSIONAL FEE      | 8,500              | 0                    | 8,500             | 5,885.35    | 2,607.25     | 7.40                | 99.9%       |
| 0017024 541000 PUBLIC UTILITIES      | 55,000             | 0                    | 55,000            | 30,333.66   | 4,666.34     | 20,000.00           | 63.6%       |
| 0017024 541100 WATER & SEWER CH      | 20,500             | 0                    | 20,500            | 13,564.97   | 6,435.03     | 500.00              | 97.6%       |
| 0017024 543000 REPAIRS & MAINTENANCE | 35,000             | 0                    | 35,000            | 7,785.01    | 13,427.49    | 13,787.50           | 60.6%       |
| 0017024 557700 ADVERTISING           | 500                | 0                    | 500               | .00         | .00          | 500.00              | .0%         |
| 0017024 561400 MAINT SUPPLIES &      | 25,000             | 0                    | 25,000            | 9,401.14    | 13,958.51    | 1,640.35            | 93.4%       |
| 0017024 561800 PROGRAM SUPPLIES      | 15,000             | -651                 | 14,349            | 9,605.01    | 4,333.47     | 410.52              | 97.1%       |
| 0017024 562100 HEATING OIL           | 1,700              | 0                    | 1,700             | 2,399.99    | .01          | -700.00             | 141.2%*     |
| 0017024 562200 NATURAL GAS           | 27,300             | 0                    | 27,300            | 23,629.69   | 1,370.31     | 2,300.00            | 91.6%       |
| 0017024 581120 CONFERENCES & ME      | 2,500              | 651                  | 3,151             | 2,785.83    | .00          | 365.17              | 88.4%       |
| TOTAL AQUATICS                       | 577,045            | 0                    | 577,045           | 498,185.14  | 46,798.41    | 32,061.45           | 94.4%       |
| TOTAL GENERAL FUND                   | 577,045            | 0                    | 577,045           | 498,185.14  | 46,798.41    | 32,061.45           | 94.4%       |
| TOTAL REVENUES                       | -203,500           | 0                    | -203,500          | -157,458.75 | .00          | -46,041.25          |             |
| TOTAL EXPENSES                       | 780,545            | 0                    | 780,545           | 655,643.89  | 46,798.41    | 78,102.70           |             |
| GRAND TOTAL                          | 577,045            | 0                    | 577,045           | 498,185.14  | 46,798.41    | 32,061.45           | 94.4%       |

\*\* END OF REPORT - Generated by Jazzya Coakley \*\*

# ATTACHMENT D

05/13/2022 15:40  
JazzyaCoakley

|CITY OF BRISTOL  
|YEAR-TO-DATE BUDGET REPORT

|P 1  
|glytdbud

FOR 2022 13

|                                      | ORIGINAL<br>APPROP | TRANFRS/<br>ADJSTMTS | REVISED<br>BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|--------------------------------------|--------------------|----------------------|-------------------|------------|--------------|---------------------|-------------|
| 132 PINE LAKE ADVENTURE PARK FUND    |                    |                      |                   |            |              |                     |             |
| 1321032 PINE LAKE ADVENTURE PARK     |                    |                      |                   |            |              |                     |             |
| 1321032 422004 CHALLENGE COURSE      | -115,000           | 0                    | -115,000          | .00        | .00          | -115,000.00         | .0%*        |
| 1321032 460000 INTEREST INCOME       | 0                  | 0                    | 0                 | -10.96     | .00          | 10.96               | 100.0%      |
| 1321032 515100 OVERTIME WAGES &      | 985                | 0                    | 985               | .00        | .00          | 985.00              | .0%         |
| 1321032 515300 SEASONAL WAGES        | 90,765             | 0                    | 90,765            | .00        | .00          | 90,765.00           | .0%         |
| 1321032 531000 PROFESSIONAL FEE      | 8,000              | 0                    | 8,000             | .00        | .00          | 8,000.00            | .0%         |
| 1321032 543200 EQUIPMENT MAINTENANCE | 6,750              | 0                    | 6,750             | .00        | .00          | 6,750.00            | .0%         |
| 1321032 553100 POSTAGE               | 400                | 0                    | 400               | 1.59       | .00          | 398.41              | .4%         |
| 1321032 555000 PRINTING & BINDING    | 3,000              | 0                    | 3,000             | .00        | .00          | 3,000.00            | .0%         |
| 1321032 561400 MAINT SUPPLIES &      | 1,350              | 0                    | 1,350             | .00        | .00          | 1,350.00            | .0%         |
| 1321032 561800 PROGRAM SUPPLIES      | 1,550              | 0                    | 1,550             | .00        | .00          | 1,550.00            | .0%         |
| 1321032 569000 OFFICE SUPPLIES       | 100                | 0                    | 100               | .00        | .00          | 100.00              | .0%         |
| 1321032 581135 SCHOOLING & EDUCATION | 2,100              | 0                    | 2,100             | .00        | .00          | 2,100.00            | .0%         |
| TOTAL PINE LAKE ADVENTURE PARK       | 0                  | 0                    | 0                 | -9.37      | .00          | 9.37                | 100.0%      |
| TOTAL PINE LAKE ADVENTURE PARK FUND  | 0                  | 0                    | 0                 | -9.37      | .00          | 9.37                | 100.0%      |
| TOTAL REVENUES                       | -115,000           | 0                    | -115,000          | -10.96     | .00          | -114,989.04         |             |
| TOTAL EXPENSES                       | 115,000            | 0                    | 115,000           | 1.59       | .00          | 114,998.41          |             |
| GRAND TOTAL                          | 0                  | 0                    | 0                 | -9.37      | .00          | 9.37                | 100.0%      |

\*\* END OF REPORT - Generated by Jazzya Coakley \*\*





Rockwell Pool

Rockwell Park Maintenance Building

Skate Park Bristol, CT, rockwell park

Rockwell Park Bristol CT





















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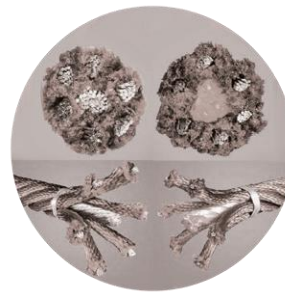
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Fasteners, Elements  
Post Straps

# Different types of activities to maintain and increase fitness



- **Static** (Isometrics) – contracting muscles without much movement.
- Look for Equipment that helps you to hold positions.



- **Dynamic** – exercises that involve joint movement.
- Look for equipment that supports motion
- **Resistance** – movement against resistance provided by your own body & gravity or weighted objects or bands
- **Weight bearing** – exercises to strengthen your bones such as walking, running, climbing stairs.
- Create spaces for these activities





# The importance of aerobic fitness



- Aerobic fitness capacity and mortality are inversely related. The more fit you are, the longer your expected lifetime (1).
- Aerobic exercise reduces the risk of most of major lifestyle diseases like cardiovascular disease, diabetes and certain forms of cancer (4).
- Aerobic exercise increases functional capacity, prevents cognitive decline and improves quality of life (2, 3, 5).

1. Association of Cardiorespiratory Fitness With Long-term Mortality Among Adults Undergoing Exercise Treadmill Testing. Mandsager et al. *JAMA Network Open*. 2018;1(6)
2. The health benefits of physical activity and cardiorespiratory fitness. *BCMJ*, vol. 58, No. 3, April 2016, 131-137. McKinney J, Lithwick DJ, Morrison BN, Nazzari H, Isserow S, Heilbron B, Krahn AD,
3. An Update on the Role of Cardiorespiratory Fitness, Structured Exercise and Lifestyle Physical Activity in Preventing Cardiovascular Disease and Health Risk. Ozemek C, Laddu DR, Lavie CJ, Claeys H, Kaminsky LA, Ross R, Wisloff U, Arena R, Blair SN. *Prog Cardiovasc Dis*. 2018 Nov 13.
4. Exercise as medicine - evidence for prescribing exercise as therapy in 26 different chronic diseases. Pedersen BK, Saltin B. *Scand J Med Sci Sports*. 2015 Dec;25 Suppl 3:1-72.
5. Physical activity, diet, and risk of Alzheimer disease. Scarmeas N, Luchsinger JA, Schupf N, Brickman AM, Cosentino S, Tang MX, Stern Y. *JAMA*. 2009 Aug 12;302(6):627-37.



# Exercise as medicine

August 15, 2017

## Effect of an Intensive Lifestyle Intervention on Glycemic Control in Patients With Type 2 Diabetes A Randomized Clinical Trial

Mette Yun Johansen, MSc<sup>1,2</sup>; Christopher Scott MacDonald, MSc<sup>1,2,3</sup>; Katrine Bagge Hansen, MD, PhD<sup>1,2</sup>; Kristian Karstoft, MD, PhD<sup>1,2</sup>; Robin Christensen, PhD<sup>4,5</sup>; Maria Pedersen, MD, PhD<sup>1,2,6</sup>; Louise Seier Hansen, MSc<sup>1,2</sup>; Morten Zacho, MSc<sup>1,2</sup>; Anne-Sophie Wedell-Neergaard, MD<sup>1,2</sup>; Signe Tellerup Nielsen, MD, PhD<sup>1,2</sup>; Ulrik Wining Iepsen, MD, PhD<sup>1,2</sup>; Henning Langberg, DMSc<sup>1,2,3</sup>; Allan Arthur Vaag, DMSc<sup>1,2,7</sup>; Bente Klarlund Pedersen, DMSc<sup>1,2</sup>; Mathias Ried-Larsen, PhD<sup>1,2,8</sup>

» Author Affiliations

JAMA. 2017;318(7):637-646. doi:10.1001/jama.2017.10169



- Diet



- Cardio 5-6 times 45 min



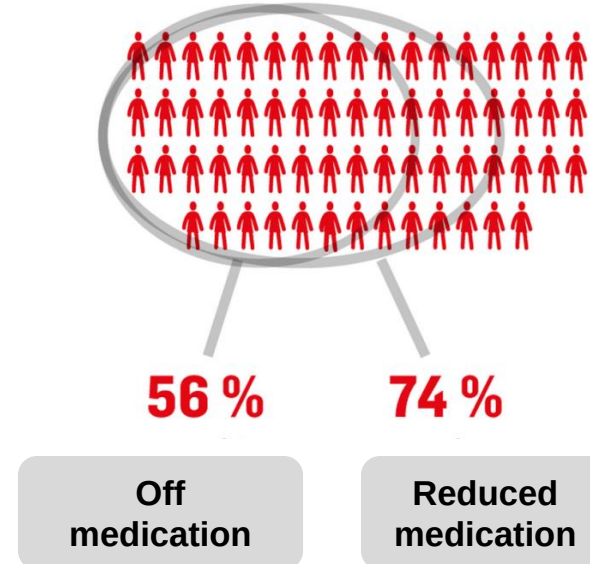
- Strength 2-3 times 30 min



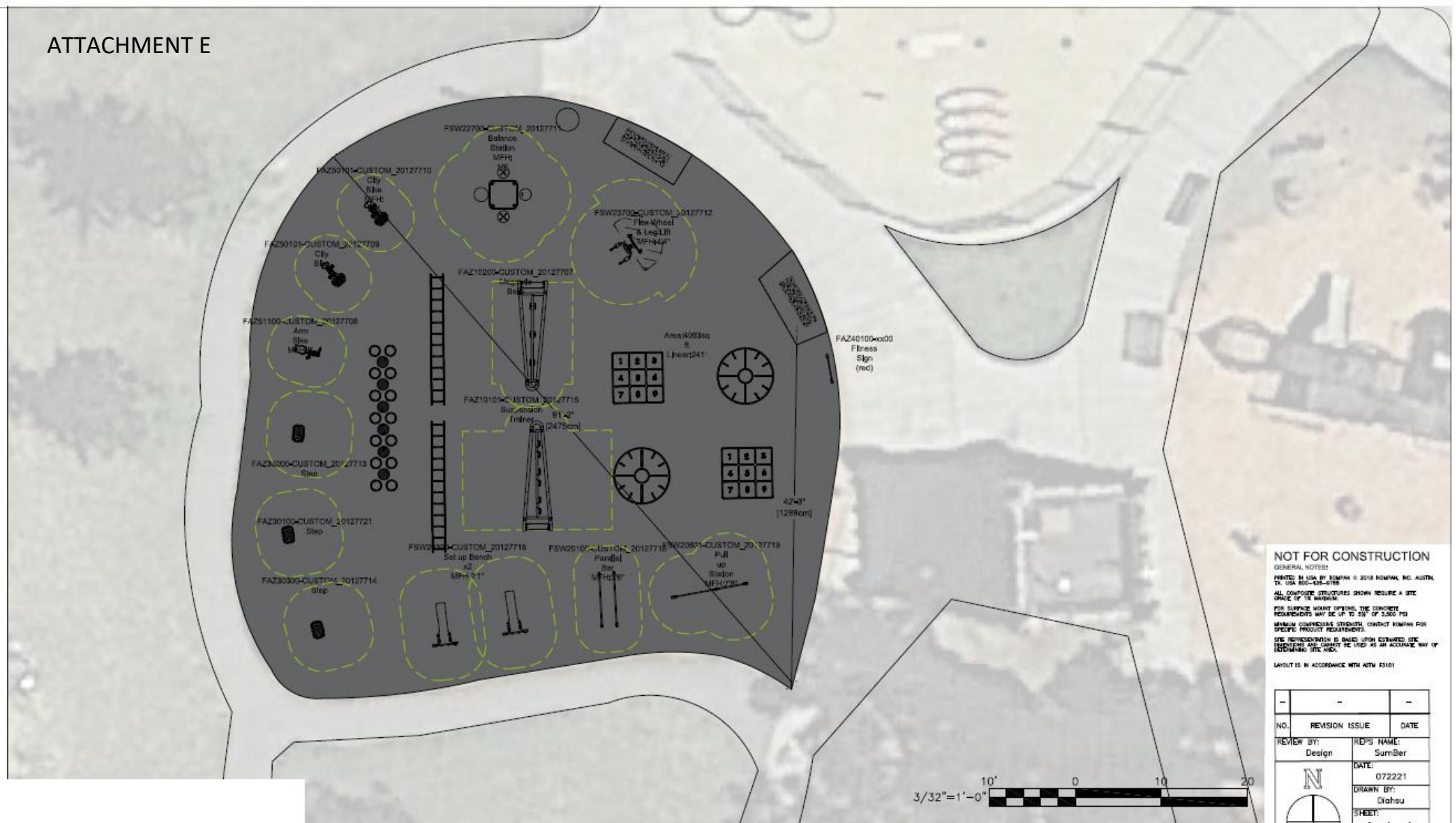
- 10.000 steps /day



- 7-8 hours sleep





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| N          | DATE:     | 072221      |        |
|            | DRAWN BY: | Diahsu      |        |
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ATTACHMENT E





# 2022 NRPA

## AGENCY PERFORMANCE REVIEW



**BRISTOL (CITY OF) PARKS AND  
RECREATION DEPARTMENT**



**NATIONAL RECREATION  
AND PARK ASSOCIATION**



# Introduction

## Using Data to Drive Optimal Decision Making

You have many questions about how to best lead your parks and recreation agency. The questions may be about budget size, optimal staffing or revenues generated from agency activities. Perhaps you are looking towards the future and seeking opportunities where your agency can better serve its community while also outperforming its peers elsewhere in the U.S.

In your hands is one resource that can assist you with answering these many questions. The customized Parks and Recreation Agency Performance Report shows you how your community's parks and recreation services compare to those of its peers throughout the U.S. The data in this report comes from what your agency and other agencies entered in [NRPA's Park Metrics](#) website and compares specific measures of parks and recreation efficiency and effectiveness against thousands of other parks and recreation agencies across the country. Use this report to make informed decisions about your parks and recreation agency. Capitalize on your strengths and address your weaknesses – and increase the positive impact of your parks and recreation offerings on those in the community you serve.

Of course, data itself does not provide complete answers to your many questions. But combined with the collective knowledge of yourself, your team, your external partners and other resources, the insights contained within this report are an important step to lead your agency into the future.

## About this Report

Earlier this year, your agency submitted operational information into the National Recreation and Park Association's (NRPA) *Park Metrics* website by completing your Agency Performance Survey. Thanks to the participation of park and recreation agencies throughout the U.S., NRPA is providing the field with key data on the management and operation of park and recreation agencies. The [Agency Performance Review](#) is a customized look at your agency in comparison to all agencies that responded to the survey and a subset of agencies that serve a similar population density (the online NRPA Park Metrics system allows you to create much more detailed data aggregations to **compare your agency to agencies that meet specific criteria of your choice**). The results contained in this report offer broad “yardsticks” on your agency's management and operations, allowing you to gauge your agency's strengths, weaknesses and improvement opportunities.

The aggregated data contained in this report was derived from 2019 – 2021 data in the *NRPA Park Metrics* database as of February 2022. As the NRPA Park Metrics system is available 24/7/365, the data can and will change throughout the year. [NRPA Park Metrics](#) allows you to run reports on-demand, based on real-time data, so the reports you create will always be based on the most current data available. To run additional reports, simply login to your account and go to the “Reports” tab to use *Agency Performance Reports* or *Agency Performance Dashboards* to drill-down into the full data set to compare your agency alongside agencies that meet your search criteria in areas such as Jurisdiction Population, Budget Size, State, Population Density, etc.



For a broader view of park and recreation agency benchmark and performance data, check out the *2022 NRPA Agency Performance Review* and its accompanying interactive tools. This report is the most comprehensive resource of data and insights for park and recreation agencies in the United States. The report and interactive tools present *NRPA Park Metrics* data from 2019 through 2021 with 24 figures that highlight critical park and recreation metrics on park facilities, programming, responsibilities of park & recreation agencies, staffing, budget and agency funding. [Explore the 2022 NRPA Agency Performance Review.](#)

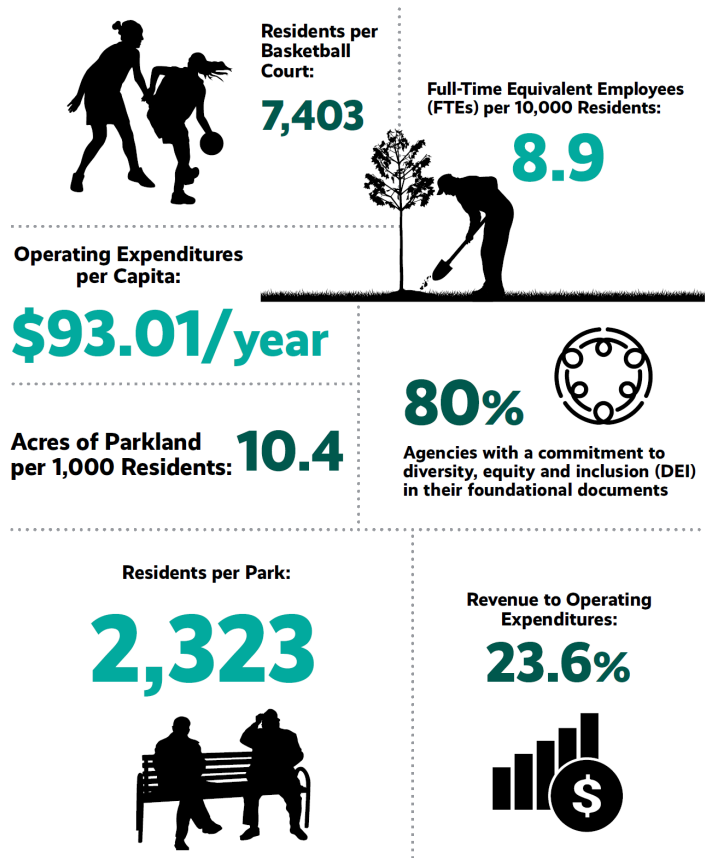
## Using this Report

The *Agency Performance Report* is designed to assist you in evaluating your own agency's results relative to other *Agency Performance Survey* participants. The information in this report is designed to be a tool for helping you to better evaluate your agency and its offerings. Spotting significant differences between your own figures and the composites can be the first step toward identifying improvement opportunities. Please keep in mind:

1. A deviation between your figures and figures in the report is not necessarily good or bad. It merely indicates additional analysis may be required. As a rule, the larger the difference, the greater the need for further investigation.
2. In situations where large deviations do exist, it may be helpful to go back and calculate the same measure over the past several years to identify any trends that may exist.
3. The information in this report should be used as a tool for informed decision making rather than absolute standards. Since agencies differ as to their location, size, and other factors, any two agencies can be successful yet have very different experiences with regard to certain measures.

If you have any questions or comments about this report, please contact Greg Manns of Industry Insights at [gmanns@industryinsights.com](mailto:gmanns@industryinsights.com) or 614-389-2100.

## 2022 NRPA Agency Performance Review Key Findings

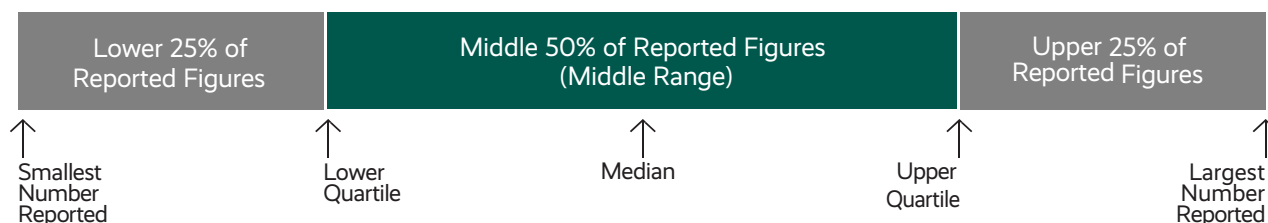




## Interpreting the Numbers

Most of the results included in this study are reported on the basis of medians rather than arithmetical averages or means. Unlike the mean, the median is not distorted by a few unusually high or low values that may exist in the sample due to special circumstances. The “median” value represents the mid-point of the data for a particular measure, with one-half of the respondents reporting figures above it and one-half below. Each median was computed independently based on the agencies that reported for that item. As a result, mathematical relationships do not always exist when different ratios are used together in the calculation.

Figures reported were not used unless they were in accordance with the survey instructions and definitions. In cases where the number of respondents was considered inadequate for the computation of a meaningful figure, “ISD” appears in the tables.



*If you see “no data” in the table of data under a graph, you haven’t answered the required Agency Performance Survey questions to generate this comparison.*

## Definitions

### **Median (or 50th percentile):**

The center value of the total distribution of the data that was reported (e.g., it is the value at which 50% of the responses are above and 50% are below). This measure is less likely than an average to be distorted by a few outlying responses.

### **Lower Quartile (or 25th Percentile):**

The observation point below which 25% of the responses lie (e.g., 25% of the respondents reported a figure less than this amount and 75% a figure higher than this amount).

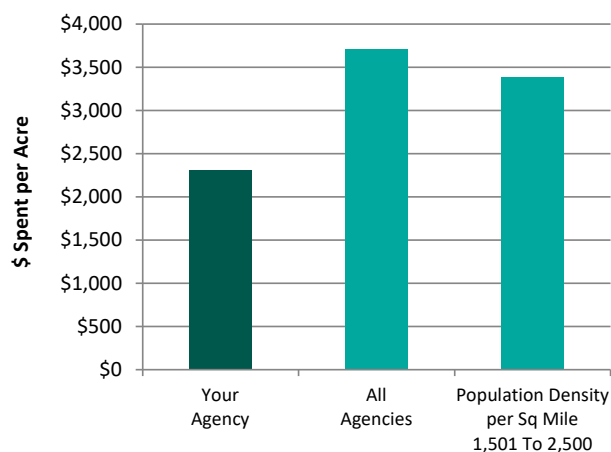
### **Upper Quartile (or 75th Percentile):**

The observation point below which 75% of the responses lie (e.g., 75% of the respondents reported a figure less than this amount and 25% a figure higher than this amount).



## Executive Summary

### Park Operating Expenditures per Acre of Parkland



|                | Your Agency    | All Agencies | Population Density per Sq Mile 1,501 To 2,500 |
|----------------|----------------|--------------|-----------------------------------------------|
| Lower Quartile |                | \$1,721      | \$1,747                                       |
| Median         | <b>\$2,316</b> | \$3,708      | \$3,381                                       |
| Upper Quartile |                | \$7,708      | \$6,616                                       |

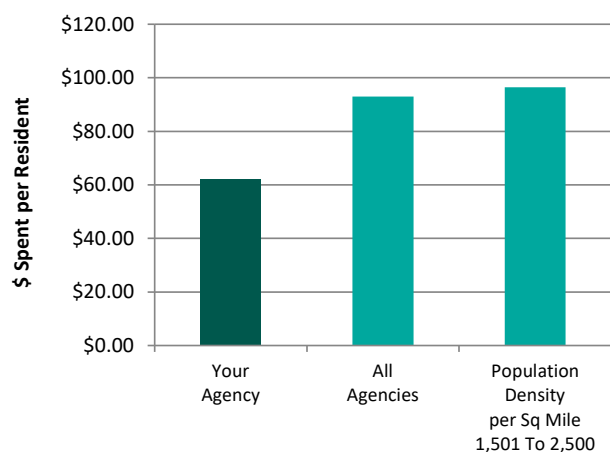
Two metrics that can be used to gauge whether a community is adequately funded to manage, operate, and maintain its parks and recreation areas are “park related operating expenditures per acre of parkland managed” and “operating expenditures per capita.” The first metric, operating expenditures per acre, is calculated by dividing total park related operating expenditures by total parkland acres managed by the agency. The second metric, operating expenditures per capita, is calculated by dividing total operating expenditures by the population of the jurisdiction served by the agency.

Operating expenditures include all of the costs to provide parks and recreation services to the community, including personnel salaries, benefits, utilities, equipment, and materials. Operating expenditures may also include debt service if it is paid out of the annual operating budget, as well as any expenditures incurred as part of a special or enterprise fund (such as a golf course) managed by the public agency.

It is important to note that operating costs can vary widely between communities due to differences in parks and recreation facility standards, types of equipment, repair and replacement schedules, types and topography of parkland, degree of maintenance required, levels of use, and other variables. Operating costs and efficiencies can also vary with the number of acres managed and/or the size of the population served. For example a community that manages extensive conservation lands will have a lower ratio of expenditures/acre than a community that primarily manages developed parkland.

Communities that benchmark operating expenditures should conduct follow-up research to analyze and document the specific reasons for differences in operating expenditures. For example it may be helpful to find a similar agency in Park Metrics (formerly PRORAGIS), then visit and photograph the facilities at benchmarked communities, and meet with agency staff to document key differences in facility quality or levels of maintenance. It may also be helpful to determine if a community is serving a larger population than its own residents. Elected officials, managers, and residents may be more supportive of increased operation budgets if they clearly understand the reasons for variations in funding between communities, and/or the implications of different funding levels.

### Operating Expenditures Per Capita

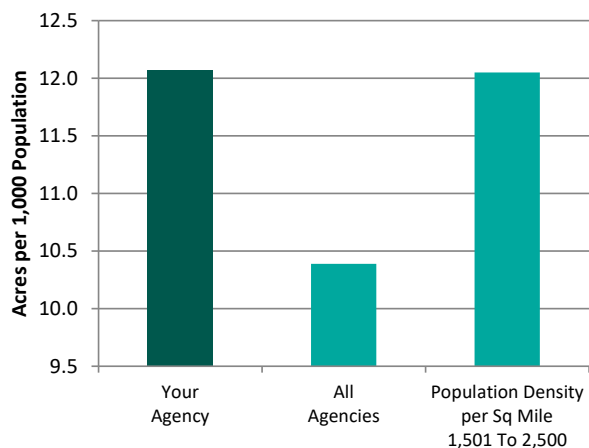


|                | Your Agency    | All Agencies | Population Density per Sq Mile 1,501 To 2,500 |
|----------------|----------------|--------------|-----------------------------------------------|
| Lower Quartile |                | \$51.40      | \$57.16                                       |
| Median         | <b>\$62.14</b> | \$93.01      | \$96.41                                       |
| Upper Quartile |                | \$171.18     | \$152.23                                      |

## Are you adequately funded?



## Acres of Parkland per 1,000 Population



|                | Your Agency | All Agencies | Population Density per Sq Mile 1,501 To 2,500 |
|----------------|-------------|--------------|-----------------------------------------------|
| Lower Quartile |             | 5.1          | 7.0                                           |
| Median         | 12.1        | 10.4         | 12.1                                          |
| Upper Quartile |             | 18.2         | 20.2                                          |

**Do you have enough parkland?**

The “acres of parkland per 1,000 population” metric is the most common technique for determining whether a community has “enough” parkland. It is also known as a community’s “acreage level of service (LOS).” There is no standard acreage LOS in the United States, and LOS can vary widely due to a community’s history, culture, demographics, density, development patterns, and other factors. For example the acreage LOS of communities within the Park Metrics (formerly PRORAGIS) database ranges from less than 2 acres per 1,000 citizens to over 100 acres per 1,000 citizens.

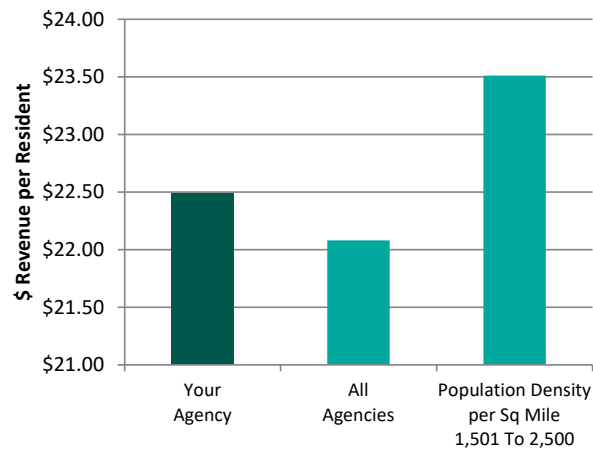
An often-asked question is “what should be counted in an acreage LOS?” Unfortunately there is no standard answer. Some communities include public golf courses and beaches, while others include publicly accessible lakes and wetlands. Some cities and counties also include public parkland owned by other agencies, such as state parks and national forests. Some communities also count private recreation areas, owned and managed by homeowners associations, because these areas help meet residents’ local recreation needs. Since the primary purpose of acreage LOS is to determine a community’s need for parkland, it is recommended that communities only count developable, publicly accessible parkland within their jurisdiction.

Open space lands that are undevelopable, such as privately owned open spaces, private golf courses, or private beaches; or open space lands that are permanently protected such as wetlands, water bodies, or protected conservation lands, cannot be used in calculations to determine how much open space is needed for future community needs for facilities such as parks, playgrounds, athletic fields, or community recreation centers. Privately owned parkland is not open to the public, and could be sold or redeveloped. Public parkland owned by another jurisdiction (such as state or county-owned land within a municipality) should be counted only for the population served by that jurisdiction.

Acreage LOS should be used in conjunction with other needs assessment techniques to gauge a community’s need for additional parkland. For example a community may conclude that it is not necessary to acquire additional parkland after comparing its acreage LOS to other communities. However other needs assessment techniques such as surveys, focus group meetings, and population projections may indicate that residents’ needs are not being met, and additional parkland may be required.



Revenue per Capita



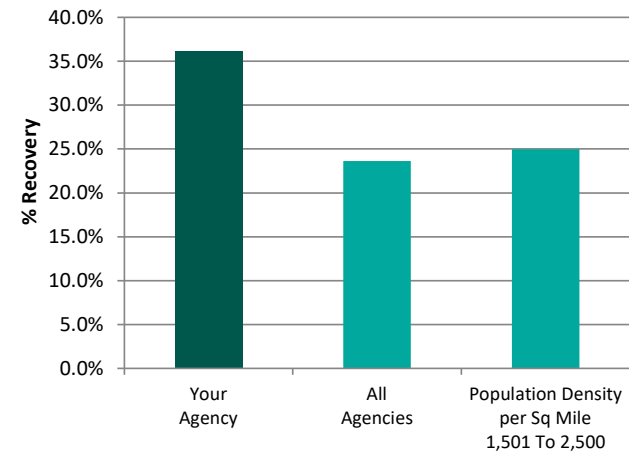
|                | Your Agency | All Agencies | Population Density per Sq Mile 1,501 To 2,500 |
|----------------|-------------|--------------|-----------------------------------------------|
| Lower Quartile |             | \$6.24       | \$7.67                                        |
| Median         | \$22.49     | \$22.08      | \$23.51                                       |
| Upper Quartile |             | \$54.36      | \$54.66                                       |

Revenues (also known as “annual direct revenues”) include all of the monies generated directly from parks and recreation classes, programs, memberships, concessions, permits, rentals, and other non-tax sources. Revenues do not include funding from taxes, grants, foundations, bonds, assessments, or other indirect sources.

Two metrics that can be used to track revenues, and/or compare revenue generation to other agencies, are “revenue per capita” and “revenue as a percentage of total operating expenditures.” The first metric, revenue per capita, is calculated by dividing the total revenues generated by the agency by the population of the jurisdiction served by the agency. The second metric, revenue as a percentage of total operating expenditures (also known as “cost recovery”), is calculated by dividing the total revenues generated by the agency by the total operating expenditures of the agency.

In addition to using these metrics for revenue tracking and benchmarking, they can also be used to establish cost recovery policies and goals. There are no industry standards for cost recovery; for example, some communities have established different cost recovery policies for senior, adult, and youth programs, while others have established overall cost recovery goals as a percentage of operating expenses. NRPA Park Metrics (formerly PRORAGIS) can help agencies to determine reasonable and realistic cost recovery goals based on data from other agencies.

Revenue as a % of Operating Expenditures (Cost Recovery)



|                | Your Agency | All Agencies | Population Density per Sq Mile 1,501 To 2,500 |
|----------------|-------------|--------------|-----------------------------------------------|
| Lower Quartile |             | 11.1%        | 10.8%                                         |
| Median         | 36.2%       | 23.6%        | 25.0%                                         |
| Upper Quartile |             | 43.4%        | 40.8%                                         |

How much are you making?



## Agency Effectiveness Ratios

|                                                                 | Your Agency | All Agencies | Population Density<br>per Sq Mile<br>1,501 To 2,500 |
|-----------------------------------------------------------------|-------------|--------------|-----------------------------------------------------|
| 1. Operating expenditures per capita                            | \$62.14     | \$93.01      | \$96.41                                             |
| 2. Revenue per capita                                           | \$22.49     | \$22.08      | \$23.51                                             |
| 3. Total revenue to total operating expenditures                | 36.2%       | 23.6%        | 25.0%                                               |
| 4. Total tax expenditures per capita                            | \$39.65     | \$64.75      | \$65.54                                             |
| 5. Park operating expenditures per acre of parkland             | \$2,316     | \$3,708      | \$3,381                                             |
| 6. Operating expenditures per acre of parkland                  | \$5,148     | \$9,236      | \$8,280                                             |
| 7. Operating expenditures per acres of parks and non-park sites | \$5,127     | \$7,823      | \$6,429                                             |
| 8. Operating expenditures per FTE                               | \$56,356    | \$102,530    | \$104,685                                           |
| 9. FTE's per 10,000 population                                  | 11.0        | 8.9          | 9.3                                                 |
| 10. Acres of parks per 1,000 residents                          | 12.1        | 10.4         | 12.1                                                |
| 11. Number of residents per park                                | 3,360       | 2,323        | 2,300                                               |
| 12. Number of acres per park                                    | 40.6        | 22.5         | 24.9                                                |
| 13. Number of participants per program                          | 80          | 48           | 50                                                  |
| 14. Ratio of fee programs to all programs                       | 83.0        | 81.4         | 83.1                                                |
| 15. Ratio of building attendance to park attendance             | 65.8        | 38.7         | 40.4                                                |

## Agency Operations: Operating Budget

|                                                                                             | Your Agency | All Agencies | Population Density<br>per Sq Mile<br>1,501 To 2,500 |
|---------------------------------------------------------------------------------------------|-------------|--------------|-----------------------------------------------------|
| <b>1. Agency's total annual operating expenditures</b>                                      |             |              |                                                     |
| Number of Responses                                                                         |             | 874          | 183                                                 |
| Lower Quartile                                                                              |             | \$1,969,110  | \$2,438,808                                         |
| Median                                                                                      | \$3,757,805 | \$5,079,256  | \$6,699,796                                         |
| Upper Quartile                                                                              |             | \$14,157,797 | \$16,390,813                                        |
| <b>2. Percentage of agency's total operating expenditures for the following categories:</b> |             |              |                                                     |
| Number of Responses                                                                         |             | 819          | 168                                                 |
| Parks                                                                                       | 45.0%       | 44.7%        | 44.0%                                               |
| Recreation                                                                                  | 40.0%       | 42.0%        | 41.3%                                               |
| Other                                                                                       | 15.0%       | 13.3%        | 14.7%                                               |
| <b>3. Percentage of agency's total operating expenditures for the following categories:</b> |             |              |                                                     |
| Number of Responses                                                                         |             | 832          | 173                                                 |
| Personnel services                                                                          | 73.0%       | 54.4%        | 55.5%                                               |
| Operating expenses                                                                          | 26.0%       | 38.2%        | 36.9%                                               |
| Capital expense not in CIP                                                                  | 1.0%        | 5.2%         | 5.3%                                                |
| Other                                                                                       | 0.0%        | 2.2%         | 2.2%                                                |
| <b>4. Percentage of agency's total operating expenditures from the following sources:</b>   |             |              |                                                     |
| Number of Responses                                                                         |             | 818          | 169                                                 |
| General Fund Tax Support                                                                    | 53.0%       | 61.2%        | 57.7%                                               |
| Dedicated Levies                                                                            | 0.0%        | 7.9%         | 8.8%                                                |
| Earned/Generated Revenue                                                                    | 36.0%       | 22.8%        | 23.6%                                               |
| Other Dedicated Taxes                                                                       | 0.0%        | 2.8%         | 4.2%                                                |
| Sponsorships                                                                                | 0.0%        | 0.8%         | 1.1%                                                |
| Grants                                                                                      | 0.0%        | 1.9%         | 1.8%                                                |
| Other                                                                                       | 11.0%       | 2.6%         | 2.9%                                                |
| <b>5. Agency's total annual non-tax revenues</b>                                            |             |              |                                                     |
| Number of Responses                                                                         |             | 811          | 165                                                 |
| Lower Quartile                                                                              |             | \$344,450    | \$410,000                                           |
| Median                                                                                      | \$1,360,000 | \$1,178,229  | \$1,533,376                                         |
| Upper Quartile                                                                              |             | \$3,809,564  | \$4,300,000                                         |



## Capital Budget

|                                                                                                                     | Your Agency  | All Agencies | Population Density<br>per Sq Mile<br>1,501 To 2,500 |
|---------------------------------------------------------------------------------------------------------------------|--------------|--------------|-----------------------------------------------------|
| <b>1. Agency's total capital budget for the next 5 years and total capital budget for the fiscal year:</b>          |              |              |                                                     |
| <b>a. Capital budget for next 5 years</b>                                                                           |              |              |                                                     |
| <i>Number of Responses</i>                                                                                          |              | 708          | 147                                                 |
| Lower Quartile                                                                                                      |              | \$1,481,250  | \$3,138,116                                         |
| Median                                                                                                              | \$12,750,000 | \$8,000,000  | \$9,705,500                                         |
| Upper Quartile                                                                                                      |              | \$24,498,169 | \$25,500,000                                        |
| <b>b. Capital budget for the fiscal year</b>                                                                        |              |              |                                                     |
| <i>Number of Responses</i>                                                                                          |              | 781          | 163                                                 |
| Lower Quartile                                                                                                      |              | \$220,000    | \$353,500                                           |
| Median                                                                                                              | \$1,360,000  | \$1,229,495  | \$1,600,000                                         |
| Upper Quartile                                                                                                      |              | \$5,705,000  | \$6,725,202                                         |
| <b>2. Agency's current year's capital budget expenditures from the following sources:</b>                           |              |              |                                                     |
| <i>Number of Responses</i>                                                                                          |              | 595          | 122                                                 |
| Bonds (general obligation and/or revenue) tied directly to the park and recreation agencies                         | 0.0%         | 12.4%        | 13.1%                                               |
| Bonds (general obligation and/or revenue) tied to my jurisdiction (e.g., city, town, county)                        | 69.0%        | 11.1%        | 13.3%                                               |
| Federal and/or state grants                                                                                         | 4.0%         | 9.5%         | 9.7%                                                |
| Nonprofit group grants/fundraising (e.g., friends groups, foundations)                                              | 0.0%         | 2.1%         | 3.6%                                                |
| Private sector grants/gifts raised directly by the park and recreation agency                                       | 0.0%         | 1.4%         | 1.3%                                                |
| General fund tax support                                                                                            | 0.0%         | 42.7%        | 40.3%                                               |
| Other                                                                                                               | 27.0%        | 20.8%        | 18.7%                                               |
| <b>3. Percentage of agency's current fiscal year's capital budget designated for the following purposes:</b>        |              |              |                                                     |
| <i>Number of Responses</i>                                                                                          |              | 714          | 150                                                 |
| Renovation                                                                                                          | 97.0%        | 55.8%        | 59.2%                                               |
| New Development                                                                                                     | 3.0%         | 29.9%        | 27.4%                                               |
| Acquisition                                                                                                         | 0.0%         | 7.1%         | 7.0%                                                |
| Other                                                                                                               | 0.0%         | 7.2%         | 6.4%                                                |
| <b>4. Value of deferred maintenance projects your agency faces:</b>                                                 |              |              |                                                     |
| <i>Number of Responses</i>                                                                                          |              | 587          | 119                                                 |
| Lower Quartile                                                                                                      |              | \$0          | \$0                                                 |
| Median                                                                                                              | \$23,000,000 | \$480,500    | \$877,122                                           |
| Upper Quartile                                                                                                      |              | \$5,000,000  | \$6,856,475                                         |
| <b>5. Dollar value of authorized general obligation bonds and revenue bonds authorized for the agency this year</b> |              |              |                                                     |
| <b>a. Value of general obligation bonds authorized</b>                                                              |              |              |                                                     |
| <i>Number of Responses</i>                                                                                          |              | 595          | 121                                                 |
| Lower Quartile                                                                                                      |              | \$0          | \$0                                                 |
| Median                                                                                                              | \$3,674,000  | \$0          | \$0                                                 |
| Upper Quartile                                                                                                      |              | \$537,383    | \$1,753,750                                         |
| <b>b. Value of revenue bonds authorized</b>                                                                         |              |              |                                                     |
| <i>Number of Responses</i>                                                                                          |              | 544          | 111                                                 |
| Lower Quartile                                                                                                      |              | \$0          | \$0                                                 |
| Median                                                                                                              | \$950,000    | \$0          | \$0                                                 |
| Upper Quartile                                                                                                      |              | \$0          | \$0                                                 |



## Personnel

|                                                                                                             | Your Agency | All Agencies | Population Density<br>per Sq Mile<br>1,501 To 2,500 |
|-------------------------------------------------------------------------------------------------------------|-------------|--------------|-----------------------------------------------------|
| <b>1. Number of funded employees at your agency:</b>                                                        |             |              |                                                     |
| <b>a. Number of full-time employees</b>                                                                     |             |              |                                                     |
| <i>Number of Responses</i>                                                                                  |             | 822          | 168                                                 |
| Lower Quartile                                                                                              |             | 10           | 17                                                  |
| Median                                                                                                      | 31          | 30           | 36                                                  |
| Upper Quartile                                                                                              |             | 77           | 83                                                  |
| <b>b. Number of non-full-time employees</b>                                                                 |             |              |                                                     |
| <i>Number of Responses</i>                                                                                  |             | 790          | 162                                                 |
| Lower Quartile                                                                                              |             | 25           | 32                                                  |
| Median                                                                                                      | 137         | 85           | 120                                                 |
| Upper Quartile                                                                                              |             | 234          | 265                                                 |
| <b>c. Total annual hours worked by non-full-time employees</b>                                              |             |              |                                                     |
| <i>Number of Responses</i>                                                                                  |             | 728          | 147                                                 |
| Lower Quartile                                                                                              |             | 9,599        | 10,500                                              |
| Median                                                                                                      | 74,233      | 35,000       | 37,500                                              |
| Upper Quartile                                                                                              |             | 114,430      | 139,109                                             |
| <b>d. Total number of full-time equivalent employees (FTEs)</b>                                             |             |              |                                                     |
| <i>Number of Responses</i>                                                                                  |             | 825          | 168                                                 |
| Lower Quartile                                                                                              |             | 17.3         | 27.0                                                |
| Median                                                                                                      | 66.7        | 49.4         | 55.9                                                |
| Upper Quartile                                                                                              |             | 127.3        | 130.7                                               |
| <b>2. Percentage of total full-time equivalents (FTEs) involved in the following operational areas:</b>     |             |              |                                                     |
| <i>Number of Responses</i>                                                                                  |             | 778          | 160                                                 |
| Administration                                                                                              | 12.0%       | 17.3%        | 16.3%                                               |
| Operations/Maintenance                                                                                      | 54.0%       | 44.6%        | 46.5%                                               |
| Programmers                                                                                                 | 17.0%       | 30.9%        | 31.8%                                               |
| Capital Development                                                                                         | 0.0%        | 2.9%         | 2.4%                                                |
| Other                                                                                                       | 17.0%       | 4.4%         | 3.1%                                                |
| <b>3. Number of volunteers and number of annual hours worked by the volunteers at the agency</b>            |             |              |                                                     |
| <b>a. Number of volunteers</b>                                                                              |             |              |                                                     |
| <i>Number of Responses</i>                                                                                  |             | 730          | 147                                                 |
| Lower Quartile                                                                                              |             | 25           | 40                                                  |
| Median                                                                                                      | 10          | 125          | 194                                                 |
| Upper Quartile                                                                                              |             | 500          | 797                                                 |
| <b>b. Total hours worked by volunteers</b>                                                                  |             |              |                                                     |
| <i>Number of Responses</i>                                                                                  |             | 670          | 140                                                 |
| Lower Quartile                                                                                              |             | 681          | 1,155                                               |
| Median                                                                                                      | 100         | 2,960        | 3,507                                               |
| Upper Quartile                                                                                              |             | 11,925       | 16,789                                              |
| <b>4. Percentage of agency's that have staff covered by collective bargaining (i.e., are union members)</b> |             |              |                                                     |
| <i>Number of Responses</i>                                                                                  |             | 820          | 165                                                 |
| Yes                                                                                                         | X           | 37.7%        | 35.2%                                               |
| No                                                                                                          |             | 62.3%        | 64.9%                                               |

## Workload

|                                                                                                                                    | Your Agency | All Agencies | Population Density<br>per Sq Mile<br>1,501 To 2,500 |
|------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------|-----------------------------------------------------|
| <b>1. Number of individual parks or non-park sites the department/ agency maintains and/or has management responsibility over:</b> |             |              |                                                     |
| <b>a. Total number of parks</b>                                                                                                    |             |              |                                                     |
| <i>Number of Responses</i>                                                                                                         |             | 801          | 169                                                 |
| Lower Quartile                                                                                                                     |             | 10.0         | 13.0                                                |
| Median                                                                                                                             | 18.0        | 21.0         | 26.0                                                |
| Upper Quartile                                                                                                                     |             | 47.0         | 55.0                                                |
| <b>b. Total park acres</b>                                                                                                         |             |              |                                                     |
| <i>Number of Responses</i>                                                                                                         |             | 785          | 166                                                 |
| Lower Quartile                                                                                                                     |             | 173.5        | 228.8                                               |
| Median                                                                                                                             | 730.0       | 496.0        | 685.0                                               |
| Upper Quartile                                                                                                                     |             | 1,600.0      | 2,541.3                                             |
| <b>c. Total number of non-park sites</b>                                                                                           |             |              |                                                     |
| <i>Number of Responses</i>                                                                                                         |             | 801          | 169                                                 |
| Lower Quartile                                                                                                                     |             | 0.0          | 0.0                                                 |
| Median                                                                                                                             | 2.0         | 3.0          | 4.0                                                 |
| Upper Quartile                                                                                                                     |             | 10.0         | 10.0                                                |
| <b>d. Total acres of non-park sites</b>                                                                                            |             |              |                                                     |
| <i>Number of Responses</i>                                                                                                         |             | 785          | 166                                                 |
| Lower Quartile                                                                                                                     |             | 0.0          | 0.1                                                 |
| Median                                                                                                                             | 3.0         | 9.9          | 25.0                                                |
| Upper Quartile                                                                                                                     |             | 100.0        | 200.5                                               |
| <b>Total number of parks + non-park sites</b>                                                                                      |             |              |                                                     |
| <i>Number of Responses</i>                                                                                                         |             | 801          | 169                                                 |
| Lower Quartile                                                                                                                     |             | 13.0         | 17.0                                                |
| Median                                                                                                                             | 20.0        | 29.0         | 33.0                                                |
| Upper Quartile                                                                                                                     |             | 64.0         | 69.0                                                |
| <b>Total acres of parks + non-park sites</b>                                                                                       |             |              |                                                     |
| <i>Number of Responses</i>                                                                                                         |             | 785          | 166                                                 |
| Lower Quartile                                                                                                                     |             | 205.5        | 304.5                                               |
| Median                                                                                                                             | 733.0       | 635.0        | 779.5                                               |
| Upper Quartile                                                                                                                     |             | 2,053.0      | 3,092.3                                             |
| <b>2. Number of acres of developed and undeveloped open space for which the agency has management responsibility or maintains:</b> |             |              |                                                     |
| <b>a. Developed</b>                                                                                                                |             |              |                                                     |
| <i>Number of Responses</i>                                                                                                         |             | 712          | 154                                                 |
| Lower Quartile                                                                                                                     |             | 100.0        | 156.8                                               |
| Median                                                                                                                             | 317.0       | 309.1        | 397.5                                               |
| Upper Quartile                                                                                                                     |             | 925.8        | 1,161.0                                             |
| <b>b. Undeveloped</b>                                                                                                              |             |              |                                                     |
| <i>Number of Responses</i>                                                                                                         |             | 699          | 153                                                 |
| Lower Quartile                                                                                                                     |             | 30.0         | 75.0                                                |
| Median                                                                                                                             | 413.0       | 191.0        | 214.0                                               |
| Upper Quartile                                                                                                                     |             | 816.0        | 991.0                                               |
| <b>3. Total number of trail miles managed or maintained by the agency</b>                                                          |             |              |                                                     |
| <i>Number of Responses</i>                                                                                                         |             | 740          | 160                                                 |
| Lower Quartile                                                                                                                     |             | 5.0          | 5.0                                                 |
| Median                                                                                                                             | 10.0        | 14.0         | 16.0                                                |
| Upper Quartile                                                                                                                     |             | 39.3         | 51.8                                                |



## Workload (continued)

|                                                                                                                             | Your Agency | All Agencies | Population Density<br>per Sq Mile<br>1,501 To 2,500 |
|-----------------------------------------------------------------------------------------------------------------------------|-------------|--------------|-----------------------------------------------------|
| <b>4. Number of buildings and the square footage of the buildings operated by the agency:</b>                               |             |              |                                                     |
| <b>a. Number of operated buildings</b>                                                                                      |             |              |                                                     |
| <i>Number of Responses</i>                                                                                                  |             | 719          | 148                                                 |
| Lower Quartile                                                                                                              |             | 3            | 4                                                   |
| Median                                                                                                                      | 5           | 7            | 8                                                   |
| Upper Quartile                                                                                                              |             | 19           | 19                                                  |
| <b>b. Square footage of operated buildings</b>                                                                              |             |              |                                                     |
| <i>Number of Responses</i>                                                                                                  |             | 628          | 130                                                 |
| Lower Quartile                                                                                                              |             | 27,668.0     | 32,086.5                                            |
| Median                                                                                                                      | 15,000.0    | 80,047.0     | 100,000.0                                           |
| Upper Quartile                                                                                                              |             | 219,915.3    | 229,053.0                                           |
| <b>5. Number of programs the agency offers annually and the number of people (i.e., contacts) served by these programs:</b> |             |              |                                                     |
| <b>a. Total number of programs offered</b>                                                                                  |             |              |                                                     |
| <i>Number of Responses</i>                                                                                                  |             | 665          | 146                                                 |
| Lower Quartile                                                                                                              |             | 50           | 80                                                  |
| Median                                                                                                                      | 224         | 179          | 259                                                 |
| Upper Quartile                                                                                                              |             | 934          | 981                                                 |
| <b>b. Number of fee based programs</b>                                                                                      |             |              |                                                     |
| <i>Number of Responses</i>                                                                                                  |             | 644          | 142                                                 |
| Lower Quartile                                                                                                              |             | 25           | 40                                                  |
| Median                                                                                                                      | 186         | 102          | 192                                                 |
| Upper Quartile                                                                                                              |             | 628          | 759                                                 |
| <b>c. Total program contacts (estimate as necessary)</b>                                                                    |             |              |                                                     |
| <i>Number of Responses</i>                                                                                                  |             | 626          | 137                                                 |
| Lower Quartile                                                                                                              |             | 4,163        | 5,620                                               |
| Median                                                                                                                      | 18,000      | 15,816       | 20,000                                              |
| Upper Quartile                                                                                                              |             | 54,332       | 65,000                                              |
| <b>6. Number of contacts (e.g. participants, users) of the agency's parks and facilities per year:</b>                      |             |              |                                                     |
| <b>a. Total building facility contacts</b>                                                                                  |             |              |                                                     |
| <i>Number of Responses</i>                                                                                                  |             | 593          | 127                                                 |
| Lower Quartile                                                                                                              |             | 5,000        | 12,577                                              |
| Median                                                                                                                      | 13,154      | 54,398       | 75,000                                              |
| Upper Quartile                                                                                                              |             | 263,000      | 313,212                                             |
| <b>b. Total park facility contacts</b>                                                                                      |             |              |                                                     |
| <i>Number of Responses</i>                                                                                                  |             | 593          | 127                                                 |
| Lower Quartile                                                                                                              |             | 10,000       | 24,300                                              |
| Median                                                                                                                      | 20,000      | 100,000      | 250,000                                             |
| Upper Quartile                                                                                                              |             | 670,080      | 800,000                                             |
| <b>c. Total facilities and parks contacts</b>                                                                               |             |              |                                                     |
| <i>Number of Responses</i>                                                                                                  |             | 593          | 127                                                 |
| Lower Quartile                                                                                                              |             | 50,000       | 86,995                                              |
| Median                                                                                                                      | 33,154      | 285,000      | 450,000                                             |
| Upper Quartile                                                                                                              |             | 1,062,424    | 1,074,722                                           |

## Agency Responsibilities

|                                                                                          | Your Agency | All Agencies | Population Density<br>per Sq Mile<br>1,501 To 2,500 |
|------------------------------------------------------------------------------------------|-------------|--------------|-----------------------------------------------------|
| <b>1. Agency Responsibilities</b>                                                        |             |              |                                                     |
| a. Operate and maintain park sites                                                       | X           | 97.8%        | 97.2%                                               |
| b. Operate and maintain indoor facilities                                                | X           | 91.1%        | 93.2%                                               |
| c. Operate, maintain, or contract golf courses                                           |             | 35.7%        | 47.2%                                               |
| d. Operate, maintain, or contract campgrounds                                            |             | 18.2%        | 14.2%                                               |
| e. Operate, maintain, or contract indoor swim facilities/water parks                     | X           | 32.3%        | 36.4%                                               |
| f. Operate, maintain, or contract outdoor swim facilities/water parks                    | X           | 67.3%        | 72.7%                                               |
| g. Operate, maintain, or contract racquet sport activities/courts/facilities             | X           | 63.1%        | 69.9%                                               |
| h. Operate, maintain, or contract tourism attractions                                    |             | 36.3%        | 39.8%                                               |
| i. Provide recreation programming and services                                           | X           | 94.3%        | 96.0%                                               |
| j. Operate and maintain non-park sites                                                   |             | 69.1%        | 73.9%                                               |
| k. Operate, maintain, or manage trails, greenways,<br>and/or blueways (TGB)              | X           | 81.5%        | 87.5%                                               |
| l. Operate, maintain, or manage special purpose parks<br>and open spaces                 | X           | 73.3%        | 81.3%                                               |
| m. Manage or maintain fairgrounds                                                        |             | 6.4%         | 5.7%                                                |
| n. Maintain, manage or lease indoor performing arts center                               |             | 19.8%        | 21.6%                                               |
| o. Administer or manage farmer's markets                                                 |             | 21.2%        | 26.7%                                               |
| p. Administer community gardens                                                          |             | 45.5%        | 48.3%                                               |
| q. Manage large performance outdoor amphitheaters                                        | X           | 37.0%        | 42.1%                                               |
| r. Administer or manage professional or college-type<br>stadium/arena/racetrack          |             | 9.1%         | 13.6%                                               |
| s. Administer or manage tournament/event quality<br>indoor sports complexes              |             | 19.6%        | 22.7%                                               |
| t. Administer or manage tournament/event quality<br>outdoor sports complexes             | X           | 56.3%        | 62.5%                                               |
| u. Conduct jurisdiction wide special events                                              | X           | 81.0%        | 86.9%                                               |
| v. Have budgetary responsibility for your administrative staff                           | X           | 86.7%        | 88.6%                                               |
| w. Include in its operating budget the funding for planning and<br>development functions | X           | 71.0%        | 73.3%                                               |
| x. Operate, maintain or contract marinas                                                 |             | 11.0%        | 13.6%                                               |
| y. Maintain or manage beaches<br>(inclusive of all waterbody types)                      |             | 22.4%        | 22.7%                                               |

## Facilities

|                                                                                               | Your Agency | All Agencies | Population Density<br>per Sq Mile<br>1,501 To 2,500 |
|-----------------------------------------------------------------------------------------------|-------------|--------------|-----------------------------------------------------|
| <b>1. Median jurisdiction population per facility or<br/>activity areas within facilities</b> |             |              |                                                     |
| a. Recreation centers                                                                         | 20,159      | 31,239       | 33,671                                              |
| b. Community centers                                                                          |             | 29,036       | 31,248                                              |
| c. Senior centers                                                                             |             | 59,603       | 72,896                                              |
| d. Teen centers                                                                               |             | 57,109       | 55,494                                              |
| e. Stadiums                                                                                   | 60,477      | 75,026       | 75,155                                              |
| f. Ice rink                                                                                   |             | 50,863       | 66,553                                              |
| g. Arena                                                                                      |             | 65,466       | 68,449                                              |
| h. Performance amphitheater                                                                   | 60,477      | 68,181       | 58,956                                              |
| i. Nature centers                                                                             |             | 114,696      | 101,861                                             |



## Facilities (continued)

|                                                                          | Your Agency | All Agencies | Population Density<br>per Sq Mile<br>1,501 To 2,500 |
|--------------------------------------------------------------------------|-------------|--------------|-----------------------------------------------------|
| <b>2. Median jurisdiction population per outdoor facility</b>            |             |              |                                                     |
| a. Playgrounds                                                           | 10,080      | 3,750        | 3,425                                               |
| b. Totlots                                                               | 30,239      | 11,983       | 13,599                                              |
| c. Community gardens                                                     |             | 30,140       | 39,150                                              |
| d. Basketball courts                                                     | 10,080      | 7,403        | 7,025                                               |
| e. Multiuse courts -basketball, volleyball                               | 10,080      | 18,232       | 20,000                                              |
| f. Diamond fields: baseball - youth                                      | 10,080      | 7,000        | 6,856                                               |
| g. Diamond fields: baseball - adult                                      | 20,159      | 20,127       | 16,359                                              |
| h. Diamond fields: softball fields - youth                               | 60,477      | 11,339       | 11,884                                              |
| i. Diamond fields: softball fields - adult                               | 12,095      | 14,302       | 13,544                                              |
| j. Skate park                                                            | 60,477      | 53,708       | 60,000                                              |
| k. Dog park                                                              | 30,239      | 43,586       | 43,966                                              |
| l. Ice rink (outdoor only)                                               |             | 16,887       | 14,577                                              |
| m. Rectangular fields: multi-purpose                                     |             | 9,622        | 9,835                                               |
| n. Rectangular fields: cricket field                                     |             | 129,840      | 133,160                                             |
| o. Rectangular fields: field hockey field                                |             | 26,409       | 26,119                                              |
| p. Rectangular fields: football field                                    | 60,477      | 26,493       | 28,217                                              |
| q. Rectangular fields: lacrosse field                                    |             | 28,786       | 31,536                                              |
| r. Rectangular fields: soccer field - adult                              |             | 13,200       | 11,656                                              |
| s. Rectangular fields: soccer field - youth                              | 30,239      | 7,382        | 6,769                                               |
| t. Overlay field                                                         |             | 16,044       | 23,218                                              |
| u. Multipurpose synthetic field                                          |             | 39,736       | 38,314                                              |
| <b>3. Median jurisdiction population per golf facility</b>               |             |              |                                                     |
| a. Driving range stations                                                |             | 23,977       | 14,041                                              |
| b. Regulation 18-hole courses                                            |             | 86,277       | 71,342                                              |
| c. Regulation 9-hole courses                                             |             | 152,108      | 201,936                                             |
| d. Executive 9-hole courses                                              |             | 225,520      | 161,686                                             |
| e. Executive 18-hole courses                                             |             | 136,115      | 69,604                                              |
| f. Par 3; 18-hole courses                                                |             | 234,883      | ISD                                                 |
| g. Par 3; 9-hole courses                                                 |             | 128,500      | 103,000                                             |
| <b>4. Median jurisdiction population per swimming facility</b>           |             |              |                                                     |
| a. Aquatics centers                                                      | 60,477      | 53,025       | 49,333                                              |
| b. Swimming pools (outdoor only)                                         | 30,239      | 38,000       | 38,000                                              |
| c. Indoor competitive swimming pools: 50 meters                          |             | 154,840      | 98,050                                              |
| d. Indoor competitive swimming pools: 25 meters                          | 60,477      | 58,373       | 74,450                                              |
| e. Other indoor competitive swimming pools                               |             | 94,374       | 88,269                                              |
| f. Indoor separated diving well                                          |             | 82,917       | 40,000                                              |
| g. Total indoor competitive swimming pools                               | 60,477      | 56,163       | 70,204                                              |
| h. Indoor pool designated exclusively for leisure (i.e. non-competitive) |             | 57,295       | 100,922                                             |
| i. Therapeutic pool                                                      |             | 75,525       | 76,972                                              |
| <b>5. Median jurisdiction population per racquet sports facility</b>     |             |              |                                                     |
| a. Tennis courts (outdoor)                                               | 3,183       | 5,608        | 5,500                                               |
| b. Tennis courts (indoor)                                                |             | 15,600       | 13,000                                              |
| c. Pickleball (outdoor)                                                  |             | 14,714       | 16,063                                              |
| d. Pickleball (indoor)                                                   |             | 16,813       | 17,673                                              |
| e. Multiuse courts- Tennis, Pickleball (outdoor)                         |             | 15,802       | 20,605                                              |
| f. Multiuse courts- Tennis, Pickleball (indoor)                          |             | 14,950       | 13,921                                              |
| g. Racquetball/handball/squash courts (outdoor)                          |             | 47,330       | 22,546                                              |
| h. Racquetball/handball/squash courts (indoor)                           |             | 35,757       | 54,074                                              |

## Activities

|                                                                                              | Your Agency | All Agencies | Population Density<br>per Sq Mile<br>1,501 To 2,500 |
|----------------------------------------------------------------------------------------------|-------------|--------------|-----------------------------------------------------|
| <b>1. Percentage of agencies offering the following activities:</b>                          |             |              |                                                     |
| a. Health and wellness education                                                             |             | 80.3%        | 84.3%                                               |
| b. Safety training                                                                           | X           | 72.2%        | 74.2%                                               |
| c. Fitness enhancement classes                                                               | X           | 82.2%        | 87.4%                                               |
| d. Team sports                                                                               | X           | 86.9%        | 91.2%                                               |
| e. Individual sports                                                                         |             | 75.9%        | 81.8%                                               |
| f. Running/cycling races                                                                     |             | 50.2%        | 54.7%                                               |
| g. Racquet sports                                                                            | X           | 71.2%        | 78.0%                                               |
| h. Martial arts                                                                              |             | 58.8%        | 59.8%                                               |
| i. Aquatics                                                                                  | X           | 70.2%        | 74.2%                                               |
| j. Golf                                                                                      | X           | 47.9%        | 60.4%                                               |
| k. Social recreation events                                                                  | X           | 88.4%        | 94.3%                                               |
| l. Cultural crafts                                                                           | X           | 61.6%        | 71.7%                                               |
| m. Performing arts                                                                           | X           | 63.5%        | 69.2%                                               |
| n. Visual arts                                                                               | X           | 62.6%        | 65.4%                                               |
| o. Natural and cultural history activities                                                   |             | 61.6%        | 69.2%                                               |
| p. Themed special events                                                                     | X           | 89.9%        | 95.6%                                               |
| q. Trips and tours                                                                           |             | 61.2%        | 59.1%                                               |
| r. eSports/eGaming                                                                           |             | 12.2%        | 16.4%                                               |
| <b>2. Percentage of agencies offering the following Out-of-School Time (OST) activities:</b> |             |              |                                                     |
| a. Summer camp                                                                               | X           | 83.2%        | 88.5%                                               |
| b. Before school programs                                                                    |             | 19.0%        | 16.2%                                               |
| c. After school programs                                                                     |             | 54.5%        | 58.9%                                               |
| d. Preschool                                                                                 |             | 34.5%        | 34.7%                                               |
| e. Full daycare                                                                              | X           | 7.1%         | 4.0%                                                |
| f. Specific teen programs                                                                    | X           | 66.3%        | 73.0%                                               |
| g. Specific senior programs                                                                  | X           | 78.6%        | 85.1%                                               |
| h. Programs for people with disabilities                                                     | X           | 62.4%        | 65.3%                                               |
| i. STEM programs                                                                             |             | 57.6%        | 61.3%                                               |



## Policies

|                                                                                                                                                                       | Your Agency | All Agencies | Population Density<br>per Sq Mile<br>1,501 To 2,500 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------|-----------------------------------------------------|
| <b>1. Does your agency have a policy barring the use of all tobacco products in its parks and at its facilities and grounds?</b>                                      |             |              |                                                     |
| <i>Number of Responses</i>                                                                                                                                            |             | 727          | 149                                                 |
| Yes, at all locations                                                                                                                                                 | X           | 52.0%        | 46.3%                                               |
| Yes, at select locations                                                                                                                                              |             | 28.3%        | 34.9%                                               |
| No                                                                                                                                                                    |             | 18.4%        | 18.8%                                               |
| N/A                                                                                                                                                                   |             | 1.2%         | 0.0%                                                |
| <b>2. Does your agency have a policy that allows the consumption of alcohol by legal-aged adults on its premises?</b>                                                 |             |              |                                                     |
| <i>Number of Responses</i>                                                                                                                                            |             | 725          | 148                                                 |
| Yes, at all locations                                                                                                                                                 |             | 15.0%        | 12.8%                                               |
| Yes, at select locations                                                                                                                                              | X           | 58.5%        | 69.6%                                               |
| No                                                                                                                                                                    |             | 25.8%        | 17.6%                                               |
| N/A                                                                                                                                                                   |             | 0.7%         | 0.0%                                                |
| <b>3. Does your agency sell alcoholic beverages to legal-aged adults on its premises (sold either by the agency or by a concessionaire authorized by the agency)?</b> |             |              |                                                     |
| <i>Number of Responses</i>                                                                                                                                            |             | 727          | 148                                                 |
| Yes, at all locations                                                                                                                                                 |             | 3.0%         | 2.7%                                                |
| Yes, at select locations                                                                                                                                              | X           | 45.8%        | 56.1%                                               |
| No                                                                                                                                                                    |             | 49.2%        | 41.2%                                               |
| N/A                                                                                                                                                                   |             | 1.9%         | 0.0%                                                |
| <b>4. Does your agency provide healthy food options in its vending machines?</b>                                                                                      |             |              |                                                     |
| <i>Number of Responses</i>                                                                                                                                            |             | 720          | 147                                                 |
| Yes, at all locations                                                                                                                                                 |             | 16.5%        | 19.7%                                               |
| Yes, at select locations                                                                                                                                              |             | 27.6%        | 29.3%                                               |
| No                                                                                                                                                                    |             | 21.5%        | 19.1%                                               |
| N/A                                                                                                                                                                   | X           | 34.3%        | 32.0%                                               |
| <b>5. Does your agency provide healthy food options at its concession stands?</b>                                                                                     |             |              |                                                     |
| <i>Number of Responses</i>                                                                                                                                            |             | 715          | 146                                                 |
| Yes, at all locations                                                                                                                                                 |             | 18.0%        | 21.2%                                               |
| Yes, at select locations                                                                                                                                              |             | 34.8%        | 39.0%                                               |
| No                                                                                                                                                                    | X           | 20.1%        | 19.2%                                               |
| N/A                                                                                                                                                                   |             | 27.0%        | 20.6%                                               |
| <b>6. Does your agency charge a parking fee at its parks or facilities?</b>                                                                                           |             |              |                                                     |
| <i>Number of Responses</i>                                                                                                                                            |             | 729          | 151                                                 |
| Yes, at all locations                                                                                                                                                 |             | 0.8%         | 0.7%                                                |
| Yes, at select locations                                                                                                                                              |             | 15.5%        | 11.9%                                               |
| No                                                                                                                                                                    | X           | 80.7%        | 86.8%                                               |
| N/A                                                                                                                                                                   |             | 3.0%         | 0.7%                                                |
| <b>7. Does your agency charge an admission fee to enter its parks?</b>                                                                                                |             |              |                                                     |
| <i>Number of Responses</i>                                                                                                                                            |             | 730          | 148                                                 |
| Yes, at all locations                                                                                                                                                 |             | 1.0%         | 0.7%                                                |
| Yes, at select locations                                                                                                                                              |             | 16.2%        | 18.2%                                               |
| No                                                                                                                                                                    | X           | 81.0%        | 81.1%                                               |
| N/A                                                                                                                                                                   |             | 1.9%         | 0.0%                                                |
| <b>8. Does your agency have an expressed commitment to diversity, equity and inclusion (DEI) in vision, mission and/or strategic plan documents?</b>                  |             |              |                                                     |
| <i>Number of Responses</i>                                                                                                                                            |             | 339          | 82                                                  |
| Yes, at all locations                                                                                                                                                 | X           | 73.8%        | 70.7%                                               |
| Yes, at select locations                                                                                                                                              |             | 2.1%         | 3.7%                                                |
| No                                                                                                                                                                    |             | 19.2%        | 19.5%                                               |
| N/A                                                                                                                                                                   |             | 5.0%         | 6.1%                                                |

## Policies (continued)

## 9. Does your agency have hiring practices and policies that promote a diverse agency workforce?

|                            |   |       |       |
|----------------------------|---|-------|-------|
| <i>Number of Responses</i> |   | 342   | 83    |
| Yes, at all locations      | X | 88.0% | 84.3% |
| Yes, at select locations   |   | 0.9%  | 1.2%  |
| No                         |   | 7.6%  | 10.8% |
| N/A                        |   | 3.5%  | 3.6%  |

## Jurisdiction Information

|                                                                                            | Your Agency | All Agencies  | Population Density<br>per Sq Mile<br>1,501 To 2,500 |
|--------------------------------------------------------------------------------------------|-------------|---------------|-----------------------------------------------------|
| <b>1. Agency/department's jurisdiction type</b>                                            |             |               |                                                     |
| <i>Number of Responses</i>                                                                 |             | 1,054         | 207                                                 |
| Borough                                                                                    |             | 0.5%          | 0.5%                                                |
| Village                                                                                    |             | 2.4%          | 1.9%                                                |
| City                                                                                       | X           | 55.5%         | 65.2%                                               |
| Town                                                                                       |             | 9.9%          | 11.1%                                               |
| Township                                                                                   |             | 3.4%          | 4.4%                                                |
| County                                                                                     |             | 14.7%         | 5.3%                                                |
| State                                                                                      |             | 0.1%          | 0.0%                                                |
| Special District                                                                           |             | 10.1%         | 9.2%                                                |
| Regional/Metro Authority                                                                   |             | 0.4%          | 0.5%                                                |
| Independent District/Authority                                                             |             | 1.5%          | 1.5%                                                |
| School District                                                                            |             | 0.5%          | 0.0%                                                |
| Military Department                                                                        |             | 0.4%          | 0.0%                                                |
| Tribal Lands/Reservation                                                                   |             | 0.0%          | 0.0%                                                |
| Other                                                                                      |             | 0.8%          | 0.5%                                                |
| <b>2. Country</b>                                                                          |             |               |                                                     |
| <i>Number of Responses</i>                                                                 |             | 1,054         | 207                                                 |
| United States                                                                              | X           | 99.5%         | 100.0%                                              |
| Canada                                                                                     |             | 0.5%          | 0.0%                                                |
| Mexico                                                                                     |             | 0.0%          | 0.0%                                                |
| Other                                                                                      |             | 0.0%          | 0.0%                                                |
| <b>3. Jurisdiction's total annual operating and capital budget</b>                         |             |               |                                                     |
| <b>a. Jurisdiction annual total operating budget</b>                                       |             |               |                                                     |
| <i>Number of Responses</i>                                                                 |             | 975           | 200                                                 |
| Lower Quartile                                                                             |             | \$4,240,175   | \$7,301,437                                         |
| Median                                                                                     | \$4,787,145 | \$20,060,135  | \$26,989,301                                        |
| Upper Quartile                                                                             |             | \$103,847,582 | \$87,088,565                                        |
| <b>b. Jurisdiction annual capital budget</b>                                               |             |               |                                                     |
| <i>Number of Responses</i>                                                                 |             | 942           | 192                                                 |
| Lower Quartile                                                                             |             | \$536,309     | \$647,462                                           |
| Median                                                                                     | \$1,360,000 | \$3,912,264   | \$4,563,678                                         |
| Upper Quartile                                                                             |             | \$22,936,575  | \$22,613,376                                        |
| <b>4. Square mileage and population of the incorporated jurisdiction the agency serves</b> |             |               |                                                     |
| <b>a. Square mileage of incorporated jurisdiction</b>                                      |             |               |                                                     |
| <i>Number of Responses</i>                                                                 |             | 1,023         | 207                                                 |
| Lower Quartile                                                                             |             | 12.0          | 11.6                                                |
| Median                                                                                     | 27.0        | 32.3          | 25.0                                                |
| Upper Quartile                                                                             |             | 143.0         | 55.8                                                |
| <b>b. Population of jurisdiction</b>                                                       |             |               |                                                     |
| <i>Number of Responses</i>                                                                 |             | 1,036         | 207                                                 |
| Lower Quartile                                                                             |             | 19,398        | 24,327                                              |
| Median                                                                                     | 60,477      | 44,106        | 49,206                                              |
| Upper Quartile                                                                             |             | 134,300       | 110,578                                             |





NATIONAL RECREATION  
AND PARK ASSOCIATION

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**New Policy:** Ed Swicklas Employee Garden Commemoration

**From:** Dr. Joshua Medeiros, Superintendent of Parks, Recreation, Youth and Community Services

**To:** Policy Committee, Board of Park Commissioners

**Date Submitted for Review:** 4/20/2022

The purpose of this policy is to establish guidelines and standards for the administration of the Ed Swicklas Employee Garden Commemoration program. Established in 2022, the program was developed to honor and recognize retired employees of the Parks, Recreation, Youth & Community Services Department that meet the following criteria:

- Must have served a minimum of 15 cumulative years in the BPRYCS Department.
- Years of service must be full time. Part time, seasonal, or contractual years do not count towards cumulative years of service.
- Years of service do not need to be consecutive. Meaning someone may have started in, or transferred to another department for a period of time or left the city for another position and returned.
- Individual must have retired from the BPRYCS Department. Individuals that retire from another department will not be considered even if they have 15 years of cumulative service with the department.
- The employee must be considered an employee in good standing with the City in order to qualify for the program. Individuals whose employment status with the City has been severed will not be eligible as determined by the Superintendent in consultation with Human Resources.

Every July, the Superintendent of Parks, Recreation, Youth and Community Services will compile the list of eligible retirees from the past year and present the names and supporting documentation to the Board of Park Commissioners for review and approval. After approval, the names will be added to the plaque as soon as reasonably possible. For efficiency and cost-effectiveness, the plaque will be updated once a year and not each time someone retires (unless there is a compelling reason to do so sooner as determined by the Board of Park Commissioners).

To learn more about what your Parks, Recreation, Youth and Community Services Department has to offer; visit us at [www.Bristolrec.com](http://www.Bristolrec.com)

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**New Policy:** Community Engagement Plan- Design and Development of Parks and Recreational Amenities

**From:** Dr. Joshua Medeiros, Superintendent of Parks, Recreation, Youth and Community Services

**To:** Policy Committee, Board of Park Commissioners

**Date Submitted for Review:** 4/20/2022

### Purpose

Aligned with our mission and vision to deliver high-quality services and facilities while shaping positive public perceptions, the BPRYCS Department has adopted a formal Community Engagement Plan (CEP) to be utilized in design and development of public parks and recreational amenities. The plan provides the Community Engagement Process framework, engagement toolkit, and explicitly identifies methods of engagement for the inclusion of diverse perspectives. A CEP helps build trust among community members and the department, increases civic participation, develops a community's sense of ownership over park spaces, decreases unforeseen conflicts or problems, and creates an overall higher-performing public parks and recreation agency that is reflective of the community.

### Community Engagement Process Framework

The Community Engagement Process framework provides the roadmap by which department staff will interface with and intentionally solicit feedback from the residents of Bristol.

**Figure 1. Community Engagement Process Framework**

| Phases of Community Engagement | Examples                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Planning                       | <ul style="list-style-type: none"> <li>Develop project description, budget, and scope.</li> <li>Establish a timeline for engagement that is aligned with project time frame</li> <li>Define engagement spectrum (inform, consult, or collaborate)</li> <li>Select engagement tools applicable to the project (note: there is no one size fits all).</li> <li>Identify engagement venues and reserve space if needed.</li> <li>Assign staffing for community engagement activities</li> <li>Develop the engagement materials (i.e. surveys, handouts)</li> </ul> |

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|                       |                                                                                                                                                                                                                                                                                                |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Communications</b> | <ul style="list-style-type: none"> <li>• Develop media releases (social media, press release, newsletter, flyers) to communicate engagement opportunities, schedules and timelines.</li> <li>• Prepare schedule for communicating results of the community engagement activities.</li> </ul>   |
| <b>Implementation</b> | <ul style="list-style-type: none"> <li>• Execute the planned community engagement activities</li> <li>• Utilize established tools to properly collect data.</li> </ul>                                                                                                                         |
| <b>Analysis</b>       | <ul style="list-style-type: none"> <li>• Review and analyze the results of the community engagement activities.</li> </ul>                                                                                                                                                                     |
| <b>Reporting</b>      | <ul style="list-style-type: none"> <li>• Develop a community engagement project report that reflects the findings and any analysis completed from the process.</li> <li>• Communicate the results with staff, boards/commissions, elected officials, and the public as appropriate.</li> </ul> |
| <b>Evaluation</b>     | <ul style="list-style-type: none"> <li>• Review and evaluate the success of the community engagement process.</li> <li>• Document the challenges and successes of the engagement process. Define improvements for future processes.</li> </ul>                                                 |

### Community Engagement Toolkit

Whereas the Community Engagement Framework outlines the process by which staff will conduct public engagement, the toolkit provides a menu of options and methods for collecting data. There is no “one size fits all” for community engagement and thought needs to be put into which tools and methods are needed for a specific project. Where possible, a mixed methods approach is desirable in order to vary the collection methods to capture different audiences.

**Figure 2. Community Engagement Toolkit**

| <b>Collection Method/Instruments</b> | <b>Description</b>                                                                                                                                                                                                 |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Focus Group                          | <ul style="list-style-type: none"> <li>• Organize a small group of stakeholders to discuss the project and provide input. Focus group recruitment should be intentional with specific users identified.</li> </ul> |
| Tabling                              | <ul style="list-style-type: none"> <li>• Set up a table on a BPRYCS or community special event to discuss the</li> </ul>                                                                                           |

To learn more about what your Parks, Recreation, Youth and Community Services Department has to offer; visit us at [www.Bristolrec.com](http://www.Bristolrec.com)

|                          |                                                                                                                                                                                                                                          |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                          | project. Posters or visuals should be available. QR codes and integration of technology for feedback should also be included.                                                                                                            |
| Interviews               | <ul style="list-style-type: none"> <li>• Conduct 1-on-1 interviews with specific stakeholders of the project.</li> </ul>                                                                                                                 |
| Public Meeting           | <ul style="list-style-type: none"> <li>• Hold a public meeting to allow community members to discuss, provide input and review plans. Meeting locations should vary and ideally be held in walking distance to the end users.</li> </ul> |
| Online Survey            | <ul style="list-style-type: none"> <li>• Develop an online survey utilizing survey monkey to ask questions and gather quantitative data.</li> </ul>                                                                                      |
| Social Media             | <ul style="list-style-type: none"> <li>• Utilize BPRYCS social media pages to solicit feedback, engage in voting</li> </ul>                                                                                                              |
| Knock doors/house visits | <ul style="list-style-type: none"> <li>• Staff representatives can go door to door with materials for area neighbors to hand out information and solicit informal feedback into projects directly impacting them.</li> </ul>             |

### Inclusion of Diverse Perspectives

Ensuring the community engagement process is inclusive and meaningful requires thoughtful and deliberate planning to ensure our city parks and recreational amenities are created by the people they are intended to serve. Community engagement attempts can fail to truly represent when people that experience inequities, high risk living in poor environments and/or experiencing negative health outcomes (e.g. people of color, low-income neighborhoods, people with physical and cognitive disabilities, etc.) are not engaged.

During the community engagement planning process, staff should identify potential stakeholders and community groups that should be included in the data collection. Where possible, representatives from those communities should be contacted to see if there are interested parties to participate in the engagement activities. Community engagement planners should consider going to organizations with connections to diverse populations (BARC, NAACP, and Interfaith Coalition for example).

Demographic information should be collected at each of the community engagement activities. Data should be reviewed and included in the final reports in order to determine if the demographics reflect the larger community. Data should inform deficits in which community groups were missing from the engagement activities and then plans developed for future engagements.

*(Source: NRPA Parks for Inclusion Policy Guide, NRPA Community Engagement Resource Guide)*

**To learn more about what your Parks, Recreation, Youth and Community Services Department has to offer; visit us at [www.Bristolrec.com](http://www.Bristolrec.com)**





Americans with Disabilities Act (ADA) Transition Plan  
Department of Parks, Recreation, Youth and Community  
Services

Bristol, Connecticut

March 16, 2022

51 High Street, Bristol, CT 06010

860-584-6160 | [parksandrecreation@bristolct.gov](mailto:parksandrecreation@bristolct.gov)

[www.bristolrec.com](http://www.bristolrec.com)

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## Introduction

### Transition Plan Need and Purpose

The [Americans with Disabilities Act \(ADA\)](#) is a civil rights law prohibiting discrimination against individuals on the basis of disability. It was enacted on July 26, 1990, and was amended in 2008 with the ADA Amendments Act. The ADA consists of five titles outlining protections in the following areas:

- I. Employment
- II. State and local government services
- III. Public accommodations
- IV. Telecommunications
- V. Miscellaneous Provisions

Title II of ADA pertains to the programs, activities and services provided by public entities. Bristol Parks, Recreation, Youth and Community Services (BPRYCS) must comply with this section of the Act, as it specifically applies to public service agencies. Title II of ADA states that “no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.” ([42 USC Sec. 12132](#); [28 CFR Sec. 35.130](#))

As required by Title II of ADA ([28 CFR Part 35 Sec. 35.105 and Sec. 35.150](#)), BPRYCS has conducted a self-evaluation of its services, programs, activities, and facilities on public property and within public rights-of-way; and has developed this Transition Plan detailing the methods to be used to ensure compliance with ADA accessibility requirements.

### ADA and its Relationship to Other Laws

Title II of ADA is companion legislation to two previous federal statutes and regulations: the [Architectural Barriers Act \(ABA\) of 1968](#) and [Section 504 of the Rehabilitation Act of 1973](#).

The Architectural Barriers Act of 1968 is a Federal law that requires facilities designed, built, altered or leased with Federal funds to be accessible. The Architectural Barriers Act marks one of the first efforts to ensure access to the built environment.

Section 504 of the Rehabilitation Act of 1973 is a Federal law that protects qualified individuals from discrimination based on their disability. The nondiscrimination requirements of the law apply to employers and organizations that receive financial assistance from any Federal Department’s or agency. Title II of ADA extended this coverage to all state and local government entities, regardless of whether they receive federal funding or not.

*ADA Transition Plan for Bristol Parks, Recreation, Youth and Community Services*

## Agency Requirements

Under Title II, BPRYCS must meet these general requirements:

- Must operate their programs so that, when viewed in their entirety, the programs are accessible to and useable by individuals with disabilities [[28 CFR Sec. 35.150](#)].
- May not refuse to allow a person with a disability to participate in a service, program or activity simply because the person has a disability [[28 CFR Sec. 35.130 \(a\)](#)].
- Must make reasonable modifications in policies, practices and procedures that deny equal access to individuals with disabilities unless a fundamental alteration in the program would result [[28 CFR Sec. 35.130\(b\)\(7\)](#)].
- May not provide services or benefits to individuals with disabilities through programs that are separate or different unless the separate or different measures are necessary to ensure that benefits and services are equally effective [[28 CFR Sec. 35.130\(b\)\(iv\) & \(d\)](#)].
- Must take appropriate steps to ensure that communications with applicants, participants and members of the public with disabilities are as effective as communications with others [[29 CFR Sec. 35.160\(a\)](#)].
- Must designate at least one responsible employee to coordinate ADA compliance [[28 CFR Sec. 35.107\(a\)](#)]. This person is typically referred to as the ADA Coordinator. The public entity must provide the ADA Coordinator's name, office address, and telephone number to all interested individuals [[28 CFR Sec. 35.107\(a\)](#)].
- Must provide notice of ADA requirements. All public entities, regardless of size, must provide information about the rights and protections of Title II to applicants, participants, beneficiaries, employees, and other interested persons [[28 CFR Sec. 35.106](#)]. The notice must include the identification of the employee serving as the ADA Coordinator and must provide this information on an ongoing basis [[28 CFR Sec. 104.8\(a\)](#)].
- Must establish a grievance procedure. Public entities must adopt and publish grievance procedures providing for prompt and equitable resolution of complaints [[28 CFR Sec. 35.107\(b\)](#)]. This requirement provides for a timely resolution of all problems or conflicts related to ADA compliance before they escalate to litigation and/or the federal complaint process.

## Designation of Responsibility

In accordance with [28 CFR 35.107\(a\)](#), BPRYCS has designated the following person to serve as ADA Title II Coordinator, to oversee the Department's policies and procedures:

Name Sarah Larson Job Title Deputy Superintendent



### *ADA Transition Plan for Bristol Parks, Recreation, Youth and Community Services*

In accordance with [28 CFR 35.150\(d\)\(3\)](#), BPRYCS has designated the following person to serve as ADA Transition Plan Implementation Coordinator, to monitor the Department's progress and manage review and updates of this document:

Name Sarah Larson Job Title Deputy Superintendent

Contact information is provided in Appendix E.

Training is an important tool for ensuring compliance with ADA requirements. The ADA Coordinators will identify resources and opportunities for agency employees at various levels to receive ADA-related training appropriate to their job functions.

## Self-Evaluation

### Overview

Under Title II of the ADA ([28 CFR Sec. 35.105](#)), public entities are required to perform a self-evaluation of their current services, policies and practices with regard to accessibility. The goal of the self-evaluation is to verify that, in managing its programs and facilities, the agency is providing accessibility and not adversely affecting the full participation of individuals with disabilities.

The intent of the ADA self-evaluation is to review the agency's entire public program, including all facilities on public property and within public rights-of-way, in order to identify any obstacles or barriers to accessibility that need to be addressed. The general categories of items to be evaluated include:

- Communications, Information & Facility Signage.
- Building Facilities – these include offices, garages and other types of buildings.
- Pedestrian Facilities (Pedestrian Circulation Routes / Pedestrian Access Routes) – these include sidewalks, curb ramps, bicycle/pedestrian trails, traffic control signals and bus stops (and/or other transit facilities) that are located within the Department's rights-of-way.

Public entities are required to provide an opportunity for interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the self-evaluation process by submitting comments [[28 CFR Sec. 35.105\(b\)](#)].

Furthermore, a public entity that employs 50 or more persons is required, for at least three years following the completion of the self-evaluation, to maintain on file and make available for public inspection:

- A list of the interested persons consulted;

### *ADA Transition Plan for Bristol Parks, Recreation, Youth and Community Services*

- A description of areas examined and any problems identified; and,
- A description of any modifications made.

## Process & Findings

In February of 2021, BPRYCS completed a self-evaluation of its services, programs, activities, and facilities on public property and within public rights-of-way with regard to accessibility. Detailed inventories and findings from this review are provided in Appendix A, under the headings of Communications (A1), Building Facilities (A2) and Pedestrian Facilities (A3).

An important component of the self-evaluation process is the identification of obstacles or barriers to accessibility, and the corresponding modifications that will be needed to remedy these items. The following sections provide a summary of improvements that have already been made, and obstacles that the Department plans to address as part of this Transition Plan.

## Communications, Information & Facility Signage

Title II of ADA includes the following requirements regarding Communications.

### **General** ([28 CFR Sec. 35.160](#))

- A public entity shall take appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others.
- A public entity shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy the benefits of, a service, program, or activity conducted by a public entity.
- In determining what type of auxiliary aid and service is necessary, a public entity shall give primary consideration to the requests of the individual with disabilities.

### **Information and Signage** ([28 CFR Sec. 35.163](#))

- A public entity shall ensure that interested persons, including persons with impaired vision or hearing, can obtain information as to the existence and location of accessible services, activities, and facilities.
- A public entity shall provide signage at all inaccessible entrances to each of its facilities, directing users to an accessible entrance or to a location at which they can obtain information about accessible facilities. The international symbol for accessibility shall be used at each accessible entrance of a facility.

Other examples of important communication items/devices include [Accessible Pedestrian Signals \(APS\)](#) used at intersections, and signs, pavement markings and other traffic control devices used to provide advance warning and positive guidance in the vicinity of construction, maintenance or utility work areas/zones that impact sidewalks, crosswalks or other pedestrian



*ADA Transition Plan for Bristol Parks, Recreation, Youth and Community Services*

access routes. The *Pedestrian Checklist and Considerations for Temporary Traffic Control Zones* provides an overview of pedestrian-related considerations to enhance safety and accessibility for these types of situations. Appendix A3 of this Transition Plan provides additional information about communication items related to Pedestrian Facilities / Public Rights-of-Way.

The Department has conducted a detailed evaluation of its communications, information and facility signage with regard to the ADA Title II requirements. The findings from this evaluation are provided in Appendix A1.

### **Improvement Schedule**

Moving forward, BPRYCS plans to implement improvements for the following items that have been identified as potential obstacles to accessibility.

| <i>Communications, Information &amp; Facility Signage</i> |                                                                                  |
|-----------------------------------------------------------|----------------------------------------------------------------------------------|
| Item/Description                                          | Description of Accessibility Improvement Projects / Methods                      |
| Year 1 (2022)                                             | Installation of auxiliary aids at Memorial Boulevard and Arts & Culture Projects |
| Year 2 -5<br>(2023-2029)                                  | Facility Signage, Website                                                        |

### **Building Facilities and Related Parking Lots/Facilities**

The BPRYCS is responsible for the following facilities:

- Brackett Park
- Casey Field/Stocks Playground
- Dennis Malone Aquatics Center – 325 Mix Street, Bristol, CT 06010
- Federal Hill Green
- Hoppers and Birge Pond Nature Preserve
- Kern Park
- Memorial Boulevard
- Mix Street Field
- Muzzy Field
- Nelson's Field
- Page Park
- Peck Park
- Pine Lake
- Quinlan Park
- Roberts Property

## ATTACHMENT H

### *ADA Transition Plan for Bristol Parks, Recreation, Youth and Community Services*

- Rockwell Park
- Seymour Park
- Wilson Field

In recent years, the Department has implemented the following accessibility improvements to its building facilities:

- *Renovated Page Park Pavilion to current ADAAG standards (2021)*
- *Renovated Page Park Pool to current ADAAG standards, including a zero depth entry (2020)*
- *Installed accessible pathways at Muzzy Field (2019)*

The Department has conducted a detailed accessibility evaluation of each of its building facilities, and related parking lots/areas, based on the [ADA Checklist for Existing Facilities](#) publication. The findings from this evaluation are provided in Appendix A2. The accessibility barriers/issues identified as currently existing have been ranked in order of priority for improvement.

### **Improvement Schedule**

Moving forward, the BPRYCS plans to implement improvements for the following items that have been identified as potential obstacles to accessibility.

| <i>Building Facilities and Related Parking Lots/Facilities</i> |                                                                                                                                                                                                                                                                                              |
|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Schedule                                                       | Description of Accessibility Improvement Projects / Methods                                                                                                                                                                                                                                  |
| Year 1 (2022)                                                  | Page Park Pavilion Accessibility, Stocks Playground Accessibility, Seymour Park Accessibility                                                                                                                                                                                                |
| Year 2 (2023)                                                  | Page Park Accessibility, Stocks Playground Accessibility                                                                                                                                                                                                                                     |
| Years 3 – 5<br>(2024 to 2030)                                  | Page Park Accessibility , Kern Park Accessibility, Federal Hill Green Accessibility, Peck Park Accessibility, Rockwell Park Accessibility, Roberts Property Accessibility, Hopper and Birge Pond Nature Preserve Accessibility, Memorial Boulevard Accessibility, Wilson Field Accessibility |



## **Pedestrian Facilities / Public Rights-of-Way**

As part of the self-evaluation process, BPRYCS has conducted an inventory and evaluation of pedestrian facilities within its public rights-of-way, which consist of the following:

- 9.06 miles of sidewalks
- 70 curb ramps
- 17 crosswalks
- 21.69 miles of bicycle/pedestrian trails

A detailed evaluation of these facilities with regard to accessibility compliance is provided in Appendix A3, and will be updated every 2 years.

### **Previous Practices**

Since the adoption of the ADA, BPRYCS has striven to provide accessible pedestrian features as part of the Department's capital improvement projects. As additional information was made available regarding the methods of providing accessible pedestrian features, the Department updated its procedures to accommodate these methods.

In recent years, the Department has implemented the following accessibility improvements to its pedestrian facilities:

- *Installed ADAAG compliant curb cuts at Rockwell Park (2021)*
- *Reconstructed sidewalks for ADAAG compliance at Muzzy Field (2021)*

### **Methodology**

BPRYCS will utilize two methods for upgrading pedestrian facilities to current ADA standards. The first and most comprehensive method is through scheduled street and utility improvement projects through the Department of Public Works. All pedestrian facilities impacted by these projects will be upgraded to current ADA accessibility standards.

The second method is through specific sidewalk and ADA accessibility improvement projects that are identified individually. These projects will be incorporated into the Capital Improvement Program (CIP) on a case-by-case basis as determined by BPRYCS staff. The Department's CIP, which includes a detailed schedule and budget for specific improvements, is included in Appendix B.

### **Policy**

BPRYCS's goal is to continue to provide accessible pedestrian design features as part of its capital improvement projects. The Department has adopted ADA design standards and

### *ADA Transition Plan for Bristol Parks, Recreation, Youth and Community Services*

procedures as listed in Appendix F. These standards and procedures will be kept up-to-date with nationwide and local best management practices.

The Department will consider and respond to all accessibility improvement requests. All accessibility improvements that are deemed reasonable will be scheduled consistent with transportation priorities. The Department will coordinate with external agencies to ensure that all new or altered pedestrian facilities within the Department jurisdiction are ADA compliant to the maximum extent feasible.

Maintenance of pedestrian facilities within the public rights-of-way will continue to follow the policies set forth by the Department. Examples of typical maintenance items relating to accessibility include: snow removal and ice control for sidewalks, sidewalk repair, and renewal of crosswalk markings. Detailed information is provided in Appendix A3.

Requests for accessibility improvements can be submitted to the ADA Title II Coordinator or Transition Plan Implementation Coordinator. Contact information is provided in Appendix E.

### **Priority Areas**

BPRYCS has identified specific locations as priority areas for planned accessibility improvement projects. The priority areas as identified in the self-evaluation are as follows:

- Page Park
- Stocks Playground
- Seymour Park

Additional priority will be given to any location where an improvement project or alteration was constructed after January 26, 1991, and accessibility features were omitted.

### **External Agency Coordination**

Many other agencies are responsible for pedestrian facilities within the jurisdiction of BPRYCS. The Department will coordinate with those agencies to assist with identifying and facilitating elimination of accessibility barriers along their routes.

### **Improvement Schedule**

BPRYCS has established the following schedule of goals for improving the accessibility of its pedestrian facilities within the Department jurisdiction:

- Within 10 years (2022 to 2032), 100% of the pedestrian facility features constructed after January 26, 1991 are to be ADA compliant.



## ATTACHMENT H

### *ADA Transition Plan for Bristol Parks, Recreation, Youth and Community Services*

- Within 10 years (2022 to 2032), 80% of all pedestrian facility features (including those constructed on or before January 26, 1991) within the priority areas identified by Department staff are to be ADA compliant.
- Within 20 years (2022 to 2042), 80% of all pedestrian facility features (including those constructed on or before January 26, 1991) within the entire jurisdiction of Department are to be ADA compliant.

Based on results from the self-evaluation of pedestrian facilities, the BPRYCS has prepared a **curb ramp installation schedule** to address specific locations where accessibility improvements are needed. A copy of this schedule is included in Appendix A3.

## Public Outreach

BPRYCS recognizes that public participation is an important component in the development of this transition plan. Input from the community has been gathered and used to help define priority areas for improvements within the jurisdiction of BPRYCS.

Public outreach for preparation of this document has consisted of the following activities:

- Statistically valid survey
- Site Analysis
- Outreach to the Commission for Persons with Disabilities

This document was also made available for public comment. Appendix C provides a summary of comments received and detailed information regarding the public outreach activities.

## Public Notice of ADA Requirements and Grievance Procedure

Under the Americans with Disabilities Act, each agency is required to publish its responsibilities with regard to ADA compliance. A draft of this public notice is provided in Appendix D.

If users of BPRYCS's facilities and services believe the Department has not provided a reasonable accommodation, they have the right to file a grievance. In accordance with [28 CFR Sec. 35.107\(b\)](#), the Department has developed a grievance procedure for the purpose of the prompt and equitable resolution of citizens' complaints or concerns. This grievance procedure is outlined in Appendix D.

## Progress Monitoring and Transition Plan Management

This Transition Plan is considered to be a living document that will continue to be updated as conditions within the Department evolve. The initial schedule is to formally review the

*ADA Transition Plan for Bristol Parks, Recreation, Youth and Community Services*

complete document (main body and appendices) at least once per year, to identify any need for updates. Updates to the appendices or attachments may be made more frequently as needed. Any substantive updates to the main body of this document will include a public comment period to continue the Department's public outreach efforts.

The BPRYCS recognizes that ADA compliance is an ongoing responsibility which will require monitoring to identify future accessibility issues that may be encountered. For example, facilities that currently meet ADA requirements could fall out of compliance in the future due to factors such as damage, disrepair, or changes within public rights-of-way that could create new accessibility obstacles. Therefore, the ADA Title II Coordinator and Transition Plan Implementation Coordinator will establish an on-going monitoring/inspection program to ensure that facilities continue to comply with ADA requirements. Agency employees will also be encouraged to report any accessibility concerns or deficiencies that are identified.

### **Formal Adoption of ADA Transition Plan**

This ADA Transition Plan is hereby adopted by the Board of Park Commissioners, effective \_\_\_\_\_ of 2022.

Signed:

\_\_\_\_\_  
ADA Title II Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
ADA Transition Plan Implementation Coord.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board of Park Commissioner Chair

\_\_\_\_\_  
Date



## **Appendices**

### **A. Self-Evaluation**

**A1. Communications, Information & Facility Signage**

**A2. Building Facilities & Related Parking Lots/Facilities**

**A3. Pedestrian Facilities / Public Rights-of-Way**

### **B. Schedule and Budget Information**

### **C. Public Outreach**

### **D. Public Notice of ADA Requirements and Grievance Procedure**

### **E. Contact Information**

### **F. Agency ADA Design Standards and Improvement/Compliance Procedures**

### **G. Glossary of Terms**

## **Appendix A – Self-Evaluation**

A public entity that employs 50 or more persons is required, for at least three years following the completion of the self-evaluation, to maintain on file and make available for public inspection:

- A list of the interested persons consulted;
- A description of areas examined and any problems identified; and,
- A description of any modifications made.

Self-evaluation regarding the Department's ADA compliance was conducted as part of the Department's Master Plan (adopted February 2020). The Master plan and its findings can be found [here](#).

Descriptions of areas examined, problems identified and any modifications made are listed in the following sections A1, A2 and A3.



### **A1. Communications, Information & Facility Signage**

The Department has conducted a detailed evaluation of its communications, information and facility signage with regard to the ADA Title II requirements. The results can be found in the Site Analysis section of the Department's Master Plan (adopted February 2020). The Master plan and its findings can be found [here](#).

### **A2. Building Facilities & Related Parking Lots/Facilities**

The Department has conducted a detailed accessibility evaluation of each of its buildings, based on the ADA Checklist for Existing Facilities publication. The results can be found in the Site Analysis section of the Department's Master Plan (adopted February 2020). The Master plan and its findings can be found [here](#).

### **A3. Pedestrian Facilities / Public Rights-of-Way**

The Department has conducted a detailed accessibility evaluation of pedestrian facilities within the agency's public rights-of-way. The results can be found in the Site Analysis section of the Department's Master Plan (adopted February 2020). The Master plan and its findings can be found [here](#).

## **Appendix B – Schedule and Budget Information**

### **Overview**

Based on the accessibility obstacles/issues identified through the self-evaluation process, and the need to implement improvements in order to comply with ADA accessibility standards, the BPRYCS has prepared the following schedule and budget estimates.

### **Discussion & Improvement Project Information**

As indicated in the table on the following page, the Estimated Total Cost associated with providing ADA accessibility within the categories of Communications, Building Facilities and Pedestrian Facilities is \$10,000,000. This amount represents a significant investment that BPRYCS is committed to making in the upcoming years. A systematic approach to providing accessibility will be taken in order to accommodate this cost within the Department's budget for accessibility improvements.



## ADA Transition Plan for Bristol Parks, Recreation, Youth and Community Services

| Project Name                                                 | Requested    | 22/23       | 23/24       | 24/25       | 25/26       | 26/27       | 27/28     | 28/29       | 29/30     | 30/31       | 31/32     |
|--------------------------------------------------------------|--------------|-------------|-------------|-------------|-------------|-------------|-----------|-------------|-----------|-------------|-----------|
| Birge Pond-Hoppers & Roberts Property Site Planning & Design | 75,000       |             | 75,000      |             |             |             |           |             |           |             |           |
| Birge Pond-Hoppers Improvements                              | 1,225,000    |             |             |             | 1,225,000   |             |           |             |           |             |           |
| Brackett Park Site Improvements                              | 195,000      |             |             |             |             |             |           |             | 195,000   |             |           |
| Casey Field-Stocks Improvements (phase 2)                    | 425,000      | 425,000     |             |             |             |             |           |             |           |             |           |
| City Wide Parks and Recreation Master Plan                   | 100,000      |             |             |             |             |             |           |             | 100,000   |             |           |
| DMAC- Energy Upgrades and Improvements                       | 400,000      |             |             |             |             |             | 400,000   |             |           |             |           |
| Federal Hill Upgrades                                        | 200,000      |             |             | 200,000     |             |             |           |             |           |             |           |
| Fraser Field-McCabe Waters Site Improvements                 | 415,000      |             |             |             |             |             |           | 415,000     |           |             |           |
| Kern Park Site Planning, Design & Improvements (phase 1)     | 50,000       | 50,000      |             |             |             |             |           |             |           |             |           |
| Kern Park Improvements (phase 2)                             | 360,000      |             | 360,000     |             |             |             |           |             |           |             |           |
| Memorial Blvd Parking Lot & Site Improvements                | 600,000      |             |             |             |             | 600,000     |           |             |           |             |           |
| Mix Street Field Upgrades                                    | 130,000      |             |             |             |             |             |           | 130,000     |           |             |           |
| Muzzy Field Interior Renovations                             | 300,000      |             |             |             |             |             |           |             |           | 300,000     |           |
| Nelson's Field Site Improvements                             | 125,000      |             |             |             |             |             |           |             |           |             | 125,000   |
| Page Pool Upper Level design & renovations (phase 2)         | 500,000      |             |             |             |             |             |           |             |           |             | 500,000   |
| Page Park Revitalization (Phases 1-4)                        | 11,600,000   | 3,000,000   | 5,050,000   | 3,550,000   |             |             |           |             |           |             |           |
| Page Recreation/Maintenance Building Site Planning & Design  | 50,000       |             |             |             |             |             |           |             | 50,000    |             |           |
| Page Recreation/Maintenance Building Renovations             | 500,000      |             |             |             | 500,000     |             |           |             |           | 500,000     |           |
| Peck Park Site Improvements                                  | 500,000      |             |             |             |             |             |           |             |           |             |           |
| Pine Lake Site Improvements (phase 2)                        | 125,000      | 125,000     |             |             |             |             |           |             |           |             |           |
| Quinlan Park Site Improvements                               | 25,000       |             |             |             |             |             | 25,000    |             |           |             |           |
| Roberts Property Improvements                                | 1,000,000    |             |             |             | 1,000,000   |             |           |             |           |             |           |
| Rockwell Park Exterior Site Improvements & Upgrades          | 455,000      |             |             |             |             |             |           | 455,000     |           |             |           |
| Rockwell Park Indoor Facility Upgrades                       | 850,000      |             |             |             |             | 850,000     |           |             |           |             |           |
| Seymour Park Improvements (phase 2)                          | 390,000      | 390,000     |             |             |             |             |           |             |           |             |           |
| Showmobile Replacement/Upgrades                              | 300,000      |             |             |             |             |             |           |             |           | 300,000     |           |
| Wilson's Field Site Improvements                             | 445,000      |             |             |             |             |             |           |             | 445,000   |             |           |
|                                                              | \$21,340,000 | \$3,990,000 | \$5,485,000 | \$3,750,000 | \$2,725,000 | \$1,450,000 | \$425,000 | \$1,000,000 | \$790,000 | \$1,100,000 | \$625,000 |

Figure 1. BPRYCS 10 Year CIP Proposal

### **Appendix C – Public Outreach**

Public Outreach regarding the Department's ADA compliance was conducted as part of the Department's Master Plan (adopted February 2020). The Master plan and its findings can be found [here](#).

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## **Appendix D – Public Notice of ADA Requirements and Grievance Procedure**

As required by the Americans with Disabilities Act, the Department has posted the following notice outlining its responsibilities with regard to ADA compliance.

### **Public Notice**

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990, BPRYCS will not discriminate against qualified individuals on the basis of disability in Department's services, programs or activities.

**Employment:** The Department does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the Americans with Disabilities Act (ADA).

**Effective Communication:** The Department will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the Department's programs, services and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing or vision impairments.

**Modifications to Policies and Procedures:** The Department will make all reasonable modifications to policies and procedures to ensure that people with disabilities have an equal opportunity to enjoy all Department programs, services and activities. For example, individuals with service animals are welcomed in Department offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a Department program, service or activity, should contact the office of the ADA Coordinator as soon as possible but no later than 48 hours before the scheduled event: Sarah Larson, Deputy Superintendent, 51 High Street, Bristol, CT 06010, 860-584-6160.

The ADA does not require the Department to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

The Department will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

**Grievance Procedure** (Source: [www.ada.gov](http://www.ada.gov))

**Bristol Parks, Recreation, Youth and Community Services**

**Grievance Procedure under the Americans with Disabilities Act**

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Department of Parks, Recreation, Youth and Community Services. The City of Bristol's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

**Sarah Larson**  
**Deputy Superintendent**  
**51 High Street**  
**Bristol, CT 06010**

Within 15 calendar days after receipt of the complaint, *Sarah Larson* or her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, Sarah Larson or *her* designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Bristol Parks, Recreation, Youth and Community Services and offer options for substantive resolution of the complaint.

If the response by *Sarah Larson* or *her* designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Board of Park Commissioners' Policy Subcommittee or *its* designee.

Within 15 calendar days after receipt of the appeal, the Board of Park Commissioners' Policy Subcommittee or *its* designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Board of Park Commissioners' Policy Subcommittee or *its* designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.



## ATTACHMENT H

### *ADA Transition Plan for Bristol Parks, Recreation, Youth and Community Services*

All written complaints received by *Sarah Larson* or *her* designee, appeals to the Board of Park Commissioners' Policy Subcommittee or its designee, and responses from these two offices will be retained by the City of Bristol for at least three years.

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## **Appendix E – Contact Information**

### **ADA Title II Coordinator**

Name: Sarah Larson

Job Title: Deputy Superintendent

Office Address: 51 High Street, Bristol, CT 06010

Phone: 860-584-6280

Fax: 860-584-6163

E-mail: sarahlarson@bristolct.gov

### **ADA Transition Plan Implementation Coordinator**

Name: Sarah Larson

Job Title: Deputy Superintendent

Office Address: 51 High Street, Bristol, CT 06010

Phone: 860-584-6280

Fax: 860-584-6163

E-mail: sarahlarson@bristolct.gov

### **Board of Park Commissioners**

Name: Policy Sub-Committee

Office Address: 51 High Street, Bristol, CT 06010

Phone: 860-584-6160

Fax: 860-584-6163

E-mail: parksandrecreation@bristolct.gov

## **Appendix F – Agency ADA Design Standards and Improvement/ Compliance Procedures**

### **ADA Resources and Design Standards**

[Federal Highway Administration \(FHWA\) - Civil Rights - ADA/Section 504](#)

[Americans with Disabilities Act Accessibility Guidelines \(ADAAG\)](#)

[Public Rights-of-Way \(PROWAG\) Notice of Proposed Rule Making, July 26, 2011](#)

[Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way \(PROWAG\)](#)

[2010 ADA Standards for Accessible Design](#)

[ADA Checklist for Existing Facilities](#)

[ADA Best Practices Tool Kit for State and Local Governments](#)

[ADA Update: A Primer for State and Local Governments](#)

[Americans with Disabilities Act of 1990, as Amended \(2008\)](#)

[Title 28 CFR Part 35 – Nondiscrimination on the Basis of Disability in State and Local Government Services](#)

### **Improvement/Compliance Procedures**

The challenge of dealing with physical or site constraints in alteration projects has been recognized by the authors of ADA accessibility standards for years. The Civil Rights Division of the U.S. Department of Justice has recognized that there could be instances where it might be technically infeasible to construct an alteration in full and strict compliance with ADA accessibility standards, because of physical or site constraints. In such circumstances, state and local agencies must provide accessibility to the maximum extent feasible. Before reaching a conclusion about technical infeasibility, state and local agencies need to consider the extent to which physical or site constraints could be addressed by alternative designs. The burden of proving technical infeasibility rests with the agency/owner that is responsible for the facility, element or feature.



#### **Intersection Corners**

The Department will work in good faith to have curb ramps or blended transitions constructed or upgraded to achieve ADA compliance within all capital improvement projects. There may be limitations which make it technically infeasible for an intersection corner to achieve full accessibility within the scope of a project. If so, those limitations will be noted and those intersection corners will remain on the transition plan. As future projects or opportunities arise, those intersection corners shall continue to be incorporated into future work. Regardless of whether full compliance can be achieved in all cases, each intersection corner shall be made as compliant as possible in accordance with the judgment of Department staff.

#### **Sidewalks / Trails**

The Department will work in good faith to have sidewalks and bicycle/pedestrian trails constructed or upgraded to achieve ADA compliance within all capital improvement projects. There may be limitations which make it technically infeasible for segments of sidewalks or trails to achieve full accessibility within the scope of a project. If so, those limitations will be noted and those segments will remain on the transition plan. As future projects or opportunities arise, those segments shall continue to be incorporated into future work. Regardless of whether full compliance can be achieved in all cases, each sidewalk or trail shall be made as compliant as possible in accordance with the judgment of Department staff.

#### **Traffic Control Signals**

The Department will work with the Bristol Police Department in good faith to have traffic control signals constructed or upgraded to achieve ADA compliance within all capital improvement projects. There may be limitations which make it technically infeasible for individual traffic control signal locations to achieve full accessibility within the scope of a project. If so, those limitations will be noted and those locations will remain on the transition plan. As future projects or opportunities arise, those locations shall continue to be incorporated into future work. Regardless of whether full compliance can be achieved in all cases, each traffic signal control location shall be made as compliant as possible in accordance with the judgment of Bristol Police Department staff.

#### **Bus Stops**

The Department will work with the Department of Public Works in good faith to have bus stops constructed or upgraded to achieve ADA compliance within all capital improvement projects. There may be limitations which make it technically infeasible for individual bus stop locations to achieve full accessibility within the scope of a project. If so, those limitations will be noted and those locations will remain on the transition plan. As future projects or opportunities arise, those locations shall continue to be incorporated into future work. Regardless of whether full

## ATTACHMENT H

### *ADA Transition Plan for Bristol Parks, Recreation, Youth and Community Services*

compliance can be achieved in all cases, each bus stop location shall be made as compliant as possible in accordance with the judgment of the Department of Public Works staff.

#### **Other policies, practices and programs**

The Department's other policies, practices and programs not identified in this document will follow the applicable ADA standards.

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## Appendix G – Glossary of Terms

**ABA:** See Architectural Barriers Act.

**ADA:** See Americans with Disabilities Act.

**ADA Transition Plan:** Transportation system plan that identifies accessibility needs, the process to fully integrate accessibility improvements, and aims to ensure that all transportation facilities, services, programs, and activities are accessible to all individuals.

**ADAAG:** See Americans with Disabilities Act Accessibility Guidelines.

**Accessible:** A facility that provides access to people with disabilities using the design requirements of the ADA.

**Accessible Pedestrian Signal (APS):** A device that communicates information about the WALK phase in audible and vibrotactile formats.

**Alteration:** A change to a facility in the public right-of-way that affects or could affect access, circulation, or use. An alteration must not decrease or have the effect of decreasing the accessibility of a facility or an accessible connection to an adjacent building or site.

**Americans with Disabilities Act (ADA):** Civil rights legislation passed in 1990 and effective July 1992. The ADA sets design guidelines for accessibility to public facilities, including sidewalks and trails, by individuals with disabilities.

**Americans with Disabilities Act Accessibility Guidelines (ADAAG):** Contains scoping and technical requirements for accessibility to buildings and public facilities by individuals with disabilities under the Americans with Disabilities Act (ADA) of 1990.

**APS:** See Accessible Pedestrian Signal.

**Architectural Barriers Act (ABA):** Federal law that requires facilities designed, built, altered or leased with Federal funds to be accessible. The Architectural Barriers Act marks one of the first efforts to ensure access to the built environment.

**Capital Improvement Program (CIP):** The CIP for a public agency typically includes an annual capital budget and a five-year plan for funding the new construction and reconstruction projects on the agency's transportation system.

**Detectable Warning:** A surface feature of truncated domes, built in or applied to the walking surface to indicate an upcoming change from pedestrian to vehicular way.



**DOJ:** See United States Department of Justice.

**Federal Highway Administration (FHWA):** A branch of the U.S. Department of Transportation that administers the federal-aid Highway Program, providing financial assistance to states to construct and improve highways, urban and rural roads, and bridges.

**FHWA:** See Federal Highway Administration.

**Pedestrian Access Route (PAR):** A continuous and unobstructed walkway within a pedestrian circulation path that provides accessibility.

**Pedestrian Circulation Route (PCR):** A prepared exterior or interior way of passage provided for pedestrian travel.

**PROWAG:** An acronym for the *Guidelines for Accessible Public Rights-of-Way* issued in 2005 by the U.S. Access Board. This guidance addresses roadway design practices, slope and terrain related to pedestrian access to walkways and streets, including crosswalks, curb ramps, street furnishings, pedestrian signals, parking and other components of public rights-of-way.

**Right-of-Way:** A general term denoting land, property, or interest therein, usually in a strip, acquired for the network of streets, sidewalks and trails creating public pedestrian access within a public entity's jurisdictional limits.

**Section 504:** The section of the Rehabilitation Act that prohibits discrimination by any program or activity conducted by the federal government.

**Uniform Federal Accessibility Standards (UFAS):** Accessibility standards that all federal agencies are required to meet; includes scoping and technical specifications.

**United States Access Board:** An independent federal agency that develops and maintains design criteria for buildings and other improvements, transit vehicles, telecommunications equipment, and electronic and information technology. It also enforces accessibility standards that cover federally-funded facilities.

**United States Department of Justice:** Federal executive Department's responsible for enforcement of the law and administration of justice (also referred to as the Justice Department's or DOJ).



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**New Policy:** Loose Needle Collection Policy

**From:** Dr. Joshua Medeiros, Superintendent of Parks, Recreation, Youth and Community Services

**To:** Policy Committee, Board of Park Commissioners

**Date Submitted for Review:** 4/20/2022

**Objectives**

To prevent injuries or illnesses to members of the public and City employees from improperly disposed of sharps, and to aid staff in the safe collection and disposal of sharps found in parks.

**Policy Statement**

The City of Bristol strives to provide safe public spaces for the use and enjoyment of all persons residing, working, recreating, or visiting Bristol. This policy outlines the procedures to minimize the risk of inappropriately discarded needles on City park land.

*Note: Parks, Recreation, Youth and Community Services is not responsible for responding to or disposing of needs on private property.*

**Background**

In a collaborative effort with external partners and internal staff, the Department of Parks, Recreation, Youth and Community Services has identified an immediate need to address the safety and security of personnel and those utilizing City parks. Staff collects and tracks improperly disposed of sharps. Staff frequently discover improperly discarded used sharps (e.g. hypodermic needles, syringes, lancets, and other paraphernalia) in trash cans, on restroom floors, in the landscape, and in many other locations within City parks' property. The purpose of this guideline is to provide safe needle and syringe collection and disposal.

**Procedure**

Only staff trained in the safe collection and disposal of hazardous sharps are authorized to do so. All maintenance staff shall be trained and provided with appropriate needle and syringe collection equipment. Collection receptacles shall be available in parks fleet vehicles and park buildings. All reasonable measures and precautions shall be taken by staff to protect their own health, as well as the health and safety of community members, in accordance with the procedure of this Policy and as required by the Occupational Health and Safety Act 1984, during the collection, disposal and transport of such waste. Staff must utilize the following procedure during the collection and disposal of needles and syringes:

1. Use an approved sharps disposal container. If an approved sharps disposal container is unavailable, find a strong, rigid-walled, plastic container with a screw-top lid, (e.g. a plastic soda container or similar; no glass bottles as they can shatter).
  - a. If you use anything other than an approved sharps disposal container: securely fasten the lid, tape it shut, and write “sharps waste” on the container in large letters with permanent marker. Dispose of the improvised container in an approved and appropriately-sized sharps disposal container.
  - b. Always wear the correct personal protective equipment as established during training.
  - c. Always wash hands thoroughly with soap and water after collecting sharps. If that’s not available post sharps collection, apply hand sanitizer.
2. Take the container to the sharps (not the reverse), place the container on the ground next to the sharps. Do not hold the container when depositing the sharps.
3. Handle the sharps by the barrel end only (“non-needle” end), and never touch the sharp or metal end. Puncture resistant gloves shall be used as personal protective equipment by all staff members who are responsible for the collection of sharps.
4. Never try to re-cap a sharps or break off a needle.
5. Place the sharps inside the container.
6. Tightly secure the lid.
7. When emptying trash receptacles, whether sharps evidence (e.g. orange caps, etc.) is present or not:
  - a. Do not compact trash content with any body part (i.e. hands, feet, etc.)
  - b. Wear puncture proof gloves.
  - c. Handle the edges of the container only.
  - d. Hold the container away from your body.
8. When removing needle collection boxes from the approved sharps disposal container:
  - a. Look from the top first to make sure the container is not overfilled with needles.
  - b. Cautiously remove the container with the proper PPE (i.e. puncture resistant gloves).
  - c. Clean any signs of blood or bodily fluids around the receptacle with products known to kill pathogens (e.g. Bleach, Envy) prior to installing new collection cartridge.

### **Sharps Exposure Policy**

In the event of a needle/syringe contact that breaks skin (e.g. puncture, scratch, cut), the employee shall immediately:

**Step 1** Wash the injury thoroughly with soap and water. DO NOT squeeze the area around the injury to encourage bleeding.

**Step 2** Collect the sharps properly and report the injury immediately to the Supervisor. The Supervisor will initiate a careful search of the area where the injury took place and recover any other items, using safe handling procedure.

**Step 3** The employee, with the needle/syringe (in an approved sharps container), shall be taken immediately to MedWorks (975 Farmington Ave, Bristol, CT 06010) for medical treatment.



Physicians may recommend blood tests or immunization. Prior to returning to work, a Return to Work form and the Provider's Initial Report (PIR) form must be completed by a physician and returned to the Supervisor.

**Step 4** The Supervisor will complete a workplace incident, accident, and/or injury report form in accordance with requirements of the Occupational Health & Safety Act of 1984.

### **Safe Disposal Methods**

1. Rigid sharps containers shall be provided with disposable plastic inserts at the Park's Maintenance Building (240 Jacobs Street) as well as other locations within park property, as deemed necessary.
2. Parks staff is responsible for the installation, repair, and maintenance of all rigid sharps containers and disposable plastic inserts on department property.
3. Any disposal and collection point that is damaged, rusted, missing a rigid sharps container, or is in substandard condition must be decommissioned, replaced or repaired, and reported to the Parks, Grounds, and Facilities Supervisor.
4. Sharps must not be clipped, bent, broken, recapped or otherwise altered. All precautions must be taken to prevent injury.
5. Puncture resistant gloves must be worn during this service. Note: these gloves are not impervious to needles and due care is to be taken.
6. The sharps container sites shall be clear, left clean and tidy to the satisfaction of City standards.
7. All Parks staff shall be trained in the following:
  - a. Blood Borne Pathogens
  - b. First Aid/ CPR
  - c. Narcan Administration
  - d. Safe collection practices and disposal techniques

### **Safety and Health Considerations**

1. Staff shall wear all the proper personal protective equipment (PPE) garments (e.g. gloves, boots, vests, ear protection, safety glasses, hard hat, and other necessary attire).
2. If at any time staff feels unsafe or unsure with regard to any component of proper sharps handling procedures, they shall stop and ask the group leader or supervisor.
3. Staff shall never place body parts into areas where they cannot see.



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**New Policy:** Addressing Homeless Encampments in Public Parks

**From:** Dr. Joshua Medeiros, Superintendent of Parks, Recreation, Youth and Community Services

**To:** Policy Committee, Board of Park Commissioners

**Date Submitted for Review:** 4/20/2022

**Purpose**

Homelessness, which was already steadily increasing prior to 2020, has been exacerbated by the Covid-19 pandemic and will continue to remain a complex community challenge in the years to come. The professional staff of the BPRYCS play a vital role in supporting and advancing the health and well-being of all individuals in the City of Bristol, including people who are experiencing homelessness. Department staff provide community resources, programs and services which include (but not limited to) counseling, short term case management, EBT/Snaps program at the Bristol Farmer's Market, dynamic drug free communities program and coalition, as well as on-going initiatives and collaborations with our community partners and non-profits.

The BPRYCS Department also has the responsibility to create public parks that are safe, attractive and well-maintained aligned with our mission to enhance the quality of life for Bristol residents. In order to balance these responsibilities with a person-centered approach to our residents experiencing homelessness, a formal policy was developed. The policy outlines a clear process for removing homeless encampments in public parks while connecting individuals to essential services.

**Process**

Understanding that every individual experiencing homeless has a unique set of circumstances and there is not a "one size fits all" approach to managing a situation, it should be understood by all parties, that situations are fluid and subject to change when public safety is at risk. The following process was developed as a framework to help guide the staff in this work.

*Step 1: Identification-* When an individual who is experiencing homelessness is discovered in a park, the staff member should assess the situation and upon determining it is safe to do so, introduce themselves and ask if they need any assistance? Staff are encouraged to ask if they are interested in speaking to the Community Services Coordinator to review available resources and supports. If the situation does not appear safe or the staff member is not comfortable they should contact the Community Services Coordinator and alert them of the individual's presence in the park. Police should be contacted if the individual appears violent or threatening to themselves or others. If they are interested the staff member should assist them in contacting the Community Services Office. If they refuse, the staff member should provide the individual with the business card of the Community Services Coordinator in the event they

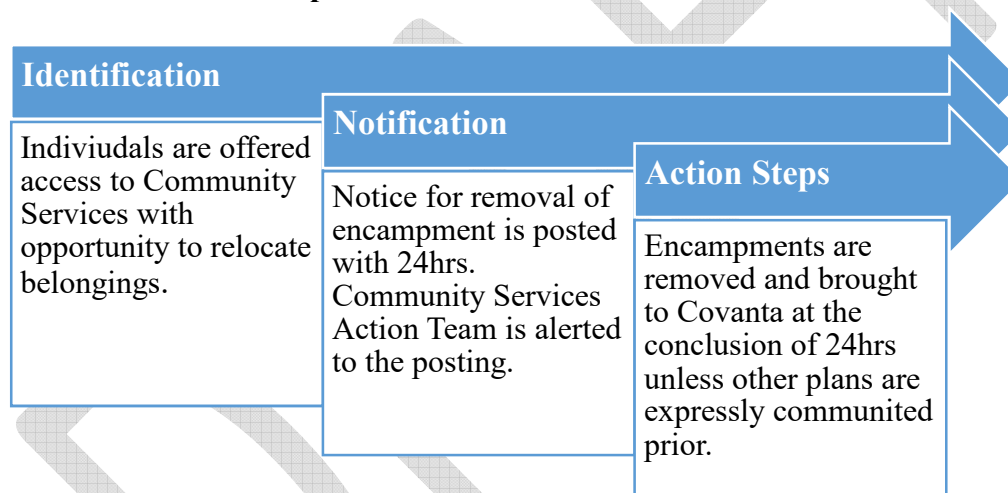
**To learn more about what your Parks, Recreation, Youth and Community Services Department has to offer; visit us at [www.Bristolrec.com](http://www.Bristolrec.com)**

change their mind. If a homeless encampment is discovered without an individual on site, the staff member shall contact Community Services Coordinator to inform them of the encampment.

*Step 2: Notification-* After consultation with the Community Services Coordinator the staff member will post the notice of removal form in a secure location on the encampment. The notice informs the individual that they have 24 hours to remove their belongings from the site. At the time of the posting the Community Services Coordinator will send a notification to the Community Services Action Team members informing the collective group of the notice being posted. At that time a community support agency may opt to intervene and make arrangements to remove the encampment as well as other services as required.

*Step 3: Action Steps-* At the conclusion of the 24 hour notice, unless otherwise instructed by the Community Services Coordinator, the Parks, Grounds and Facilities crew will remove the encampment and bring to Covanta.

**Figure 1. Homelessness Encampment Notification and Action Process**



### Community Services Action Team

The Community Services Action Team will be comprised of the following contacts in order to alert all relevant providers of the homeless encampment. Community Services Coordinator will initiate the alert and it is expected that a provider will take ownership of the situation, clearly communicate an action plan, and then follow through on the plan. The alert system is not meant to be an on-going dialogue but rather an assignment of responsibilities. Confidentiality of clients must be maintained.

- Superintendent of Parks, Recreation, Youth and Community Services
- Youth & Community Services Supervisor
- Community Services Coordinator
- Parks, Grounds and Facilities Supervisor

To learn more about what your Parks, Recreation, Youth and Community Services Department has to offer; visit us at [www.Bristolrec.com](http://www.Bristolrec.com)



## ATTACHMENT H

111 North Main Street Bristol, CT 06010 | 860-584-6160 | [Parksandrecreation@bristolct.gov](mailto:Parksandrecreation@bristolct.gov)

- Agape House Director
- St. Vincent DePaul Director
- Brian's Angels Director
- Salvation Army Director

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