



Preliminary proposal for maintenance and management of BOE school fields

Overview: The City of Bristol Parks, Recreation, Youth and Community Services (BPRYCS) Department and Board of Education is proposing to align maintenance and scheduling functions of Board of Education school fields to the BPRYCS Department. The proposal is expected to generate efficiencies through the streamlining and centralizing of maintenance and scheduling functions which are expected to yield the following benefits to residents:

- All city ball fields will be scheduled using the MyREC software which allows the public to view all field schedules in one centralized location. The calendar feature allows local sports organizations to view calendars and submit requests online 24/7.
- The maintenance and upkeep of all city ball fields will be the responsibility of the Parks, Grounds and Facilities Division of BPRYCS. This will allow the city to leverage the expertise, training and certification of parks staff to improve the quality of school ball fields. This will improve user safety and expand access for sports organizations to more playable fields.

The proposal is aligned with findings from the *2020 City Parks Master Plan* which indicated a strong community need for more playable fields which could be achieved through maintenance improvements on the school fields. The recommendation from the Master Plan is captured in *BPRYCS Strategic Action Plan Strategic Goal 6. Increase public access to recreational and park spaces through critical community partnerships including the Board of Education.*

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BOE School Field Inventory and Current Conditions

Name of School	Fields (& Recreational Amenities)	Acreage	Current Field Condition	# of rental hours annually
BAIMS	1 multi-use field	3.57	3	250.50
Chippens Hill Middle	1 softball, 1 hard ball, & 2 soccer fields	8.08	2	979.25
Edgewood	1 little league baseball field	1.05	0	0
Greene- Hills	1 softball, 1 hard ball, & 1 soccer fields	3.17	2.5	529.50
Hubbell	1 softball, 1 hard ball	1.6	0	0
Ivy Drive	Site is completely abandoned lots of field space but needs full rebuild. May have been a softball field at one time	4.67	0	185
Mountain View	1 softball field	4.52	0	0
Northeast Middle	1 softball, 1 hard ball	6.07	1.5	700
South Side	1 softball field	2.03	2	185
Stafford	1 softball field	1.65	0	185
West Bristol	1 softball, 1 hard ball, & 1 soccer fields	7.29	2.5	774.50
Total:		43.70		3,788.75

Note: The BOE will continue to use contracted services for the high school fields and turf for the time being with an eventual 3-5 year goal to phase them out of the contract and integrate them into BPRYCS.

Scoring Criteria

- 0- Requires complete rebuild to be playable
- 1- Poor. Requires significant work to make playable
- 2- OK. Passable but needs maintenance to get it to a playable level
- 3- Good. Requires some basic maintenance but generally ready to play

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Personnel Needs and Proposed Changes

In order to achieve this long standing strategic goal, the following personnel changes are being proposed:

- Upgrade of the **Assistant Parks, Grounds and Facilities Supervisor** (BPSA 6) to a new **Athletics and Ballfields Supervisor** (BPSA 7). *Organizational Chart in Appendix A.*
- Additional 2-3 Park Maintainers (depending on scope of expected maintenance)

High Level Overview of Focus Areas

Parks, Grounds & Facilities Supervisor	Athletics & Ballfields Supervisor
<ul style="list-style-type: none">• Care and maintenance of all park grounds (non-ball fields); mowing, plowing, and tree care.• Care for all recreational amenities including splash parks, playgrounds, pavilions• Responsible for prepping park sites for community rentals and special events• Custodial care and maintenance of all indoor facilities (excluding Muzzy Field Stadium)• Maintenance on all parks vehicle fleet and equipment	<ul style="list-style-type: none">• Maintenance and care of Muzzy Field Stadium• Maintenance and call of park ballfields• Care and maintenance of BOE School Ball Fields• Implementation of IPM plan for BOE school fields• Processes ballfield schedules in consultation with Superintendent/Deputy• Responsible for prepping ball fields for community use and special events

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High Level Overview of Team Breakdowns

The Parks, Grounds and Facilities Maintenance crew will continue to report to the Rockwell Maintenance Building but each supervisor is responsible for the following work teams to support area of service. It is expected that the supervisors will communicate and share personnel as appropriate as well as cover each other’s areas of responsibility in the event of absence.

Parks, Grounds & Facilities Team	Athletics & Ballfields Team
<ul style="list-style-type: none"> • (1) Group Leader • (2) Skilled Utility Workers • (1) Heavy Truck Driver • (1) Mechanic • (1) Landscape Gardener • (6) Park Maintainers 	<ul style="list-style-type: none"> • (1) Group Leader • (4-5) Park Maintainers *

*Includes 2-3 new Park Maintainers

Discussion and Approach to Care

The current conditions of Board of Education fields vary but generally range from OK to Poor/unplayable (*BOE School Field Inventory and Current Conditions*). Depending on the level of care desired from the city this will require proper resource investments to get the fields in playable shape. The city may opt to allocate a one-time Capital Improvement Project fund to allow the department to rebuild the fields and bring them all online for rental.

- Capital Improvement Funds (\$120,000) to rebuild BOE School fields (approximately \$12,000 to rebuild a field)

The City could choose not to allocate CIP and just leverage existing line items that exist within the BOE facilities budget (transferred to Parks) to perform general care and maintenance of priority fields (i.e. Middle School fields which are generally in better shape). This may allow for 1 or 2 fields to be re-built each season which will take longer to bring the fields online for community use.

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Financial Investment (Staffing and Equipment)

Staffing Investment

Position	Union	Code	Annual Salary+ Benefits
Elimination of Assistant Parks, Grounds & Facilities Supervisor	BPSA	6	(\$85,354)
Creation of Athletics & Ballfields Supervisor	BPSA	7	\$93,238
(3) Park Maintainers	1338	1	~\$159,679.65
Total:			\$167,563.65

Note: Possible funding for these roles could be made possible through the elimination of vacant BOE outside custodians and/or future BOE vacancies.

Depending on available equipment from the BOE, the following investments should be considered in order to best equip the Parks, Grounds, and Facilities division for standard of care.

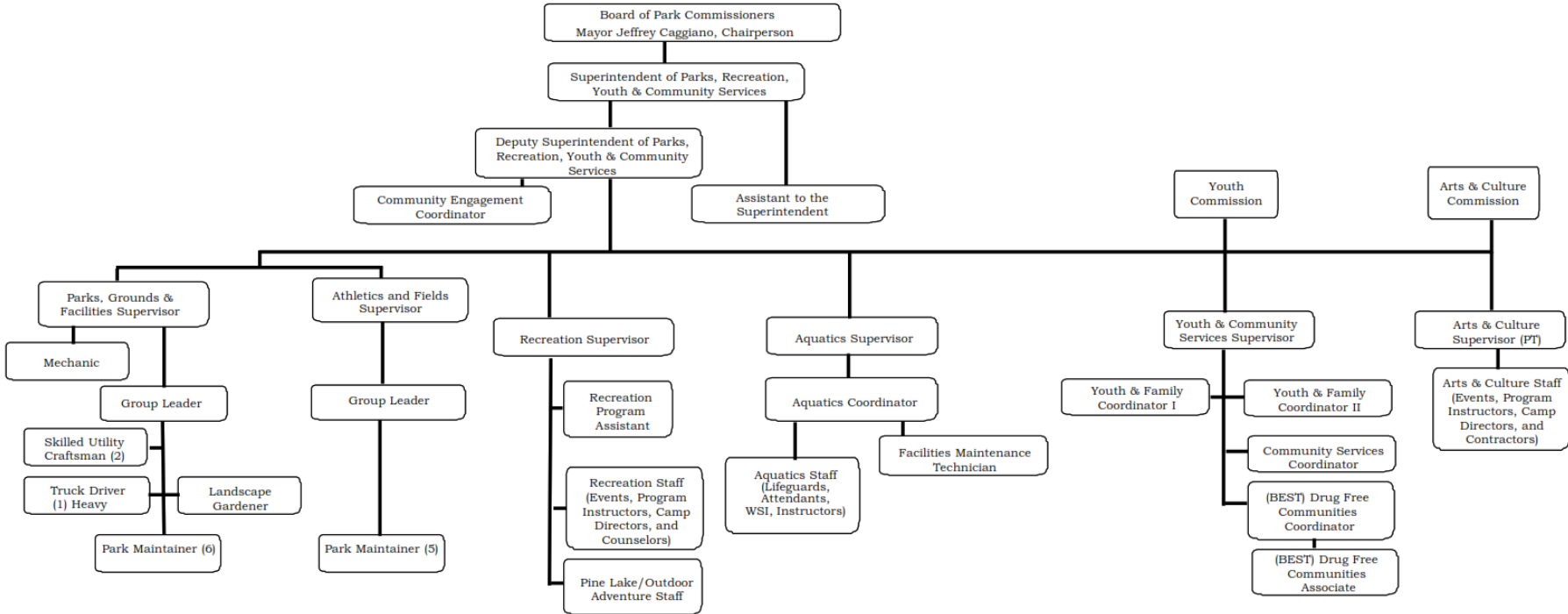
Equipment Investment

Equipment	Cost	Number	Total
ABI Machine	~\$38,040.04	1	\$38,040.04
Sod Cutter	\$7,900.00	1	\$7,900.00
Total:			\$45,940.04

Total Costs: \$213,503.69

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Appendix A: Proposed Organization Chart



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