



Proposal for Maintenance and Management of BOE School Fields

Executive Summary: The City of Bristol Parks, Recreation, Youth and Community Services (BPRYCS) Department and the Bristol Board of Education (BOE) is proposing to integrate maintenance and scheduling functions of BOE school fields to the BPRYCS Department. The proposal is aligned with the *BPRYCS Strategic Action Plan Strategic Goal 6 to increase public access to recreational and park spaces through critical community partnerships including the Board of Education* in order to address playable field deficits identified in the *2020 City Parks Master Plan*. Key benefits of the integration include:

- Centralization of city ball field calendars and permitting functions which allows the public to view field availability, submit requests and receive permits via MyREC software.
- Opportunity to leverage the expertise, training and certification of the BPRYCS parks, grounds and facilities staff to improve the quality of school ball fields which increases user safety and expands access for sports organizations to more playable fields.

Due to the varied conditions of the BOE school fields (*Appendix A*) and limited resources we are recommending a multi-year phased approach to this proposal (*Appendix B*). The year 1 proposal requires the city to invest in 2 FTE Park Maintainers and upgrade an existing position into an Athletics and Ballfields Supervisor (*Appendix C*). Future investments in equipment and capital shall be considered as the integration evolves in the years to come (*Appendix D*).

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Appendix A: 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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Appendix B: Phased Approach to maintenance and management of BOE fields

Years	Elements	Impacts
Year 1	Scheduling for all BOE fields and maintenance of the ballfields is transitioned to BPRYCS. BOE to hold the line item for all materials (clay, paint, etc.). Providing what the city needs to complete the work.	<ul style="list-style-type: none"> • 2 FTE Park Maintainers added • Upgrade of Asst. Parks Supervisor to a new Athletics & Ballfield Supervisor
Year 2-3	Scheduling and maintenance of the soccer fields are designated and a formal budget line item for BOE fields is reduced from BOE and added to BPRYCS budget	<ul style="list-style-type: none"> • 1 FTE Park Maintainer added
Year 4-5+	All school grounds transitioned to BPRYCS. High School fields and turf scheduling and maintenance transitioned to BPRYCS. Contract with Flowers is dissolved with appropriate funds being directed to BPRYCS for care and maintenance.	<ul style="list-style-type: none"> • 2 FTE Park Maintainers added (phasing out of BOE outdoor custodians as possible funding mechanism)

Year 1 Financial 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
(1) Park Maintainers	1338	1	\$53,226 (per maintainer)
Total:			\$61,110.00*

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Appendix C: Personnel Needs and Proposed Organizational Changes

In order to achieve this long standing strategic goal, the following personnel changes are being proposed for year 1:

- 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 FTE Park Maintainers added

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.

Table 1. 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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Table 2. Overview of Team Breakdowns

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

Appendix D: Future Investments Required

The current conditions of Board of Education fields vary but generally range from OK to Poor/unplayable. 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.

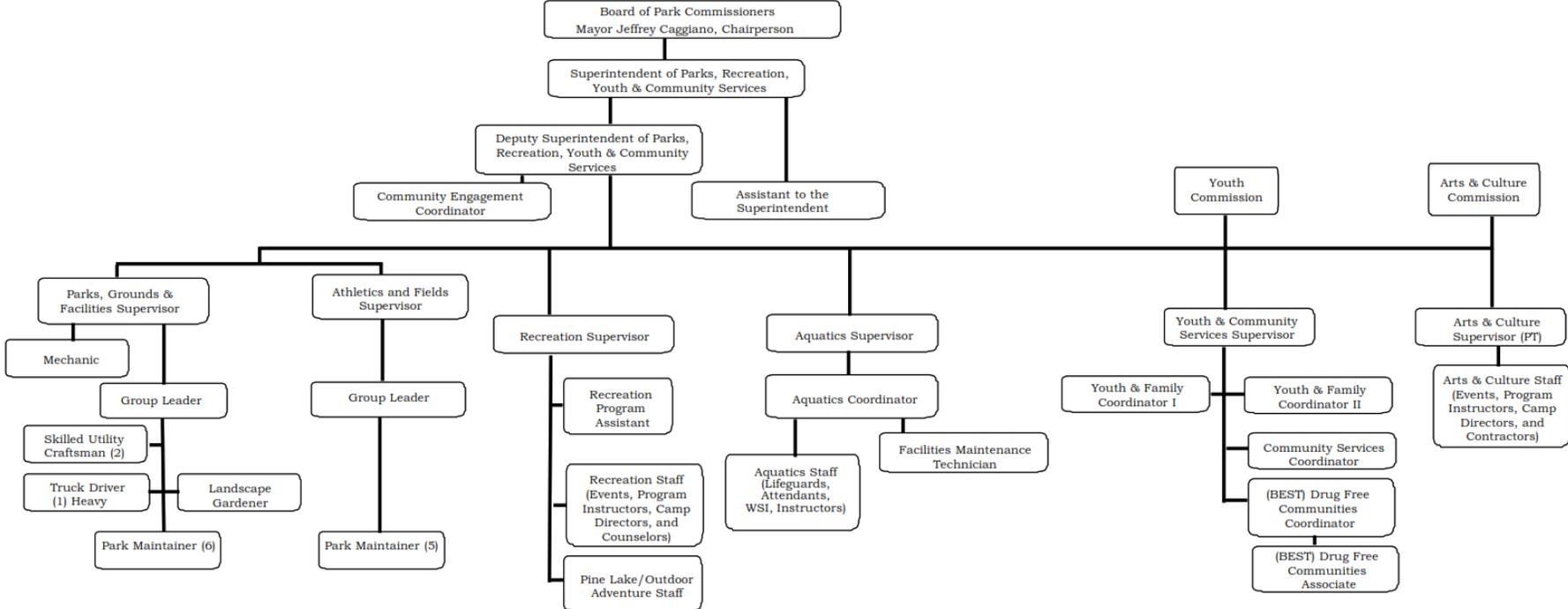
Depending on available equipment from the BOE in future years, the following investments should be considered in order to best equip the Parks, Grounds, and Facilities division for standard of care with expanded field responsibilities.

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

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Appendix E: Updated BPRYCS Organization Chart



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