

Antis Township & Bellwood Borough Joint Comprehensive Parks and Recreation Plan

SCOPE OF WORK

A. Plan Purpose and Goals

The completion of a comprehensive recreation, park and open space plan provides a municipality or region with an overview of the parks and recreation facilities, programs, and opportunities available and the recommendations to guide decision-making over the next 5 to 10 years. The 2013 Antis Township Comprehensive Plan recommended a park and recreation assessment to evaluate safety and maintenance and to set short term goals and the strategies to achieve them.

To ensure that the plan includes the issues and needs for Antis Township and Bellwood Borough, we will work with the local elected officials, staff, and Project Committee to identify the purpose and goals of the plan at the onset of the project. The final product will include a five and ten year development plan for park and recreation projects that the Borough and Township can use for their operational and capital budgets.

Task 1: Summarize the plan goals, as identified in the 2013 Comprehensive Plan, review with the Committee and update as necessary.

B. General Information and Community Background

We understand that the community background has already been gathered through the Antis Township Comprehensive Plan and we will summarize relevant information to provide an existing conditions report with regards to parks and recreation in Antis Township. Relevant maps from the plan will be reproduced (no new maps will be created as part of this project).

Task 1: Summarize and reference the 2013 Comprehensive Plan to document the existing conditions.

C. Mission Statement and Goals for Parks and Recreation

The Mackin Planning Team will work with municipal staff, the Park and Recreation Board, and the public to prepare a Mission Statement and corresponding goals for Antis Township and Bellwood Borough regarding parks and recreation. The Mission Statement will outline and identify the most important values according to the residents and other stakeholders.

Task 1: Determine the mission and goals for Antis Township and Bellwood Borough in relation to administering parks and recreation.

Task 2: Summarize the mission and goals of other recreation providers, as they relate to the Township and Borough.

D. Public Participation Process

The Mackin Planning Team understands that public participation is key to a successful plan and recommendations that lead to implementation. Our vast experience in public involvement allows us to tailor our approach so that we gather input from all segments of the Borough and Township's population. In particular, we have experience in assisting communities develop partnerships with other recreation providers and organizations, which will allow the Borough and

Township and to move from the planning phases into implementation. Our approach will ensure that the plan that is publicly vetted and supported and will consist of the following levels:

- Project Study Committee – We understand that a committee has already been formed for this project. A member of the Mackin Planning Team will facilitate and participate in monthly meetings in order to provide progress updates, gather information, and collect feedback on identified needs and proposed recommendations.

Task 1: Facilitate monthly project study committee meetings which will not exceed a total of eight (8) meetings. The meetings will be attended in person.

- Stakeholder Interviews – It is our approach to public outreach that the next level of involvement include stakeholders (key persons). Stakeholders are individuals or organizations who lend insight, expertise and perspective to the project. We will rely on the Project Study Committee to identify the appropriate stakeholders, which may include such organizations as athletic associations, watershed organizations, trail steward groups, land trusts, economic development agencies, businesses, school districts, non-profit groups, and local and county government officials.

Task 1: Conduct a maximum of fifteen (15) stakeholder interviews, either in person or via telephone.

- Public Survey – To ensure that all residents have an opportunity to provide their thoughts regarding parks and recreation needs, we will conduct a public survey. A statistically valid random sample of the 3,454 total households in the Borough and Township (using the industry standard 95% confidence level with a 3% margin of error), the sample size would be 816 households. Mackin will be responsible for the development, mailing and tabulation of the survey. The Borough and Township will be responsible for providing a digital mailing list of current households.

Task 1: Develop the survey, with approval from the Committee and DCNR.

Task 2: Mail the survey to the random sample of households. We will include paid return posted envelopes with each survey.

Task 3: Tabulate and analyze the responses.

- Public Meeting – To ensure that all residents and interested parties have the opportunity to provide input into the plan, we will facilitate one (1) public meeting at roughly the halfway point during the project to present draft findings and gather public input. We will work with the Project Study Committee to identify a suitable location, meeting time, etc. as well as advertisement and publicity of the meetings.

Task 1: Attend one (1) public meeting and prepare all meeting materials.

Task 2: Develop a press release and project flyer to be distributed by the Committee and Township.

- Adoption – We will provide the Borough and Township will all the tools necessary to adopt the plan as an amendment to their Comprehensive Plans (such as legal advertisements, resolutions, 45-day comment review submittals, etc.), in accordance with the Pennsylvania Municipalities Planning Code, Section 302. It will be the responsibility of the Borough and Township to pay for any and all costs related to the legal advertisements necessary for adoption.

Task 1: Print and mail copies of the plan to surrounding municipalities and Blair County for review.

Task 2: Prepare legal ad for public hearing. Attendance at the hearing by Mackin is not included in the cost.

Task 3: Prepare resolution for adoption.

E. Administration

The Mackin Planning Team will document the current administration for parks and recreation in the Borough and Township. This task will include documenting and analyzing the relationships between the Borough and Township, Bellwood Antis Park and Recreation Authority and other organizations and recreation providers. Our team members will conduct an analysis that will examine the capacity of the Authority and make recommendations related to improving the effectiveness of the Authority and/or the relationship with Township.

Task 1: Review any agreements between the Borough and Township and other recreation providers/organizations. The Borough and Township will be responsible for providing the agreements.

Task 2: Summarize existing methods and partnerships used in the administration of parks and recreation in the Borough and Township.

Task 3: Develop recommendations to improve the administration.

Task 4: Provide sample forms to be used to improve record keeping, policy manuals, facility agreements, etc.

F. Township Personnel

We will document and review the Borough and Township departments and staff responsible for the management, oversight, and maintenance, and general day-to-day operations of public parks and recreation facilities and services. We will prepare an organizational chart to document the responsible parties.

We will analyze the current level of staffing and develop recommendations that will allow the Borough and Township to effectively and efficiently administer not only the current public parks and recreation facilities and programs, but also additional facilities or programs recommended as part of the planning process. Volunteer opportunities will be included in this analysis in addition to paid staff at the Borough and Township.

Task 1: Document the personnel involved in the overall management and maintenance of Township parks and recreation and prepare an organizational chart.

Task 2: Develop recommendations to improve personnel.

G. Facility and Open Space Inventory and Analysis

The Mackin Planning Team will prepare an inventory of parks and recreation facilities within the Borough and Township, including indoor/outdoor facilities owned by public agencies, schools, non-profits and quasi-public organizations (i.e. Northern Blair County Recreation Center), and major private businesses (i.e. Del Grosso Amusement Park). An accompanying chart will detail all public (including schools) and non-profit facilities, including the name of facility / open space, ownership, number and type of facilities, acreage, and general condition and use of the facility.

We will conduct field views for all publicly-owned parks and recreation facilities to document facilities that are in poor condition and are in need of repairs, as well as review current safety guidelines while considering compliance with the Americans with Disabilities Act, the U.S. Consumer Guidelines for playgrounds, ASTM standards, and applicable local, state and federal codes. The Bells Gap Trail and other pedestrian/bicycle paths and facilities will be included.

The number and type of facilities and open space will be compared to facilities in other municipalities of similar size, considering standards from the National Recreation and Park Association (NRPA). This will include: Community Parks and design standards; Neighborhood Parks and design standards; and linear parks, conservation areas, etc.

Task 1: Create a map showing locations of public, quasi-public and nonprofit parks and recreation facilities. Large private facilities will be included.

Task 2: Identify locations in the Borough and Township that are in need of new parks and/or recreation facilities based on NRPA standards and public input.

Task 3: Identify potential connections (trails, bikeways, etc.) between existing neighborhoods and recreation facilities.

Task 4: Prepare recommendations for improvements to existing facilities and locations for new facilities.

H. Facilities and Equipment Maintenance

Mackin will complete an analysis of maintenance programs in operation by the Borough and Township for existing recreation facilities and equipment. We will rely on the expertise of our CPRP to analyze and offer recommendations for improvements to the existing maintenance program including record keeping and preventative maintenance; the use of a maintenance management plan; the equipment used for maintenance purposes including age and type; any risk management efforts including inspection of park facilities, particularly playground equipment; as well as the adequacy of maintenance in relation to the condition of the recreation and park facilities and open space areas.

Task 1: Document the existing maintenance programs for public parks and recreation facilities used by the Borough and Township.

Task 2: Prepare recommendations to improve the maintenance plan.

Task 3: Provide sample forms to be used by the Borough and Township for future maintenance plans and record keeping.

I. Recreation Programs

The Mackin Planning Team will complete an inventory and analysis of recreation programs offered in the project area. The focus will be to identify which segments of the population are underserved and identify methods to address these needs, whether provided by the Borough and Township or through other organizations and/or partnerships. We will determine if the existing programs and services are in compliance with the Americans with Disabilities Act (ADA) and if not, develop recommendations that will meet the associated regulations.

Task 1: Identify the recreation programs offered within Bellwood Borough and Antis Township according to provider, target age group, and type of program.

Task 2: Prepare recommendations to address any deficiencies or gaps.

J. Financing

The Mackin Planning Team will complete an analysis of recreational funding levels and sources, including those with tax and non-tax support, and compare the Borough and Township to other municipal departments and municipalities. This will enable us to determine if there are changes needed regarding the financing of recreation programs. We will include a breakdown of major sources and amounts of revenues, including municipal taxes, fees and charges, donations, grants, etc., and analyze the variety of financial sources available to the Borough and Township as well as a description and analysis of the current Township budget process. Based on our findings, we will develop recommendations that can assist the Borough and Township in funding future parks and recreation efforts, including assessing any user fees associated with programming. We will also identify a variety of funding sources (such as foundations, grants, donations, mandatory dedication, etc.) available to the Borough and Township.

Task 1: Summarize the current methods used to fund public parks and recreation.

Task 2: Compare to other municipalities of similar size.

Task 3: Prepare recommendations that identify future opportunities.

K. Implementation Plan and Executive Summary

The final step will include an implementation strategy that clearly outlines the priorities as well as the steps necessary to implement the recommendations. Each recommendation will identify the person or entity responsible for a specific action, provide a target date for beginning implementation, potential costs, and potential funding sources; that can be used by the for their Capital Improvement Program.

After the final draft plan has been reviewed by the Study Committee, the Borough and Township, County, DCNR, and other participating parties, Mackin will prepare an executive summary. This summary will include a map to graphically represent the appropriate recommendations from the plan as well as a summary of the planning process and the high priority recommendations.

Task 1: Prepare an implementation plan.

Task 2: Prepare an executive summary.

L. Final Products

The final product will be a bound document beginning with the executive summary and followed by the clearly labeled sections for each of the plan's components. All supporting documents and information will be included in the appendices.

Task 1: Prepare fifteen color bound copies, which includes all pieces of the final plan as well as one color unbound copy for reproduction and three electronic copies on CDs containing .pdf documents.

Task 2: Prepare three hard copies and one electronic copy for DCNR files.