

The City of Washington the Borough of East Washington Comprehensive Parks and Recreation Plan  
IMPLEMENTATION MATRIX

	Responsible Party to Implement Action	Potential Partner Organizations	Timeframe to Begin Project	Opinion of Probable Cost
<b>Goal #1: Improve existing parks and recreation facilities</b>				
<b>Strategy 1.1: Improve the 8th Ward Playground</b>				
1. Construct ADA accessible pathways from the walkway to each of the facilities	City	Local Asphalt Company	M	\$14 per square yard (crushed stone trail, 6' wide; 6" thick) plus clearing, grubbing, and grading
2. Replace missing basketball hoop on the court	Park Maintenance Staff	N/A	H	\$100
3. Repair or replace the water fountain	Park Maintenance Staff	Local Plumber	H	Repair \$250/replace \$1,500
4. Cover exposed electric wires in the pavilion	Park Maintenance Staff	Local Electrician	H	\$150
5. Provide annual maintenance of facilities to ensure compliance with current safety standards, as listed in Table 1.1	Park Maintenance Staff	N/A	H	Staff Time
<b>Strategy 1.2: Improve Park &amp; Dewey Playground</b>				
1. Construct ADA accessible pathways throughout the park from the entrances to each of the facilities	City	Local Concrete Company	M	\$14 per square yard (crushed stone trail, 6' wide; 6" thick) plus clearing, grubbing, and grading
2. Repair the roof on the pavilion and cover the exposed metal pipe	Park Maintenance Staff	N/A	H	\$500
3. Renovate the entrance ramp from Dewey Road to be ADA compliant (needs landing areas every 30')	City	Local Concrete Company	M	
4. Provide annual maintenance of facilities to ensure compliance with current safety standards, as listed in Table 1.2.	Park Maintenance Staff	N/A	H	Staff Time
<b>Strategy 1.3: Improve Ramage Field</b>				
1. Install a park sign at the entrance	City	Brownson House/Sign Company	H	\$1,000 to \$5,000 depending on design
2. Install wayfinding signs from Jefferson Avenue to the entrance to Ramage Field	Park Maintenance Staff	Boy Scouts/Sign Company	H	\$150
3. Improve parking area and access road	Public Works	Obtain millings from repaving streets	L	Staff Time/obtain free millings
4. Create a multi-purpose sports area that accommodates baseball/softball, soccer, and similar sports	Park Maintenance Staff	Brownson House/Sports Organizations	H	Staff Time
5. Eliminate ball field #2 and corresponding backstop	Park Maintenance Staff	N/A	M	Staff Time
6. Provide annual maintenance of facilities to ensure compliance with current safety standards, as shown in Table 1.3	Park Maintenance Staff	N/A	H	Staff Time
<b>Strategy 1.4: Improve the Borough of East Washington Park</b>				
1. Replace park rules sign	Public Works	Secretary	H	Staff Time
2. Create a small parking area at the Thayer Street entrance	Public Works	Local Paving Company	M	\$1,000
3. Develop an ADA accessible pathway around the perimeter of the park that provides access to the pavilion, playground, and other facilities and equipment	Borough	Local Paving Company	H	\$14 per square yard (crushed stone trail, 6' wide; 6" thick) plus clearing, grubbing, and grading
4. Replace the infant swing with an updated model that is compliant with current safety standards	Public Works	N/A	H	Staff Time
5. Replace the existing Port-a-John with an ADA model	Public Works	Port - John Company	M	Staff Time
6. Provide annual maintenance of facilities to ensure compliance with current safety standards, as shown in Table 1.4.	Public Works	N/A	H	Staff Time
<b>Strategy 1.5: Provide recreation areas in each neighborhood.</b>				
1. Work with the Brownson House to extend the hours of the Vernon C. Neal Playground so it is more accessible to the residents.	City	Brownson House	M	Staff Time
2. Partner with the Highland Ridge Elm Street Organization to identify a suitable location for a mini-park.	City	Highland Ridge Elm Street Organization	H	Staff Time
3. Determine a location for a new mini-park in the 7th Ward neighborhood west of I-79.	City	Neighborhoods	M	Staff Time
<b>Strategy 1.6: Incorporate green design and conservation principles into parks and recreation facilities.</b>				
1. Provide recycling bins in each park.	City		H	\$4,000
2. Utilize native plants and materials.	City	Master Gardner Organization	H	Cost of plants
3. When feasible, use non-impervious surfaces for parking areas and court surfaces.	City	N/A	M	Cost dependent on project
4. Develop rain gardens in each park.	City	Master Gardner Organization	L	\$20 per square foot
5. Utilize bio-swales and other natural methods for stormwater management.	Public Works	City	M	\$75 per square yard - includes soil, plant materials, and drainage
6. Remove invasive trees, plants, shrubs, vines, and grass (Japanese Stilt grass)	Park Maintenance Staff	Ecology Groups	H	Staff Time plus Chemicals

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<b>Strategy 1.7: Improve pedestrian and bicycle connections</b>				
1. Develop a formal trail that connects the Borough of East Washington Park to Washington Park	City/Borough	Biking Groups/Boy Scouts	H	Cost dependent on project
2. Develop a formal trail that connects Lockhart Street to the Washington Park School.	City	Boy Scouts	H	Cost dependent on project
3. Develop a signed walking/biking route throughout the City and Borough that provides a safe path to Washington Park	City/Borough	Scouting Groups	H	\$150 per sign
4. Implement the Washington WalkWorks Campaign	City	Historic Society	H	N/A
5. Develop and implement a sidewalk maintenance plan in the City and Borough	City/Borough	Public Works	H	Staff Time
<i>Goal #7: Build and maintain collaborative partnerships with area recreation providers and organizations to provide recreation programs.</i>				
<b>Strategy 2.1: Increase programming at Washington Park.</b>				
1. Host 5K/10K races and events on the trail.	Recreation Director/City	Running Groups/School District	H	Staff Time/Advertising
2. Promote cross-country skiing on the trails in the winter.	Recreation Director/City	Trail Organizations	L	Staff Time/Advertising
3. Identify suitable areas for sled riding and promote as such.	Recreation Director/City	Local News Media/Papers	H	Staff Time Advertising
4. Consider hosting a triathlon (bicycle on City streets, run on the park trail, swim in the pool)	Recreation Director/City	Brownson House/School District	M	Staff Time/Advertising
5. Host tennis tournaments.	Recreation Director/City	Chuck Taylor	H	Staff Time/Advertising
6. Partner with W&J to host instructional baseball/softball leagues and camps using the Pony and TWIST fields.	Recreation Director/City	W&J/Brownson House	H	Staff Time Advertising
7. Partner with the Brownson House to host summer basketball leagues at the proposed basketball court.	Recreation Director/City	Brownson House	H	Staff Time/Advertising
8. Market the proposed sand volleyball courts to potential groups and leagues.	Recreation Director/City	Volleyball Organizations	M	Staff Time/Advertising
9. Market the proposed seasonal ice skating rink as a site to host instructional "learn to skate" or hockey camps.	Recreation Director/City	Local News Media/Papers	L	Staff Time/Advertising
10. Host summer concerts in the park at the proposed outdoor amphitheatre.	Recreation Director/City	Local Musicians	H	Staff Time/Advertising
11. Partner with the local theatre group to host additional programs at the Main Pavilion.	Recreation Director/City	Washington Community Theater	H	Staff Time/Advertising
12. Market the Main Pavilion as an outdoor location to host evening events.	Recreation Director/City	Local News Media/Papers	H	Staff Time/Advertising
13. Partner with W&J College and/or Washington School District to offer interpretative nature and environmental programming utilizing the natural features in the park.	Recreation Director/City	W&J/Washington School District	H	Staff Time/Advertising
<b>Strategy 2.2: Utilize Ramage Field as a facility to host programs.</b>				
1. Market Ramage Field as a site that can host ultimate Frisbee games and tournaments.	Recreation Director/City	W&J/School District/Brownson House	M	Staff Time/Advertising
2. Partner with the Brownson House to utilize the field for their outdoor programs.	Recreation Director/City	Brownson House	H	N/A
3. Improve ball field #1 so that it can host adult softball games/leagues.	Park Maintenance Staff	Public Works	H	\$7,500
<b>Strategy 2.3: Partner with surrounding municipalities to offer regional programs.</b>				
1. Contact surrounding municipalities to identify their needs and determine if there are opportunities to partner on future events.	Recreation Director/City	Adjacent Municipalities	H	N/A
2. Partner to purchase a movie projector system and host movie nights in the park on a rotating basis throughout the region.	Recreation Director/City	Adjacent Municipalities	H	\$6,000
<b>Strategy 2.4: Seek out organizations and individuals who are interested in partnering to host new programs.</b>				
1. Contact Washington and Jefferson College semi-annually to determine interest in new programs and events.	Recreation Director/City	W&J	H	Staff Time
2. Contact the community recreation resources in the region to foster the development of partnerships to provide a wider variety of recreational experiences for the residents of the Washington area.	Recreation Director/City	Community Recreation Providers	H	Staff Time
3. Partner with the Senior Center to host outdoor programs and activities.	Recreation Director/City	Washington Senior Center	H	Staff Time
4. Partner with TRIPIL and/or other organizations that work with persons with disabilities to develop at least one program a year that is specialized specifically for those individuals with special needs.	Recreation Director/City	TRIPIL	H	Staff Time
5. Coordinate with the Lemoyne Center to determine their interest in expanding their summer program (or others) to additional sites.	Recreation Director/City	LeMoyne Center/W&J/School District	H	Staff Time
6. Consider offering programs for preschool age children, such as the Start Smart programs through the National Alliance for Youth Sports.	Recreation Director/City	Physical Education Teachers	M	Staff Time
7. Actively seek new hosts/instructors for program expansion, revenue generation, and improvement of the quality of life for the residents.	Recreation Director/City	Body Building/Dance/ Etc. Instructors	H	Staff Time

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<b>Goal #3. Build capacity to improve the administration of parks and recreation.</b>				
<b>Strategy 3.1: Maintain open lines of communication between municipal officials and the public in regards to recreation needs.</b>				
1. Educate the general public about the many values derived from providing quality recreation programs and facilities.	Recreation Director/City	News Media	H	Staff Time/Advertising
2. Conduct annual surveys for park users to determine needs regarding existing facilities, proposed new facilities, and programs.	Recreation Director/City	Staff	H	Staff Time
3. Develop a regional parks and recreation advisory board. a. Appoint interested individuals who represent all areas of the community. A minimum of five to a maximum of nine can be appointed in each community. b. Develop a set of bylaws, an organizational chart, and a code of ethics under which the Board will function.	Recreation Director/City	Adjacent Municipalities	H	Staff Time
<b>Strategy 3.2: Develop a solid volunteer base to assist with parks and recreation.</b>				
1. Utilize volunteers from local recreation organizations for park development, maintenance, and potential programming.	Recreation Director/City	W&J	M	Staff Time
2. Maintain records of their work and hours to use for in-kind services to match grants.	Park Secretary	N/A	H	Staff Time
<b>Strategy 3.3: Maintain written records for all parks and recreation matters (facilities and programs).</b>				
1. Keep everything, especially program information, well organized, documented to the smallest detail, evaluated and fully recorded.	Park Secretary	Recreation Director	H	Staff Time
2. Develop a field use policy and establish a fee schedule for use of the public fields. These fees will help with improvements and maintenance costs of the facilities.	Park Secretary	Recreation Director/City	H	Staff Time
3. Ensure that agreements with associations that provide port-a-johns and other facilities located near their fields meet all ADA requirements.	Park Secretary	Recreation Director	H	Staff Time
4. Establish and update policy manuals to meet the needs of the parks as they further develop.	Park Maintenance Staff	Recreation Director	H	Staff Time
5. Develop an administrative manual that contains all strategic information pertaining to operations, personnel, park facilities, and programs.	Park Secretary	Recreation Director	H	Staff Time
6. Establish safety policies and a risk management program.	Park Maintenance Staff	Recreation Director	H	Staff Time
7. As things change concerning the City park personnel, make any necessary changes to the organizational chart to keep it up to date.	Park Secretary	Recreation Director/City	H	Staff Time
8. The Borough should develop an overall organizational chart for the Borough's staff as it relates to parks and recreation.	Borough Secretary	Borough Secretary/Council	H	Staff Time
<b>Strategy 3.4: Ensure that parks and recreation personnel are adequately prepared, trained, and maintain clearances.</b>				
1. All park staff should attend training seminars to keep up to date on safety issues and maintenance procedures.	Recreation Director/City	Pennsylvania Recreation & Parks Society	H	Seminar Costs
2. All park staff should be certified in CPR/AED and attend update training every two years.	Recreation Director/City	Local Ambulance Authority	H	Free
3. Consider providing first aid training and certification to park staff.	Recreation Director/City	Local Ambulance Authority	H	Free
4. As needed, hire dedicated personnel to properly maintain recreation and park areas and facilities.	Recreation Director/City	N/A	H	Staff Time/Advertising
5. Conduct annual performance evaluations.	Recreation Director/City	N/A	M	Staff Time
6. Conduct proper background checks and obtain clearances for park employees, instructors and volunteers.	Recreation Director/City	Police Department	H	\$10/application
7. Encourage parks and recreation staff to attend educational sessions (such as the PRPS Annual Conference).	Recreation Director/City	Pennsylvania Recreation & Parks Society	M	Session Fee
8. The "Right to Know" information should be readily accessible to the employees.	Recreation Director/City	N/A	H	N/A
9. Ensure that at least one park maintenance staff has the Category 23 pesticide license and the license number is properly displayed on a park vehicle.	Recreation Director/City	Penn State Extension	H	Cost of Study Materials - > \$100

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<b>Strategy 3.5: Develop a plan to raise funds for recreation improvements.</b>				
1. Provide additional tax dollar funds to improve the parks.	City/Borough	N/A	M	Supervisors/Council Time
2. Develop a detailed line item budget.	City/Borough	N/A	H	Recreation Director/Supervisors Time
3. Host more recreation events that generate revenues.	Recreation Director/City	Recreation Providers	H	Advertising Costs
4. Sponsor programs that generate revenue through user fees.	Recreation Director/City	N/A	H	Advertising Costs
5. Develop a written revenue policy. A written revenue policy should be developed by the municipal Councils to establish a framework for setting fees and charges for both the programs and facilities. If they City and Borough form a Parks and Recreation Board, they can assist the Councils in developing this policy.	Recreation Director/City	N/A	H	Recreation Director/Supervisors Time
6. Develop a "Friends of Washington Park" charitable (501c3) organization to help raise money and solicit donations.	Recreation Director	Interested Citizens	H	\$1,000
7. Organize a capital campaign to help raise money for the renovation of the Main Pavilion.	Recreation Director/City	Friends Of Washington Park	H	Advertising Costs
8. Solicit memorial funds.	Recreation Director/City	Friends Of Washington Park	H	Staff Time
9. Consider using "naming rights" to generate additional revenues.	Recreation Director/City	N/A	H	Staff Time
<i>Goal #4: Develop a coordinated marketing plan for recreation.</i>				
<b>Strategy 4.1: Enhance the City and Borough's online presence to promote parks and recreation.</b>				
1. Keep websites up to date with parks and recreation information (facilities available, rental costs, programs, events, etc.).	Park Secretary	Recreation Director/Manager	H	Staff Time
2. Offer online registration for programs.	Park Secretary	Recreation Director/Manager	H	Staff Time
3. Offer online rentals for pavilions and a "real time" guide to pavilion availability.	Park Secretary	Recreation Director/Manager	H	Staff Time
4. Develop an "at a glance" section on the website featuring the park facilities and programs.	Park Secretary	Recreation Director/Manager	H	Staff Time
5. Provide information regarding the City playgrounds.	Park Secretary	Recreation Director/Manager	H	Staff Time
6. Consider establishing a Facebook account that publicizes upcoming programs and events.	Park Secretary	Recreation Director/Manager	M	Staff Time
7. Provide links to area recreation providers, such as the Brownson House, sports organizations, etc.	Park Secretary	Recreation Director/Manager	H	Staff Time
<b>Strategy 4.2: Continue to explore additional methods to publicize parks and recreation.</b>				
1. Maintain a database of program participants and send out monthly e-newsletters/e-blasts.	Park Secretary	Recreation Director	H	Staff Time
2. Develop a semi-annual City/Borough newsletter that promotes the area parks and recreation programs.	Park Secretary	Recreation Director	H	Staff Time
<i>Goal #5: Ensure that all parks and recreation facilities meet current standards regarding safety and usability.</i>				
<b>Strategy 5.1: Establish a maintenance plan.</b>				
1. Develop a detailed proactive (preventative) maintenance plan.	Park Maintenance Staff	Recreation Director	H	Staff Time
2. Continue to complete park maintenance in-house.	Park Maintenance Staff	Recreation Director	H	Staff Time
3. Purchase a utility vehicle with a dump to be used by staff for maintenance within Washington Park.	City	Park Maintenance Staff	M	\$12,000
4. Develop a flexible working schedule that includes detailed routine maintenance and priority maintenance.	Park Maintenance Staff	Recreation Director	H	Staff Time
5. Hire contractors to complete projects or do equipment maintenance that staff cannot adequately maintain or that they don't have the proper credentials or experience to complete.	City/Borough	Recreation Director	H	Project Cost
6. As a safety issue, try to have at least two people working together to maintain facilities, this includes things as simple as collecting trash. This is recommended by insurance companies.	Park Maintenance Staff	Recreation Director	M	Staff Time
7. Work closely with the sports associations to maintain high standards within their programs, and the maintenance and upkeep of the fields and adjacent areas and facilities that they use.	Recreation Director	Sports Organizations	H	Staff Time
<b>Strategy 5.2: Maintain written records of all maintenance activities.</b>				
1. Keep a thorough record of all maintenance on each piece of equipment.	Park Maintenance Staff	Recreation Director	H	Staff Time
2. Develop a replacement schedule for larger pieces of equipment.	Park Maintenance Staff	Recreation Director	H	Staff Time
3. Develop a detailed record keeping journal of items such as: equipment maintenance, playground inspections, turf management, and use of chemicals for spraying weeds.	Park Maintenance Staff	Recreation Director	H	Staff Time

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<b>Strategy 5.3: Develop a risk management plan.</b>				
1. Consideration should be given to providing access to an automatic electronic defibrillator (AED) in the park office and/or at the pool.	Recreation Director/City	Local Ambulance Authority	H	\$1,800
2. Perform a visual risk assessment and park facility inspection of all areas and facilities within each park on a regular basis. This inspection should then be properly recorded and any issues noted.	Park Maintenance Staff	Recreation Director	H	Staff Time
3. Develop and record a weekly visual playground inspection routine, a monthly detailed inspection, and a yearly intense inspection (playground audit).	Park Maintenance Staff	Recreation Director	H	Staff Time
<b>Strategy 5.4: Minimize the vandalism within City parks.</b>				
1. Install security cameras in all City parks.	Recreation Director/City	Security Company	M	\$5,000 - \$10,000
2. Have police conduct regular foot patrols within each park, particularly within an hour or two after the parks close.	City	Police Department	H	Staff Time
3. Ensure that all park entrances/exits are securely locked at night.	Police Department	City	H	Staff Time
4. Utilize a preventive graffiti coating on surfaces prone to vandalism.	Park Maintenance Staff	Police Department	H	Staff Time
5. Install dusk to dawn lighting in key areas.	City	Lighting Company	H	\$50 - \$150/light plus electrical connection
6. Utilize game cameras in areas where permanent cameras are not needed. These can be moved around to other areas as needed.	City	Recreation Director	L	\$100 - \$300/camera