

Project Plan

Project Summary

Agency: City of Vandalia

Project Title: Parks and Recreation Master Plan

Project Brand Name: TBD

Project Plan Date: December 20, 2021

Prime Consultant: PROS Consulting, Inc. (PROS)

Sub Consultants: OHM Advisors, ETC

Contracts: Executed Pending No N/A

Contract Execution Date: December 2021

Project End Date: December 2022

Invoicing Terms: PROS invoices by the 10th of each month based on percentage complete of high-level tasks

Invoices Submitted: Electronically to: Steve Clark at sclark@vandaliaohio.org

Payment Terms: City of Vandalia pays within 30 days of invoice submittal

Payment Submitted: By mail to PROS Consulting, Inc., 35 Whittington Drive, Suite 300, Brownsburg, IN 46112

Project Management Communication: TBD (i.e. bi-weekly call)

Project Team

Name	Organization	Project Role	Phone	Email
Steve Clark	City of Vandalia	Director of Parks and Recreation – City Project Manager	937.415.2336	sclark@vandaliaohio.org
	City of Vandalia			
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Phil Parnin	PROS	Project Consultant	317.796.5437	Phil.parnin@proconsulting.com
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Aaron Domini	OHM Advisors	Project Sub Consultant – Park Planning	614.474.1114	Aaron.Domini@ohm-advisors.com
Josh Helms	OHM Advisors	Project Sub Consultant – Park Planning	614.474.1138	Josh.Helms@ohm-advisors.com
Ryan Murray	ETC	Project Sub Consultant – Statistically Valid Survey	913.254.4598	rmurray@etcinstitute.com
Kristina Campbell	PROS	Project Consultant	623.695.9763	Kristina.campbell@proconsulting.com

Scope Summary

Task/Item	Lead	Projected Timeline	Notes
Project Management, Progress Reporting & Data Collection			
Kick-off Meeting, Data Collection/Review & Project Management	PROS	Ongoing And specifically Kick-off meeting – Tour of Parks -	<ul style="list-style-type: none"> • Kick-off meeting – • General Tour of Parks • Project management strategies/desired outcomes • Vandalia to provide background documents via shared Dropbox folder • Facilitate a series of meetings with City Parks and Recreation staff to collect information, evaluate their vision for Parks and Recreation and gain insight into the needs and unmet needs of the community based on input received during other related planning efforts, current levels of participation in the system as well as previous outreach efforts and survey data collected.
Progress Updates	PROS	Steering Committee/City Council Updates Meeting #1 – Overview of project and processes to achieve successful, sustainable implementation <ul style="list-style-type: none"> - Steering Committee - January - Council - February? - Community – Virtual February? Meeting #2 – Present Key Public Needs Assessment Findings – May 2022	<ul style="list-style-type: none"> • The Consulting Team will conduct progress meeting presentations at key milestones to staff, City Council and the Parks and Recreation Advisory Board

		<p>Meeting #3 – Present Key Technical findings – October 2022</p> <p>Meeting #4 – Present Recommendations and Implementation Plan - November 2022</p> <p>Meeting #5 – Council Adoption December 2022</p>	
Trends and Standards			
Demographic and Recreation Trends Analysis	PROS	Completed by Kick-off Meeting – 1/20	<ul style="list-style-type: none"> To understand the market areas served by the park and recreation system and distinguish customer groups. PROS will add tapestry segmentation to the demographic analysis provided by the City
Benchmarking Analysis	PROS	February-May 2022	<ul style="list-style-type: none"> A benchmark analysis will be completed to compare the City of Vandalia’s Parks and Recreation Department to other relevant peer agencies. The Consulting Team will identify up to 15 key metrics to be surveyed and analyzed
Civic Engagement			
Internal Focus Group and Stakeholder meetings	PROS	<p>February 2022</p> <ul style="list-style-type: none"> City to provide list of folks by kick-off meeting. (other City department staff) 	<ul style="list-style-type: none"> The Consulting Team will perform focus groups and key leadership interviews with City of Vandalia staff, including separate meetings for each Parks and Recreation division (or functional grouping). In addition to Parks and Recreation, stakeholder/focus group meetings will include other City Departments (City Management, Communications/Marketing, Police, Community and Economic development, Finance, and Public Works if needed.
External Focus Group and Stakeholder	PROS	February 2022	<ul style="list-style-type: none"> The Consulting Team will perform focus groups and key leadership interviews the community to

meetings/Community Meetings		<ul style="list-style-type: none"> - City to provide a list of citizens outside of those on the Advisory Committee, including but not limited to Chamber of Commerce, School District staff, friends' groups, partner organizations, etc. 	<p>evaluate their vision for parks and recreation in the City of Vandalia. One community meeting; Five to six (5-6) focus group meetings and key leadership interviews and other key leaders (up to 15) will be held over a two-day period.</p>
Statistically-Valid Needs Analysis Survey	ETC	<p>Final Survey Development: Late-February 2022 Survey Issued to Public: Early March 2022 Survey Closed: Late April 2022 Analysis and Results: By Mid-May 2022</p>	<ul style="list-style-type: none"> • Perform a random, scientifically valid community-wide household survey guided by information previously collected from staff and stakeholders to capture any missing data, validate need, unmet need, priorities and support for system improvements that include facility, programming, and park needs of the City.
Electronic Survey	PROS	<p>Final Survey Development: Mid-February 2022 Survey Issued to Public: Late April 2022 Survey Closed: Mid-May 2022 Analysis and Results: By Mid-Late May 2022</p>	<ul style="list-style-type: none"> • Abbreviated version of Statistically-Valid Survey (SVS) opened up to community via Survey Monkey following the completion of the SVS
Park and Facility Inventory and Assessment			
Existing Park and Facility Inventory and Assessment	OHM	<p>Site Visits: TBD Technical Report: May 2022</p>	<ul style="list-style-type: none"> • Document the existing park and recreation facilities via photographs and written summaries. • Develop tables which identify and evaluate quality of parks and facilities based on field visits to each park to determine the conditions of buildings, grounds, equipment, and overall appearance.

			<ul style="list-style-type: none"> • Identify any major deferred maintenance items and provide a general assessment of the accessibility of the facilities. • Address the adequacy for stated purposes and use and the potential for expansion based on previously prepared master plans, and document the current hours of operation. • Examine the functionality of the existing park site plans and make recommendations for improved vehicular and pedestrian flow, operations and efficiency.
Operational Assessments			
Recreation Center, General Programming, Park/Grounds & Public Facility Maintenance	PROS	March – June 2022	<ul style="list-style-type: none"> • Introduce comprehensive assessment tools in March 2022. Provide staff 8 weeks to complete (mid-May) • PROS analysis in June; • Results in June
Rank and Prioritize Demand and Opportunities	PROS	By June 2022	<ul style="list-style-type: none"> • Dependent upon program assessment community engagement and existing and future park and facilities analysis
Comprehensive Master Plan Elements			
Level of Service Standards	PROS	By Mid-June 2022	<ul style="list-style-type: none"> • Determine appropriate level of service standards for parks, facilities and amenities.
Geographical Analysis through Mapping	PROS	By Mid-June 2022	<ul style="list-style-type: none"> • Determine appropriate GIS mapping. The Consulting Team can utilize GIS to perform geographical mapping to identify service area analysis for specific facilities and programs. Mapping to be completed as overlay on Zoning or Land Use Map.

Park by Park Workshop	PROS/OHM	July/August 2022	<ul style="list-style-type: none"> Develop in workshop with City mini improvement plans for each existing park, facility, trailhead in the system.
Capital Improvement Plan	PROS/OHM	September 2022	<ul style="list-style-type: none"> Development of a three-tier capital improvement plan that will assist the City in the inevitable and continuous rebalancing of priorities and their associated expenditures.
Funding and Revenue Strategies (Capital Improvement)	PROS	Begin July 2022; end of September 2022	<ul style="list-style-type: none"> Funding strategies will be developed based on our review and analysis, as well as the national experience brought by the Consulting Team, including full grant opportunity listing
Confirm Vision, Mission and Goals/Objectives	PROS	October 2022	<ul style="list-style-type: none"> The supporting vision and mission statements will be affirmed or updated with senior Department staff in a work session.
Strategic Action Plan Development	PROS	October 2022	<ul style="list-style-type: none"> Land Acquisition, Development and Improvements Park and Facility Management Programs and Services Financial and Budgetary Capacity Development Policies and Practices
Draft Report Preparation and Briefings	PROS	November 2022	<ul style="list-style-type: none"> Will develop strategic timeline for document review after July 1, 2022
Final Master Plan Presentations, Preparation, and Production	PROS	December 2022	

ZOOM/Site Visits

Anticipated Timeframe	Purpose	Team Members
January 2022	Kick-off meeting; General tour of parks/facilities	PROS/OHM
January 2022	Internal Focus Group and Stakeholder meetings;	PROS
January/February	External Focus Group and Stakeholder meetings; Statistically Valid Survey Finalization	PROS
February-May 2022	Park and Facility Inventory and Assessments	OHM
June 2022	Community Needs Assessment Findings; Park Facility Assessment Findings; Presentation #2 to Steering Committee; Introduce Program Assessment; Map Out Phase 2 Project Timeline	PROS, OHM
July 2022	Park Classification/Level of Service; Equity Mapping; Prioritization of Needs; Park by Park Workshop;	PROS and OHM
September 2022	Operational Assessments;	PROS, OHM
October 2022	CIP; Vision Mission; Funding Strategies; Presentation #3 to Steering Committee	PROS
November 2022	Presentation to Steering Committee – Recommendation for Adoption	PROS
December 2022	Presentation to City Council – Adoption of Plan	PROS

Data Collection

Data from City to Consulting Team	Projected Timeline	Method
<ul style="list-style-type: none"> • Existing Park/ trail master plans <ul style="list-style-type: none"> • Existing Inventory data/ amenity/ park lists and quantities • Park/ trail maps and/or graphics • Existing Lifecycle replacement schedules • Existing Parks CIP planning or future project improvement lists/ schedules • GIS mapping data for the City (either a CD with the data or contact information for obtaining the data) • Park and recreation budgets by department for the last five years (and including current year) • Any public opinion information related to parks and recreation completed in the last three years • Copies of existing program policies/procedures for review and comment • Current ordinances and policies related to parks and recreation desired for review and comment • Staff organizational structure with names • Breakdown of revenue streams used to help support the operational budget • The last two years of annual reports (if produced) 	<p>All data uploaded to Dropbox by Kick-off meeting</p>	<ul style="list-style-type: none"> • Consulting Team will set-up a Dropbox with Topical Sub-folders for data to be uploaded to by the City.

<ul style="list-style-type: none"> • Capital improvements completed in the last five years and capital budget for next five years • Any partnership agreements in place along with partnership contact information • Current inventory and classification system used for park land, facilities, and amenities • Complete listing of all programs and special events annually • Any available park visitation data (multi-year if possible, showing trends) • Any physical assessment reports completed on park facilities/infrastructure • Any management or operating agreements with for-profits and non-profits • Existing master plans for parks/trails where future improvements/additions are planned • Any available planning documents related to open space, future growth/land use, trails, etc. • List of key issues that the Department is facing that must be addressed in the study • List of all parks (including addresses and amenities) that will have lifecycle assessments conducted 		
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Project Considerations, Risks, or Issues

- Steering Committee Meetings –
- City Council Meetings - The Meetings are held the 1st & 3rd Monday of every month at 7pm at Council Chambers, 333 James E Bohanan Drive Vandalia, OH 45377. Council Meeting dates that conflict with the municipality's Monday Holiday observance dates will be held the following Tuesday. Summer Schedule may vary.