

RIVVA RIDDIM
ECOTOURISM PARK
OPERATIONAL PLAN
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RIVVA RIDDIM ECOTOURISM PARK OPERATIONAL PLAN

1.0 Management/Operational Plan

In order to establish and maintain the Park, Rivva Riddim Ltd. has developed a management plan and operational strategy which are outlined in the following sections.

2.0 Park Funding and Sustainability

The financing of the park, (its capitalisation), operations and maintenance will be funded by Rivva Riddim Ltd. An indicative budget for capitalisation and the first 2 years of operation has been developed. Refer to Appendix 2 for details. A summary of the first two years Capital and Operating Budgets is shown in **Table 1**.

Table 1 - Summary of Capital and Operating Budgets (Years 1 and 2)

	YEAR 1	YEAR 2
	\$	\$
CAPITAL BUDGET		
1. Property Expenditure	169,985,000.00	84,045,000.00
2. Equipment Purchase	25,100,000.00	12,605,000.00
Total Capital Expenditure	195,085,000.00	96,650,000.00
OPERATIONAL BUDGET		
1. Payroll & Related Expenses	16,728,000.00	18,768,000.00
2. Training & Development	300,000.00	100,000.00
3. General Administrative	757,500.00	757,500.00
Total Operating Expenditure	17,785,500.00	19,625,500.00
4. Depreciation (Non-cash)	622,000.00	622,000.00
Total Expenditure	18,407,500.00	20,247,500.00

Detailed budget information is included at Appendix 1.

3.0 Opening Days and Hours

The park opening hours will be 9am to 5pm on Saturdays, Sundays, Tuesdays and Thursdays and all public holidays. Signs with opening hours will be posted at the entrance to the Park.

4.0 Entrance Fees

Entrance fees are J\$500 for local persons and USD\$10 (or Jamaican equivalent) for non-locals

5.0 Organisational Structure

The day to day operations of the Park will be the responsibility of a Park Manager who will report to the Managing Director of Rivva Riddim Ltd. or his designate.

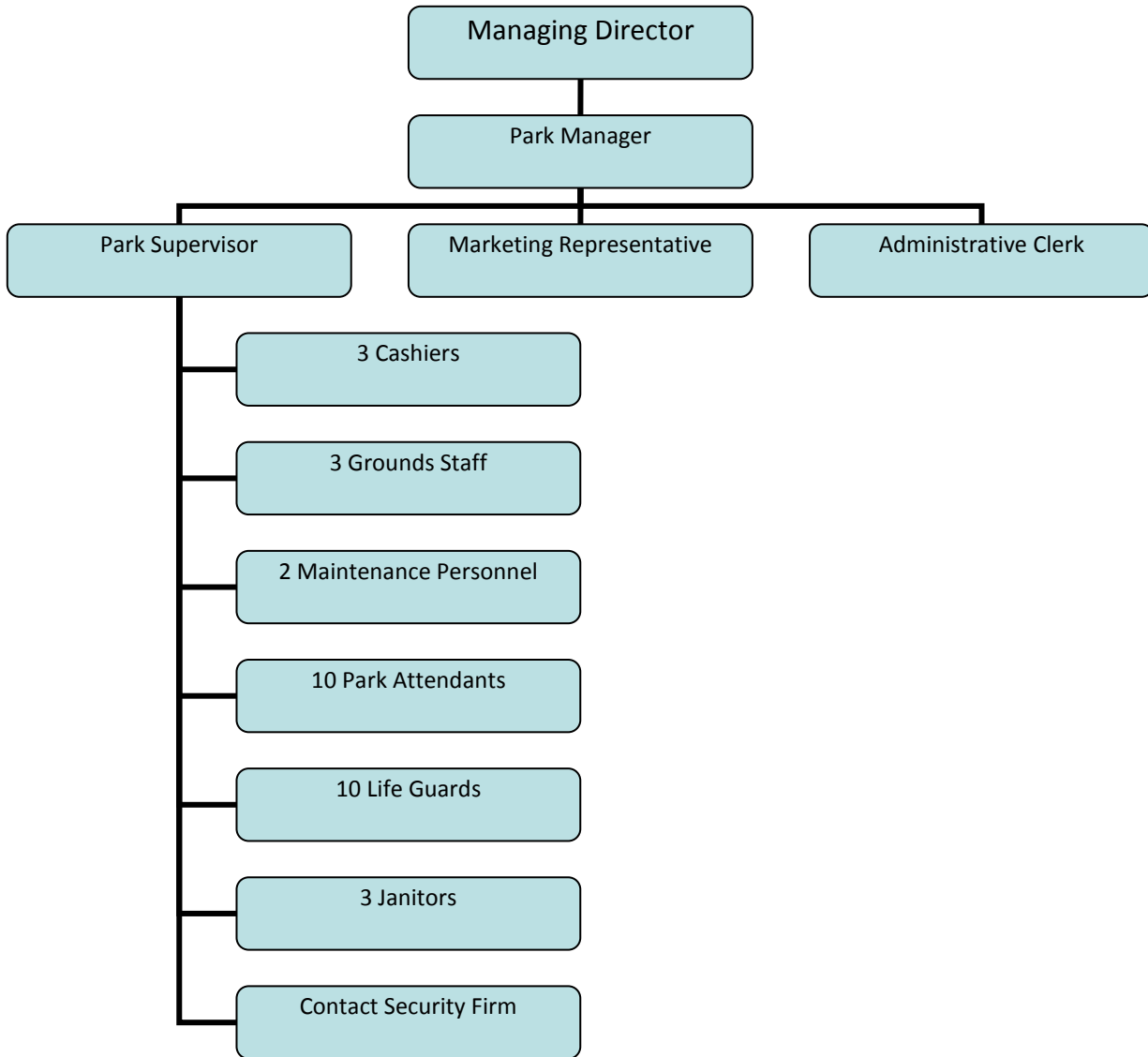
Reporting to the Park Manager is shown in **Figure 1**:

- 1 Park Supervisor
- 1 Marketing Representative
- 1 Administrative Clerk

Reporting to the Park Supervisor is shown in **Figure 1**:

- 3 Cashiers
- 3 Grounds staff
- 2 Maintenance personnel
- 10 Park Attendants
- 10 Life Guards
- 3 Janitors
- Contract Security Firm- a minimum of three security guards with at least one trained guard dog

Figure 1 - Organisational Chart for Theme Park



Responsibilities of the park personnel are as follows in **Table 2**.

Table 2 - Responsibilities of Park Personnel

POSITION	RESPONSIBILITIES
Park Manager	<ul style="list-style-type: none">• Manages day to day operations of the park operations e.g. maintenance, employment, budget & cost control and training• Liaise with park owners on a regular basis to ensure the vision is adhered to and report as required• Executes marketing strategy and fine tunes this strategy for optimum profitability• Ensures that carrying capacity of the park is not exceeded
Park Supervisor	<ul style="list-style-type: none">• Reports directly to the Park Manager• Supervises all line staff• Addresses complaints and concerns from the public, park users and park staff and works with the Park Manager to ensure that customer service and performance recognition by staff is always #1• Conduct safety audits and ensure all gaps are closed• Ensures maintenance of park infrastructure is carried out• Provides necessary materials and equipment for the maintenance of the park infrastructure
Janitors	<ul style="list-style-type: none">• Clean bathrooms and eating areas• Replenish bathroom consumables (toilet paper, hand soap, hand towels)• Empty bathroom trash receptacles
Grounds staff	<ul style="list-style-type: none">• Clean park grounds and car park• Mow lawns• Trim trees• Maintain flowers and foliage• Empty park trash receptacles• Report defects to the Park Supervisor• Undertake minor repairs to and maintenance of Park infrastructure e.g. painting
Administrative Clerk	<ul style="list-style-type: none">• Maintains all records relating to the park operations• Maintains inventory of consumable items e.g. toiletries, garbage bags and first-aid supplies• Provides information to the public and park users• Assists the Park Manager in carrying out administrative duties
Park Attendants	<ul style="list-style-type: none">• Ensure that the vision of providing first class customer service is executed• Provide information to all customers• Address all customer requests• Assist all customers especially those that are most vulnerable (senior

POSITION**RESPONSIBILITIES**

	folks, kids and the disabled)
	<ul style="list-style-type: none">• Provide guided tours on the hiking trail and river walks
Cashiers	<ul style="list-style-type: none">• Perform all transactions between customers and the park including entrance fee and other park fees like food tickets and park attractions like rental of kayaks etc.• Run reports for the park management on daily incomes• Balance the cash box
Maintenance personnel	<ul style="list-style-type: none">• Conduct routine inspections of all equipment and document results• Conduct preventative maintenance of all equipment• Address, repair or replace any defective part of equipment• Ensure that there is 100% reliability of all equipment during park opening hours• Create redundant systems in case of equipment failure• Review all equipment operations to ensure safety at all times• Ensure adequate spare parts are available at all times• Review efficiency of operating equipment and make recommendations of upgrades etc.
Marketing Representative	<ul style="list-style-type: none">• Liaise with hotels, tour companies etc. to book tours to the park and handle all group tours• Work with a web developer to ensure that the park's website is up to date• Work with all public relations avenues to advertise the park
Life Guards	<ul style="list-style-type: none">• Ensure that all persons within the water areas are safe at all times• Help with monitoring general safety of all areas and report any concerns to the park supervisor• Implements emergency preparedness and response measures• Provides assistance (including first aid) to park visitors in cases of minor injury and/or illness

24- hour contract security service will be provided for the Park. The number of security guards assigned to the park will vary based on the number of visitors.

6.0 Park Administrative Offices and Information Post

There will be a cashier post at the entrance of the park after the parking area and another post in the welcome area/restaurant/bathroom facility. This is where the Park Manager, Supervisor and Administrative Offices will be located as well. The First Aid kit and the public address system will be located within this area.

An information post will also be established in this location for the benefit of the visitors. Information related to the facilities and amenities provided for visitor use will be available along with instructions detailing how emergencies will be addressed.

7.0 Marketing and Promotion

Our marketing representative will work with hotels and tour companies to book tours to the park. The park is located in an area that is well used by these facilities already as Chukka Tours and Prospect Plantation is nearby.

The representative will also liaise with different companies and persons to spread all relevant information about the Park.

Advertisements from time to time will be placed in the local newspapers and magazines as well as the telephone directory.

8.0 Park Rules

In order to ensure the comfort and safety of park patrons, rules governing the park will be made available to patrons via a brochure and will also be posted on signs (**Figure 2**) as required at the entrance and at other strategic locations throughout the facility.

Figure 2 - Typical Park Entrance Sign with Park Rules & Indemnity Clause



Emancipation Park Entrance Sign - by E Stephenson Dec 2003

Prohibited activities include:

- Littering/Vandalism
- Disorderly Conduct
- Vending
- Gambling
- Solicitation
- Loud music
- Setting fires
- Removal of vegetation
- Use of narcotics and other illegal substances
- Bike riding or motorised traffic

Prohibited items include:

- Weapons (firearms, etc.)
- Animals/pets

Permitted items include:

- Personal music players with headphones
- Picnic items (food, utensils etc.)
- Personal portable chairs

Dress code:

- No bare feet
- Visitors must be fully clothed

Visitors to the Park are required to adhere to the above rules.

9.0 Emergencies

Emergencies will be addressed in accordance with the Emergency Preparedness and Response Plan for the Park to be prepared under separate cover.

10.0 Liability Policy

Rivva Riddim is fully committed to providing a safe and secure environment at the Park for its staff and visitors. This is an integral strategy to its Park development and maintenance plan.

However, in the event of accidents, provisions have been made by the company with respect to insurance coverage. Employer's Liability and Public Liability insurance coverage for the Park has already been established by Rivva Riddim Ltd.

The Employer's Liability insurance covers legal liability in respect of accidental bodily injury, death or disease arising out of and during the course of their employment. The limit of indemnity is \$10 million anyone loss and \$10 million aggregate.

The Public Liability insurance covers the legal liability for accidental death or bodily injury sustained by third parties including damage to their property while not in the insured's custody or control, caused by negligent acts arising from the operation of the Park. It also includes litigation costs and expenses and personal injury. The limit of indemnity is \$5 million any one accident and \$10 million anyone period/aggregate.

Park visitors will be notified by virtue of information provided on signs (see **Figure 2**) and in documentation format that Rivva Riddim Ltd. will not be liable for injury to visitors or the loss or damage to their property while at the Park.

Rivva Riddim Ltd. will not be liable for the loss or damage to visitors' property or their person in circumstances where visitors flout the Park Rules.

11.0 Park Facilities

The park will have the following facilities for the comfort, convenience and enjoyment of its patrons:

Bathrooms

Male and female bathrooms are provided for visitors. Each male and female bathroom has one water closet accessible to disabled persons.

Male Bathrooms:

- 4 urinals
- 4 water closets
- 4 lavatory basins

Female Bathrooms:

- 4 water closets
- 4 lavatory basins

Concession area

Food and drink will be available at a cost for patrons of the park. Food will be prepared off-site and sold at the restaurant.

Parking

The park's parking facilities includes 50 dedicated parking spaces for park users 4 of which will be dedicated to tour buses and 2 dedicated to disabled persons.

Garbage Receptacles

Garbage receptacles similar to the one shown in **Figure 3** will be strategically located within the park to facilitate the easy and convenient disposal of waste generated by patrons. Receptacles will be positioned such that they are visible from each picnic area, and in addition, the average distance a patron will walk to use a garbage disposal receptacle will be 5 m. The receptacles will be positioned within low growth foliage such that they are visible but not obtrusive.

Figure 3 - Typical Park Garbage Receptacle



Lighting

Since the park will open from 9am to 5pm there is no need for park lighting during the days. The bathroom and restaurant areas will all allow natural light illumination. However, during the winter months where the days get shorter and 5pm tends to be darker, adequate lighting will be provided. In accordance with the vision and 'being green technology', solar powered lighting for the convenience and safety of the patrons will be provided. The lights will be controlled by photocells which will regulate their operation based on ambient light conditions. Based on the

preventative maintenance strategy for the Park's electrical systems, adequate lighting will be provided at all times.

Picnic Areas

The park will have covered gazebos as well as numerous benches and green space (open and with trees) to facilitate picnics or just relaxation. Provisions will be made for access to the gazebos by the disabled. A typical gazebo is shown at **Figure 4**, a typical picnic table at **Figure 5** and a typical park bench at **Figure 6**.

Figure 4 - Typical Gazebo



Figure 5 - Typical Picnic Table and Benches



Figure 6 - Typical Park Bench



Flora and Fauna

Flora already in use locally will be used to landscape the grounds to create a lush and green environment conducive to relaxing and picnicking.

The grounds will be irrigated using effluent from the sewage treatment facility which serves the Park. Effluent quality will meet the NRCA sewage effluent standards, however in instances of upsets when the standard will not be met, effluent will not be used for irrigation.

Irrigation will be done via the drip irrigation method during the periods when the facility is closed or when visitor levels are low. Sprinkler irrigation will not be used to avoid water being dispersed by the wind. Care will be taken to restrict access by cordoning the areas being irrigated when visitor numbers are low. Care will also be taken to avoid water logging the soil during irrigation.

12.0 Staff Training

Each member of staff will be provided with the requisite training in order to operate optimally. Specifically, all members of staff will undergo training in customer service and orientation with respect to the facilities and amenities at the park. Additionally customised training will be provided based on job function and responsibilities.

In addition to the specialised training in safety procedures, the Life Guard will be trained and certified to administer first-aid in cases of emergency.

The workers employed to the Concessionaire contracted to manage the restaurant will undergo the standard Rivva Riddim training programme in food handling, preparation and customer service.

13.0 Signage

Signs will be strategically positioned throughout the Park to provide information, direction and guidance for the benefit of visitors. These will include signs indicating the:

- Park opening hours
- Main Entrance
- Park Rules
- Evacuation routes and exits and assembly points
- A Park Directory showing the relative layout of the main facilities
- The Visitor Information Booth
- Concession Area
- Rest rooms
- Administrative Office

14.0 Disposal of Solid Waste

In keeping with the existing practice for disposal of waste at the Rivva Riddim facility, all solid waste will be collected by private contractor and disposed of at the National Solid Waste Management Authority (NSWMA) Haddon solid waste disposal site in St. Ann.

15.0 Monitoring and Management of Park Capacity

To ensure that visitors to the Park continue to enjoy a pleasant and comfortable experience the impact of the usage of the Park will be monitored and preventive action taken by Management before such impact begins to have an adverse effect on the facilities. The Carrying Capacity will be used as a decision-making framework for Management to assess when the Park or its attractions and/or amenities are approaching maximum capacity levels. To achieve this, specific thresholds or “trigger-action” points have been established for the park capacity determined in Section 3.

Park Capacity

There will be variations in visitor usage of the Park on daily and seasonal bases, i.e. different numbers of patrons expected on holidays, weekends and weekdays. Within the local environment certain factors will drive visitor numbers, such as public holidays, or the days that schools are on holiday and the type of day such as Sunday as opposed to Saturday.

Zonal Capacity

Visitor capacity impact will also be monitored at the zonal level within the Park, that is, certain attractions/amenities will be monitored closely for visitor impact. The zones identified within the Park are:

- Picnic Areas
- Parking Lot
- Amenities (Restrooms)

These potential “high-use” areas will be closely monitored and appropriate action taken, such as measures to limit the number of visitors, in order to maintain the attractions and facilities in an acceptable state which will ensure a comfortable visitor experience.

Park Management will also monitor the wear and tear on covered park facilities such as the gazeboes and concession area as these will be subjected to crowding when patrons seek shelter during periods of inclement weather.

After commencement of operations, visitor surveys will also be periodically administered to assess visitor experience. Such surveys will include questions seeking to determine:

- whether the visitor is a first time visitor or a repeat visitor
- the reasons for coming back for repeat visits if applicable
- the number of visitors in the party if accompanied by others,
- the experience the visitor had, i.e. the level of satisfaction with the various attractions and amenities with responses ranging from very satisfied to dissatisfied.

Questions will also seek to obtain information on the:

- Physical/Spatial capacity – i.e. did they have sufficient space to utilise attractions, did they experience any delays in using restrooms, etc.
- Social Capacity – i.e. were they impacted by other visitors with respect to factors such as noise level, feeling crowded,
- Ecological Capacity – i.e. did they notice any undue negative impact to the ecological environment (flora and fauna), etc.

16.0 Park Maintenance

The park facilities will be regularly maintained in order to ensure that the visitor experience is safe and enjoyable. This means that there will be a preventive maintenance programme for the grounds and infrastructure to keep unplanned maintenance to a minimum. If and when unplanned maintenance is required, the safety of patrons will be the highest priority. Safety precautions will be taken, including cordoning off the section of the park where maintenance is taking place. Every effort will be made to have maintenance activities addressed in the shortest possible time.

Routine maintenance will be carried out by the park personnel and extraordinary maintenance will be done by contractors.

Regular inspections will be conducted by the Park Manager or designate using a checklist such as the one included at Appendix 2.

17.0 Closure Plan

The park could be closed for reasons such as change of use or for it to remain as an open green space. In either case, closure of the park would entail the decommissioning strategies outlined in **Table 3**:

Table 3 - Closure Plan for Theme Park

	Structure/Item	Decommissioning Strategies
1.	Structures such as Gazebos	Dismantle structures so as to maintain the integrity of reusable or recyclable materials such as wood and metal which can be sold or given away
2.	Park benches, picnic tables	Remove and store for reuse at another location or sell or give away
3.	Concrete floors and walls	Demolish and take rubble to NSWMA Haddon disposal site for use as road construction/stabilising material at the disposal site
4.	Irrigation system	Dismantle piping and store for use as spare parts for another location. Dispose of defective and non-reusable sections
5.	Fencing	Dismantle fencing and store for reuse at another location. Dispose of defective and non-reusable sections
6.	Lighting	Dismantle and store for reuse at another location
7.	Signs	Dismantle and store for reuse at another location, sell or give away.
8.	Buildings	Retain if building can be used for another purpose OR Demolish and take rubble to NSWMA Haddon disposal site for use as road construction/stabilising material at the disposal site

Every effort will be made to sell or give away items that can be reused or recycled to reduce the quantity of waste that would be sent to the disposal site. However in the event that waste cannot be reused or recycled, it will be disposed of at the Haddon disposal site in St. Ann by a private garbage contractor.

**Appendix 1
Budget**

RIVVA RIDDIM PARK														
CAPITAL BUDGET - START-UP/YEAR ONE(1)														
	PARTICULARS	January	February	March	April	May	June	July	August	Sept	October	November	December	Total Year One
	PROPERTY													
	Lake, Pool, Admin Office, Restaurant													
	Lake area	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	20,400,000
	Welcome Area	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	15,000,000
	Surveying	320,000	320,000	320,000	320,000	320,000	320,000	320,000	320,000	320,000	320,000	320,000	320,000	3,840,000
	Water slides	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	36,000,000
	Swimming Pond	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000	9,600,000
	Gazebo\ Tree Houses	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	12,000,000
	Sewage and Drainage Works	650,000	650,000	650,000	650,000	650,000	650,000	650,000	650,000	650,000	650,000	650,000	650,000	7,800,000
	Fencing	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	18,000,000
	Restaurant Equipment (Cookers, tables, chairs etc.)	2,350,000						70,000					25,000	2,445,000
	Office Equipment (Furniture & Fixtures)	500,000												500,000
	Lighting and Power sourcing	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	24,000,000
	Landscaping	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	20,400,000
	Total Property Expenditure	16,770,000	13,920,000	13,920,000	13,920,000	13,920,000	13,920,000	13,990,000	13,920,000	13,920,000	13,920,000	13,920,000	13,945,000	169,985,000

RIVVA RIDDIM PARK

CAPITAL BUDGET - START-UP/YEAR ONE(1)

	PARTICULARS	January	February	March	April	May	June	July	August	Sept	October	November	December	Total Year One
Qty.	EQUIPMENT													
3	Lawn mowers (1- motorized, 2- manual)	50,000												50,000
lot	Pond liners	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	12,000,000
lot	Kayaks, paddle boats etc	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	12,000,000
2	Hedge Cutters (weed whackers)	10,000												10,000
10	Garbage receptacles & bins	150,000									75,000			225,000
15	Park Benches	150,000												150,000
1	Public Address System	12,000		15,000										27,000
Lot	Irrigation system		15,000		15,000									30,000
2	Fire Extinguishers	8,000												8,000
Lot	Supply & installation of patio stones/concrete tiles	200,000		85,000			35,000							320,000
4	Bounce-about				80,000									80,000
	Contingency		100,000				100,000							200,000
	Total Equipment Cost:	2,580,000	2,115,000	2,100,000	2,095,000	2,000,000	2,135,000	2,000,000	2,000,000	2,000,000	2,075,000	2,000,000	2,000,000	25,100,000
	Total Capital Expenditure:	19,350,000	16,035,000	16,020,000	16,015,000	15,920,000	16,055,000	15,990,000	15,920,000	15,920,000	15,995,000	15,920,000	15,945,000	195,085,000

RIVVA RIDDIM PARK

CAPITAL BUDGET - START-UP/YEAR TWO(2)

	PARTICULARS	January	February	March	April	May	June	July	August	Sept	October	November	December	Total Year One
	PROPERTY													
	Lake, Pool, Admin Office, Restaurant													
	Lake area	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	12,000,000
	Water slides	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	12,000,000
	Swimming Pond	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000	9,600,000
	Gazebo\ Tree Houses	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	12,000,000
	Restaurant Equipment (Cookers, tables, chairs etc.)	2,350,000						70,000					25,000	2,445,000
	Lighting and Power sourcing	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	24,000,000
	Landscaping	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	12,000,000
	Total Property Expenditure	9,150,000	6,800,000	6,800,000	6,800,000	6,800,000	6,800,000	6,870,000	6,800,000	6,800,000	6,800,000	6,800,000	6,825,000	84,045,000
Qty.	EQUIPMENT													
lot	Pond liners	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	12,000,000
10	Garbage receptacles & bins	150,000									75,000			225,000
15	Park Benches	150,000												150,000
Lot	Irrigation system		15,000		15,000									30,000
	Contingency		100,000				100,000							200,000
	Total Equipment Cost:	1,300,000	1,115,000	1,000,000	1,015,000	1,000,000	1,100,000	1,000,000	1,000,000	1,000,000	1,075,000	1,000,000	1,000,000	12,605,000
	Total Capital Expenditure:	10,450,000	7,915,000	7,800,000	7,815,000	7,800,000	7,900,000	7,870,000	7,800,000	7,800,000	7,875,000	7,800,000	7,825,000	96,650,000

RIVVA RIDDIM PARK
OPERATING BUDGET YEAR ONE(1) OPERATION

PARTICULARS	January	February	March	April	May	June	July	August	Sept.	October	Nov.	December	Total Year
PAYROLL & RELATED EXPENSES													
Number of Employees	35	8	8	8	8	8	8	8	8	8	8	8	8
Salary	1,354,000	1,354,000	1,354,000	1,354,000	1,354,000	1,354,000	1,354,000	1,354,000	1,354,000	1,354,000	1,354,000	1,354,000	16,248,000
All other expenses	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	480,000
Total Payroll & Related Expenses:	1,394,000	1,394,000	1,394,000	1,394,000	1,394,000	1,394,000	1,394,000	1,394,000	1,394,000	1,394,000	1,394,000	1,394,000	16,728,000
TRAINING & DEVELOPMENT													
Training			100,000				80,000			120,000			300,000
Total Training & Development:			100,000				80,000			120,000			300,000
GENERAL ADMIN. EXPENSES													
Stationery & Office Supplies	25,000							20,000					45,000
Janitorial Supplies	20,000		20,000		20,000		20,000		20,000			20,000	120,000
Medical Supplies	17,500					5,000				5,000			27,500
Telephone	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	24,000
Water (NWC)	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	84,000
Electricity	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	300,000
Property Maintenance	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	120,000
Repairs & Maintenance to fixtures/equipment.					12,000				25,000				37,000
Total General Admin. Expenses:	106,500	44,000	64,000	44,000	76,000	49,000	64,000	64,000	89,000	49,000	44,000	64,000	757,500
Total Operating Expenditure	1,500,500	1,438,000	1,558,000	1,438,000	1,470,000	1,443,000	1,538,000	1,458,000	1,483,000	1,563,000	1,438,000	1,458,000	17,785,500
NON-CASH EXPENDITURE													
Depreciation - Equip. & Fixtures												622,000	622,000
Total Non-Cash Expenses:												622,000	622,000
Total Expenditure:	1,500,500	1,438,000	1,558,000	1,438,000	1,470,000	1,443,000	1,538,000	1,458,000	1,483,000	1,563,000	1,438,000	2,080,000	18,407,500

RIVVA RIDDIM PARK
OPERATING BUDGET YEAR TWO(2) OPERATION

PARTICULARS	January	February	March	April	May	June	July	August	Sept.	October	Nov.	December	Total Year
PAYROLL & RELATED EXPENSES													
Number of Employees	35	8	8	8	8	8	8	8	8	8	8	8	8
Salary	1,524,000	1,524,000	1,524,000	1,524,000	1,524,000	1,524,000	1,524,000	1,524,000	1,524,000	1,524,000	1,524,000	1,524,000	18,288,000
All other expenses	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	480,000
Total Payroll & Related Expenses:	1,564,000	1,564,000	1,564,000	1,564,000	1,564,000	1,564,000	1,564,000	1,564,000	1,564,000	1,564,000	1,564,000	1,564,000	18,768,000
TRAINING & DEVELOPMENT													
Training			50,000				20,000			30,000			100,000
Total Training & Development:			50,000				20,000			30,000			100,000
GENERAL ADMIN. EXPENSES													
Stationery & Office Supplies	25,000							20,000					45,000
Janitorial Supplies	20,000		20,000		20,000		20,000		20,000			20,000	120,000
Medical Supplies	17,500					5,000				5,000			27,500
Telephone	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	24,000
Water (NWC)	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	84,000
Electricity	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	300,000
Property Maintenance	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	120,000
Repairs & Maintenance to fixtures/equipment.					12,000				25,000				37,000
Total General Admin. Expenses:	106,500	44,000	64,000	44,000	76,000	49,000	64,000	64,000	89,000	49,000	44,000	64,000	757,500
Total Operating Expenditure	1,670,500	1,608,000	1,678,000	1,608,000	1,640,000	1,613,000	1,648,000	1,628,000	1,653,000	1,643,000	1,608,000	1,628,000	19,625,500
NON-CASH EXPENDITURE													
Depreciation - Equip. & Fixtures												622,000	
Total Non-Cash Expenses:												622,000	622,000
Total Expenditure:	1,670,500	1,608,000	1,678,000	1,608,000	1,640,000	1,613,000	1,648,000	1,628,000	1,653,000	1,643,000	1,608,000	2,250,000	20,247,500

APPENDIX 2
PARK MAINTENANCE STANDARDS INSPECTION FORM

Park: _____ **Date Inspected:** _____

Inspected by: _____

Overall Percentage of Standards Met: _____%

I. ATHLETIC FACILITIES: COMPETITIVE FIELDS

% of standards met:_____%

A. Turf

1. Turf has a healthy dense stand of grass and coverage is no less than 95% of playable area.
2. Play area has a uniform surface and well drained.
3. Turf is mowed at the appropriate height for the type of grass used, the time of the season, and the type of field use.
4. Turf is free of any litter or debris.

B. Lights

1. Electrical systems and components are operational and in compliance with appropriate building codes.
2. 90% of lamps for each field are operational.
3. No electrical conducting wires are exposed.
4. Components are properly installed and secured.
5. Lights provide uniform coverage on facilities and fixtures are adjusted to eliminate dark or blind areas.

II. PLAYGROUNDS

% of standards met:_____%

A. Play Equipment

1. Play equipment and hardware is intact.
2. Play equipment is free of graffiti.
3. Age appropriateness for the play equipment is noted with proper signage.

B. Surfacing

1. Fall surface is clean, level, and free of litter and debris.
2. Fall surface is well drained.
3. Rubber cushion surfaces are free of holes and tears.
4. Rubber cushion surfaces are secure to the base material and curbing.

C. Borders

1. Playground borders are well defined and intact.

D. Decks and Benches

1. Lumber is intact, smooth, structurally sound and free of cracking and splintering.
2. Nails and screws are flush with the surface.

3. Lumber on benches is smooth and structurally sound.
4. Hardware on benches is intact and structurally sound.
5. Bench nails and screws are flush with the surface.
6. Benches have no protrusions or catch points.

III. PICNIC FACILITIES

% of standards met: ___%

A. Gazebos

1. Gazebos meet requirements to accommodate disabled persons
2. Gazebos are clean, sanitary, and free of graffiti.
3. Electrical plugs, lights, etc. are operational and in good condition and comply with current building codes.
4. Gazebos are structurally sound, cleanly painted with no rotten lumber or rusted metal and no loose siding or loose shingles.
5. Gazebos are relatively pest and rodent free and regularly treated for ants, wasps, termites and mice.
6. Water fountains, water faucets, exhaust vent fans, and hose bib connections are operational.
7. Signage with rules information and emergency telephone numbers is in a noticeable location.
8. Grounds are mowed and trimmed and free of litter, debris and hazards.
9. Vegetation around gazebos is trimmed back to reduce hazards and does not impede entry and egress.

B. Tables

1. Tables are clean, free of rust, mildew, and graffiti.
2. Table hardware is intact.
3. Table frames are intact, slats properly secured and tables secured to the slab or other tables to prevent tipping over or theft.
4. Table seats and tops are smooth and free of protrusions and catch points.

C. Trash Receptacles

1. Receptacles are clean and sanitary.
2. Receptacles are secured to the slabs to prevent theft and tipping.
3. Wood receptacles are painted and free of damaged or missing parts.
4. Hardware for wood receptacles is intact.
5. Concrete receptacles are intact and free of cracks or damage.
6. Roll-off containers and dumpsters are screened or hidden and placed in less intrusive areas.
7. Area around trash receptacles, roll-off containers, and dumpsters are free of trash and debris.

D. Fencing

1. Fencing material is galvanized chain link and is the appropriate gauge wire for specified use.
2. Fencing material is properly secured to support rails.
3. Support rails are properly connected and straight.
4. Windscreens are tightly secured to the fencing and are free of holes, protrusions and catch points.
5. Fabric is straight and free of bending or sagging.

- Gates and latches are operational.

V. Artificial Lakes and ponds

% of standards met: _____%

A. Water

- Aerators are operational.
- Pond surface is at least 90% clear of vegetation.
- Water area is free of trash and debris.
- Bank areas are smooth and free of wash outs and erosion.

VII. PARKS: GENERAL STANDARDS

% of standards met: _____%

A. Grounds

- Grounds are mowed and trimmed.
- Park is free of litter, debris, and hazards.
- Parking lots are clean and striped.

B. Drinking Fountains

- Fountains are accessible and operational.
- Fountains are in appropriate locations.
- Fountains are accessible by disabled persons
- Fountains are installed on solid surfaces and free of standing water and debris,

C. Signage

- Park identification signs are secure and properly installed in a noticeable location,
- Disabled parking signs are secure, visible, and to code.
- Park Rules signs are secure and in a noticeable location.
- Restroom signs are secure and visible.
- Signs are clean, painted, and free of protrusions.

D. Ornamental Plants

- Plants are healthy.
- Plant beds are free of litter, debris, and weeds.
- Plant selection is appropriate for season and area usage

E. Walkways

- Walkways have a uniform surface and are level with the ground and free of trip hazards.
- Walkways are free of litter and debris.
- Walkways meet the requirements of the disabled
- Walkways have unobstructed accessibility, i.e. free from low and protruding limbs, guide wires, etc.
- Walkways are neatly edged.
- Walkways are clear of weeds and grass growth in cracks and expansion joints.

F. Trash Receptacles

- Receptacles are clean and sanitary.
- Receptacles are secured to the slabs to prevent theft and tipping.

3. Wood receptacles are painted and free of damaged or missing parts.
4. Hardware for wood receptacles is intact.
5. Concrete receptacles are intact and free of cracks or damage.
6. Roll-off containers and dumpsters are screened or hidden and placed in less intrusive areas.
7. Area around trash receptacles, roll-off containers, and dumpsters are free of trash and debris.

G. Restrooms

1. Restrooms are clean, sanitary, and properly stocked with paper products.
2. Lights and ventilation systems are operational.
3. Toilets, water faucets, stall doors, and hand air dryers are operational.
4. Restrooms are free of graffiti.
5. Restroom doors are properly marked according to gender.
6. Restrooms are in compliance with the requirements for the disabled.

H. Lights: Security and Exterior Facility Lights

1. 90% of security and facility lights are operational.
2. No electrical conducting wires are exposed.
3. Lights comply with current building codes.
4. Electrical components are operational, properly installed, and secured

I. Irrigation

1. Irrigation system is fully operational with complete coverage.
2. System is free of leaks.
3. Heads are installed according to intended use.
4. Heads are properly adjusted with rotations and arcs set to reduce water run off.
5. Systems are set to run at specific times to minimise water evaporation and waste.