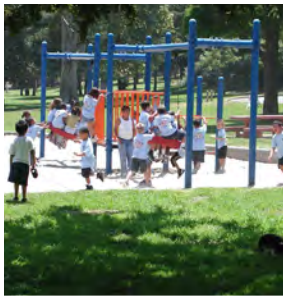
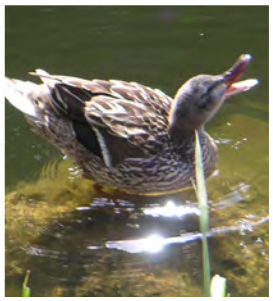
JULY 2005

THE GREEN VISIONS PLAN

for 21st century southern california





7. SAGE (Systematic Audit Of Green-Space Environments)

Audit Form and Instructions

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Jennifer Wolch
Jennifer Swift
Christine Ryan

Acknowledgements: This instrument and manual were inspired by SPACES, devised by Dr. Terri Pikora from the University of Western Australia (terri@dph.uwa.edu.au). The ROUTES trail audit assessment instrument was also a model, and we thank Dr. Kim Reynolds for his permission to use ROUTES. We also thank Dr. Bedimo-Rung for insights from her park assessment instrument, and the Green Visions Plan Recreational Open Space Science Advisory Committee for their guidance. Finally, Mr. Ray Fitzpatrick from the City of Santa Monica was generous for providing us with the staff photograph appearing in this manual.

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Photography: All photographs appearing in this report were taken by Jason Byrne in Los Angeles area parks, with the exception of the racquet ball photograph. That photograph can be found at: http://808aloha.com/r_ball.html. All other photographs Copyright © Jason Byrne (2004 / 2005). Permission granted to reproduce images in academic or government reports.

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THE GREEN VISIONS PLAN

for 21st century southern california

The mission of the Green Visions Plan for 21st Century Southern California is to offer a guide to habitat conservation, watershed health and recreational open space for the Los Angeles metropolitan region. The Plan will also provide decision support tools to nurture a living green matrix for southern California. Our goals are to protect and restore natural areas, restore natural hydrological function, promote equitable access to open space, and maximize support via multiple-use facilities. The Plan is a joint venture between the University of Southern California and the San Gabriel and lower Los Angeles Rivers and Mountains Conservancy, Santa Monica Mountains Conservancy, Coastal Conservancy, and Baldwin Hills Conservancy.

www.greenvisionsplan.net

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Section 1 Purpose of the manual

An important part of the Green Visions Plan is an assessment of existing recreational open space within the Plan territory. Assessment information is critical for a better understanding of the current distribution of park, recreation, open space, and beach-related assets in the region. It enables planning for where such assets will be most needed in the future. Such information will also be an integral part of the parcel-based Recreational Open Space Scorecard, letting users know if there are parks or recreational sites within a given distance of a land parcel of interest, and providing information about the size, facilities, and condition of these sites. Finally, information about site characteristics provides clues about the extent to which a given location has potential for habitat restoration and watershed health projects.

The Green Visions Plan parks and recreational open space audit or characterization process entails assessing sites along several key dimensions: size, facilities, naturalness, safety, and condition. Some of these aspects can be derived from remote data sources, such as satellite imagery, digital land use and traffic information, and site boundary files that allow a precise estimate of park size. Other features, however, can only be obtained from sources such as web sites that offer details about facilities, and via direct observation through fieldwork.

The purpose of this manual is to provide Green Visions Plan parks and recreational site audit teams with the information necessary to conduct web-based and field audits of urban parks, recreation facilities, open space, and beaches in metropolitan Los Angeles. The manual consists of basic instructions, detailed auditing instructions, and a paper-based audit form that can be used to record both web and field audit information. The manual also contains information about how to use PDAs equipped with an ArcPad electronic version of the audit that was specifically developed for this study. It is vital for auditors to be thoroughly familiar with these materials to ensure high rates of inter-rater reliability – that is agreement about assessments, amongst and across team members.

The audit instrument itself borrows from similar instruments designed to assess neighborhood bike-paths and urban recreational trails, and uses components that have been proven by both field-testing and rigorous statistical analysis and testing. This instrument has been modeled on the SPACES (Systematic Pedestrian and Cycling Environmental Scan) instrument developed by Terri Pikora from the University of Western Australia and ROUTES (Research on Urban Trail Environments) developed by Jason Byrne in conjunction with a team led by Jennifer Wolch and Kim Reynolds from the University of Southern California. Elements of the Bedimo-Rung instrument for assessing urban parks inform the park condition and facilities condition assessment component of our instrument. All of these instruments have been rigorously tested for inter-rater reliability and validity, and have been proven to produce consistently valid and reliable data.

Section 2 Guidelines

It should be noted that audit information will be input either into SAGE Audit Forms available to you electronically on a customized web-based data entry form located on personal computers in the Geography Department computer lab, or into PDA preloaded with the assessment form, which you will use in the field. However, paper forms should be carried at all times in the field to provide a backup in the event of a PDA malfunction.

Before setting out to the sites that you have been assigned to audit, it is important to make sure that you are completely familiar with the assessment form (see Appendix 1). This will ensure that you complete the form correctly so that the data are meaningful for further analysis. Failure to complete the form correctly will compromise the integrity of the results and harm the validity of the study.

CHECKLIST OF MATERIALS FOR THE AUDIT

Please check ☑ to make sure that you have the following materials before you leave to undertake the site assessment. Check the boxes provided on this checklist to indicate that you have the required material.

- ☐ Your **PDA** unit.
- ☐ **Maps** of the site.
- ☐ Assessment **forms**.
- ☐ **Clip board** – you will be provided with a clipboard.
- ☐ **Pens** – you will be provided with spare pens.
- ☐ **Identification** – your USC card will provide adequate identification.
- ☐ **Water** and food.
- ☐ Comfortable **shoes**.
- ☐ **Sunscreen**, hat and insect repellant.
- ☐ **Rain jacket** / umbrella (Check forecast first to see if necessary).

Two types of site audit

As a trained auditor, you will be assigned a set of parks, recreation areas, or beaches to audit. Many of these sites can be partially assessed though a web-based audit. This requires simply visiting the web page of the local jurisdictions within which the sites are located, going to their parks and recreation information section (or sometimes, a separate beach section), and filling out the audit form on the basis of the information you find on the website. Some of the localities may lack detailed information about their sites, or may not have any information at all on their websites. In these situations, it will be necessary

to undertake a field audit of the sites. The next section of the manual discusses both the web audit and field audit procedures. Remember, if in doubt, ask your supervisor for clarification.

Web audit

The local governments' inventories of parks, recreation facilities, open spaces and beaches are varied. Some local jurisdictions like Long Beach have excellent descriptions of their facilities on the municipal webpage. These descriptions include photographs, addresses, site acreage and lists of facilities. Others local governments, like the City of Palos Verdes Estates, have very poor information, despite having many parks within their jurisdiction. Others still, such as the City of Bell, have no information whatsoever. Information will typically be found in the 'parks and recreation', the 'community services', or the 'departmental' sections of the local government web site. Sometimes you will have to dig a bit to find this information, or even use the search function on the webpage to find the appropriate section.

The study team has already visited every city and county webpage for those local governments in the study area. We have compiled a master list of site information including the URL or web address, the number of sites, and what type of information is available. You will be provided with a list of local government websites that you will be responsible for auditing. Your job will be to visit each of the websites, locate their park information, and complete the electronic web-based form loaded onto PC's designated for your use. It should be noted that web sites will only provide a portion of the audit information requested on the form; web sites are unlikely to offer information on landscape features, various safety-related aspects, or insight into condition or restoration potential. The prime goal of the web audit is to obtain basic facilities information for all Plan area park and open space sites, with complete audits conducted for the sample only. However, for any sites without web information of any sort, a field audit will be necessary.

Field audit

Not every park, recreation area or beach in the study area has been catalogued on local government web pages. In these situations, it will be necessary for you to visit the sites in person and undertake a field audit. This will provide information needed to understand the restoration potential and ecological attributes of the sites, and the range of facilities available to the local community.

When you undertake a field audit, a map of the sites to be audited and a planned route for undertaking the audit will be provided to you, together with a set of audit forms and / or a portable data entry device upon which the forms have been stored electronically. You will need to walk through the sites to which you have been assigned, as indicated on the map, making careful note of natural and cultural features of the site on the audit form.

Remember, this audit exercise will last for most of the day, so be prepared to spend several hours at a time where you will be concentrating on site characteristics. Always keep your identification handy, and show it to site visitors who may ask you for

identification. You will be provided with a script explaining the purpose of the exercise and contact details for further information should a user ask you what you are doing.

At the beginning of each field audit day, set out early so that you arrive at your first site destination in good time. Bring plenty of food and water. You may also wish to take warm clothing for the morning and evening portions of the day as the summer marine layer can make these times of the day quite chilly, especially near the coast. We have already calculated how long it should take you to audit each site and the commute time, so make sure to stick to the schedule given to you.

As a first step, you should drive around the perimeter of the site as this will give you a feel for the size and layout of the park or recreational open space site. Next, park your car on the perimeter of the site in a designated parking area, and lock your vehicle. Leave any unnecessary material in the car or put it in a backpack, so that you can free up your hands for recording data. Walk around the outside of the site first. Next, walk through the site, making a note of the features and facilities you see. Finally, visit restrooms and make a note of their condition. The whole exercise should take less than an hour for smaller sites and a maximum of 2 ½ hours for large sites. Take between 3 and 5 digital photographs of site features. Up to five photographs will be necessary in bigger sites. Photograph any rules signs or other signs of interest. Photograph good and bad features and facilities.

Completing the site audit form – general overview

It is very important to ensure that you correctly and completely fill out the site audit forms (whether you are doing a field or website audit). Doing so will ensure that the results are meaningful and usable. Practice using the audit forms, and ask your supervisor any questions that you may have about the forms BEFORE undertaking the assessment. The following information must be legibly recorded on the top of the assessment form:

1. Name – the name of the person undertaking the assessment;
2. Date – the date of the day that you undertake the assessment;
3. Time – the time of day that you visit the site (start and finish times);
4. Site name – the name of the site that you are working on;
5. Nearest cross streets – provide intersection for office verification;
6. Transit access – is there a bus stop present? If so, circle yes;
7. Circle whether the audit is the web audit, or the follow-up field assessment.

Detailed guidelines for completing the paper-based assessment form

Considerable thought has been invested in preparing the research design for this study. It is very important that the audit form is completed ***carefully*** and ***correctly***. The following is a set of rules that must be strictly adhered to when completing the paper forms.

Important things to note

Maps For field audits, a map will be provided to you. It will show the entire site to be audited, and the surrounding area. Make notes on the map during the assessment about site characteristics.

Timing For field audits, you must complete the site assessment for the site to which you are assigned in the time allotted for completing the audit. These sites have already undergone preliminary assessment using a GIS (geographic information system) and the site selection team has factored in the necessary time for you to complete the assessment.

Safety To ensure your safety, you are required to call the project supervisor each day that you are in the field. You are to call in promptly at 11 am and 2 pm. Failure to call in will result in the initiation of emergency response which can be time consuming and expensive.

Mileage Record your mileage on the appropriate vehicle log form.

Entrance fees Some parks charge entrance fees. Check this before you leave in the morning and have petty cash ready to pay for such fees. Keep the receipts.

Parking You are responsible for paying parking fees. Feed the meter and keep you eye on the time. Parking tickets are expensive.

How to record your answers correctly

For the paper based audit use the directions below. The electronic audit is simply a matter of selecting items from a pull-down menu or checking boxes on the form.

- Please make sure that you complete any paper-based forms in blue or black pen. Pencil is not acceptable as it can be accidentally erased and data will be lost.

- Please color in the appropriate boxes ( ) on the forms like this .

- If you accidentally mark the wrong box on the paper-based form, clearly cross out the incorrect answer and fill in the correct one (see example).

Question 2 (*color all applicable*)

1. ❑……correct
2. ☒…….error

Example Only

- For questions 1 and 2, fill in all boxes that apply (see example).

Question 2 *(color all applicable)*

1. Restaurant / café ☐1
2. Benches ☐1
3. Litter cans ☐1
4. Water fountains ☐1

- For yes / no answers and present / absent answers, only fill in ONE box. If you make a mistake, cross out your answer and fill in the correct box.

- For Likert scale answers (e.g. choices 1 – 5), select only ONE box - the most appropriate choice for the question under consideration. Be as objective as possible.

- Include any additional information that you may think is relevant in the notes section of the audit form and / or on the map provided to you. This can be a note like "clean-up day underway at beach" or "emergency blocked park access" or "this area irrigated". *Be sure to write any comments in clear handwriting.*

- Please pay careful attention to special instructions that appear in the detailed guidelines for each question. These instructions will appear in a gray box with white text, immediately preceding the question they address (see example). Choice-specific instructions appear on the form in a gray box with black text.

Example: **SPECIAL INSTRUCTIONS**

- Please be careful when checking your answers to make sure that you have answered the question with the correct response. Not all items within a range of options have been ranked from hard to easy or from bad to good. Pay attention when filling in the response.

- Look at the photographic prompts provided in the manual to help you assess the criteria given for each item. They have been designed to give you a good idea of the condition, attributes or other qualities to which the item refers.

- For categories where an option has been provided for "other" and the attributes of the site you are assessing do not fit with any of the categories described in this manual, please fill in the "other" category box and also fill in the space provided with an appropriate brief description (e.g. cricket pitch).

- At the end of the site assessment, please ensure that all questions on the audit form have been answered in the appropriate manner, and that your answers are clear and legible.

- Promptly deliver the paperwork back to the team supervisor at the end of the day, for checking and processing. This will give you a chance to raise any questions or identify problems with your supervisor.

- For the electronic instrument, promptly download the data at the end of each day and report and problems to your supervisor.

Completing the electronic audit

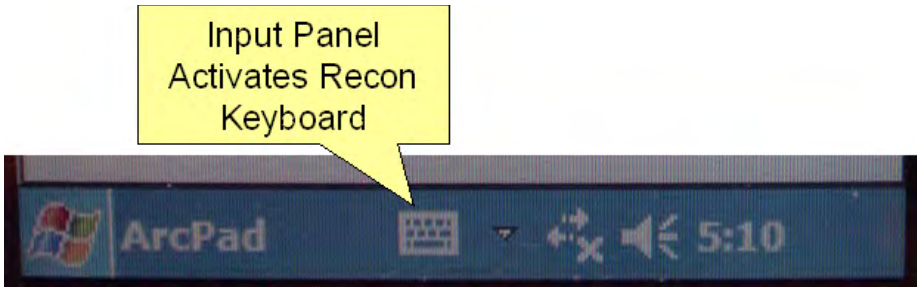
The Trimble Recon™ (left) is a sophisticated device with integrated data collection capability. An electronic version of SAGE has been developed for use on this portable GPS device.

The electronic version of this form uses a Trimble RECON™ hand-held Geographic Positioning System (GPS) that has been programmed with the form using ESRI™ ArcPad software. This device is illustrated in the photograph below. The ArcPad GPS device is a very expensive piece of equipment and must be treated with care at all times. The following section of the document provides detailed instructions for using the Arc Pad version of the SAGE audit instrument.

The web-based data entry system that accompanies the handheld GPS unit has been designed to emulate the display that you will see on the GPS device. This will ensure that you have familiarity with the data collection screens, and that office and field-based data collection and data entry is consistent.

Recon Keyboard. Use the input panel at the bottom of the screen to enter information in blank text input fields on the Recon. You can type in data using the Recon keyboard. The characters appear as text on the screen. When you tap in a text entry area, such as a text box in a SAGE Site Audit form, the input panel activates. The Recon Keyboard has

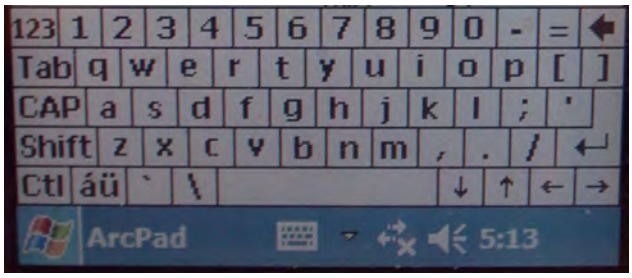
larger keys than the standard keyboard. Tapping on the "123" (or "*&%") gives access to additional characters.



Tapping the Command bar panel activates the keyboard.

The keyboard can then be used to enter field data into text fields that on the audit instrument. Please note that it may take a couple of taps to register a character.

Using the Stylus: The touch screen on the Recon works like a mouse on a PC. Use the stylus to navigate and select objects on the screen. **Tap**: Tap the screen with the stylus to select or open an item. Tapping is equivalent to clicking an item with the mouse on a PC. Use only the included stylus or other devices specifically designed for use with touch screens.



CAUTION: The use of ballpoint pens, sticks, nails or other sharp objects to operate the touch screen will scratch and/or damage the unit. Do not use any abrasive cleaners. Abrasives may scratch the touch screens.

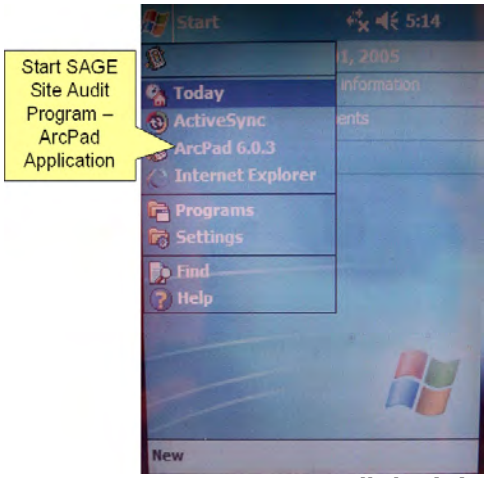
Touch and Hold: When a user touches and holds, a circle of red dots appears around the stylus to indicate that a pop-up menu will soon appear. **Touching and holding**: is equivalent to right-clicking a PC mouse button. **Drag**: Hold the stylus on the screen and drag across the screen to select text and images. Drag in a list to select multiple items.

The unit connects via a USB cable.

Connecting to a PC: The Recon has both USB and 9-pin serial Input/Output ports. Connections via USB to a PC require 1 A-B USB cable.

Microsoft® ActiveSync® is used to synchronize new/updated site audit data and to copy files between the specified PC in the GIS Research Laboratory and the Recon. **Please do not sync the Recon with any other PC.** ActiveSync compares the data on the Recon with the data on the PC and then updates Recon and/or the PC with the most recent information. ActiveSync is pre-installed on all of the Recons. Before connecting a Recon to the PC, ActiveSync was installed on the specified PC by the SAGE site audit staff.

To synchronize the Recon with the specified PC, start ActiveSync on the PC, or simply connect the Recon to the PC via the Recon USB cable. Wait while ActiveSync automatically establishes a connection. (This may require several seconds.) Before removing the USB Cable from the Recon or the PC, disconnect the ActiveSync program on the Recon to avoid connection problems. Tap the ActiveSync icon in the lower right hand corner of the "Today Screen" (see below). Then tap "Disconnect". Finally, remove the USB cable. Always return the Recon and USB cable to the specified location in the GIS Lab for storage and overnight recharging. Be sure to plug the Recon into a charger so it will be fully charged for the next day.



SAGE is automatically loaded by selecting ArcPad 6.0.3.

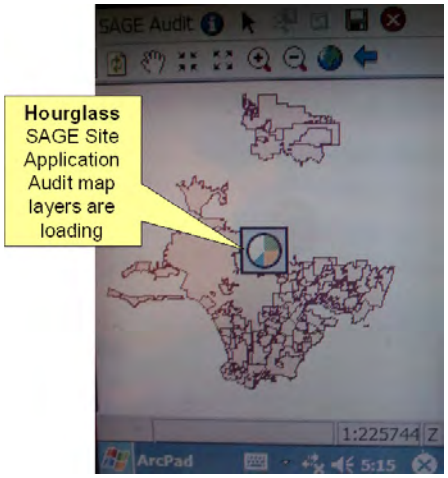
Loading the Instrument: Turn on the Recon unit using the power button. The "Today Screen" appears. The SAGE Site Audit Assessment Trimble Recon ArcPad application can be Click Started using ArcPad 6.0.3.. This will automatically load the SAGE Site Audit application, which is a digital map-based version of the paper audit forms.

The screen will then display the default ArcPad startup and toolbars for less than one minute, as shown to the right. Please ignore this screen; ArcPad is loading the SAGE application which requires substantial memory.

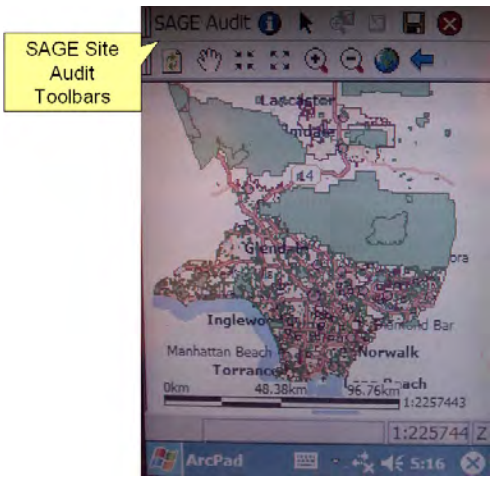
The ArcPad screen appears while SAGE is loading. Ignore that screen.

Next a view of the cities map layer will appear on the screen, together with a colored sphere (hourglass) which spins while the SAGE Site Audit application map layers are loading.

The SAGE electronic audit instrument will be fully loaded when the map layers are fully displayed and the spinning sphere is no longer present. The initial (default) map view of the SAGE Site Audit instrument for the Los Angles section of the field survey is shown below.



A spinning sphere will appear whenever ArcPad map layers are redrawing. This can take a minute.

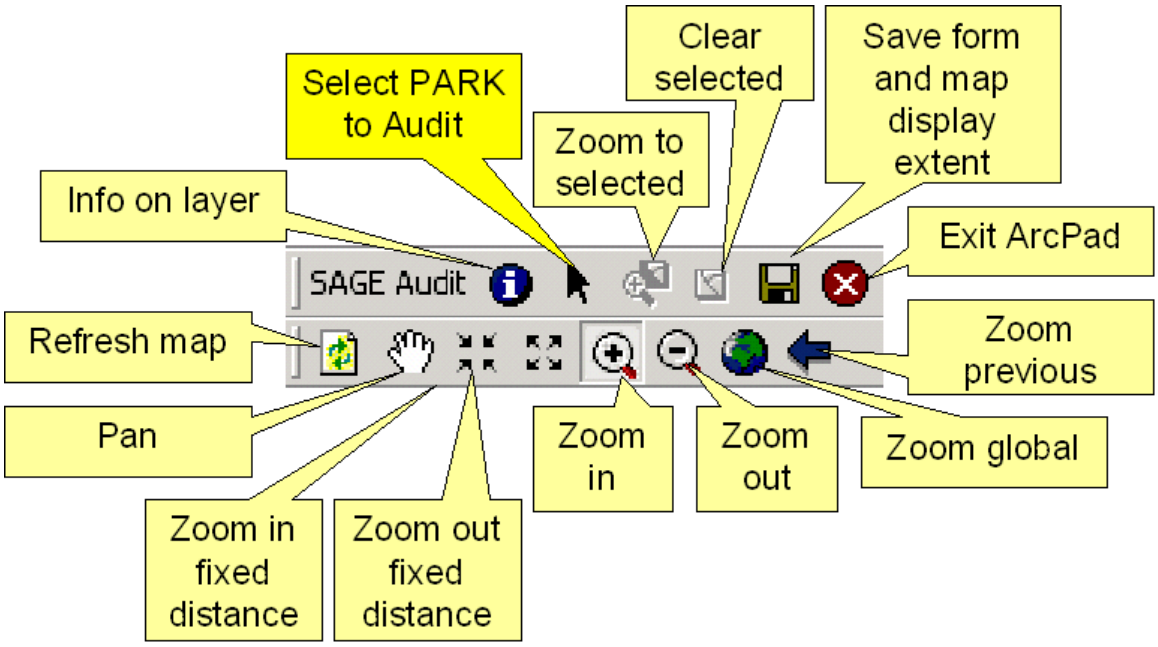


Base Map Layers: The following base map layers are included in the SAGE Site Audit ArcPad application:

- Parks and open space sites (green polygons)
- Cities and jurisdictions within each County included in the Green Visions study area
- StreetMap USC (roads, streets, and highways)

These layers are all displayed by default in this application. The Recon user does not have access to turning layers on/off (making them visible or invisible). The Cities and Street Map layers are to be used to locate parks to be surveyed. The Parks layer, which includes all manner of recreational open space sites, is discussed in more detail in the section titled "Parks Layer and SAGE Site Audit Form".

The Map Interface Tool Buttons: Tool buttons enable the map user to navigate around the map layers and to locating parks they have been assigned to audit. Please see the "Contact Information" section for information about additional questions or comments.



SAGE Site Audit Toolbar Button Definitions: The text box below provides the list of definitions.

- **Getting layer information** – Click on any feature (object, i.e. a city polygon, or a street line) in any layer to view the available information on that feature; a table will automatically pop up.
- **Selecting a PARK to Audit** – Click on any green Park layer polygon to perform an Audit. The SAGE Site Audit form will automatically pop-up (see section "Parks Layer and SAGE Site Audit Form).
- **Zooming to selection** – Use this tool to zoom in to the park or open space polygon currently selected to Audit.
- **Clear selection** – Click to clear the park polygon currently selected.
- **Saving a form and map extent** – Clicking on this button saves data entered into the forms, as well as the currently viewable map extent. The next time ArcPad is launched, the map view will return automatically to this extent.
- **Exit ArcPad** – Use this button to exit the ArcPad program.

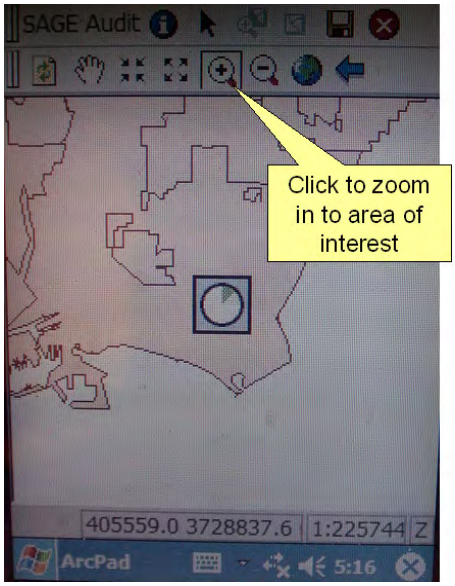
- **Refresh map** – This button refreshes the map view if the map did not fully draw.
- **Pan** – Click on the map, hold down the stylus, and drag the map to pan (navigate) in any direction.

- **Zoom in a fixed distance** – Select this tool then click on the map to zoom in a fixed distance.
- **Zoom out fixed distance** – Use this too to click on the map to zoom out a fixed distance.
- **Zoom in** – This tool allows you to zoom in to the desired area.
- **Zoom out** – This tool allows you to click on the map to zoom out to the desired area.
- **Zoom global** – Use this tool to click on the map to zoom out to view the full geographic extent of the layers available.
- **Zoom previous** – Select this tool to zoom to the previous map zoom view.

Undertaking the Audit: When you are ready to audit a site, follow the steps described in detail below:

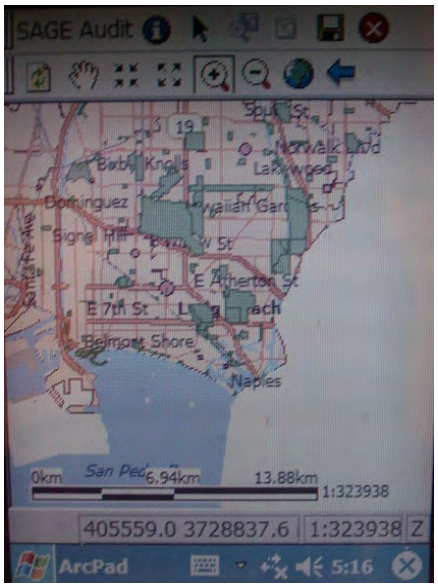
1. Locate the Park or Open Space Site.

Use the navigation tool buttons to locate the assigned park(s). For instance, first use the 'Zoom In' button to navigate to the general area in which the site is located (see below).



Use the Zoom tool buttons to zoom in to an area of interest. The map may take time to load.

After the map has finished redrawing (which can take a minute or so due to size of the street layer file), the sites will be more visible, as can be seen in the figure to the left. Continue to zoom in on the map until you can clearly see the names of the sites labeled on the map. You are now ready to select a site to audit.

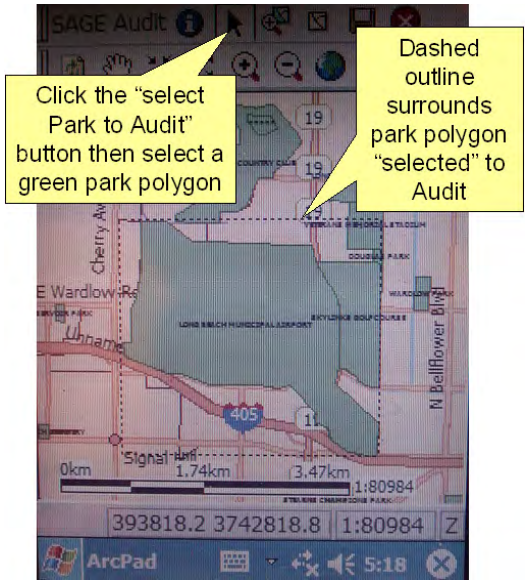


Zoom in until you can clearly see the park names labeled on the map.

2. Select a park to audit.

After locating the site you wish to audit (shown on the map as a green polygon), click the "Select Park to Audit" button. Select the site by clicking on it once. The site selected will now show with a rectangular

dashed line surrounding the entire polygon. This dashed line will still be visible after saving/closing the SAGE Site Audit form associated with that particular park polygon.



Select a park by clicking on it. The Park polygon you select will have a dashed line around it.

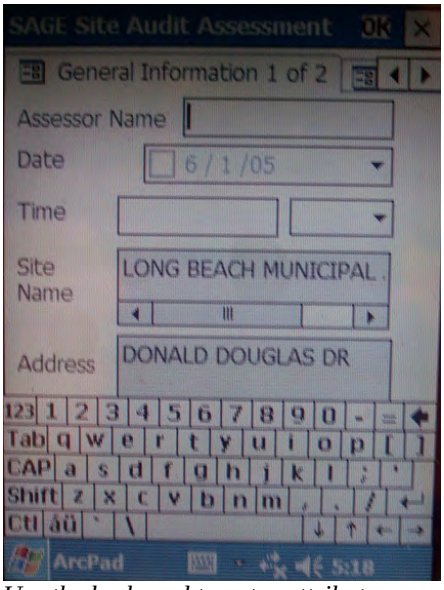
3. Enter the attribute information.

After selecting a site polygon by clicking on it, the SAGE Site Audit Assessment Form will automatically pop-up. The cursor will be located in the first field of the audit form "Assessor Name". The Recon keyboard is automatically activated because this field (where the cursor is located) is a text input field. Due to the limited size of the Recon screen, each section of the paper Audit form (i.e. General Information, Facilities and Amenities etc.) is translated into many "pages" on the Recon electronic form.

The appropriate site attribute information can now be typed into the audit form using the keyboard as shown earlier in this section.

The date field is automatically generated, and must be either be checked off or corrected manually. The time field is required, and is entered in a 5 character format (00:00) using the keyboard. Morning or afternoon is indicated as AM or PM.

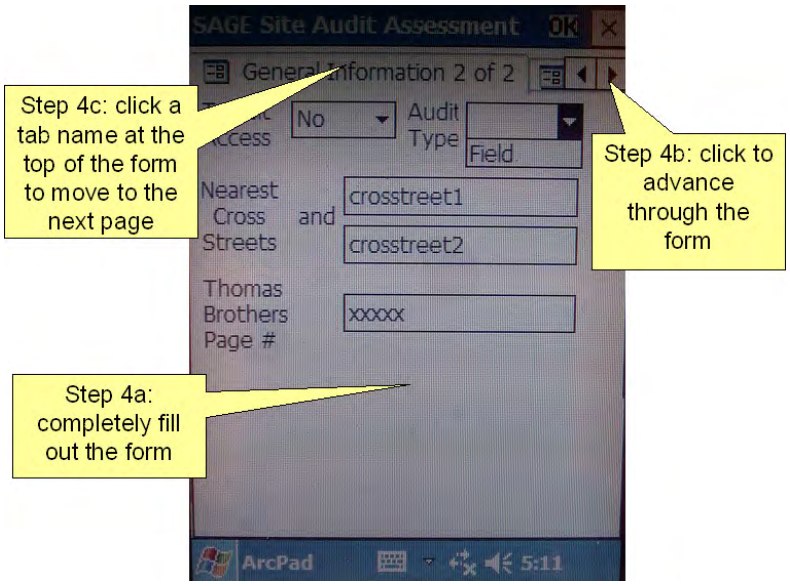
Site attribute values are selected from drop-down menus by click once on the appropriate selection. 'Site Name' and 'Address' are taken from the Parks layer (shapefile) itself, and are thus read-only. These fields cannot be edited. If new information exits for these fields, it should be entered on the corresponding paper copy of the site audit instrument, and also be noted in the final 'Notes' section at the end of the Recon site audit form.



Use the keyboard to enter attribute data. Date and time fields should be checked carefully.

4. Navigating through the form.

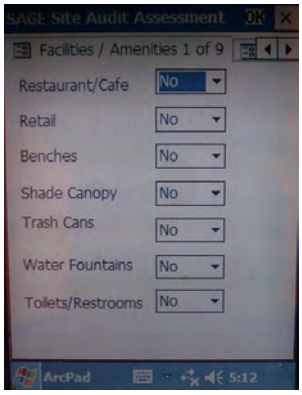
The only way to navigate from one page of the audit form to the next, is to **completely fill out each page of the form before moving on to the next page.** First, click on the arrow keys in the upper right corner of the form, to page through the form. Each click takes you one page deeper into the form. Click on a tab at the top of the form, indicating the next page of the form in which data is to be entered.



The default answer in many fields is "No". Change to "Yes" where necessary.

Blanks can be entered in some cases (i.e. drop-down menus) in the event that you wish to move forward through the form, but want to return to a question to complete it later. Nevertheless**, it is required to fill ALL fields and answer ALL questions for each park audited**.

For the dropdown menus in which "no" is a choice, the text "No" is displayed by default.

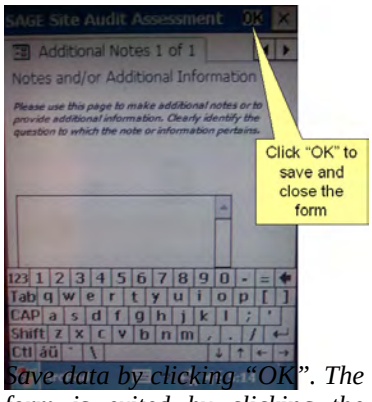


5. Larger text fields

Larger text input fields are provided in form pages as appropriate. The intent is for the Recon Audit form to be the digital equivalent of the paper Audit form. As in the first page of the form, the Recon keyboard automatically activates whenever the cursor is placed in a text input field.

6. Saving data and Exiting the form.

The data entered into the form is saved by clicking the "OK" button at the upper right of the form. After the form has been saved, ArcPad can be exited by clicking the "Exit" button in the SAGE Site Audit Toolbar. When traveling to the next park/destination, power off the Recon unit to preserve battery power.



Save data by clicking "OK". The form is exited by clicking the "Exit" button.

Whenever you click the "Exit" button on the form, a message pops-up prompting you to "Save" or "Cancel" without saving. This enables you to cancel the command should you have clicked the Exit button accidentally.

If you wish, at any time you may re-enter the same form by clicking on the same site polygon on the map view. The data is permanently saved to the Park layer (shapefile). You may also click the "Save" button on the ArcPad toolbar, to save the data as well as the current map extent (area viewable). This would allow you to return to the same map view the next time ArcPad is launched, in the event that you continue to use the same Recon unit.

7. Uploading Recon data to PC

Please follow these steps to upload new or updated site audit information to the specified PC in the GIS Research Laboratory:

I. Log in to AHFP 410 machine, middle, first row in lab:
   a. Login: Guest
   b. Password: Guest (may not be required)

II. Connect Recon USB cable to PC (on the front of the PC) and PDA.

III. The ActiveSync program dialogue box should automatically launch.
   c. Dialogue box text should search for changes in files (shown as a blue status bar).
   d. Next, the PC will Sync with the data on the Recon. It will read though ~198 files, and this process will take several minutes (shown as a blue status bar).
   e. When Active Sync (PC) has completed the sync, the blue status bar will close and the text will read that the data has been synchronized.

IV. In the ActiveSync dialogue box, choose File > Explore; a windows explorer window will open, showing the directories and files under the heading "Mobile Device" (Recon). This is similar to viewing an external hard drive, digital camera, or other external storage device from Windows Explorer.

V. In this Windows Explorer window, click "Folder" to see the folders on the hard drive, and navigate to the folders where we are uploading and storing the data, such as:

C:\Workspace\SAGESiteAudit\Recon1\ – OR –
C:\Workspace\SAGESiteAudit\Recon2\ – OR –
C:\Workspace\SAGESiteAudit\Recon3\ – OR –
C:\Workspace\SAGESiteAudit\Recon4\

VI. Depending on which unit being used (the Recons are labeled on the top), in Windows Explorer choose one of the directories listed in 5. above, and create a new empty directory (folder) under that Recon's main folder. Name this new folder with the current date (/mmddyy/). For instance, if using unit Recon2 and today's date is 06/01/05, create the following empty folder:

C:\Workspace\SAGESiteAudit\Recon2\060105\

Still in Windows Explorer navigate back to "Mobile Device", and the subfolder \Mobile Device\LosAngelesParks\, i.e.:

+ \Mobile Device\
  + Mobile Device\My Pocket PC

\Mobile Device\Business\
\Mobile Device\LosAngelesParks\
\Mobile Device\Personal\
\Mobile Device\Templates\

VII. Copy only the Parks layer files from \Mobile Device\LosAngelesParks\, and paste into the new empty directory just created for this particular day (date). The parks layer files consist of all of the files that begin with “latbm_utm_polygon_1” and end with various extensions (i.e. .apl, etc.). There should be nine files copied each time.

Mobile Device\LosAngelesParks\latbm_utm_polygon_1.apl
Mobile Device\LosAngelesParks\latbm_utm_polygon_1.dbf
Mobile Device\LosAngelesParks\latbm_utm_polygon_1.prj
Mobile Device\LosAngelesParks\latbm_utm_polygon_1.sbn
Mobile Device\LosAngelesParks\latbm_utm_polygon_1.sbx
Mobile Device\LosAngelesParks\latbm_utm_polygon_1.shp
Mobile Device\LosAngelesParks\latbm_utm_polygon_1.shp.xml
Mobile Device\LosAngelesParks\latbm_utm_polygon_1.shx
Mobile Device\LosAngelesParks\latbm_utm_polygon_1.vbs

Section 3 Question by question detailed instructions

Part A – Facilities and services

Qu. 1. What facilities or services exist at the site?

This question pertains only to site facilities. Indicate ALL facilities present.

Restaurants / cafes: Food and beverage outlets for site users. May be stand alone or within a building (Fig. 1).

Retail: Outlets within the park that sell items other than food or beverages (Fig. 2).

Benches: Benches provided for site users. May be with other facilities or solo (Fig. 3).

Shade canopy: awnings, pergolas or other canopies shading park areas (Fig. 4).

Trash cans: All types of trash or waste receptacles (Fig. 5).

Drinking water fountains: Fountains for drinking water, not ornamental fountains (Fig. 6)

Toilets / restrooms: Restroom facilities for park or beach users (Fig. 7).

Showers: Showers provided for park or beach users (Fig. 8).

BBQ equipment: Barbecue facilities to serve users including BBQ pits. (Fig. 9)

Signs: General signs within the park e.g. park rules, warning signs etc. Does not include cultural or ecological signage (Fig. 10)

Fencing: All fencing on the park perimeter including cyclone fencing, wrought iron fencing and stone or brick walls etc. (Fig. 11)

Dog park: Any area within the site, or entire site, dedicated for use by dogs. (Fig. 12)

Clubhouse: Buildings for local recreational sports use, not including gyms (Fig. 13).

Meeting rooms / community hall: Building for local community use except sporting purposes (Fig. 14).

Theater or amphitheater: Facility within the park for watching movies, plays etc (Fig. 15).

Senior center: Building within the park grounds for senior citizen activities (Fig. 16).

Child care facility: Building within the park grounds for child care (Fig. 17).

School: Facility within or adjoining the park dedicated for school purposes (Fig. 18)

Cultural facilities: Bandstands, public art areas, dance areas, festival spaces, etc. but not including botanical gardens, museums, statues and monuments (Fig. 19).

Historic buildings: Buildings within the park of historic or heritage significance (Fig. 20).

Museum: Building or facilities within the park dedicated to museum purposes (Fig. 21).

Monuments and statues: Structures, statues or monuments commemorating historic events, people, animals, machines or for artistic or cultural purposes (Fig. 22).

Community gardens: Space within the park dedicated to the growing of fruit, vegetables, flowers or other plants by the local community (Fig. 23).

Rose, ornamental, botanic gardens, zoos: Park area set aside by the park management agency for educational, aesthetic, horticultural or zoological purposes (Fig. 24).

Parking: Above or below ground parking facilities provided for park users (Fig. 25).

Amusements: Miniature railway, Ferris wheel, miniature golf etc (Fig. 26).

Water features: Fishing piers, ponds, lakes for water sports, water fountains etc (Fig. 27).

Swimming pools: Wading pools and full sized pools for public swimming (Fig. 28).

Play equipment: Children's play equipment such as swings, slides, cubby-houses, ropes, tunnels etc. (Fig. 29).

Basketball court(s): Half-courts, full-courts and practice nets (Fig. 30).

Tennis court(s): Both lawn and hard courts (Fig. 31).

Racquetball court(s): All racquetball facilities – indoor and outdoor (Fig. 32).

Handball courts(s): Indoor and outdoor courts (Fig. 33).

Volleyball facilities: Sand, grass and paved courts (Fig. 34).

Baseball field(s): Cages, grass and earth surfaces specifically for baseball (Fig. 35).

Softball field(s): Fields dedicated specifically for softball (Fig. 36).

Soccer field(s): Fields dedicated specifically for soccer with goal posts etc (Fig. 37).

Football field(s): Fields dedicated specifically for football (Fig. 38).

Roller-hockey rink(s): Areas designated specifically for roller-hockey (Fig. 39).

Recreation center / gym: Center for indoor recreation e.g. squash courts or physical fitness such as a weight room (Fig. 40).

Physical fitness: Rings, bars, swings, gymnastic equipment etc (Fig. 41).

Bicycle facilities: Bicycle lockers, racks, rails, stands, trails and jumps etc (Fig 42).

Skateboard facilities: Ramps, railings, bowls and other facilities for skateboards. Do not rate features not intentionally provided for skaters (Fig. 43).

Trail / path: Longer paths or trails provided specifically for walking, jogging, cycling, inline skating etc. Do not include short internal paths in the park (Fig. 44).

Climbing wall: Wall of wood or masonry constructed for climbing purposes (Fig. 45).

Equestrian trails: Trails specifically for riding horses (Fig. 46).

Nature center: Nature education buildings for park users (Fig. 47).

Interpretive signage (ecology): Signs provided to educate park users about park ecology including animals and plants present within the park etc. (Fig. 48).

Interpretive signage (culture / history): Signs provided to educate park users about cultural or historical importance of the park and park facilities etc. (Fig. 49).

Lighting (active recreation areas): Areas of the park intentionally lit for active recreation including baseball fields, tennis courts etc (Fig. 50).

Lighting (passive recreation areas): Passive recreation areas within the park provided with lighting, including bicycle trails, lawns, picnic areas etc (Fig. 51).

Lighting (parking lot): Parking facilities within the park fitted with lighting (Fig. 52).

Gymnastics / par course: Equipment provided for gymnastic or fitness purposes (Fig. 53).

Equipment rentals: Model boats, bicycles, inline skates, fishing equipment etc (Fig. 54).

Golf course: Area within the park dedicated to golf including golf course, driving range etc. Code golf clubhouse under clubhouse (Fig. 55).

Beach: Linear ocean or waterway shoreline dedicated to recreation (Fig. 56).

Marina: Includes boatyard, moorings, slips etc for storage of boats (Fig. 57).

Pier: Structure protruding from shoreline into the ocean, for promenading. May feature retail, amusement and other activities (Fig. 58).

Boardwalk: Ocean or lakefront walking area for walking. Parallel to shoreline (Fig. 59).

Other: List other facility in space provided. May include archery, petanque etc. (Fig. 60).

None: No services or facilities provided within the site. Just lawn and trees present.

Figure 1 – Café / restaurant

Figure 2 – Retail

Figure 3 – Benches

Figure 4 – Shade canopy

Figure 5 – Trash can

Figure 6 – Water fountain

Figure 7 – Toilet / restrooms

Figure 8 – Showers

Figure 9 – BBQ equipment

Figure 10 – Signs of rules etc

Figure 11 – Fencing

Figure 12 – Dog park

Figure 13 – Club house

Figure 14 – Meeting rooms

Figure 15 – Theater or amphitheater

Figure 16 – Senior center

Figure 17 – Child care facility

Figure 18 – School

Figure 19 – Cultural facility

Figure 20 – Historical building

Figure 21 – Museum

Figure 22 – Monuments and statues

Figure 23 – Community garden

Figure 24 – Rose garden

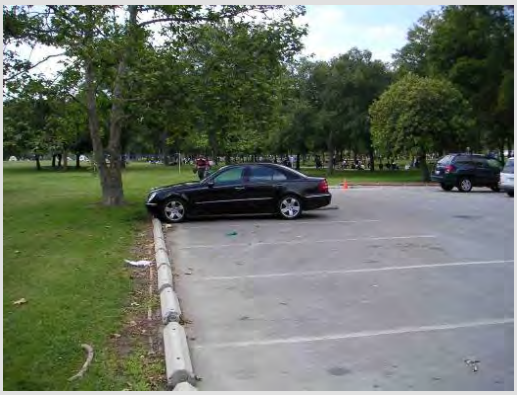


Figure 25 – Parking

Figure 26 – Amusements

Figure 27 – Water feature

Figure 28 – Swimming pool

Figure 29 – Play equipment

Figure 30 – Basketball courts

Figure 31 – Tennis court

Figure 32 – Racquetball court

Figure 33 – Handball court

Figure 34 – Volleyball courts / area

Figure 35 – Baseball field

Figure 36 – Softball field

Figure 37 – Soccer field

Figure 38 – Football field

Figure 39 – Roller-hockey rink

Figure 40 – Recreation center

Figure 41 – Physical fitness equipment

Figure 42 – Bicycle facilities

Figure 43 – Skateboard facilities

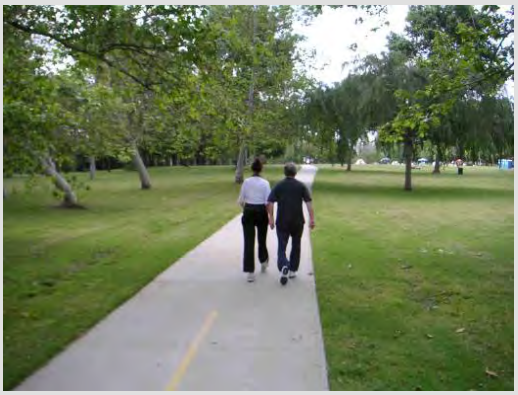


Figure 44 – Walk / jog/ bike / skate trail

Figure 45 – Climbing wall

Figure 46 – Equestrian trail

Figure 47 – Nature center

Figure 48 – Interpretative signage ecology

Figure 49 – Interpretive sign culture / hist.

Figure 50 – Lighting (active recreation)

Figure 51 – Lighting (passive recreation)

Figure 52 – Lighting (parking lot)

Figure 53 – Gymnastics / Par course

Figure 54 – Equipment rentals

Figure 55 – Golf course

Figure 56 – Beach

Figure 57 – Marina

Figure 58 – Pier

Figure 59 – Boardwalk

Figure 60 – Other (e.g. archery course)

Part B – Landscape features

Qu. 2. List all landscape features.

Indicate ALL landscape features present WITHIN the site by coloring in the boxes.

Woodlands or forest: Includes upland and riparian wooded areas (Fig. 61).

Chaparral or sage-scrub: Applies only to endemic scrubland. Chaparral is typically inland whereas sage-scrub is coastal (Fig. 62).

Grassland: Native grasses with only a few trees (Fig. 63)

Hills: Both hills and foothills, undulating land, etc (Fig. 64).

Canyons: Includes ravines, canyons, gullies, and other incised landscapes (Fig. 65).

Wetlands: Marshes, swamps, samphire flats, estuaries, tule marshland etc (Fig. 66).

Lakes & reservoirs: Include both lake shorelines and open water areas (Fig. 67).

Rivers and streams: Moving watercourses such as arroyos, creeks, and rivers (Fig. 68).

Coastal waters: Oceans, seas, rocky shoreline, tidal shorelines (Fig. 69).

Beaches : Includes only sandy beaches (Fig. 70).

Sand dunes : Includes all coastal sand dunes and associated vegetation (Fig. 71).

Lawn: Grass or lawn planted for playing fields, picnics etc (Fig. 72).

Shade trees: Individual or small clusters of trees planted for shade (Fig. 73).

Powerlines/towers: Electrical utility or communications towers, transfer stations (Fig.74).

Stormdrains: Drains entering or exiting the site from nearby land, roads, etc. (Fig. 75).

Culverts or drainage ditches: Pipes or channels designed to drain site or channelize the waterway (Fig. 76).

Retention basin: Holding ponds, depressions or swales designed to infiltrate water after rain (Fig. 77).

Other natural feature: List any other landscape feature not discussed above.

Figure 61 – Woodlands or forest

Figure 62 – Chaparral or coastal sage scrub

Figure 63 – Grassland

Figure 64 – Hills

Figure 65 – Canyons or gullies

Figure 66 - Wetlands

Figure 67 – Lakes & reservoirs

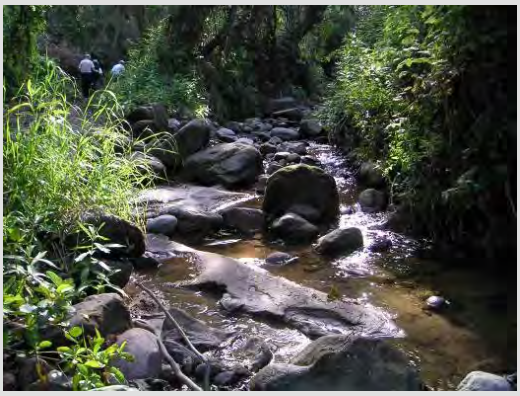


Figure 68 – Rivers and streams

Figure 69 – Coastal waters

Figure 70 – Beaches

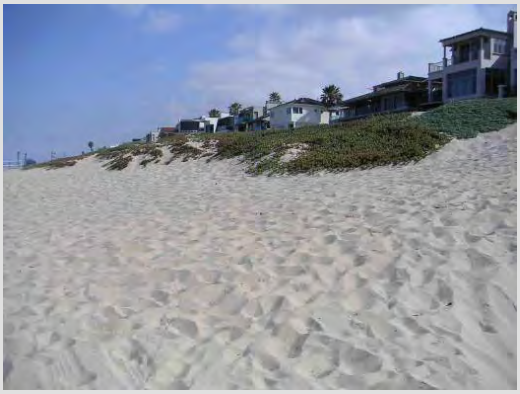


Figure 71 – Sand dunes

Figure 72 – Lawn

Figure 73 – Shade trees

Figure 74 – Powerlines or towers

Figure 75 – Storm drains

Figure 76 – Culverts or drainage ditch

Figure 77 – Retention basin

Qu. 3. Are there any sycamores or oaks?

Answer YES or NO – color the box provided on the form.

Sycamores are tall, broad leafed trees with mottled grey to light brown bark, and tend to lean at angles rather than standing up straight (Fig. 78). Oaks have a rough, brown bark and clusters of small leaves with serrated edges (Fig. 79).

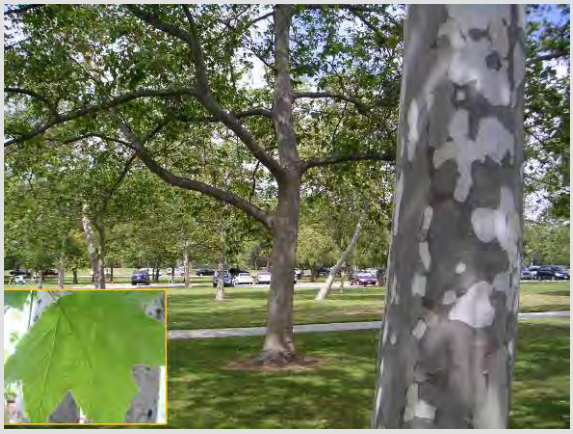


Figure 78 – Sycamores

Figure 79 – Oaks

Qu. 4. Estimated proportion of surface area that is paved?

Choose only ONE of the following five categories. Color in box provided.

1. None: No part of the site surface is paved.

2. Little: Only very small parts of the site surface are paved.

3. Some: Between a ¼ and ½ of site surface is paved.

4. Most: From ½ to ¾ of the site surface is paved.

5. All: The entire site surface is paved.

Figure 80 – Unpaved

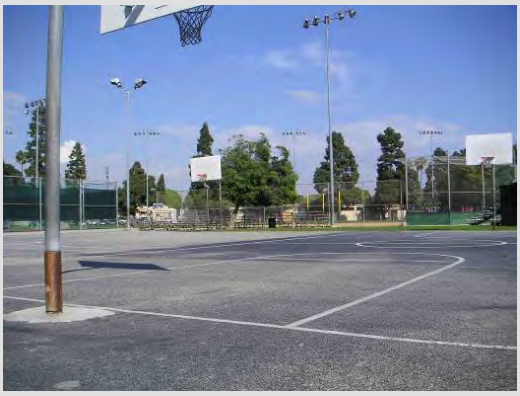


Figure 81 – Paved

Qu. 5. Estimated proportion of the non-paved area that is irrigated?

Choose only ONE of the following five categories. Color in box provided. Divide box number by 4 to get score for question.

1. None: No part of the site's non-paved surface is irrigated.
2. Little: Only very small parts of the site's non-paved surface are irrigated.
3. Some: Between a ¼ and ½ of the site's non-paved surface is irrigated.
4. Most: From ½ to ¾ of the site's non-paved surface is irrigated.
5. All: The entire non-paved surface is irrigated.

Qu. 6. Proportion dedicated to organized recreation?

Choose only ONE of the following five categories. Color in box provided.

1. None: No part of the site is dedicated to organized recreation (e.g. soccer team).
2. Little: Only very small parts of the site are dedicated to organized recreation.
3. Some: Between a ¼ and ½ of site surface is dedicated to organized recreation.
4. Most: From ½ to ¾ the site surface is dedicated to organized recreation.
5. All: The entire site surface is dedicated to organized recreation.

Part C – Condition

Qu. 7. Is there litter present?

Answer YES or NO – color the box provided on the form.

If litter is easily observed, color the 'yes' box on the form (see Fig. 82).

Qu. 8. Is there graffiti present?

Answer YES or NO – color the box provided on the form.

If graffiti is easily observed, color the 'yes' box on the form (see Fig. 83). Graffiti includes tagging, political slogans etc. and bombing – vivid murals painted on buildings etc not authorized by park agency. Authorized murals will usually have a label, date, artist's name etc at the bottom. Do not include authorized murals.

Figure 82 – Litter

Figure 83 – Graffiti

Qu. 9. Can you hear freeway noise?

Answer YES or NO – color the box provided on the form.

This question refers specifically to noise of loud traffic generated by a nearby freeway. Do not include general road or highway noise.

Qu. 10. Is there overgrown vegetation?

Answer YES or NO – color the box provided on the form.

This question refers to vegetation that obscures sightlines, blocks pathways or partially obstructs walkways, paths and site entrances and exits.

Qu. 11. Are there information signs?

Answer YES or NO – color the box provided on the form.

Information signs refer to things such as park or beach rules, interpretative signage about plants or animals within the park, potential hazards, or notice boards with information about programs, events, or activities.

Qu. 12. What is the condition of the signs?

Choose only ONE of the following five categories. Color the box provided.

1. Very poor: The signs cannot be read (e.g. covered in graffiti or badly damaged.)
2. Poor: Signs are hard to read – some graffiti or damage obscures parts of sign.
3. Average: The signs can be read but show some signs of age or disrepair.
4. Good: The signs are easy to read and are well maintained.
5. Excellent: The signs are very easy to read, are well maintained and are attractively designed.

Qu. 13. What is the condition of the facilities / infrastructure?

Choose only ONE of the following five categories. Color the box provided.

1. Very poor: Facilities are damaged, broken, covered in graffiti or out of order.
2. Poor: Some evident damage or lack of maintenance on facilities.
3. Average: The facilities are in working order but may be old or slightly damaged.
4. Good: The facilities are well maintained.
5. Excellent: The facilities are new, are well maintained and are user friendly.

Qu. 14. What is the condition of any ornamental landscaping?

Choose only ONE of the following five categories. Color the box provided.

1. Very poor: Vegetation, including lawn, is damaged, diseased, dead or not maintained.
2. Poor: Some damaged lawn, diseased trees or lack of maintenance of vegetation.

3. Average: The vegetation is not damaged or diseased, but may require trimming etc.

4. Good: The vegetation is well maintained with no damage or disease.

5. Excellent: The vegetation is very well cared for, shows no signs of disease etc.

Figure 84 – Very poor condition

Figure 85 – Poor condition

Figure 86 – Average condition

Figure 87 – Good condition

Figure 88 – Excellent condition

Qu. 15. What is the overall maintenance quality?

Choose only ONE of the following five categories. Color in box provided.

1. Very poor: Site is unkempt, contains extensive litter, has overflowing trash cans, and has broken or missing facilities. Toilets may be broken or very badly damaged. Restrooms may be smelly and poorly cleaned. Benches may have flaking paint or missing boards etc. Basketball nets may be missing.

2. Poor: Site is poorly maintained, shows signs of neglect, some litter and damage. Swimming pools may have dirty water. Some facilities may be broken.

3. Average: Site has an acceptable appearance; facilities may be old but generally in sound condition. No missing facilities. Facilities are in working order. Some litter and graffiti may be present in small amounts.

4. Good: Site has a pleasant appearance, little or no litter / graffiti, well maintained.

5. Excellent: Site is very well maintained, facilities are new, no litter or graffiti.

Part D - Safety

Qu. 16 Are there emergency telephones?

Color the YES or NO box on the form.

Emergency telephones or call boxes will be placed for easy access by users. (Fig. 89).

Qu. 17. Is there security on the site?

Color the YES or NO box on the form.

Security means that a police officer, ranger, lifeguard or security guard is stationed at the site on an ongoing basis, or observed making rounds (Fig. 90).

Qu. 18. Is there staff on site?

Color the YES or NO box on the form.

Staff refers to sports instructors, coaches, recreation mangers, or park supervisors are on site on an ongoing basis (Fig. 91).

Figure 89 – Emergency telephone

Figure 90 – Security station

Figure 91 - Staff

Section 4 Appendix : Sample Site Audit Form

SAGE SITE AUDIT ASSESSMENT FORM

FILL OUT THIS SECTION FIRST

Assessor name: _____ Date: _____ Time: _____

Site name: _____ Address _____

_____

Nearest cross streets: _____ and_____

Transit access Yes No (circle one) **Web** or **Field** assessment (circle one)

PART A - FACILITIES AND AMENITIES

1. What facilities or services are available at the site?

(color all that apply)

Restaurant / cafe	❑1	Racquetball court(s)	❑1
Retail	❑1	Handball court(s)	❑1
Benches	❑1	Volleyball court(s)	❑1
Shade Canopy	❑1	Baseball field(s)	❑1
Trash cans	❑1	Softball field(s)	❑1
Water fountains	❑1	Soccer field(s)	❑1
Toilets / restrooms	❑1	Football fields	❑1
Showers	❑1	Roller-hockey rink	❑1
BBQ equipment	❑1	Recreation center / gym	❑1
Signs	❑1	Physical fitness	❑1
Fencing	❑1	Bicycle facilities	❑1
Dog park	❑1	Skateboard facilities	❑1
Clubhouse	❑1	Walk / jog / cycle / skate trail	❑1
Meeting rooms / community hall	❑1	Climbing wall	❑1
Theater or Amphitheater	❑1	Equestrian trail	❑1
Senior center	❑1	Nature center	❑1
Child care facility	❑1	Interpretive signage (ecology)	❑1
School	❑1	Interpretive signage (culture/history)	❑1
Cultural facilities	❑1	Lighting (active recreation areas)	❑1
Historical buildings	❑1	Lighting (passive recreation areas)	❑1
Museum	❑1	Lighting (parking lot)	❑1
Monuments/Statues	❑1	Gymnastics/Par Course	❑1
Community gardens	❑1	Equipment rentals	❑1
Rose, ornamental, botanical gardens	❑1	Golf course	❑1
Parking	❑1	Beach	❑1
Amusements (Ferris wheel etc)	❑1	Marina	❑1
Water feature / pond / lake	❑1	Pier	❑1
Swimming pool	❑1	Boardwalk	❑1
Play equipment	❑1	Other_____	❑1
Basketball court(s)	❑1	None	❑0
Tennis court(s)	❑1		

Last name_____**Park** _____**Date**_____ **am / pm**

PART B – LANDSCAPE FEATURES

2. List all landscape features that exist within the site.

(color all that apply)

Woodland or forest	❑1	Sand dunes	❑1
Chaparral or coastal sage scrub	❑1	Lawn	❑1
Grassland	❑1	Shade trees	❑1
Hills	❑1	Other natural feature_____	❑1
Canyons or gullies	❑1	Powerlines or towers	❑0
Wetlands	❑1	Stormdrains	❑0
Lakes or reservoirs	❑1	Culverts or drainage ditches	❑0
Rivers, streams or creeks	❑1	Retention basin or swale	❑0
Coastal waters	❑1	Missing	❑0
Beaches	❑1		

3. Are there sycamores or oaks? Yes ❑$_1$ or No ❑$_0$ Missing❑

4. Estimated proportion of surface paved?

None ❑$_4$ Little ❑$_3$ Some ❑$_2$ Most ❑$_1$ All ❑$_0$ Missing❑

5. Estimated proportion of non-paved site area that is irrigated?

None ❑$_4$ Little ❑$_3$ Some ❑$_2$ Most ❑$_1$ All ❑$_0$ Missing❑

6. Proportion of site dedicated to organized recreation?

None ❑$_4$ Little ❑$_3$ Some ❑$_2$ Most ❑$_1$ All ❑ $_0$ Missing❑

PART C – CONDITION

7. Is there litter present? Yes ❑$_0$ or No ❑$_1$ Missing❑

8. Is there graffiti present? Yes ❑$_0$ or No ❑$_1$ Missing❑

9. Can you hear freeway noise? Yes ❑$_0$ or No ❑$_1$ Missing❑

10. Is there overgrown vegetation? Yes ❑$_0$ or No ❑$_1$ Missing❑

11. Are there information signs? Yes ❑$_1$ or No ❑$_0$ Missing❑

12. Condition of the signs?

Very poor ❑$_0$ Poor ❑$_1$ Average ❑$_2$ Good ❑$_3$ Excellent ❑$_4$ Missing❑

13. Condition of facilities / infrastructure?

Very poor ❑$_0$ Poor ❑$_1$ Average ❑$_2$ Good ❑$_3$ Excellent ❑$_4$ Missing❑

14. Condition of ornamental landscaping?

Very poor ❑$_0$ Poor ❑$_1$ Average ❑$_2$ Good ❑$_3$ Excellent ❑$_4$ Missing❑

15. Overall maintenance quality?

Very poor ❑$_0$ Poor ❑$_1$ Average ❑$_2$ Good ❑$_3$ Excellent ❑$_4$o Missing❑

Last name_____**Park** _____**Date**_____ **am / pm**

PART D - SAFETY

16. Are there emergency telephones?	Yes ❑$_1$	or	No ❑$_0$	Missing❑
17. Is there security on site? (e.g. police, ranger etc)	Yes ❑$_1$	or	No ❑$_0$	Missing❑
18. Is there staff on site (e.g., recreation staff, park supervisors)?	Yes ❑$_1$	or	No ❑$_0$	Missing❑

Thank you. This completes the site audit. Please read carefully back over your form, checking to see that you have completed all questions, and that the answers you provided are clear and legible. Once you have completed the form, please return it to the site audit supervisor.

NOTES AND / OR ADDITIONAL INFORMATION

Please use this space to make any notes or to provide additional information. Clearly identify the question to which the note or information pertains.

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