

Recreation and Parks Committee

Mayor Michael John Pantelides, 2014 Citizen Advisory Transition Team

EXECUTIVE COMMITTEE MEMBERS:

Bob Burdon		
Rick Morgan		
Vienna Laurendi		
Leslie Stanton		
LEGAL & ADMINISTRATIVE ASSISTANCE PROVIDED BY:		
Jacalyn Bierman		
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COMMITTEE CHAIR: Wilson Phipps

COMMITTEE MEMBERS:

Susan Chaavarri

Taney Hamil

Justin Mullen

Mike Pachler

Debbie Yatsuk

Timeline Key

ONGOING	Continuation of existing activity.
IMMEDIATE	Commencement within 3 months.
SHORT-TERM	Commencement within 3-12 months.
MEDIUM-TERM	Commencement within 1-2 years.
LONG-TERM	Commencement after 2 years.

Abbreviations Used

AAC	Anne Arundel County, Maryland
RecParks	City Recreation and Parks Department

RECREATION AND PARKS ISSUES 1-11

Adopted October 27, 2014
Recreation and Parks

RECREATION AND PARKS: ISSUE 1

Review software and computer needs to become more cost effective.

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
1. Budget for software update to more efficiently track income and expenses for each program and/or proposed new program.	MIT Manager	Short-Term
2. Develop a plan to reduce expenses and increase revenue.	RecParks Director	Short-Term

RECREATION AND PARKS: ISSUE 2

Officially accept the informal organizational chart established by former Director, Brian Woodward that allowed each manager to be more responsible for its own department.

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
1. Schedule monthly budget and variance meetings with each manager to determine financial performance.	RecParks Director	Immediate & Ongoing
2. Evaluate organizational chart proposed by Brian Woodward.	City Manager	Short-Term
3. Consolidate responsibilities to reduce costs without reducing programs.	RecParks Director	Short-Term

RECREATION AND PARKS: ISSUE 3

Eisenhower Golf Course.

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
1. Evaluate advantages and disadvantages of lease renewal with AAC for this golf course.	Finance Director	Short-Term

RECREATION AND PARKS: ISSUE 4

Harbormaster Office.

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
1. Evaluate advantages and disadvantages of organizational structure for Harbormaster Office (i.e. RecParks or Police/Fire Departments).	City Manager	Short-Term

RECREATION AND PARKS: ISSUE 5

Capital Improvements and Contingency Fund in Budget.

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
1. Develop a Capital Budget and Contingency Fund to maintain up-to-date facilities and equipment.	RecParks Director	Short-Term

RECREATION AND PARKS: ISSUE 6

Marketing, Training and Customer Service.

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
1. Budget for development of a marketing program to increase membership and create awareness of all RecParks programs and services.	RecParks Director	Medium-Term
2. Develop a training program for all RecParks employees to include customer service orientation.	RecParks Director	Medium-Term

RECREATION AND PARKS: ISSUE 7

Future Planning.

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
1. Identify revenue opportunities.	RecParks Director	Medium-Term
2. Determine public perception of RecParks through customer surveys.	RecParks Director	Medium-Term
3. Budget for development of a Master Capital Budget plan.	City Manager	Long-Term

RECREATION AND PARKS: ISSUE 8

Recreation and Parks Advisory Board.

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
1. Recognize contribution of the volunteer board, which is a very valuable and big asset to RecParks and its Director.	Mayor	Immediate & Ongoing

RECREATION AND PARKS: ISSUE 9

Environmental Concerns.

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
1. Develop a plan to improve sustainable and environmentally sound maintenance practices.	RecParks Director	Short-Term
2. Evaluate former Director, Brian Woodward's steps to promote better environmental practices.	RecParks Director	Short-Term

RECREATION AND PARKS: ISSUE 10

Teamwork.

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
1. Develop a training program to enhance and maintain teamwork (the Stanton Center to the Pip Moyer Center to boat ramps).	RecParks Director	Medium-Term

RECREATION AND PARKS: ISSUE 11

Privatize the Recreation Centers.

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
1. Evaluate the advantages and disadvantages of privatizing the Recreation Centers (i.e. a business plan).	RecParks Director	Medium-Term