

**RECREATION AND PARKS BOARD
OF ST. MARY'S COUNTY
Meeting of Thursday, December 6, 2007**

MINUTES

BOARD MEMBERS PRESENT: Patrick Dugan, Chairperson; Robert Richardson, Vice Chairperson; Richard Buckler, Robert Hicks, Coleman Hillman, Patrick Murphy, David Phalen and Lisa Wainger-Rush.

BOARD MEMBERS ABSENT: Andrew Roper.

RECREATION, PARKS AND COMMUNITY SERVICES STAFF AND OTHERS PRESENT: Phil Rollins, Director, Recreation, Parks & Community Services (RP&CS); Arthur Shepherd, Recreation Division Manager, RP&CS; and Kathy Bailey, RP&CS, Recorder.

CALL TO ORDER

The Board meeting was called to order by Patrick Dugan, Chairperson, at 5:35 p.m. in Room 14 of the Governmental Center in Leonardtown.

APPROVAL OF MINUTES

Coleman Hillman motioned, seconded by Richard Buckler, to approve the minutes of November 1, 2007 as amended. Motion carried 8-0.

Coleman Hillman clarified his statement on page five to read: Mr. Hillman stressed that parents need to attend practices/games or designate someone to be there and be observant.

RECREATION ACTIVITY FUND OVERVIEW

Phil Rollins, Director, and Arthur Shepherd, Recreation Division Manager, provided a brief Recreation Activity Fund overview. The Recreation Division consists of four sections: Special Facilities and Programs (including the Gymnastics Center, Great Mills Swimming Pool and Summerstock Musical); Youth Programs (before and after school centers, Summer Day Camps and Hollywood Recreation Center); Sports (14 independent and 9 Department sponsored leagues, summer sports camps and management of Leonard Hall, Margaret Brent and Carver Recreation Centers); and Recreational Activities and Inclusion Services (classes, programs and special events and programs for persons with disabilities).

Recreation Division programs, events and activities have traditionally been expected to be self-supporting and are funded through the Recreation Activity Fund. The Activity Fund budget history for the last few years is: FY06 actual – Revenue \$2,265,681, Expenses \$2,313,076, Net (\$47,395); FY07 actual – Revenue \$2,079,439, Expenses \$2,153,999, Net (\$74,560); and FY08 budget – Revenue \$2,757,344, Expense \$2,726,421, Net \$30,923. The Fund operated at a loss in FY06 and FY07; a small net gain is anticipated in FY08 due to some programming changes at Great Mills Pool and bringing some Parks functions into the Activity Fund in FY08. Mr. Rollins referred members to the page in the handout detailing Charles and Calvert counties general fund contributions for recreational programs' use of schools and utilities. Both Charles and Calvert utilize general fund dollars to pay for costs associated with school use and utility costs for recreational programs; in St. Mary's County this is being paid from the Activity Fund. Mr. Rollins asked the Board to consider local government's role in providing recreation programs to the public. Should programs be free or charge a fee to participate? Currently, the Department bases fee schedules on direct costs to run the programs plus 10% and market rates, while trying to maintain affordability for everyone. The Department offers some scholarships for individuals who are unable to pay the full cost of registration.

Currently, the major facility/program deficits include costs associated with operating the Great Mills Pool, Carver Recreation Center, Chancellor's Run Park and the Summer of Safety, Arts and Reading (SOSAR) camp. In FY09, the Department is proposing that County government provide the foundation/infrastructure for programs, similar to the

Calvert and Charles County models. This would include utility costs for facilities, full-time personnel, safety and security and costs associated with use of public schools (\$259,000). General fund funding for utilities and school use would enable the Fund to provide pension and hospitalization for Program Directors and Managers (estimated at \$208,000) and enable the Fund to provide needed staffing for supervising indoor recreation centers and Chancellor's Run Park (estimated at \$60,000).

Patrick Murphy asked if utilities for outdoor facilities were considered as well as utility costs for indoor Recreation Centers. Mr. Rollins stated that the Department's recommendation for general funds for utilities is based on the comparison with Charles and Calvert counties to include indoor recreation centers and not outdoor athletic field lighting at this time. There are no fees to users to utilize County parks; league user fees for field lighting may be looked at again at a later date.

FY09 OPERATING BUDGET OVERVIEW

The Recreation Activity Fund overview led into the discussion on the FY09 Operating Budget. Mr. Rollins provided a handout that included a summary of changes from the FY08 budget and details on service improvements proposed with the changes. The Department has been asked to prepare a baseline budget that includes fixed costs, personnel, etc. Any new requests are described on the service improvement proposed forms. The Department will be presenting these recommendations for new funds to the BOCC over the next few weeks.

The following represents the changes/new requests for FY09.

Administration Division – \$259,000

- Personnel Services - no changes
- Operating - transfer utilities (\$184,000) and building rental (\$75,000) from Recreation Activity Fund to the General Fund

Parks Division - \$116,695

- Personnel Services - one full time Administrative Specialist - \$48,474 (1 FTE); one full time Grounds Keeper - \$43,164 (1 FTE); and additional hours for Park Attendants - \$17,257 (.94 FTE)
- Operating - replacement equipment – bush hog (\$2,800); walkway repairs (\$5,000)

Wicomico Shores Golf Course (Restaurant) - \$35,679

- Personnel Services - additional funding needed for Food, Beverage and Banquet Supervisor (\$8,319); additional hours for restaurant hourly employees - \$15,360 (1.22 FTE)
- Operating - \$12,000 for food, liquor, beer and supplies

Wicomico Shores Golf Course (Clubhouse) - \$20,000

- Operating - \$20,000 for janitorial services

Wicomico Shores Golf Course (Golf Shop) - \$25,000

- Operating - \$25,000 for re-sale supplies

Mr. Murphy inquired about the possibility of charging a user fee at Elms Beach Park to help offset the cost of the Park Attendant. Mr. Rollins stated that staff has discussed this; the fee might end up covering only the person collecting the fee and not the person supervising the park/beach area. Coleman Hillman suggested an out-of-County or non-resident fee. Mr. Rollins suggested that if fees are implemented that perhaps all users would pay a fee; non-residents would pay a higher fee. Mr. Rollins stated that some counties issue permits/stickers for boat ramp use. In that case, a "roving" attendant could check the stickers as needed. Lisa Rush supported implementing the fees if necessary, but wanted provisions included for occasional users. The Board will discuss this further during the next meeting. Mr. Rollins will forward these and other recommendations to the BOCC during budget deliberations.

Mr. Hillman stated that he would like to recommend giving Groundskeepers who clean up the parks a pay raise. Mr. Murphy stated that he would like to commend the Parks Division for the great job done on fall athletic field maintenance; the fields at Fifth District Park have been completed.

RAISING COMMUNITY STANDARDS IN YOUTH SPORTS DISCUSSION

Copies of the Raising Community Standards document were provided again to Board members for reference. Staff will be proposing to the BOCC that beginning next fall leagues not in compliance, and not working to become compliant, not be allowed to use County fields. All recommendations will be reviewed by the R&P Board before being forwarded to the BOCC. The Department's goal is to work with leagues to get them all in compliance.

Chairman Dugan asked if anyone had researched issuing ID badges to coaches. Mr. Shepherd stated that staff has discussed this; he will check into that for next month. Charles County is currently issuing badges for the County sponsored football program. Staff has posted the Community Standards document and brochure on the Department's website. In 2008 staff will begin posting the names of qualified coaches on-line.

Mr. Murphy stated that it would be extremely difficult to assign one number or percentage to say a league is in compliance. Mr. Rollins stated that if we receive the actual number of coaches we can determine the number of checks required and report the number completed and level of compliance. Bob Richardson asked if the Department is taking the leagues' word on the number of coaches; Mr. Shepherd stated that for this past season that was the case; next season a form is required listing all the coaches names. Staff feels that by having Sports Coordinator Todd French attend the league meetings that forms can be collected much easier. Mr. Shepherd stated that the Department's data base will reflect the coaches that have already had the background check for that year and don't need to repeat the check until next year. Mr. Murphy asked if the coaches training for youth basketball can be offered to all leagues; Mr. Shepherd stated that can be done.

FY09 CAPITAL BUDGET OVERVIEW

Mr. Rollins provided a draft summary of the Department's proposed FY2009-FY2014 Capital Improvements Program (CIP) budget. The Board was asked to review the entire packet for discussion during the next Board meeting; due to time constraints, only the new projects were discussed during this meeting. Mr. Rollins noted that there is no Fifth District Park/Lettie Marshal Dent Elementary playground project included as discussed during the November Board meeting. After that meeting, Mr. Rollins discussed the idea of a potential County/school playground project partnership with Brad Clements of St. Mary's County Public Schools (SMCPS). Mr. Clements stated that SMCPS is currently doing an assessment of all school playgrounds and developing standards of what the schools want to see at schools. He thought it would be premature to make a recommendation before the assessment is completed.

Chancellor's Run Baseball Field – Staff has received a request from American Legion Baseball for the construction of a 90' field at Chancellor's Run Regional Park for teens and adults. Due to the location of available land at the leased park, additional infrastructure is needed including extending the park road, a 75 car parking lot and a restroom facility. The recommendation is for design and engineering in FY09 and construction in FY10. Mr. Murphy asked if Lancaster Park was considered for the new field; staff discussed this option but since the master plan has not be developed for the 50 acres adjacent to the park, staff though it would be premature consider recreational amenities on that parcel.

Recreation Facility Improvements – This project will address capital maintenance and enhancements at various indoor recreation centers including Leonard Hall, Margaret Brent, Carver and Hollywood Recreation Centers and at Great Mills Pool. Interior and exterior painting and an enclosed shelter for the back-up generator at the pool are priorities over the next few years.

Mobile Entertainment Stage - This project will provide a mobile entertainment stage for outdoor events sponsored by the Department and the BOCC including musical performances, special events, plays, governmental ceremonies.

Museum Collections Storage Facility – This project will construct an environmentally controlled 30' x 50' storage facility for museum collections at St. Clement's Island Museum (SCIM). The pre-engineered building will house existing collections as well as new items of historical significance for both SCIM and Piney Point Lighthouse Museum.

Mr. Murphy asked if the County has considered expanding Leonard Hall Recreation Center; Mr. Rollins stated that has been considered in the past and the County's 2005 Land Preservation, Parks and Recreation Plan identified an indoor recreation center as need for the County. A multi-generational center was considered for the property adjacent to the Northern Senior Center. After master planning was done for the property, the decision was made to include a swimming complex and senior housing on that property in the future. Mr. Hicks suggested combining a recreation center with a

gymnastics center. Mr. Rollins stated that the BOCC needs to hear from citizens regarding priorities for aquatics and indoor recreation in the northern County. The Skatepark at Nicolet Park is a good example of community support moving a project forward. Mr. Murphy suggested a poll for facility needs on the website.

ELECTION OF OFFICERS

Lisa Rush, Dick Buckler and David Phalen agreed to serve on the Nominating Committee for the Election of Officers in January.

Patrick Dugan motioned, seconded by Robert Hicks, to wish everyone in the county a happy holiday season. Motion carried with all in favor.

SCHEDULING OF NEXT MEETING

The next meeting of the Recreation and Parks Board is scheduled for Monday, January 7, 2008, at 5:30 p.m., in Room 14, of the Governmental Center, in Leonardtown.

ADJOURNMENT

The meeting was adjourned at 7:20 p.m.

Kathy Bailey, Recorder

Minutes approved by the Recreation and Parks Board on January 7, 2008.