

Parks & Recreation Commission Meeting

April 17, 2008





Agenda – April 17, 2008

1. Approval of Agenda Action
2. Approval of Minutes from March Action
3. Approval of March Monthly Report Action
4. Commissions and Boards Questionnaire Action
5. Fees, Charges and Staffing Study
Public Meeting
 - a. Presentation by PROS Consulting
 - b. Public Comment
 - c. Commission Discussion (led by PROS)
6. Council Items
7. Capital Project Update
8. Commission Comments
9. Staff Comments
10. Public Comments



4. Boards and Commissions Questionnaire

1. What projects/issues do you expect your board or commission will work on for the balance of this fiscal year and next fiscal year?
 2. Are there policy changes and/or issues in your commission's area of responsibility that you believe needs attention?
 3. What results/end products do you plan to achieve?
 4. Will any of these projects require additional funding? If so, please explain and provide a budget estimate.
 5. Are there additional duties/responsibilities which your commission would like City Council to consider officially adding to the commission? Other changes to the legislation creating your commission (e.g. membership)?
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1. Does your Commission have suggestions for improving communications?
 2. Is there anything else you would like Council to be aware of?



5. Fees, Charges and Staffing Study Public Meeting

- a) Presentation by PROS Consulting
- b) Public Comment
- c) Commission Discussion (led by PROS)

City of Columbia Parks and Recreation Department

Fees, Charges, and Staffing Study

Parks and Recreation Commission Meeting Presentation

April 17, 2008



Agenda



- 1. Introductions**
 - 2. Review of project tasks**
 - 3. Description of tasks**
 - 4. Questions and answers**
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PROS Consulting, LLC

- National, full-service management consulting firm specializing in government agencies
- Result of the merger of two consulting capabilities
- Full-service offices in Indianapolis and Dallas
- Thirteen full-time employees with a host of specialized independent contractors

Full-service Consulting Practice

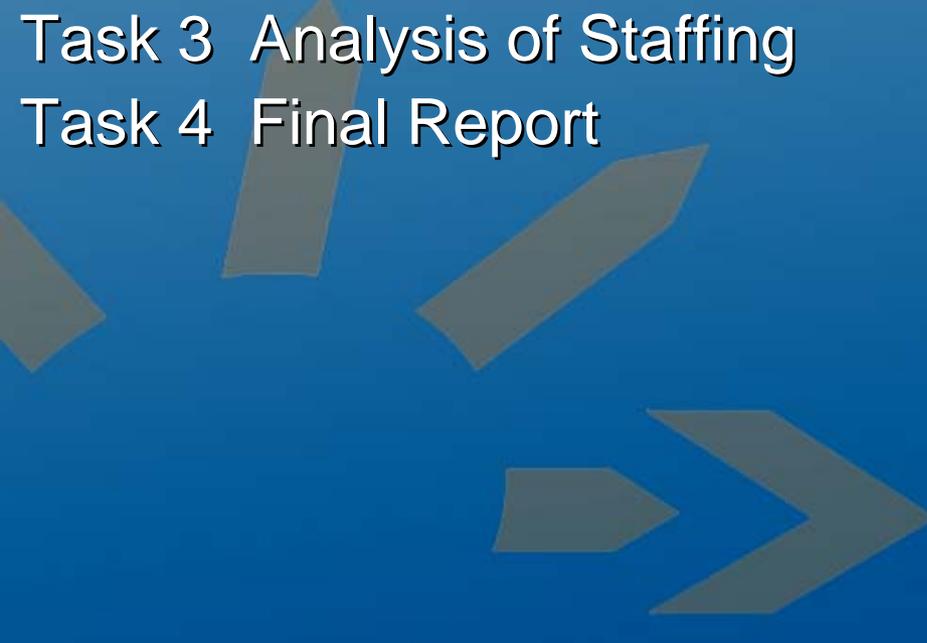
- Master Planning
- Strategic Planning
- Operations & Organization Development
- Financial Planning & Management
- Market & Economic Analysis
- Marketing/Integrated Branding
- Information Management & Technology

Company philosophy

City of Columbia Parks and Recreation
Fees, Charges, and Staffing Study

Project Approach



- Task 1 Project /Kick-off – Coordination and Situational Assessment
 - Task 2 Data Collection
 - Task 3 Analysis of Staffing
 - Task 4 Final Report
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Task 1

- Kick off and coordination
- Master plan review
- Community stakeholder input (10 key leader interviews and three focus groups)
- Comparative analysis—benchmarking and best practices for fees, charges, and staffing.....ETC Institute

Task 2 Analysis of Fees and Charges

- Data collection (review of data required)
- Identification of current fees and charges
- Costing allocation—determining direct costs for major program categories and allocating indirect costs
- Develop cost of service model—incorporate and allocate direct and indirect costs to make management decisions on pricing of services
- Pricing policy analysis—review current pricing policies, review of financial performance of programs, and review of current cost recovery percentages

Task 2 Continued



- User fee design—utilizing the cost of service model, recommendations for revised user fee schedule
- Pricing workshop—present preliminary findings and cost results
- Implementation strategies and performance measures
- Training—transfer of knowledge in a workshop

Task 3 Analysis of Staffing



- Data collection
- Operational review—including staff focus groups to review how the Department operates and identify key issues
- Human resource analysis—utilization of the Human Resource Analysis System
- Staffing metrics—a model to help measure staffing needs and standards
- Staffing workshop—review of preliminary findings

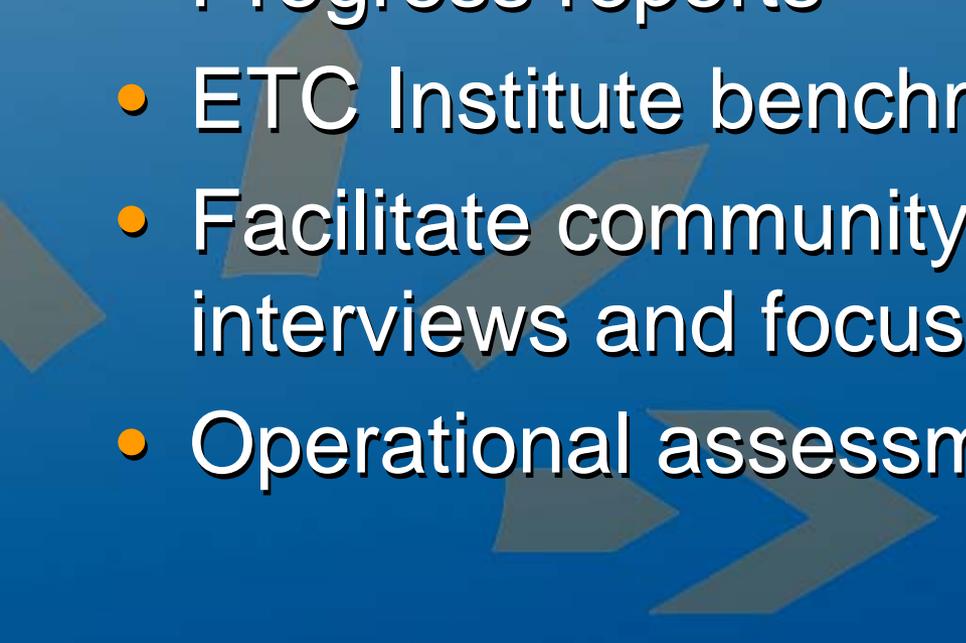
Task 4 – Final Report

- Draft final report
- Staff review of draft
- Final report and presentation



Next Steps



- Review of 2002 master plan, fees and charges, financial information, staffing
 - Progress reports
 - ETC Institute benchmarking project
 - Facilitate community input (key leader interviews and focus groups)
 - Operational assessment interview process
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Discussion





6. Council Items

**Field School / Parkade School
Playground Project**

CARE Program

Liability Insurance

7. Capital Project Update



Oakland Park Ballfield Fence Repair





Stephens Lake Park

Beach Fence





**Hickman High School
Tennis Court Fence**

Hickman High School New Net & Scoreboard Repair



Hickman High School Repainted Pool



Flat Branch Park Stone Bases for Plaques



CCRA – Harris Shelter New Curbing



Atkins Youth Athletic Fields



Antimi Sports Complex Shade Structure Bases



Antimi Sports Complex Shade Structure Bases



Stephens Lake Park Sidewalk Connections





8. Commission Comments

9. Staff Comments

10. Public Comments

Adjourned

The Department of Parks & Recreation is committed to improving our community's health, stability, beauty, and quality of life by providing outstanding parks, trails, recreational facilities, and leisure opportunities for all Columbia citizens.