

In a 7-8 minute PowerPoint presentation, please describe the following outline on either the City of Pittsburg, KS or your hometown parks and recreation department.

30 points – Presentation

Nonverbal skills: eye contact, body language, business casual attire, and poise

Verbal skills: enthusiasm and elocution

Content: subject knowledge, organization, and mechanics

70 points – PowerPoint content – reference (APA format) where you obtained information on each slide when relevant.

1. Introduction (5 points)

Examine the history and present situation of the parks and recreation delivery system in the community.

- A. Cultural Information: Population projections, social/economic characteristics, and land use/zoning ordinances. Section should include information on transportation systems available and accessibility within the community.
- B. Determine if Mission Statement still accurately reflects the agreed upon purpose and goals of the parks and recreation delivery system that has the support of the local governing body. Make any revisions using citizen and staff input (who would you ask).
- C. If there is no Mission Statement, one should be developed.

2. Recreation Inventory and Analysis (10 points)

Any planning study that examines only the facilities operated by a public recreation and parks department today and ignores the facilities and programs of other public, voluntary, private, or commercial agencies will fall short of fulfilling its potential. Planning must examine all potential resources and must place recreation and parks within the total spectrum of social, educational, health, environmental, and transportation concerns.

- A. Evaluate existing Recreation Facilities operated and maintained by local government and those private facilities such as YMCA, Boys and Girls Clubs, churches, and then also local schools. Each facility is listed by location and acreage, then evaluated based on age, physical condition, safety, Americans with Disability (ADA) compliance, usage numbers, maintenance costs, revenue, and if it is adequately serving the purpose or mission of the Parks and Recreation Department.
- C. Evaluate existing recreation programs and leisure activities conducted by the Parks and Recreation Department and the community through private organizations, civic groups, and schools. Examine type of program: athletic, cultural, aquatic, health and fitness, and environmental as

examples. Attendance numbers, cost of program, revenue generated, instructor quality, competing programs, and compatibility with mission statement. Are programs accessible both physically and economically to members of the community?

3. Staffing Review (5 points)

In many cities, playgrounds, community centers in housing projects and other recreation facilities are either understaffed or not staffed at all. A continued emphasis on developing facilities for their own sake, without serious preliminary consideration of how they are to be operated, results in ineffective planning recommendations. This section evaluates current staffing levels of facilities and programs. A current organizational chart is included to examine responsibilities. Staffing review includes administrative, maintenance, programming, athletics, aquatics and the part time and seasonal staff. Years of service, current pay, scheduling shortages, and are current staff levels allowing the department to meet the mission of the department.

4. Budget Review (5 points)

Include current year budget and examine any trends and changes in the last five years. Evaluate if the budget adequately provides for the operation of facilities and delivery of recreation services that is compatible with mission of the department. Examine existing funding revenue sources and current capital improvement projects. Conduct an online search for your chosen organizations budget.

5. Identify Needs and Issues (15 points)

Any program of land acquisition and facilities development should be based on the listing of needed facilities (a follow up to your inventory) and, more importantly, the particular priorities and needs of a given neighborhood or community. Also, by examining currently available facilities and the nature of the present and anticipated population, it is possible to project recreation needs in specific detail, geared to the unique needs of the people served. This is first accomplished by utilizing information done through the current review of conditions identified in sections 2-5 above and entering into a strategic planning phase. Strategic Planning is a set of concepts, procedures and tools, and requires a more comprehensive view of what may be important than that which normally guides decision making. It is important that Strategic Planning is constituted as a vital component of long range planning. Strategic Planning is a disciplined effort to produce fundamental decisions and actions that shape and guide what a parks and recreation department is, what it does, and why it does it.

- A. Identify Internal Strengths and Weaknesses in Your Parks and Recreation Department - this should be done through staff, citizen parks board evaluations and through public citizen input meetings. Include results or reports from public strategic planning meetings and needs assessments/surveys. A description of the public input process should accompany this section (who would you ask).
- B. Identify external factors of opportunities or threats. An example of an external threat or challenge is rapid increase of residential and commercial development that surrounds park land and facilities. Roadway development can be an opportunity that provides better access to facilities or

more traffic that is not conducive to natural environment. It is no longer feasible for a single department to move ahead unilaterally in planning its own facilities. Recreation and park departments may receive financial support from the federal government's Land and Water Conservation Fund, the Local Parks and Recreation Fund (LPRF) and the Recreation Trails Program (RTP), all coordinated by the Tennessee Department of Environment and Conservation – Recreation Services Division. These competitive grants are given higher point status when projects are submitted that show intergovernmental cooperation. In addition, many smaller communities coordinate their efforts with neighboring communities, townships or county departments to avoid overlap of facilities. In many cases, cooperative planning and operation of facilities has been successfully undertaken by neighboring governmental units. Similarly, it is essential to plan closely with other departments, such as school boards, highway departments, health departments, or police departments, in developing facilities (who would you ask to plan with?)

- C. Identify and Prioritize Future Issues and Needs. The next step is to take the information found in identifying strengths and weakness, opportunities and threats, (SWOT analysis) and prioritize which are the most important to address in the future. Again this should involve input from staff, citizen parks board members, and the public.

6. Action Plan/Recommendations (15 points)

Develop the strategy and recommendations needed to achieve each of the identified prioritized needs and opportunities for the future. Each goal and objective should be listed (3 goals with corresponding objective(s)). Each goal and objective with the action strategy should have a time frame formulated. This need not include a specific year, but could for example identify year 1-3 of the 10 year plan to implement.

7. Approval and Adoption (5 points)

No long range plan has a chance of implementation without approval and acceptance from them Mayor, Council, Parks Board, and the public. Include in this section the approval process and adoption of the plan.

8. Monitoring the Plan (10 points)

A system for monitoring the implementation of the plan that evaluates progress, effectiveness, and any obstacles is necessary once approval comes from the local government and citizens. Include the monitoring system intended as the evaluation tool to appraise progress.

Helpful Resources:

<https://pittsburg.maps.arcgis.com/apps/webappviewer/index.html?id=10893410c9764bc9a4f8e66ae176cc97>

https://pednet.org/wp-content/uploads/Pittsburg-Bike_Ped.pdf

<http://www.pittstate.edu/dotAsset/44b22445-1d14-40d0-abfc-fb865dc01c45.pdf>

<https://www.pittks.org/wp-content/uploads/2017/08/2018-Adopted-Budget-digital-copy.pdf>