



COUNTY of FREDERICK

Parks and Recreation Department

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MEMO

To: John R. Riley, Jr., County Administrator
From: Jason L. Robertson, Director, Parks & Recreation Dept.
Subject: Parks and Recreation Commission Action
Date: June 11, 2014

The Parks and Recreation Commission met on June 10, 2014. Members present were: Kevin Anderson, Patrick Anderson, Greg Brondos, Jr., Gary Longerbeam, Ronald Madagan and Charles Sandy, Jr.. Members absent were: Randy Carter, Marty Cybulski and Christopher Collins

Items Requiring Board of Supervisors Action:

None

Submitted for Board Information Only:

1. Policy Changes - Mr. Brondos moved to accept the Policy Change policy as submitted, second by Mr. Madagan, motion carried unanimously (6-0). Please find attached a copy of the approved policy change.
2. Public Relations Committee - New Department Logo – The Public Relations Committee recommended a new department logo, second by Mr. Madagan, motion carried unanimously (6-0). Please find attached a copy of the new logo.
3. Buildings & Grounds Committee - Eagle Scout Project – The Buildings and Grounds Committee recommended approval of Cody Smith's Eagle Scout project to replace an existing wire fence with a split rail/wire fence around the sediment basin of the Clearbrook Park Lake, second by Mr. Longerbeam, motion carried unanimously (6-0).

cc: Charles R. Sandy, Jr., Chairman
Christopher Collins, Board Liaison

POLICY CHANGES

100.16

PURPOSE:

To provide a procedure for systematically updating department policies on a year-round basis to provide the most effective operation.

GOAL:

To keep department policies relevant and provide staff an opportunity to adjust policies.

POLICY:

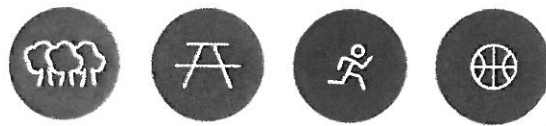
Any staff member may submit suggestions for a policy or policy revision. In doing so, staff must submit the suggested change to their immediate supervisor in writing. The supervisor, in turn, will make written comments relative to the suggested changes and forward the change, within five working days, to their immediate supervisor. This procedure will be followed to the level of Division Superintendent. The Superintendent will then review the suggested policy change within ten working days and forward the recommendation to the Director for consideration with written comments, in support of the policy or specific reasons for non-support of the change.

Those request received by the Director will be acted upon within fifteen business days. The staff member submitting the policy or policy revision will be notified of the department position on the recommendation. All policy changes recommended by the Director will be reviewed by the Parks and Recreation Commission. The Director may authorize a policy change prior to review by the Parks and Recreation Commission for policies if deemed necessary.

All requests should follow the format listed: Purpose, Goal, Policy.

Staff members initiating policy changes should include facts which support consideration of the suggested change.

Approved: June 2014



FREDERICK COUNTY
PARKS & RECREATION