

Updated 4/1/22

**GOALS AND OBJECTIVES
ANDREW J. SPEARS
AREA #101 – ADMINISTRATION**

Goal 1 – To provide efficient, effective and economical services within the Administration Department and throughout the agency through the proper assignment, training and management of personnel.

OBJECTIVE	DUE DATE	STATUS/COMMENTS
1. Complete annual employee performance appraisals	6/15/22	
2. Negotiate new union contract	9/1/22	Underway
3. Conduct bi-annual meetings of all managers and supervisors	Fall 2022	Spring meeting deferred. Fall agenda in the works
4. Complete planned staff title and salary adjustments	6/1/22	Preparing list of budgeted promotions

Goal 2 – To boost productivity and accountability within the Administration Department and throughout the agency through regular reporting.

OBJECTIVE	DUE DATE	STATUS/COMMENTS
1. Maintain Status of Funded Projects Report	Monthly	On schedule
2. Prepare Annual Fixed Asset Management Report	2/15/22	Complete
3. Prepare Mid-Year and Annual Collections Management Reports	7/1/22	Pending
4. Issue and monitor revenue reports	Monthly	On schedule
5. Perform insurance reviews	4/1/22	Flood insurance renewal complete

Goal 3 – To provide high quality administrative services to support the work of all agency departments in delivering recreation programs and services to the people of Monmouth County in an effective, efficient and economical matter.

1. Administer 2022 Operating, Trust, and all active Capital and Open Space budgets	Ongoing	On schedule
2. Request 2023 Operating and Trust funding	10/1/22	Pending
3. Request 2023 Capital and Open Space funding	10/1/22	
4. Upgrade to network phones at four locations: Huber EC, Longbridge Annex, Dorbrook and Manasquan Reservoir	12/31/22	
5. Complete planned computer replacements	10/01/22	
7. Maintain Master Building file and inventories	Ongoing	
8. Complete disposal and archiving of records in accordance with approved schedule	7/1/22	Underway

Goal 4 – To create and maintain agency policies, rules and regulation, and operational procedures that support the effective, efficient, and economical delivery of park and recreation programs and services.

OBJECTIVE	DUE DATE	STATUS/COMMENTS
1. Review Dress and Personal Appearance Manual for needed updates	9/15/22	
2. Review Ranger Manual for needed updates	12/31/22	