



PARKS & RECREATION

Date: 06/30/2016

Updated: 06/30/2022

To Be Reviewed: Three Years - 06/30/2025

Title of Document: 3.3.A LOPR_ Internal Communications Matrix

Internal Communications	Parks and 50+				
	All City Staff	Advisory Boards	LOPR Staff	Divisions	Individual
Director Bi-monthly Reports		X	X	X	
Employee Bulletin Boards			X		
Weekly Manager Meetings			X	X	
Monthly Leadership Team Meetings			X	X	
Annual Leadership Retreat				X	
Division Meetings & Retreats				X	
Employee Trainings In-person and Virtual	X		X	X	X
Employee Website - Intranet	X				
Facility-based luncheons/activities	X				
City Lunch Serving at ACC Group	X				
Monthly Program Meetings City Council Recap			X		
Monthly Individual Coordinator Meeting				X	X
Monthly Supervisor Breakfast				X	
New Employee Orientation	X				
Parks Policies and Procedures			X	X	X
Peer to Peer Recognition Annual Awards			X		X
Safety Committee	X				
Employee Satisfaction Surveys	X				
Wellness Committee	X				
City Manager Weekly Letter	X				
Boards & Commissions Agendas & Minutes	X	X	X		
Seasonal Activity Guides	X	X	X	X	X
City Communications Team			X		
Annual Fact Book	X	X	X		
City Executive Team					X