

Supervisor Meeting 1-26-2022

Attendees: Supervisors from Cultural, Fitness, Outdoor, Events & Luscher Farm, Sports, ACC, Tennis, Admin Support

Clean up the P Drive- Old employees folders etc.

I scheduled a Webex to discuss Division Strategic Plans.

There are four goals:

A: Offer a wide range of high-quality programs and services

B: Recreation programs and services are valued

C: Meet or exceed financial performance expectations

D: Ensure recreation operations are aligned with CAPRA standards

Under Goal A- Action A.1. A.1. Offer diverse and enriching recreation activities and experiences that connect people of all ages and

abilities to each other and to the community.

Item #2: Create and implement specific Division actions plans each year. This is what I would like to talk about.

Action Plans! The document identifying specific results to be achieved within a given time and included the specific actions and resources required to accomplish these results.

Maria-ACC

Cyd- Cultural (includes Fitness program) & Outdoor

Carol- Sports & Tennis

Jamie- Events & Luscher

Template for the Annual Division Action (or Operations) Plan

Narrative- Your vision for the Division, it's purpose and who it serves.

Organization- How the Division works answers the Questions: Where are we now? AND Where do we want to be?

Program Info Answers the Question: How do we get there?

General Budget needs for each Program (0805 or 0835 for example)

General Schedule (season) for Programmed and Planned Activities and Services for spaces and dedicated rooms/facilities

Full time and regular on-call Staff and Contractors assigned and roles (your expectations of what they do and their part of the Org.)

Support staff roles (Admin-Rec support, Field and Gym Sups etc.)

Accountability- measures of success (we have these in P:REPORTS- include a snap of yours) Answers the question: How do we measure our progress? BONUS: if you saw something you want to do about something you saw, what is that?

- City Community Survey
- Customer Excellence Surveys
- Recreation Annual Performance Metrics
- Annual Reports, both City and Dept.
- Other?

Anything else you would like to state, it is an ongoing and people-centered activity rather than a finished product.