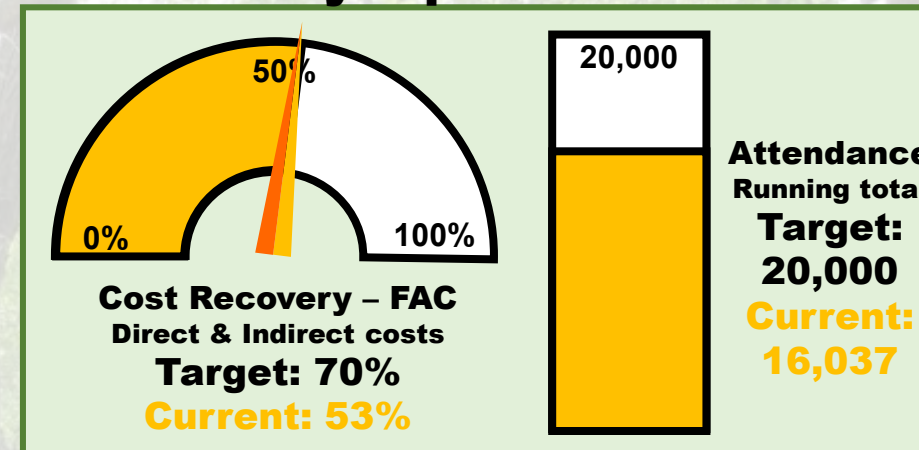


# October 2021: Month End Metrics

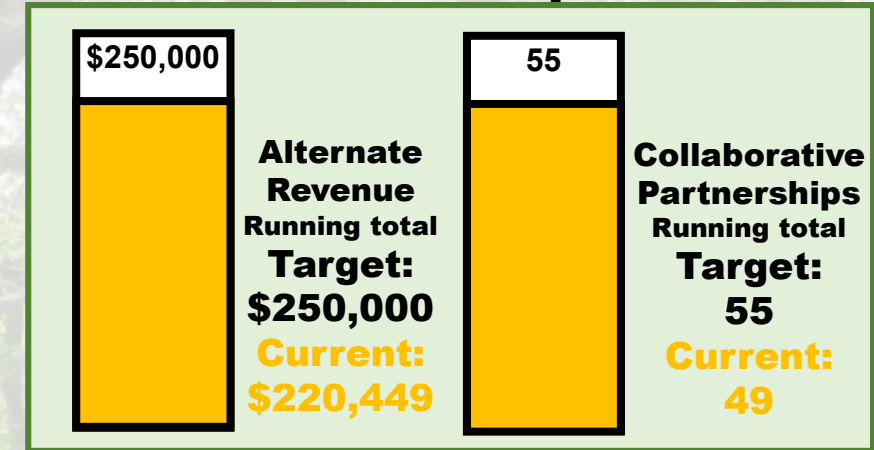
## Recreation Programs



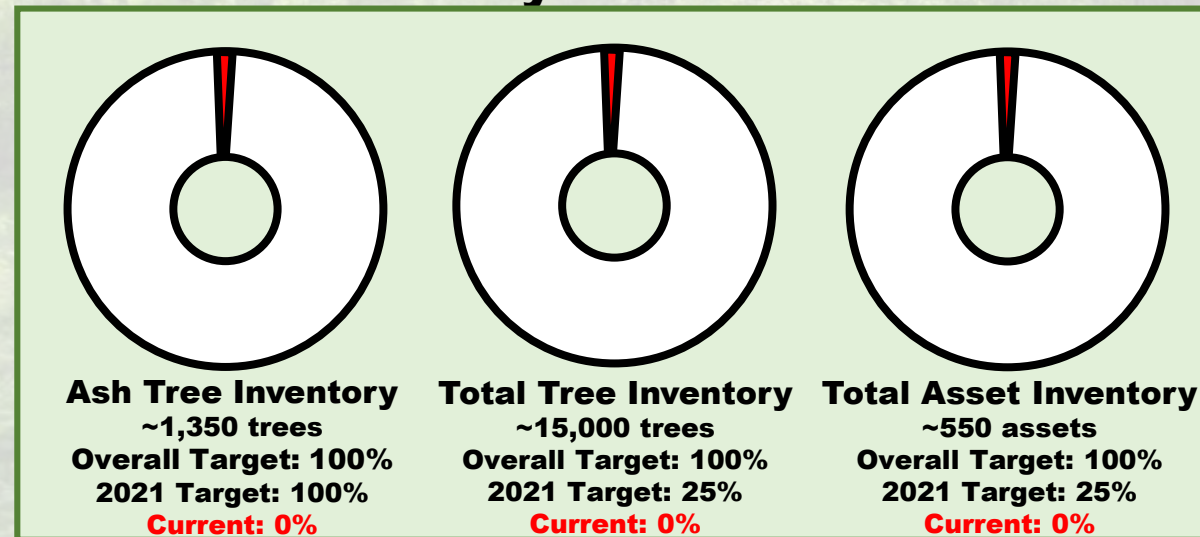
## Family Aquatic Center



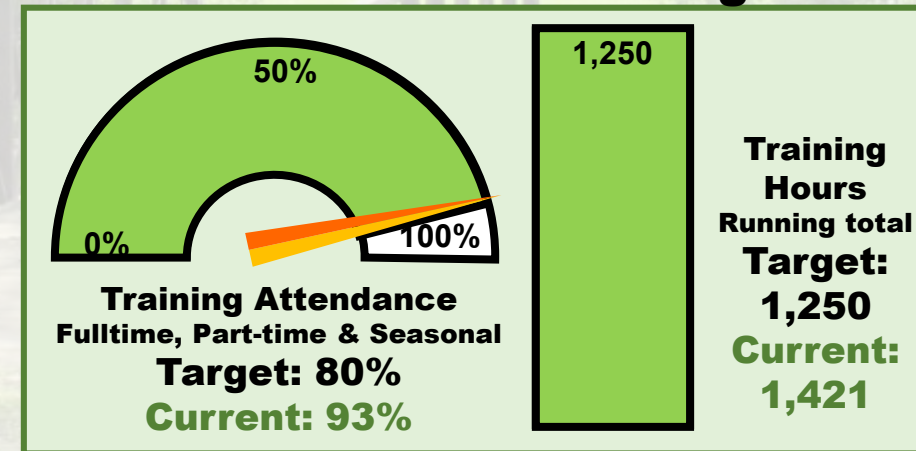
## Partnerships



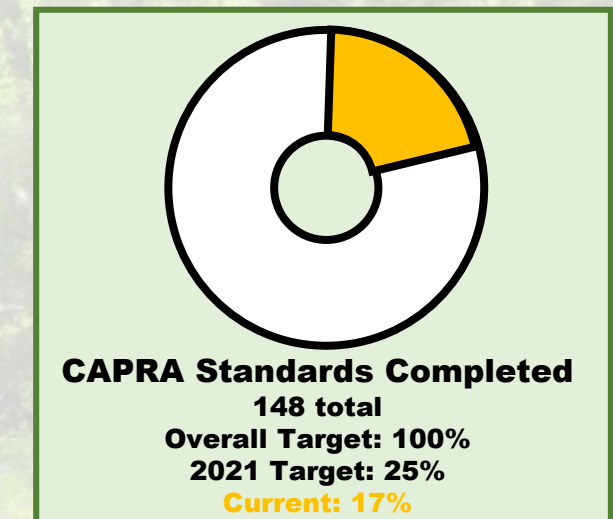
## Park System Assets



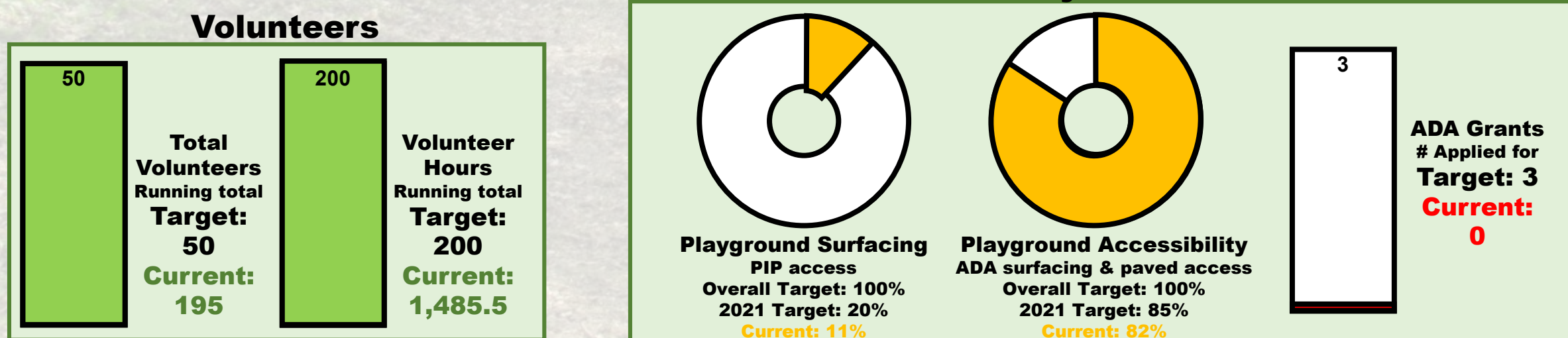
## Personnel & Training



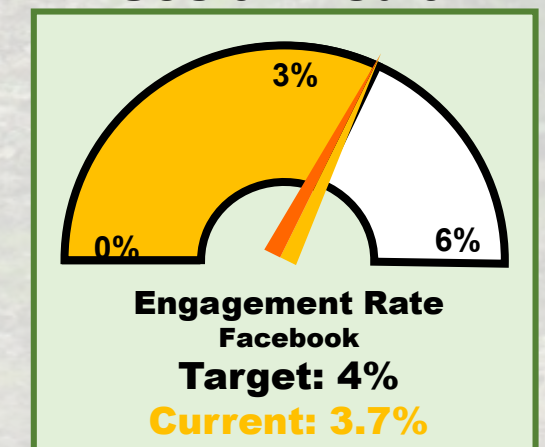
## CAPRA



## Accessibility & Inclusiveness



## Social Media



# October 2021: Month End Task Updates

## Develop & Implement Financial Sustainability Plan

- |                                     |                    |   |
|-------------------------------------|--------------------|---|
| <input type="checkbox"/>            | <b>Not Started</b> | <ul style="list-style-type: none"> <li>Presented draft plan to PRFC in June 2021</li> <li>Working through deferred maintenance plan and service standards</li> <li>Workgroup scheduled for 11/16 retreat to work on this</li> </ul> |
| <input checked="" type="checkbox"/> | <b>In Progress</b> |   |
| <input type="checkbox"/>            | <b>Completed</b>   |   |

## Identify all Deferred Maintenance Items & Develop Action Plan

- |                                     |                    |   |
|-------------------------------------|--------------------|---|
| <input type="checkbox"/>            | <b>Not Started</b> | <ul style="list-style-type: none"> <li>List of all park assets has been reviewed</li> <li>Rough scan and rough estimate of deferred maintenance calculated</li> <li>Parks crew is conducting inventory and condition reports of assets</li> </ul> |
| <input checked="" type="checkbox"/> | <b>In Progress</b> |   |
| <input type="checkbox"/>            | <b>Completed</b>   |   |

## Develop & Implement Donations/Fundraising Policy

- |                                     |                    |  |
|-------------------------------------|--------------------|--|
| <input type="checkbox"/>            | <b>Not Started</b> | <ul style="list-style-type: none"> <li>Policy drafted in December 2020</li> <li>Policy underwent process of internal review in January 2021</li> <li>Policy approved and adopted by Council on February 2, 2021</li> </ul> |
| <input checked="" type="checkbox"/> | <b>In Progress</b> |  |
| <input type="checkbox"/>            | <b>Completed</b>   |  |

## Develop an Annual Partnership Guide for Planned Giving

- |                                     |                    |   |
|-------------------------------------|--------------------|---|
| <input type="checkbox"/>            | <b>Not Started</b> | <ul style="list-style-type: none"> <li>Hired a Community Events/Sponsorship Development Coordinator</li> <li>Research on guides from other communities begun</li> <li>Coordinator meeting with internal customers to determine needs</li> </ul> |
| <input checked="" type="checkbox"/> | <b>In Progress</b> |   |
| <input type="checkbox"/>            | <b>Completed</b>   |   |

## Develop & Execute MOU with Sun Prairie Parks Friends, Inc.

- |                                     |                    |
|-------------------------------------|--------------------|
| <input checked="" type="checkbox"/> | <b>Not Started</b> |
| <input type="checkbox"/>            | <b>In Progress</b> |
| <input type="checkbox"/>            | <b>Completed</b>   |

## Develop & Implement a Formal Volunteer Program

- |                                     |                    |   |
|-------------------------------------|--------------------|---|
| <input type="checkbox"/>            | <b>Not Started</b> | <ul style="list-style-type: none"> <li>Working with IT department to move volunteer waiver online through docusign</li> <li>Staff participated in a demo for "Volgistics" volunteer management program on 11/2</li> </ul> |
| <input checked="" type="checkbox"/> | <b>In Progress</b> |   |
| <input type="checkbox"/>            | <b>Completed</b>   |   |

## Update existing ADA Transition Plan

- |                                     |                    |  |
|-------------------------------------|--------------------|--|
| <input type="checkbox"/>            | <b>Not Started</b> | <ul style="list-style-type: none"> <li>Staff met with the consulting firm who originally completed the transition plan (2013) to review it.</li> <li>Staff began completing an inventory of tasks that have already been completed.</li> </ul> |
| <input checked="" type="checkbox"/> | <b>In Progress</b> |  |
| <input type="checkbox"/>            | <b>Completed</b>   |  |

## Development of a Comprehensive Recreation Programming Plan

- |                                     |                    |
|-------------------------------------|--------------------|
| <input checked="" type="checkbox"/> | <b>Not Started</b> |
| <input type="checkbox"/>            | <b>In Progress</b> |
| <input type="checkbox"/>            | <b>Completed</b>   |

## Develop Department-wide Marketing Plan for 2022 Implementation

- |                                     |                    |  |
|-------------------------------------|--------------------|--|
| <input type="checkbox"/>            | <b>Not Started</b> | <ul style="list-style-type: none"> <li>Project team is continuing to meet regularly.</li> <li>Work began on draft plan</li> <li>Workgroup scheduled for 11/16 retreat to work on this</li> </ul> |
| <input checked="" type="checkbox"/> | <b>In Progress</b> |  |
| <input type="checkbox"/>            | <b>Completed</b>   |  |

## Develop & Implement a Social Media Content Calendar

- |                                     |                    |  |
|-------------------------------------|--------------------|--|
| <input type="checkbox"/>            | <b>Not Started</b> | <ul style="list-style-type: none"> <li>Project team is meeting bi-weekly</li> <li>Draft in progress</li> </ul> |
| <input checked="" type="checkbox"/> | <b>In Progress</b> |  |
| <input type="checkbox"/>            | <b>Completed</b>   |  |