



Parks and Recreation Monthly Goals/Accomplishments for Superintendents/Supervisor's

- **Due by the 5th of Each Month or the first Monday; whichever comes first~**

>Goals must be specific and must be accomplished in order to achieve the mission.

>Goals must be S.M.A.R.T.

Specific

Measurable

Aggressive-yet Attainable

Results-Oriented

Time-Bound

Monthly Goals for NEXT MONTH: April 2016

Name of Supervisor: Nicole Sutton

- **Submit a minimum of 3 (three) Goals that are S.M.A.R.T. for the upcoming month:**

1. Hire part-time Event Coordinator
2. Train new hire extensively on RecPro and Civic Center job duties.
3. Train with IT on city website.

- **Monthly Accomplishments for LAST MONTH: March 2016**

- **Name of Supervisor: Nicole Sutton**

- **Submit a minimum of 3 (three) Accomplishment that were S.M.A.R.T. for the preceding month:**

1. Created ad for part-time position to run in the paper.
2. Worked with Carla to create the Arbor Day program.
3. Met with Kelly Stahlke regarding the RecPro online and working to add content.

Note: The Accomplishments are what will be submitted into the Monthly Report

List All Benchmarking Data in this Section

1. # of events scheduled for the month: 50
2. # of days booked for the month: 26
3. # of Constant Contact Surveys conducted for the month: 0
4. # of booking for Gazebos for the month: 1

