



Parks, Recreation and Community Services Department

Administrative, Recreation, Parks, Community Services¹

FY2018 Performance Assessment and Financial Expenditures Scope of Work

Performance Assessment

1. Strategic plan – future direction; provision of services and programs; effective partnerships;
2. Organizational structure - appropriate grouping of functions and activities related to parks maintenance and the provision of recreational services; park security; succession planning; opportunities to outsource certain functions/activities/services;
3. Interdepartmental communication/collaboration for special/cultural events;
4. Programs and services – offerings; measures of success; targeting the customer base;
5. Management systems - effectiveness of current resources; needed enhancements;
6. Asset management – park and land inventories; development standards; maintenance standards;
7. Information Systems and Technology – registration; use of participant data; customer feedback; enhancements;
8. Economic impact – special events, sports tournaments, golf course, park/recreation facilities; value of parks to local real estate; and
9. Benchmarks, other performance indicators of program and service effectiveness.

Financial Expenditures Audit

1. Review of overtime expenditures over the three year period of Fiscal Years ending June 30, 2017, 2016 and 2015. Assess compliance with relevant City overtime policies and internal controls.
2. Review specific non-personnel expenditure transactions over the three year period of Fiscal Years ending June 30, 2017, 2016 and 2015. Assess compliance with relevant City procurement policies for:
 - a. Professional Services Contracts
 - b. Maintenance and Recreational Services Contracts

¹ Excludes Special Transportation Services and Capital Projects