3.03 - Communication Matrix

GARLAND

	Title and/or Description	Recipient(s)	Owner	Format	Frequency
1	**Staff Communication Matrix**				
2	Meetings	All City Staff	Individual Users	In-Person, Virtual	Daily
3	Smartsheets	All PARD Staff	PARD Admin	Mobile, Online	Daily
4	PARD Microsoft Teams	All PARD Staff	Individual Users	Mobile, Online	Daily
5	Microsoft Outlook	All PARD Staff	Individual Users	Mobile, Online	Daily
6					
7	**PARD Marketing and Public Outreach Matrix**				
8	PLAY Guide Magazine	Park and Program Users, Subscribers	Marketing Staff	Online	Seasonally
9	Silver Scoop	Park and Program Users, Ages 55+	Marketing Staff	Print, Online	Monthly
10	PARD Program E-Blasts	Park and Program Users, Subscribers	Marketing Staff	Email	Weekly
11	Program Flyers	Segmented by Market	PARD Staff	Print	Monthly
12	Facebook Ads, Posts, Boosts	Followers	Marketing Staff	Online	Weekly
13	City Press	Mail to all Garland citizen and available online	PMR	Print, Online	Bi-Monthly
14	Website	Everyone	PARD Staff	Online	Daily
15					
16	**Internal PARD Meeting Matrix**				
17	Park and Recreation Advisory Board Meeting	Board members, Parks and Recreation Department staff	ACM or Designee	Email, In-Person	Monthly
18	Senior Advisory Commission Meeting	Commission members	Recreation and Senior Service Manager	In-Person	Monthly
19	Leadership Team Meeting	Recreation Director, Park Director, Special Project Administrator and Administrative Services Manager	Assistant City Manager	In-Person, Virtual	Weekly
20	Management Team Meeting	Recreation Director, Park Director, Special Project Administrator, Administrative Services Manager, Recreation and Senior Services Manager, Aquatics and Athletics Manager, Park Operations Managers, Landscape Architect	Assistant City Manager	In-Person, Virtual	Monthly
21	Park Director Direct-Report Team Meeting	Planning, Managers, Crew Leaders,	Parks Director	In-Person	Weekly
22	Recreation Director Direct Report Team Meeting	Recreation and Senior Services Manager, Aquatics and Athletics Manager	Recreation Director	In-Person, Virtual	Monthly
23	Recreation Director Direct-Report Meeting	Recreation and Senior Services Manager, Aquatics and Athletics Manager	Recreation Director	In-Person, Virtual	Monthly
24	Recreation Director Individual Supervisor Meeting	Recreation Center Supervisors	Recreation Director	In-Person, Virtual	3x/year
25	Administrative Services Manager Direct-Report Team Meeting	Administrative Service Manager and Management Services Coordinators	Administrative Services Manager	In-Person	Weekly
26	Administrative Services Manager Direct-Report Team Meeting	Administrative Service Manager and Accounting Representative II	Administrative Services Manager	In-Person, Virtual	As-needed
27	Recreation Supervisor Meeting	Recreation Center Supervisors	Recreation Services Manager	In-Person	Monthly
28	Recreation Specialist Meeting	Recreation Specialists	Recreation Services Manager	In-Person	Quarterly
29	Recreation All - Staff Meeting	All Recreation Staff	Recreation Services Manager	In-Person	Annually
30	Recreation Summer Meeting	Specialist and Supervisors	Recreation Services Manager	In-Person	Various times/Year
31	Aquatics/Athletics Team Meeting	Aquatics and Athletics Supervisor	Aquatics/Athletics Manager	In-Person, Virtual	Bi Weekly
32	Aquatics/Athletics Direct Report Meeting	Aquatics and Athletics Supervisors	Aquatics/Athletics Manager	In-Person, Virtual	Monthly
33	Pool Manager Meetings	Pool Managers, Aquatics Supervisor	Aquatics/Athletics Manager	In-Person	Bi-Weekly
34	All Staff In-Services	Lifeguards, Pool Managers, Aquatics Supervisor	Aquatics/Athletics Manager	In- Person	Summer- Weekly
35	Recreation Work Plan Meeting	Recreation and Senior Services Manager, Aquatics and Athletics Manager, Recreation Supervisors	Recreation Director	In-Person, Virtual	Quarterly
36	Athletics Coordination Meeting	Athletics Supervisor, Parks Supervisor, Parks Manager	Athletics and Aquatics Manager	In-Person, Virtual	Weekly
37	Aquatics Coordination Meeting	Parks Supervisor, Aquatics Supervisor, Parks Manager	Athletics/Aquatics Manager	In-Person, Virtual	Bi Annually
38	Budget Review Meetings	Managers and Director	Administrative Services Manager	In-Person, Virtual	Seasonally
39	CAPRA Meeting	Administrative Services Manager	Recreation Director	In-Person	Weekly
40	Park Operations Leadership Team Meeting	Managers, Director, Department Coordinator,and Supervisors	Department Coordinator	In-Person	Bi-Weekly
41	Park Operations Staff Meeting	Managers, Director, and Department Coordinator	Department Coordinator	In-Person	Bi-Weekly
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45	**City-Wide PARD Communications and Meeting Matrix**				
46	Directors Meeting	Director and Managing Director	City Manager's Office	In-Person	Monthly
47	Pre-Construction Meeting	PARD Park Planner	Development Services Dept.	In-Person	Weekly
48	City Manager's Center Stage	City Staff	City Manager's Office	In-Person	Monthly
49	Parks - Bond Project Meetings	PMO Office, AECOM, Facilities, ACM, Recreation Director, Park Director, Special Project Administrator and Administrative Services Manager	AECOM	Online	Bi-Weekly

	Title and/or Description	Recipient(s)	Owner	Format	Frequency
50	Workforce Development	Human Resource Business Manager, ACM, Recreation Director, Park Director, Special Project Administrator and Administrative Services Manager	HR Business Manager	In-Person	Annually
51	State of the City	Residents	Mayor	In-Person	Annually
52	Technology Services Dept. Project Management Meeting	PARD Leadership Team Members	IT Business Relations Manager	In-Person	Quarterly
53	Safety Connection Committee	Select PARD Staff	Human Resources Department	Online	Quarterly
54	Public Meetings	Residents	PARD Staff	In-Person/Online	As Needed
55	Outreach Events & Special Events	Residents/Attendees	PARD Staff	In-Person	Semi- Weekly
56	COGnotes Employee Email	All Staff	PMR	E-Mail	Weekly