

City of Merced Parks and Community Services- Lessee Checklist for Quarterly Reports

In an effort to better inform City staff, City Council, and the Community of the work being carried out inside Parks and Community Service Youth Centers, contracted providers/lessees are required to provide ongoing updates on their services, participation in such services, and progress or barriers to service delivery. This will be done through three methods; monthly roundtables, quarterly reports, and annual progress reports. We acknowledge that programs vary in capacity and will work to assist entities to develop appropriate tracking mechanisms that collect the data required.

The primary contact for all things related to your programming or the facilities in which they are held will be the Parks & Community Services Supervisor of Contract and Facilities. Any correspondence should be copied to the Director of Parks & Community Services.

Quarterly Reports

Contractors should plan to provide Quarterly Reports to Parks and Recreation Director & Contracts and Facilities Supervisor at the end of each quarter. Submit by email by 14th of the month following each quarter to Recreation Supervisor (cc Director)

- (fiscal year quarters are July-Sept, Oct-Dec, Jan-March, April-June)

Quarterly Reports should include:

- Quantitative data
 - Date
 - Time(s)
 - Number of participants each quarter (unduplicated)
 - Participant attendance should be tracked by the following
 - Age (or age group)
 - Gender Identity
 - School
 - Home Zip Code
 - Number of volunteers/employees employed
- Qualitative Data
 - Pictures
 - Slideshows
 - Movies
 - Testimonies of participants/ parents

Annual Progress Reports:

Contractors should plan to present outcomes, data (qualitative and quantitative) and progress reports (as described in section 33 of the lease agreements) to the Recreation and Parks Commission on a yearly basis. Contractors will be given the opportunity to present at one monthly Recreation Commission meeting each year.

Progress Reports should include the following:

- What significant events (best thing(s)) that took place in your program over the year?
- Did you meet the goals you developed, if not, what barriers were faced?
- What would make your program better?
- Were new partnership and or funding acquired, if so, how are they being utilized?