

2021-22 Annual Work Plan and Quarterly Reports
Key Initiatives – Major policy initiatives to be implemented by the district during the fiscal year

#1 Complete Park and Recreation Master Plan Update		
Lead Staff: Mike Blondino		Other Divisions Involved: All
Projected Milestones	On Track	Status and Comments
Present Master Plan to Advisory Board for approval	Yes	Q1: Master Plan Update has been taking place with both the public and staff giving their input. Gates will review the updated version with the Advisory Board at the October 21 st meeting and get direction on prioritization of park upgrades and/or projects.
Prioritize/Rank projects		
Action Plan/Funding Strategies (see #2)		
County Office Planning & Environmental Review - CEQA Report		
Take final version of Master Plan update to BOS for approval in mid to late 2022.		
#2 New Funding Source for Operations/Projects		
Lead Staff: Mike Blondino and Ingrid Penney		Other Divisions Involved: All
Projected Milestones	On Track	Status and Comments
Draft RFP for Financial Planning and Advisory Services	Yes	Q1: RFP was released in September with one proposal returned by the Sept 17 th deadline. Staff is working with Isom Advisors to get an agreement in place for the October 21 st Advisory Board meeting.
Release RFP to public, evaluate proposals returned, and make a recommendation to Advisory Board		
Survey community and present results to Advisory Board		
GO Bond vs Assessment		
Assemble Campaign Committee members		
Election in June or November 2022		
#3 Sustainability		
Lead Staff: Mike Blondino		Other Divisions Involved: All
Projected Milestones	On Track	Status and Comments
Water Management/Landscaping	Yes	Q1: The July/August water report showed a savings of 8,784 ccf from the previous time the year before. 1 ccf=748 gallons. Overall, for the year we are up 1% in water use compared to 2020, but with should see more water savings in the next few recording periods as the data is a few months behind. The District is partnering with the Carmichael Kiwanis, Sacramento Tree Foundation and SMUD on a tree planting at LSCC on Oct 6 th .
Attend trainings, webinars, and expos to see new electric equipment available for landscaping		
Research different solar energy sources for possible carport at La Sierra Community Center		
Pricing on LED lighting on tennis courts and Carmichael Park Ballfield 1 and 2		
Work with partners on exploring new ways to be sustainable in our daily practices		

#4	Prop 68 Per Capita Grant Application		
	Lead Staff: Mike Blondino and Ingrid Penney	Other Divisions Involved:	
	Projected Milestones	On Track	Status and Comments
	Confirm receipt of recorded Deed Restrictions by OGALS	Yes	Q1: Deed restriction was received by OGALS. Staff is culling the invoices and will be ready to submit payment requests once the final walk through is done.
	Cull invoices and check numbers		
	Prepare & submit Payment Requests to OGALS for reimbursement		
	Schedule walk through of the completed Projects w/OGALS		
	Close and maintain the Grant Files for Audit.		

- Q1 July – September Report: October
- Q2 October-December Report: January
- Q3 January – March Report: April
- Q4 April – June Report: July

Division/Program Initiatives and Performance Measurements

PARKS

#1	Parks Division Structure		
	Lead Staff: James Perry		Other Divisions Involved: All
	Projected Milestones	On Track	Status and Comments
	Hire F/T MW-Building and P/T MW-Grounds hires	No	<p>Q1: While this area is not on-track, we have made some progress. On Monday, October 4th we hired/started a new Building Maintenance person. We still have the ppt position open and are hopeful to get someone soon. There is also another P-FT position opening Jan. 1, 2022, and I am hopeful this position will fill quickly.</p> <p>CRPD HVAC P/M's have begun, and the first service is complete as of 10-8-21 Second service is over the Winter Break.</p> <p>Staffing structure has been discussed and explored. Future changes are coming but, we need to secure the base employees first.</p>
	Contract out Preventative Maintenance on HVAC		
	Explore different staffing structure for Parks Division		

#2	On-Going Projects		
	Lead Staff: James/ Maintenance Staff		Other Divisions Involved: All
	Projected Milestones	On Track	Status and Comments
	800 Wing restoration	Yes	<p>Q1: Re-submittal of the plans/specs for the third review process was made on October 12, 2021. Could take a few weeks for this review and we "SHOULD" be cleared for a permit issuance and be able to turn over to County General Services by the end of the calendar year 2021.</p> <p>-BF 2 fence-line project was just placed on hold due to continuous cost increases. Will re-visit in new year 2022. Community Garden fence was also placed on hold due to extreme cost increases. Further discussion needs to be had regarding the District and Garden groups financial commitment.</p> <p>-Garfield Landscaping is currently receiving more contractor quotes prior to selecting contractor for work. Increased funding has been secured from the Parks Foundation. Hopeful to get project going and completed before the end of 2021.</p> <p>-Dog Park upgrades: Two new picnic tables were set a couple months ago and new benches (X8) are on order, but delayed. Expect delivery and installation before the end of the year 2021.</p>
	CP Ballfield 2 Fence-line/Backstop		
	Community Garden Fence Project		
	Garfield House Landscaping		
	Dog Park Upgrades		

#3	Park Inspections		
	Lead Staff: James/ Maintenance Staff	Other Divisions Involved:	
	Projected Milestones	On Track	Status and Comments
	Tour parks and cater inspection forms to each site	No	Q1: Staff will begin utilizing park inspections before the end of the year. Has been delayed to lack of staffing and poor timing.
	Begin implementing quarterly inspections by August		
	Give quarterly figures to District Administrator and Advisory Board		

PLANNING AND DEVELOPMENT

#1	Veteran's Hall		
	Lead Staff: James Perry	Other Divisions Involved: Recreation	
	Projected Milestones	On Track	Status and Comments
	Install drip irrigation and native plants with the assistance of Rotary Club	Yes	Q1: Landscaping project with Rotary members are scheduled to begin/completed on Saturday, November 13 th . Flooring is already secured, just waiting for weather to change so we can work indoors. Should be well underway or completed by end of the year 2021. HVAC equipment already secured. Timing with contractor for installation is set.
	Staff to drywall, flooring, and paint north room		
	HVAC upgraded for north room		
	Assemble and install display case and storage units.		

#2	Update Unfunded Project List		
	Lead Staff: Mike Blondino and James Perry	Other Divisions Involved: All	
	Projected Milestones	On Track	Status and Comments
	Compile list of all small unfunded projects	No	Q1: No work on this to date.
	Receive quotes for projects on the list before annual Advisory Board discussion		
	Include Advisory Board and Staff priorities in FY 2022-23 CIP plan and beyond		

ADMINISTRATIVE SERVICES

#1 Record Retention Policy		
Lead Staff: Ingrid Penney		Other Divisions Involved:
Projected Milestones	On Track	Status and Comments
Draft Policy and Procedures for AB Approval	No	Q1: Downloaded several examples to recommend a Policy.
Digitize Records - explore options for external services		

#2 Update/Formalize Internal Control & Cash Handling Policy and Procedures		
Lead Staff: Ingrid Penney		Other Division Involved: Recreation
Projected Milestones	On Track	Status and Comments
Update Positions; Job Descriptions	Yes	Q1: Drafted updates to the Job Description, submitted to County Personnel for review and input. Plan to schedule a meeting with the Personnel Committee to review the changes.
Update cash handling processes		
Draft Policy and Procedures for AB Approval		
Implement		

#3 Modernize HR Services		
Lead Staff: Ingrid Penney		Other Division Involved: Recreation and Parks
Projected Milestones	On Track	Status and Comments
Bamboo Licenses	Yes	Q1: Several meetings with Bamboo re Proposal and licensing. Sent documents to set up Vendor file and ACH for payment. Implementation team, final member identified (each Division represented). Target live date: January 1, 2022.
Meet with CRPD Implementation Team to cull policies/processes/documents		
Provide policies/processes/documents to work w/Bamboo Implementation Team		
Roll out the Program - HR Management (Hiring, Onboarding, Compensation, Employee Records, etc)		
Evaluate Time Tracking Module - virtual timeclocks solution after successful roll out of HR Management		

#4	District Audit		
	Lead Staff:		Other Division Involved:
	Projected Milestones	On Track	Status and Comments
	Prepare MD & A for FY2018-19 & 2019-20 Audit Report	No	Q1: No work on this. Planned target date for MD & A: end of November
	AB Presentation, review, and approval		
	Schedule date for Fieldwork for FY2020-21 Audit		
	Identify and set aside records for review		
	Fieldwork - provide records, prepare schedules, authorize confirmations		
	Review Draft Audit Report & prepare MD & A		

RECREATION

#1 Re-Opening Recreation programming, classes, facility rentals, etc. with innovative plan		
Lead Staff: Alaina		Other Division Involved: All
Projected Milestones	On Track	Status and Comments
Rebuild part-time staff recreation team including youth development staff, facility monitors, and coaches.	Yes - Partially	Q1: Difficulties continue hiring staff for opening and sustaining programs. We have restarted KHO, Tiny Tots, Adult Softball, and Youth and Adult Volleyball. Struggling hiring facility monitors due to lack of people applying and/or not showing up for interviews. Staffing will continue to be the largest obstacle to fully reopen programs, including all facility rentals. Transportation Plan - Ordered new 10-passenger vans and have discussed with the County on the process of putting the old vans on County Surplus Auction.
Methodically restart/reopen programs and facilities dependent on current guidance, staffing, and available facilities.		
Implement youth development transportation transition plan.		
Recruit new class instructors (businesses) through revised Independent Instructor packet.		
Contract more youth sports programs and camps.		
Explore revenue generating additions to events (ex: Beer Garden at 2022 Summer Concert Series)		

#2 Garfield House Event Rentals		
Lead Staff: Alaina		Other Division Involved:
Projected Milestones	On Track	Status and Comments
Complete marketing material.	Yes	Q1: Printed marketing material is complete. Working on website marketing and determining a Spring official launch date for rentals. Trying to hire at least two facility monitors before doing any soft launch of the facility rentals at this location this fall/winter.
Use creative marketing and promotional approaches to advertise this unique event rental space.		
Soft launch facility event rentals.		
Grand Opening event once landscaping and Internet have been completed.		
Work with park neighbors and customers on any concerns arising from this new facility rental space.		

#3 Explore and Enhance Partnerships		
Lead Staff: Alaina Lofthus		Other Division Involved: Administrative Services
Projected Milestones	On Track	Status and Comments
Continue to grow the DART swim lesson partnership.	Yes	Q1: Working with Project Lifelong on a MOU for Spring/Summer programming. Working on an agreement with the Carmichael Library to offer Storytime in the Park at Carmichael Park this fall.
Explore options of partnering with Project Lifelong for teen programming.		
Build relationships with SJUSD schools/principals to help increase recreational program offerings at school sites.		
Explore other community partnerships to increase services in areas of deficiencies.		

#4 Increase Marketing Efforts for District Services		
Lead Staff: Alaina		Other Division Involved:
Projected Milestones	On Track	Status and Comments
Use QR code system for advertisements, registration forms, and track usage.	Yes	Q1: Incorporated QR code system on all program registration forms and yard signs placed at parks. Placed KHO and Tiny Tot program promotional yard signs at parks near playgrounds to help increase registration. Did a paid ad on Facebook/Instagram to promote the Tiny Tot program.
Increase the use of banners at LSCC to incorporate more District services.		
Oversee the use of yard signs at District's parks to advertise services.		
Explore online paid advertising opportunities for District services.		