

2022-23 Annual Work Plan and Quarterly Reports
Key Initiatives – Major policy initiatives to be implemented by the district during the fiscal year

#1 Bond Measure			
Lead Staff: Mike Blondino		Other Divisions Involved: All	
Projected Milestones	On Track	Status and Comments	
Assist consultant in development of list of Campaign Committee members	Yes	<p>Q1: The Campaign Committee is in place and working hard. Public education has taken place from the District side with a FAQ placed in the Activity Guide. We continue to help the Campaign Committee with information, when needed.</p> <p>Q2: Measure G passed! Working with consultants and County on getting resolution set up to be passed by BOS and Advisory Board so that Series A bonds can be sold in the spring. The Chair and Vice-Chair are working with District Administrator on Bond Oversight Committee by-laws.</p> <p>Q3: Administrative Services Manager has worked with DOF to establish the funds for the first \$10,000,000 bond sale and will be included in the FY 2023-24 budget.</p> <p>Q4: Bond fund projects for FY 2023-24 & 2024-25 were submitted as part of the budget and approved. The first project for use of the funds was at LSCC for roof repair of several wings. The project came in under budget and will start in the first quarter of FY 2023-24.</p>	
Work on public education for the Bond Measure			
Election November 8, 2022			
Dependent on Election Results - work with DOF to establish the Fund			

#2 Staff Re-organization Plan			
Lead Staff: All		Other Divisions Involved:	
Projected Milestones	On Track	Status and Comments	
Explore Recreation and Administration Divisions staffing needs	No	<p>Q1: Nothing to report</p> <p>Q2: Work to begin in Q3.</p> <p>Q3: Discussion took place at the FY 2023-24 Work Plan meeting on February 4. The Advisory Board requested the District Administrator to meet with both Recreation and Admin Services Managers to get input on their divisions re-org. We will have an update in Q4.</p> <p>Q4: DA met with Recreation and Administrative Services Managers this quarter and re-org concepts were presented. This item will be moved to FY 2023-24 Work Plan to complete.</p>	
Focus on staffing changes needed with and without Bond passage			
Work towards implementation of salary compensation study results			

#3	Recruitment of new District Administrator		
	Lead Staff: Mike Blondino	Other Divisions Involved:	
	Projected Milestones	On Track	Status and Comments
	Appoint a sub-committee to work on details of the recruitment	Yes	Q1: Nothing to report. Q2: Nothing to report. Q3: DA is staying on until early June 2024, so this item will be moved to FY 2023-24 Work Plan. Q4: Nothing to Report
	Review and select a search firm that fits our needs		
	Start recruitment in early 2023		
	Have new District Administrator in place working at least 2 weeks before departure of current DA (July 21 st)		

Q1: July – September Report: October

Q2: October-December Report: January

Q3: January – March Report: April

Q4: April – June Report: July

Projects and Operations

PARKS

#1	Projects 22/23		
	Lead Staff: James Perry and Park Division Staff		Other Divisions Involved: Parks and Administration and Planning Divisions
	Projected Milestones	On Track	Status and Comments
	Reach & Develop Dog Park Shade structure and work with users on new bench locations.	Yes	<p>Q1: Shade structure has been ordered and are awaiting delivery in Nov/Dec. Contractor has been selected for installation. Project is weather dependent.</p> <p>Q2: Shade structure was installed mid-November, benches have yet to be installed. Need some dry weather to complete.</p> <p>Q3: Large dog park shade completed, and most new benches are installed. A new shade structure has been ordered for the small dog park and the proposal for install has been signed. Installation to be completed by June 20, 2023.</p> <p>Q4: Both shade structures and all benches have been completed.</p>
	Complete the Garfield House lower walkway Design and Construction	Yes	<p>Q1: Lack of openings between rentals to complete by years end. Likely to move forward in early Spring '23.</p> <p>Q2: Still on-track for late Spring.</p> <p>Q3: On-track for completion by June 20, 2023.</p> <p>Q4: Project to commence August 22,2023. Estimated completion September 15, 2023.</p>
	800 wing restoration: Plan, review, construction, and close out.	No	<p>Q1: 800 wing is progressing nicely, and we are still hopeful for mid-November completion.</p> <p>Q2: 800 wing has made some progress. Delays with exterior ADA ramps and tile by the contractor. A hard completion date of February 13th has been set and the contractor MUST be completed or face \$2,300 daily penalty fines.</p> <p>Q3: Most everything has been completed short of the ADA ramps and the deferred submittal. Hopeful to have wrapped up by end of May.</p> <p>Q4: Project nearly “officially “complete. Letter of occupancy received along with final walkthrough. Staff and tenants back in their spaces. Awaiting Final from County Building Department and CMID. Expect to close entire project out and finalize insurance claim by October 2023.</p>

	R&D Del Campo and Glancy Oaks Irrigation Booster Pump types, options, procure and install.	No	<p>Q1: Finally located a contractor able to order and install items. Should receive quotes within a week or two. Should be able to complete it by years end.</p> <p>Q2: Booster pump for DC have received estimates for equipment not installation. Have new contractors to reach out to and hope to have completed by Spring.</p> <p>Q3: Attempting to locate contractors for installation.</p> <p>Q4: Moved to FY 2023-24 Work Plan.</p>
	R&D LSCC replacement of 2 backflows, procure and install	Yes	<p>Q1: Same as above and, likely to commence in early '23</p> <p>Q2: Received quotes for replacement. Signed proposal. Parts are 4-6 weeks out and we will work with the contractor to get installed by late March.</p> <p>Q3: Backflows were installed February '23.</p> <p>Q4: Project complete</p>
	CP Basketball Courts design and build	Yes	<p>Q1: Received estimates from 3 contractors aside from the in-ground goals, as there was some confusion as to how to install. Clarifications have been made but, will need to update all proposals. Unlikely to commence in '22 more likely Spring '23</p> <p>Q2: With complications of having one contractor do all the work, I am splitting work to 2 and need to meet second contractor for separate pricing. Project will commence late Spring 2023, weather dependent.</p> <p>Q3: All equipment is ordered, and most of it is on-site. Contractor selected and paperwork/contract PO being completed. Work will be completed by June 20th.</p> <p>Q4: Project complete. One outstanding invoice will be paid in FY2023-24.</p>
	CP Tennis Courts 1-4 resurface and new retrofit LED lighting. Project bids/quotes	No	<p>Q1: Received quotes from 3 contractors for court resurfacing and discussions needed regarding users and extended closure of courts. Lighting quotes not explored as of yet.</p> <p>Q2: Due to the cost of re-coating, a re-bid is required. Project will commence in Spring 2023, weather dependent.</p> <p>Q3: New LED Lighting fixtures have been identified. R&D one fixture and will then order remaining. Lights to be completed by end of May.</p> <p>Q4: Court resurfacing complete. Re-Budget remaining balance for LED upgrade and one invoice in 23/24</p>
	R&D bleachers/benches/bike racks/trash cans/drinking fountains - their locations, procure, assemble/install	Yes	<p>Q1: Will work to procure items over the next few months and install as they arrive.</p> <p>Q2: 3 sets of bleachers were ordered and received over the Holidays. Staff will work to install as weather and time permits.</p> <p>Q3: 2 sets of new bleachers have been installed. The remaining ones are to be completed by the end of April. 40 new trash cans have been placed throughout the parks system.</p> <p>Q4: Remaining bleachers for CP and bike racks will be purchased in FY 2023-24 budget.</p>

#2 Park Inspections			
Lead Staff: Maintenance staff		Other Divisions Involved:	
Projected Milestones	On Track	Status and Comments	
Conduct 4 quarterly reviews of the parks	Yes	<p>Q1: Quarterly inspections will be completed by 10-12-22 and will be presented to Administrator Blondino as well as report to Board at October meeting.</p> <p>Q2: Quarterly inspections are due but will be delayed due to the recent storms and our current workload.</p> <p>Q3: Delayed but, will complete in Q4.</p> <p>Q4: Inspections were completed.</p>	
Report back to the Management team results of each review			
Provide brief verbal update each quarter to the Advisory Board			

PLANNING AND DEVELOPMENT

#1 Cost Analysis for all District custodial/maintenance supplies			
Lead Staff: James Perry		Other Divisions Involved: Administration and Planning and Recreation Divisions	
Projected Milestones	On Track	Status and Comments	
Determine overall costs for maintenance and custodial supplies i.e.: bags/chemicals/safety/first aid etc.	Yes	<p>Q1: Have received District costs for all related supplies and met with one vendor for costs. Have at least one more to meet with in the next few weeks. Will review costs and options in December and hope to have info and report available by mid-year budget.</p> <p>Q2: Reviews of District costs were made in comparison to contracting or sourcing supplies and the district currently gets better pricing than if we changed directions at this time. Through this, I have learned there are several items the district does need and will work to get these items in place ASAP (as funding allows).</p> <p>Q3: Lack of funding currently.</p> <p>Q4: Nothing to report, exercise complete.</p>	
Meet Vendors for possible services			
Compare costs and viability			

#2 Maintenance work order/tracker app or software			
Lead Staff: James Perry		Other Divisions Involved:	
Projected Milestones	On Track	Status and Comments	
Research practical apps or software for a Work Order system that tracks preventative maintenance, operations, and repairs	Yes	<p>Q1: Have met with (notes are on my desk and I don't recall the names) overall impressions are that either provide a useful tool but, the costs at this point are too high for the District to absorb. I am discussing other options in an effort to reduce overall cost and not lose too much of the services. Should have more in coming weeks.</p> <p>Q2: Believe we may have found a practical and affordable option with Productive Parks. Will be having a demo meeting with Administrator Blondino in Q3 to get a good look into what the possibilities are with this application.</p> <p>Q3: Funding for "Productive Parks" app/program identified in FY 23/24 Budget. Will look to move forward in the new FY.</p> <p>Q4: Funds are allocated for new software. Will look to implement in Q2 of 2023/24 Work Plan.</p>	
Share results with management team and determine viability, including initial and on-going costs			
Report to the Advisory Board on findings			

ADMINISTRATIVE SERVICES

#1 Audit FY2020-21 and FY2021-22			
Lead Staff: Ingrid Penney		Other Divisions Involved:	
Projected Milestones	On Track	Status and Comments	
Schedule and Engagement	Yes	<p>Q1: Made initial contact with Independent Auditor to schedule field work. (Date TBD.) Have sent FYE trial balances for both audit periods and requested a letter of engagement.</p> <p>Q2: Records culled, schedules and questionnaire completed. Started fieldwork during the last two weeks of December for work to be done in Q3.</p> <p>Q3: Audit completed. Presentation of a clean audit was presented at the March 16 AB Meeting.</p> <p>Q4: Audit sent to the County of Sacramento DOF.</p>	
Cull Records, Prepare Schedules & Complete Questionnaire			
Fieldwork, Pull samples; Confirmations			
Draft Audit Report Review and MD & A			
Advisory Board Presentation; Final Audit Report			

#2 BambooHR			
Lead Staff: Ingrid Penney		Other Divisions Involved: ALL	
Projected Milestones	On Track	Status and Comments	
BambooHR -	Yes	<p>Q1: Pushed out EE Benefit Open Enrollment for 2023 materials through BambooHR.</p> <p>Q2: Continue to use BambooHR to announce training opportunities, communicate Health and/or Safety Tips. New EE Orientation includes training on BambooHR.</p> <p>Q3: Most of the Onboarding forms were processed through BambooHR creating greater efficiency during the orientation process; enhanced integration and electronic storage.</p> <p>Q4: Implemented; functional.</p>	
Implement Onboarding through BambooHR			
Implement Training Schedules			
Additional Training - Supervisors/Managers			

#3 Project FY 2022-23			
Lead Staff: Ingrid Penney		Other Divisions Involved:	
Projected Milestones	On Track	Status and Comments	
Record Management - Digitize Old Records	No	<p>Q1: Contacted staff from Sunrise RPD as research for the State Cal-Card Program. Record Management - once admin support position hired</p> <p>Q2: Underwent a Procurement Card (County's credit card program) review of the past five years by the County Auditors and follow up status report. No additional info to report.</p> <p>Q3: No additional information to report.</p> <p>Q4: Added Cal Card to the FY2023-24 Work Plan.</p>	
Determine practicality/best method			
Staff/Contracted service to execute			
NEW: Investigate moving from using County based credit card to the State Cal-Card Program. If feasible, develop policies and procedures to be approved by the Advisory Board. Apply to and implement the Program.			

RECREATION

#1 Revise Facility Rental Policy and Update Rental Fees			
Lead Staff: Alaina		Other Divisions Involved:	
Projected Milestones	On Track	Status and Comments	
Staff input on facility rental policy changes	No	Q1: Will move forward with this once a Recreation Supervisor is hired. Q2: Staff is reviewing current policies and seeking internal input. Fee study is completed which will be used to analyze and recommend updated fees. Q3: First draft of policy and application revisions complete, awaiting feedback from staff. Fees being evaluated. Q4: Editing draft of policy and application. Proposing new fees schedules to staff for feedback.	
Revise Facility Rental Policy and have it reviewed by subcommittee			
Facility Rental Fee Study			
Revise Rental Fee Schedule and have it reviewed by subcommittee			
Have revised Facility Rental Policy and Fee Schedule approved by the Advisory Board and implement.			

#2 Develop Recreation Division			
Lead Staff: Alaina		Other Divisions Involved:	
Projected Milestones	On Track	Status and Comments	
Hire and train new Recreation Supervisor	No	Q1: Recreation Coordinator for sports has been hired and is doing well. Still recruiting for Recreation Supervisor and then will recruit for Recreation Coordinator (facilities/events). Q2: Recreation Supervisor has been hired and received initial training. Recreation Coordinator's job announcement has been disseminated to recruitment sites and will close in Q3. Monthly 1-on-1s with Customer Service Representatives have been scheduled and start this month. Q3: Recreation Coordinator has been hired and is currently going through training. New opening of Recreation Supervisor position will need to be filled and trained. Rebuild in progress. This will delay some of the milestones including setting priorities and responsibilities until fully staffed and trained. Q4: Continue to have staff transitions with second Recreation Supervisor new hire. Onboarding and training occurring constantly with new team. Development continues in this area as new staff learn roles and current staff adjust to additional duties.	
Oversee hire and training of Recreation Coordinators			
Review and update job descriptions			
Work with Customer Service Representatives on Standard Operating Procedures, training and enhancing services.			
Work with team to set priorities and responsibilities.			

#3	Utilize Partnerships, Explore New Contracted Services, and Develop New Sponsorship Processes		
	Lead Staff: Alaina	Other Divisions Involved:	
	Projected Milestones	On Track	Status and Comments
	Continue working with community partners like Project Lifelong, Sacramento Library, SJUSD, DART, etc., to offer programming and/or services.	Yes	Q1: MOU with Project Lifelong for Skate Night programs for Fall 2022 and Spring 2023. Are exploring and using new service providers for event to increase quality and service levels.
	Explore opportunities to develop agreements with providers that can increase the quality and/or reduce staff investment for needed services (i.e. food trucks, sound, etc.)		Q2: Working on updating Food Truck Agreement. Meet regularly with SJUSD facilities division to coordinate joint use. Partnering with Kiwanis for a new Senior Valentines Dance. Will start work on new sponsorship recruitment and retainment process likely in Q3.
	Develop new sponsorship recruitment and retainment process.		Q3: Staff attended Chamber functions and events to build connections and grow partnerships with local businesses. The district continues to be a VIP Partner with SJUSD including staff attending Principal for a Day. The partnership with Kiwanis continued for Breakfast with the Bunny. Growing partnership with the Sacramento County Sheriff's Office including scheduling event risk assessments and support services they can provide to the district. Q4: VIP Sponsorship with the Carmichael Chamber for Summer Concert Series as well as continued sponsorship from Kiwanis and Buck Family Automotive. Finished Spring Skate Night Program this quarter with Project Lifelong.