

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	<p>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 21st meeting and get direction on prioritization of park upgrades and/or projects.</p> <p>Q2: The Master Plan Update Final Draft was prioritized and approved by the Advisory Board. The CEQA request form has been sent to the County Office Planning & Environmental Review to start the process.</p> <p>Q3: Nothing new to report.</p>	
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	<p>Q1: RFP was released in September with one proposal returned by the Sept 17th deadline. Staff is working with Isom Advisors to get an agreement in place for the October 21st Advisory Board meeting.</p> <p>Q2: Agreement with Isom Advisors approved by the Advisory Board. There have been 2 meetings with Jon Isom to date; working on 5 level of funding needs to review. Staff met with Jon to take photos of the multitude of issues to be used by Ambassadors when talking to Stakeholders. 5 Ambassadors were selected (Joyce, Mike R, Mike B Alaina and Sharon Ruffner). They will go out to key stakeholders to garner support for whatever plan we use as part of the public survey.</p> <p>Q3: Decision made to go forward with a GO Bond over an Assessment and that November would be a better time to place it on the ballot. The presentation that the Ambassadors will share with stakeholders is complete. Ambassadors have started to make presentations to gain feedback on the proposed Bond measure.</p>	
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	<p>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 6th.</p> <p>Q2: The State of California passed AB1346 in 2021 which will ban the sale of new small off-road engines used in equipment including lawn maintenance equipment. Regulations are to be in place by Jan. 1, 2024, or as soon as regulators determine what is “feasible,” whichever date is later (could be a later date). CRPD needs to work on researching and testing electric equipment in preparation for this change and have funding in future budget to start purchasing. CPRS has a webinar in January to discuss and there will be demos to attend in the future for staff to attend.</p> <p>Q3: Met with Carmichael Water about a possible test well being drilled at O’Donnell Park. The discussions between staff are still taking place. Also made a presentation to the Advisory Board on our water use and cost during the March Board meeting. We showed that we saved 17% water use from 2021 vs 2020.</p>	
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	<p>Q1: Recorded Deed restriction received by OGALS. Staff is culling the invoices and will be ready to submit payment requests once the final walk through is done.</p> <p>Q2: ASM Penney submitted the payment requests and supporting documents. Final walk through performed by PSM Perry and the State staff member. Received sign off on the completed projects. Awaiting reimbursement from our full \$204,548 allocation of per capita funds.</p> <p>Q3: WE RECIEVED THE CHECK!!!!</p>	
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	Yes	<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> <p>Q2: While we have secured a RFT MW (Facilities) and contracted HVAC PM's, we are still looking to back-fill the RPT position. With the announcement of a possible retirement in the Parks Division, we are taking a serious look at the structure of the Division.</p> <p>Q3: With the retirement of the Park Supervisor, we are looking at possibly changing from two Supervisors to three Lead Workers in an effort to have more individual specialists within the District i.e.: Turf care, irrigation and buildings along with the MW I & II's. We have temporarily shelved the open R/PT position as we have had no real qualified interest and instead opened a R/FT position which closes on April 22nd. We hope to be able to hire a well-rounded quality individual for this position by late May 2022.</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</p>
	CP Ballfield 2 Fence-line/Backstop		
	Community Garden Fence Project		
	Garfield House Landscaping		
	Dog Park Upgrades		

extreme cost increases. Further discussion needs to be had regarding the District and Garden groups financial commitment.

-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.

-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.

Q2: The 800 wing is starting to move along. We had a group meeting of all interested parties on 1-7-22. Preliminary estimates are that the project could be wrapped up by late July or early August 2022.

-CP Ballfield fencing is still on hold due to rising costs.

-Community Garden fence is showing some life as staff came up with some different options to make it work within budget. We are getting new quotes that look promising.

-Garfield Landscape Project has been slow to start due to weather but, the contractor may be on-site beginning demo the week of 1-10-22. Project is set to wrap up by April 1st.

-Dog Park upgrades are still delayed due to material shortages. Delivery date for new benches is still mid- February 2022.

Q3: 800 wing restoration is currently with the Sac County General Services and is beginning to gather contractors for bids on the work to be done. Estimated completion is currently Sept/Oct. 2022.

-CP Ballfield 2 Fence line has been removed from the project list as the costs just went out of control and neither party felt comfortable moving forward spending that much money.

-Community Garden Fence was completed on Friday, April 1st and can finally be checked off the project list.

-Dog Park upgrades are slowly moving along. We received the 8 new benches in early March and are now waiting for new cost est. for the shade structure. The folks within the dog park group have requested the benches not be installed until the new shade structure is to be placed.

#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		Q2: Staff has begun the park inspections and anticipates completing first round by end of January 2022.
	Give quarterly figures to District Administrator and Advisory Board		Q3: Staff began the park inspections in late January and completed 7 of the 13 parks. Unfortunately, the weather never cooperated, our staff had to focus elsewhere; our supervisor, who would have overseen the inspections, retired. We will get back to these in Q4.

PLANNING AND DEVELOPMENT

#1	Veteran's Hall	
	Lead Staff: James Perry	Other Divisions Involved: Recreation
	Projected Milestones	On Track
	Install drip irrigation and native plants with the assistance of Rotary Club	Yes
	Staff to drywall, flooring, and paint north room	
	HVAC upgraded for north room	
	Assemble and install display case and storage units.	
		<p>Q1: Landscaping project with Rotary members are scheduled to begin/completed on Saturday, November 13th. 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.</p> <p>Q2: Demo is complete in the North Room, but further progress has been delayed and completion of remodel moved to March 1st. All windows have been ordered and should arrive in late January.</p> <p>Q3: Staff has nearly completed the entire renovation. Items left are to install trim, flooring, and baseboard. HVAC was installed in March and windows are scheduled to be installed on Friday, April 8th and should be completed by Wednesday, April 13th. Display case was delivered first week of April and storage cabinets are delayed and are now expected on Tuesday, May 17th. This delivery date has changed a few times so, we will just have to wait and see.</p>

#2	Update Unfunded Project List	
	Lead Staff: Mike Blondino and James Perry	Other Divisions Involved: All
	Projected Milestones	On Track
	Compile list of all small unfunded projects	No
	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	
		<p>Q1: No work on this to date.</p> <p>Q2: Focusing on the 5 plans needed for Bond Measure survey, so this has not been worked on yet.</p> <p>Q3: We were able to pull together several smaller projects to include in the FY 2022-23 budget that was approved in March. That includes 2 backflows replacements at LSCC, shade structure for the Dog Park, and a Booster Pump at Del Campo. We also decided to move the funding for the O'Donnell Trail to the Garfield House to complete a trail connecting the side of the house to the main Sutter-Jensen pathway, which will conform to ADA standards.</p>

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. Q2: Nothing to Report Q3: Nothing to Report
	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	No	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. Q2: Met with the Personnel Committee. AB adopted the changes to the Job Title, Description, and reporting relationship in December. Q3: Nothing to Report.
	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. Q2: Started migration of data, training, access levels and database set up in December. Project will continue through Spring with training program and timekeeping identified as the last modules to set up, train on use, and implement. Q3: Migration of data continues, the latest files include policies, forms, onboarding/offboarding files. Implementation and training started in March, including the time tracking module. We are using BambooHR, starting with the RFT Recreation Coordinator to recruitment and manage applications.
	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	Yes	Q1: No work on this. Planned target date for MD & A: end of November Q2: MD&A for FYE 2019 and 2020 and subsequent events completed. Audit presentation planned for the January AB Regular Meeting. Q3: Complete. Scheduling the audit for FY2020-21.
	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	<p>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.</p> <p>Q2: Are now offering youth basketball programs as well as the return of indoor pickleball at La Sierra C.C. Dealing with COVID-19 exposures and confirmed cases in programs with temporary closures and isolation periods. Continue struggling to find part-time staff, especially to help with facility rentals which limits the ability to increase rentals. Staff have reached out to a variety of companies to explore new class offerings for Spring/Summer 2022.</p> <p>Q3: Have successfully ran elementary and middle school basketball programs as well as continue offering KHO and Tiny Tots. Hired a new facility monitor and able to extend facility rental days/times. Brought in Intellibricks to offer summer classes as well as strengthen relationship with Skyhawks. Exploring possibility of doing a Beer Garden at the 4th of July Fireworks Show Event. Transportation plan implementation continues to be delayed as Ford has notified us the vans will not be ready until after July 1st (with no actual date provided).</p>
	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	<p>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.</p> <p>Q2: Currently taking Garfield House rentals for dates beyond April 1, 2022. Staff is trying new strategies this month on recruiting at least one, if not two, facility monitors.</p> <p>Q3: The facility has several rentals scheduled. Landscape completed. Internet installed. Open House planned for April 23rd.</p>	
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	<p>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.</p> <p>Q2: Implemented and completed Storytime in the Park at Carmichael Park this fall with Sacramento Library, Carmichael Branch. Advisory Board approved the MOU with Project Lifelong and the Foundation to offer an eight-week Skate Night program Spring 2022.</p> <p>Q3: Continuing partnership with Sacramento Library, Carmichael Branch with Storytime in the Park this Spring. Skate Night at Will Rogers with Project Lifelong has launched. Working on MOU with DART and CPF to continue swim lesson scholarships. Partnering with MORPD for 4th of July Firework Show</p>	
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	<p>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.</p> <p>Q2: The Recreation Division took lead in advertising to the community the Master Plan Update public comment periods. This included paid online ads, park signs (with QR Codes), designing mailers (with QR Codes), advertisement in newspaper, e-newsletter articles.</p> <p>Q3: Continue to use online paid advertisement for programs and events. Will boost up marketing efforts for all summer programming and events.</p>
	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.		