

2024-25 Annual Work Plan and Quarterly Reports  
 Key Initiatives – Major policy initiatives to be implemented by the district during the fiscal year

#1 Work with Project/Construction Management Company on Bond Projects			
Lead Staff: All		Other Divisions Involved: All	
Projected Milestones	On Track	Status and Comments	
Work with Landscape Architects for projects at Carmichael Park, La Sierra, Glancy Oaks and Cardinal Oaks	Yes	<b>Q1:</b> Staff have bi-weekly meetings with the landscape architects on these projects, along with meeting with the Cumming Group every Wednesday. During the process we have engaged the community via online surveys and community meetings to solicit feedback and help form the renderings that will be brought forward to the Advisory Board in a public meeting.	
Community engagement on all projects			
Complete plans, bidding, contracts, and then construction of projects at all four sites			
Promote all projects to the community and hold Grand Openings			

#2 Complete Staff Re-organization Plan			
Lead Staff: All		Other Divisions Involved:	
Projected Milestones	On Track	Status and Comments	
Implement Recreation and Administration Divisions staffing needs	Yes	<b>Q1:</b> The HR Section was put in place in Q1 with the hiring of the HR Section Manager to oversee the already hired HR Tech. In September, the HR Section Manager had an all-staff meeting to go over what has been implemented to date from the Benefit Committee recommendations and what is to come. The Facilities Lead Worker position was posted, and interviews were completed, but staff wants to go back out again with the position. Also, in Q2 we will be going out for the Finance Section Manager.	
Complete Benefit Committee recommendations			
Implement Facilities Lead-Worker Position			

#3 District Administrator			
Lead Staff: Mike Blondino/Advisory Board		Other Divisions Involved:	
Projected Milestones	On Track	Status and Comments	
Introduction of New District Administrator to the community	Yes	<b>Q1:</b> The recruitment was completed in this quarter and the offer to the new District Administrator was accepted! Stacey Yankee started on Oct 7 <sup>th</sup> . The process of cross-training and introduction to the community will take place in Q2.	
Crosstrain with current District Administrator for one month			
Work with Advisory Board and staff on completing Admin Division re-org as planned			
Six-month review by Advisory Board Ad Hoc Committee			

#4	New Registration Software System		
	Lead Staff: Ingrid and Alaina		Other Divisions Involved: Administration and Recreation
	Projected Milestones	On Track	Status and Comments
	Build new system	Yes	Q1: Training and implementation schedule has been established and kick-off meeting has occurred. Preparation checklist has been created and items being provided to CivicPlus for program configuration.
	Train staff on new system		
	Advertise new system to community		
	Implement new system		

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	John Smith Hall door replacement		
	Lead Staff: James Perry	Other Divisions Involved: Administration	
	Projected Milestones	On Track	Status and Comments
	Update quotes for door and concrete work	Yes	<b>Q1:</b> No progress made on Q1. Project is intended to be completed by Spring 2025. Over the winter, we will get everything in place such as: updated quotes from contractors, doors ordered, possible Contract POs completed, and work scheduled.
	Select contractors for said work		
	Replace concrete approach and install new ADA doors.		

#2	Del Campo/ Glancy Oaks Booster Pumps		
	Lead Staff: James Perry	Other Divisions Involved:	
	Projected Milestones	On Track	Status and Comments
	Continuation from FY23/24 Work-plan. Equipment for both sites ordered/built	Yes	<b>Q1:</b> Booster pumps for both sites were completed and delivered to CP Corp Yard. Del Campo: District staff prepped area for project by removing vegetation and fencing. Saenz Landscape Const. started demo of the existing piping the week of 10/7 and anticipate the project to take about 2 weeks. Glancy Oaks: District staff have prepped the site by removing vegetation and temporarily removing one section of chain-link fencing for contractor access. Project scheduled to begin the week of 10/14.
	District Staff to prep site for full demolition/reconstruction at both sites.		
	Demo/Install/Start-up		

#3	Jensen Parking lot post and cable project		
	Lead Staff: James Perry		Other Divisions Involved:
	Projected Milestones	On Track	Status and Comments
	District Staff to prep site with removal/disposal of existing lumber.	Yes	Q1: Staff meeting with contractors in Q2 to discuss lay-out and removal of existing material necessary for this project. District staff will prep the site during week of 10/14 and contractor is scheduled to perform work the week of 10/21.
	Contractor to install new post/cable at Jensen Lower parking lot.		

#4	O'Donnell/Patriots Parks Basketball Court resurfacing/restriping		
	Lead Staff: James Perry		Other Divisions Involved:
	Projected Milestones	On Track	Status and Comments
	Procure quotes from contractors	Yes	Q1: Will be gathering quotes over the winter for a Spring coating for both Park sites.
	Select contractors		
	Schedule/complete the Project		

**HUMAN RESOURCES**

<b>#1</b>	<b>Open Enrollment 2024</b>		
	Lead Staff: Matt Lemcke		Other Divisions Involved:
	Projected Milestones	On Track	Status and Comments
	Present new benefits package to All Staff	Yes	Q1: Presentation was completed with the new benefits to all staff in this quarter. It was a good meeting with many details of the new items we're implementing covered, and staff was very engaged with questions. I will also meet 1:1 with anyone who still has questions. Registration for benefits is taking place in Q2.
	Re-register ALL staff for new benefits		
	Train HR Asst. on new benefits for New Hires		

<b>#2</b>	<b>PPE Program and Assessment - CCR 3380</b>		
	Lead Staff: Matt Lemcke		Other Divisions Involved: All
	Projected Milestones	On Track	Status and Comments
	Hazard Assessment Checklist of Work Environment	Yes	Q1: Nothing to Report
	Identify Personal Protective Equipment Requirements		
	Compliance		
	Communication		
	Training & Instruction		

<b>#3</b>	<b>Recruit and Select Finance Section Manager</b>		
	Lead Staff: Ingrid Penney & Matt Lemcke		Other Divisions Involved: District Administrator
	Projected Milestones	On Track	Status and Comments
	Recruit	Yes	Q1: Timeline for recruitment has been set and will take place in Q2. We are on track to have the new Finance Section Manager on board Feb 1, 2025 so they can cross-train with the Administrative Services Manager.
	Interview, Select, Post-offer screening		
	Logistics - work area, tools, and software licenses		
	Onboarding and Training		

**FINANCE**

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#1	Audit for FY 2023-24	
Lead Staff:	Ingrid Penney	Other Divisions Involved:
Projected Milestones	On Track	Status and Comments
Schedule and Engagement	Yes	<b>Q1:</b> Scheduling and engagement completed. Records culled, Client Questionnaire and schedules prepared. Fieldwork and samples provided. Confirmations requested – awaiting responses. Three schedules in process.
Cull Records, Prepare Schedules & Complete Client Questionnaire		
Fieldwork, Pull Samples, Confirmations		
Draft Audit Report Review; Prepare MD & A		
Advisory Board Presentation, Final Audit Report; Submittal to Sacramento County DOF		

#2	FY 2025-26 Budget	
Lead Staff:	Ingrid Penney	Other Divisions Involved:
Projected Milestones	On Track	Status and Comments
Prep & Retreat with Advisory Board – February 1	Yes	<b>Q1:</b> No update. FY2024-25 was adjusted in August and approved by BOS in September. FY2025-26 Budget work begins in Q2 & Q3.
Mid-Year Budget Status – February 20		
Management Team – Year-end Projections; FY2025-26 Proposal – needs, new requests, & priorities		
Recommended Budget – Budget Committee first; AB March 20		
Submittal to Analyst in OCE; include additional worksheets/schedules		
Board of Supervisors approval of Recommended Budget (Provisional) - June		
YE Closing – Fund Balance determination - July		
Management Team – Budget Adjustments: consider Fund Balances, trends, and any emerging needs/opportunities		
Budget Committee; AB Approval of adjustments – August 7		
Board of Supervisors adoption September		

**RECREATION**

#1 Increase Program Offerings, Specifically Classes, and Enhance Current Programs			
Lead Staff: Alaina		Other Divisions Involved:	
Projected Milestones	On Track	Status and Comments	
Offer classes targeted at ages 2 - 6-year-olds. Offer STEAM classes and/or camps. Implement Jr. NBA in youth basketball programs. Explore youth sports capacity and ability to run flag football programs. Determine need and future direction of Tiny Tots Program.	Yes	Q1: Working with Superior Sports on offering an Amazing Athletes class targeted at 2-4-year-olds as well as a STEM class, funded by the Carmichael Parks Foundation, at Barrett for middle school students. Finalizing Jr. NBA contract.	

#2 Develop Recreation Division			
Lead Staff: Alaina		Other Divisions Involved:	
Projected Milestones	On Track	Status and Comments	
Train new Recreation Supervisor and Coordinator Work with team on setting priorities and cost recovery goals. Update and implement budget tracking system.	Yes	Q1: Hired new Recreation Supervisor and recruiting for vacant Recreation Coordinator (facilities) position. Continue to train new supervisors and coordinators in roles and responsibilities as they progress through their first year.	

#3 Improve Facility Rental Amenities and Reservations			
Lead Staff: Alaina		Other Divisions Involved:	
Projected Milestones	On Track	Status and Comments	
Purchase new budgeted items to improve facility rentals including garbage cans, televisions, and carts. Develop new approach to facility rental inspections and cleaning supplies tracking. Develop new approach to reserving/renting outdoor sport facilities including bocce ball and new pickleball courts. Implement new indoor pickleball court rental pilot program.	Yes	Q1: No update. Waiting on final budget to be approved by the County Board of Supervisor before purchases can be made. Waiting for new Coordinator hire for remaining items.	