



# Memo

**To:** Advisory Board of Directors  
**From:** Mike Blondino, District Administrator  
**Date:** September 17, 2020  
**Subject:** FY 2020-21 DISTRICT WORK PLAN

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The Fiscal Year 2020-21 District Work Plan started with input received by the Advisory Board and then merged with staff's recommendations. Each Manager was again charged with gathering input from their staff as to what their division's Work Plan was to look like for the upcoming year. Some items were carried over from FY 2019-20, but there are several new initiatives in FY 2020-21. I have also incorporated the remaining items from the Priority Project spreadsheet that has been used for over a year into the FY 2020-21 District Work Plan so that we now have one document for tracking purpose.

Due to COVID-19 I have decided to remove the metrics from this year's work plan. It does not make sense (or good use of staff resources) to track figures when they are so skewed by what has been taking place since March. After the situation stabilizes, we will work to add metrics back in the FY 2021-22 District Work Plan or the following year.

Attachment:  
A. Work Plan

2020-21 Annual Work Plan and Quarterly Reports  
**Key Initiatives – Major policy initiatives to be implemented by the district during the fiscal year**

<b>#1 Navigate the COVID-19 Crisis</b>			
Lead Staff: Mike Blondino		Other Divisions Involved:	
Projected Milestones	On Track	Status and Comments	
Work with Advisory Board Ad Hoc Committee to address short and long term impacts of COVID-19 on District's financial future			
Explore all avenues to assist employees during the COVID-19 crisis and beyond			
Provide management staff with monthly budget reports so that revenue and expenses can be closely monitored			
Telework Policy			

<b>#2 Complete Park and Recreation Master Plan Update</b>			
Lead Staff: Mike Blondino		Other Divisions Involved: All	
Projected Milestones	On Track	Status and Comments	
Complete Public Survey			
Evaluate results and Advisory Board/Staff make decision to move forward or pause until more in-person events can take place			
Hold meetings with Focus Groups			
Present DRAFT recommendation to Staff and Advisory Board			
Prioritize/Rank projects from DRAFT recommendation			
Action Plan/Funding Strategies			
Present Master Plan to Advisory Board for approval			

<b>#3 Enhanced Staff Training</b>			
Lead Staff: Ingrid Penney		Other Divisions Involved: All	
Projected Milestones	On Track	Status and Comments	
Accident/Incident Training w/Works Comp			
Growth Opportunities/Give staff tools to succeed			
Implement Performance Evaluation and Development Plan Tool for Supervisors			
Trainings that focus on being pro-active and progressive concepts, along with cross training			

#4 Memorial Bench/Brick/Tree Program			
Lead Staff: Mike Blondino/James Perry		Other Divisions Involved: All	
Projected Milestones	On Track	Status and Comments	
Research and develop criteria for program with consideration from District's Naming Policy			
Create program/brochure content/marketing material			
Staff review			
Seek input and approval from Program and Policy Committee			
Advisory Board Approval			
Implement District Procedures for program			

#5 Prop 68 Per Capita Grant Application			
Lead Staff: Mike Blondino and Ingrid Penney		Other Divisions Involved: All	
Projected Milestones	On Track	Status and Comments	
Submit Prop 68 Per Capita Grant paperwork to The Office of Grants and Local Services (OGALS) for LSCC Play Area and Bocce Court projects			
After OGALS accepts paperwork, start submitting financial reimbursement documents for both projects			
Post signage at both sites per Prop 68 funding requirements for reimbursements			
Once all funds are received, file final paperwork to OGALS to close out our Prop 68 grant			

- 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	Facility / Fire Extinguisher and Inspection Form Update / Revisions		
	Lead Staff: James Perry	Other Divisions Involved:	
	Projected Milestones	On Track	Status and Comments
	Update and revise quarterly facility inspection forms that provide accurate details of facilities and amenities		
	Update and revise monthly fire extinguisher inspection form		
	Provide current vehicle and rental locations as part of the process		

#2	Park Standards		
	Lead Staff: James Perry	Other Divisions Involved:	
	Projected Milestones	On Track	Status and Comments
	Create a park standard inspection form for each park		
	Begin tracking park standards and work completed on a quarterly basis.		
	After 1 <sup>st</sup> year set percentage standard to be met		

**PLANNING AND DEVELOPMENT**

#1	Bocce Ball Court Project		
	Lead Staff: James Perry/Alaina Lofthus	Other Divisions Involved: ALL	
	Projected Milestones	On Track	Status and Comments
	Re-route Disc Golf Course (2 holes)		
	Construction of Bocce Courts		
	DRAFT Operations & Rental Policies		
	Advisory Board Approval re: new policy		

#2 Veteran's Hall			
Lead Staff: James Perry		Other Divisions Involved: ALL	
Projected Milestones	On Track	Status and Comments	
HVAC upgrade to Tiny Tot Room			
Submit SMUD Shine Grant for window upgrade, HVAC to north room, drywall and paint of north room and outside landscaping			
If Shine grant approved: <ol style="list-style-type: none"> <li>1. HVAC upgraded for north room</li> <li>2. Staff drywall and paint north room</li> <li>3. Install drip irrigation and native plants</li> </ol>			

#3 Garfield-Sutter Projects (Garfield House Renovation, Parking Lot, and Driveway)			
Lead Staff: James Perry		Other Divisions Involved: ALL	
Projected Milestones	On Track	Status and Comments	
Finish interior remodel			
Improve parking lot area-Fall 2020			
Improve driveway to Garfield House-Spring 2021			
Landscape upgrade to outside Garfield House			

#4 O'Donnell Trail			
Lead Staff: Mike Blondino		Other Divisions Involved: ALL	
Projected Milestones	On Track	Status and Comments	
Project on hold until property development next to park is determined.			

**ADMINISTRATIVE SERVICES**

#1 Record Retention Policy			
Lead Staff: Ingrid Penney		Other Divisions Involved:	
Projected Milestones	On Track	Status and Comments	
Identify Records			
Draft Policy and Procedures for AB Approval			
Implement			

#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	
Review & Update current 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	
Explore online application services	No		
Explore Virtual Timeclocks options			
Develop Onboarding Process			

#4 AUDITS - FY 2018/19 AND 2019/20			
Lead Staff: Ingrid Penney		Other Division Involved: Recreation and Parks	
Projected Milestones	On Track	Status and Comments	
Schedule date for Fieldwork			
Identify and set aside records for review			
Fieldwork - provide records, prepare schedules, authorize confirmations			
Review Draft and Prepare MD & A			
AB presentation, review, and approval			

**RECREATION**

#1 Adjust Recreation Services to abide by COVID-19 Restrictions			
Lead Staff: Alaina		Other Division Involved: Administrative	
Projected Milestones	On Track	Status and Comments	
Use innovative methods to provide virtual events for Founders Day, Wall of Honor, Tree Lighting, and other future events.			
Provide childcare, learning support, and recreation opportunities to support educational/school schedule adjustments.			
Explore partnerships with local non-profits to provide class and/or workshop opportunities (virtually or in-person according to restrictions) for community members to attend.			
Explore new programs and/or adjust current programs to offer with COVID-19 restrictions.			
Work with Youth Sports Facility Use Agreement groups on COVID-19 return to play plans and field use permits.			
Establish updated procedures for Facility Rentals in accordance to COVID-19 restrictions.			
Add virtual facility rental tours to website			
As COVID-19 restrictions lift, reinstall programming, classes, rentals, etc.			

#2 Program and Facility Rental Evaluations			
Lead Staff: Alaina		Other Division Involved:	
Projected Milestones	On Track	Status and Comments	
Finalize program, class, and facility rental evaluation forms			
Establish electronic surveying tools to collect and analyze data			
Establish procedures for supervising staff to implement evaluations			
Establish reporting mechanism for surveying results			

<b>#3 Prepare for Garfield House to be turned into a Facility Rental</b>		
<b>Lead Staff:</b> Alaina		<b>Other Division Involved:</b>
<b>Projected Milestones</b>	<b>On Track</b>	<b>Status and Comments</b>
Prepare facility specific rental procedures and rules		
Conduct a facility rental fee study for comparable facilities to establish district rental fees.		
Adjust Facility Rental Fees to include Garfield House and bring to the Advisory Board for approval.		
Purchase necessary supplies and equipment for facility use.		
Develop marketing material and research new outlets for advertising.		

<b>#4 Create Services and Supply Budget Tracking System for Recreation Division</b>		
<b>Lead Staff:</b> Alaina		<b>Other Division Involved:</b> Administrative
<b>Projected Milestones</b>	<b>On Track</b>	<b>Status and Comments</b>
Create master document on Excel		
Transfer budgetary information for categories from previous 1 year		
Insert budget for this Fiscal Year		
Train staff on how to keep their specific areas of responsibilities updated with Services or Supply expenses to reflect accurate balances		