

2023-24 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	
Select Project/Constr. Management Company by Ad Hoc Committee	Yes	<p><b>Q1:</b> Selection of the Cumming Management Group took place this quarter. The Advisory Board approved the agreement that is now onto the Board of Supervisors, 10/24.</p> <p><b>Q2:</b> Staff has provided existing site plans/topos/surveys which if not already digitized, will be; Sample RFQ/Ps; Contractor List. Also, Staff and the Cumming Group are working through the bond project list for Series I to confirm current costs. We should have those figures in January and as of our last meeting they looked on target. We met with County Staff in Q2 and except for labor compliance, we will not be running projects over \$1 million by them, which will save us money that had set aside for that. This could expand the projects we can undertake.</p>	
Work with Project/Constr. Management Company on agreement.			
Have Advisory Board review and vote to approve agreement			
Confirm all projects that were on the Bond Project list for Series I funding and agree on scope of work, along with the initial soft costs.			

#2 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	<p><b>Q1:</b> First meeting took place with Admin and Rec Managers in September. The Benefit Committee also met in September. Both will be moving forward with additional meetings to put plans together.</p> <p><b>Q2:</b> Additional meetings took place in Q2, and the initial plans were presented to the Advisory Board, which were supportive of them. The Recreation Division re-org is set. Any changes will be made after a year of seeing the impact of growing rentals. In the Admin Division we worked on the concepts for division of functions/duties and implementation schedule; plan to bring it to the Board in January.</p>	
Staff Benefit Committee to explore different options for attracting and retaining employees			

#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	<p><b>Q1:</b> Ad Hoc committee appointed made up of Chair Carroll and Director Levine working with DA for recruitment. Verbiage for the job announcement was completed after Chair Carroll and Director Levine met with the 3 managers for input.</p> <p><b>Q2:</b> Current DA will extend his contract and stay on until Dec 30, 2024. The recruitment timeline was revised with the hiring of a recruitment firm happening in the spring and recruitment in the summer/fall of 2024.</p>	
Review and select a search firm that fits our needs			
Start recruitment in mid 2024			
Have new District Administrator in place working on Dec 2 <sup>nd</sup> .			

#4	Research and Select New Registration Software System		
	Lead Staff: Ingrid and Alaina	Other Divisions Involved: Administration and Recreation	
	Projected Milestones	On Track	Status and Comments
	Create focus group with staff who perform different functions/jobs in the registration system	Yes	<b>Q1:</b> Research scheduled to start end of November. <b>Q2:</b> Performed system requirement analysis, researched market for vendors, shared needs information and scheduled demos with eight registration software companies for January.
	Research registration software systems and select three to present their product to the focus group		
	Received feedback from focus group and management team		
	Select new registration software system, build, train, and implement.		

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	Productive Parks software	
	Lead Staff: James Perry	Other Divisions Involved:
	Projected Milestones	On Track
	Set up demo with District Administrator and staff.	Yes
	Purchase software/create CRPD assets w/rep assistance.	
	Train staff and fully implement	
		Status and Comments
		<p><b>Q1:</b> Need to make time to review software with the District Administrator before the end of December then, hopefully, purchase and begin migrating data of district inventory.</p> <p><b>Q2:</b> Several meetings have taken place and we have purchased the Productive Parks software, started system overview, and migration of data. Staff have started getting familiar with the site and its functions. This is going to take some time to get fully up and running but we all believe is going to be a great tool for the maintenance staff and resource for all divisions of the district.</p>

#2	Non-Bond Projects	
	Lead Staff: James Perry	Other Divisions Involved: Administration
	Projected Milestones	On Track
	<b>Garfield Lower Walkway</b>	Yes
	Build Contract Documents and advertise project.	
	Select contractor and complete contract.	
	Construction of lower walkway	
	Final Detail Area to complete project	
		Status and Comments
		<p><b>Q1:</b> After advertising and inviting contractors, the job walk was conducted on June 30<sup>th</sup>, bids were received July 7<sup>th</sup> and a contractor was selected after review. The contract was signed August 1<sup>st</sup> and contracted work began on August 21<sup>st</sup>. Contracted work on the walkway wrapped up on September 13<sup>th</sup>. Staff then moved in material to restore area around new pathway and finished the project on September 28<sup>th</sup>. Project: COMPLETE</p>
	<b>Tennis Court Lighting</b>	Yes
	Locate lighting engineer and get specs for replacement.	
	Use specs for bids.	
	Select contractor for project.	
		Status and Comments
		<p><b>Q1:</b> With the Cummings group on now we anticipate working with them to get this project back on track for possible Spring 2024 completion.</p> <p><b>Q2:</b> We now have the Cumming Group working with us on finding contractors and getting estimates for upgrading the lighting. We should have more to report in Q3.</p>

	<b>Del Campo/Glancey Oaks Booster Pump replacement</b>	Yes	<b>Q1:</b> Same as above, will be working with Cummings group to get this project back on track with a hopeful completion in Spring 2024. <b>Q2:</b> Same as above with the tennis court lights.
	Procure booster pumps and install them at both sites.		

**ADMINISTRATIVE SERVICES**

<b>#1</b>	<b>Audit FY2022-23</b>		
	Lead Staff: Ingrid Penney		Other Divisions Involved: Administration
	<b>Projected Milestones</b>	<b>On Track</b>	<b>Status and Comments</b>
	Schedule and Engagement	Yes	<b>Q1:</b> Scheduled field work to start 10/16. Engagement Letter signed by DA and AB Chair. Culled Records, started schedules and Trial Balance and Split Ledgers downloads for all Fund Accounts. <b>Q2:</b> Field work, review and testing. Bond review new and more involved. Fixed Assets review completion remains. Draft Report in February for review and preparation of the MD&A in the Q3.
	Cull Records, Prepare Schedules & Complete Questionnaire		
	Fieldwork, Pull Samples, Confirmations		
	Draft Audit Report Review and MD &A		
	Advisory Board Presentation, Final Audit Report		

<b>#2</b>	<b>PPE Program and Assessment - CCR 3380</b>		
	Lead Staff: Ingrid Penney		Other Divisions Involved: ALL
	<b>Projected Milestones</b>	<b>On Track</b>	<b>Status and Comments</b>
	Hazard Assessment Checklist of Work Environment	Yes	<b>Q1:</b> PSM Perry and RSM Lofthus scheduled to attend a CAPRI Workshop on topic 10/11 & 10/12. <b>Q2:</b> No additional work performed during the quarter. Work to continue in the Q4.
	Identify Personal Protective Equipment Requirements		
	Compliance		
	Communication		
	Training & Instruction		

<b>#3</b>	<b>State Cal Card Program</b>		
	Lead Staff: Ingrid Penney		Other Divisions Involved: ALL
	<b>Projected Milestones</b>	<b>On Track</b>	<b>Status and Comments</b>
	Investigate authority and feasibility	No	<b>Q1:</b> Nothing to Report. <b>Q2:</b> Nothing to Report.
	If feasible, apply to the program		
	Develop policies and procedures for AB Approval		
	Training and Implementation of the program.		

#4	Recruit and Select a Finance Supervisor/Analyst		
	Lead Staff: Ingrid Penney	Other Divisions Involved: Administration	
	Projected Milestones	On Track	Status and Comments
	Following re-org of the Division, pursue filling position:	Yes	<b>Q1:</b> Still in process on re-org recommendation. <b>Q2:</b> Re-organization affecting hiring priorities and schedule change developed for presentation to AB in January. Division job titles and descriptions updated, submitted to County Personnel Management for review and input.
	Develop Job Description		
	Recruit		
	Interview, Select, Post-offer screening		
	Logistics - work area, tools, and software licenses		
	Onboarding and Training		

**RECREATION**

#1 <b>Revise Facility Rental Policy and Update Rental Fees</b>			
Lead Staff: Alaina		Other Divisions Involved:	
Projected Milestones		On Track	Status and Comments
Staff input on facility rental policy and update fee Create and implement Special Event Application Have revised Facility Rental Policy and Fee Schedule reviewed by subcommittee and approved by the Advisory Board.		Complete	<b>Q1:</b> Staff input on Facility Rental Policy and Fees is completed. Pending Budget committee review. On track for November Advisory Board meeting. <b>Q2:</b> Approved by Advisory Board in November. All ongoing renters and regular user groups were met with and notified of changes. All documents and fees were changed over on last workday of December (12/29/23) to be effective January 1, 2024.
#2 <b>Develop Recreation Division</b>			
Lead Staff: Alaina		Other Divisions Involved:	
Projected Milestones		On Track	Status and Comments
Continue to train new Recreation Supervisors and Coordinators Review and update job descriptions Work with Customer Service Representatives on Standard Operating Procedures, training and enhancing services. Work with the team to set priorities and goals		Yes	<b>Q1:</b> Recruiting a new Recreation Coordinator for youth development programs. Provided training in Excel to Customer Service Representative. Developing budgetary goals with Supervisors. <b>Q2:</b> Hired and training new Recreation Coordinator for youth development. Recruited marketing and special event volunteer to help the district while a staff member is out on maternity leave.
#3 <b>Create and Grow Sponsorships for Events and Programs</b>			
Lead Staff: Alaina		Other Divisions Involved:	
Projected Milestones		On Track	Status and Comments
Develop and implement Annual Sponsorships and new individual event sponsorship packets. Explore advertising options in Johnson Gymnasium Explore program sponsorships (i.e. pickleball).		Yes	<b>Q1:</b> Annual Sponsorship and individual event sponsorship packet for 2024 complete. Confirmed two new annual sponsors. <b>Q2:</b> Worked with Chamber Vice-President on potential partnership matches within their membership for sponsorships.