

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

#1 Navigate the COVID-19 Crisis			
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	Yes	<b>Q1:</b> Ad Hoc Committee named (Chair Rockenstein and Director Carroll) and will work with the District Administrator to start looking at the District's financial future. <b>Q2:</b> COVID-19 Preparedness Plan was updated, and training completed with staff at November 4 <sup>th</sup> District-wide meeting. -Ad Hoc Committee has met 2 times in this quarter. Nothing to report at this time. -Monthly budget reports have been provided to the Management staff to monitor revenue and expenditures. -Obtained sample Telework Policies to draft policy for the District.	
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			
#2 Complete Park and Recreation Master Plan Update			
Lead Staff: Mike Blondino		Other Divisions Involved: All	
Projected Milestones	On Track	Status and Comments	
Complete Public Survey	Yes	<b>Q1/Q2:</b> First public survey completed by Gates +Associates and results presented to the Advisory Board on October 15 <sup>th</sup> at their meeting. Feedback was given by the Advisory Board that will help with Focus Groups and additional surveys. The plan is to re-engage the public after the first of the year due to COVID burnout and the holidays.	
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			
#3 Enhanced Staff Training			
Lead Staff: Ingrid Penney		Other Divisions Involved: All	
Projected Milestones	On Track	Status and Comments	
Accident/Incident Training w/Works Comp	Yes	<b>Q1:</b> District wide Staff Training on 11/4/20, covered IIPP Update; Accident, Incident, Property Loss, and WCOMP forms and procedures. -Working with Staff to research online software i.e. Learnit; Staff Development, Computer Skills, etc. Criteria: Services offered; Accessibility (i.e. mobile, tablet,	
Growth Opportunities/Give staff tools to succeed			
Implement Performance Evaluation and Development Plan Tool for Supervisors			

<p>Trainings that focus on being pro-active and progressive concepts, along with cross training</p>	<p>desktop); Cost Structure (free, per user/per application or unlimited); Test functionality and user friendliness; Customers served; Reviews                      -Performance Evaluation and Development Plan Tool for Supervisors Model completed; FY2020-21 Evaluations will use the new format.                      -Continue to invite employees to participate in weekly and periodic Webinars on various subjects.  <b>Q2:</b> All non-supervisory staff have completed the mandatory SB1343 Harassment Prevention Training ahead of the 1/1/21 deadline using free online software (Target Solutions). Staff have been scheduled to participate in other courses using the same software platform covering various staff development topics.                      -Management staff have participated in an Annual Employment Law webinar to learn about the updates for 2021.                      -Information has been compiled for additional software platforms for review and selection.</p>
---	---

#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	Yes	<b>Q1:</b> Research has begun on the policy portion of this item. Staff has reviewed the first draft of policy and updates are underway. Also, work is being done on a brochure layout which we will have a draft in Q2. <b>Q2:</b> Draft of brochure layout has been reviewed.	
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	Yes	<p><b>Q1:</b> Applications for LSCC Play Area and Bocce Courts were submitted to OGALS by September 30<sup>th</sup>. Staff will follow up with documents requested by OGALS.</p> <p><b>Q2:</b> OGALS staff requested follow up information to the originally submittal. That information was provided by staff and we are awaiting to hear back from OGALS staff.</p>
	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	Yes	<b>Q1:</b> Rough R&D underway, inspection forms to be updated by the end of the year (2020). <b>Q2:</b> Fire extinguisher forms update completed 12-29-20. Facility inspection forms unable to be updated at this time.
	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	Yes	<b>Q1:</b> Held meeting with all maintenance staff to go over park inspection forms. R&D underway to implement for individual parks. Will begin creating inspection forms over the next few months. <b>Q2:</b> Held meeting with all maintenance staff to go over park inspection forms. R&D underway to implement for individual parks. Will begin creating inspection forms over the next few months.
	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)	Yes	<b>Q1:</b> Disk golf have been re-located. <b>Q2:</b> Bocce Courts construction was complete as of October 16 <sup>th</sup> . Remaining amenities ie; benches, trash cans and sign board were delivered in December. Items will be assembled and installed in Q3. Court rules have been developed and will be posted on sign board upon arrival. Staff has connected with the Executive Director of the Italian Culture Center regarding possible rentals and league partnerships.
	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	Yes	<b>Q1:</b> New Tiny Tots HVAC completed August 25 <sup>th</sup> . Awaiting grant results for remaining aspects. <b>Q2:</b> CRPD/Parks Foundation did not receive SMUD Shine Grant funding for upgrade to Vet's Hall. Will need to find another source of funding for upgrades. Staff and Foundation are meeting in Q3 to dissect information received from SMUD staff about our grant application.	
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	Yes	<b>Q1:</b> Tile installation complete. Vinyl flooring and baseboards to follow. Lots of items on the punch list to complete. Ramp to front door to be built over the next few months. Driveway improvement are still planned for Spring 2021. <b>Q2:</b> Vinyl flooring installation 99% complete. Restroom fixtures ie: mirror, paper dispensers, hot water heater, custodial mop sink and baseboards to be installed week of 1-11-21. Kitchen hood vent, oven and ice machine to be installed week of 1-18-21. Lots of cleaning and little items to complete. Ramp and front door hardware week of 1-25-21 Driveway improvement Spring '21	
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.	N/A	N/A	

**ADMINISTRATIVE SERVICES**

#1 Record Retention Policy			
Lead Staff: Ingrid Penney		Other Divisions Involved:	
Projected Milestones		On Track	Status and Comments
Identify Records	Yes		Q1: Scanning documents to pdf for record management started. Q2: No updates at this time.
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	Yes		Q1: Completed review of cash handling procedures. Working on the update. Q2: No updates at this time.
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	Yes		Q1: Working with Staff to research and compare difference online software solutions, i.e. Bamboo, ADP, NeoGov, Clear Company using the same criteria as Staff Training. Q2: Information has been compiled for review and selection.
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	Yes		Q1: Scheduled Audit fieldwork for the Spring 2021 (February) Q2: Preparation for fieldwork started. Onsite fieldwork tentatively scheduled for 2/2 - 2/11.
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.	Yes	<p><b>Q1:</b> Virtual Founder’s Day was successful with Car Show, Community Engagement Videos, and performance by Todd Morgan. Wall of Honor and Tree Lighting planning is underway with current restrictions. Developed and implemented EggTober as an alternative choice for parents for Halloween. Sold out (50 spots) in 10 days.</p> <p>-Twelve weeks of Distant Learning Camp has gone well, and program remains full.</p> <p>-Staff is currently working with Sacramento Guitar Society and Sac Fine Arts for virtual or in-person class offerings. Starting new Basketball Clinics program with two pods of coaches and players.</p> <p>-Approved field use for CGS, DCYSC, and CVFC. Rented baseball fields to Sacramento Baseball Center (approved plan). Gym rentals scheduled to start December 1<sup>st</sup>.</p> <p><b>Q2:</b> Successful Holiday Car Crawl event.</p> <p>-We continue to provide Distant Learning Camp to help support parents and children while schools are not permitted for in-person learning.</p> <p>-Prepared to begin gym rentals once Sacramento County is in red. Preparing outdoor youth sports classes using updated State and County guidance. Facility rental virtual tours work has begun and will likely be live on our website by February.</p>	
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	Yes	<p><b>Q1:</b> Goal is to have these finalized and implemented in Spring 2021.</p> <p><b>Q2:</b> On track for Spring 2021 (dependent on COVID-19 restrictions and opening of facilities for rentals).</p>	
Establish electronic surveying tools to collect and analyze data			
Establish procedures for supervising staff to implement evaluations			
Establish reporting mechanism for surveying results			

#3	Prepare for Garfield House to be turned into a Facility Rental		
	Lead Staff: Alaina		Other Division Involved:
	Projected Milestones	On Track	Status and Comments
	Prepare facility specific rental procedures and rules	Yes	<b>Q1:</b> Fee study for comparable facilities has been completed. Staff is working with subcommittee on furniture approvals. <b>Q2:</b> Draft of Rental Rules complete. Working with Park Services Manager on amenity features and placements. Rental fee research near completion and recommended fees to be determined by end of January. Supply list has been finalized. Seeking additional financial support from Foundation. Supplies will be ordered by the end of January.
	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.		

#4	Create Services and Supply Budget Tracking System for Recreation Division		
	Lead Staff: Alaina		Other Division Involved: Administrative
	Projected Milestones	On Track	Status and Comments
	Create master document on Excel	Yes	<b>Q1:</b> Document is in draft form and will be ready for District Administrator initial feedback and complete review this month. <b>Q2:</b> On track to have draft completed and to put in numbers based on the mid-year budget review.
	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		