

11/8/2019

2019-20 Annual Work Plan and Quarterly Reports

Key Initiatives – Major policy initiatives to be implemented by the district during the fiscal year

#1	RFP -Park and Recreation Master Plan Update		
	Lead Staff: Mike Blondino		Other Divisions Involved:
	Projected Milestones	On Track	Status and Comments
	Develop Request for Proposal for Park and Recreation Master Plan Update with staff	Yes	Q2: The Request for Proposal has been developed and released after review by all management staff. Proposals are due back on 1/17/20.
	Advertise RFP and review results with selection committee made up of staff and Facility Committee.		
	Provide Advisory Board with candidates(s) and select consultant for the Master Plan update		
	Begin work with consultant hired for Master Plan update and set Public Meeting dates and social media campaign		

#2	Memorial Bench/Brick/Tree Program		
	Lead Staff: Stephanie Young		Other Divisions Involved: All
	Projected Milestones	On Track	Status and Comments
	Research and develop criteria for program with consideration to Naming Policy	No	Q2: Some research has been done and turned over to District Administrator upon the departure of the Analyst.
	Create program / brochure content / marketing material		
	Staff review		
	Seek input and approval from Policy Committee		
	Advisory Board Approval		
	County Board Approval		
	Implement District Procedures for program		

#3	Staffing Assessment		
	Lead Staff: Mike Blondino	Other Divisions Involved: All	
Projected Milestones	On Track	Status and Comments	
Hire consultant for Staffing Assessment of District	Yes	Q2: CRPD contracted with former City Manager and Park and Recreation Director Randy Schwartz to do the staffing assessment. Pre-questionnaire were distributed to 22 staff members and then 1:1 meetings took place in November and December. Report is expected back in Q3.	
Consultant to interview all full-time and regular part-time staff, first with pre-questionnaire before doing 1:1 session with all 22 staff members			
Develop training program that emphasizes opportunity for growth and potential leaders for succession planning.			
Review short and long term recommendations with Personal Committee, followed by the Advisory Board			
Begin to implement recommendations approved by the Advisory Board			

- 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 Test Weed Removal products			
Lead Staff: James Perry		Other Divisions Involved:	
Projected Milestones	On Track	Status and Comments	
Research available weed removal products	Yes	Q2: Research into alternative products was done and a meeting with our local distributor took place. It was decided by staff to try a new product call Cheetah Pro. Staff plans to be testing in Q3.	
Test products in side by side, controlled area for R&D			
Provide results to District Administrator and make recommendation			

#2 Facility / Fire Extinguisher and Park Standards Inspection Form Update / Revisions			
Lead Staff: James Perry		Other Divisions Involved: Facilities , Office Staff	
Projected Milestones	On Track	Status and Comments	
Update and revise quarterly facility inspection forms that provide accurate facilities and amenities.	No	Q2: Staff has yet to begin this process. This work plan item will be delayed due to being down 2 full-time staff in facilities.	
Update and revise monthly fire extinguisher inspection forms. Provide current vehicle and rental locations as part of the process.			
Create a park standard inspection form for each park to track park standards and work completed on a quarterly basis.			

#3 C.P Ballfield 1 & 2 turf improvement project			
Lead Staff: James Perry		Other Divisions Involved: Recreation	
Projected Milestones	On Track	Status and Comments	
Provide cost assessment for feasibility	Yes	Q2: Staff has met with School District staff about borrowing aerating equipment for use in the spring. Still working on other milestones, but nothing definitive yet regarding plan, time available to do renovation, and cost.	
Determine available field time for renovation			
Create new irrigation plan/drawing			
Install new irrigation for BF 1 & 2			
Obtain/Borrow equipment for turf renovation ie: aerator, top dresser			
Renovate turf			
Evaluate the results and provide a final budget cost			

PM #1 Percent of maintenance standards met at park land (report quarterly) FUTURE METRIC.....NOT FOR FY 2019/20					
FY 2020-21		Q1	Q2	Q3	Q4
TARGET	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
%	%	%	%	%	%
Explanation/Evaluation of Results:					
FY 2021-22		Q1	Q2	Q3	Q4
TARGET	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
%	%	%	%	%	%
Explanation/Evaluation of Results:					
Variance between current and previous fiscal year:					

PM #2 Water usage per acre at developed community parks (report annually) FUTURE METRIC.....NOT FOR FY 2019/20					
FY 2020-21		Q1	Q2	Q3	Q4
TARGET	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
Explanation/Evaluation of Results:					
FY 2021-22		Q1	Q2	Q3	Q4
TARGET	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
Explanation/Evaluation of Results:					
Variance between current and previous fiscal year:					

PLANNING AND DEVELOPMENT

#1 Electronic Reader Board			
Lead Staff: Stephanie Young		Other Divisions Involved: All	
Projected Milestones	On Track	Status and Comments	
County Ordinance / Code Research	No	Q2: Staff engaged the County regarding upgrading to a new electronic Reader Board and discovered the current Reader Board was never permitted. Staff is working with County to see what options are available to move the project forward.	
Budget Amount / secure additional funds if necessary			
Vendor engagement			
Reader Board research / selection			
Reader Board sign policy DRAFT			
Policy Committee engagement			
Maintenance oversight / install			
Advisory Board adoption of policy			
Recreation Management plan			

#2 Bocce Ball Court Project			
Lead Staff: James Perry / Stephanie Young		Other Divisions Involved: ALL	
Projected Milestones	On Track	Status and Comments	
Amend Master Plan with County	Yes	Q2: Amended Master Plan bringing the 4 Bocce Ball Courts together in one location was approved by County Board of Supervisors on 12/10/19. HLA has begun the process of revising the plans and specs. Should be completed in January.	
Submit Request for Revised Plans to HLA			
Complete Community Outreach			
Tie project into Prop 68 Grant application			
Re-route Disc Golf Course (2 holes)			
DRAFT Operations & Rental Policies			
Policy Committee engagement			
Advisory Board Approval re: new policies			
Monitor Fund Balance			
Prepare Bid Packet			
Select Contractor			
Construction			

ADMINISTRATIVE SERVICES

#1 Record Retention Policy			
Lead Staff: Ingrid Penney		Other Divisions Involved:	
Projected Milestones	On Track	Status and Comments	
Identify Records	Yes	Q2: Reviewed record/document types. Obtained Record Retention guidelines from the CSDA. Started exploration of recommended permanent media types.	
Explore different storage options			
Research/Determine method - Staff/Contract			
Develop/Recommend Record Retention Policy for AB Approval			
Implement policy			

#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 current cash handling processes	Yes	Q2: Started review of current cash handling processes, strengths and weaknesses.	
Assess strengths and deficiencies			
Update Procedures reflecting current staffing levels			
Develop procedures			
Implement procedures			

#3 Modernize HR Services			
Lead Staff:		Other Division Involved: Recreation and Parks	
Projected Milestones	On Track	Status and Comments	
Explore online application services	Yes	Q2: Started exploration of software solutions for application services. One example is CivicPlus - an integrated platform with Recreation Management (program/facilities), HR/EE Management (application to performance), Agenda/Meeting Management, etc. Started review of applicant screening procedures.	
Explore Virtual Timeclocks options			
Review and update HR's New Hire Binder			

PM #1 Track Volume of RecPro Transactions Location (CP/ONLINE/LS)					
FY 2019-20		Q1	Q2	Q3	Q4
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
		687/245/806	567/178/658		
FY 2018-19					
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
	2261/679/3498	652/141/970	498/86/784	514/143/838	597/309/864
		35/104/-164	69/92/-126		
PM #2 Track HR Function – Applications (set up for Interview by Adm Divlsion)					
FY 2019-20		Q1	Q2	Q3	Q4
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
		30	18		
FY 2018-19					
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
	127	32	34	30	31
Variance between current and previous fiscal year:		-2	-16		
PM #3 Track HR Function – Background Checks					
FY 2019-20		Q1	Q2	Q3	Q4
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
		21	12		
FY 2018-19					
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
	83	17	13	25	28
Variance between current and previous fiscal year:		4	-1		

PM #4 Track HR Function – New Hire Orientation (Regular positions)					
FY 2019-20		Q1	Q2	Q3	Q4
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
		1	1		
FY 2018-19		Q1	Q2	Q3	Q4
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
	6	2	1	2	1
		-1	0		
PM #5 Track Invoices-Claims/JV Processed					
FY 2019-20		Q1	Q2	Q3	Q4
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
		696/0	794/1		
FY 2018-19		Q1	Q2	Q3	Q4
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
	3314/17	745/0	805/5	872/3	892/9
Variance between current and previous fiscal year:		-49/0	-11/-4		

RECREATION

#1 Increase Recreation Division Revenue to cover the Increase in Minimum Wage			
Lead Staff: Alaina		Other Division Involved: Administrative	
Projected Milestones	On Track	Status and Comments	
Increase participation in classes by 5%	Yes	Q2: Class participation numbers are down by 28% for the first two quarters. Instructors for several of the district's popular classes are no longer teaching (Creative Movement, MDMPD, Preschool Hip Hop, and Tap). Baby Ballet, Kidz Love Soccer, Tai Chi, Fitness, and Tennis continue to have consistent attendance. Youth Sports participation numbers are up 6% for the first two quarters with significant growth in the district youth volleyball programs. Exploring options to partner with the Carmichael Library for Teen and Older Adult/Senior programs. Will begin research on Beer Gardens in January.	
Increase participation in youth sports by 5%			
Explore programing options for Teens and Older Adults/Seniors			
Explore the option of Beer Gardens at Events			
Increase promotions by utilizing videos – facilities, programs, events, classes, etc. (Need to look into a district wide photo release policy)			

#2 Program and Facility Rental Evaluations			
Lead Staff: Alaina		Other Division Involved:	
Projected Milestones	On Track	Status and Comments	
Create standardize program/class evaluation form	Yes	Q2: Will be starting toward the end of January.	
Create facility rental evaluation form			
Establish electronic surveying tools to collect and analyze data			
Establish procedures for supervising staff to implement evaluations			
Establish reporting mechanism for surveying results			

#3	Management of Sports Facility Use Agreements		
	Lead Staff: Alaina	Other Division Involved: Maintenance and Administrative	
	Projected Milestones	On Track	Status and Comments
	Update expiring agreements	Yes	Q2: Completed expiring agreements. Board Approved. Plan is to develop supporting tracking documents by the start of the spring sports season (Beginning of March).
	Create tracking document for agreements notable dates including updated insurance, roster requests, invoices, payments, pre-season meetings, post-season meetings.		
	Create document for tracking facility use repair requests/maintenance attention items		

#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	Q2: Will begin work on this in March.
	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		

PM #1		Total event attendees (report quarterly)			
FY 2019-20		Q1	Q2	Q3	Q4
TARGET	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
30,750 (3% Growth)		17,829	4,140		
Explanation/Evaluation of Results:					
FY 2018-19		Q1	Q2	Q3	Q4
TARGET	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
	29,864	17,552	4,004	760	7,548
Explanation/Evaluation of Results:		Above last year, close to the 3% growth goal. Less attendance at 4 th of July (2,000) than previous year.	Meeting 3% growth goal.		
Variance between current and previous fiscal year:		277	136		

PM #2		Total average daily attendance of youth development registrants (report quarterly)			
FY 2019-20		Q1	Q2	Q3	Q4
TARGET	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
6,520 (3% Growth)		1,279	1,495		
Explanation/Evaluation of Results:		Elimination of Kids Carnival (-200), less registered for Sunsplash (-19), and September KHO (-17) along with some other small fluctuations.	Did not offer the Kids Night Out program in October or December which accounts for most of this decline.		
FY 2018-19		Q1	Q2	Q3	Q4
TARGET	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
	6,330	1,600	1,540	1,530	1,660
Explanation/Evaluation of Results:					
Variance between current and previous fiscal year:		(-321)	(-45)		

PM #3		Total average daily attendance of adult sports registrants (report quarterly)			
FY 2019-20		Q1	Q2	Q3	Q4
TARGET	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
6,255 (3% Growth)		1,819	1,142		
Explanation/Evaluation of Results:		Team total for Summer leagues were up by 5 teams (76 in 2019 compared to 71 in 2018). Smaller amounts of player per team account for this small difference.	Increased total number of Fall league teams by 3 (68 in 2019 compared to 65 in 2018). Over percentage growth goal.		
FY 2018-19		Q1	Q2	Q3	Q4
TARGET	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
	6,074	1,825	1,034	1,448	1,767
Explanation/Evaluation of Results:					
Variance between current and previous fiscal year:		(-9)	108		

PM #4		Number of facility rentals (report quarterly)			
FY 2019-20		Q1	Q2	Q3	Q4
TARGET	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
840 (3% Growth)		144	223		
Explanation/Evaluation of Results:		Meeting growth goal.	More rentals than previous year but below percentage growth goal.		
FY 2018-19		Q1	Q2	Q3	Q4
TARGET	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
	815	140	221	243	211
Explanation/Evaluation of Results:					
Variance between current and previous fiscal year:		4	3		

PM #5		Total Youth Scholarships received to attend Recreation programs (report quarterly)			
FY 2019-20		Q1	Q2	Q3	Q4
TARGET	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
235 (5% Growth)		100	60		
Explanation/Evaluation of Results:		Reached percentage growth goal.	Significant growth. Well over 5% growth increase goal.		
FY 2018-19		Q1	Q2	Q3	Q4
TARGET	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
	224	94	33	41	56
Explanation/Evaluation of Results:					
Variance between current and previous fiscal year:			27		