

General		
#1	Recreation Software (CivicRec) Implementation	
	Lead Staff: Alaina	Other Divisions Involved: Administrative
	Projected Milestones	Status and Comments
	1) Begin processing all new facility rentals in CivicRec.	Q1: Facility rental reservations started on CivicRec as planned on 8/1/25. Staff continue to learn and adjust the system as needed. Two additional staff members have been trained on registration and rental intake to help with customer service representative/office coverage.
	2) Monitor system for errors and address issues.	
	3) Train recreation and administrative staff in system.	
	4) Process all agreement -related invoices through system.	Q2:
	5) Implement payment tracking and overdue reminders.	
	6) Create customer feedback survey for rentals, programs, and classes and configure the system to automatically send surveys after rental/program/class.	Q3:
	Q4:	

General		
#2	Complete Foundation Funded Improvements	
	Lead Staff: Alaina & James	
	Other Divisions Involved: Stacey	
	Projected Milestones	
	Status and Comments	
	1) Receive updated quotes for audio and video improvements for the John Smith Hall and Clubhouse	Q1: New portable PA system has been purchased as well as new community garden signage. Researching new audio and video companies as previous company is no longer a viable option for improvement projects.
	2) Contract with selected company for audio and video installation	
	3) Purchase new portable PA system	Q2:
	4) Purchase and install new drinking fountains for CP Clubhouse and LSCC KHO	
		Q3:
	Q4:	

General		
#3	Measure G Bond Projects Series 2023 and 2025	
	Lead Staff: All	
	Other Divisions Involved: All	
	Projected Milestones	
	Status and Comments	
	1) Work with Landscape Architects, consultants and contractors for projects at Carmichael Park, La Sierra, Glancy Oaks, Jan Park, O'Donnell Park and Cardinal Oaks	Q1: Landscape architects completed plans on Series 2023 projects at Carmichael Park, La Sierra, Cardinal Oaks and Glancy Park. Glancy Oaks, La Sierra, and Carmichael Park had groundbreaking and construction started. Cardinal Oaks is still in permitting phase. Landscape architects were selected for Series 2025 projects at La Sierra, Jan Park, O'Donnell Park and Carmichael Park. Design work has started for Jan Park and Carmichael Park.
	2) Complete plans, bidding, contracts, and then construction of projects at all sites	Q2:
	3) Promote all projects to the community and hold Grand Openings	Q3:
		Q4:

Parks		
#1	John Smith Hall	
	Lead Staff: James Perry	
	Other Divisions Involved:	
	Projected Milestones	
	Status and Comments	
	1) Update quotes for door and concrete work	Q1: While this project/improvement is still desired, the District's general fund balances may not support it at this time. Discussion may be had to instead use Bond interest funds to complete this improvement.
	2) Select contractors for said work	
3) Replace concrete approach and install new ADA doors.		
	Q2:	
	Q3:	
	Q4:	

Parks		
#2	O'Donnell/Patriots Parks Basketball Court Resurfacing/Striping	
	Lead Staff: James Perry	
	Other Divisions Involved:	
	Projected Milestones	
	Status and Comments	
	1) Procure quotes from contractors	Q1: With the available project funds within the O'Donnell/Heritage Park Improvement Bond project we have included this aspect into the overall O'Donnell project to be completed in Spring/Early Summer 2026.
	2) Select contractors	
3) Schedule/complete the Project		
	Q2:	
	Q3:	
	Q4:	

Recreation		
#1	Assess the fit, function, and effectiveness of the Customer Service Representative positions.	
	Lead Staff: Alaina and Matt	Other Divisions Involved:
	Projected Milestones	Status and Comments
	1) Assess the Fit - Whether the role matches district needs and aligns with the district's mission, culture and customer expectations. (Ex: Do the CSR job duties reflect what the community needs from front-line staff? Is staffing level appropriate?)	Q1: The HR Section Manager, Recreation Services Manager, and CSR have met over the past two months to assess the fit, function, and effectiveness of the Customer Service Representative position. Two additional meetings are scheduled, and a management survey is being developed to gather broader feedback to inform next steps and potential recommendations.
	2) Assess the Function - How well are the positions' responsibilities and processes carried out day-to-day. (ex: Are CSRs equipped with the right tools and workflows to process rentals, registrations, and customer inquiries efficiently?)	
	3) Assess the Effectiveness - The impact and outcomes of the position (Ex: Are CSRs resolving customer issues, meeting service standards, and contributing to overall customer satisfaction?)	Q3:
	4) Create a new Customer Service Representatives Standard Operating Procedure Manual	
	5) Evaluate new Standard Operating Procedures and make necessary adjustments.	Q4:

Recreation		
#2	Increase sponsorships and search for in-kind services and/or donations opportunities	
	Lead Staff: Alaina	
	Other Divisions Involved:	
	Projected Milestones	
	Status and Comments	
	1) Create Annual Community Garden Sponsorship proposal packet. Compile a target list of local businesses, service clubs, or corporate social responsibility programs aligned with community wellness, sustainability, gardening, etc. Reach out to target list and secure sponsorship commitment.	Q1: Staff are confirming Annual Special Event Sponsor and Individual MVP Event Sponsors.
		Q2:
2) Work with maintenance and printing company to create sponsor/advertisement application plan for the walls in the Johnson Gymnasium. Create a La Sierra CC Johnson Gym Sponsorship/Advertisement proposals packet. Compile a target list of local businesses. Reach out to target list and secure sponsorships/advertisements.	Q3:	
3) Create in-kind donation list of high-impact needs that could be met through good or services instead of direct funding. Identify potential donors (local business, service providers, community groups, corporate partners). Create an in-kind donor request form to match identified needs with the most relevant donor prospect. Create a recognition plan to provide public acknowledge via website, social media, and newsletter for in-kind donations. Create and maintain donation inventory log for annual review and recognition.	Q4:	

Recreation		
#3	Increase class and/or program offerings	
	Lead Staff: Alaina	Other Divisions Involved:
	Projected Milestones	Status and Comments
	1) Identify gaps in existing offerings and set goals in offering categories.	Q1: Staff are working with several companies and independent contractors on classes, camps, and sport programs planned for late winter/early spring.
	2) Identify and recruit qualified instructors and/or companies.	
	3) Evaluate current facility schedules for open time slots and necessary equipment.	Q2:
	4) Pilot new class types to gauge community interest. Integrate seasonal and trend based offerings	
	5) Launch targeted marketing campaign to promote new classes.	Q3:
	6) Evaluate class performance. Retain successful classes and phase out low-interest ones.	
		Q4:

2024-25 Annual Work Plan and Quarterly Reports

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

Finance		
#1	Annual Budget FY 2026-2027	
	Lead Staff: N/A	Other Divisions Involved: All
	Projected Milestones	Status and Comments
	1) Create a more streamlined budget spreadsheet	Q1: No movement on this goal to date. FSM left in October 2025.
	2) Research and evaluate accounting software	
	3) Review FY 2025-2026 Budget	
	4 Prep & AB Retreat - Feb 2026	Q2:
	5) Mid-Year Budget - Feb 2026	
	6) Meet with Management Team to review YE projections, create proposals for FY 26-27	
	7) Meet with AB Budget Committee - March	Q3:
	8) Present recommended Budget to full AB - March	
	9) Submit Budget to Analyst in OCE	
	10) Board of Supervisors Budget Approval - June	
		Q4:

2024-25 Annual Work Plan and Quarterly Reports

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

Finance		
#3	Audit for FY 2024-2025	
	Lead Staff: Matt	
	Other Divisions Involved: Stacey, Ty	
	Projected Milestones	
	Status and Comments	
	1) Schedule & Train on Audit Procedures	Q1: FSM left in October 2025. Audit has had slow progress into Q2, mostly spearheaded by Ty and Matt. Questionnaires were started in September 2025.
	2) Review outstanding Audit issues	
	3) Prepare records, complete questionnaire	
	4) Pull samples, fieldwork with auditor	Q2:
	5) Draft Audit report, prepare MD&A	
	6) Present to AB, Submit to Sac County DOF	
		Q3:
	Q4:	

Human Resources		
#1	Finance Section Manager	
	Lead Staff: Matt	Other Divisions Involved: Stacey
	Projected Milestones	Status and Comments
	1) Onboard the new FSM	Q1: FSM was onboarded successfully, registered for all accounts, and had functioning electronics. Unfortunately, the candidate was not a successful fit for the position once working in it and left in early October 2025.
	2) Ensure all electronics are prepared and ready	
	3) Train in COMPASS, sign off from County	
	4) Set up as Unit Program Coordinator for P-Card	
	5) Register for all sites, bank accounts, etc	
		Q2:
		Q3:
	Q4:	

Human Resources		
#2	Update and Implement an Annual Review System	
	Lead Staff: Matt	Other Divisions Involved: All Managers
	Projected Milestones	Status and Comments
	1) Determine review groups: Managers, Seasonal, etc	Q1: Tested using Bamboo to create and track reviews with the Summer Seasonal staff. It was well received by staff and supervisors. More work will need to go into stronger questions for FT and leadership staff, as well as establishing if reviews can go to multiple levels.
	2) Create reviews, possibly using Bamboo's system	
	3) Create a policy for reviews, how many levels up?	
	4) Implement new system throughout the District.	
		Q2:
		Q3:
		Q4:

Human Resources		
#3	Staff Development	
	Lead Staff: Matt	
	Other Divisions Involved: Fun Brigade	
	Projected Milestones	
	Status and Comments	
	1) Restart regular Social Committee (Fun Brigade) meeting	Q1: Held a meeting, (10/1/25) and had a fun trivia lunch that was partnered with trainings and Open Enrollment information.
	2) Look at possible on or offsite gatherings	
	3) Staff Recognition - Wall of Fame	Q2:
4) Team explorations of Measure G projects: ex, learn to play pickleball on the new Carmichael Park courts	Q3:	
	Q4:	

Human Resources		
#4	Personnel Training and Incentives	
	Lead Staff: Matt	
	Other Divisions Involved: Stacey	
	Projected Milestones	
	Status and Comments	
	1) Complete Personnel Policy & rollout to staff	Q1: Personnel Policy was approved by the Advisory Board in August 2025 and rolled out to all staff. In early September an online suggestion box was created on the website, as well as cleaning up the Contact Us sections. There have been a few external suggestions sent in.
	2) Review employee incentives (District discounts? General discounts as a Parks employee?)	
	3) Create a "suggestion box" program	Q2:
	4) Create a Quarterly Training Calendar	
	5) Stay on top of Benefits Projections.	
	Q3:	
	Q4:	