

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	Q1/Q2: Ad Hoc Committee named (Chair Rockenstein and Director Carroll) and will working with the District Administrator to start work looking at the District's financial future. COVID-19 Preparedness Plan was updated, and training completed with staff at November 4 th District-wide meeting.
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	Q1/Q2: First public survey completed by Gates +Associates and results presented to the Advisory Board on October 15 th 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	Q1: 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, desktop); Cost Structure (free, per user/per application or unlimited); Test functionality and user friendliness; Customers served; Reviews
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		

		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.
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#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	Q1: 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.
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	Q1: Applications for LSCC Play Area and Bocce Courts were submitted to OGALS by September 30 th . Staff will follow up with documents requested by OGALS.
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		

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	Q1: Rough R&D underway, inspection forms to be updated by the end of the year (2020).
	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	Q1: 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 st 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	Q1: Disk golf have been re-located. Bocce Courts construction is complete as of October 16 th . Awaiting delivery of remaining amenities ie; benches, trashcans and sign board. Items will then be assembled and installed. 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	Q1: New Tiny Tots HVAC completed August 25 th . Awaiting grant results for remaining aspects.	
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"> 1. HVAC upgraded for north room 2. Staff drywall and paint north room 3. Install drip irrigation and native plants 			

#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	Q1: 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.	
Improve parking lot area-Fall 2020			
Improve driveway to Garfield House-Spring 2021			
Landscare 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.	
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.	
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.	
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)	
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	Q1: 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. Twelve weeks of Distant Learning Camp has gone well, and program remains full. 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. Approved field use for CGS, DCYSC, and CVFC. Rented baseball fields to Sacramento Baseball Center (approved plan). Gym rentals scheduled to start December 1 st .
	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	Q1: Goal is to have these finalized and implemented in Spring 2021.
	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	Q1: Fee study for comparable facilities has been completed. Staff is working with subcommittee on furniture approvals.
	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	Q1: Document is in draft form and will be ready for District Administrator initial feedback and complete review this month.
	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		