

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. Q3: Gates +Associates were chosen from a group of 3 applicants. They had the strongest proposal of the 3 groups, in-person presentation was outstanding and was had strong recommendation. Q4: Consultant is working with Advisory Board and staff to start the Master Plan update in late June or early July.
	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. Q3 and Q4: No progress
	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	<p>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.</p> <p>Q3: Report was completed and many of the recommendations were included in the presentation to the Advisory Board in February. This included new staff positions (using money from vacant positions) and increased maintenance funding for a turf program. Also included moving staff person from DO to LCSS so that all registration would be at one site. All were then incorporated into the FY 2020-21 budget.</p> <p>Q4: This Work Plan item now on HOLD due to COVID-19 budget impacts.</p>
	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. Product has been procured and testing will commence this week at Sutter/Garfield 2-4-20. Product was tested, overall results: more product will need to be used more often as it's not as effective as roundup.	
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. Form revisions will take place over quarter 3 & 4. Q3 & Q4: This work plan item delayed due to being down full-time staff in facilities as well as COVID-19.	
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	No	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. Q3: This project was going to be moved to FY 2020-21 with the inclusion of funding for a new position called Parks Tech that would oversee turf and irrigation projects. There would also be funding for material and equipment. Q4: This Work Plan item now on HOLD due to COVID-19 budget impacts.	
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. Q3: This was moved to FY 2020-21 budget due to permitting issue and cost. Q4: This Work Plan item now on HOLD due to COVID-19 budget impacts.
Budget Amount / secure additional funds if necessary		
Vendor engagement		
Reader Board research / selection		
Reader Board sign policy DRAFT		
Policy Committee engagement		
Maintenance oversite / 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. Q3: Plans from HLA were completed and submitted to staff. Cost of Bocce Project did increase, and Advisory Board has authorized another \$50,000 towards the project. Q4: Bocce Ball Court Project was sent out to bid on May 29. There were 7 companies at the walk through in June with bids due back on June 30. No bids were received. We followed up to request proposals from the participating contractors to provide a bid on the base bid only, due July 10 at 1pm. Four bids were received with at least one within the architect's cost estimates.
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	No	Q2: Reviewed record/document types. Obtained Record Retention guidelines from the CSDA. Started exploration of recommended permanent media types. Q3: & Q4: Moved additional records to Storage. No additional progress made. Focus re-directed due to COVID-19.	
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	No	Q2: Started review of current cash handling processes, strengths and weaknesses. Q3 & Q4: Workflow was updated recently. No additional progress made due to impacts from COVID-19. We will reassess staff resources and service delivery.	
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	No	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. Q3: Received a proposal from CivicPlus. We will look for more affordable, effective alternatives. Q4: No additional progress made.	
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 Division)					
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					
	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					
	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%	No - Re-evaluate goals for next work plan due to COVID-19	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. Q3: Metrics for classes and youth sports have yet to be calculated due to COVID-19 office closures. Q3 & Q4: Beer Garden was planned for 4 th of July. Event Cancelled.	
Increase participation in youth sports by 5%			
Explore programming 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	No - Move to next work plan	Q2: Will be starting toward the end of January. Q3 & Q4: Drafts of all evaluations were created and have been reviewed by recreation staff and District Administrator. Work on this was set aside due to COVID-19 and will resume in the next work plan.	
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 - Completed once Advisory Board approves CVFC FUA	Q2: Completed CGS and CLL expiring agreements. Board Approved. Plan is to develop supporting tracking documents by the start of the spring sports season (Beginning of March). Q3: Tracking documents were created Q4: CVFC (previously CSC) was updated and goes to the Advisory Board in July.
	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	No - move to next work plan	Q2: Will begin work on this in March. Q3 & Q4: Project was pushed back due to COVID-19 pressing items/reports/projects. Will need to move this to the next work plan
	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	2		

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	45	
Explanation/Evaluation of Results:		Reached percentage growth goal.	Significant growth. Well over 5% growth increase goal.	Growth over previous year even with few scholarships at the end of the quarter due to COVID-19	
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:		6	27	4	