

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	No	<p>Q1: 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.</p> <p>Q2: COVID-19 Preparedness Plan was updated, and training completed with staff at November 4th District-wide meeting.</p> <p>-Ad Hoc Committee has met 2 times in this quarter. Nothing to report at this time.</p> <p>-Monthly budget reports have been provided to the Management staff to monitor revenue and expenditures.</p> <p>-Obtained sample Telework Policies to draft policy for the District.</p> <p>Q3: CRPD submitted the financial impact of lost revenue and cost of PPE/COVID-19 related expenses, joining with CARPD to address funding available through the Federal Stimulus received by the County.</p>	
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	<p>Q1/Q2: First public survey completed by Gates +Associates and results presented to the Advisory Board on October 15th 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.</p> <p>Q3: 4 Focus Groups were held in January via Zoom. There was light attendance, but good input. This led to a decision to hold a Virtual Town Hall in February, which was tremendously successful with a peak of 153 participants. There was also very good input given in the 2+ hour Zoom meeting.</p>	
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	<p>Q1: District wide Staff Training on 11/4/20, covered IIPP Update; Accident, Incident, Property Loss, and WCOMP forms and procedures.</p> <p>-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</p> <p>-Performance Evaluation and Development Plan Tool for Supervisors Model completed; FY2020-21 Evaluations will use the new format.</p> <p>-Continue to invite employees to participate in weekly and periodic Webinars on various subjects.</p> <p>Q2: 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.</p> <p>-Management staff have participated in an Annual Employment Law webinar to learn about the updates for 2021.</p> <p>-Information has been compiled for additional software platforms for review and selection.</p> <p>Q3: In addition to weekly free Webinars, met with Division Managers for input on software platforms. Access to trial online software platform to be reviewed.</p>
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		

#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	<p>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.</p> <p>Q2: Draft of brochure layout has been reviewed.</p> <p>Q3: The policy portion of the program is complete. The draft of the brochure is going through a final version. Both will be presented to the Policy and Program Committee in Q4 and then the full Advisory Board.</p>
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	<p>Yes</p> <p>Q1: Applications for LSCC Play Area and Bocce Courts were submitted to OGALS by September 30th. Staff will follow up with documents requested by OGALS.</p> <p>Q2: 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> <p>Q3: OGALS sent the contracts to be signed this quarter and those were completed and returned. We will start submitting invoices in Q4 for reimbursement.</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	Q1: Rough R&D underway, inspection forms to be updated by the end of the year (2020). Q2: Fire extinguisher forms update completed 12-29-20. Facility inspection forms unable to be updated at this time. Q3: No updates.
	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. Q2: 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. Q3: New inspection forms are being finalized and will be tested in Q4.
	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. Q2: Bocce Courts construction was complete as of October 16 th . 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. Q3: All the amenities were installed; Bocce Ball Courts were open to the public on February 5 th ! Prop 68 sign received and will be installed the week of 4-11-21.
	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	No	<p>Q1: New Tiny Tots HVAC completed August 25th. Awaiting grant results for remaining aspects.</p> <p>Q2: 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.</p> <p>Q3: We will move forward with HVAC and North room upgrades in Fall 2021, which will be funded by CIP budget. Working with Parks Foundation and Rotary on funding for re-landscaping, display case, and storage for vets' items. This item will be continued in the FY 2021-22 Work Plan.</p>
	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	<p>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.</p> <p>Q2: Vinyl flooring installation 99% complete. Restroom fixtures i.e.: mirror, paper dispensers, hot water heater, custodial mop sink and baseboards to be installed week of 1-11-21. Kitchen hood vent, range, 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.</p> <p>Q3: Driveway improvement underway and to be completed week of 4-4-21. Interior house punch list nearly complete. Window treatments ordered and est. installation by mid-April. Garfield House should be ready for rentals by end of April. Working with local landscape architect for price to do landscape design and install cost.</p>
	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	No	Q1: Scanning documents to pdf for record management started. Q2: No updates at this time. Q3: No updates at this time. Plan to digitize minutes for Server storage in Q4, beginning with 1970's & 1980's records. Digitizing records to continue in FY2021-22.
	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. Q3: Bringing to Advisory Board in Q4; involves updating job tasks, descriptions, and work flow.
	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. Q3: Met with Division Managers for input. Free trial online software (Bamboo) given and planned follow up with another local recreation and park district for a review.
	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. Q3: Fieldwork complete. Draft financial statements ready for review. MD & A target completion in Q4.
	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 Restrictlions		
	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.
	Provide childcare, learning support, and recreation opportunities to support educational/school schedule adjustments.		-Twelve weeks of Distant Learning Camp has gone well, and program remains full.
	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.		-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.
	Explore new programs and/or adjust current programs to offer with COVID-19 restrictions.		-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 .
	Work with Youth Sports Facility Use Agreement groups on COVID-19 return to play plans and field use permits.		Q2: Successful Holiday Car Crawl event. -We continue to provide Distant Learning Camp to help support parents and children while schools are not permitted for in-person learning.
	Establish updated procedures for Facility Rentals in accordance to COVID-19 restrictions.		-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.
	Add virtual facility rental tours to website		Q3: Worked with community partners to successfully implement Bunny Car Hop event. Distant Learning program is full and staff have adjusted to providing transportation to the program for children who returned to in-person learning.
	As COVID-19 restrictions lift, reinstall programming, classes, rentals, etc.		Approved COVID-19 safety plans and return to competition plans for FUA groups - Carmichael Girls Softball, Carmichael Little League, Capital Valley Futbol Club, and American River Futbol Club. Updated gym rental COVID-19 safety rules with current guidelines. Completed virtual facility rental tours for the indoor facilities for the website. Outdoor facilities scheduled for May completion. Started new youth sports programs - Flag football, soccer, and outdoor basketball.

#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>Q1: Goal is to have these finalized and implemented in Spring 2021.</p> <p>Q2: On track for Spring 2021 (dependent on COVID-19 restrictions and opening of facilities for rentals).</p> <p>Q3: Pending implementation once regular programming and rentals begin.</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	<p>Q1: Fee study for comparable facilities has been completed. Staff is working with subcommittee on furniture approvals.</p> <p>Q2: 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.</p> <p>Q3: Rental rules, fees, and policies have been reviewed by the Advisory Board Policy and Program Committee. Will go to full board at the April meeting. Postcards informing the neighbors of the pending event rental space and rules have been mailed. Carmichael Parks Foundation agreed to help fund any furnishing expense that exceeds the \$12,000 the District budgeted up to \$7,000 (total of \$19,000). Furniture arrived and has been assembled, pending staging. Venue photoshoot with volunteer actors scheduled for end of April. Photos will be used for the development of promotional materials.</p>
	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. Q2: On track to have draft completed and to put in numbers based on the mid-year budget review. Q3: Staff have tested the document and have inserted program data for this fiscal year. Adjustments are being made. Document on track for implementation of FY 2021/22 budget.
	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		