

## 2021-22 Annual Work Plan and Quarterly Reports

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

#1	Complete Park and Recreation Master Plan Update	
	Lead Staff: Mike Blondino	Other Divisions Involved: All
	Projected Milestones	On Track
	Present Master Plan to Advisory Board for approval	Yes
	Prioritize/Rank projects	
	Action Plan/Funding Strategies (see #2)	
	County Office Planning & Environmental Review – CEQA Report	
	Take final version of Master Plan update to BOS for approval in mid to late 2022.	
		<p><b>Q1:</b> Master Plan Update has been taking place with both the public and staff giving their input. Gates will review the updated version with the Advisory Board at the October 21<sup>st</sup> meeting and get direction on prioritization of park upgrades and/or projects.</p> <p><b>Q2:</b> The Master Plan Update Final Draft was prioritized and approved by the Advisory Board. The CEQA request form has been sent to the County Office Planning &amp; Environmental Review to start the process.</p> <p><b>Q3:</b> Nothing new to report.</p> <p><b>Q4:</b> County has reported back that the CEQA process is moving forward. I've let them know we would like it going to the BOS by the end of the calendar year for approval. Re-budgeted the cost for County Services for FY2022-23.</p>
#2	New Funding Source for Operations/Projects	
	Lead Staff: Mike Blondino and Ingrid Penney	Other Divisions Involved: All
	Projected Milestones	On Track
	Draft RFP for Financial Planning and Advisory Services	Yes
	Release RFP to public, evaluate proposals returned, and make a recommendation to Advisory Board	
	Survey community and present results to Advisory Board	
	GO Bond vs Assessment	
	Assemble Campaign Committee members	
	Election in June or November 2022	
		<p><b>Q1:</b> RFP was released in September with one proposal returned by the Sept 17<sup>th</sup> deadline. Staff is working with Isom Advisors to get an agreement in place for the October 21<sup>st</sup> Advisory Board meeting.</p> <p><b>Q2:</b> Agreement with Isom Advisors approved by the Advisory Board. There have been 2 meetings with Jon Isom to date; working on 5 level of funding needs to review. Staff met with Jon to take photos of the multitude of issues to be used by Ambassadors when talking to Stakeholders. 5 Ambassadors were selected (Joyce, Mike R, Mike B Alaina and Sharon Ruffner). They will go out to key stakeholders to garner support for whatever plan we use as part of the public survey.</p> <p><b>Q3:</b> Decision made to go forward with a GO Bond over an Assessment and that November would be a better time to place it on the ballot. The presentation that the Ambassadors will share with stakeholders is complete. Ambassadors have started to make presentations to gain feedback on the proposed Bond measure.</p> <p><b>Q4:</b> We gained positive feedback from stakeholder meetings regarding a bond measure. The Advisory Board and BOS then approved a resolution calling for the Bond Measure to be placed on the Nov 2022 ballot. Submitted Adopted Resolution and Ballot Measure information to Register of Voters. The last several items will be held over to the FY 2022-23 Work Plan.</p>

#3	Sustainability		
	Lead Staff: Mike Blondino		Other Divisions Involved: All
	Projected Milestones	On Track	Status and Comments
	Water Management/Landscaping	Yes	<p><b>Q1:</b> The July/August water report showed a savings of 8,784 ccf from the previous time the year before. 1 ccf=748 gallons. Overall, for the year we are up 1% in water use compared to 2020, but with should see more water savings in the next few recording periods as the data is a few months behind. The District is partnering with the Carmichael Kiwanis, Sacramento Tree Foundation and SMUD on a tree planting at LSCC on Oct 6<sup>th</sup>.</p> <p><b>Q2:</b> The State of California passed AB1346 in 2021 which will ban the sale of new small off-road engines used in equipment including lawn maintenance equipment. Regulations are to be in place by Jan. 1, 2024, or as soon as regulators determine what is "feasible," whichever date is later (could be a later date). CRPD needs to work on researching and testing electric equipment in preparation for this change and have funding in future budget to start purchasing. CPRS has a webinar in January to discuss and there will be demos to attend in the future for staff to attend.</p> <p><b>Q3:</b> Met with Carmichael Water about a possible test well being drilled at O'Donnell Park. The discussions between staff are still taking place. Also made a presentation to the Advisory Board on our water use and cost during the March Board meeting. We showed that we saved 17% water use from 2021 vs 2020.</p> <p><b>Q4:</b> Carmichael Water is looking on funding for the possible well at O'Donnell. Staff met with an energy solutions company to have an initial conversation to see if solar panels at LSCC in the parking lot could help with our energy use.</p>
	Attend trainings, webinars, and expos to see new electric equipment available for landscaping		
	Research different solar energy sources for possible carport at La Sierra Community Center		
	Pricing on LED lighting on tennis courts and Carmichael Park Ballfield 1 and 2		
	Work with partners on exploring new ways to be sustainable in our daily practices		

#4	Prop 68 Per Capita Grant Application		
	Lead Staff: Mike Blondino and Ingrid Penney		Other Divisions Involved:
	Projected Milestones	On Track	Status and Comments
	Confirm receipt of recorded Deed Restrictions by OGALS	Yes	<p><b>Q1:</b> Recorded Deed restriction received by OGALS. Staff is culling the invoices and will be ready to submit payment requests once the final walk through is done.</p> <p><b>Q2:</b> ASM Penney submitted the payment requests and supporting documents. Final walk through performed by PSM Perry and the State staff member. Received sign off on the completed projects. Awaiting reimbursement from our full \$204,548 allocation of per capita funds.</p> <p><b>Q3:</b> WE RECIEVED THE CHECK!!!!</p>
	Cull invoices and check numbers		
	Prepare & submit Payment Requests to OGALS for reimbursement		
	Schedule walk through of the completed Projects w/OGALS		
	Close and maintain the Grant Files for Audit.		

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	Parks Division Structure			
	Lead Staff: James Perry		Other Divisions Involved: All	
	Projected Milestones	On Track	Status and Comments	
	Hire F/T MW-Building and P/T MW-Grounds hires	Yes	<p><b>Q1:</b> While this area is not on-track, we have made some progress. On Monday, October 4<sup>th</sup> we hired/started a new Building Maintenance person. We still have the ppt position open and are hopeful to get someone soon. There is also another P-FT position opening Jan. 1, 2022, and I am hopeful this position will fill quickly.</p> <p>-CRPD HVAC P/M's have begun, and the first service is complete as of 10-8-21. Second service is over the Winter Break.</p> <p>-Staffing structure has been discussed and explored. Future changes are coming but, we need to secure the base employees first.</p> <p><b>Q2:</b> While we have secured a RFT MW (Facilities) and contracted HVAC PM's, we are still looking to back-fill the RPT position. With the announcement of a possible retirement in the Parks Division, we are taking a serious look at the structure of the Division.</p> <p><b>Q3:</b> With the retirement of the Park Supervisor, we are looking at possibly changing from two Supervisors to three Lead Workers in an effort to have more individual specialists within the District i.e.: Turf care, irrigation and buildings along with the MW I &amp; II's. We have temporarily shelved the open R/PT position as we have had no real qualified interest and instead opened a R/FT position which closes on April 22<sup>nd</sup>. We hope to be able to hire a well-rounded quality individual for this position by late May 2022.</p> <p><b>Q4:</b> HVAC P/M's have been going well and we have contracted the same services for FY22/23. Staffing has been fun. We have managed to fill the two open RFT and one RPT positions. The personnel committee and board have approved the Maintenance Division re-org and we are working towards finding funding for 1 Lead Worker at mid-year 22/23. More funding will be needed to eventually move to three lead workers but, we are moving in the right direction.</p>	
	Contract out Preventative Maintenance on HVAC			
	Explore different staffing structure for Parks Division			
#2	On-Going Projects			

Lead Staff: James/ Maintenance Staff	Other Divisions Involved: All	
Projected Milestones	On Track	Status and Comments
800 Wing restoration	Yes	<p><b>Q1:</b> Re-submittal of the plans/specs for the third review process was made on October 12, 2021. Could take a few weeks for this review and we “SHOULD” be cleared for a permit issuance and be able to turn over to County General Services by the end of the calendar year 2021.</p> <p>-BF 2 fence-line project was just placed on hold due to continuous cost increases. Will re-visit in new year 2022. Community Garden fence was also placed on hold due to extreme cost increases. Further discussion needs to be had regarding the District and Garden groups financial commitment.</p> <p>-Garfield Landscaping is currently receiving more contractor quotes prior to selecting contractor for work. Increased funding has been secured from the Parks Foundation. Hopeful to get project going and completed before the end of 2021.</p> <p>-Dog Park upgrades: Two new picnic tables were set a couple months ago and new benches (X8) are on order, but delayed. Expect delivery and installation before the end of the year 2021.</p> <p><b>Q2:</b> The 800 wing is starting to move along. We had a group meeting of all interested parties on 1-7-22. Preliminary estimates are that the project could be wrapped up by late July or early August 2022.</p> <p>-CP Ballfield fencing is still on hold due to rising costs.</p> <p>-Community Garden fence is showing some life as staff came up with some different options to make it work within budget. We are getting new quotes that look promising.</p> <p>-Garfield Landscape Project has been slow to start due to weather but, the contractor may be on-site beginning demo the week of 1-10-22. Project is set to wrap up by April 1<sup>st</sup>.</p> <p>-Dog Park upgrades are still delayed due to material shortages. Delivery date for new benches is still mid- February 2022.</p> <p><b>Q3:</b> 800 wing restoration is currently with the Sac County General Services and is beginning to gather contractors for bids on the work to be done. Estimated completion is currently Sept/Oct. 2022.</p> <p>-CP Ballfield 2 Fence line has been removed from the project list as the costs just went out of control and neither party felt comfortable moving forward spending that much money.</p> <p>-Community Garden Fence was completed on Friday, April 1<sup>st</sup> and can finally be checked off the project list.</p> <p>-Dog Park upgrades are slowly moving along. We received the 8 new benches in early March and are now waiting for new cost est. for the shade structure. The folks within the dog park group have requested the benches not be installed until the new shade structure is to be placed.</p>
CP Ballfield 2 Fence-line/Backstop -Removed as project		
Community Garden Fence Project- Completed		
Garfield House Landscaping- - Completed		
Dog Park Upgrades		

	<p><b>Q4:</b> The 800 wing is getting closer to beginning. The dog park shade structure project is still moving along. We have started the process of adding a new vendor to purchase the shade sail from and have asked for quotes from two contractors for installation. Rough estimates have the shade sail and the benches installed by Oct/Nov. '22</p>
--	--

#3	Park Inspections		
	Lead Staff: James/ Maintenance Staff	Other Divisions Involved:	
	Projected Milestones	On Track	Status and Comments
	Tour parks and cater inspection forms to each site	No	<p><b>Q1:</b> Staff will begin utilizing park inspections before the end of the year. Has been delayed to lack of staffing and poor timing.</p> <p><b>Q2:</b> Staff has begun the park inspections and anticipates completing first round by end of January 2022.</p> <p><b>Q3:</b> Staff began the park inspections in late January and completed 7 of the 13 parks. Unfortunately, the weather never cooperated, our staff had to focus elsewhere; our supervisor, who would have overseen the inspections, retired. We will get back to these in Q4.</p> <p><b>Q4:</b> Now that staffing levels have improved, Staff will be getting back to these and staying consistent on them starting in August '22.</p>
	Begin implementing quarterly inspections by August		
	Give quarterly figures to District Administrator and Advisory Board		

**PLANNING AND DEVELOPMENT**

#1	Veteran's Hall	
	Lead Staff: James Perry	Other Divisions Involved: Recreation
	Projected Milestones	On Track
	Install drip irrigation and native plants with the assistance of Rotary Club	Yes
	Staff to drywall, flooring, and paint north room	
	HVAC upgraded for north room	
	Assemble and install display case and storage units.	
		<p><b>Q1:</b> Landscaping project with Rotary members are scheduled to begin/completed on Saturday, November 13<sup>th</sup>. Flooring is already secured, just waiting for weather to change so we can work indoors. Should be well underway or completed by end of the year 2021. HVAC equipment already secured and time for installation is set.</p> <p><b>Q2:</b> Demo is complete in the North Room, but further progress has been delayed and completion of remodel moved to March 1<sup>st</sup>. All windows have been ordered and should arrive in late January.</p> <p><b>Q3:</b> Staff has nearly completed the entire renovation. Items left are to install trim, flooring, and baseboard. HVAC was installed in March and windows are scheduled to be installed on Friday, April 8<sup>th</sup> and should be completed by Wednesday, April 13<sup>th</sup>. Display case was delivered first week of April and storage cabinets are delayed and are now expected on Tuesday, May 17<sup>th</sup>. This delivery date has changed a few times so, we will just have to wait and see.</p> <p><b>Q4:</b> Vet's Hall remodel is complete. Display case has been installed and we are still waiting for the storage cabinets.</p>

#2	Update Unfunded Project List	
	Lead Staff: Mike Blondino and James Perry	Other Divisions Involved: All
	Projected Milestones	On Track
	Compile list of all small unfunded projects	Yes
	Receive quotes for projects on the list before annual Advisory Board discussion	
	Include Advisory Board and Staff priorities in FY 2022-23 CIP plan and beyond	
		<p><b>Q1:</b> No work on this to date.</p> <p><b>Q2:</b> Focusing on the 5 plans needed for Bond Measure survey, so this has not been worked on yet.</p> <p><b>Q3:</b> We were able to pull together several smaller projects to include in the FY 2022-23 budget that was approved in March. That includes 2 backflows replacements at LSCC, shade structure for the Dog Park, and a Booster Pump at Del Campo. We also decided to move the funding for the O'Donnell Trail to the Garfield House to complete a trail connecting the side of the house to the main Sutter-Jensen pathway, which will conform to ADA standards. We also added in re-roofing a wing at LSCC.</p> <p><b>Q4:</b> We had additional revenue from Park Impact and In-Lieu fees to fund more items than originally planned for FY 2022-23. Staff added in replacement of the booster pump motor at Glancy Oaks, along with benches, bike racks, drinking foundation and shade structures throughout the park system. We also plan to renovate the CP basketball court and 4 tennis courts, along with new LED lights for all tennis/pickleball courts.</p>

**ADMINISTRATIVE SERVICES**

#1	<b>Record Retention Policy</b>		
	Lead Staff: Ingrid Penney		Other Divisions Involved:
	Projected Milestones	On Track	Status and Comments
	Draft Policy and Procedures for AB Approval	No	<p>Q1: Downloaded several examples to recommend a Policy.</p> <p>Q2: Nothing to Report</p> <p>Q3: Nothing to Report</p> <p>Q4: Nothing new to Report; we continue to scan new documents. Plan to include in the Work Plan for FY2022-23.</p>
	Digitize Records - explore options for external services		
#2	<b>Update/Formalize Internal Control &amp; Cash Handling Policy and Procedures</b>		
	Lead Staff: Ingrid Penney		Other Division Involved: Recreation
	Projected Milestones	On Track	Status and Comments
	Update Positions; Job Descriptions	Yes	<p>Q1: Drafted updates to the Job Description, submitted to County Personnel for review and input. Plan to schedule a meeting with the Personnel Committee to review the changes.</p> <p>Q2: Met with the Personnel Committee. AB adopted the changes to the Job Title, Description, and reporting relationship in December.</p> <p>Q3: Nothing to report.</p> <p>Q4: Moved the DO Customer Service Rep to LSCC to consolidate services. Identified and included a new part time position at the DO to provide admin support services (focused on financial and human resource area) and customer service for FY2022-23.</p>
	Update cash handling processes		
	Draft Policy and Procedures for AB Approval		
	Implement		
#3	<b>Modernize HR Services</b>		
	Lead Staff: Ingrid Penney		Other Division Involved: Recreation and Parks
	Projected Milestones	On Track	Status and Comments
	Bamboo Licenses	Yes	<p>Q1: Several meetings with Bamboo re Proposal and licensing. Sent documents to set up Vendor file and ACH for payment. Implementation team, final member identified (each Division represented). Target live date: January 1, 2022.</p> <p>Q2: Started migration of data, training, access levels and database set up in December. Project will continue through Spring with training program and timekeeping identified as the last modules to set up, train on use, and implement.</p> <p>Q3: Migration of data continues, the latest files include policies, forms, onboarding/offboarding files. Implementation and training started in March,</p>
	Meet with CRPD Implementation Team to cull policies/processes/documents		
	Provide policies/processes/documents to work w/Bamboo Implementation Team		
	Roll out the Program - HR Management (Hiring, Onboarding, Compensation, Employee Records, etc)		

			including the time tracking module. We are using BambooHR, starting with the RFT Recreation Coordinator to recruitment and manage applications.
	Evaluate Time Tracking Module – virtual timeclocks solution after successful roll out of HR Management		Q4: Migration of data, policies, forms, etc. complete. Hiring module successfully used for recruitment of positions in the Recreation and Park Divisions. Admin Services participated in the Summer Recreation Staff training day to introduce BambooHR, forms, and policies.

#4	District Audit		
	Lead Staff:		Other Division Involved:
	Projected Milestones	On Track	Status and Comments
	Prepare MD & A for FY2018-19 & 2019-20 Audit Report	Yes	Q1: No work on this. Planned target date for MD & A: end of November Q2: MD&A for FYE 2019 and 2020 and subsequent events completed. Audit presentation planned for the January AB Regular Meeting. Q3: Complete. Scheduling the audit for FY2020-21.
	AB Presentation, review, and approval		
	Schedule date for Fieldwork for FY2020-21 Audit		
	Identify and set aside records for review		
	Fieldwork – provide records, prepare schedules, authorize confirmations		
	Review Draft Audit Report & prepare MD & A		



**RECREATION**

#1	Re-Opening Recreation programming, classes, facility rentals, etc. with innovative plan	
	Lead Staff: Alaina	Other Division Involved: All
Projected Milestones	On Track	Status and Comments
Rebuild part-time staff recreation team including youth development staff, facility monitors, and coaches.	Yes	<p><b>Q1:</b> Difficulties continue hiring staff for opening and sustaining programs. We have restarted KHO, Tiny Tots, Adult Softball, and Youth and Adult Volleyball. Struggling hiring facility monitors due to lack of people applying and/or not showing up for interviews. Staffing will continue to be the largest obstacle to fully reopen programs, including all facility rentals. Transportation Plan – Ordered new 10-passenger vans and have discussed with the County on the process of putting the old vans on County Surplus Auction.</p> <p><b>Q2:</b> Are now offering youth basketball programs as well as the return of indoor pickleball at La Sierra C.C. Dealing with COVID-19 exposures and confirmed cases in programs with temporary closures and isolation periods. Continue struggling to find part-time staff, especially to help with facility rentals which limits the ability to increase rentals. Staff have reached out to a variety of companies to explore new class offerings for Spring/Summer 2022.</p> <p><b>Q3:</b> Have successfully ran elementary and middle school basketball programs as well as continue offering KHO and Tiny Tots. Hired a new facility monitor and able to extend facility rental days/times. Brought in Intellibricks to offer summer classes as well as strengthen relationship with Skyhawks. Exploring possibility of doing a Beer Garden at the 4<sup>th</sup> of July Fireworks Show Event. Transportation plan implementation continues to be delayed as Ford has notified us the vans will not be ready until after July 1<sup>st</sup> (with no actual date provided).</p> <p><b>Q4:</b> Worked with CPF to successfully have a beer serving area at the July 2<sup>nd</sup> event. Completed two summer contracted camps with Intellibricks with good attendance. Still need to recruit more class instructors. Completed summer camp without any closures and with around 70% attendance numbers compared to summer 2019. Part-time staffing looks good other than finding a monitor with good availability.</p>
Methodically restart/reopen programs and facilities dependent on current guidance, staffing, and available facilities.		
Implement youth development transportation transition plan.		
Recruit new class instructors (businesses) through revised Independent Instructor packet.		
Contract more youth sports programs and camps.		
Explore revenue generating additions to events (ex: Beer Garden at 2022 Summer Concert Series)		

#2	Garfield House Event Rentals		
	Lead Staff: Alaina		Other Division Involved:
	Projected Milestones	On Track	Status and Comments
	Complete marketing material.	Yes	<p><b>Q1:</b> Printed marketing material is complete. Working on website marketing and determining a Spring official launch date for rentals. Trying to hire at least two facility monitors before doing any soft launch of the facility rentals at this location this fall/winter.</p> <p><b>Q2:</b> Currently taking Garfield House rentals for dates beyond April 1, 2022. Staff is trying new strategies this month on recruiting at least one, if not two, facility monitors.</p> <p><b>Q3:</b> The facility has several rentals scheduled. Landscape completed. Internet installed. Open House planned for April 23<sup>rd</sup>.</p> <p><b>Q4:</b> Facility has hosted several rentals and staff continue to make minor adjustments and improvements. When vacant positions are filled, staff should be able to spend the time needed to market and promote the facility more. Renters have requested shade option on deck area.</p>
	Use creative marketing and promotional approaches to advertise this unique event rental space.		
	Soft launch facility event rentals.		
	Grand Opening event once landscaping and Internet have been completed.		
	Work with park neighbors and customers on any concerns arising from this new facility rental space.		

#3	Explore and Enhance Partnerships		
	Lead Staff: Alaina Lofthus		Other Division Involved: Administrative Services
	Projected Milestones	On Track	Status and Comments
	Continue to grow the DART swim lesson partnership.	Yes	<p><b>Q1:</b> Working with Project Lifelong on a MOU for Spring/Summer programming. Working on an agreement with the Carmichael Library to offer Storytime in the Park at Carmichael Park this fall.</p> <p><b>Q2:</b> Implemented and completed Storytime in the Park at Carmichael Park this fall with Sacramento Library, Carmichael Branch. Advisory Board approved the MOU with Project Lifelong and the Foundation to offer an eight-week Skate Night program Spring 2022.</p> <p><b>Q3:</b> Continuing partnership with Sacramento Library, Carmichael Branch with Storytime in the Park this Spring. Skate Night at Will Rogers with Project Lifelong has launched. Working on MOU with DART and CPF to continue swim lesson scholarships. Partnering with MORPD for 4<sup>th</sup> of July Firework Show</p> <p><b>Q4:</b> Completed this goal and will continue to grow partnerships. Worked with SJUSD, DART, Sac Library, Project Lifelong, Kiwanis, Rotary, Foundation, MORPD, Food in the Hood 916, and now the Chamber for the upcoming Founders Day.</p>
	Explore options of partnering with Project Lifelong for teen programming.		
	Build relationships with SJUSD schools/principals to help increase recreational program offerings at school sites.		
	Explore other community partnerships to increase services in areas of deficiencies.		

#4	Increase Marketing Efforts for District Services		
	Lead Staff: Alaina	Other Division Involved:	
	Projected Milestones	On Track	Status and Comments
	Use QR code system for advertisements, registration forms, and track usage.	Yes	<p><b>Q1:</b> Incorporated QR code system on all program registration forms and yard signs placed at parks. Placed KHO and Tiny Tot program promotional yard signs at parks near playgrounds to help increase registration. Did a paid ad on Facebook/Instagram to promote the Tiny Tot program.</p> <p><b>Q2:</b> The Recreation Division took lead in advertising to the community the Master Plan Update public comment periods. This included paid online ads, park signs (with QR Codes), designing mailers (with QR Codes), advertisement in newspaper, e-newsletter articles.</p> <p><b>Q3:</b> Continue to use online paid advertisement for programs and events. Will boost up marketing efforts for all summer programming and events.</p> <p><b>Q4:</b> Completed these efforts and found that our programs, particularly our youth sports, were filling up with no extra advertisement costs. When vacant positions are filled, more efforts can be made in marketing district wide services.</p>
	Increase the use of banners at LSCC to incorporate more District services.		
	Oversee the use of yard signs at District's parks to advertise services.		
	Explore online paid advertising opportunities for District services.		