

2022-23 Annual Work Plan and Quarterly Reports

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

#1	Bond Measure		Other Divisions Involved: All
Lead Staff: Mike Blondino	Projected Milestones	On Track	Status and Comments
Assist consultant in development of list of Campaign Committee members	Yes	Q1: The Campaign Committee is in place and working hard. Public education has taken place from the District side with a FAQ placed in the Activity Guide. We continue to help the Campaign Committee with information, when needed. Q2: Measure G passed! Working with consultants and County on getting resolution set up to be passed by BOS and Advisory Board so that Series A bonds can be sold in the spring. Chair and Vice-Chair are working with District Administrator on Bond Oversight Committee by-laws.	
Work on public education for the Bond Measure			
Election November 8, 2022			
Dependent on Election Results - work with DOF to establish the Fund			
#2	Staff Re-organization Plan		Other Divisions Involved:
Lead Staff: All	Projected Milestones	On Track	Status and Comments
Explore Recreation and Administration Divisions staffing needs	No	Q1: Nothing to report Q2: Work to begin in Q3.	
Focus on staffing changes needed with and without Bond passage			
Work towards implementation of salary compensation study results			
#3	Recruitment of new District Administrator		Other Divisions Involved:
Lead Staff: Mike Blondino	Projected Milestones	On Track	Status and Comments
Appoint a sub-committee to work on details of the recruitment	No	Q1: Nothing to report Q2: Nothing to report	
Review and select a search firm that fits our needs			
Start recruitment in early 2023			
Have new District Administrator in place working at least 2 weeks before departure of current DA (July 21 st)			

Q1:: July – September Report: October

Q2: October-December Report: January

Q3 January – March

Q4 April – June

Report: April

Report: July

Projects and Operations

PARKS

#1	Projects 22/23		
	Lead Staff: James Perry and Park Division Staff		Other Divisions Involved: Parks and Administration and Planning Divisions
	Projected Milestones	On Track	Status and Comments
	Reach & Develop Dog Park Shade structure and work with users on new bench locations	Yes	<p>Q1: Shade structure has been ordered and are awaiting delivery in Nov/Dec. Contractor has been selected for installation. Project is weather dependent.</p> <p>Q2: Shade structure was installed mid-November, benches have yet to be installed. Need some dry weather to complete.</p>
	Complete the Garfield House lower walkway Design and Construction	Yes	<p>Q1: Lack of openings between rentals to complete by years end. Likely to move forward in early Spring '23.</p> <p>Q2: Still on-track for late Spring.</p>
	800 wing restoration: Plan, review, construction, and close out.	No	<p>Q1: 800 wing is progressing nicely, and we are still hopeful for a mid-November completion.</p> <p>Q2: 800 wing has made some progress. Delays with exterior ADA ramps and tile by the contractor. A hard completion date of February 13th has been set and the contractor MUST be completed or face \$2,300 daily penalty fines.</p>
	R&D Del Campo Irrigation Booster Pump types, options, procure and install	Yes	<p>Q1: Finally located a contractor able to order and install items. Should receive quotes within a week or two. Should be able to complete by years end.</p> <p>Q2: Booster pump for DC have received estimates for equipment not installation. Have new contractors to reach out to and hope to have completed by Spring.</p>
	R&D Glancy Oaks Irrigation Pump motor, procure, and install	Yes	Same as Del Campo
	R&D LSCC replacement of 2 backflows, procure and install	Yes	<p>Q1: Same as above and, Likely to commence in early '23</p> <p>Q2: Received quotes for replacement. Signed proposal. Parts are 4-6 weeks out and we will work with the contractor to get installed by late March.</p>
	CP Basketball Courts design and build	No	<p>Q1: Received estimates from 3 contractors aside from the in-ground goals, as there was some confusion as to how to install. Clarifications have been made but, will need to update all proposals. Unlikely to commence in '22 more likely Spring '23</p> <p>Q2: With complications of having one contractor do all the work, I am splitting work to 2 and need to meet second contractor for separate pricing. Project will commence late Spring 2023, weather dependent.</p>

	CP Tennis Courts 1-4 resurface and new retrofit LED lighting. Project bids/quotes	Yes	<p>Q1: Received quotes from 3 contractors for court resurfacing and discussions need to be had regarding users and extended closure of courts. Lighting quotes not explored as of yet.</p> <p>Q2: Due to cost of re-coating, a re-bid is required. Project will commence in Spring 2023, weather dependent.</p>
	R&D bleachers/benches/bike racks/trash cans/drinking fountains - their locations, procure, assemble/install	No	<p>Q1: Will work to procure items over the next few months and install as they arrive.</p> <p>Q2: 3 sets of bleachers were ordered and received over the Holidays. Staff will work to install as weather and time permits.</p>

#2	Park Inspections		
	Lead Staff: Maintenance staff		Other Divisions Involved:
	Projected Milestones	On Track	Status and Comments
	Conduct 4 quarterly reviews of the parks	Yes	<p>Q1: Quarterly inspections will be completed by 10-12-22 and will present to Administrator Blondino as well as report to Board at October meeting.</p> <p>Q2: Quarterly inspections are due but will be delayed due to the recent storms and our current workload.</p>
	Report back to the Management team results of each review		
	Provide brief verbal update each quarter to the Advisory Board		

PLANNING AND DEVELOPMENT

#1 Cost Analysis for all District custodial/maintenance supplies			
Lead Staff: James Perry		Other Divisions Involved: Administration and Planning and Recreation Divisions	
Projected Milestones	On Track	Status and Comments	
Determine overall costs for maintenance and custodial supplies i.e.: bags/chemicals/safety/first aid etc.	Yes	<p>Q1: Have received District costs for all related supplies and met with one vendor for costs. Have at least one more to meet with in the next few weeks. Will review costs and options in December and hope to have info and report available by mid-year budget talks.</p> <p>Q2: Reviews of District costs were made in comparison to contracting or sourcing supplies and the District currently gets better pricing than if we changed directions at this time. Through this, I have learned there are several items the District does need and will work to get these items in place ASAP (as funding allows).</p>	
Meet Vendors for possible services			
Compare costs and viability			

#2 Maintenance work order/tracker app or software			
Lead Staff: James Perry		Other Divisions Involved:	
Projected Milestones	On Track	Status and Comments	
Research practical apps or software for a Work Order system that tracks preventative maintenance, operations, and repairs	Yes	<p>Q1: Have met with (notes are on my desk and I don't recall the names) overall impressions are that either provide a useful tool but, the costs at this point are too high for the District to absorb. I am discussing other options in an effort to reduce overall cost and not lose too much of the services. Should have more to add in coming weeks.</p> <p>Q2: Believe we may have found a practical and affordable option with Productive Parks. Will be having a demo meeting with Administrator Blondino in Q3 to get a good look into what the possibilities are with this application.</p>	
Share results with management team and determine viability, including initial and on-going costs			
Report to the Advisory Board on findings			

ADMINISTRATIVE SERVICES

#1	Audit FY2020-21 and FY2021-22	
	Lead Staff: Ingrid Penney	Other Divisions Involved:
	Projected Milestones	On Track
	Schedule and Engagement	Yes
	Cull Records, Prepare Schedules & Complete Questionnaire	
	Fieldwork, Pull samples; Confirmations	
	Draft Audit Report Review and MD & A	
	Advisory Board Presentation; Final Audit Report	
	Status and Comments	
	<p>Q1: Made initial contact with Independent Auditor to schedule field work. (Date TBD.) Have sent FYE trial balances for both audit periods and requested a letter of engagement.</p> <p>Q2: Records culled, schedules and questionnaire completed. Started fieldwork during the last two weeks of December for work to be done in Q3.</p>	

#2	BambooHR	
	Lead Staff: Ingrid Penney	Other Divisions Involved: ALL
	Projected Milestones	On Track
	BambooHR -	Yes
	Implement Onboarding through BambooHR	
	Implement Training Schedules	
	Additional Training - Supervisors/Managers	
	Status and Comments	
	<p>Q1: Pushed out EE Benefit Open Enrollment for 2023 materials through BambooHR.</p> <p>Q2: Continue to use BambooHR to announce training opportunities, communicate Health and/or Safety Tips. New EE Orientation includes training on BambooHR.</p>	

#3	Project FY 2022-23	
	Lead Staff: Ingrid Penney	Other Divisions Involved:
	Projected Milestones	On Track
	Record Management - Digitize Old Records	No
	Determine practicality/best method	
	Staff/Contracted service to execute	
	NEW: Investigate moving from using County based credit card to the State Cal-Card Program. If feasible, develop policies and procedures to be approved by the Advisory Board. Apply to and implement the Program.	
	Status and Comments	
	<p>Q1: Contacted staff from Sunrise RPD as research for the State Cal-Card Program. Record Management - once admin support position hired</p> <p>Q2: Underwent a Procurement Card (County's credit card program) review of the past five years by the County Auditors and follow up status report. No additional info to report.</p>	

RECREATION

#1	Revise Facility Rental Policy and Update Rental Fees		
	Lead Staff: Alaina		Other Divisions Involved:
	Projected Milestones	On Track	Status and Comments
	Staff input on facility rental policy changes	Yes	Q1: Will move forward with this once a Recreation Supervisor is hired. Q2: Staff is reviewing current policies and seeking internal input. Fee study is completed which will be used to analyze and recommend updated fees.
	Revise Facility Rental Policy and have it reviewed by subcommittee		
	Facility Rental Fee Study		
	Revise Rental Fee Schedule and have it reviewed by subcommittee		
	Have revised Facility Rental Policy and Fee Schedule approved by the Advisory Board and implement.		

#2	Develop Recreation Division		
	Lead Staff: Alaina		Other Divisions Involved:
	Projected Milestones	On Track	Status and Comments
	Hire and train new Recreation Supervisor	Yes	Q1: Recreation Coordinator for sports has been hired and is doing well. Still recruiting for Recreation Supervisor and then will recruit for Recreation Coordinator (facilities/events). Q2: Recreation Supervisor has been hired and received initial training. Recreation Coordinator's job announcement has been disseminated to recruitment sites and will close in Q3. Monthly 1-on-1s with Customer Service Representatives have been scheduled and start this month.
	Oversee hire and training of Recreation Coordinators		
	Review and update job descriptions		
	Work with Customer Service Representatives on Standard Operating Procedures, training and enhancing services.		
	Work with team to set priorities and responsibilities.		

#3	Utilize Partnerships, Explore New Contracted Services, and Develop New Sponsorship Processes		
	Lead Staff: Alaina		Other Divisions Involved:
	Projected Milestones	On Track	Status and Comments
	Continue working with community partners like Project Lifelong, Sacramento Library, SJUSD, DART, etc., to offer programming and/or services.	Yes	Q1: MOU with Project Lifelong for Skate Night programs for Fall 2022 and Spring 2023. Are exploring and using new service providers for event to increase quality and service levels. Q2: Working on updating Food Truck Agreement. Meet regularly with SJUSD facilities division to coordinate joint use. Partnering with Kiwanis for a new Senior Valentines Dance. Will start work on new sponsorship recruitment and retainment process likely in Q3
	Explore opportunities to develop agreements with providers that can increase the quality and/or reduce staff investment for needed services (i.e. food trucks, sound, etc.)		
	Develop new sponsorship recruitment and retainment process.		