

2024-25 Annual Work Plan and Quarterly Reports

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

#1 Work with Project/Construction Management Company on Bond Projects			
Lead Staff: All		Other Divisions Involved: All	
Projected Milestones	On Track	Status and Comments	
Work with Landscape Architects for projects at Carmichael Park, La Sierra, Glancy Oaks and Cardinal Oaks	Yes	<p>Q1: Staff have bi-weekly meetings with the landscape architects on these projects, along with meeting with the Cumming Group every Wednesday. During the process we have engaged the community via online surveys and community meetings to solicit feedback and help form the renderings that we'll be brought forward to the Advisory Board in a public meeting.</p> <p>Q2: Site surveying, boundary/plot easement maps, and Geotechnical/hazards have been completed for the Series 2023 parks (CP, CO, GO, and LSCC). Designs and amenities have been approved by the Advisory Board. Plans sent to the County for design review and permits. Bond Oversight Committee meeting - presentations of the site plans, discussion of completed projects, Bond financial activities, and future scheduling.</p>	
Community engagement on all projects			
Complete plans, bidding, contracts, and then construction of projects at all four sites			
Promote all projects to the community and hold Grand Openings			

#2 Complete Staff Re-organization Plan			
Lead Staff: All		Other Divisions Involved: All	
Projected Milestones	On Track	Status and Comments	
Implement Recreation and Administration Divisions staffing needs	Yes	<p>Q1: The HR Section was put in place in Q1 with the hiring of the HR Section Manager to oversee the already hired HR Tech. In September, the HR Section Manager had an all-staff meeting to go over what has been implemented to date from the Benefit Committee recommendations and what is to come. The Facilities Lead Worker position was posted, and interviews were completed, but staff wants to go back out again with the position. Also, in Q2 we will be going out for the Finance Section Manager.</p> <p>Q2: For the Benefits Committee recommendations we enacted the \$10 matching for the 457, as well as the \$200 for waiving healthcare (to start in Q3). Facility Lead Worker was reopened in December with a closing in January 2025. The first round of candidates for the Finance Section Manager did not meet the District needs, so it was reopened in December for interviews in January.</p>	
Complete Benefit Committee recommendations			
Implement Facilities Lead-Worker Position			

#3 District Administrator			
Lead Staff: Mike Blondino/Advisory Board		Other Divisions Involved: All	
Projected Milestones	On Track	Status and Comments	
Introduction of New District Administrator to the community	Yes	Q1: The recruitment was completed in this quarter and the offer to the new District Administrator was accepted! Stacey Yankee started on Oct 7 th . The process of cross-training and introduction to the community will take place in Q2. Q2: Cross training with former District Administrator is complete. Admin Division re-org is in process with HR Manager hired and interviews scheduled for Finance Manager in January.	
Crosstrain with current District Administrator for one month			
Work with Advisory Board and staff on completing Admin Division re-org as planned			
Six-month review by Advisory Board Ad Hoc Committee			

#4 New Registration Software System			
Lead Staff: Ingrid and Alaina		Other Divisions Involved: Administration and Recreation	
Projected Milestones	On Track	Status and Comments	
Build new system	Yes	Q1: Training and implementation schedule has been established and kick-off meeting has occurred. Preparation checklist has been created and items being provided to CivicPlus for program configuration. Q2: Building new system including system integration and establishing new credit card servicing agreement. Training staff on building and using system is ongoing. Implementation scheduled for third quarter.	
Train staff on new system			
Advertise new system to community			
Implement new system			

Q1: July – September Report: October
 Q2: October-December Report: January

Q3 January – March Report: April
 Q4 April – June Report: July

Projects and Operations

PARKS

#1 John Smith Hall door replacement		
Lead Staff: James Perry		Other Divisions Involved: Administration
Projected Milestones	On Track	Status and Comments
Update quotes for door and concrete work	Yes	<p>Q1: No progress made on Q1. Project is intended to be completed by Spring 2025. Over the winter, we will get everything in place such as: updated quotes from contractors, doors ordered, possible Contract POs completed, and work scheduled.</p> <p>Q2: Same as above aside from, this project may need to be pushed to 25/26 for budgetary reasons.</p>
Select contractors for said work		
Replace concrete approach and install new ADA doors.		

#2 Del Campo/ Glancy Oaks Booster Pumps		
Lead Staff: James Perry		Other Divisions Involved: Administration
Projected Milestones	On Track	Status and Comments
Continuation from FY23/24 Work-plan. Equipment for both sites ordered/built	Yes	<p>Q1: Booster pumps for both sites were completed and delivered to CP Corp Yard.</p> <p>Del Campo: District staff prepped area for project by removing vegetation and fencing. Saenz Landscape Const. started demo of the existing piping the week of 10/7 and anticipate the project to take about 2 weeks.</p> <p>Glancy Oaks: District staff have prepped the site by removing vegetation and temporarily removing one section of chain-link fencing for contractor access. Project scheduled to begin the week of 10/14.</p> <p>Q2: At Del Campo, the Contractor has made very little progress. Base infrastructure is in place for the booster pump. Concrete work still to take place followed by equipment installation and start-up. The contract will be amended due to term length expiration.</p> <p>Glancy Oaks: Contractor has yet to begin physical work at Glancy Oaks Park. This contract will need to be amended due to term length expiration.</p>
District Staff to prep site for full demolition/reconstruction at both sites.		
Demo/Install/Start-up		

#3 Jensen Parking lot post and cable project			
Lead Staff: James Perry		Other Divisions Involved:	
Projected Milestones	On Track	Status and Comments	
District Staff to prep site with removal/disposal of existing lumber.	Yes	Q1: Staff meeting with contractors in Q2 to discuss lay-out and removal of existing material necessary for this project. District staff will prep the site during the week of 10/14 and contractor is scheduled to perform work the week of 10/21. Q2: Project is complete as of 10-24-24	
Contractor to install new post/cable at Jensen Lower parking lot.			

#4 O'Donnell/Patriots Parks Basketball Court resurfacing/restriping			
Lead Staff: James Perry		Other Divisions Involved:	
Projected Milestones	On Track	Status and Comments	
Procure quotes from contractors	Yes	Q1: Will be gathering quotes over the winter for a Spring coating for both park sites. Q2: Outreach to qualified contractors will begin after the first of the year.	
Select contractors			
Schedule/complete the Project			

HUMAN RESOURCES

#1 Open Enrollment 2025			
Lead Staff: Matt Lemcke		Other Divisions Involved:	
Projected Milestones	On Track	Status and Comments	
Present new benefits package to All Staff	Yes	<p>Q1: Presentation was completed with the new benefits to all staff in this quarter. It was a good meeting with many details of the new items we're implementing covered, and staff was very engaged with questions. I will also meet 1:1 with anyone who still has questions. Registration for benefits is taking place in Q2.</p> <p>Q2: All staff completed Open Enrollment and have been properly set up in both COMPASS and BambooHR for their benefits. HR Assistant is making progress; however, still needs to master what the benefits for the District are so they can present them to new hires.</p>	
Re-register ALL staff for new benefits			
Train HR Asst. on new benefits for New Hires			

#2 PPE Program and Assessment - CCR 3380			
Lead Staff: Matt Lemcke		Other Divisions Involved: All	
Projected Milestones	On Track	Status and Comments	
Hazard Assessment Checklist of Work Environment	Yes	<p>Q1: Nothing to Report</p> <p>Q2: Identified that there is no existing checklist. Created a PPE Self-Assessment form and all Managers will complete this for their areas in January 2025, then annually.</p>	
Identify Personal Protective Equipment Requirements			
Compliance			
Communication			
Training & Instruction			

#3 Recruit and Select Finance Section Manager			
Lead Staff: Ingrid Penney & Matt Lemcke		Other Divisions Involved: District Administrator	
Projected Milestones	On Track	Status and Comments	
Recruit	Yes	<p>Q1: Timeline for recruitment has been set and will take place in Q2. We are on track to have the new Finance Section Manager on board Feb 1, 2025 so they can cross-train with the Administrative Services Manager.</p> <p>Q2: We held one round of interviews, however there was not a strong candidate. The position was reopened in December with interviews to be held in January 2025. Currently, training is still slated to begin in February.</p>	
Interview, Select, Post-offer screening			
Logistics - work area, tools, and software licenses			
Onboarding and Training			

FINANCE

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#1	Audit for FY 2023-24	
	Lead Staff: Ingrid Penney	Other Divisions Involved:
	Projected Milestones	On Track
	Schedule and Engagement	Yes
	Cull Records, Prepare Schedules & Complete Client Questionnaire	
	Fieldwork, Pull Samples, Confirmations	
	Draft Audit Report Review; Prepare MD & A	
	Advisory Board Presentation, Final Audit Report; Submittal to Sacramento County DOF	
		<p>Status and Comments</p> <p>Q1: Scheduling and engagement completed. Records culled, Client Questionnaire and schedules prepared. Fieldwork and samples provided. Confirmations requested - awaiting responses. Three schedules in process.</p> <p>Q2: Confirmations completed. Additional schedules and updates have been requested as part of the fieldwork.</p>

#2	FY 2025-26 Budget	
	Lead Staff: Ingrid Penney	Other Divisions Involved: ALL
	Projected Milestones	On Track
	Prep & Retreat with Advisory Board - February 1	Yes
	Mid-Year Budget Status - February 20	
	Management Team - Year-end Projections; FY2025-26 Proposal - needs, new requests, & priorities	
	Recommended Budget - Budget Committee first; AB March 20	
	Submittal to Analyst in OCE; include additional worksheets/schedules	
	Board of Supervisors approval of Recommended Budget (Provisional) - June	
	YE Closing - Fund Balance determination - July	
	Management Team - Budget Adjustments: consider Fund Balances, trends, and any emerging needs/opportunities	
	Budget Committee; AB Approval of adjustments - August 7	
	Board of Supervisors adoption September	
		<p>Status and Comments</p> <p>Q1: No update. FY2024-25 was adjusted in August and approved by BOS in September. FY2025-26 Budget work begins in Q2 & Q3.</p> <p>Q2: Mid-year Budget review underway in preparation for the initial recommended budget. Received budget schedule from the County - no change from last year. County is hosting a kickoff meeting January 15.</p>

RECREATION

#1 Increase Program Offerings, Specifically Classes, and Enhance Current Programs			
Lead Staff: Alaina		Other Divisions Involved:	
Projected Milestones	On Track	Status and Comments	
Offer classes targeted at ages 2 – 6-year-olds. Offer STEAM classes and/or camps. Implement Jr. NBA in youth basketball programs. Explore youth sports capacity and ability to run flag football programs. Determine need and future direction of Tiny Tots Program.	Yes	Q1: Working with Superior Sports on offering an Amazing Athletes class targeted at 2-4-year-olds as well as a STEM class, funded by the Carmichael Parks Foundation, at Barrett for middle school students. Finalizing Jr. NBA contract. Q2: STEM class at Barrett completed with 22 students. Planning Spring classes. Continue to work with Superior Sports on offering new STEM camps for President’s Week and Spring Break Week.	

#2 Develop Recreation Division			
Lead Staff: Alaina		Other Divisions Involved:	
Projected Milestones	On Track	Status and Comments	
Train new Recreation Supervisor and Coordinator Work with team on setting priorities and cost recovery goals. Update and implement budget tracking system.	Yes	Q1: Hired new Recreation Supervisor and recruiting for vacant Recreation Coordinator (facilities) position. Continue to train new supervisors and coordinators in roles and responsibilities as they progress through their first year. Q2: Hired new Recreation Coordinator and working with Recreation Supervisor on training this position on core job duties as well as areas for additional help while Recreation Supervisor is on leave. Establishing roles and responsibilities, as well as bringing in additional help, as shifting occurs while that position is out on leave. Youth Development Coordinator passed one year probation and continue to improve CRPD programming, staffing, and efficiency.	

#3	Improve Facility Rental Amenities and Reservations		
	Lead Staff: Alaina	Other Divisions Involved:	
	Projected Milestones	On Track	Status and Comments
	Purchase new budgeted items to improve facility rentals including garbage cans, televisions, and carts. Develop new approach to facility rental inspections and cleaning supplies tracking. Develop new approach to reserving/renting outdoor sport facilities including bocce ball and new pickleball courts. Implement new indoor pickleball court rental pilot program.	Yes	Q1: No update. Waiting on final budget to be approved by the County Board of Supervisor before purchases can be made. Waiting for new Coordinator hire for remaining items. Q2: Televisions, carts, and garbage cans purchased to improve facility rentals. New emphasis on cleaning has been established with the hiring of the Recreation Facilities Coordinator.