

# MTEP Projects

## Human Resources

- Assist with Employee Engagement program planning
- Assist with Workforce planning
- Implement Injury & Illness prevention program
- Make improvements to safety and wellness programs
- Assist w/ coordinating an online open enrollment benefits process
- Assist with Training & Development consortium and other related training initiatives
- Assist with negotiations
- Review/revise personnel rules
- Develop a formal recruitment program for hiring from colleges and universities

## County Manager's Office

- Assist with economic and land use development - (Policy updates, outreach, marketing)
- Introduce priority -based budgeting to community
- Assist with community engagement activities
- Perform grant writing
- Identify and explore grant opportunities
- Assist with program implementation for Climate Action Plan
- Assist with program implementation for downtown parking plan
- Assist with finance and budget preparation
- Review and revise below market rate housing program
- Examine the city's Action Plan
- Implement the city's social media outreach & marketing plan
- Assist with the city's annual "Make a Difference Day"
- Assist with employee satisfaction survey
- Assist with childcare contract management
- Help with department budget tracking
- Develop financing and budgeting processes
- Report out on Measure AA progress and finances
- Develop crisis communications plan
- Asses volunteer program and identifying opportunities for improvement
- Develop regional solutions to homeless encampments along the regions streams and creeks
- Implement new Mayor's Recognition program
- City newsletter – (Communications/Media relations)
- Assist with ADA compliance reporting
- Update special events /fee waiver policy
- Explore options for increased youth engagement
- Assist with the development of a coordinated citizen tracking process

## Planning & Natural Resources

- Policy writing - (Historic structures)
- Assist with Carbon sequestration
- Conduct climate change analysis

## Parks & Recs

- Research best practices on parks operations
- Research alternative methods to staffing parks
- Develop comparative data on revenues and expenses
- Assist Director on organizational resource development
- Resurrect the divisions Recreation Strategic Plan
- Perform financial analysis
  - Cost/revenue analysis of various rental facilities
  - Population analysis to determine the ratio of resident/non-resident use of recreation program services
- Analyze special funds for department
- Develop streets and parks public assessment
- Develop criteria for evaluating services for outside contracting
- Help implement volunteer process
- Recommend strategy for long-term operations and maintenance of City's sports facility/center
- Analysis of operating budget

## Finance

- Revamp business license review and application process - (streamline among departments)
- Conduct internal control study on cash receipts cycle
- Learn accounts payable and accounts receivable processes
- Learn payroll processes

## ISD/IT

- Assess project requirements for outsourcing a Disaster Recovery Plan
- Monitor daily network account access for department
- Ensure daily network security controls are enforced

## Office of the Chief of External Affairs

- Design and establish a Water Walk tour of the Delta
- Develop an emergency and crisis communications plan

## Community Development/Services

- Assist with single-family residential requirements and guidelines - (Housing programs)
- Apply newly developed quality of life metrics to cities - (track and conduct analysis)
- Implement pilot for Public Works Maintenance Management System
- Develop a hazard Mitigation plan for responding to emergencies
- Grant administration/monitoring
- Capital projects assistance
- Program management – commercial revitalization
- Review of the City's Smoking Ordinance
  - community survey, community meetings,
  - City Council study session & research of other cities policies
- Evaluate City's Tree Protection Ordinance
- Create & administer customer survey
- Develop marketing videos/media content related to programs and activities

## Public Works

- Assist with replacement of time card tracking system
- Create standardized electronic filing system
- Assist with revamp sidewalk ordinance
- Develop an area plan for a portion of the city that was recently annexed
- Provide guidance to residents and staff regarding development opportunities - (Community outreach)
- Asses existing policies, procedures, and practices
- Develop new plans for training and policy operations
- Help implement new ordinance to charge for storm water connection fee for new developments

## Office of Budget and Finance

- Help set, evaluate, and measure performance measures in line with Vision 2025.
- High level budget and program review and analysis