



# Memo

**To:** Advisory Board of Directors

**From:** Mike Blondino, District Administrator

**Date:** August 19, 2021

**Subject:** FY 2020-21 DISTRICT WORK PLAN Q4 REVIEW, FY 2021-22 DISTRICT WORK PLAN DRAFT, AND SACRAMENTO COUNTY BUDGET ENGAGEMENT

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The Fiscal Year 2020-21 District Work Plan was the first that incorporated both the Advisory Board and CRPD staff's initiative over a full fiscal year. Management staff has updated the plan quarterly throughout the year for your review and this last version (Q4) wraps it up. I believe we have accomplished a lot in the FY 2020-21 Work Plan, but there are several items that will carry over to the new fiscal year's Work Plan.

You will see some new key initiatives in the FY 2021-22 Work Plan, including tasking staff to research how to be more sustainable as a District in the future, implementing Bamboo HR, Garfield House event rentals, and the staffing structure of the Parks Division.

Regarding the Work Plan metrics, which is something we want to include each year, as part of the document. As the situation with COVID-19 has continued, it does not make sense to track any metrics until we are back to normal, so they were not included in the new FY 2021-22 Work Plan.

The final piece of this presentation is an item that Sacramento County just sent our way on August 10<sup>th</sup>. They are looking for priorities and needs from Advisory Boards throughout the County by September 10<sup>th</sup>. This is a great way for us drawing from the FY 2021-22 Work Plan and any other input you give at this month's Advisory Board meeting what CRPD wants/needs are for FY 2022-23.

Attachment:

- A. District Work Plan 2020-21 Q4 Update
- B. District Work Plan 2021-22-Draft
- C. FY 2022-23 Sacramento County Budget Community Engagement

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	Yes	<p><b>Q1:</b> 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><b>Q2:</b> COVID-19 Preparedness Plan was updated, and training completed with staff at November 4<sup>th</sup> 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><b>Q3:</b> 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 State/County.</p> <p><b>Q4:</b> Jon Isom and Rick Brandis attended the May Advisory Board meeting to present options for future financing. Met with Ad Hoc Committee to discuss options from the Isom/Brandis presentation. Did reference check on Jon Isom background with San Juan School District, Fair Oaks Rec and Park, and Fulton-El Camino, all which said he and his firm does excellent work. Jon's organization is the right company to led CRPD in a ballot initiative! Learned from County that we may have to put this work out for bid. Met with Jon to inform him of this and he looks forward to being one of the bidders.</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	No	<p><b>Q1/Q2:</b> First public survey completed by Gates +Associates and results presented to the Advisory Board on October 15<sup>th</sup> 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><b>Q3:</b> 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		<p><b>Q4:</b> Staff gave feedback on pre-draft of Districtwide Master Plan to Gates + Associates. That information is being worked into first draft, which should be out the first week in July for review. Gates + Associates will be presenting to the Advisory Board in July. Part of this Work Plan will be moved to FY 2021-22.</p>
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<b>#3</b>	<b>Enhanced Staff Training</b>	
	<b>Lead Staff:</b> Ingrid Penney	<b>Other Divisions Involved:</b> All
	<b>Projected Milestones</b>	<b>On Track</b>
	Accident/Incident Training w/Works Comp	Yes
	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	
		<p><b>Status and Comments</b></p> <p><b>Q1:</b> 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><b>Q2:</b> 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><b>Q3:</b> 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> <p><b>Q4:</b> Staff regularly participates in Webinars on various subjects. Cost for online staff development has been added to the budget proposal. Implementation of an online software platform will be moved to FY2021-22.</p>

#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><b>Q1:</b> 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><b>Q2:</b> Draft of brochure layout has been reviewed.</p> <p><b>Q3:</b> 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> <p><b>Q4:</b> Policy and Program Committee members have commented on the program, and it will be ready for full Advisory Board review at the July meeting.</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	No	<p><b>Q1:</b> Applications for LSCC Play Area and Bocce Courts were submitted to OGALS by September 30<sup>th</sup>. Staff will follow up with documents requested by OGALS.</p> <p><b>Q2:</b> 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><b>Q3:</b> 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> <p><b>Q4:</b> OGALS once again delayed us moving forward with throwing deed restriction paperwork after saying we were good to go with contract. Deed restrictions were recorded; County will send to OGALS. Submission of reimbursement requests planned for Q1 of FY 2021-22.</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	<p><b>Q1:</b> Rough R&amp;D underway, inspection forms to be updated by the end of the year (2020).</p> <p><b>Q2:</b> Fire extinguisher forms update completed 12-29-20. Facility inspection forms unable to be updated at this time.</p> <p><b>Q3:</b> No updates.</p> <p><b>Q4:</b> Facility inspection forms will not be updated. After thorough research, they have been found to be as complete as possible for the types of buildings/structures within the District.</p>
	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	No	<p><b>Q1:</b> Held meeting with all maintenance staff to go over park inspection forms. R&amp;D underway to implement for individual parks. Will begin creating inspection forms over the next few months.</p> <p><b>Q2:</b> Held meeting with all maintenance staff to go over park inspection forms. R&amp;D underway to implement for individual parks. Will begin creating inspection forms over the next few months.</p> <p><b>Q3:</b> New inspection forms are being finalized and will be tested in Q4.</p> <p><b>Q4:</b> 4<sup>th</sup> quarter came and went and I, unfortunately have not got to this yet. This will carry to FY 2021-22 Work Plan.</p>
	Begin tracking park standards and work completed on a quarterly basis.		
	After 1 <sup>st</sup> 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
	Re-route Disc Golf Course (2 holes)	Yes
	Construction of Bocce Courts	
	DRAFT Operations & Rental Policies	
	Advisory Board Approval re: new policy	
		<p>Q1: Disk golf have been re-located.</p> <p>Q2: Bocce Courts construction was complete as of October 16<sup>th</sup>. Remaining amenities i.e.; 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 partnership.</p> <p>Q3: All the amenities were installed; Bocce Ball Courts were open to the public on February 5<sup>th</sup>! Prop 68 sign received and installed the week of 4-11. COMPLETE.</p>

#2	Veteran's Hall	
	Lead Staff: James Perry	Other Divisions Involved:
	Projected Milestones	On Track
	HVAC upgrade to Tiny Tot Room Submit SMUD Shine Grant for window upgrade, HVAC to north room, drywall and paint of north room and outside landscaping If Shine grant approved: 1. HVAC upgraded for north room 2. Staff drywall and paint north room 3. Install drip irrigation and native plants	Yes
		<p>Q1: New Tiny Tots HVAC completed August 25<sup>th</sup>. 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 some of the 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.</p> <p>Q4: Good progress this quarter. Rotary has committed \$5,000 to this project (along with sweat equity) and the Parks Foundation is submitting a beefed up SMUD Shine Grant application for \$21,000 for windows and HVAC upgrade. CRPD has committed to \$26,000 for the project. The plan is to start some of the work in October 2021 and this will take time during the winter, hoping to be completed in February 2022. This item will be continued in the FY 2021-22 Work Plan.</p>

#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><b>Q1:</b> 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 improvements are still planned for Spring 2021.</p> <p><b>Q2:</b> 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><b>Q3:</b> 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> <p><b>Q4:</b> Driveway improvement complete. New gate installed. Window treatments received and installed. Landscape contract signed and meeting to be set with Architect/District on-site. Minor items remain, paint handicap space and deck lighting. Landscaping will be completed in Fall/Winter of FY 2021-22, as there will be funding available then.</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	<b>Q1:</b> Scanning documents to pdf for record management started. <b>Q2:</b> No updates at this time. <b>Q3 &amp; Q4:</b> Started 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	No	<b>Q1:</b> Completed review of cash handling procedures. Working on the update. <b>Q2:</b> No updates at this time. <b>Q3:</b> Bringing to Advisory Board in Q4; involves updating job tasks, descriptions, and workflow. <b>Q4:</b> Job tasks, descriptions and workflow not completed. This item will be continued in the FY 2021-22 Work Plan.
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	<b>Q1:</b> 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. <b>Q2:</b> Information has been compiled for review and selection. <b>Q3:</b> 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. <b>Q4:</b> Identified a team from each division to work with the Bamboo implementation. Costs included in FY2021-22 budget proposal. Implementation will start in the Q1 of FY2021-22.
Explore Virtual Timeclocks options		
Develop Onboarding Process		

<b>#4</b>	<b>AUDITS - FY 2018/19 AND 2019/20</b>	
	<b>Lead Staff:</b> Ingrid Penney	<b>Other Division Involved:</b> Recreation and Parks
	<b>Projected Milestones</b>	<b>On Track</b>
	Schedule date for Fieldwork	No
	Identify and set aside records for review	<b>Status and Comments</b> <b>Q1:</b> Scheduled Audit fieldwork for the Spring 2021 (February) <b>Q2:</b> Preparation for fieldwork started. Onsite fieldwork tentatively scheduled for 2/2 - 2/11. <b>Q3:</b> Fieldwork complete. Draft financial statements ready for review. MD & A target completion in Q4. <b>Q4:</b> MD & A completion moved to Q1 of FY2021-22.
	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 Restrictions		
	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	<b>Q1:</b> 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 <sup>st</sup> .
	Work with Youth Sports Facility Use Agreement groups on COVID-19 return to play plans and field use permits.		<b>Q2:</b> 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 with 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		<b>Q3:</b> 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. <b>Q4:</b> Continued Distant Learning Camp throughout entire schoolyear. Planned and implemented summer day camps with new and changing restrictions. Contracted summer youth sports programs to divert all staff resources to summer camps. Restarted facility rentals including consistently renting the gyms starting in May. Worked with SJUSD on summer programming options to help bridge the learning gap that occurred as a result of COVID-19. New relationships with Young

		Rembrandts, Camp Edmo, and Intellibricks were formed through this endeavor. Planned the return of Summer Concert Series to be implemented in July. Worked with Community Partners on a third Carmichael Cares Family Kit to celebrate the 4 <sup>th</sup> of July.
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#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	<b>Q1:</b> Goal is to have these finalized and implemented in Spring 2021. <b>Q2:</b> On track for Spring 2021 (dependent on COVID-19 restrictions and opening of facilities for rentals). <b>Q3:</b> Pending implementation once regular programming and rentals begin. <b>Q4:</b> Upgraded survey options to allow for more staff access, exportations for record keeping, and larger response totals. Surveys will be implemented in August as summer camp ends and more facility rentals are completed.
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	<b>Q1:</b> Fee study for comparable facilities has been completed. Staff is working with subcommittee on furniture approvals. <b>Q2:</b> 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. <b>Q3:</b> 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. <b>Q4:</b> Rental rules, fees, and polices have been approved by the Advisory Board. Outreach and incorporation of park neighbor feedback into the event rental rules has occurred. Venue photoshoot occurred and staff are working with the design company
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.		

			on marketing material. Internet installation process has begun, unknown of how long the process may take. Landscaping will occur in the fall followed by a grand opening event.
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#4 <b>Create Services and Supply Budget Tracking System for Recreation Division</b>			
Lead Staff: Alaina		Other Division Involved: Administrative	
Projected Milestones	On Track	Status and Comments	
Create master document on Excel	Yes	<b>Q1:</b> Document is in draft form and will be ready for District Administrator initial feedback and complete review this month. <b>Q2:</b> On track to have draft completed and to put in numbers based on the mid-year budget review. <b>Q3:</b> 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. <b>Q4:</b> Staff will begin to use this tracking document for programs, classes, events, etc. starting July 1 <sup>st</sup> and after.	
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			

2021-22 Annual Work Plan and Quarterly Reports  
**Key Initiatives – Major policy initiatives to be implemented by the district during the fiscal year**

<b>#1</b>	<b>Complete Park and Recreation Master Plan Update</b>		
	<b>Lead Staff:</b> Mike Blondino		<b>Other Divisions Involved:</b> All
	<b>Projected Milestones</b>	<b>On Track</b>	<b>Status and Comments</b>
	Present Master Plan to Advisory Board for approval		
	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.		

<b>#2</b>	<b>New Funding Source for Operations/Projects</b>		
	<b>Lead Staff:</b> Mike Blondino and Ingrid Penney		<b>Other Divisions Involved:</b> All
	<b>Projected Milestones</b>	<b>On Track</b>	<b>Status and Comments</b>
	Draft RFP for Financial Planning and Advisory Services		
	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		

<b>#3</b>	<b>Sustainability</b>		
	<b>Lead Staff:</b> Mike Blondino		<b>Other Divisions Involved:</b> All
	<b>Projected Milestones</b>	<b>On Track</b>	<b>Status and Comments</b>
	Water Management/Landscaping		
	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		
	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**

<b>#1</b>	<b>Parks Division Structure</b>		
	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		
	Contract out Preventative Maintenance on HVAC		
	Explore different staffing structure for Parks Division		
<b>#2</b>	<b>On-Going Projects</b>		
	Lead Staff: James/ Maintenance Staff		Other Divisions Involved: All
	Projected Milestones	On Track	Status and Comments
	800 Wing restoration		
	CP Ballfield 2 Fence-line/Backstop		
	Community Garden Fence Project		
	Garfield House Landscaping		
	Dog Park Upgrades		
<b>#3</b>	<b>Park Inspections</b>		
	Lead Staff: James/ Maintenance Staff		Other Divisions Involved:
	Projected Milestones	On Track	Status and Comments
	Tour parks and cater inspection forms to each site		
	Begin implementing quarterly inspections by August		
	Give quarterly figures to District Administrator and Advisory Board		



**PLANNING AND DEVELOPMENT**

<b>#1</b>	<b>Veteran's Hall</b>	
	Lead Staff: James Perry	Other Divisions Involved: Recreation
	<b>Projected Milestones</b>	<b>On Track</b> <b>Status and Comments</b>
	Install drip irrigation and native plants with the assistance of Rotary Club	
	Staff to drywall, flooring, and paint north room	
	HVAC upgraded for north room	
	Assemble and install display case and storage units.	

<b>#2</b>	<b>Update Unfunded Project List</b>	
	Lead Staff: Mike Blondino and James Perry	Other Divisions Involved: All
	<b>Projected Milestones</b>	<b>On Track</b> <b>Status and Comments</b>
	Compile list of all small unfunded projects	
	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	

**ADMINISTRATIVE SERVICES**

<b>#1</b>	<b>Record Retention Policy</b>		
	Lead Staff: Ingrid Penney		Other Divisions Involved:
	<b>Projected Milestones</b>	<b>On Track</b>	<b>Status and Comments</b>
	Draft Policy and Procedures for AB Approval		
	Digitize Records - explore options for external services		

<b>#2</b>	<b>Update/Formalize Internal Control &amp; Cash Handling Policy and Procedures</b>		
	Lead Staff: Ingrid Penney		Other Division Involved: Recreation
	<b>Projected Milestones</b>	<b>On Track</b>	<b>Status and Comments</b>
	Update Positions; Job Descriptions		
	Update cash handling processes		
	Draft Policy and Procedures for AB Approval		
	Implement		

<b>#3</b>	<b>Modernize HR Services</b>		
	Lead Staff: Ingrid Penney		Other Division Involved: Recreation and Parks
	<b>Projected Milestones</b>	<b>On Track</b>	<b>Status and Comments</b>
	Bamboo Contract		
	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)		
	Evaluate Time Tracking Module - virtual timeclocks solution after successful roll out of HR Management		

#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		
	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.			
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.			
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.			

<b>#3 Explore and Enhance Partnerships</b>		
	<b>Lead Staff:</b> Alaina Lofthus	<b>Other Division Involved:</b> Administrative Services
	<b>Projected Milestones</b>	<b>On Track</b>
		<b>Status and Comments</b>
	Continue to grow the DART swim lesson partnership.	
	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.	

<b>#4 Increase Marketing Efforts for District Services</b>		
	<b>Lead Staff:</b> Alaina	<b>Other Division Involved:</b>
	<b>Projected Milestones</b>	<b>On Track</b>
		<b>Status and Comments</b>
	Use QR code system for advertisements, registration forms, and track usage.	
	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.	

Interim County Executive  
Ann Edwards



## County of Sacramento

**Board of Supervisors**  
Phillip R. Serna, District 1  
Patrick Kennedy, District 2  
Rich Desmond, District 3  
Sue Frost, District 4  
Don Nottoli, District 5

### *Inter-Office Memorandum*

**Date:** August 6, 2021

**To:** All Department Heads

**From:** Amanda Thomas  
Chief Fiscal Officer

**Subject:** *Fiscal Year 2022-23 Budget Community Engagement –  
Advisory Board and Commission Outreach*

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As you know, in June the Board of Supervisors approved a Community Engagement Plan for the FY 2022-23 budget. As part of that process, we are asking departments to reach out to the County's advisory boards and commissions to ask them to identify their priorities and needs relative to the County's budget.

In order to facilitate the outreach process, each of the boards/commissions has been assigned to a department for outreach, and a common feedback template will be used to collect information on the outreach conducted. The format of the outreach (in-person, virtual meeting, written communication) is at the department's discretion based on what will work best to ensure a robust response from each board or commission.

We ask that outreach be conducted and all feedback forms be submitted no later than September 10<sup>th</sup>. To assist in this effort, the following documents are attached:

- **Listing of Boards and Commissions by Department:** Please review the boards and commissions assigned to your department and notify your Deputy County Executive and me of any proposed changes to department assignments as soon as possible.

- **Feedback Form:** To facilitate standardized collection of outreach data, we are asking that departments complete a brief feedback form for each board/commission after outreach has been conducted. This form will capture the needs and priorities identified.

A copy of the form is attached for reference, but we are asking that it be completed by the department for each assigned board/commission by accessing the form at <https://www.surveymonkey.com/r/VSJY3FJ>. ***This form is to be completed by departments after outreach has been conducted. Please do not forward the link.***

- **Sacramento County FY 2021-22 Budget in Brief:** While many boards and commissions may be most interested in information specific to your department, the County's Budget in Brief for FY 2021-22 is attached and can be shared to provide a high level overview of the County's budget.

The results of this outreach will be used to help determine priorities or needs to be tested with the broader public in a scientific poll and, ultimately, to recommend a set of budget priorities to the Board of Supervisors in advance of the FY 2022-23 budget process.

Please feel free to contact me with any questions, and thank you in advance for your assistance with this effort.

# SACRAMENTO COUNTY

## FISCAL YEAR 2021-22 BUDGET IN BRIEF

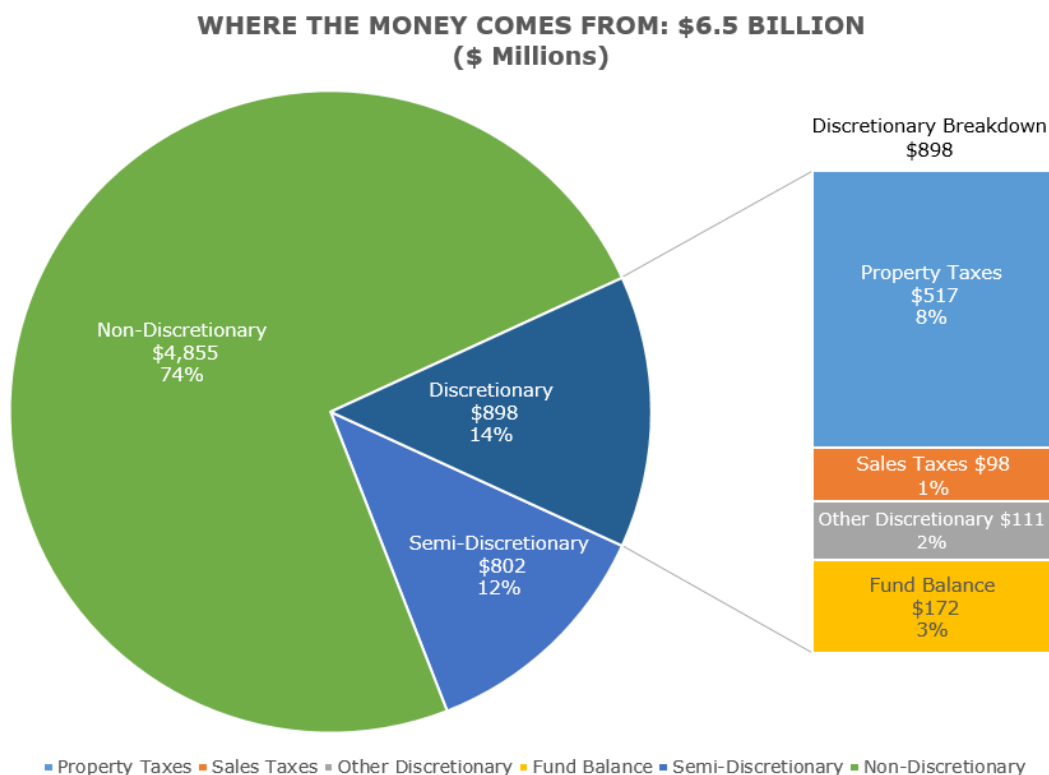
APPROVED JUNE 2021

The purpose of this Budget in Brief is to provide a general overview of Sacramento County's Fiscal Year (FY) 2021-22 (July 1, 2021 to June 30, 2022) Approved Budget, showing where the money comes from and how the County plans to spend it. This brief also explains key budget concepts and processes, important fiscal issues facing the County, and information on how to get involved in the County's budget process.

### Where the money comes from

*The \$6.5 billion in planned spending during FY 2021-22 comes from the following general sources:*

- \$4.8 billion of **Non-Discretionary** funding including fees and charges for services and federal and State funding that must be used for specific programs and services and cannot be reallocated to other uses



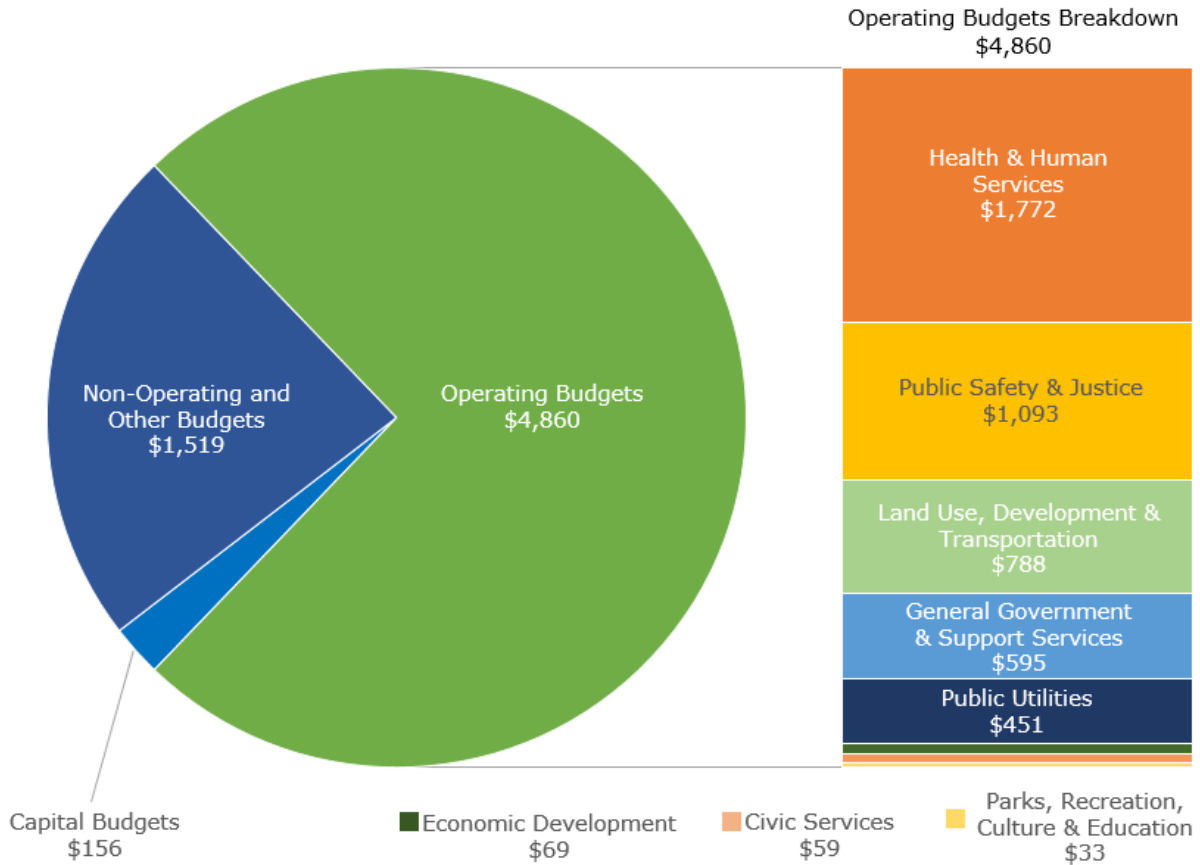
- \$800 million of **Semi-Discretionary** funding that is generally limited to social services and public safety spending, but over which the County has some discretion as to use of funds
- \$900 million of **Discretionary** funding from property taxes, sales taxes, other discretionary revenue, and beginning fund balance in the County's General Fund. The County has broad discretion over how to use this funding.



## Where the money goes

- At \$4.9 billion, **Operating Budgets** for County programs and services account for most of the \$6.5 billion County budget. More detail on major program areas is included in the following sections.

### WHERE THE MONEY GOES: \$6.5 BILLION ALL FUNDS BUDGET (\$ Millions)



- Non-operating and Other Budgets**, including transfers between funds, and **Capital Budgets** covering construction projects and equipment purchases account for the remainder of the County's budget.

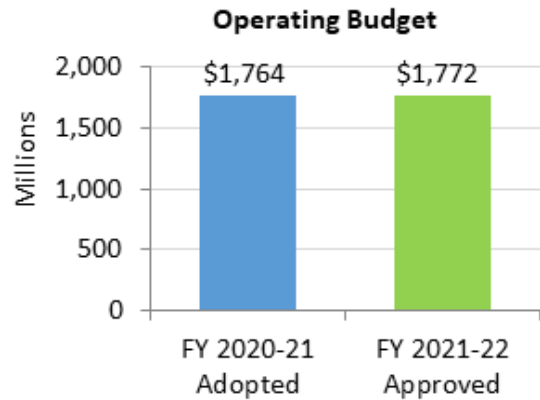
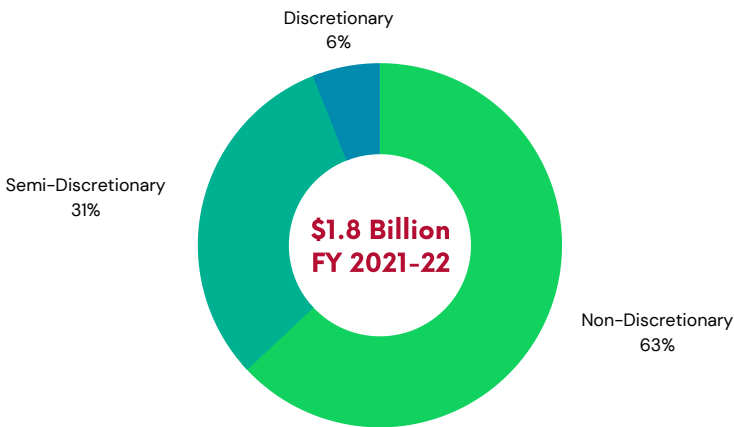
## Health & Human Services

### Departments

- Coroner
- Child Support Services
- Child, Family and Adult Services
- Environmental Management
- Health Services
- Human Assistance

### FY 2021-22 Major Initiatives

- Alternative emergency response to mental health issues
- Homeless encampment initiative
- Increased capacity in Public Health
- Additional foster care and emergency response units in Child Protective Services



### What is a Budget?

A budget is an annual spending plan that provides authorization to spend money for certain purposes and establishes limits for how much can be spent in certain categories. A budget is also an expression of organizational policies and priorities, as it determines how limited resources will be allocated to accomplish the organization’s mission.

Sacramento County’s budget covers the fiscal year (FY) July 1 through June 30 and is governed by rules spelled out in the State’s County Budget Act and the County Charter. Additionally, State and federal laws restrict how the County spends much of the funding it receives, with even discretionary resources needed to meet local match requirements. The budget also reflects policies and priorities established by the Board of Supervisors.

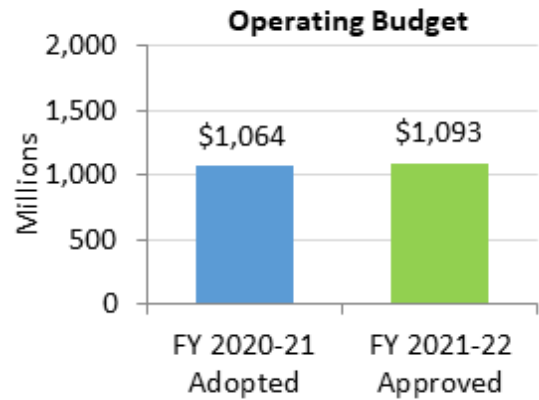
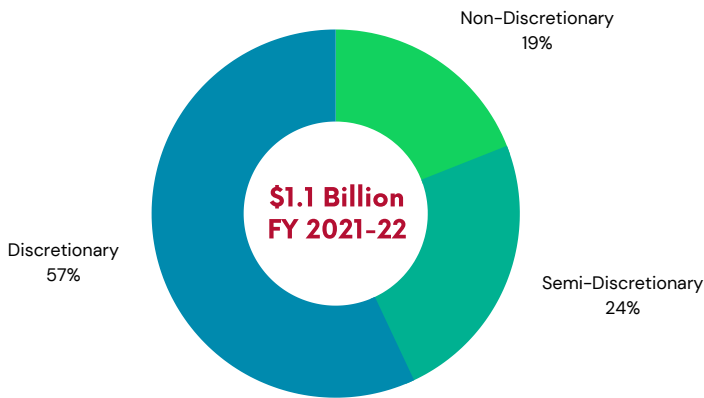
## Public Safety & Justice

### Departments

- Animal Care and Regulation
- Conflict Criminal Defenders
- District Attorney
- Emergency Services
- Office of Inspector General
- Probation
- Public Defender
- Sheriff

### FY 2021-22 Major Initiatives

- Enhanced correctional staffing to meet obligations of Mays Consent Decree
- Body-worn cameras for Sheriff's Deputies
- Additional 911 Dispatchers to improve response times
- Pre-trial programs for Probation and Public Defender to support alternatives to incarceration



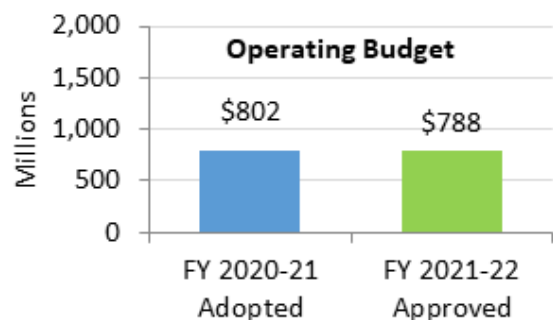
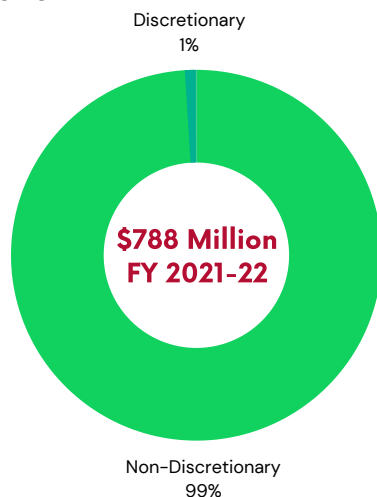
## Land Use, Development & Transportation

### Departments

- Airports
- Development and Code Services
- Planning & Environmental Review
- Transportation

### FY 2021-22 Major Initiatives

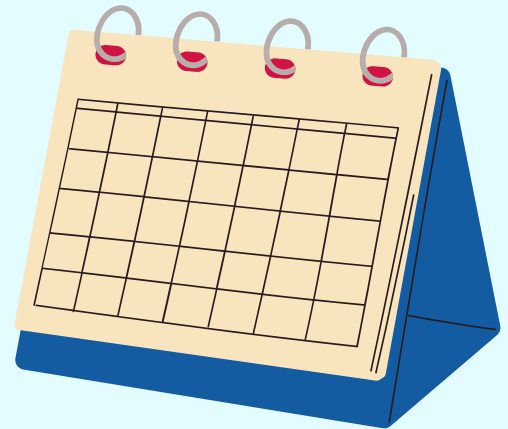
- Substantial investment in County road maintenance
- Development of four master planned communities
- Improvements at Sacramento International Airport



### Budget Process and Timeline

The County’s annual budget process starts in September for the budget year beginning the following July 1. **Key milestones include:**

- September–December: Internal services budgets and charges are developed
- January–February: Departments work on budget requests
- March: Discretionary revenue estimates for upcoming FY and Mid-Year review for current FY
- April: County Executive decides on budget recommendations
- May: Recommended Budget document completed and released
- June: Recommended Budget hearings and approval
- July: Departments submit requested revisions based on changes to State budget, other available funding, or necessary re-budgeting; revenue estimates are revised based on the latest information
- August: Revised Recommended Budget document completed and released
- September: Revised Recommended Budget Hearings and formal budget adoption



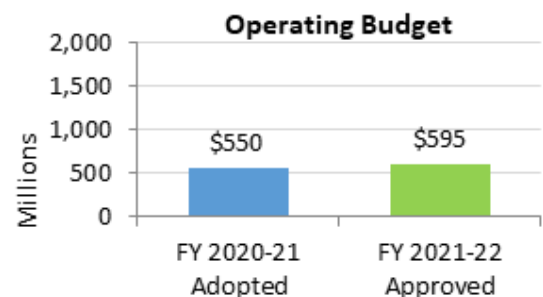
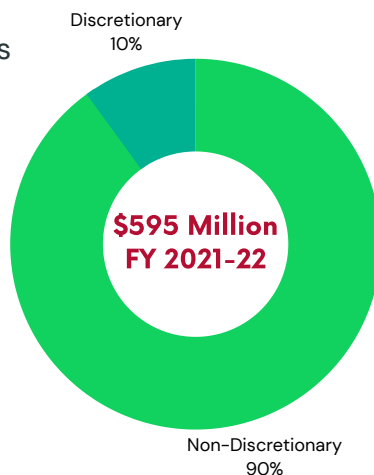
## General Government & Support Services

### Departments

- Board of Supervisors
- Clerk of the Board
- County Counsel
- County Executive
- Finance
- General Services
- Personnel Services
- Technology

### FY 2021-22 Major Initiatives

- New property tax system
- Enhanced cybersecurity risk management and response capabilities



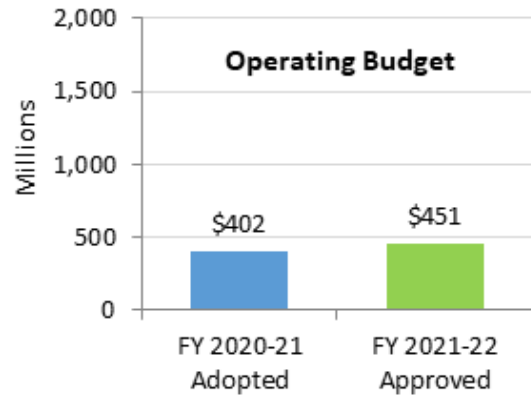
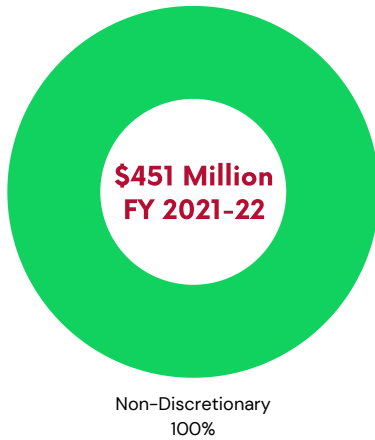
## Public Utilities

### Departments

- Waste Management & Recycling
- Water Resources

### FY 2021-22 Major Initiatives

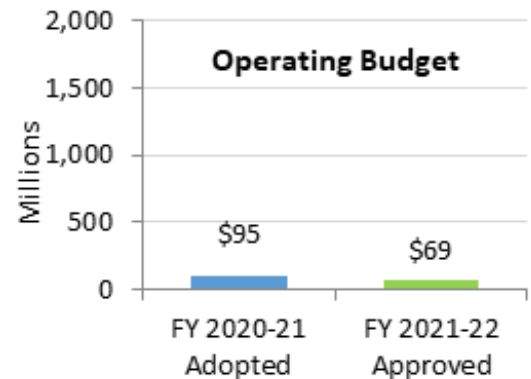
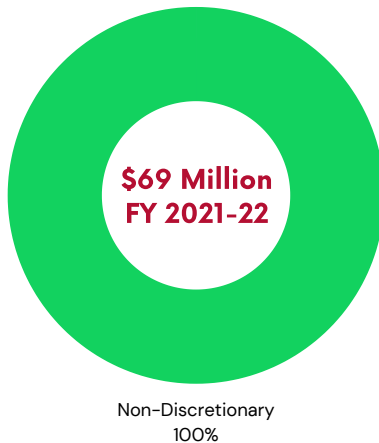
- Implementation of organic waste recycling (SB 1383)
- Arden Service Area pipe and meter installation



## Economic Development

### FY 2021-22 Major Initiatives

- Development of Metro Air Park industrial business park



### County Officials' Roles and Responsibilities

County Officials each have a different role to play in the budget process:

- County **Departments** identify funding needs and outside revenues for ongoing programs, submit requests to fund new programs, and identify reductions when necessary.
- The **Office of the County Executive** evaluates departmental requests based on available funding and alignment with County policies and priorities and the **County Executive** recommends a budget to the Board of Supervisors.
- The **Board of Supervisors** sets budget priorities and is the final authority regarding budget approval and adoption.

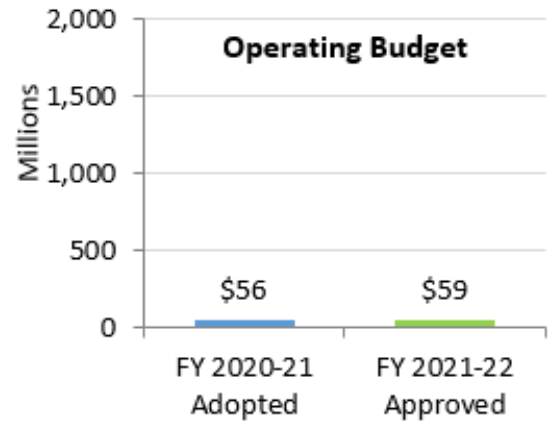
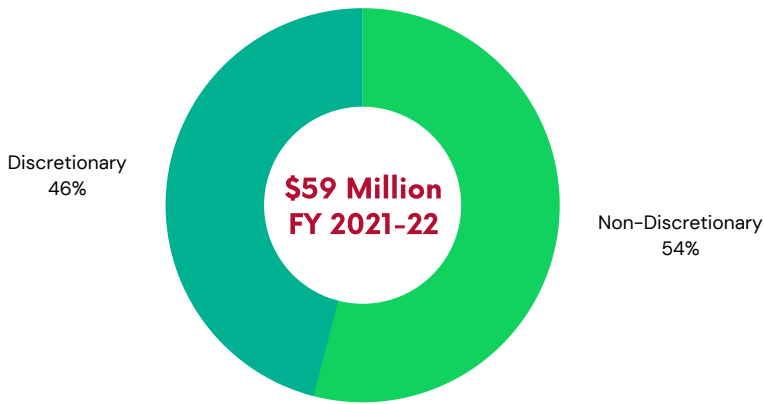
### Civic Services

#### Departments

- Agricultural Commissioner – Sealer of Weights and Measures
- Assessor
- County Clerk/Recorder
- Voter Registration and Elections

#### FY 2021-22 Major Initiatives

- Special gubernatorial recall election
- Redistricting of County supervisorial districts



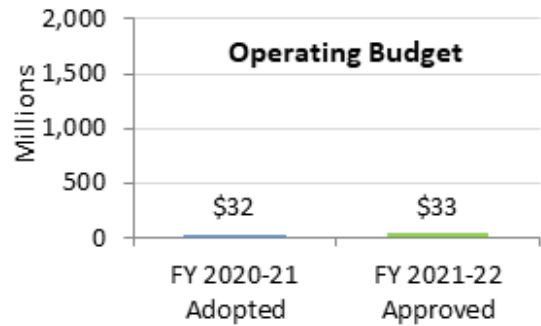
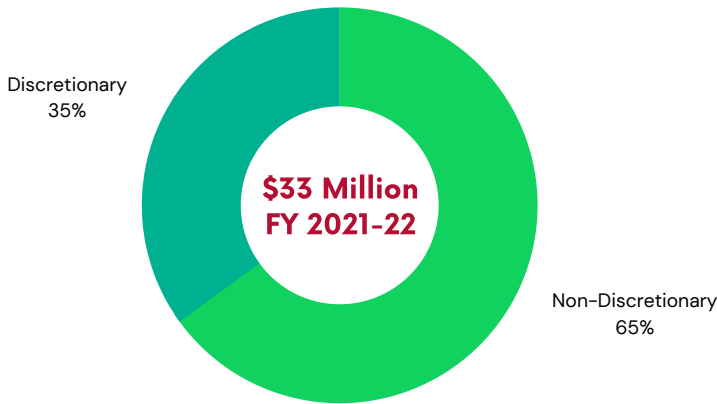
## Parks, Recreation, Culture & Education

### Departments

- Cooperative Extension
- County Library Facilities
- Regional Parks

### FY 2021-22 Major Initiatives

- Improvements to park facilities
- Additional park rangers



### How You Can Get Involved

Here are some ways you can get involved and learn more about the County and its budget:

- Explore the County's budget documents and more information on the budget process at: [bdm.saccounty.net](http://bdm.saccounty.net).
- Apply to serve on County advisory boards. Opportunities can be found at [sccob.saccounty.net/Pages/BoardsandCommissions.aspx](http://sccob.saccounty.net/Pages/BoardsandCommissions.aspx).
- Write, email, or phone your supervisor. Contact information can be found at [bos.saccounty.net](http://bos.saccounty.net).
- Sign up at [public.govdelivery.com/accounts/CASACRAM/subscriber/new?qsp](http://public.govdelivery.com/accounts/CASACRAM/subscriber/new?qsp) to receive information about the County's budget.

