



GREATER VALLEJO RECREATION DISTRICT

Mission Statement: *Building community and enhancing quality of life through people, parks, and*

395 Amador Street, Vallejo, CA 94590-6320 • 707-648-4600 • FAX 707-648-4616

Board of Directors
Robert Briseno
Gary Salvadori
Ron Bowen
Adjoa McDonald
Rizal Aliga

General Manager
Gabriel Lanusse

In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item and is distributed less than 72 hours prior to a regular meeting, will be made available for public inspection in the District offices during normal business hours. Documents will also be available electronically at <https://www.gvr.org/about-us/agendas-minutes/>

Greater Vallejo Recreation District Board of Directors

AGENDA-REGULAR MEETING

October 28, 2021

Administrative Office – Board Room

395 Amador Street

6:30 p.m.

- 1) **Call to Order**
- 2) **Pledge of Allegiance**
- 3) **Roll Call**
- 4) **Approval of Agenda**
- 5) **Public Comment:**
Members of the public may speak on any item not on the agenda but within the jurisdiction of the Board. Items on the agenda can be addressed at the time the matter is taken up. Each speaker is limited to 3 minutes and a spokesperson for an organization is limited to 5 minutes.
- 6) **Consent Calendar:**
Items listed on the consent calendar are considered routine in nature and may be enacted by one motion. If discussion is required, that item will be removed from the consent calendar and will be considered separately.
 - A) **Approve Board Minutes-October 14, 2021**
 - B) **Accept Policies and Personnel Committee Minutes-October 12, 2021**
- 7) **Financials:**
Approve Proposed Part-time Pay Range Table (Harman)
- 8) **New Business:**
Approve and Adopt the 10-Year Master Plan (Milkes)

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact the District Office at 707-648-4604 or fax 707-648-4616. Requests must be made as soon as possible and at least three (3) full business days before the start of the meeting.

9) Staff Reports:

- A) Maintenance Superintendent**
- B) Finance Director**
- C) Human Resources Manager**
- D) Recreation Superintendent-Verbal Report**
- E) General Manager**

10) Announcements and Comments from Board Members:

11) Meeting Adjourn:

Next meeting: November 18, 2021



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Greater Vallejo Recreation District Board of Directors

MINUTES

October 14, 2021 – 395 Amador Street

6:30 p.m.

1) **Call to Order:**

Chairperson Briseno called a regular meeting, of the Board of Directors of the Greater Vallejo Recreation District, to order at 6:30 p.m., October 14, 2021, in the Board Room of the Greater Vallejo Recreation District Office, 395 Amador Street, Vallejo, California.

2) **Pledge of Allegiance:**

3) **Roll Call:**

Present: Chairperson Robert Briseno, Vice-Chairperson Gary Salvadori, Directors; Adjoa McDonald, Ron Bowen, and Rizal Aliga

Staff: General Manager, Gabe Lanusse; Legal Counsel, Gary Heppell; Human Resources Manager, Casey Halcro; Maintenance Superintendent, Salvador Nuno; Finance Director, Penny Harman; Board Clerk, Kimberly Pierson

Excused: Recreation Superintendent, Antony Ryans

4) **Approval of Agenda:**

Two changes to agenda: Remove items 8G and 8H. Director Bowen offered the motion, seconded by Director Salvadori to approve the agenda with two changes. Motion passed unanimously.

5) **Public Comment:**

Members of the public may speak on any item not on the agenda but within the jurisdiction of the Board. Items on the agenda can be addressed at the time the matter is taken up. Each speaker is limited to 3 minutes and a spokesperson for an organization is limited to 5 minutes.

Mauricio Fernandez-Vallejo United Soccer Club

Ricardo Medina-Vallejo United Soccer Club

6) Consent Calendar:

Items listed on the consent calendar are considered routine in nature and may be enacted by one motion. If discussion is required, that particular item will be removed from the consent calendar and will be considered separately.

A) Approve Board Minutes-September 23, 2021

B) Accept Policies and Personnel Committee Minutes-Sept. 13, 2021

C) Accept Facility and Development Committee Minutes-Sept. 20, 2021

D) Accept Budget and Finance Committee Minutes-Sept. 20, 2021

Director Bowen offered the motion seconded by Director McDonald to approve the Consent Calendar. Motion passed unanimously.

7) Financials:

A) Approve Financial Statement as of 9/30/2021 (Harman)

Director Bowen offered the motion, seconded by Director Aliga to approve the financial statement as of 9/30/2021. Motion passed unanimously.

B) Approve Payment of Bills 9/1/2021 through 9/30/2021 (Harman)

Finance Director Harman provided details on a few of the larger payments. Director Bowen offered the motion, seconded by Director McDonald to approve the payment of bills 9/1/2021 through 9/30/2021. Motion passed unanimously.

8) New Business:

A) Discussion on 10-Year Master Plan Public Comments (Lanusse)

The board discussed comments received and gave direction to have the yearly Strategic Action Plan/Goals included in the 10-Year Master Plan.

B) Approve Cancellation of the November 25, 2021 Board Meeting due to the Thanksgiving Holiday (Pierson)

Director McDonald offered the motion, seconded by Director Bowen to approve the cancellation of the November 25, 2021 board meeting. Motion passed unanimously.

C) Approval to reschedule the November 11, 2021, Board Meeting to November 18th Due to the Veteran's Day Holiday (Pierson)

Director Salvadori offered the motion, seconded by Director McDonald to approve the rescheduling of the November 11, 2021 board meeting to November 18, 2021. Motion passed unanimously.

D) Discuss Proposed Art in the Parks Committee (Lanusse)

General Manager Lanusse discussed having an Arts in the Park Committee as well as his vision for art project in the parks.

E) Approve International Brotherhood of Electrical Workers (IBEW) Letter of Agreement Regarding Electronic Tracking of District Fleet Equipment (Nuno/Halcro)

Director Bowen offered the motion, seconded by Director Aliga to approve International Brotherhood of Electrical Workers (IBEW) Letter of Agreement. Motion passed unanimously.

F) Approve 1st Read of Policy and RR #2020 – Annual Leave, Executive Leave, and Compensatory Time Off (Halcro)

One change: add parenthesis around 360 on the first page. Director Bowen offered the motion, seconded by Director Aliga to approve the 1st Read of Policy and RR #2020 with one change. Motion passed unanimously.

~~G) Approve 1st Read of Policy #4060 – Committees of the Board of Directors (Halcro)~~

~~H) Approve 1st Read of Policy and RR #2120 – Worker’s Compensation/Occupational Sick Leave (Halcro)~~

I) Approve Job Description and Title Change to the Account Specialist Position (Halcro)

Discussion on the process for future approval of changes to job descriptions. Board consensus was to forego bringing changes to full board and to continue to bring them to the Policies and Personnel Committee. Updates would be the responsibility of the General Manager and Human Resources. No action taken.

J) Approve Job Description and Title Change to the Account Assistant Position (Halcro)

No action taken

K) Approve Job Description and Title Change to the Administrative Coordinator/Board Clerk (Halcro)

No action taken

9) Staff Reports-Informational Only:

A) Maintenance Superintendent

- Announced a tree planting event at City Park on Saturday.
- Announced the Vallejo Watershed Alliance is hosting a cleanup at Hanns Park this weekend.
- Provided an update on current projects.

B) Finance Director

- Announced that GVRD has applied for a portion of the \$100 million in COVID-19 Fiscal Relief that is available from the State of California for Special Districts.

C) Human Resources

- Announced the Human Resources Clerk Full-Time Position has been filled by an internal candidate who will begin on Monday.
- Announced the Board Clerk recently received her A.S. Degree and offered congratulations.

D) Recreation Department given by the General Manager

- Discussed the plan to create user agreement for facility usage.
- Provided an update on recruitment efforts.

E) General Manager

- Informed the board the meeting with the city to discuss the Mare Island Preserve was cancelled.
- Announced he will not be at the October 28th Board Meeting.
- Updated the board of McIntyre Ranch

10) Administrative Items:

Director McDonald-Report on recent Special District Leadership Foundation Conference

Director McDonald shared highlights from a recent conference she attended.

11) Announcements and Comments from Board Members:

Director McDonald would like to see Policy and RR 2020 come back to the board.

Director Aliga mentioned that he attended the Waterfront Weekend event and how nice it was to see staff and board members at the event.

Director Salvadori raised concerns over the recent increase in the amount of spam emails to the board of director email account.

12) Meeting Adjourn:

Director Bowen offered the motion, seconded by Director Salvadori to adjourn the meeting at 9:29 p.m. Motion passed unanimously.

Ron Bowen, Board Secretary

Date



Agenda 6-B

BOARD COMMUNICATION

Date: October 28, 2021

TO: Board Chairperson and Directors

FROM: Staff

SUBJECT: Accept the Minutes from the Policies and Personnel Committee meeting October 12, 2021

RECOMMENDATION

To accept the minutes from Policies and Personnel Committee from the October 12, 2021 meeting.

DOCUMENTS AVAILABLE FOR REVIEW

- A) Policies and Personnel Committee Minutes from October 12, 2021



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Policies and Personnel Committee Meeting Tuesday, October 12, 2021

In attendance: Director Salvadori, Director Aliga, Human Resources Manager Halcro, General Manager Lanusse

Meeting began: 4:00 pm

1. Discuss Employee Morale Challenge

- a. Committee discussed challenges happening with employee morale. Director Salvadori gave GM Lanusse suggestions and Director Aliga thanked staff for bringing these challenges forward.

2. International Brotherhood of Electrical Workers (IBEW) Side Letter Regarding Electronic Tracking of District Fleet Equipment

- a. HR Manager presented committee with a side letter worked on in collaboration with IBEW. Committee agreed that the side letter would go to Board meeting for approval rather than Committee.

3. Policy #4060 – Committees of the Board of Directors

- a. Committee discussed policy and changes. Suggestions were given to do more work on policy changes. Director Salvadori suggested that it may not work out timing wise to have Chair of Committees approve minutes before they are sent to Board Clerk for approval. Additionally, it was suggested that mention of non-GVRD committees (like inter-agency committee) should be removed from this policy.
- b. GVRD staff will continue working on updates and changes to this policy and return it to this committee.

4. Policy and RR #2020 – Annual Leave, Executive Leave, and Compensatory Time off

- a. Committee discussed policy and changes. Director Aliga noticed missing parenthesis around 360. Staff will move forward with first read including the parenthetic change.

5. Policy and RR #2120 Worker’s Compensation/Occupational Sick Leave

- a. Committee discussed policy and changes. Director Aliga found some consistency issues with capitalization of Worker’s Compensation. Additionally, Director Salvadori shared that he did not feel we need to update this policy at this time. Staff will continue exploring and researching this further.

6. Job Description/Title Changes – Accounting Specialist, Accounting Assistant, Administrative Coordinator/Board Clerk Positions

- a. Committee discussed whether it is necessary to bring each individual job description/title to the Board of Directors. It was suggested that, moving forward, the Board give GVRD staff direction to updated job descriptions/titles with approval of the GM rather than the Board

7. Policy Manual Updates and Board of Directors Request to Track Changes

- a. HR Manager shared that each Director has now asked for different things to be included on this report. Unfortunately, that’s made this an impossible report to produce in the way the individual board members have requested and still be printed legibly. HR Manager will continue to work toward a solution but has concerns about each board member directing her differently rather than one direction being received from Board Chair. Committee discussed that the GM and Legal Council will need to remind the board that information between the Board of Directors and Staff will need to be collected by Board Chair to be given to GM. GM will then direct his staff from there.

Meeting adjourned 6:13pm



Agenda 7

BOARD COMMUNICATION

Date: October 28, 2021

TO: Board Chairperson and Directors

FROM: Penny Harman, Finance Director

SUBJECT: **Approve Proposed Part-time Pay Range Table**

BACKGROUND AND DISCUSSION

Since having had all programs shut down during the COVID-19 pandemic, the District, especially the Recreation Dept., has encountered difficulty in recruiting part time staff, due, in part, to our current pay range table. Additionally, the California State minimum wage is increasing to \$15.00 effective January 1, 2022.

In an effort to attract qualified employees, and, to comply with the CA State minimum wage increase, we have created the proposed Part-time Pay Range Table. We presented this to the Budget and Finance Committee in Sept. 2021.

We have increased all part-time positions by \$1.00. This will bring our lowest paying position into alignment with the state's mandate, as well as increase wages at all levels and steps throughout the district.

The approximate cost to the District for this increase is \$130,000 per fiscal year. Measure K funds pay for most PT wages. \$130,000 is the maximum, and it most likely will be less.

We would like to implement this increase during the first pay period in December. The cost for the period December 2021-June 2022 is approximately \$69,000.

A 7.14% increase (the amount necessary to comply with the CA State minimum wage increase) was also an option but would give more to those making higher wages. This would create inconsistent increases. The approximate costs to the District would be \$140,000 per fiscal year and \$75,000 for the period December 2021-June 2022.

These amounts were derived from FY 2018-2019 as that was the last full fiscal year prior to the pandemic shutdowns. It is based on actual hours worked. The current fiscal year has started off slowly with staffing levels and may pickup after the winter break.

RECOMMENDATION

Staff recommends the Board approve the Proposed Part-time Pay Range Table for implementation during the first pay period in December 2021.

ALTERNATIVE ACTIONS

Reject the recommendation

Approve the recommendation, with changes

Approve the recommendation for implementation in January 2022

Approve 7.14% pay increase across the PT wage scale

DOCUMENTS AVAILABLE FOR REVIEW

- a. Proposed Part-time Pay Range Table

Greater Vallejo Recreation District
Proposed Part-time Pay Range Table
\$1.00 increase across all ranges/steps

10/18/2021

Job Titles	Step 1	Step 2	Step 3	
Recreation Leader I	\$14.00	\$14.25	\$14.50	Current Rate eff. 1/1/21
	\$1.00	\$1.00	\$1.00	Proposed Increase
	\$15.00	\$15.25	\$15.50	New Rate
Recreation Leader II	\$14.75	\$15.00	\$15.50	Current Rate eff. 1/1/21
Lifeguard, Swim Instructor	\$1.00	\$1.00	\$1.00	Proposed Increase
	\$15.75	\$16.00	\$16.50	New Rate
Custodian	\$15.75	\$16.25	\$16.75	Current Rate eff. 1/1/21
Maintenance Worker	\$1.00	\$1.00	\$1.00	Proposed Increase
Senior Lifeguard	\$16.75	\$17.25	\$17.75	New Rate
Senior Recreation Leader				
Visitor Services Monitor				
Center Monitor	\$17.00	\$17.25	\$18.00	Current Rate eff. 1/1/21
Program/Pool/Camp Specialist	\$1.00	\$1.00	\$1.00	Proposed Increase
Maintenance Equipment Operator	\$18.00	\$18.25	\$19.00	New Rate
Aquatic Programs Specialist	\$18.50	\$19.00	\$19.25	Current Rate eff. 1/1/21
Visitor Services Coordinator	\$1.00	\$1.00	\$1.00	Proposed Increase
Digital Marketing Coordinator	\$19.50	\$20.00	\$20.25	New Rate
Admin. Clk.	\$19.50	\$20.25	\$21.00	Current Rate eff. 1/1/21
Assistant Coordinator	\$1.00	\$1.00	\$1.00	Proposed Increase
	\$20.50	\$21.25	\$22.00	New Rate



Agenda 8

BOARD COMMUNICATION

Date: October 28, 2021

TO: Board Chairperson and Directors

FROM: Gabe Lanusse, General Manager

SUBJECT: Approve and Adopt the 10 Year Master Plan

BACKGROUND AND DISCUSSION

The previous 10-Year Master Plan was adopted in 2007. The process utilized in developing this Parks and Recreation Master Plan included the formation of an integrated project team of select District staff, the consultant team from GreenPlay, LandDesign, RRCAssociates, and local City of Vallejo leadership and stakeholders. District and City staff provided detailed input to the consulting team throughout the project. This collaborative process led to the creation of a plan that blends consultant expertise with the local knowledge of staff, community members and stakeholders.

REVIEW

The 10 Year Master Plan was discussed in the Facility committee meetings and at Board Meetings. The public was invited to submit comments on the draft document.

RECOMMENDATION

Recommend the Board of Directors Approve and Adopt the 10-Year Master Plan.

ALTERNATIVES CONSIDERED

No action.

Deny request.

ENVIRONMENTAL REVIEW

N/A

PROPOSED ACTION

Approve and Adopt the 10-Year Master Plan with the addition of the GVRD Board of Director's Annual Work Plan and Priorities.

DOCUMENTS AVAILABLE FOR REVIEW

Executive Summary-Item G (Page 6)

Appendix K (Pages 300-301)

Complete Draft Document is available using provided link

G. GVRD BOARD OF DIRECTOR'S ANNUAL WORK PLAN & PRIORITIES

Annually, the District Board of Directors develops a work plan that guides the General Manager and staff. These priorities represent the needs and desires of community members and are used to set budget priorities. The 2019/20 work plan is organized with the following categories and is in Appendix K.

- Planning – current and future District enhancements
- Funding – sustainable use of resources
- Maintenance – ongoing and enhanced maintenance of parks and facilities
- Park development – Enhancement to parks, trails and open space
- Facilities - operations and maximum use of facilities
- Recreational programming – the efficient and effective delivery of recreation activities, events, and programs
- Operations – administration functions and efficiencies
- Communication - both internal and external communication

APPENDIX K: GVRD BOARD OF DIRECTOR'S STRATEGIC ACTION PLAN/GOALS 2019-2020

I. PLANNING

- Review 10 Master Plan, and update
- Complete ADA assessment for all facilities
- Assess board room requirements for 401
- Review needs/demands to expand parks and facilities. i.e, dog park, sports center
- Develop use/upgrade plan for Blue Rock Springs Facilities
- Continue to develop community partnerships
- Reduce dependency on natural resources
- Reduce dependency on PG and E and carbon footprint
- Legal review of policy manual
- Enhance art, murals, sculptures, etc., in parks
- Work with COV and other agencies regarding overnight camping issues in parks

II. FUNDING

- Create Part-time grant writer position/or contract out to increase funding sources
- Pursue Grant for Greening Lake Dalwigk
- Review and evaluation staff funding and Measure K
- Evaluate and clarify reserves accounts
- Create and prioritize Measure K project funding list for FY 19-20
- Pursue fee structure partnership agreements with City of Vallejo, and the Vallejo Unified School District

III. MAINTENANCE

- Develop long term goals for each park, referenced in the Master Plan.
- Evaluate maintenance for parking lots
- Develop an integrated pest management (IMP - Pesticide Policy), based on Best Management Practices (BMP)
- Develop an asset management plan that includes maintenance schedules for assets
- Evaluate the District fleet, and develop life expectancies w/replacement fund
- Develop a water conservation plan

IV. PARK DEVELOPMENT

- Complete a tree survey and evaluation in conjunction with the City of Vallejo
- Develop plans for updating facility Landscaping
- Assess and complete work on the River Park mitigation bank
- Review utilization of Parks and Sports fields
- Evaluate lights for safety (Parking lots, pathways, etc.)
- Evaluate status and need for sports field lighting (Evaluate the need for lights at NVCC field)
- Increase shade structures in all parks for picnics, playgrounds, etc.
- Develop District owned, land banked properties to reach maximum use

V. FACILITIES

- Develop utilization of needs for each facility
- Develop long-term goals for each facility
- Develop plans to improve/create an Aquatic Center
- Complete a sports field demand study
- Evaluate playground priority list
- Evaluate parking lot priority list
- Develop Kitchen for the Vallejo Community Center
- Review and/or modify key and access management system

VI. RECREATIONAL PROGRAMING

- Maintain and update the District website in a timely manner
- Review registration process and evaluate registration software package
- Pursue development of an ongoing funding source from City
- Develop sustainable recreation programming
- Add and enhance activities for seniors
- Develop and utilize feedback from customers to provide desired programming
- Develop recreational programming reports in-line with Board requests

VII. OPERATIONS

- Determine Staff organization levels for Full and Part-time employees
- Complete a classification study and evaluation
- Enhance the District management of IT Resources
- Evaluate the efficiency and effectiveness of each department's operation
- Maximize use of community center space

VIII. COMMUNICATION

- Improve digital marketing and communication with community
- Evaluate telephone system and adjust to maximize service to the public
- Increase internal communication through quarterly staff meetings
- Develop a more positive work culture
- Adapt Board meeting agendas and minutes to meet policy guidelines
- Encourage Board members to attend one all-staff meeting per year
- Develop emergency response plan for children at Community centers/contracts
- Develop maintenance emergency response plan
- Communicate with homeless resources to assist and support



Maintenance Department Board Report

10/28/2021

Parks and Facilities

- Hanns Park
 - Continue coordinating with CalFire on what days they can work in the upper area of the Park.
- Glen Cove Waterfront Park
 - Solano RCD and Yocha Dehe Wintun Nation scheduled an online community outreach meeting for October 27th to discuss the habitat restoration project.
- Hiddenbrooke Park
 - I had a meeting with the Hiddenbrooke community to discuss the possibility to convert the oyster shell bocce ball courts to synthetic.
- Full-time recruitment
 - We had the final round of interviews for the maintenance worker I positions; we will be offering the two job positions to our top candidates.
- Dan Foley Park
 - Fence company scheduled to make fence repairs on the week of October 25th; staff is also getting proposals from a company to make repairs in the synthetic field.
- City Park
 - There is a community Halloween event scheduled on October 31st.
- Sports Fields
 - Staff will be working on soccer and baseball fields doing turf renovations beginning in November when our grass fields are closed for the season.
- Fleet Maintenance
 - Staff is coordinating with Teletrac Navman to install the tracking devices in our vehicles, riding mowers, and tractors.

BOARD PROJECTS UPDATE



Date 10/28/2021

TASK	START	END	% COMPLETE	DONE	NOTES
395/401 Renovations					
Design Phase	1/1/2018	6/1/2021	100%	<input checked="" type="checkbox"/>	Design phase was reinitiated by project manager after permit issued.
Permit Issued	6/1/2019	6/1/2020	100%	<input checked="" type="checkbox"/>	
RFP	8/1/2021	10/1/2021	100%	<input checked="" type="checkbox"/>	Working with legal counsel to generate the contract.
Build	1/1/2022	7/1/2022	0%	<input type="checkbox"/>	
401 Seismic Retrofit					
Design Phase	8/1/2020	12/10/2020	100%	<input checked="" type="checkbox"/>	
Permit Issued	1/5/2021	1/27/2021	100%	<input checked="" type="checkbox"/>	
RFP	3/22/2021	4/30/2021	100%	<input checked="" type="checkbox"/>	
Build	4/27/2021	12/1/2021	50%	<input type="checkbox"/>	Contractor is scheduled to pour the concrete to finalize the foundation part of the project in the week of October 26th, weather permitting.
VCC Kitchen					
Design Phase	1/1/2015	8/1/2020	100%	<input checked="" type="checkbox"/>	Design phase was reinitiated by project manager after permit approval.
Permit Issued	8/1/2019	8/1/2021	100%	<input checked="" type="checkbox"/>	
Engineer's cost estimate	8/1/2021	10/1/2021	100%	<input checked="" type="checkbox"/>	Engineer's cost estimate will be presented to the board; working with the Rec department on the staff report.
Board Approval	8/12/2022	11/18/2021	0%	<input type="checkbox"/>	
RFP	TBD	TBD	0%	<input type="checkbox"/>	
Build	TBD	TBD	0%	<input type="checkbox"/>	
Dan Foley Cultural Center Upgrades					
Phase design	7/1/2021	10/1/2021	100%	<input checked="" type="checkbox"/>	
RFP	8/1/2021	10/1/2021	100%	<input checked="" type="checkbox"/>	

Build	8/1/2021	2/15/2022	<div style="width: 30%; background-color: #28a745;">30%</div>	<input type="radio"/>	Working with the contractor to order all the material to install the floor in November.
Richardson Electrical					
Design Phase	3/1/2020	12/1/2021	<div style="width: 90%; background-color: #28a745;">90%</div>	<input type="radio"/>	Engineer completed the plans and were submitted to PG&E. Design delay due to PG&E committing resources to wildfires.
Permit Issued	12/5/2021	1/15/2022		<input type="radio"/>	
RFP	2/2/2022	3/1/2022		<input type="radio"/>	
Build	5/2/2022	7/1/2022		<input type="radio"/>	
Cunningham Pool ADA Upgrades					
Design Phase	11/1/2020	12/1/2021	<div style="width: 95%; background-color: #28a745;">95%</div>	<input type="radio"/>	Plans submitted to city for permit. Plan review scheduled for 11/5/2021.
Permit Issued	10/5/2021	12/1/2021		<input type="radio"/>	
RFP	12/15/2021	1/15/2022		<input type="radio"/>	
Build	3/1/2022	6/1/2022		<input type="radio"/>	
Grant Mahony Building Upgrades and Park Lighting					
Design/Assessment Phase	9/1/2021	12/1/2021	<div style="width: 10%; background-color: #28a745;">10%</div>	<input type="radio"/>	An architect will perform an evaluation of the building, and will generate a Park pathway lighting plan.
Permit Issued	12/5/2021	2/1/2022		<input type="radio"/>	
RFP	2/15/2022	3/15/2022		<input type="radio"/>	
Build	5/2/2022	8/1/2022		<input type="radio"/>	
PB Projects					
Design Phase	1/1/2020	3/24/2020	<div style="width: 100%; background-color: #28a745;">100%</div>	<input checked="" type="radio"/>	City postponed the projects on 2020 due to the pandemic.
RFP	5/2/2021	6/20/2021	<div style="width: 100%; background-color: #28a745;">100%</div>	<input checked="" type="radio"/>	
Build	11/12/2021	12/31/2021		<input type="radio"/>	
Hanns Park Disc Golf					
Design Phase	3/1/2021	9/27/2021	<div style="width: 100%; background-color: #28a745;">100%</div>	<input checked="" type="radio"/>	
Equipment	8/26/2021	9/1/2021	<div style="width: 100%; background-color: #28a745;">100%</div>	<input checked="" type="radio"/>	
Build	10/6/2021	1/1/2022	<div style="width: 70%; background-color: #28a745;">70%</div>	<input type="radio"/>	Staff worked on the installation of all baskets sleeves and the concrete tee pads; they have two more tee pads to complete.



Finance Department Board Report

10/28/2021

Covid-19 Fiscal Relief for Special Districts – Update

- As I reported at the 10/14/21 board meeting, the State of California has received \$100 million to provide fiscal relief to independent special districts. The final allocation amounts will be reported to county auditor-controllers on Friday, November 12, 2021. State Controller's office will disburse payments to county auditor-controllers on Thursday, December 9, 2021. County auditor-controllers will disburse payments on or around Friday, January 7, 2022.

CalPERS 2022 Medical Premiums

- We have completed the table of CalPERS health plan premiums for 2022. This table shows the costs to the District and the cost to the employee, where applicable. The table was sent out to all fulltime employees on October 15, 2021.

Annual Report

- We have begun work on the financial section of the Annual Report.

Internal Controls

- We have been working to improve internal controls. We have implemented some new processes. As I am always looking for new ways to maintain internal controls in a small department, I will be attending a webinar put on by the California Society of Municipal Finance Officers (CSMFO) - Here Today, Gone Tomorrow: Internal Control Enhancements on Oct. 28th.

Cross Training

- Cross training is moving forward and we are beginning to see the advantages of having everyone trained in all aspects of the Finance Department.



Human Resources Board Report

10/28/2021

Personnel Update:

- **Full Time Positions filled**
 - Parks Maintenance Worker 1 x 2 positions
 - Parks Lead Worker – internal promotion
 - Human Resources Clerk – internal promotion
 - Maintenance Specialist
- **Full Time Positions in the process of being filled**
 - Recreation Supervisor – accepting applications
- **Part-time Personnel**
 - HR is assisting staff in onboarding PT staff in both Recreation and Parks/Facilities.

Classification Study:

- We have updated the Classification and job descriptions for Accounting Clerk I, Accounting Clerk II, and Assistant to the GM/Board Clerk. We will continue working with employees and Union leadership to finalize Classification changes.

Policy updates:

- FT Policy Manual
 - No changes since last board meeting, no update
- HR is working with outside consultants to update policies for PT Staff Handbook. We are nearing the finish line, approximately 90% complete. HR is reviewing the final draft, collaborating with departments, and hopes to have this draft finalized by the end of October. Unfortunately, staff absences have delayed the timeline of this project.
 - One big take-away from this project is that we really need to move the district toward having only one HR manual for all employees. In the meantime, we have aligned the PT handbook to match the HR

manual. As we continue to update the HR manual, we will edit it to consider all personnel regardless of FT/PT status

Training:

- HR and the GM have begun training geared toward team and trust building for full-time employees. It's been going great and staff have been learning a lot.
- HR is working to ensure all employees are up-to-date on ongoing compliance with legally mandated trainings.

HRIS:

- HR has implemented a new HRIS, BambooHR. We are in the process of sunsetting Zenefits while we finalize the final pieces of the Bamboo HR implementation.



General Manager Board Report

10/28/2021

- I had a meeting with the school district, and negotiations regarding Franklin can not be board members with board members. They are working on a response to our latest proposal of scaling back what we would manage at the site.
- The questionnaire for City Park has closed. We are working on the data and comments for a presentation.
- I had a meeting with the City Attorney regarding McIntyre, Prop 68, funding that the city use to provide GVRD until 2011, purchasing properties, and the master lease. I will provide updates in November.
- We had a final round of interviews for Maintenance worker staff.
- We are meeting with the City in the coming weeks regarding a cleanup grant, and Highlands park restroom.
- If any of the Board members are waiting on information from the Recreation Superintendent, he has been out for a couple of weeks, and hopefully will return soon.