



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
Sheryl Pannell Lea
Adjoa McDonald

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. *Due to the current closure of the district office, documents will be available electronically at <https://www.gvrd.org/about-us/agendas-minutes/>

Greater Vallejo Recreation District Board of Directors

AGENDA
April 8, 2021
6:30 p.m.

Due to Solano County and the State of California's shelter in place orders our Board Meeting will be held remotely via Zoom Meetings

(The Zoom platform is ADA compliant)

The public may attend and make a public comment by visiting:

<https://zoom.us/j/622641170>

You may also call in at +1 669 900 9128 US - Meeting ID: 622 641 170

At the beginning of the remote meeting the Board Clerk will ask if anyone wishes to comment on either a specific agenda item or an item not on the agenda but within the jurisdiction of the board. If you need assistance or have questions, please call Kimberly Pierson at 707-648-4604.

- 1) **Call to Order**
- 2) **Pledge of Allegiance**
- 3) **Roll Call**
- 4) **Approval of Agenda**
- 5) **Presentations:**
Introducing Kerrilyn Ely, Interim Recreation Superintendent (Halcro)
- 6) **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.
- 7) **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.

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.

- A) Approve Board Minutes-March 25, 2021
- B) Accept the Facility and Development Committee Minutes-March 18, 2021

8) **Financials:**

- A) Approve Financial Statement as of 3/31/2021 (Harman)
- B) Approve Payment of Bills 3/1/2021 through 3/31/2021 (Harman)
- C) Review of Expenses and Revenue Fiscal Year 2020-2021 (Harman)

9) **New Business:**

Approve Job Description Updates and Title Changes for the Following Positions: Facilities Supervisor and Landscape Supervisor (Halcro)

10) **Staff Reports-Informational Only:**

- A) Maintenance Superintendent
- B) Finance Director
- C) Human Resources
- D) Recreation Department

11) **Executive Session:** Will be held via Zoom breakout room

- A) Conference with Labor Negotiators (Legal Counsel, General Manager and HR Manager): International Brotherhood of Electrical Workers Local Union 1245, (IBEW) negotiations; pursuant to Government Code section 54957.6
- B) Conference with Labor Negotiators (Legal Counsel, General Manager and HR Manager): Service Employees International Union Local 1021, (SEIU) negotiations; pursuant to Government Code section 54957.6

12) **Administrative Items:**

Special Board Meeting (Preliminary Budget) – Thursday, April 29th 6:30pm

13) **Announcements and Comments from Board Members:**

14) **Meeting Adjourn:**

Next meeting: April 22, 2021



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Greater Vallejo Recreation District Board of Directors

MINUTES
March 25, 2021
6:30 p.m.

Due to Solano County and the State of California's shelter in place orders our Board Meeting will be held remotely via Zoom Meetings
(The Zoom platform is ADA compliant)

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., March 25, 2021.

2) **Pledge of Allegiance**

3) **Roll Call**

Present: Chairperson Robert Briseno, Vice-Chairperson Gary Salvadori; Directors; Sheryl Pannell Lea (arrived at 6:32pm), Ron Bowen and Adjoa McDonald

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

4) **Approval of Agenda**

Director Salvadori offered the motion, seconded by Director Bowen to approve the agenda. Roll call vote: Ayes: Directors: Briseno, Salvadori, Bowen, McDonald Nays: none Absent: Lea Abstain: none. Motion passed

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.

None

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-March 11, 2021

B) Accept the Policies and Personnel Committee Minutes-March 8, 2021

C) Accept the Budget and Finance Committee Minutes-March 15, 2021

Director Salvadori offered the motion, seconded by Director Bowen to approve the agenda. Roll call vote Ayes: Briseno, Salvadori, Bowen, McDonald; Nays: none; Absent: Lea; Abstain: none. Motion passed

7) New Business:

A) Approve Job Classification Structure, Job Title and Job Description Updates for the Following Positions: Human Resources Director, Finance Director, Maintenance Director and Recreation Director and a Title Change to the General Manager Position. (Halcro)

After some discussion, Director Bowen offered the motion, seconded by Director Salvadori to Reject the Recommendation and send the items back for revisions and research. Roll call vote Ayes: Briseno, Salvadori, Bowen; Nays: McDonald; Absent: none; Abstain: none. Motion passed

B) Updated Injury and Illness Prevention Program (IIPP)-Informational Item (Halcro)

No action-Informational Only

C) Board Authorization to Declare McIntyre Ranch Surplus Land (Legal Counsel)

Board gave direction to the General Manager to seek informal opinions on estimated value for the McIntyre Ranch Property.

8) Old Business:

Approve "Final Read" of Policy 2250 and RR 2250 – Separation from Employment (Halcro)

Director Bowen offered the motion, seconded by Director Lea to Approve the Final Read of Policy 2250 and RR 2250 subject to the review of the First Paragraph by Legal Counsel. Roll call vote Ayes: Briseno, Salvadori, Bowen, McDonald; Nays: none; Absent: none; Abstain: none. Motion passed unanimously

9) Staff Reports-Informational Only:

A) Maintenance Superintendent

- Provided details on a recent clean-up held at Dan Foley Park.
- Gave an update on the submission on a Prop. 68 per capita grant application.
- Provided an update on completed and ongoing upgrades at Madren Field.

B) Finance Director

- Provided an update the Fiscal Year 2021-2022 Budget.

C) Human Resources

- Provided information on the upcoming expansion of Covid vaccine eligibility.

D) Recreation Department

- Provided an update on the Expanded Learning Program's (ExLP) staffing budget and upcoming programs

E) General Manager

- Provided details on the current power outage at Dan Foley Park.
- Gave update on a possible partnerships with multiple local agencies to obtain Outerspatial app
- Gave a reminder about the staff competition for naming the two pools at the Cunningham Aquatic Complex.

10) Executive Session: At 8:18p.m. Chairperson Briseno convened to executive session held via Zoom breakout room

Conference with Labor Negotiators (Legal Counsel, General Manager and HR Manager): Service Employees International Union Local 1021, (SEIU) negotiations; pursuant to Government Code section 54957.6

At 9:09 p.m. Chairperson Briseno convened to regular session and reported the following:

Information provided to the Board, direction given to negotiators

11) Announcements and Comments from Board Members:

Director Briseno wished Director Lea a Happy Birthday.

Director Briseno mentioned a Rotary Fundraiser movie night happening tomorrow on Mare Island.

Director McDonald mentioned a Vallejo Project event happening on April 25th at Vino Godfather's.

12) Meeting Adjourn:

Director Lea offered the motion, seconded by Director Bowen to adjourn the meeting at 9:12 p.m. Roll call vote Ayes: Briseno, Salvadori, Bowen, McDonald; Nays: none; Absent: none; Abstain: none. Motion passed unanimously

Ron Bowen, Board Secretary

Date



Agenda 7-B

BOARD COMMUNICATION

Date: April 8, 2021

TO: Board Chairperson and Directors

FROM: Staff

SUBJECT: **Accept the Minutes from the Facility and Development Committee meeting March 18, 2021**

RECOMMENDATION

To accept the minutes from Facility and Development Committee from the March 18 2021 meeting.

DOCUMENTS AVAILABLE FOR REVIEW

A) Facility and Development Committee Minutes from March 18, 2021



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General Manager
Gabe Lanusse

Facility and Development Committee Minutes

Thursday, March 18, 2021

10:30 a.m.

Due to Solano County and the State of California's shelter in place orders our Committee Meeting was held remotely via Zoom Meetings

In attendance: Director Bowen, Director McDonald, General Manager Lanusse, Maintenance Superintendent Nuno

Meeting began 10:30 am

1. Capital Improvement Projects List:

Staff presented the CIP list to the committee, and also a spreadsheet with the findings from the facility assessment. A question that came up from the committee was about the funding source for the CIP. The recommendation from the committee, was to continue working in the CIP list, and add funding source.

2. Lease with Vallejo Unified School District for Franklin:

General Manager Lanusse reported that the lease was sent to the School District staff for their review, and still have not received it. The lease is for 30 years and GVRD would not have to pay rent, but instead will be doing the maintenance.

3. McIntyre Ranch:

General Manager Lanusse reported that this item will be in the next board meeting agenda for declaration of surplus property to eventually sell this property. A question from the committee was that once the board makes a motion to approve the declaration of surplus property, is GVRD obligated to sell the property? Staff was not sure about this, and would have to ask our legal counsel.

4. Prop. 68 Update:

General Manger Lanusse reported that with the help of his staff, and working with three different consultants, the applications for five projects for grants were submitted to the State. Staff decided to leave the Plunge out because the maximum funding that could be received from the grant funding is 8.5 million, and it was not enough for that project.

5. Amador Street Complex-Update:

Superintendent Nuno reported that still waiting for the 401 building foundation repairs proposals from contractors. The City issued a permit for the 395/401 renovations, and are working with a designer and the engineer on the designs. We will probably start with the restrooms remodeling first.

6. Fee Schedule-Update:

General Manager reported that he is working with the departments on the fee schedule that will eventually be presented to the Board for their approval. The committee commented that we should take in consideration that many people are not currently working, if we are planning to raise the fees.

Adjourned at 11:20 am

Next Meeting: April 15, 2021

**Greater Vallejo Recreation District
Balance Sheet
All Funds Combined
March 31, 2021**

Assets

Cash - Solano County	4,136,449.26
Cash - General Fund - Bank of the West	167,134.54
Cash - Payroll - Bank of the West	12,515.47
Cash - Umpqua Bank - Reserve Account	1,627,128.32
Cash - Retiree Benefit Trust Fund	1,098,087.11
Accounts Receivable	<u>0.00</u>

Total Assets 7,041,314.70

Liabilities

Accounts Payable	3,992.06
Payroll Related Payables	(12,788.89)
Building Deposits Payable	33,079.12
Amount Due Customers - Etrak	<u>2,184.00</u>

Total Liabilities 26,466.29

Net Assets

Fund Balance - Unrestricted Operating Reserve	6,193,486.58
Fund Balance - Restricted Retiree Benefit	1,094,820.68
Fund Balance - Designated Reserve 15%	1,622,288.17
Excess Revenues Over Expenses	<u>(1,895,747.02)</u>

Total Net Assets 7,014,848.41

Total Liabilities and Net Assets 7,041,314.70

**Greater Vallejo Recreation District
Financial Report Year-to-Date
as of March 31, 2021
All Funds**

<u>Revenue</u>	<u>Actual Yr to Date</u>	<u>Annual Budget</u>	<u>Amount Remaining</u>	<u>Percent</u>
Administration	4,172,673	7,314,326	3,141,653	57.05%
Buildings & Trades	14,759	200,000	185,241	7.38%
Park Maintenance & Visitor Service	121,432	119,900	(1,532)	101.28%
Recreation	245,570	1,652,772	1,407,202	14.86%
Total Revenues	4,554,434	9,286,998	4,732,564	49.04%
<u>Expenses</u>	<u>Actual Yr to Date</u>	<u>Annual Budget</u>	<u>Amount Remaining</u>	<u>Percent</u>
Administration & General Support	1,644,599	1,974,030	329,431	83.31%
Planning & Development	126,585	168,116	41,531	75.30%
Buildings & Trades	995,842	1,708,902	713,060	58.27%
Visitor Services	71,814	114,234	42,420	62.87%
Landscaping & Grounds	1,097,799	1,761,977	664,178	62.30%
Recreation	1,645,639	3,461,687	1,816,048	47.54%
Deferred Maintenance	0	0	0	0.00%
Contingency Reserve	0	98,052	98,052	0.00%
Retiree Medical Benefit - OPEB	0	0	0	0.00%
Total Expenditures	5,582,278	9,286,998	3,704,720	60.11%
Net Revenues Over (Expenditures)	(1,027,844)	0	1,027,844	

Greater Vallejo Recreation District
 Financial Report Year-to-Date
 7/2020-3/2021
 All Funds Detailed

<u>Revenues</u>		<u>Actual</u>	<u>Annual</u>	<u>Variance</u>	<u>Percent</u>	
		<u>Yr to Date</u>	<u>Budget</u>			
001	Administration	4,172,673	7,314,326	3,141,653	57.05%	4,172,673
200	Planning & Development	0	0	0	0.00%	
300	Buildings & Trades	14,759	200,000	185,241	7.38%	14,759
301	Visitor Services	121,432	119,900	(1,532)	101.28%	121,432
310	Landscaping & Grounds	0	0	0	0.00%	-
010	Recreation Administration	700	15,000	14,300	4.67%	
415	Children's Wonderland	(470)	61,590	62,060	-0.76%	
430	Break Camp	7,449	100,388	92,939	7.42%	
450	VCC	297	53,595	53,299	0.55%	
451	FCC	5,745	176,438	170,693	3.26%	
460	Sports	38,604	87,338	48,734	44.20%	
465	Community Programs	4,124	21,558	17,434	19.13%	
480	ExLP	99,797	525,520	425,723	18.99%	
481	After School Programs	(354)	358,519	358,873	-0.10%	
486	Teen Services	(20)	4,213	4,233	-0.47%	
490	R.E.A.C.H.	0	3,000	3,000	0.00%	
720	NVCC	(113)	22,463	22,576	-0.50%	
721	SVCC	(566)	38,599	39,165	-1.47%	
730	Cunningham Pool	90,377	184,551	94,174	48.97%	245,570

Total Revenues	4,554,435	9,286,998	4,732,563	49.04%	4,554,435
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<u>Expenses</u>		<u>Actual</u>	<u>Annual</u>	<u>Variance</u>	<u>Percent</u>	
		<u>Yr to Date</u>	<u>Budget</u>			
001	Administration	1,124,742	1,325,843	201,101	84.83%	
007	Human Resources	235,666	340,394	104,728	69.23%	
100	Finance	284,191	307,793	23,602	92.33%	1,644,599
200	Planning & Development	126,585	168,116	41,531	75.30%	126,585
300	Buildings & Trades	995,842	1,708,902	713,060	58.27%	995,842
301	Visitor Services	71,814	114,234	42,420	62.87%	71,814
310	Landscaping & Grounds	1,097,799	1,761,977	664,178	62.30%	1,097,799
010	Recreation Administration	359,208	357,518	(1,690)	100.47%	
415	Children's Wonderland	28,495	136,759	108,264	20.84%	
430	Break Camp	84,520	195,877	111,357	43.15%	
450	VCC	80,889	193,606	112,717	41.78%	
451	FCC	116,931	306,995	190,064	38.09%	
460	Sports	89,800	167,281	77,481	53.68%	
465	Community Programs	19,726	84,150	64,424	23.44%	
480	ExLP	216,433	550,630	334,197	39.31%	
481	After School Programs	148,416	540,769	392,353	27.45%	
486	Teen Services	812	7,237	6,425	11.23%	
490	R.E.A.C.H.	790	6,383	5,593	12.38%	
720	NVCC	43,701	134,779	91,078	32.42%	
721	SVCC	75,604	177,974	102,370	42.48%	
730	Cunningham Pool	380,313	601,729	221,416	63.20%	1,645,639
	Deferred Maintenance	0	0	0		
	Contingency Reserve	0	98,052	98,052	0.00%	
	Retiree Medical Benefit - OPEB	0	0	0		

Total Expenditures	5,582,277	9,286,998	3,704,721	60.11%	5,582,277
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Net Revenues Over (Expenditures)	(1,027,843)	0	1,027,843		(1,027,843)
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Greater Vallejo Recreation District
Financial Report Year-to-Date
as of March 31, 2021
Measure K

<u>Revenue</u>	<u>Actual Yr to Date</u>	<u>Annual Budget</u>	<u>Amount Remaining</u>	<u>Percent</u>
Administration	1,051,394	2,066,404	1,015,010	50.88%
Total Revenues	1,051,394	2,066,404	1,015,010	50.88%
<u>Expenses</u>	<u>Actual Yr to Date</u>	<u>Annual Budget</u>	<u>Amount Remaining</u>	<u>Percent</u>
Administration & General Support	39,137	112,000	72,863	34.94%
Buildings & Trades	549,577	827,944	278,367	66.38%
Landscaping & Grounds	191,116	534,015	342,899	35.79%
Recreation	335,721	634,747	299,026	52.89%
Total Expenditures	1,115,551	2,108,706	993,155	52.90%
Net Revenues Over (Expenditures)	(64,157)	(42,302)	21,855	

Greater Vallejo Recreation District
 Financial Report Year-to-Date
 7/2020-3/2021
 Measure K Detailed

<u>Revenues</u>		<u>Actual</u>	<u>Annual</u>	<u>Variance</u>	<u>Percent</u>	
		<u>Yr to Date</u>	<u>Budget</u>			
001	Administration	1,051,394	2,066,404	1,015,010	50.88%	
007	Human Resources	0	0	0		
100	Finance	0	0	0		1,051,394
200	Planning & Development	0	0	0		
300	Buildings & Trades	0	0	0		
301	Visitor Services	0	0	0		
310	Landscaping and Grounds	0	0	0		
010	Recreation Administration	0	0	0		
415	Children's Wonderland	0	0	0		
430	Break Camp	0	0	0		
450	VCC	0	0	0		
451	FCC	0	0	0		
460	Sports	0	0	0		
462	Mare Island Sports Center	0	0	0		
465	Special Events	0	0	0		
475	Cool School	0	0	0		
480	21st Century After School	0	0	0		
481	After School Programs	0	0	0		
486	Teen Services	0	0	0		
490	R.E.A.C.H.	0	0	0		
720	NVCC	0	0	0		
721	SVCC	0	0	0		
730	Cunningham Pool	0	0	0		

Total Revenues	1,051,394	2,066,404	1,015,010	50.88%	1,051,394
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<u>Expenses</u>		<u>Actual</u>	<u>Annual</u>	<u>Variance</u>	<u>Percent</u>	
		<u>Yr to Date</u>	<u>Budget</u>			
001	Administration	39,137	110,000	70,863	35.58%	
007	Human Resources	0	0	0		
100	Finance	0	2,000	2,000	0.00%	39,137
200	Planning & Development	0	0	0		
300	Buildings & Trades	549,577	827,944	278,367	66.38%	549,577
301	Visitor Services	0	0	0		
310	Landscaping & Grounds	191,116	534,015	342,899	35.79%	191,116
010	Recreation Administration	13,350	0	(13,350)		
415	Children's Wonderland	6,874	84,064	77,190	8.18%	
430	Break Camp	0	0	0		
450	VCC	8,326	13,762	5,436	60.50%	
451	FCC	28,805	61,270	32,465	47.01%	
460	Sports	15,911	68,861	52,950	23.11%	
465	Community Services	2,904	43,415	40,511	6.69%	
480	21st Century After School	0	0	0		
481	After School Programs	0	0	0		
486	Teen Services	119	2,786	2,667	4.27%	
490	R.E.A.C.H.	0	2,229	2,229	0.00%	
720	NVCC	5,466	9,900	4,434	55.21%	
721	SVCC	11,983	20,640	8,657	58.06%	
730	Cunningham Pool	241,983	327,820	85,837	73.82%	335,721
	Deferred Maintenance	0				
	Contingency Reserve	0				
	Retiree Medical Benefit - OPEB	0				

Total Expenditures	1,115,552	2,108,706	993,154	52.90%	1,115,552
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Net Revenues Over (Expenditures)	(64,159)	(42,302)	21,857		(64,159)
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Greater Vallejo Recreation District
Revenue and Expense Variance Report
March, 2021

	For March Only				Cumulative through March				Adopted Budget	Projected at Year End	Variance	Notes
	Anticipated		Actual		Anticipated		Actual					
	%	\$	Actual	Over/(Under)	%	\$	Actual	Over/(Under)				
<u>REVENUES</u>												
Taxes	0.0%	\$0	\$0	\$0	51.3%	\$3,653,509	\$3,751,937	98,427.71	7,125,998	\$7,317,977	\$191,979	
Maintenance	2.7%	\$8,700	\$26,216	\$17,516	55.6%	\$177,955	\$136,192	(41,762.73)	319,900	\$244,825	(\$75,075)	
Recreation	9.0%	\$148,400	\$38,809	(\$109,591)	68.7%	\$1,134,760	\$245,570	(889,189.60)	1,652,772	\$357,672	(\$1,295,100)	
Administration	7.6%	\$14,400	\$2,971	(\$11,429)	57.8%	\$108,940	\$420,736	311,795.68	188,328	\$727,337	\$539,009	
Total Revenues		\$171,500	\$67,996	(\$103,504)		\$5,075,164	\$4,554,435	(520,728.94)	9,286,998	\$8,647,811	(\$639,187)	
<u>EXPENSES</u>												
Administration	10.4%	\$206,000	\$132,782	(\$73,218)	72.4%	\$1,429,852	\$1,644,599	214,747.40	1,974,030	\$2,270,507	\$296,477	
Parks Maintenance	8.5%	\$319,700	\$280,351	(\$39,349)	65.6%	\$2,460,249	\$2,292,040	(168,209.35)	3,753,229	\$3,496,618	(\$256,611)	
Recreation Programs	9.7%	\$335,000	\$178,758	(\$156,242)	71.7%	\$2,480,897	\$1,645,639	(835,258.26)	3,461,687	\$2,296,220	(\$1,165,467)	
Total Expenses		\$860,700	\$591,891	(\$268,809)		\$6,370,998	\$5,582,278	(788,720.21)	9,188,946	\$8,063,345	(\$1,125,601)	

Change in Fund Balance 98,052 \$584,466 \$486,414

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
64565	03/01/2021	County Of Solano	\$100.00
64566	03/01/2021	MORGAN ALARM CO. INC.	\$499.50
64567	03/01/2021	O'Connor Lumber	\$94.15
64568	03/01/2021	ABC Napa Valley Sewer & Drain	\$340.00
64569	03/01/2021	B & G Tires Of Vallejo	\$106.99
64570	03/01/2021	AT&T	\$89.01
64571	03/01/2021	Cole Supply Co., Inc.	\$292.40
64572	03/01/2021	Comcast	\$505.69
64573	03/01/2021	Commercial Pool Systems, Inc	\$503.67
64574	03/01/2021	Ring Central Inc.	\$1,091.16
64575	03/01/2021	Uline Shipping Supplies	\$156.10
64576	03/01/2021	Vallejo Tint Shop	\$125.00
64577	03/01/2021	Veritiv Operating Company	\$1,239.60
64578	03/01/2021	Verizon Wireless	\$1,069.48
64579	03/02/2021	P G & E	\$20.27
64580	03/02/2021	Atkinson, Andelson, Loya Ruud & Ror	\$501.50
64581	03/02/2021	Jessica Brown	\$396.90
64582	03/02/2021	Comcast	\$169.88
64583	03/02/2021	Latonya Dillon	\$140.00
64584	03/02/2021	Julian McKnight	\$329.70
64585	03/02/2021	Metropolitan Life Insurance Company	\$5,641.72
64586	03/02/2021	Monarch Engineering	\$4,198.00
64587	03/02/2021	Wisconsin Lighting Lab	\$16,202.07
64588	03/02/2021	Rojelio Zaragoza Sanchez	\$30.00
64589	03/03/2021	Bay Area Driving School	\$23.40
64590	03/03/2021	BrightView Landscape Services, Inc.	\$836.00
64591	03/03/2021	Clark Pest Control	\$219.00
64592	03/03/2021	Beth Gueston	\$30.00
64593	03/03/2021	PlayPower LT Farmington, Inc.	\$601.00
64594	03/03/2021	Jessica Porter	\$26.77
64595	03/03/2021	Andrea Raynor	\$300.00
64596	03/03/2021	Sierra Truck And Van, Inc.	\$11,523.16
64597	03/03/2021	Transport Products Unlimited, Inc.	\$157.14
64598	03/04/2021	BERT WILLIAMS & SONS, INC.	\$27.08
64599	03/04/2021	Kelly-Moore Paint Co.-NorCal CPC	\$215.80
64600	03/04/2021	O'Connor Lumber	\$0.00
64601	03/04/2021	O'Connor Lumber	\$561.63
64602	03/04/2021	P G & E	\$9.86
64603	03/04/2021	PITNEY BOWES	\$266.79
64604	03/04/2021	Professional Office Services, Inc	\$621.00
64605	03/04/2021	Cole Supply Co., Inc.	\$235.52
64606	03/04/2021	Quench USA, Inc.	\$42.42
64607	03/04/2021	The Office City	\$12.99
64608	03/04/2021	Underground Vaults & Storage, Inc.	\$105.00
64609	03/04/2021	Rafael Reece	\$27.08
64610	03/04/2021	Orlando Wynn	\$3,475.00
64611	03/08/2021	GENERAL PLUMBING SUPPLY CO	\$345.54
64612	03/08/2021	Kelly-Moore Paint Co.-NorCal CPC	\$66.87
64613	03/08/2021	O'Connor Lumber	\$308.30
64614	03/08/2021	Syar Industries, Inc.	\$31.60
64615	03/08/2021	ALL STAR RENTS	\$1,835.78
64616	03/08/2021	AT&T	\$22.62
64617	03/08/2021	Independent Electric	\$1,129.84
64618	03/08/2021	Platt Electric Supply	\$11.00
64619	03/08/2021	Synthesis Planning	\$5,000.00
64620	03/10/2021	CAPRI	\$41,664.38

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
64621	03/10/2021	Vallejo Times Herald	\$229.78
64622	03/10/2021	Yori Anderson	\$30.00
64623	03/10/2021	AT&T	\$43.66
64624	03/10/2021	Clean America Janitorial LLC	\$3,600.00
64625	03/10/2021	Comcast	\$84.94
64626	03/10/2021	GreatAmerica Financial Services	\$1,525.85
64627	03/10/2021	Kay Cady-Johnson	\$2,648.00
64628	03/10/2021	Sonja Miller-Leblanc	\$30.00
64629	03/10/2021	Moore Design Group	\$15,135.65
64630	03/10/2021	Marcela Perez	\$750.00
64631	03/10/2021	Lucila Silva	\$750.00
64632	03/11/2021	US Bank Corporate Payment System	\$14,692.49
64634	03/11/2021	SEIU LOCAL #1021	\$365.06
64635	03/11/2021	Franchise Tax Board	\$100.00
64636	03/11/2021	IBEW 1245	\$564.24
64637	03/15/2021	P G & E	\$32.93
64638	03/15/2021	PACE SUPPLY CORP.	\$18.86
64639	03/15/2021	AT&T	\$341.64
64640	03/15/2021	Cole Supply Co., Inc.	\$301.26
64641	03/15/2021	Commercial Pool Systems, Inc	\$2,394.01
64642	03/15/2021	EvanBrooksAssociates, Inc	\$32,540.25
64643	03/15/2021	GreenPlay LLC	\$9,587.55
64644	03/15/2021	Carlos Hernandez	\$30.00
64645	03/15/2021	Sacramento Lopez	\$4,298.00
64646	03/15/2021	Magical Bridge Foundation	\$25,000.00
64647	03/15/2021	RRM Design Group	\$11,638.75
64648	03/15/2021	Veritiv Operating Company	\$174.08
64649	03/15/2021	Isaac Vizuet	\$30.00
64650	03/16/2021	AT&T	\$46.16
64651	03/16/2021	Comcast	\$273.20
64652	03/16/2021	Minuteman Press	\$115.81
64653	03/16/2021	Monarch Engineering	\$887.00
64654	03/16/2021	Kevin Smith	\$87.36
64655	03/16/2021	Crystal Stephan	\$331.28
64656	03/17/2021	P G & E	\$14,999.06
64657	03/17/2021	Manveen Sekhon	\$175.00
64658	03/17/2021	The Office City	\$80.09
64659	03/18/2021	BERT WILLIAMS & SONS, INC.	\$201.48
64660	03/18/2021	Kelly-Moore Paint Co.-NorCal CPC	\$26.15
64661	03/18/2021	O'Connor Lumber	\$424.92
64662	03/18/2021	PACE SUPPLY CORP.	\$258.38
64663	03/18/2021	Victory Stores	\$54.16
64664	03/18/2021	Alhambra	\$27.81
64665	03/18/2021	B & G Tires Of Vallejo	\$25.00
64666	03/18/2021	Cole Supply Co., Inc.	\$477.72
64667	03/18/2021	M & M Sanitary LLC	\$162.56
64668	03/18/2021	Valley Truck & Tractor Co.	\$626.30
64669	03/23/2021	BAYSHORE MATERIALS	\$45.51
64670	03/23/2021	EXPRESS SHIRT PRINTING	\$1,197.54
64671	03/23/2021	MORGAN ALARM CO. INC.	\$692.01
64672	03/23/2021	O'Connor Lumber	\$155.75
64673	03/23/2021	Ryan Allen	\$137.50
64674	03/23/2021	Dayna Asbury	\$50.40
64675	03/23/2021	Seth Bernardo	\$137.50
64676	03/23/2021	Favaro, Lavezzo, Gill, Caretti & Heppc	\$4,785.00
64677	03/23/2021	Minuteman Press	\$172.85

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

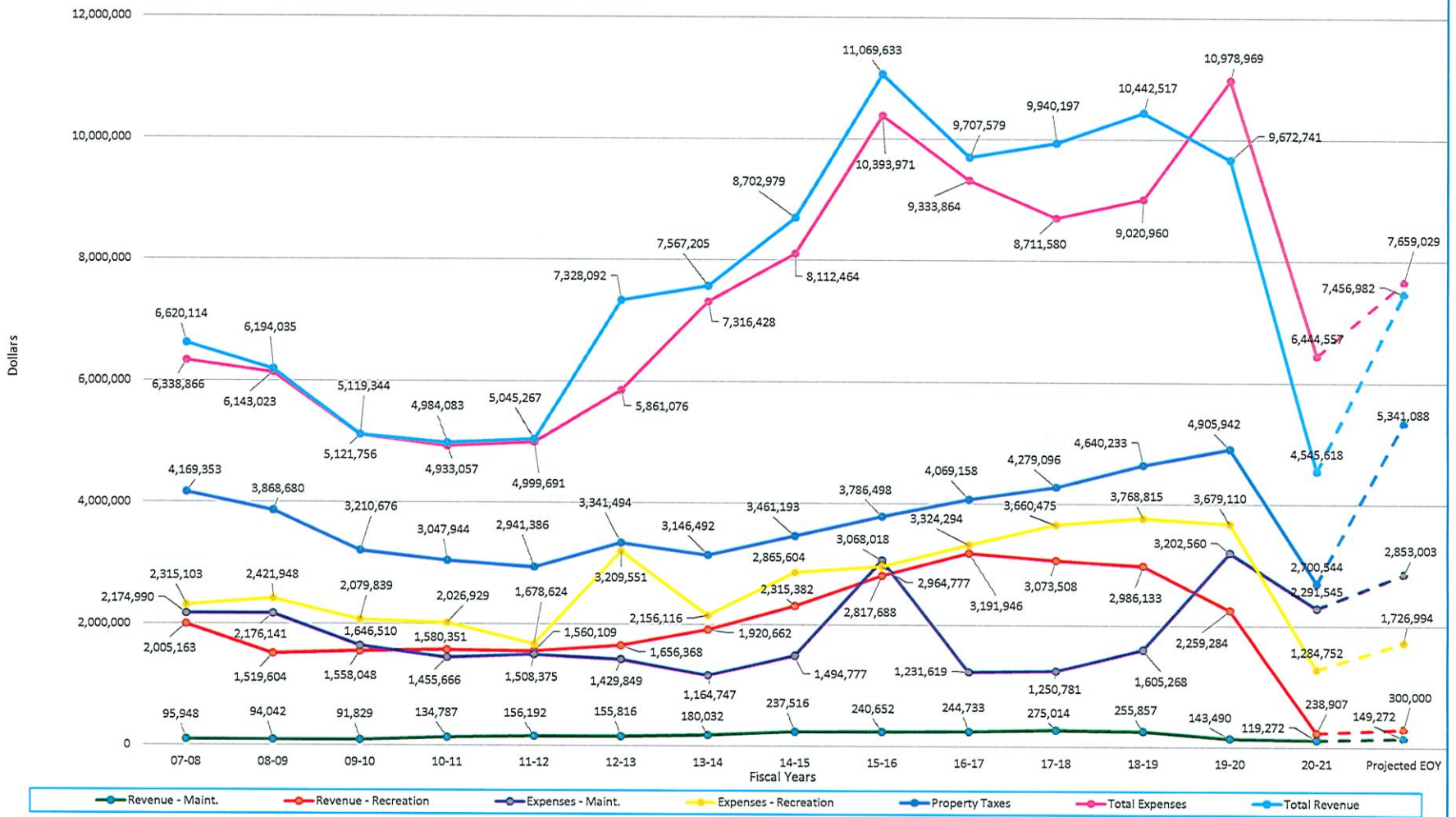
Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
64678	03/23/2021	Roberto Servin	\$400.00
64679	03/26/2021	SEIU LOCAL #1021	\$365.06
64680	03/26/2021	Franchise Tax Board	\$100.00
64681	03/26/2021	IBEW 1245	\$564.24
64682	03/29/2021	BAYSHORE MATERIALS	\$25.41
64683	03/29/2021	O'Connor Lumber	\$231.22
64684	03/29/2021	P G & E	\$5,756.25
64685	03/29/2021	Atkinson, Andelson, Loya Ruud & Ror	\$2,353.13
64686	03/29/2021	City Of Vallejo	\$1,084.00
64687	03/29/2021	Clark Pest Control	\$80.00
64688	03/29/2021	Angelito Or Loana Claudio	\$791.00
64689	03/29/2021	Commercial Pool Systems, Inc	\$1,921.41
64690	03/29/2021	Rochelle Gawaran	\$138.00
64691	03/29/2021	Richard Mariani	\$30.00
64692	03/29/2021	Metropolitan Life Insurance Company	\$5,366.80
64693	03/29/2021	Raquel Navarro	\$750.00
64694	03/29/2021	NBS	\$2,838.77
64695	03/29/2021	Platt Electric Supply	\$629.32
64696	03/29/2021	Veritiv Operating Company	\$628.58
64697	03/29/2021	Verizon Wireless	\$1,349.47
64698	03/30/2021	Gary Bowers	\$505.96
64699	03/30/2021	Eileen Brown	\$289.00
64700	03/30/2021	Deberah Carey	\$181.48
64701	03/30/2021	Kerry Carmody	\$181.48
64702	03/30/2021	Richard Conzelman	\$744.96
64703	03/30/2021	Jose Famalette	\$181.48
64704	03/30/2021	Patricia Gloyd	\$181.48
64705	03/30/2021	Cynthia Hewitt	\$214.63
64706	03/30/2021	Jerome Lohr	\$269.24
64707	03/30/2021	Prisco Manglona	\$181.48
64708	03/30/2021	Roger Maryatt	\$181.48
64709	03/30/2021	Jeremias Morgado	\$181.48
64710	03/30/2021	Sidney Nickolas	\$181.48
64711	03/30/2021	Randy Nicks	\$289.00
64712	03/30/2021	Nancy Ortiz	\$181.48
64713	03/30/2021	Steve Pressley	\$181.48
64714	03/30/2021	Francis Radziewicz	\$181.48
64715	03/30/2021	Joan Russell	\$181.48
64716	03/30/2021	Anita Sailas	\$194.07
64717	03/30/2021	Barbara Schmidt	\$289.00
64718	03/30/2021	Audrey Tucker	\$181.48
64719	03/30/2021	Adeline Varni	\$181.48
64720	03/30/2021	ALL STAR RENTS	\$2,096.97
64721	03/30/2021	Josabeth Flores	\$750.00
64722	03/30/2021	K Butler Electric	\$9,113.80
64723	03/30/2021	Ring Central Inc.	\$827.21
Bank Totals			\$300,693.08

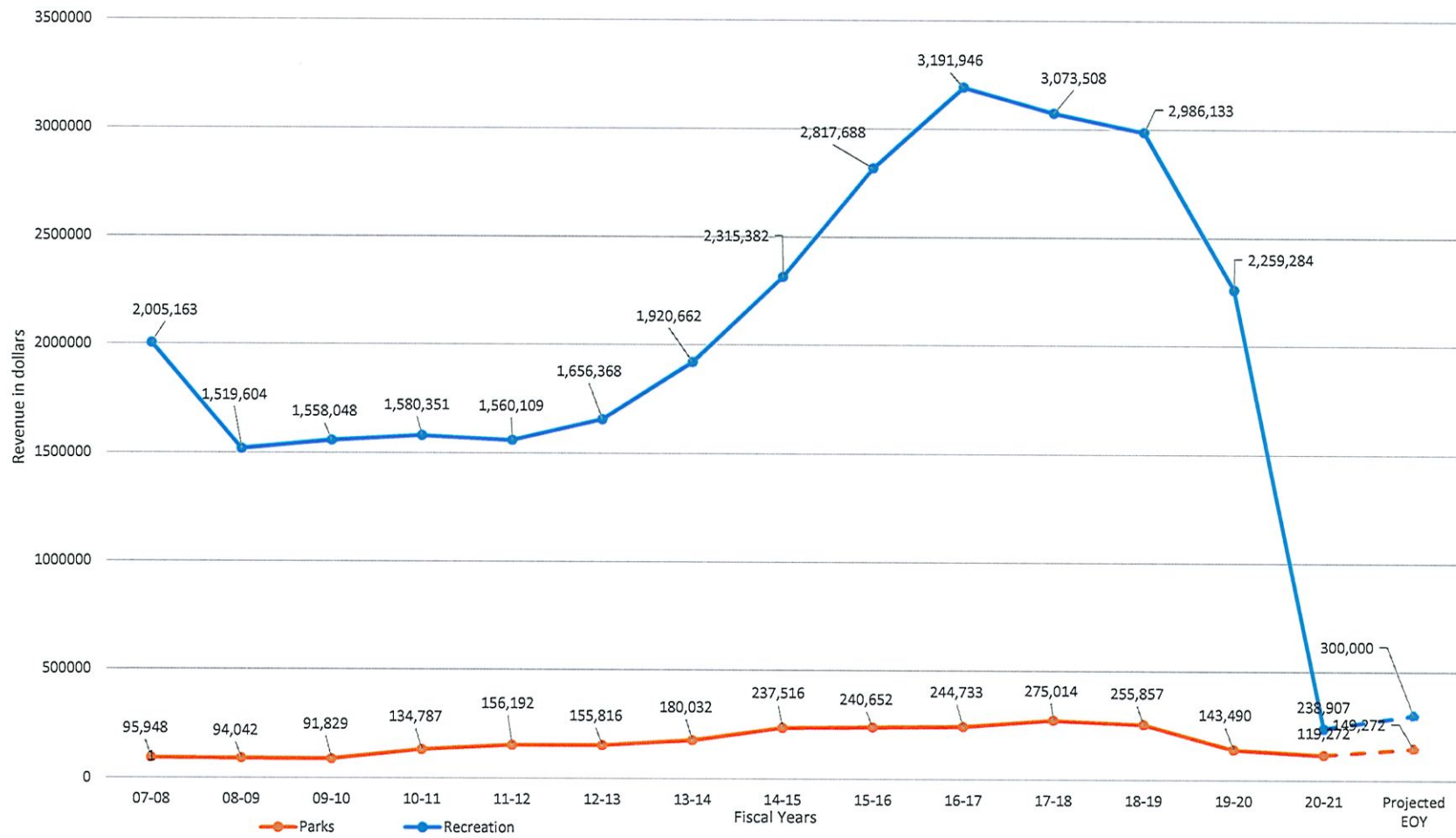
Report Selection Criteria

Bank Account:	Start GEN	End GEN
Date Range:	Custom	

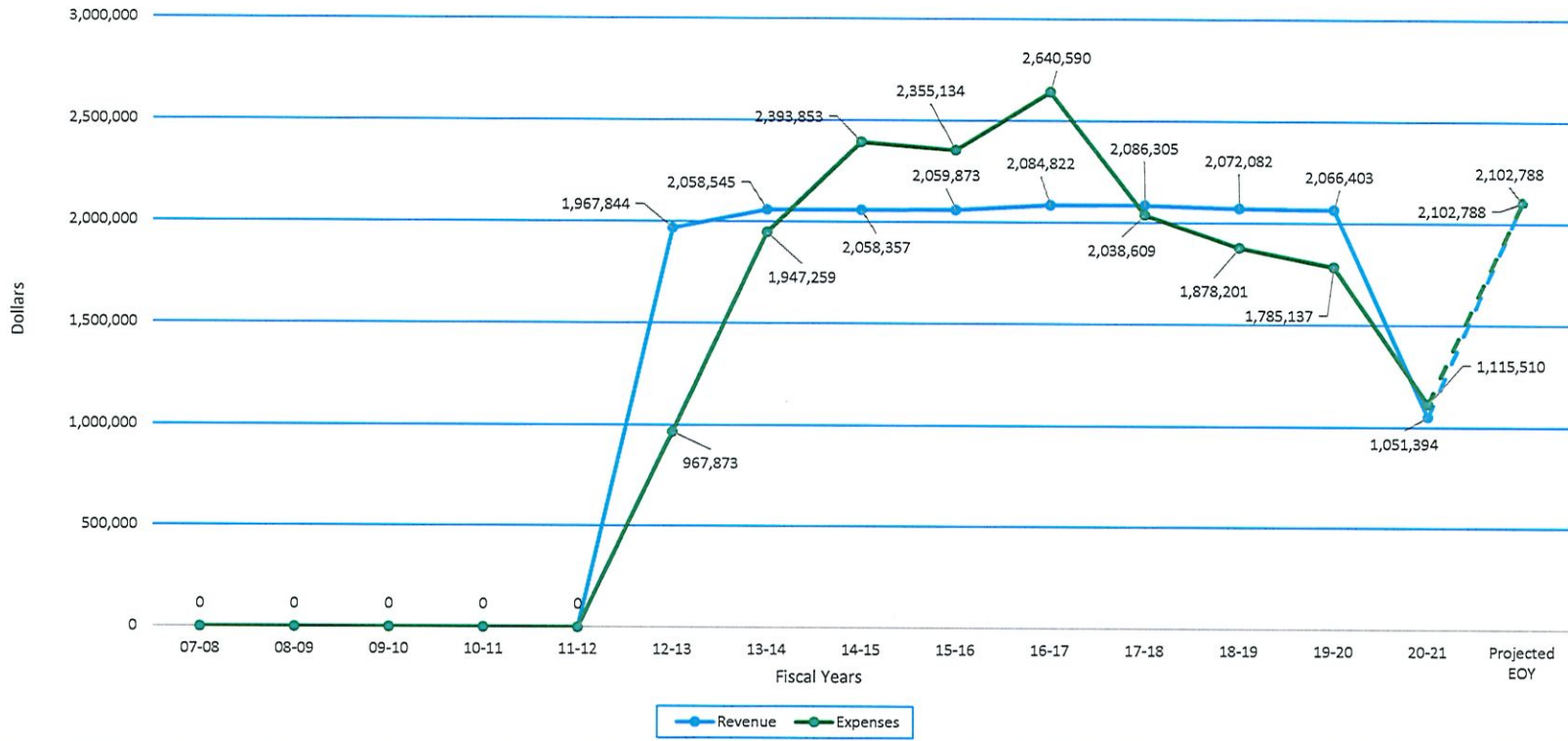
Greater Vallejo Recreation District
 Revenue and Expense Summary
 Fiscal Years 07-08 through 20-21 (March) with Projected End-of-Year



Greater Vallejo Recreation District
 Revenue Summary
 Fiscal Years 07-08 through 20-21 (March) with Projected End-of-Year



Greater Vallejo Recreation District
 Measure K Revenue & Expense Summary
 Fiscal Years 07-08 through 20-21 (March) with Projected End-of-Year





Agenda 9

BOARD COMMUNICATION

Date: April 8, 2021

TO: Board Chairperson and Directors

FROM: Casey Halcro, Human Resources Manager

SUBJECT: **Approve Job Description Updates and Title Changes for the Following Positions: Facilities Supervisor and Landscape Supervisor**

BACKGROUND AND DISCUSSION

In 2020, GVRD contracted with Segal Waters to update our Classification Structure and Job Descriptions. In collaboration with all stakeholders (staff and unions), all job descriptions and job titles were updated accordingly. You'll notice that this includes updated job descriptions and job titles for:

Facilities Supervisor (formerly known as Maintenance Supervisor Facilities)

Landscape Supervisor (formerly known as Parks Landscape Supervisor)

RECOMMENDATION

It is recommended to approve the updated Job Classification Structure (no change), Job Titles, and Job Descriptions for these two positions.

ALTERNATIVES CONSIDERED

Reject the recommendation and revise.

Reject the recommendation and leave as is.

Approve the recommendation, with changes.

Approve the recommendation.

Do not act on item.

ENVIRONMENTAL REVIEW

Not applicable.

PROPOSED ACTION

Staff recommends approval of the updated Job Classification Structure, Job Titles, and Job Descriptions for the Facilities Supervisor and the Landscape Supervisor.

DOCUMENTS AVAILABLE FOR REVIEW

- a. Facilities Supervisor Job Description
- b. Landscape Supervisor Job Description

Greater Vallejo Recreation District Job Description

Classification Title	Facilities Supervisor
Job Code	
FLSA Status	Non-Exempt
Salary Grade	
Reports To	

GENERAL SUMMARY

This position is responsible for reviewing, prioritizing, and inspecting work, overseeing the District's fleet, participating in the construction and maintenance of District facilities, developing RFP's for architectural and engineering services, developing and administering budgets, and supervising facilities staff.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Supervises the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.
- Reviews, prioritizes, assigns, and inspects work orders for GVRD's parks, facilities, and fleet.
- Confers with architects and/or engineers for the districts larger projects. Assists with the design of projects to be consistent with the overall direction of the district and budgets.
- Generates requests for proposals. Conducts job walks, awards contracts, procures necessary permits, and approves billing.
- Manages GVRD fleet. Utilizes local vendors for maintenance needs, makes recommendations for replacement, and writes reports for disposal of equipment.
- Advises the stakeholders within GVRD on the best practices for projects as they relate to the facilities department.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Work requires supervising and monitoring performance for a regular group of employees (1 or more full-time employees) including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed.

Greater Vallejo Recreation District Job Description

Classification Title	Facilities Supervisor
Job Code	
FLSA Status	Non-Exempt
Salary Grade	
Reports To	

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships as well as the impact the job has on GVRD, the department or unit objectives, the output of services, or employee or public satisfaction.

- Interactions may result in decisions regarding implementation of policies. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. The impact the job has on GVRD is significant in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has moderate fiscal responsibility. May be responsible for the billing, collection and/or accounting of funds. May be responsible for the handling and balancing of cash.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High School diploma or G.E.D. equivalency
- Five (5) to seven (7) years' experience in facility construction and maintenance and with project management
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Required Licenses or Certifications

- Certified Irrigation Auditor through the Irrigation Association (IA), Backflow Tester Certificate

Greater Vallejo Recreation District Job Description

Classification Title	Facilities Supervisor
Job Code	
FLSA Status	Non-Exempt
Salary Grade	
Reports To	

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- English grammar, spelling, and punctuation
- Principles and practices of basic bookkeeping
- Modern office procedures, methods and computer equipment
- Principles and practices of employee supervision
- Building trades and construction practices
- Budget and procurement process
- Current design standards and codes

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios

Ability to:

- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Analyze work for solutions to problems
- Establish and maintain effective working relationships
- Communicate effectively, both orally and in writing
- Adjust schedules as needed

Greater Vallejo Recreation District Job Description

Classification Title	Facilities Supervisor
Job Code	
FLSA Status	Non-Exempt
Salary Grade	
Reports To	

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment			X
Street environment (near moving traffic)	X		
Construction site		X	
Confined space	X		
Vehicle			X
Warehouse environment	X		
Shop environment		X	
Other	X		
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate	X		
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)		X	
Extreme heat (<i>above 100 degrees</i>)		X	
Communicable diseases	X		
Moving mechanical parts		X	
Fumes or airborne particles		X	
Toxic or caustic chemicals, substances or waste	X		
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)		X	

WORKING CONDITIONS & PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Greater Vallejo Recreation District Job Description

Classification Title	Facilities Supervisor
Job Code	
FLSA Status	Non-Exempt
Salary Grade	
Reports To	

- This position requires occasional exposure to unpleasant environmental conditions and/or hazards and is *generally sedentary*. Incumbents may be required to exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

POSITION TYPE/EXPECTED HOURS OF WORK

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5 p.m.

TRAVEL

WORK AUTHORIZATION/SECURITY CLEARANCE (IF APPLICABLE)

This position does not require security clearance.

EEO STATEMENT

GVRD is an equal opportunity employer.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. GVRD reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. Directly related experience/education beyond the minimum stated may be substituted where appropriate at the discretion of the Human Resources Department.

Please sign, date and present this receipt and acknowledgment form to the Human Resources Department. This receipt and acknowledgment form will be kept in your personnel file.

Employee Name (Print) _____

**Greater Vallejo Recreation District
Job Description**

Classification Title	Facilities Supervisor
Job Code	
FLSA Status	Non-Exempt
Salary Grade	
Reports To	

Employee Signature: _____

Date: _____

Date created	12/8/2020
Dates revised	

Greater Vallejo Recreation District Job Description

Classification Title	Landscape Supervisor
Job Code	
FLSA Status	Non-Exempt
Salary Grade	
Reports To	

GENERAL SUMMARY

This position is responsible for planning, organizing, and supervising staff in landscape activities, defining and adhering to fertilization requirements, conducting inspections of grounds, and responding to resident concerns.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Supervises the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.
- Conducts inspections of park grounds to determine maintenance and structural deficiencies.
- Confers and meets with all parties connected to the Parks Maintenance Division.
- Responds to and resolves residents' concerns and questions.
- Generates a variety of reports and correspondence related to Park amenities and functions.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Work requires supervising and monitoring performance for a regular group of employees (1 or more full-time employees) including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed.

Greater Vallejo Recreation District Job Description

Classification Title	Landscape Supervisor
Job Code	
FLSA Status	Non-Exempt
Salary Grade	
Reports To	

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships as well as the impact the job has on GVRD, the department or unit objectives, the output of services, or employee or public satisfaction.

- Interactions may result in decisions regarding implementation of policies. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. The impact the job has on GVRD is limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has limited fiscal responsibility. May assist in the collection of data in support of recommendations for departmental budget allocations. May monitor division or program/promotional level budget and expenditures.

MINIMUM QUALIFICATIONS

Required Education and Experience

- Associate's Degree or two (2) years of College in Business, Public Administration, Landscape/Horticultural management, or a related technical discipline
- Three (3) to five (5) years' experience in landscaping, park maintenance and operations
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Required Licenses or Certifications

- California Department of Pesticide Regulations Qualified Applicator's Certificate (QAC), International Society of Arboriculture (ISA) Arborist Certificate, Playground Safety Inspector Certificate, Certified Irrigation Auditor through the Irrigation Association (IA)

Greater Vallejo Recreation District Job Description

Classification Title	Landscape Supervisor
Job Code	
FLSA Status	Non-Exempt
Salary Grade	
Reports To	

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- English grammar, spelling, and punctuation
- Principles and practices of basic bookkeeping
- Modern office procedures, methods and computer equipment, including applicable software
- Principles and practices of employee supervision
- Landscape equipment and tools
- Ornamental horticulture, planting mixtures, fertilization requirements, and plant pest diseases
- Seasonal park and landscape maintenance

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Organization and time management
- Public speaking

Ability to:

- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Determine course of action with regard to repairs of park amenities
- Prepare clear and concise reports and correspondence

Greater Vallejo Recreation District Job Description

Classification Title	Landscape Supervisor
Job Code	
FLSA Status	Non-Exempt
Salary Grade	
Reports To	

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment			X
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle			X
Warehouse environment		X	
Shop environment		X	
Other	X		
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)		X	
Communicable diseases		X	
Moving mechanical parts		X	
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances or waste	X		
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)		X	

Greater Vallejo Recreation District Job Description

Classification Title	Landscape Supervisor
Job Code	
FLSA Status	Non-Exempt
Salary Grade	
Reports To	

WORKING CONDITIONS & PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position requires occasional exposure to unpleasant environmental conditions and/or hazards and is *generally sedentary*. Incumbents may be required to exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

POSITION TYPE/EXPECTED HOURS OF WORK

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5 p.m.

TRAVEL

WORK AUTHORIZATION/SECURITY CLEARANCE (IF APPLICABLE)

This position does not require security clearance.

EEO STATEMENT

GVRD is an equal opportunity employer.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. GVRD reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. Directly related experience/education beyond the minimum stated may be substituted where appropriate at the discretion of the Human Resources Department.

Greater Vallejo Recreation District Job Description

Classification Title	Landscape Supervisor
Job Code	
FLSA Status	Non-Exempt
Salary Grade	
Reports To	

Please sign, date and present this receipt and acknowledgment form to the Human Resources Department. This receipt and acknowledgment form will be kept in your personnel file.

Employee Name (Print) _____

Employee Signature: _____

Date: _____

Date created	12/12/2020
Dates revised	



Maintenance Department Board Report

4/8/21

Parks and Facilities

- 401 Building- Received one proposal for the foundation repairs; waiting for two more proposals.
- Washington Park- Contractor repaired the ballfield backstop and the fence.
- 395 Building- PG&E connected the new 400amp electrical panel; contractor will be finalizing the project within the next week.
- Grant Mahony- Staff is working on installing a fabric in the rose garden beds.
- Amador Tennis Courts- Lighting Company will be doing a LED lighting retrofitting, and adding lights to have a completed illumination of the courts.
- Prop 68- Per Capita grant application was submitted; received comments from State to make some corrections on the forms submitted.
- BRS- City issued a permit for the demolition of the caretaker house; a contractor would possibly start with the demolition on April 15th. Staff worked on installing BBQ grills in some picnic areas.
- Madren Field- Staff will be working on getting proposals to add a section of bleachers; waiting on an estimate from an electrical contractor to repair conduit pipes for the light poles.
- Wilson Park- Received an email that the Admirals will not have a playing season this year.



Finance Department Board Report

4/8/2021

FY 2021-2022 Budget Process

- I have received worksheets from all departments and am currently compiling them into a preliminary budget format for presentation to the Budget and Finance Committee and, then, the Board.

Union Negotiations

- The Finance Department continues to work with the GM and the HR Manager to provide requested information for IBEW and SEIU to facilitate the contract negotiation process.

State Controller's Office Report

- Working with Accounting Specialist Betty DalPorto on the Government Compensation in California report for calendar year 2020. This report is completed each year and submitted to the State Controller's Office. This is part of ongoing training for the Accounting Specialist.

Quarterly Employee Payroll Tax Reporting

- Working with Accounting Specialist Betty DalPorto on processing the quarterly tax reports for federal and state taxes. Again, this is a continuation of her training.



Human Resources Board Report

4/8/2021

Personnel Update:

- HR and the GM are working with staff to share vaccine locations and times. Additionally HR is following news of CA Senate Bill 95 and will help GVRD shift as needed with probable new Covid legislation
- We have hired an Interim Recreation Superintendent and are excited to introduce Kerrilyn Ely in that role.
- HR, the GM, and the Superintendent of Maintenance are working together to work toward filling the openings in our Parks/Maintenance Team. We intend to start recruitment for two FT open positions this month.

Classification Study:

- HR continues to work with represented and unrepresented staff regarding job description updates. The District has received feedback from unrepresented staff, IBEW represented staff, and is awaiting feedback from SEIU represented staff now.
- HR has taken current proposed updates to Policy and Personnel Committee during the March meeting and will continue bringing changes to future Policy and Personnel committee meetings
- HR will be requesting approval of updates to two Supervisor job titles and job descriptions at the April 8 board meeting.

Policy updates:

- HR and GM continue to work on policy updates and HR has reached out to Unions about possible policy updates in the near future.

Compliance:

- HR has written Covid-19 Prevention Program to align with new Cal-OSHA requirements.

- HR is working with Executive staff to ensure employees are in compliance with the new Cal-OSHA requirements.
- HR has partnered with Synthesis Planning Consultants to start updates IIPP to comply with 2021 standards. HR has rolled out final IIPP and is discussing implementation and orientation of this with the staff currently.



Recreation Board Report

4/8/2021

Community Centers-

- Claudio's Martial Arts classes started in March on the FCC Veranda with a total of 24 students.
- Teacher Kay Alhapals online classes continue with a total of 38 participants.
- Installation of new cameras is in the works of being scheduled at FCC.

Youth and Events-

- Kids Club programs will be reopening beginning April 19th at four sites: Pennycook, Wardlaw, Cave, and Vallejo Charter. More details regarding registration and program protocols to follow.
- FRESH (Future. Rising. Entertainer. Star. Headquarters) at ExLP (Expanded Learning Program) is being well received by the students and staff. Our vibrant theatre staff is working with students virtually at Cooper and Dan Mini Elementary. The young thespians are learning lines and preparing for a virtual performance of Schoolhouse Rock!
- The ExLP staffing budget has been reduced due to the pandemic. The department will close this fiscal year just under \$200,000 which is less than what was projected for the 20-21 fiscal year.
- Thumper's Drive-Thru Eggs-perience was held on, Saturday, April 3rd, 10am-12pm at 395 Amador. Departmental staff have worked hard to secure monetary donations for the event. At the event Thumper gave out 200+ Easter bags, filled with candy, eggs, a dye kit, activity book and more.
- CPRS is hosted its annual conference, March 23rd-26th, virtually. Several recreation staff attended the conference. This year, there was variety of great classes to choose from: Summer Events Pandemic Style, Navigating Social Media's Waves of Change to Promote Events, Equitable Aquatics, Summer Camping in a Pandemic, just to name a few.
- This summer Youth/Teens Department will offer Esports. Esports is a form of sport competition using video games. It takes the form of organized,

multiplayer video game competitions between individuals or teams. We're thrilled to offer this new program to the community!

Aquatics

- First program in new pool is spring break aquatic camp. Registration for both weeks of camp is full.
- Lifeguard Training class will be held both weeks of spring break. Four participants were registered for first week and seven participants currently registered for second week.
- Private swim lessons are set to begin Monday April 12th and are now open for registration.
- High school swimming season ended 3/26/21. High school water polo season set to run Monday 3/29 through 5/28. Currently only practice and inner cohort scrimmages allowed, review of COVID protocol for high contact sports being reviewed for potential games.
- Lap swimming lane reservations continue to have high registration. In the six months we have been open from 8/31/20 – 2/28/21 we have had 8,266 reservations out of a possible 8,420 available reservations.

Sports

- As the department nears summer programming we are promoting and registering as many participants as possible. Look out for popular programs like; Get Tah Stepping with Jay, Summer Break All Sorts of Sports Camp, Junior Tennis Development Program, and many more!
- Dan Foley Turf Field reservations are a huge commodity right now and have been increasing expeditiously. With Dan Foley Turf being utilized so much we have been able to increase utilization at other fields in hopes to create a regular use schedule.
- More recently the Sports Department has had the opportunity to work with popular groups like GVTA, Vallejo Bocce Ball League, Vallejo Horseshoe League and many more in order to build better relationships and support these groups needs based on facility maintenance and general requests.