



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 14, 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-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**

7) **Financials:**

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

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

8) New Business:

- A) Discussion on 10-Year Master Plan Public Comments (Lanusse)**
- B) Approve Cancellation of the November 25, 2021 Board Meeting due to the Thanksgiving Holiday (Pierson)**
- C) Approval to reschedule the November 11, 2021, Board Meeting to November 18th Due to the Veteran's Day Holiday (Pierson)**
- D) Discuss Proposed Art in the Parks Committee (Lanusse)**
- E) Approve International Brotherhood of Electrical Workers (IBEW) Letter of Agreement Regarding Electronic Tracking of District Fleet Equipment (Nuno/Halcro)**
- F) Approve 1st Read of Policy and RR #2020 – Annual Leave, Executive Leave, and Compensatory Time Off (Halcro)**
- 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)**
- J) Approve Job Description and Title Change to the Account Assistant Position (Halcro)**
- K) Approve Job Description and Title Change to the Administrative Coordinator/Board Clerk (Halcro)**

9) Staff Reports:

- A) Maintenance Superintendent**
- B) Finance Director – Not included in packet**
- C) Human Resources Manager**
- D) Recreation Superintendent**
- E) General Manager**

10) Administrative Items:

Director McDonald-Report on recent Special District Leadership Foundation Conference

11) Announcements and Comments from Board Members:

12) Meeting Adjourn:

Next meeting: October 28, 2021



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Greater Vallejo Recreation District Board of Directors

MINUTES

September 23, 2021 – 395 Amador Street

6:30 p.m.

1) **Call to Order:**

Secretary Bowen assumed the role of Chairperson and called a regular meeting, of the Board of Directors of the Greater Vallejo Recreation District, to order at 6:30 p.m., September 23, 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: Directors; Ron Bowen, Adjoa McDonald, Rizal Aliga.

Vice-Chairperson Gary Salvadori arrived at 6:55pm and chaired the remainder of the meeting.

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

Excused: Chairperson Robert Briseno

4) **Approval of Agenda:**

Director McDonald offered the motion, seconded by Director Aliga to approve the agenda. 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.

None

- 6) **Presentations:**
Congratulations to Dave Moore, Lead Parks Worker on his Retirement- (Salvador Nuno)
Staff and the Board of Directors acknowledged and thanked Mr. Moore for over 10 years of service to the district.
- 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.
Approve Board Minutes-September 9, 2021
Director McDonald offered the motion seconded by Director Aliga to approve the Consent Calendar. Motion passed unanimously.
- 8) **Financials:**
- A) **Approve Financial Statement as of 8/31/2021 (Harman)**
Director Aliga offered the motion, seconded by Director McDonald to approve the financial statement as of 8/31/2021. Motion passed unanimously.
- B) **Approve Payment of Bills 8/1/2021 through 8/31/2021 (Harman)**
Director McDonald offered the motion, seconded by Director Aliga to approve the payment of bills 8/1/2021 through 8/31/2021. Motion passed unanimously.
- C) **Approve Payment of Check #65251 to Minuteman Press for \$56.59 from July 2021 (Harman)**
After some discussion, direction was given to see if a comparable vendor could be located locally. Director Aliga offered the motion, seconded by Director McDonald to approve the payment of check #65251. Motion passed unanimously.
- 9) **New Business:**
- A) **Committee Appointment Changes for Fiscal Year 2021-2022**
Facility and Development Committee – Directors Bowen and Salvadori
Budget and Finance Committee – Directors McDonald and Aliga
Committee changes were noted for the record.
- B) **Approve 1st Read of Policy #2315–Employee Code of Conduct (Halcro)**
Director Bowen offered the motion, seconded by Director Aliga to approve the 1st read of Policy #2315-Employee Code of Conduct. Motion passed unanimously.

C) Approve 1st Read of Policy and RR #2020–Annual Leave, Executive Leave, Comp Time (Halcro)

Policy #2020 was reviewed and discussed separately of RR #2020. Direction Bowen offered the motion, seconded by Director McDonald to refer Policy #2020-Annual Leave, Executive Leave, Comp Time back to committee with the following: update to executive leave amounts and annual leave accrual are approved, strike the sick leave donation reference, research the leave without pay aspect. Motion passed unanimously.

RR #2020 Direction Bowen offered the motion, seconded by Director McDonald to refer RR #2020-Annual Leave, Executive Leave, Comp Time back to committee with the following: incorporate changes made to Policy #2020. Motion passed unanimously.

10) Staff Reports-Informational Only:

A) Maintenance Superintendent

- Provided an update on recruitment efforts in the parks department.
- Updated the board on a recent mechanical issue at Cunningham Pool, power outage at Dan Foley, Coastal Clean Up, and planned habitat restoration at Glen Cove Waterfront Park.
- Informed the board about a recent fire at Hanns Park.

B) Finance Director

- Updated the board on a recent meeting with HR regarding cross department processes.
- Informed the board that the accounting assistant has developed a new deposit procedure and will cross train the rest of the department.

C) Human Resources

- Distributed a recruitment flyer for the Recreation Supervisor position
- Discussed the current pay scale and plans to bring a proposal for consideration.
- Updated the board of the policy manual update spreadsheet.

D) Recreation Department

- Provided an update on community center rentals.
- Announced the Kid's Club program expansion.
- Discussed two new QR codes, one for the Activity Guide and one for a Children's Wonderland survey.

E) General Manager

- Announced the launch of a survey requesting feedback on City Park.
- Provided an update on the Mare Island Preserve.

- Announced long standing plans to develop an “arts in the park” program.

11) Executive Session: At 8:05 p.m. Vice-Chairperson Salvadori convened to executive session.

A) CONFERENCE WITH REAL PROPERTY NEGOTIATORS (GENERAL MANAGER & LEGAL COUNSEL): Regarding McIntyre Ranch Property, 1 St. John’s Mine Road, Vallejo 94591 Called pursuant to Government Code section 54956.8

B) CONFERENCE WITH REAL PROPERTY NEGOTIATORS (GENERAL MANAGER & LEGAL COUNSEL): Regarding potential lease from Vallejo City Unified School District of part of the Franklin Middle School site, 501 Starr Avenue, Vallejo. Negotiating Parties: Vallejo Unified School District (Mitchell Romao). Called pursuant to Government Code section 54956.8

12) Report out on Executive Session:

At 8:30 p.m. Vice-Chairperson Salvadori convened to regular session and reported:

Item 11A: Negotiators provided information, and direction was provided by the board. No action taken.

Item 11B: Negotiators provided information, and direction was provided by the board. No action taken.

13) Announcements and Comments from Board Members:

Legal Counsel discussed the recent passing of AB361. He also mentioned he will be absent from the October 28th board meeting.

Director McDonald announced that Vallejo Project will provide drivers for tours during the upcoming Waterfront Weekend event. She also announced a ribbon cutting happening at The Hub for 11am tomorrow.

Director Aliga announced that his friends recently filmed a music video at the North Vallejo basketball courts.

14) Meeting Adjourn:

Director Bowen offered the motion, seconded by Director McDonald to adjourn the meeting at 8:36 p.m. Motion passed unanimously.

Ron Bowen, Board Secretary

Date



Agenda 6-B

BOARD COMMUNICATION

Date: October 14, 2021

TO: Board Chairperson and Directors

FROM: Staff

SUBJECT: Accept the Minutes from the Policies and Personnel Committee meeting September 13, 2021

RECOMMENDATION

To accept the minutes from Policies and Personnel Committee from the September 13, 2021 meeting.

DOCUMENTS AVAILABLE FOR REVIEW

A) Policies and Personnel Committee Minutes from September 13, 2021



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General Manager
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Policies and Personnel Committee Meeting Monday, September 13, 2021

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 Salvadori, Director Aliga Human Resources Manager Halcro, General Manager Lanusse

Meeting began: 4:00 pm
Director Aliga arrived at 4:15pm

- 1. Discuss Draft of Updated Part-time Handbook**
 - a. Committee discussed updated Part-time handbook draft and continued work on this process**
- 2. Discuss Full Time Salary Scales and Proposed Changes**
 - a. HR Manager presented committee with the full-time salary scales and a proposal of changes. Committee suggested presenting this to the Board of Directors with some updates**
- 3. Discuss Changes to Policy and RR #2020-Annual Leave, Executive Leave, Compensatory Time Off, Leave without Pay, and Floating Holiday**
 - a. Committee discussed policy and changes. Suggestions were given for other changes and HR manager will make those changes before taking to the Board of Directors.**
- 4. Discuss Changes to Policy and RR#2120 – Workers Compensation/Occupational Sick Leave**

- a. Committee discussed policy and changes. Suggestions were given for other changes and HR manager will make those changes before taking to the Board of Directors.**

5. Discuss changes to Policy 2315 – Employee Code of Conduct

- a. Committee discussed policy and changes and will bring to the Board of Directors for first read.**

6. Discuss New Policy Regarding Social Media

- a. Committee discussed policy and received feedback for some changes. This will be edited before being taken to the Board of Directors**

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

- a. HR Manager shared Policy Change Spreadsheet and received feedback to add dates. These will be added before presentation to the Board of Directors.**

Meeting adjourned 5:44pm



Agenda 6-C

BOARD COMMUNICATION

Date: October 14, 2021

TO: Board Chairperson and Directors

FROM: Staff

SUBJECT: Accept the Minutes from the Facility and Development Committee meeting September 20, 2021

RECOMMENDATION

To accept the minutes from Facility and Development Committee from the September 20, 2021 meeting.

DOCUMENTS AVAILABLE FOR REVIEW

- A) Facility and Development Committee Minutes from September 20, 2021



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General Manager
Gabe Lanusse

Facility and Development Committee Minutes

Monday, September 20, 2021

1:30 p.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 Salvadori, General Manager Lanusse, Maintenance Superintendent Nuno

Meeting began 1:30 pm

1. Vallejo Community Center Upgrades:

Maintenance Superintendent Nuno provided the engineer's cost estimate for the upgrades on the kitchen. The recommendation from the committee is to provide the board with a report on the benefits and alternatives if we make these improvements and to bring this to the board for a decision.

2. Board of Directors Project Updates Form:

Maintenance Superintendent Nuno presented a projects update using an excel form that would be used to report the progress updates on the projects. Received some recommendations from the committee to include on the form.

3. Hanns Park Disc Golf Course:

Maintenance Superintendent Nuno reported that staff continues working with the group that proposed the disc golf course. Staff and the disc golf group had a walkthrough on site to discuss the layout of the disc golf course. GVRD staff continues working with the group on the installation of the equipment; we expect to complete the course by Christmas.

4. Cunningham Pool:

Maintenance Superintendent Nuno reported that the engineer is getting close to completing the submittal package for the City for the improvements on the ADA in the restrooms. City staff would be making the parking lot repairs by late summer. Maintenance Superintendent Nuno also reported that there was a mechanical issue with the TecoGen and had to close the Pool for several days to solve the problem.

5. Foley Cultural Center Upgrades:

Maintenance Superintendent reported that staff continues to work on the upgrades of the Center; the installation of the new floor was postponed until November due to events scheduled in October. Staff is also working with the designer on options to add acoustical ceiling panels.

6. 395-401 Amador Street Construction Update:

Maintenance Superintendent Nuno reported that staff will be opening the bids for the remodeling of the buildings on September 30th. Staff is working with a consultant to do a supplemental asbestos and lead assessment on these buildings. The contractor continues working on the seismic retrofit in the HR offices on 401 building.

7. Franklin Middle School Lease:

General Manager Lanusse reported that he will be updating the Board of Directors on the next upcoming board meeting in executive session.

Adjourned at 1:45 pm

Next Meeting: October 18, 2021



Agenda 6-D

BOARD COMMUNICATION

Date: October 14, 2021

TO: Board Chairperson and Directors

FROM: Staff

**SUBJECT: Accept the Minutes from the Budget and Finance Committee meeting
September 20, 2021**

RECOMMENDATION

To accept the minutes from Budget and Finance Committee from the September 20, 2021 meeting.

DOCUMENTS AVAILABLE FOR REVIEW

A) Budget and Finance Committee Minutes from September 20, 2021.



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Budget and Finance Committee Minutes Monday, September 20, 2021

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 McDonald, Director Aliga,
General Manager Lanusse, Finance Director Harman

Meeting began: 6:30 PM

1. Proposed changes to the Part-Time Pay Ranges

Discussion was held with regards to increasing the part-time pay ranges due to staff's difficulty in recruiting employees, and the mandated increase to minimum wage due January 2022. It was decided to increase all steps/ranges by \$1 and present the new pay scale to the board.

2. Proposed Sick Leave Donation Policy - Discussion

Discussion was held with regards to a proposed sick leave donation policy. This had been previously discussed at the Policy Committee meeting. The District currently has a Catastrophic Leave Bank to which employees can donate leave time. Only those employees that have donated are able to use the leave in the bank. The proposed policy would allow for direct donations from one employee to another. Directors McDonald and Aliga inquired as to the possible cost to the District. Finance Director Harman will work on compiling data regarding direct costs and it will be presented at a future committee meeting.

Adjourned at 6:52 PM

**Greater Vallejo Recreation District
Financial Report Year-to-Date
as of September 30, 2021
All Funds**

<u>Revenue</u>	<u>Actual Yr to Date</u>	<u>Annual Budget</u>	<u>Amount Remaining</u>	<u>Percent</u>
Administration	25,992	7,930,654	7,904,662	0.33%
Buildings & Trades	0	0	0	0.00%
Park Maintenance & Visitor Service	92,104	203,400	111,296	45.28%
Recreation	245,505	1,537,811	1,292,306	15.96%
Total Revenues	363,601	9,671,865	9,308,264	3.76%
<u>Expenses</u>	<u>Actual Yr to Date</u>	<u>Annual Budget</u>	<u>Amount Remaining</u>	<u>Percent</u>
Administration & General Support	514,345	2,338,116	1,823,771	22.00%
Planning & Development	20,415	173,688	153,273	11.75%
Buildings & Trades	243,984	1,378,322	1,134,338	17.70%
Visitor Services	23,161	153,174	130,013	15.12%
Landscaping & Grounds	395,545	2,140,444	1,744,899	18.48%
Recreation	690,043	3,656,695	2,966,652	18.87%
Deferred Maintenance	0	0	0	0.00%
Contingency Reserve	0	22,826	22,826	0.00%
Retiree Medical Benefit - OPEB	0	0	0	0.00%
Total Expenditures	1,887,493	9,863,265	7,975,772	19.14%
Net Revenues Over (Expenditures)	(1,523,892)	(191,400)	1,332,492	

Greater Vallejo Recreation District
Financial Report Year-to-Date
7/2021-9/2021
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	25,992	7,930,654	7,904,662	0.33%	25,992
200	Planning & Development	0	0	0	0.00%	
300	Buildings & Trades	0	0	0	0.00%	-
301	Visitor Services	92,104	203,400	111,296	45.28%	92,104
310	Landscaping & Grounds	0	0	0	0.00%	-
010	Recreation Administraion	750	0	(750)	0.00%	
415	Children's Wonderland	25,680	41,605	15,925	61.72%	
430	Break Camp	12,463	45,098	32,635	27.64%	
450	VCC	9,142	55,104	45,963	16.59%	
451	FCC	16,754	178,794	162,040	9.37%	
460	Sports	33,076	72,407	39,331	45.68%	
465	Community Programs	180	19,925	19,745	0.90%	
480	ExLP	0	317,630	317,630	0.00%	
481	After School Programs	37,727	315,140	277,413	11.97%	
486	Teen Services	0	5,825	5,825	0.00%	
490	R.E.A.C.H.	0	3,148	3,148	0.00%	
720	NVCC	719	24,878	24,159	2.89%	
721	SVCC	2,754	40,772	38,019	6.75%	
730	Cunningham Pool	106,262	417,485	311,223	25.45%	245,505

Total Revenues	363,601	9,671,865	9,308,264	3.76%	363,601
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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	348,630	1,504,029	1,155,399	23.18%	
007	Human Resources	78,895	423,494	344,599	18.63%	
100	Finance	86,820	410,593	323,773	21.15%	514,345
200	Planning & Development	20,415	173,688	153,273	11.75%	20,415
300	Buildings & Trades	243,984	1,378,322	1,134,338	17.70%	243,984
301	Visitor Services	23,161	153,174	130,013	15.12%	23,161
310	Landscaping & Grounds	395,545	2,140,444	1,744,899	18.48%	395,545
010	Recreation Administration	89,526	435,598	346,072	20.55%	
415	Children's Wonderland	33,448	113,439	79,991	29.49%	
430	Break Camp	42,351	140,620	98,269	30.12%	
450	VCC	24,415	197,006	172,591	12.39%	
451	FCC	45,639	282,717	237,078	16.14%	
460	Sports	28,882	183,378	154,496	15.75%	
465	Community Programs	6,688	124,160	117,472	5.39%	
480	ExLP	79,672	564,884	485,212	14.10%	
481	After School Programs	29,583	418,046	388,463	7.08%	
486	Teen Services	229	15,787	15,558	1.45%	
490	R.E.A.C.H.	229	8,367	8,138	2.74%	
720	NVCC	21,557	108,027	86,470	19.96%	
721	SVCC	20,806	185,356	164,550	11.22%	
730	Cunningham Pool	267,018	879,310	612,292	30.37%	690,043
	Deferred Maintenance	0	0	0		
	Contingency Reserve	0	22,826	22,826	0.00%	
	Retiree Medical Benefit - OPEB	0	0	0		

Total Expenditures	1,887,495	9,863,265	7,975,770	19.14%	1,887,495
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Net Revenues Over (Expenditures)	(1,523,894)	(191,400)	1,332,494		(1,523,894)
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Greater Vallejo Recreation District
Financial Report Year-to-Date
as of September 30, 2021
Measure K

<u>Revenue</u>	<u>Actual Yr to Date</u>	<u>Annual Budget</u>	<u>Amount Remaining</u>	<u>Percent</u>
Administration	0	2,102,787	2,102,787	0.00%
Total Revenues	0	2,102,787	2,102,787	0.00%
<u>Expenses</u>	<u>Actual Yr to Date</u>	<u>Annual Budget</u>	<u>Amount Remaining</u>	<u>Percent</u>
Administration & General Support	12,389	99,000	86,611	12.51%
Buildings & Trades	126,787	843,520	716,733	15.03%
Landscaping & Grounds	80,211	685,852	605,641	11.70%
Recreation	108,534	706,668	598,134	15.36%
Total Expenditures	327,921	2,335,040	2,007,119	14.04%
Net Revenues Over (Expenditures)	(327,921)	(232,253)	95,668	

Greater Vallejo Recreation District
 Financial Report Year-to-Date
 7/2021-9/2021
 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	0	2,102,787	2,102,787	0.00%
007	Human Resources	0	0	0	
100	Finance	0	0	0	
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		0	2,102,787	2,102,787	0.00%

<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	12,389	99,000	86,611	12.51%
007	Human Resources	0	0	0	
100	Finance	0	2,000	2,000	0.00%
200	Planning & Development	0	0	0	
300	Buildings & Trades	126,787	843,520	716,733	15.03%
301	Visitor Services	0	0	0	
310	Landscaping & Grounds	80,211	685,852	605,641	11.70%
010	Recreation Administration	1,305	13,350	12,045	
415	Children's Wonderland	13,329	83,537	70,208	15.96%
430	Break Camp	0	0	0	
450	VCC	2,482	13,762	11,280	18.03%
451	FCC	13,013	61,840	48,827	21.04%
460	Sports	5,290	64,197	58,907	8.24%
465	Community Services	109	43,926	43,817	0.25%
480	21st Century After School	0	0	0	
481	After School Programs	0	0	0	
486	Teen Services	0	4,718	4,718	0.00%
490	R.E.A.C.H.	0	2,784	2,784	0.00%
720	NVCC	3,062	10,200	7,138	30.02%
721	SVCC	3,016	20,640	17,624	14.61%
730	Cunningham Pool	66,927	387,714	320,787	17.26%
	Deferred Maintenance	0			
	Contingency Reserve	0			
	Retiree Medical Benefit - OPEB	0			
Total Expenditures		327,921	2,337,040	2,009,119	14.03%

Net Revenues Over (Expenditures)	(327,921)	(234,253)	93,668	(327,921)
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**Greater Vallejo Recreation District
Balance Sheet
All Funds Combined
September 30, 2021**

Assets

Cash - Solano County	3,644,449.94	
Cash - General Account - Bank of the West	220,969.44	
Cash - Payroll - Bank of the West	(4,217.62)	
Cash - Umpqua Bank - Reserve Account	1,627,428.92	
Cash - Retiree Benefit Trust Fund	1,298,303.93	
Accounts Receivable	8,553.17	
		Total Assets <u>6,795,487.78</u>

Liabilities

Accounts Payable	17,839.64	
Payroll Related Payables	(89,161.69)	
Building Deposits Payable	34,118.12	
Amount Due Customers - Etrak	4,095.78	
Total Liabilities		(33,108.15)

Net Assets

Fund Balance - Restricted Operating Reserve	900,000.00	
Fund Balance - Unrestricted Operating Reserve	4,539,140.25	
Fund Balance - Designated Reserve 15%	1,627,428.92	
Fund Balance - Restricted Retiree Benefit	1,298,303.93	
Excess Revenues Over Expenses	(1,536,277.17)	
Total Net Assets		6,828,595.93

Total Liabilities and Net Assets 6,795,487.78

Revenue and Expense Variance Report
September, 2021

	For September Only				Cumulative through September				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	0.0%	\$0	\$0	0	7,483,812	\$7,483,812	\$0	
Park Rental	7.6%	\$15,500	\$36,405	\$20,905	23.7%	\$48,111	\$92,104	43,993	203,400	\$389,389	\$185,989	
Recreation User Fees	6.3%	\$97,200	\$83,812	(\$13,388)	20.4%	\$313,598	\$245,506	-68,092	1,537,811	\$1,203,904	(\$333,907)	
Other Revenues	6.9%	\$30,600	\$9,457	(\$21,143)	17.9%	\$79,893	\$25,992	-53,901	446,842	\$145,373	(\$301,469)	
Total Revenues		\$143,300	\$129,674	(\$13,626)		\$441,602	\$363,602	-78,000	9,671,865	\$9,222,478	(\$449,387)	
<u>EXPENSES</u>												
Administration	7.7%	\$180,200	\$100,282	(\$79,918)	24.7%	\$577,629	\$514,345	-63,284	2,338,116	\$2,081,958	(\$256,158)	
Parks Maintenance	7.0%	\$268,700	\$297,245	\$28,545	19.8%	\$760,172	\$683,107	-77,065	3,845,628	\$3,455,765	(\$389,863)	
Recreation Programs	7.7%	\$282,400	\$208,972	(\$73,428)	24.2%	\$884,869	\$690,043	-194,826	3,656,695	\$2,851,583	(\$805,112)	
Total Expenses		\$731,300	\$606,499	(\$124,801)		\$2,222,669	\$1,887,495	-335,174	9,840,439	\$8,389,306	(\$1,451,133)	
Change in Fund Balance									(168,574)	\$833,171	\$1,001,745	

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
65689	09/01/2021	P G & E	\$14,492.41
65690	09/01/2021	United States Treasury	\$1,061.12
65691	09/03/2021	Marie Sullivan	\$50.00
65692	09/03/2021	Pitney Bowes	\$266.79
65693	09/03/2021	State Of California	\$32.00
65694	09/03/2021	Bay Area Driving School	\$87.50
65695	09/03/2021	BPX Printing & Graphics	\$89.84
65696	09/03/2021	Break It Down Soul Line Dance	\$146.40
65697	09/03/2021	Mary Brown	\$24.50
65698	09/03/2021	AT&T	\$22.08
65699	09/03/2021	Cole Supply Co., Inc.	\$1,255.28
65700	09/03/2021	Commercial Energy Of Montana	\$2,644.99
65701	09/03/2021	Devil Mountain Nursery	\$417.25
65702	09/03/2021	Tiffany Dotson	\$30.00
65703	09/03/2021	Russell Echeverria	\$30.00
65704	09/03/2021	Cristina Erickson	\$369.60
65705	09/03/2021	Sierra Grondin	\$30.00
65706	09/03/2021	Abigail Hernandez	\$602.00
65707	09/03/2021	Karen Houston	\$664.20
65708	09/03/2021	Derrick Leonard	\$28.00
65709	09/03/2021	Steven Logoteta	\$75.00
65710	09/03/2021	Lorna Mandap	\$511.70
65711	09/03/2021	Cristina Nicolas	\$304.50
65712	09/03/2021	Donald Peterson	\$30.00
65713	09/03/2021	Robert Polson	\$257.00
65714	09/03/2021	R & D Termite And Pest Control	\$285.00
65715	09/03/2021	Tad'e Scott	\$30.00
65716	09/03/2021	Uline Shipping Supplies	\$1,029.26
65717	09/03/2021	Frankie Valentine-Flores	\$658.80
65718	09/03/2021	Orlando Wynn	\$3,200.00
65719	09/07/2021	Bert Williams & Sons Inc	\$11.90
65720	09/07/2021	A & E Emaar Company	\$3,724.20
65721	09/07/2021	Crown Hill Materials	\$241.11
65722	09/07/2021	M & M Sanitary LLC	\$411.82
65723	09/07/2021	Montage Enterprises, Inc	\$261.88
65724	09/07/2021	PDF Designs, Inc	\$6,525.00
65725	09/07/2021	Rhinos Roofing Company	\$2,000.00
65726	09/07/2021	Techline Sports Lighting	\$18,138.42
65727	09/07/2021	Turf Star, Inc.	\$49.91
65728	09/10/2021	US Bank Corporate Payment System	\$16,166.77
65729	09/10/2021	RJ Fuller	\$18.50
65730	09/13/2021	Jamie Blomdal	\$50.00
65731	09/13/2021	Dianela Cauich	\$2,350.00
65732	09/13/2021	Allyn Cosme	\$100.00
65733	09/13/2021	Ashley Debries	\$50.00
65734	09/13/2021	Sabrina Harding	\$100.00
65735	09/13/2021	Jennifer Lai	\$90.00
65736	09/13/2021	Gabe Lanusse	\$496.51
65737	09/13/2021	Chazz Lawless	\$275.00
65738	09/13/2021	May Loo-Thurston	\$175.00
65739	09/13/2021	Angelina Martinez	\$125.00
65740	09/13/2021	Jessica Porter	\$552.00
65741	09/13/2021	Ashley Rodriguez	\$30.00
65742	09/13/2021	Brenda Ann Savelli	\$115.00
65743	09/13/2021	Antoinette Thomas	\$205.00
65744	09/13/2021	Tinetta Thompson	\$185.00

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
65745	09/13/2021	Williams Jeanette	\$50.00
65746	09/14/2021	Grainger	\$484.19
65747	09/14/2021	O'Connor Lumber	\$259.16
65748	09/14/2021	State Of California	\$320.00
65749	09/14/2021	Tecogen	\$450.85
65750	09/14/2021	All Star Rents	\$1,927.81
65751	09/14/2021	ABC Napa Valley Sewer & Drain	\$520.00
65752	09/14/2021	Alhambra	\$55.42
65753	09/14/2021	B & G Tires Of Vallejo	\$8.00
65754	09/14/2021	California Custom Remodeling	\$50,000.00
65755	09/14/2021	AT&T	\$43.22
65756	09/14/2021	Clark Pest Control	\$306.00
65757	09/14/2021	Cole Supply Co., Inc.	\$240.48
65758	09/14/2021	Commercial Pool Systems, Inc	\$1,132.15
65759	09/14/2021	Favaro, Lavezzo, Gill, Caretti & Hepp	\$3,417.50
65760	09/14/2021	George's Towing Co.	\$225.00
65761	09/14/2021	Howard's Door & More	\$132.22
65762	09/14/2021	Jack & Jill	\$200.00
65763	09/14/2021	Metropolitan Life Insurance Company	\$5,643.76
65764	09/14/2021	Platt Electric Supply	\$381.21
65765	09/14/2021	Quench USA, Inc.	\$86.96
65766	09/14/2021	Ready Fresh	\$117.03
65767	09/14/2021	Solano County	\$84.00
65768	09/14/2021	Underground Vaults & Storage, Inc.	\$105.00
65769	09/15/2021	SEIU LOCAL #1021	\$367.50
65770	09/15/2021	Franchise Tax Board	\$100.00
65771	09/15/2021	IBEW 1245	\$525.66
65772	09/15/2021	GreenPlay LLC	\$6,141.80
65773	09/15/2021	Turf Star, Inc.	\$131,934.65
65774	09/16/2021	Kimberly Chan	\$25.00
65775	09/16/2021	Ian Cummins	\$50.00
65776	09/16/2021	Cody Dodge	\$30.00
65777	09/16/2021	Ariane Fleiderman	\$120.00
65778	09/16/2021	Stephanie Jones	\$75.00
65779	09/16/2021	Lela Lendo	\$50.00
65780	09/16/2021	Connie Miguel	\$25.00
65781	09/16/2021	Pearl Myers	\$120.00
65782	09/16/2021	David Padilla	\$100.00
65783	09/16/2021	Eleonora Pascual	\$50.00
65784	09/16/2021	Sittie Peeples	\$50.00
65785	09/16/2021	Carla Perea-Oxlaj	\$110.00
65786	09/16/2021	Cynthia Rose Susbilla	\$30.00
65787	09/16/2021	Liang Zhao	\$120.00
65788	09/20/2021	Bayshore Materials	\$321.82
65789	09/20/2021	Bert Williams & Sons Inc	\$4.87
65790	09/20/2021	CAPRI	\$41,084.00
65791	09/20/2021	Kelly-Moore Paint Co.-NorCal CPC	\$4.32
65792	09/20/2021	O'Connor Lumber	\$332.39
65793	09/20/2021	P G & E	\$4,213.61
65794	09/20/2021	TMT Enterprises, Inc	\$1,349.27
65795	09/20/2021	Paul Ambunan	\$90.00
65796	09/20/2021	Thomas Arie Donch	\$900.00
65797	09/20/2021	B & G Tires Of Vallejo	\$37.00
65798	09/20/2021	Antonio Brown	\$148.00
65799	09/20/2021	AT&T	\$182.31
65800	09/20/2021	Cole Supply Co., Inc.	\$208.07

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
65801	09/20/2021	Comcast	\$339.76
65802	09/20/2021	Complete Welders Supply	\$20.15
65803	09/20/2021	Mark Espanol	\$160.00
65804	09/20/2021	Destiny Ferrara	\$30.00
65805	09/20/2021	Fricke-Parks Press	\$2,443.86
65806	09/20/2021	Alexander Grant	\$30.00
65807	09/20/2021	GreatAmerica Financial Services	\$1,752.46
65808	09/20/2021	Kay Cady-Johnson	\$3,999.80
65809	09/20/2021	Persephone Johnson-McGowan	\$30.00
65810	09/20/2021	Jazmine Martinez	\$30.00
65811	09/20/2021	Napa Ford-Lincoln	\$360.55
65812	09/20/2021	Christa Page	\$30.00
65813	09/20/2021	The Office City	\$126.88
65814	09/20/2021	Uline Shipping Supplies	\$291.76
65815	09/20/2021	Doug Vaughn	\$385.00
65816	09/20/2021	Zee Medical Co. #72	\$1,567.12
65817	09/24/2021	SEIU LOCAL #1021	\$367.50
65818	09/24/2021	Franchise Tax Board	\$100.00
65819	09/24/2021	IBEW 1245	\$580.39
65820	09/27/2021	Kimberly Chan	\$100.00
65821	09/27/2021	Angelito Or Loana Claudio	\$1,169.00
65822	09/27/2021	Lordes Cunanan	\$50.00
65823	09/27/2021	Amy Donaldson	\$8.00
65824	09/27/2021	Shanani Francisco	\$40.00
65825	09/27/2021	Isalia Gabriel	\$50.00
65826	09/27/2021	Laura Gallmeyer	\$50.00
65827	09/27/2021	Darrell Garland	\$30.00
65828	09/27/2021	Tricinda Gasper	\$26.00
65829	09/27/2021	Philip Graham Jr	\$2,009.00
65830	09/27/2021	Nicole Hinrichs	\$100.00
65831	09/27/2021	Latasha Holmes	\$50.00
65832	09/27/2021	Jack & Jill	\$214.00
65833	09/27/2021	Samantha Kane	\$50.00
65834	09/27/2021	Chris Keating	\$50.00
65835	09/27/2021	Tomeka Lofton	\$65.00
65836	09/27/2021	Jessica Lyons	\$160.00
65837	09/27/2021	Andrea Mendoza	\$51.34
65838	09/27/2021	National Academy Of Athletes	\$1,166.20
65839	09/27/2021	Tracy Ramelo	\$50.00
65840	09/27/2021	Derrick Turney	\$100.00
65841	09/27/2021	Jennifer Vargas	\$50.00
65842	09/27/2021	Celina Ward	\$65.00
65843	09/27/2021	Sarah Wigginn	\$50.00
65844	09/27/2021	Arlene Williams	\$102.00
65845	09/27/2021	Jocelyn Zavala	\$162.00
65846	09/27/2021	Gary Bowers	\$505.96
65847	09/27/2021	Eileen Brown	\$289.00
65848	09/27/2021	Deberah Carey	\$181.48
65849	09/27/2021	Kerry Carmody	\$181.48
65850	09/27/2021	Richard Conzelman	\$744.96
65851	09/27/2021	Jose Famalette	\$181.48
65852	09/27/2021	Patricia Gloyd	\$181.48
65853	09/27/2021	Cynthia Hewitt	\$214.63
65854	09/27/2021	Jerome Lohr	\$269.24
65855	09/27/2021	Prisco Manglona	\$181.48
65856	09/27/2021	Roger Maryatt	\$181.48

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
65857	09/27/2021	Jeremias Morgado	\$181.48
65858	09/27/2021	Sidney Nickolas	\$181.48
65859	09/27/2021	Randy Nicks	\$289.00
65860	09/27/2021	Nancy Ortiz	\$181.48
65861	09/27/2021	Steve Pressley	\$181.48
65862	09/27/2021	Francis Radziewicz	\$181.48
65863	09/27/2021	Joan Russell	\$181.48
65864	09/27/2021	Anita Sailas	\$204.60
65865	09/27/2021	Barbara Schmidt	\$289.00
65866	09/27/2021	Audrey Tucker	\$181.48
65867	09/27/2021	Adeline Varni	\$181.48
65868	09/28/2021	Bert Williams & Sons Inc	\$68.54
65869	09/28/2021	Foster Lumber Yards	\$19.57
65870	09/28/2021	O'Connor Lumber	\$155.70
65871	09/28/2021	P G & E	\$14,857.89
65872	09/28/2021	Pace Supply Co.	\$291.36
65873	09/28/2021	Ryan Allen	\$61.16
65874	09/28/2021	Atkinson, Andelson, Loya Ruud & Ror	\$9,168.60
65875	09/28/2021	B & G Tires Of Vallejo	\$123.50
65876	09/28/2021	Candido Construction	\$17,050.00
65877	09/28/2021	Clark Pest Control	\$250.00
65878	09/28/2021	Cole Supply Co., Inc.	\$68.09
65879	09/28/2021	Comcast	\$335.82
65880	09/28/2021	Crown Hill Materials	\$1,168.12
65881	09/28/2021	DTSC	\$225.00
65882	09/28/2021	Tim Garton	\$180.00
65883	09/28/2021	Georgia House Graphics	\$1,000.00
65884	09/28/2021	Philip Graham Jr	\$546.00
65885	09/28/2021	GreenPlay LLC	\$3,070.90
65886	09/28/2021	Heavenly Greens	\$46,323.90
65887	09/28/2021	M & M Sanitary LLC	\$287.19
65888	09/28/2021	Milkman Creations	\$327.00
65889	09/28/2021	Monarch Engineering	\$6,000.00
65890	09/28/2021	R & D Termite And Pest Control	\$105.00
65891	09/28/2021	Ring Central Inc.	\$847.53
65892	09/28/2021	SiteOne Landscape Supply	\$182.06
65893	09/28/2021	The Office City	\$402.03
65894	09/28/2021	Veritiv Operating Company	\$1,563.61
Bank Totals			\$464,951.92

Report Selection Criteria

Bank Account:	Start GEN	End GEN
Date Range:	Custom	
Item Date:	09/01/2021	09/30/2021
Document Number:	Start	End
Payee:	Start	End

Comment 1

I am a Vallejo resident [Vallejo High School-1968] and have had an ongoing concern about the Plunge, which if operational would be the only public pool in West Vallejo - one that in the past served children and youth as well as adults.

I do understand it is now under the control of the school district, but it would serve the city's residents if the two districts could pull together a funding plan that would lead to the refurbishment and reopening of the Plunge.

A partnership to "Save the Plunge" could energize residents to contribute and take pride in a small piece of Vallejo that would serve a wide swath of residents.

Comment 2

I applaud your efforts at reviewing proposals for the next 10 years on recreational and parks investment for the community!

As a vested member of Solano County since 1971, I feel it is important for us to have these opportunities which will help develop a deeper sense of community. In the past I have been involved with measure B in the planning and advocating for GVRD interests with the City Council.

In the next few weeks, I will review the proposals and comment about them.
I plan to help bring these projects and improvements to fruition for the good of our community!

Comment 3

I am writing because I'm concerned about the lack of verbiage in the new GVRD general plan regarding our waterfront. Vallejo is a city on the SF bay, and we have just about is zero access for its population for the Mare Island straight or the Napa River that borders our city.

I would really like to see some verbiage in the general plan that addresses this problem.

We have almost 0 public access to our waterways, and I think it's time that this problem is addressed. I think it is best addressed by the recreation department in Vallejo which is GVRD.

Comment 4

Dear Staff and Board of GVRD,

I wish to compliment you one more time on the great work of assembling all of this data for consideration in your 10 Year Master Plan. I have organized my comments both in terms of importance and involvement with the City of Vallejo so that City Councilmembers need only review the initial paragraph if desired.

WITH CITY OF VALLEJO

- Develop language which describes the importance of parks and open spaces, and their role in the GROWTH of Vallejo.
- Research and discuss the pivotal role a downtown park contributes to the identity of, and growth of community in, Vallejo
- Include acreage managed by City of Vallejo in Total Parklands for calculating acres per 1000 residents.
- Name the recently created park pedestrian zones with name or number. (See graphic at end of document showing pedestrian zones.)
 - Consider these PARK PLANNING ZONES for the purpose of park development and the necessity of, and assignment of Park Impact Fees collected under VMC 3.18
 - Determine the number of parks and level of service of these parks in each of these PARK PLANNING ZONES
 - Create a specific plan, based on current demographics and existing level of service for each PARK PLANNING ZONE
 - Develop a 5 year forward looking budget to add new parks or improve the level of service at existing parks within each PARK PLANNING ZONE
 - Complete Impact Fee Study and create new language for VMC 3.18 that reflects and includes all the information above.
- Present PARK PLANNING ZONES to the Planning Commission for addition to the 2040 General Plan
- Present updated VMC 3.18 language to City Council for consideration
- Create a goal to reduce fresh water use for irrigation purposes
 - Create goal to work with Vallejo Flood and Wastewater to develop ways of distributing recycled water for irrigation.

HOMELESSNESS

- Develop language recognizing the number of unhoused neighbors who live within our parks citing humanity and compassion and a desire to partner with the community, the City of Vallejo, and the County of Solano to not just tolerate but to assist in the betterment of their lives.
- Create a Committee on Homelessness to study and create an action plan partnering with private and public enterprises delivering services to our unhoused neighbors.

ENTERPRISE OPPORTUNITIES

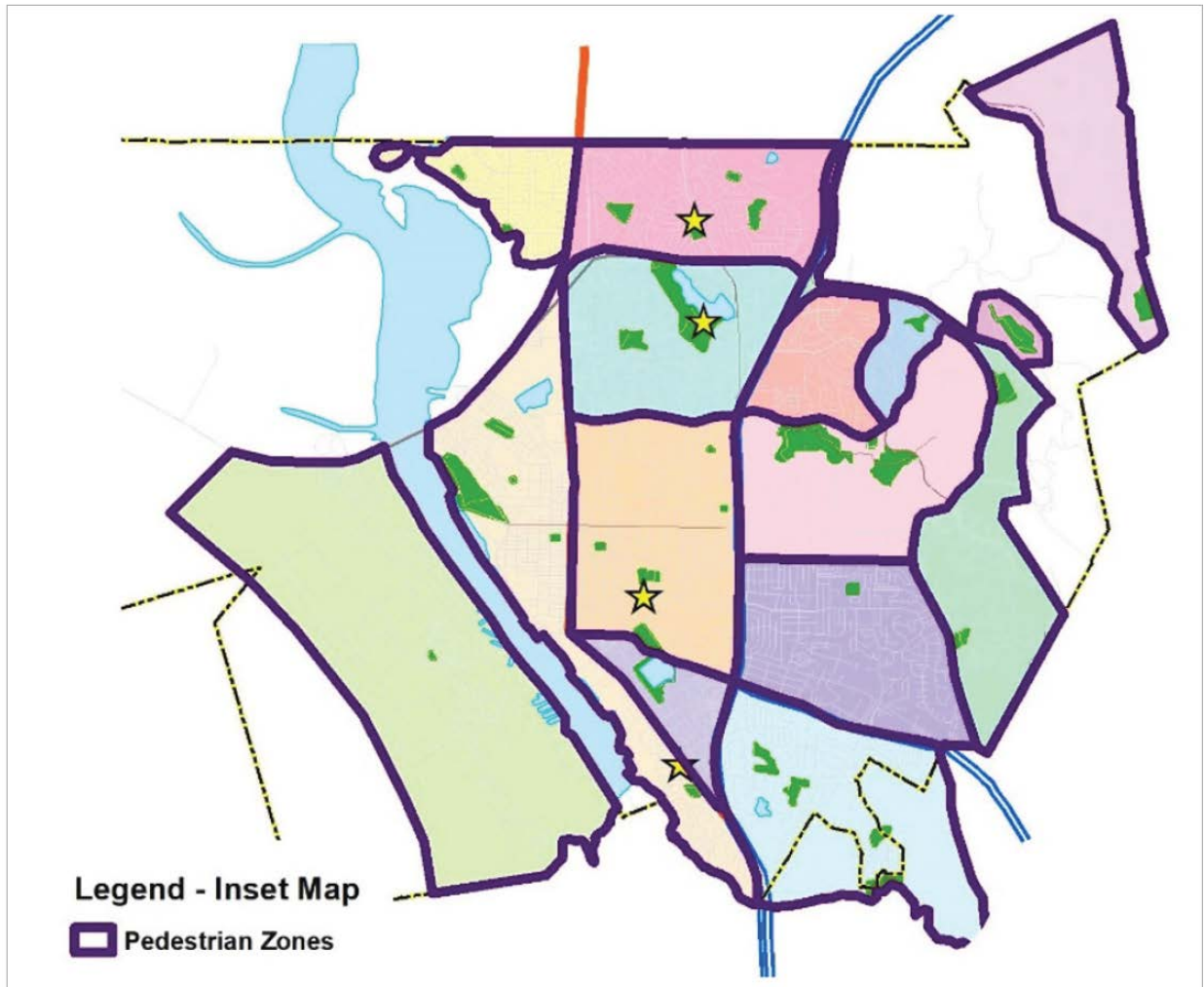
- Create the position of DIRECTOR OF ENTERPRISE SERVICES
 - This person should have Private Industry Business and Marketing experience and education.
 - Define the purpose of this position to critically review all of the ENTERPRISE OPPORTUNITIES within the District and to provide feedback to department heads as to potential cost savings and avenues for revenue growth.
 - Have this position actively work on outreach using accepted methods of email and text number gathering.
 - Develop the majority of communications with the District citizens via electronic means for both effectiveness and cost savings.
 - Create and maintain a monthly online magazine similar to the City of Vallejo for communicating with District citizens.

COMBINED GOALS

- Adopt language that recognizes that GVRD is an extension of the education process provided by our schools
- Develop language that recognizes GVRD as a STEWARD of PUBLIC OPEN SPACE.
 - Develop language and goals that recognize conservation and diverse utilization of public spaces for the benefit of the public at large.
- Develop language to establish goals of partnering with Solano Community College Agricultural Program and UC Davis Agricultural Sustainability Institute with the intent of providing open space opportunities to create Sustainable Permaculture Gardens in HANNS PARK, HIGH GLEN and portions of DAN FOLEY PARKS.
 - Create partnerships with these schools that allow them to use these lands for educational purposes.
 - Utilize the knowledge of these schools to create sustainable environments that minimize or eliminate the need for outside resources.
 - Create opportunities with VCUSD to allow middle school and high school students an opportunity to participate in these gardens.
 - Create public opportunities to contribute labor and resources to these gardens.
 - Establish learning priorities with all the schools to create a cohesive community effort.
 - Donate foods grown to pantries within Solano County providing free food to those in need.

EDUCATION THROUGH THE ARTS

- Develop language that recognizes the contribution of art in public life.
- Create programs with local artists to teach INDUSTRIAL SKILLS, such as welding, carpentry and electrical wiring, through AFTER SCHOOL INDUSTRIAL ART CLASSESS.
 - GVRD already does a tremendous job with scholastic after school programs. Adding an INDUSTRIAL ART PROGRAM would line up with the goals of many of our civic leaders to provide skills training. The wealth of local talent should provide the knowledge base to move forward with a project similar to THE CRUCIBLE in Oakland.
- Support Theatrical Arts involving STAGECRAFT, the skills needed to BUILD, LIGHT and COSTUME a stage performance.
- Additionally: Culinary Arts, Video Photography and Production, and Computer use.





Agenda 8-E

BOARD COMMUNICATION

Date: October 14, 2021

TO: Board Chairperson and Directors

FROM: Casey Halcro, Human Resources Manager

SUBJECT: **Agreement Letter between International Brotherhood of Electrical Workers (IBEW) and GVRD regarding Electronic Tracking Technology of District Fleet Equipment**

BACKGROUND AND DISCUSSION

Per Policy 3059, Section 5, GVRD has the ability to add vehicle tracking technology to our fleet vehicles. As we are now adding Electronic Tracking Technology (ETT) to our Fleet Equipment, we met with IBEW to discuss this change. GVRD and IBEW have worked collaboratively to create a side letter regarding the ETT for our Fleet Equipment. GVRD is asking the Board to approve this side letter.

RECOMMENDATION

It is recommended to approve side letter between GVRD and IBEW.

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 side letter.

DOCUMENTS AVAILABLE FOR REVIEW

- a. Side Letter between IBEW and GVRD

RE: Electronic Tracking Technology

The purpose of this Letter of Agreement (LOA) is to provide guidelines for the use of data collected by Electronic Tracking Technology (ETT) such as, but not limited to Global Positioning System (GPS), Geo-tracking technology and other technologies of similar nature as they apply to employees in classifications covered by the Memorandum of Understanding (MOU) between the Greater Vallejo Recreation District (District) and the International Brotherhood of Electrical Workers, Local Union 1245 (Local 1245), hereinafter referred to as “the parties”.

DEFINITIONS

District Vehicle - A District vehicle is any vehicle that is owned or leased by the District, including but not limited to trucks, cars, mowers, tractors.

District Owned Device or Equipment – any device or equipment owned by the District and issued to employees such as but not limited to cellular devices, personal computing devices, trailers, tablets, etcetera.

Electronic Tracking Technology - Electronic Tracking Technology refers to, but is not limited to, technological methods or systems used to observe, monitor, and/or collect information, including:

- Telematics
- Global Positioning System (GPS)/Geo-tracking systems
- Location-based technologies

UNDERSTANDING AND AGREEMENT

The parties have met and conferred agreeing to the following terms:

The District has the management right and may, at its discretion, purchase, install and/or activate ETT on District owned vehicles and devices/equipment for the purpose of promoting efficiencies and safety of operations during regular working hours or emergency response.

Authorized District employees may be assigned District vehicles and/or devices/equipment that is equipped with ETT technology. All ETT systems will be installed on identified District owned vehicles, devices and equipment in a fair, consistent, and non-discriminatory manner. The installation and/or in-use status of any ETT systems must be recorded in the District’s asset management database for management purposes.

The District shall endeavor to inform the Local 1245 Business Representative and any employee(s) covered by this LOA in writing at least thirty (30) days, but in no case less than five (5) business days in advance of its intent to:

- Issue new District owned vehicles and/or equipment that have ETT installed, whether activated or deactivated.
- Install or activate any ETT on existing (previously issued) District owned vehicles, and/or devices/equipment, whether activated or deactivated.
- Pilot, adopt, install or implement any programs or applications that exist or will be installed on District owned vehicles devices or equipment that possess ETT capabilities, notwithstanding the District's intent to utilize or bypass any ETT capabilities.
- Activate any previously installed ETT system's data gathering functionalities.

District vehicles fitted with ETT systems must have a label advising the driver of the presence of an ETT device. The label must be clear and employees will be told where on the vehicle they can be found.

The District will not ask or require that any employee covered by this LOA install, activate and use any third party ETT systems/applications or to turn on any existing ETT functions for District purposes on any personally owned vehicles, devices or equipment.

Use of Data

Information obtained through ETT systems will be used primarily for safety and operational efficiencies. The release of any ETT data must be authorized by the District General Manager or authorized designee.

Any data obtained from District ETT will not be a substitute for just cause with regards to employee disciplinary actions. Such data will not be used as the sole source of evidence to support any disciplinary action. Employees must understand that should just cause exist to investigate any matters involving employees in conjunction with the use of district property equipped with ETT, such data may be accessed and considered.

All persons with authorized access to the data collected by any District ETT system(s) are responsible for the security of such information. It is understood that if any District personnel are found to have accessed or misused ETT data either without authorization or improperly applied according to this LOA or any applicable codes, laws and statutes, they may be subject to disciplinary action.

Tampering with District ETT systems

Any employee using District vehicle or equipment outfitted with ETT systems shall not tamper with the GPS or related equipment. Such tampering is cause for disciplinary action.

The parties may agree to incorporate this LOA into the MOU during the next round of general negotiations as a new article/section, however either party may cancel this agreement by providing thirty (30) day's written notice.

For the District: _____ Date: _____

Gabriel Lanusse, General Manager
Greater Vallejo Recreation District

For Local 1245: _____ Date: _____

Janval Macor, Sr Business Representative
IBEW Local 1245

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Agenda 8-F

BOARD COMMUNICATION

Date: October 14, 2021

TO: Board Chairperson and Directors
FROM: Casey Halcro, Human Resources Manager
SUBJECT: **Policy and RR 2020 Updates**

BACKGROUND AND DISCUSSION

During the last two rounds of negotiations, GVRD increased the annual leave accumulation bank maximum by 40 hours, negotiated changes to our Comp Time (CTO) accrual payouts, and Executive Leave for both Executive Staff and the General Manager were increased. The updates to this policy reflect the changes made during recent negotiations, include CTO changes, and clarify that Leave Without Pay requires prior approval from the General Manager.

RECOMMENDATION

It is recommended to approve the updated Policy and RR 2020 – Annual Leave, Executive Leave, Compensatory Time Off, Leave without Pay, and Floating Holiday

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 Policy 2020.

DOCUMENTS AVAILABLE FOR REVIEW

- a. Updated Policy 2020 with redline edits
- b. Updated RR 2020 with redline edits

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Annual Leave, Executive Leave, Compensatory Time Off, Leave without Pay, and Floating Holiday

POLICY NUMBER: 2020

Annual Leave

Annual leave is provided by the District to employees as a period of exemption from work with pay for the purpose of rest, relaxation and recreation. This respite is a benefit and is intended as an aid in maintaining the long term consistent productivity and contentment of the employee. As such, pay in lieu of leave away from work shall not be permitted without General Manager approval.

Employees shall be entitled to annual leave with pay, at the employee's regular salary rate, according to the following:

- During the first five (5) years of full time employment with the District, the employee will accrue three (3) weeks (15 days) of annual leave per year;
- After five (5) years of full time employment with the District, the employee will accrue four (4) weeks (20 days) of annual leave per year.

Annual leave will accrue from the first day of employment but will not be available for use by the employee until completion of the original probationary period. After Probation annual leave earned may be available to use in the pay period following the pay period in which it was earned.

If a holiday falls on a workday during an employee's leave, that day shall be considered as a paid holiday and not annual leave. Unused annual leave may be accumulated, but may not exceed a maximum of ~~forty five (45) days which is not more than three hundred sixty, 360~~ hours. At termination of employment for any

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reason, the District shall compensate the employee for accrued annual leave at the straight time rate of pay at the time of termination.

Compensatory Time Off

Compensatory time off (CTO) may be provided in lieu of monetary compensation for overtime. The Fair Labor Standards Act provides that compensatory time may be accumulated, but may not exceed a maximum of 240 hours. Compensatory time must be used within forty-five (45) calendar days of being earned. If CTO is not used within the allotted time, then GVRD will cash out the CTO time that has only exceeded the forty-five (45) day calendar time frame. Additionally, any unused accrued CTO will be cashed out at the appropriate rate in the first pay period of June each calendar year. At termination of employment for any reason, the District shall compensate the employee for accrued compensatory time at the straight time rate of pay at the time of termination, or at a rate of compensation no less than employee's average regular rate during the last three years of employment, whichever is highest.

If an employee is promoted to an exempt-level position, their compensatory time will be paid out at the time of promotion. If the employee later demotes or transfers back into a non-exempt level position, they will restart any compensatory time accrual.

Executive Leave

Executive leave is provided to exempt employees in lieu of overtime. On the first of each July, the following positions will be allocated executive leave:

General Manager	14 days (112 hours)
All other exempt positions	10 days (80 hours)

Exempt employees will be allocated a prorated number of days on the first day of employment which may be used prior to the completion of the original probation period. Executive leave must be used within the fiscal year it is given. At termination of employment for any reason, the District shall compensate the employee for unused executive leave at the rate of pay at the time of termination.

Annual leave, executive leave, and compensatory time off are to be scheduled to cause the least inconvenience to the District and must be approved by the General Manager or designee. The General Manager shall notify the Board Chairperson as to his/her annual and executive leave choices.

Leave Without Pay

GVRD provides adequate leave in the form of "Annual Leave," "Paid Holidays," and "Sick Leave" to provide for the needs of the employee. Disability insurance and the Catastrophic Leave Bank may also provide additional assistance for serious long term health issues.

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Leave without pay should only be requested for emergency situations when all other leave options have been exhausted. Leave without pay will not be approved if the employee has any annual, compensation, floating or holiday leave available. Any leave without pay must be pre-approved by the General Manager.

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Greater Vallejo Recreation District

Rules and Regulations

POLICY NUMBER/TITLE: 2020 Annual Leave, Executive Leave, and Compensatory Time Off, Leave without Pay and Floating Holiday
Rule and Regulation: RR2020

Employees requesting time off shall submit a leave slip or electronic leave request to his/her supervisor up to a year in advance of the requested time. Employee should plan adequately and submit leave slip early enough to provide ample time for approval/denial, but no less than two-weeks, prior to requested leave. For unforeseen, situations requiring immediate time off, the employee shall contact his/her supervisor, Department Head, or General Manager for approval.

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Leave slips shall not be held by the immediate supervisor and/or final approver for no more than seven working days. When a request for time off is not approved, the leave slip, electronic or on paper, shall be returned to the employee with the reason for refusal noted on the leave slip request. Once approved, the original leave slip will be returned to the employees to be included with the employee's timesheet submitted to payroll each pay period. Employees should also keep copies of any leave slips should they choose. Although leave may be pre-approved, extenuating circumstances may occur that require the approval to be rescinded prior to the leave.

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If an employee needs to take an unplanned day off, the employee shall notify (by phone call or other district approved electronic communications) their immediate supervisor prior to the beginning of his/her workday, but not later than one hour after the beginning of his/her scheduled shift. However, if the employee is unable to communicate directly to their supervisor, the employee shall notify the department head during business hours. Leave slips for unplanned time-off are to be submitted the day the employee returns to work.

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Any employee that has exhausted all annual leave, sick leave, compensatory time off, or Floating Holiday must have General Manager approval prior to taking unpaid leave for emergency situations. An employee who has met the preceding conditions, is absent for three consecutive days when he/she is scheduled to work, and has not followed leave policy rule and regulation may be considered as having voluntarily resigned from the district.

Deleted: shall notify his/her immediate supervisor prior to the beginning of his/her workday, but not later than one hour after the beginning of his/her scheduled shift. If the employee is unable to speak directly to his/her supervisor, the employee should leave a message on the supervisor's voicemail, and call staff in the main office or the Lead Worker. If there is no answer at the main office or if you are unable to speak directly to the lead worker, continue calling until you can speak to a supervisor, department head, or General Manager for approval of time off.

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Employees may not take leave in advance of earning the accrual. "Earned accrual" is credited to each employee's leave bank account at the end of each pay period. Employees may use leave which is in their leave bank accounts at the beginning of each pay period. In the event leave bank accounts have reached maximum, the employee must take leave in a pay period prior to earning additional leave in subsequent pay period.



Agenda 8-G

BOARD COMMUNICATION

Date: October 14, 2021

TO: Board Chairperson and Directors

FROM: Casey Halcro, Human Resources Manager

SUBJECT: Approve 1st Read of Policy 4060 - Committees of the Board of Directors

BACKGROUND AND DISCUSSION

Recently GVRD staff and Board of Directors have discussed how our Board meetings and Committee meetings operate. In looking at our Policies, the General Manager and HR Manager have made some updates to Policy 4060 to better align with the needs of GVRD and the Board of Directors.

RECOMMENDATION

It is recommended to approve the 1st Read of Policy 4060 –Committees of the Board of Directors.

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 1st Read of Policy 4060.

DOCUMENTS AVAILABLE FOR REVIEW

a. Updated Policy 4060 with redline edits

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Committees of the Board of Directors
POLICY NUMBER: 4060

Standing committees may be established that are advisory to the Board with respect to matters within their respective responsibility. At the first Board meeting in July, it will be determined which committees shall be activated and the Board Chairperson shall appoint and publicly announce the two members to be assigned to each of the standing committees, for the ensuing fiscal year. ~~The Chair of each committee will be based on seniority of member. If both members began their appointments at the same time, the Board Chairperson will designate the Committee Chair. The Finance Committee will be comprised of the following members: the Board Chair and the newest member of the Board of Directors.~~ In addition, the Board chairperson shall appoint two members to represent the District on the City's Inter-Agency Committee.

The following shall be standing committees of the Board:

- Budget and Finance Committee;
- Facility and Development Committee;
- Policies and Personnel Committee;
- Publicity, Program, and Community Relations Committee.

The Board Chairperson shall appoint such **ad hoc** committees as may be deemed necessary or advisable by ~~themselves~~ and/or the Board. ~~The Board Chairperson shall appoint a chairperson to the ad hoc committee.~~ The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

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The General Manager shall be an ex-officio member of all committees. ~~The chairperson of each committee shall inform the chairperson of the Board as to the business transacted at each committee meeting.~~

The Board's standing committees will meet on an as needed basis and may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns, as specified below. Said assignment may be made by the Board Chairperson, a majority vote of the Board, or on their own initiative. Any recommendations resulting from said review should be submitted to the Board via a written or oral report. ~~Minutes will be taken by GVRD staff, submitted to the Chair of the committee (or acting Chair) for their approval. Once the~~

committee member approves the draft minutes, they will send the minutes to the Board Clerk, or designee, to be included in the Board Agenda, for board approval.

All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board of Directors. Should a third member of the Board wish to attend meetings of any standing committee, they may do so as an observer only and may not ask questions or make statements during the meeting, nor participate in any manner

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The Board's standing Budget and Finance Committee

This committee shall work with the General Manager and other staff of the District on the annual budget projection and other financial matters. This committee shall review the General Manager and Directors' expenses, annual audit and annual financial statement before publication. The committee will ensure that investment policies are followed and that funds are invested in a prudent manner with adequate protections to prevent misuse.

The Board's standing Facility and Development Committee

This committee shall study and recommend acquisitions of real property and type of facilities that should be planned for new acquisitions, all joint planning and developmental programs for district facilities, including any additional facility needs and development of present parks. This committee shall review and, make final recommendations for facilities and/or developments. This committee shall review matters related to engineering and operation of facilities and short and long-range capital improvement plans.

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The Board's standing Policies and Personnel Committee

This committee shall study and recommend the compensation and welfare of District Staff. This committee shall include a meet and confer with the General Manager regarding the items and conditions of the General Manager's employment by the District. This committee shall review the functions of District staff and other policies not assigned to other committees.

The Board's standing Publicity, Program and Community Relations Committee

This committee shall study and recommend all District recreational programs and policies regarding public affairs and community outreach to include co-sponsorship with other entities. This committee shall assure information regarding the affairs of the District is adequately communicated to its constituents and the public at large. This committee shall make presentations before groups and organizations upon request.

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The Chairperson shall appoint members to the City's Interagency Committee
New committees shall be created by board approval when deemed necessary.



Agenda 8-H

BOARD COMMUNICATION

Date: October 14, 2021

TO: Board Chairperson and Directors
FROM: Casey Halcro, Human Resources Manager
SUBJECT: **Approve 1st Read of Policy and RR 2120 - Worker's Compensation/Occupational Sick Leave**

BACKGROUND AND DISCUSSION

Due to recent Worker's Compensation (WC) injuries and claims, it became clear that our policy needed some changes and clarity for understanding by both GVRD Management as well as GVRD employees. This is the first pass at edits made to the policy and RR in conjunction with feedback from outside legal counsel. There may be more changes once we meet and confer with Unions, but staff does recommend the board approving the first read so that we can move forward to discuss this with our Union partners.

RECOMMENDATION

It is recommended to approve the 1st Read of Policy and RR 2120 – Worker's Compensation/Occupational Sick Leave.

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 1st Read of Policy and RR 2120.

DOCUMENTS AVAILABLE FOR REVIEW

- a. Updated Policy 2120 with redline edits
- b. Updated Rules and Regulations 2120 with redline edits

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Workers' Compensation/Occupational Sick Leave
POLICY NUMBER: 2120

Worker's Compensation

The District, in accordance with the California Labor Code, shall provide workers' compensation insurance benefits to all employees who experience an injury or illness that arises out of the course and scope of employment. Workers' compensation insurance provides six basic benefits: medical care, temporary disability benefits, permanent disability benefits, supplemental job displacement benefits or vocational rehabilitation, and death benefits. Entitlement to workers' compensation benefits is controlled by applicable law, and as detailed in the District's Illness and Injury Prevention Plan, employees are required to immediately report all work-related accidents, injuries and illnesses.

▼ The District is self-insured and works through a Third Party Administrator for the processing of workers' compensation claims. Medical treatment is contracted through a health care provider network. Employees who are injured in a work related injury will be referred to the contracted provider for initial treatment.

Paid Leave

There will sometimes be cases wherein an employee injured in the line of duty is unable to perform the duties of their job, after consultation with the Third Party Administrator and authorization of the General Manager. In these cases, the District will pay the difference between the allowance granted by Workers' Compensation Insurance and the amount the employee normally receives for the period of incapacitation, not to exceed one (1) month. Annual leave and sick leave will accrue unless an employee has exhausted all of their Sick Leave, Annual Leave, Compensatory Time Off, and Executive Leave (should that be available to the employee). Step increases and other increases shall not be given to employees while receiving workers compensation benefits. For the first month of incapacitation, employee leave shall not be charged against an employee placed off duty due to an injury sustained in the line of duty. Employees can use their accrued time off (Sick Leave, Annual Leave, Compensatory Time Off, and Executive Leave) after that initial month of incapacitation to integrate with Workers Compensation benefits to remain on full pay until or unless the employee exhausts all accrued time off.

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Occupational sick leave for employees injured in the line of duty shall be authorized when the General Manager, after consultation with the Third Party Administrator, determines that the employee is unable to perform his/her normal job duties. In these cases, the District will pay the difference between the allowance granted by Workers' Compensation Insurance and the amount the employee normally receives for the period of incapacitation, not to exceed six (6) months. Annual leave and sick leave will not accrue and step increases or other increases shall not be given to employees while receiving workers' compensation benefits. Employee sick leave shall not be charged against an employee off duty for occupational sick leave.[¶]

Eligibility

This policy applies to all employees who experience an injury or illness that arises out of the course and scope of employment.

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Greater Vallejo Recreation District

Rules and Regulations

POLICY NUMBER/TITLE: 2120 Workers' Compensation/Occupational Sick Leave
Rule and Regulation: RR2120 Good Faith Interactive Process

Procedures for Implementing the Good-faith Interactive Process

If an employee has been injured on the job and has missed work due to injury;

1. The injured employee may not return to work without a release from his/her physician stating that he/she can work without restrictions.
2. If the employee's physician releases the employee to work with restrictions, the following will provide the guideline;
 - A) The employee shall meet with their Supervisor, Department Head, and/or Human Resources, to discuss those restrictions;
 - B) Human Resources shall review those restrictions with the Supervisor and Department Head, in relation to the essential functions and the usual duties of the employees job;
 - C) Human Resources will then meet with the General Manager and present a recommendation on the employees' ability to perform those usual duties of his/her job, with the restrictions placed by the physician. The General Manager may consult with the employee's supervisor prior to making the decision;
 - D) If it is determined that the employee can perform the duties, with the restrictions, then the employee may return to work;
 - E) If it is determined that the employee cannot perform the usual duties with restrictions, then Human Resources will discuss other vacant positions or other work that may be available for the employee, with the General Manager. This evaluation will include reasonable accommodations that may be made, allowing the employee to resume work.
 - F) After meeting with the employee the General Manager will determine whether to accommodate restrictions or assign the employee to an equivalent vacant position the employee is qualified to perform. The District shall provide reasonable accommodations as needed, or a lower graded position if available, or may temporarily assign tasks the employee will be able to perform while recovering;
 - G) If after conferring with the employee, and the General Manger determines that the District cannot accommodate the restrictions, then once the employees condition improves and restrictions are lessened or removed, then the General Manger will again review as outlined above;
 - H) If the General Manager determines that the restrictions can be accommodated, then the employee will return to work on the date allowed by his/her physician provided a signed work release is received by the District prior to or on the first day of work.

I) If the employee refuses work offered to him/her that he/she can do within the restrictions outlined by the physician, then the employee will be considered as if he/she has abandoned his/her position and may be terminated.

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Agenda 8-I

BOARD COMMUNICATION

Date: October 14, 2021

TO: Board Chairperson and Directors

FROM: Casey Halcro, Human Resources Manager

SUBJECT: Approve Job Description Updates and Title Change for the Accounting Specialist Position

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 an updated job description and job title for:
Accounting Clerk II (formerly known as Accounting Specialist)

RECOMMENDATION

It is recommended to approve the updated Job Title and Job Description for this position.

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 Title and Job Description for this position

DOCUMENTS AVAILABLE FOR REVIEW

- a. Accounting Clerk II Job Description

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

GENERAL SUMMARY

Under direction, this position is responsible for processing payroll, performing bank reconciliations, making retirement contributions on behalf of the District, and completing various other financial-related functions (such as preparing tax reports, administering the CalCard program). Areas of responsibility include, but are not limited to, performing complex and professional accounting, financial reporting, cash management, and grant and fund oversight. Manages accounting systems; hires, trains, evaluates, and supervises part-time staff, volunteers, and interns, and performs related work as required. Performance requires the use of independence, initiative, and discretion. Provides support in accounting, payroll and personnel areas including performing responsible and varied work in the accounting, financial and personnel functions of the District.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level management staff, and the Finance Director. This position would step in as the Acting Finance Director if needed. Position has no responsibility for the direction or supervision of full-time staff but may have responsibility for the direction or supervision of PT staff, volunteers, or interns. Additionally, as needed, position will step in as Acting Finance Director.

ESSENTIAL DUTIES AND 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. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Maintains payroll operations, information, and records by following District policies and procedures; collecting data and recording the data in the personnel files as well as the payroll data files in the computer. Reports needed changes to appropriate supervisors and staff members.
- Maintains employee confidential information and protects financial security by following internal accounting controls and record retention.
- Provides payroll information and reports by compiling summaries of earnings and withholding as required by State and Federal laws. Answers questions and requests for information.

- Processes invoices and refunds by verifying transaction information; gathering and sorting documents and related information; obtaining proper authorization for payments and refunds.
- Resolves account discrepancies by collecting and analyzing information, reconciling statements and account transactions.
- Collects and records revenue by verifying transaction information and inputting data in accounting systems; reconciling cash balances; preparing and mailing accounts receivable invoices.
- Assists Finance Director in preparation of monthly financial statements and budgeting as required.
- Assists Finance Director with various projects as required.
- Maintains professional and technical knowledge by attending educational workshops, reviewing publications, establishing personal networks.
- Contributes to team effort by accomplishing related results as needed.
- Processes payroll, including entering new employees and changes to existing employees and information received from Human Resources. Processes direct deposit payments and federal employment tax payments.
- Processes payments for state employment taxes, deferred compensation contributions, union dues, medical insurance premiums, court ordered garnishments, etc. Processes payroll checks as needed for terminations, errors, late timesheets, etc. Calculates retroactive pay and benefits, as needed.
- Provides reports to employees and staff, including pay stubs, history reports, and leave balance reports.
- Provides employment verification, as needed.
- Implements periodic changes to benefits and pay. Calculates and updates full time pay tables and calculates employee costs for medical insurance as directed. Updates payroll deductions accordingly.
- Creates and e-files quarterly employee tax reports for federal and state employment taxes. Distributes and/or mails W-2's to staff.
- Reconciles monthly bank statements. Identifies errors and makes corrections.
- Works with Finance Director and Auditor to determine what reports and/or documents are needed for the annual audit. Provides documents and answers questions during audit process.
- Oversees and supervises the activities of part-time staff, volunteers, and interns; selects, assigns, trains, directs, schedules, and monitors part-time staff, volunteer, and intern duties; evaluates employee performance and initiates disciplinary actions when needed.
- Responsible for the appropriate training and assistance to employees in assigned areas of responsibility; plans and conducts in-service training

- programs; structures the evaluation and professional development of part-time staff, volunteers, and interns to ensure a high performing team.
- Monitors and coordinates the preparation, balancing, and reconciliation of journals, ledgers, and other accounting records, including general ledger accounts and fixed assets reports; prepares or directs the preparation of records and reports for submission to various regulatory and other government agencies.
 - Performs accounting, financial, and budgetary document processing, document review, and program support work; monitors and reconciles a variety of accounts, ledgers, reports, and schedules, including bank accounts and District funds, capital and non-capital District inventory, and deferred revenue schedule.
 - Responsible for managing payroll, and cross trained on accounts payable and accounts receivable; monitors and maintains information received from interface systems; coordinates with vendors and internal support and customers to ensure optimal system operations.
 - Works collaboratively with other departments; confers regularly with mid-level managers, department heads, and colleagues in other departments.
 - Serves as District representative with external organizations.
 - Assists in developing and implementing policies, procedures, and staff training as needed for related payroll, accounting, and finance functions.
 - Establishes and maintains internal control procedures and ensures that accounting standards are met.
 - Performs administrative tasks such as attending and scheduling meetings, preparing reports, and maintaining records.
 - Assist with District special events as needed.
 - Performs other related duties as assigned.

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.

- Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas. 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 the department or assigned area(s) of responsibility.

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

MINIMUM QUALIFICATIONS

Required Education and Experience

High School diploma or G.E.D. equivalency and two years of relevant experience.

Or

High School Diploma and Two years from accredited college with major course work in Accounting or Finance. Associate degree, or higher degree is preferred.

Or

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities.

Other Skills and Abilities:

Must have experience using office equipment including computers, calculators, filing systems, and general office machinery.

Required Licenses or Certifications

- California Driver's License with a satisfactory driving record maintained throughout employment
- CPR and First Aid Certification

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
- Accounting procedures
- Payroll laws and Finance Department procedures
- Principles of business letter writing and report preparation
- Accounting software
- Auditing process

- Principles, practices, methods, and techniques of planning, developing, implementing, and evaluating account functions
- Principles and practices of part-time staff, volunteer, and intern supervision and leadership, including work planning, assignment review, evaluation, discipline, and training
- Principles and practices of budget development, administration, and accountability
- Principles and practices of public agency accounting and finance, including general and governmental accounting, auditing, and reporting functions
- Relevant rules, regulations, policies, and procedures
- Principles and practices for providing high-level of customer service
- Relevant occupational hazards and standard safety practices
- Modern office practices, methods, and computer equipment and applications.
- Knowledge of principles and practices of accounting, financial record keeping and reporting.
- Experienced in payroll preparation and reporting.
- Experienced in use of computerized accounting systems.
- Ability to communicate effectively.

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
- Leadership

Ability to:

- Plan, organize, administer, coordinate, review evaluate, and participate in comprehensive public agency accounting functions
- Effectively provide leadership and work direction to part-time staff, volunteer, and intern
- Plan and develop policies and procedures.
- Prepare and maintain clear and accurate financial reports, correspondence, policies, procedures, and other written materials
- Maintains confidentiality
- Analyze complex accounting and/or fiscal issues and recommend resolutions.
- Verify the accuracy of financial data and information

- Understand, interpret, and apply all relevant laws, codes, regulations, policies, and procedures
- Analyze situations and identify pertinent problems/issues, collect relevant information, evaluate options, and recommend/implement appropriate course of action
- Speak effectively in public
- Communicate clearly and concisely, both orally and in writing.
- Independently organize work, set priorities, meet deadlines, and follow up on assignments
- Demonstrate strong customer service skills and establish, maintain, and foster positive and effective working relationships.
- 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
- Perform accounting clerical work requiring use of independent judgment and initiative
- Maintain accurate and comprehensive records
- Determine total amount of taxes, federal and state, paid during the quarter
- Read and comprehend English effectively and use to communicate in person, over the phone, and in writing
- Ability to perform varied accounting functions requiring use of independent judgment and initiative

WORK ENVIRONMENT/CONDITIONS

Position Type/Expected Hours of Work:

This is a full-time, non-exempt position. Typical work week is eight (8) hour days, five (5) days a week. However, depending on needs, incumbents may be assigned an irregular work schedule, including weekends, early mornings, evenings, and holidays.

Work Conditions and Physical Demands:

Work may include prolonged sitting, as well as moderate lifting, reaching, stooping, pulling, and pushing activities; manual dexterity, clear speech; and visual and hearing acuity. This position is relatively free from unpleasant environmental conditions or hazards and is generally sedentary. Incumbents may be required to exert up to fifteen (15) 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.

Environmental Conditions:

Work is generally performed in an office setting. Pressures may be generated by deadlines, volume of work, frequent interruptions, and seasonal peak work periods. Incumbents typically work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents will interact with individuals interpreting and enforcing rules, policies, and procedures.

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	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	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 (85+ decibels such as heavy trucks, construction)	X		
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TRAVEL

Incumbent may need to travel to, but not limited to, various GVRD sites within the district, banking institutions, City Hall, County offices, training sites outside the district, or other job-related locations.

EEO STATEMENT

GVRD is an equal opportunity employer.

ADA Compliance:

The district will make reasonable accommodation of the known physical or mental limitations of a qualified applicant with a disability upon request.

FLSA: *Non-exempt*

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. Employees(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)_____

Employee Signature:_____ Date:_____



Agenda 8-J

BOARD COMMUNICATION

Date: October 14, 2021

TO: Board Chairperson and Directors

FROM: Casey Halcro, Human Resources Manager

SUBJECT: **Approve Job Description Updates and Title Change for the Accounting Assistant position**

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 an updated job description and job title for:
Accounting Clerk I (formerly known as Accounting Assistant)

RECOMMENDATION

It is recommended to approve the updated Job Title and Job Description for this position.

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 Title and Job Description for this position

DOCUMENTS AVAILABLE FOR REVIEW

- a. Accounting Clerk I Job Description

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

GENERAL SUMMARY

Under the general supervision of the Finance Director and higher level supervisory staff, performs a variety of routine to complex technical and administrative support duties in the preparation, maintenance, and process of accounting records and transactions, including accounts payable and accounts receivable; balances and maintains manual and computerized accounting and financial records; position is responsible for processing invoices, responding to vendor billing questions, receiving, verifying and depositing money for the District, and recording revenue in accounting software; provides customer service in person and over the phone, cashiering duties and a variety of accounting clerical tasks relative to assigned area of responsibility, and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receive general supervision from the Finance Director and higher-level supervisory staff. Position has no responsibility for the direction or supervision of full-time staff but may have responsibility for the direction or supervision of PT staff, volunteers, or interns.

ESSENTIAL DUTIES AND 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. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Prepares all district invoices for payment. Pays invoices and refunds by verifying transaction information, gathering, and sorting documents and related information, and obtaining proper authorization for payments and refunds.
- Reconciles vendor statements, resolves discrepancies, and communicates with vendors regarding invoices and payments. Resolves account discrepancies by collecting and analyzing information.
- Retrieves cash from drop safe and distributes cash bags to Administration Support. Enters cash receipts data into the accounting system.
- Gathers statements, and verifies receipts, authorization, and proper coding to ensure timely payment of monthly billing for CalCard

Program. Resolves discrepancies and fraud issues.

- Completes employment verifications.
- Processes State Board of Equalization report online annually.
- Prepares and processes journal entries for account transfers.
- Processes annual 1099 forms.
- Assists in yearly District audits. Provides requested documentation and answers questions.
- Assists the higher-level supervisory staff with tasks as needed, including but not limited to payroll preparation.
- Maintains filing systems for Finance Department.
- Contributes to team effort by accomplishing related results as needed.
- Performs a variety of routine to complex technical and administrative accounting support duties related to accounts receivable, accounts payable, cash management and banking, and department-specific technical accounting duties, including posting, balancing, adjusting, and maintaining manual and computerized accounting and financial records according to established policies and procedures.
- Verifies, posts, and records a variety of financial transactions; prepares and maintains databases, records, and a variety of periodic and special financial, accounting, and statistical reports; generates reports and reconciles accounts.
- Enters and retrieves information and data using standard word processing and spreadsheet software, as well as accounting, financial, and other related electronic information systems specific to the area of assignment.
- Maintains a variety of ledgers, registers, and journals according to established records, changes and resolves differences; maintains the accuracy of accounting and financial records.
- Generates and assists in the preparation of monthly, quarterly, and year-end financial summary and technical reports.
- Performs general office support duties, such as opening and routing mail and deliveries; preparing correspondence; filing and recordkeeping; duplicating and distributing various written materials; and ordering and keeping inventory of office supplies.
- Assists supervisor with special projects as required.
- Works collaboratively with internal and external customers.
- Assists with District special events as needed when directed by Finance Director.
- Reconciles the payroll bank account statement monthly.
- Answers phone and assists customers with various issues. Provides various reports for staff/coworkers. Provides reports to the Finance Director for monthly financials.
- Performs other duties as assigned.

HUMAN COLLABORATION AND 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.

- Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas. 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 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 and two years of relevant experience.

Or

High School Diploma and Two years from accredited college with major course work in Accounting or Finance.

Or

Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Other Skills and Abilities:

Must have experience using office equipment including computers, calculators, filing systems, and general office machinery.

Required Licenses or Certifications

- California Driver's License with a satisfactory driving record maintained throughout employment
- CPR and First Aid Certification

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Computer operations related to Accounting
- Principles of business letter writing and report preparation.
- Operations and services of finance and accounting.
- Purchasing authorization limits and authorized purchases.
- General Ledger, Accounts Payable, Payroll, Bank Reconciliation, and other Accounting related software products used by the District
- Terminology and practices of financial and accounting document processing and recordkeeping, including accounts receivable and accounts payable.
- Business mathematics and financial and statistical techniques.
- Principles and practices of providing a high level of customer service.
- Principles and practices of basic bookkeeping.
- Relevant occupational hazards and standard safety practices.
- Modern office practices, methods, computer equipment, and applications related to the work.

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
- Attention to detail

Ability to:

- Read and comprehend a variety of instructions, short correspondence, and memos.
- Effectively present information to individuals and small groups.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Solve practical problems and deal with a variety of situations.
- Perform detailed accounting and financial office support work accurately and in a timely manner.
- Make accurate arithmetic, financial, and statistical computations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures.

- Compose correspondence and reports independently or from brief instructions.
- Maintain confidentiality.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Establish and maintain a variety of filing, recordkeeping, and tracking of systems.
- Independently organize work, set priorities, meet deadlines, and follow up on assignments.
- Demonstrate strong customer services skills and establish, maintain, and foster positive and effective working relationships.
- Use English effectively to communicate in person, over the phone, and in writing.

WORK ENVIRONMENT/CONDITIONS

Position Type/Expected Hours of Work:

This is a full-time, non-exempt position. Typical work week is eight (8) hour days, five (5) days a week. However, depending on needs, incumbents may be assigned an irregular work schedule, including weekends, early mornings, evenings, and holidays.

Work Conditions and Physical Demands:

Work may include prolonged sitting, as well as moderate lifting, reaching, stooping, pulling, and pushing activities; manual dexterity, clear speech; and visual and hearing acuity. This position is relatively free from unpleasant environmental conditions or hazards and is generally sedentary. Incumbents may be required to exert up to fifteen (15) 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.

Environmental Conditions:

Work is generally performed in an office setting. Pressures may be generated by deadlines, volume of work, frequent interruptions, and seasonal peak work periods. Incumbents typically work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents will interact with individuals interpreting and enforcing rules, policies, and procedures.

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	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	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		

TRAVEL

Incumbent may need to travel to, but not limited to, various GVRD sites within the district, banking institutions, City Hall, County offices, training sites outside the district, or other job-related locations.

EEO STATEMENT

GVRD is an equal opportunity employer.

ADA Compliance:

The District will make reasonable accommodation of the known physical or mental limitations of a qualified applicant with a disability upon request.

FLSA: **Non-exempt**

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) _____

Employee Signature: _____ Date: _____



Agenda 8-K

BOARD COMMUNICATION

Date: October 14, 2021

TO: Board Chairperson and Directors

FROM: Casey Halcro, Human Resources Manager

SUBJECT: Approve Job Description Updates and Title Change for the Administrative Coordinator/Board Clerk position

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 an updated job description and job title for:

Assistant to the General Manager/Board Clerk (formerly known as Administrative Coordinator/Board Clerk)

RECOMMENDATION

It is recommended to approve the updated Job Title and Job Description for this position.

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 Title and Job Description for this position

DOCUMENTS AVAILABLE FOR REVIEW

- a. Assistant to the General Manager/Board Clerk Job Description

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

GENERAL SUMMARY

This position is responsible for coordinating board functions (such as agenda preparation, transcription of minutes, etc.), administering contracts, providing administrative support to the General Manager, and supervising administrative staff.

Under the direction of the General Manager, the Assistant to the General Manager/Board Clerk provides complex and confidential support to the General Manager by performing a variety of sensitive, analytical, and highly responsible administrative and clerical support work. The Board Clerk is responsible for Board Meeting agenda preparation, records management, coordinating assigned activities with other departments and outside agencies, recording and transcription of minutes at Board of Director meetings, and coordinating collection of committee meeting minutes from appropriate staff. The position may supervise other administrative/clerical staff and provide support to other management staff.

SUPERVISION RECEIVED AND EXERCISED

Receive general supervision from the General Manager. Work requires supervising and monitoring performance of designated staff including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed. This may include part-time staff, volunteers, and/or interns.

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. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Serve as the Clerk to the Board of Directors responsible for preparation and publication of the Board agenda and related materials and recording of official proceedings and related documents in compliance with the Brown Act; directs the publication, filing, indexing, and safekeeping of all proceedings of the Board of Directors; directs the research, coordination, and compilation of records in response to public and District staff inquiries.

- Conduct Conflict of Interest, Brown Act, and Ethics Orientation and other related training sessions for Directors and select Staff. May coordinate, schedule, process, and confirm staff or Board of Directors travel arrangements. Coordinates and maintains multiple calendars and schedules meetings and appointments for the General Manager; coordinates conference/travel arrangements for General Manager and Board of Directors.
- Act as liaison and first point of contact for General Manager and Board of Directors between District staff, government entities, outside agencies and the public.
- Track and schedule items for consideration by the Board of Directors and Board committees; prepares agendas, meeting materials, minutes, and resolutions; coordinates meeting arrangements, including set-up, and audio/visual equipment.
- Perform administrative support functions for the Board of Directors by: developing annual and monthly schedules of meetings and activities; making conference and travel arrangements; ensuring compliance with training and reporting requirements for public officials; and assisting with the orientation of new Directors and handling the associated administrative details.
- Compose, type, and edit a variety of documents, including detailed and often confidential correspondence and reports to the Board of Directors; proofread materials for accuracy, completeness, compliance with departmental policies, format and English usage, including grammar, punctuation, and spelling.
- Coordinate Board of Director appointments with City and County agencies.
- Research records and information to prepare reports and provide information to the General Manager, Board of Directors, Legal Counsel, and staff.
- Assist with the planning of District special events as needed.
- Evaluate office and administrative functions and recommend changes in office processes
- Process and track Public Records Act requests.
- Research analyzes, and compile information to prepare or assist with reports, handling of complaints or resolution of problems. Conducts Legislative research on a variety of issues pertaining to District business.
- Compose correspondence for the General Manager on his/her own initiative or from general instructions. Formats and types a variety of executive, sensitive, confidential, official and/or legal letters, documents, and contracts.
- Supervise the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.

- Perform and/or assist with the more difficult and high-level tasks of the administrative functions of the District and performs quality control activities.
- Work with General Manager/Management Staff and Legal Counsel to prepare contracts for the district. Ensures liability insurance is up to date for all organizations/contractors.
- Provide administrative support to the General Manager.
- Review work for completeness, accuracy, and compliance within District operating procedures, schedule meetings.
- May serve as lead on special projects.
- Act as liaison between General Manager and designated contractors.
- Oversee changes to website as requested.
- Maintain filing and information storage system. Coordinates and updates the record retention schedule.
- Build and maintains positive working relations with co-workers, other District employees, outside agencies and the public using principals of good customer service.
- Perform related work as required.

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 and communications may result in recommendations regarding policy development and implementation. May also evaluate customer satisfaction, develop cooperative associations and utilize resources to continuously improve customer satisfaction. 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 major fiscal responsibility. Is responsible for assisting in processing expenses from multiple departments, processing invoices from vendors who assist admin., and assisting in the development of the GVRD budget with the General Manager and department heads when requested. Assures that appropriate linkages exist between budget requests and departmental goals and objectives. Monitors budget plan and adjusts as necessary.

MINIMUM QUALIFICATIONS

Required Education and Experience

Associate degree or two (2) years of College in Business, Computer Science, Public Administration or a related field

and

Minimum 4 years' experience in an executive support position

Or

Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- California Special District Association Board Clerk Certificate, must obtain within 12 months, dependent on conference date
- Driver's License

Desirable Licenses or Certifications

- California City Clerks Association Membership
- International Institute of Municipal Clerks Membership
- Possession a California Municipal Clerk certificate.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Professional office etiquette with excellent grammar, spelling, and writing skills; proper phone manners, and customer service skills
- Principles and practices of basic budgeting
- Modern office procedures, methods and computer equipment, including applicable software
- Principles, practices and procedures of Clerk functions and requirements of municipal government operations and organizations
- Pertinent local, State and Federal laws, rules and regulations, including the California Public Records Act, the Ralph M. Brown Act, the California Political Reform Act, and Regulations of the California Fair Political Practices Commission.
- Automated and manual filing systems;
- Administrative procedures affecting inventory and purchasing
- Principles and practices of inventory and purchasing management
- Website manipulation
- Record retention schedule
- Principles and practices of employee supervision
- Organization and function of public agencies, including the role of an appointed Board of Directors.
- Principles and practices of leadership, positive reinforcement, and team dynamics.
- Principles and procedures of recordkeeping and reporting
- English usage, grammar, spelling, vocabulary, and punctuation; business letter writing and standard formats for reports and correspondence.
- Business mathematics and basic statistical techniques.
- Techniques for providing a high level of customer service by effectively navigating the Board of Directors, public, vendors, contractors, and District staff.

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

- Advanced level skills in office technology and computer applications especially Microsoft Office Suite, including Word, Excel, Outlook, and Power Point.
- Contract and document preparation

Ability to:

- Meet schedules and deadlines of the work
- Understand and communicate oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Perform responsible and difficult administrative tasks involving the use of independent judgment and personal initiative
- Organize and schedule priorities in the office
- Maintain clear and accurate records and filing system
- Establish and maintain cooperative and effective relationships with those contacted in the course of work
- Use tact, initiative, prudence, and independent judgement withing general policy and legal guidelines in politically sensitive situations
- Interpret, apply, explain, and ensure compliance with applicable laws, rules, regulations, policies and procedures, as well as complex administrative and departmental policies and procedures.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines
- Perform high level administrative tasks, including retrieving computer data, with accuracy and efficiency
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities
- Compose correspondence and reports independently or from brief instruction
- Understand and carry out complex oral and written directions
- Research, analyze, and summarize data and prepare accurate and logical written reports
- Train, plan, organize, schedule, and assign the work of assigned staff and/or volunteers
- Establish, maintain, and foster positive and effective working relationships with those

- Prepare contract documentation

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	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	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.

- This position is relative free from unpleasant environmental conditions 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 salaried full-time position. Normal days and hours of work are Monday through Friday, 8:00 a.m. to 5 p.m. Board meetings, Board trainings, and after hour meetings attendance is required. Incumbents may also be assigned a temporary irregular work schedule, including weekends, early mornings, evenings, and holidays.

TRAVEL: May be required to travel by car to City, County, and State offices, and off GVRD sites on occasion. May also require travel to trainings, conferences, and educational opportunities.

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) _____

Employee Signature: _____

Date: _____

Date created	12/8/2020
Dates revised	



Maintenance Department Board Report

10/14/2021

Parks and Facilities

- Hanns Park
 - CalFire worked for two days clearing overgrown vegetation in the upper area of the Park.
- City Park
 - Community cleanup day event is scheduled for October 9th.
- Glen Cove Waterfront Park
 - Solano RCD and Yocha Dehe Wintun Nation will be having an informational meeting about the habitat restoration project by the end of this month.
- Vallejo Waterfront Weekend Event
 - Staff assisted with this event.
- Full-time recruitment
 - The new Maintenance Specialist will be starting on October 18th; We had the final round of interviews for the Lead Worker Position; we have scheduled the last round of interviews for the maintenance worker positions.
- Dan Foley Park
 - Fence company will be making repairs on the artificial field fence.
- Park Closures
 - Working with the Recreation Department on the RFQ for security services.

BOARD PROJECTS UPDATE



Date 10/14/2021

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"/>	Received 4 proposals, we will be working on generating a 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"/>	Section of concrete piers were poured. Contractor will be pouring the other part of foundation soon.
VCC Kitchen					
Design Phase	1/1/2015	6/2/2021	100%	<input checked="" type="checkbox"/>	Design phase was reinitiated by project manager after permit approval.
Permit Issued	8/1/2019	6/7/2021	100%	<input checked="" type="checkbox"/>	
Engineer's cost estimate	8/1/2021	9/12/2021	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	10/28/2021	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	30%	<input type="checkbox"/>	Interior paint complete. Installation of the new floor was postponed until November.

Richardson Electrical					
Design Phase	3/1/2020	12/1/2021	<div style="width: 80%; background-color: green;">80%</div>	<input type="radio"/>	Engineer is working on providing a design 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: green;">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	8/1/2022		<input type="radio"/>	
Grant Mahony					
Design/Assessment Phase	9/1/2021	12/1/2021	<div style="width: 10%; background-color: green;">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: green;">100%</div>	<input checked="" type="radio"/>	City postponed the projects due to the pandemic.
RFP	5/2/2021	6/20/2021	<div style="width: 100%; background-color: green;">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: green;">100%</div>	<input checked="" type="radio"/>	
Equipment	8/26/2021	9/1/2021	<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="radio"/>	
Build	10/6/2021	1/1/2022	<div style="width: 30%; background-color: green;">30%</div>	<input type="radio"/>	Staff begun building the tee pads.



Human Resources Board Report

10/14/2021

Personnel Update:

- **Full Time Positions filled**
 - Lead Maintenance Worker – We are excited to announce Brice Sweet has promoted up to the position of Lead Maintenance Worker in our Parks department.
- **Full Time Positions in the process of being filled**
 - Parks Maintenance Worker I – Interview phase of the process
 - Human Resources Clerk – Applications received, holding final interviews on 10/12/2021
- **Part-time Personnel**
 - HR is assisting staff in onboarding PT staff in both Recreation and Parks/Facilities.

Classification Study:

- Management has re-commenced meeting with staff and Unions to discuss the classification study, changes in the job descriptions and possible job title changes. The BOD can look forward to seeing more approval requests for changes as management and staff finalize their conversations.

Policy updates:

- FT Policy Manual
 - Please look at attached spreadsheet for FT Policy Manual Progress
- HR is working with outside consultants to update policies for PT Staff Handbook. We are nearing the finish line, approximately 95% complete. Due to staff absences, we were not able to finish by the end of September and hope to finalize by the end of October.
 - 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

HRIS:

- HR has turned over the ongoing implementation of Time Tracking to our wonderful Finance team.
- HR is sunsetting our contract with Zenefits and starting the process of implementing a new system called Bamboo HR. It will be a lesser expense for the District and offer more options to streamline HR processes.

Policy	What's needed	Edits	Policy and Personnel Committee Review	First Read (date?)	Returned to Committee	Meet and Confer (date?)	Second Read (date?)
Policy 2250 (Separation from District)	Edits/Updates	Making Edits					
RR 2250	Edits/Updates	Making Edits					
Policy 2315 (Code of Conduct)	Edits/Updates	Making Edits	9/13/2021	9/23/2021	10/18/2021		
Policy 2120 (Workers Compensation)	Edits/Updates	Making Edits	9/13/2021	10/14/2021		Sent to Unions	
RR 2120	Edits/Updates	Making Edits	9/13/2021	10/14/2021		Sent to unions	
Policy 2020 (Time off)	Edits/Updates	Making Edits	9/13/2021	9/23/2021	10/18/2021		
RR 2020	Edits/Updates	Making Edits	9/13/2021	9/23/2021	10/18/2021		
Policy 2030 Holidays	Edits/Updates	Edits made, going to board	X	X		X	X



Recreation Department Board Report

10/14/2021

Aquatics:

- All Group Swim Lessons and Private Swim Lessons are at capacity up to October 16th.
- After School at the Pool is at capacity for the month of October.
- Lap Swim is still very popular with happy customers!
- The inaugural Floating Pumpkin Patch community event will be held on Saturday, October 23rd, and Sunday October 24th, has 40 registrations so far!! We are getting around 5-10 registrations per day.
- VJO, St. Patrick's-St. Vincent's, Jesse Bethel, and Benicia High School teams continue to practice and hosts games at the Pool

Community Centers:

- FCC & VCC reopened on October 9th for our first private events since the beginning of the pandemic.
- A number of new event requests have been submitted for 2021 & 2022. All reservations must comply with COVID regulations for indoor gatherings.
- FCC will close mid-November through mid-January to schedule floor replacement.
- Touro Student Run Free Clinic resumed on October 7th at SVCC.
- COVID Testing confirmed on extension through December 2021 at the SVCC.
- We renewed our vendor status with Visions in Education this school year. 7 students participated in GVRD programs in the amount of \$1,113 during the first quarter (July-Sept).

Community Events & Children's Wonderland:

- Nightmare on Glenn Street will be held on Friday, October 29th from 5-7pm. We currently have 35 participants signed up and have opened 200 spots available for this FREE event.
- The final Movies Under the Stars event for the season will take place on Saturday, October 16th. We will be showing a spooky movie Casper to commemorate the Halloween season. There are currently 20 families registered.
- Vallejo residents continue to enjoy the free admission at the Park and concessions sells have almost doubled since free admission began on September 1st.
- Solano Library continue to hold Storytime, Fridays at 10:30am. They've averaged 10-15 children for each reading. They continue to donate free books to activity packets to the kids that attend each session.

Sports:

- The Sports Department is currently looking to partner with National Academy of Athletics to offer after school sports programs at VCUSD sites.
- Official notice to run in-person Junior Giants COED baseball program for 2022 season has been submitted to the Junior Giants Organization.
- Youth programs/leagues, run by the National Academy of Athletics, will begin the first week of October. Customers continue to register their children and all programs will run except the Run, Pass, Shoot Lacrosse Clinic.
- Frontier Tennis Lessons have reached maximum enrollment of 10 participants for Session 1.

Youth Services:

- Kids Club before, kinder, and afterschool programs will be offered at 4 sites beginning in October: Cave, Glen Cove, Pennycook and Wardlaw. The department will expand programming beginning Nov or Dec 2021.
- The Youth Department ran the Kids Zone booth at the annual Waterfront Weekend event. Additionally, GVRD had an outreach table at the event passing out: SWAG, Activity Guides, and program flyers.



General Manager Board Report

10/14/2021

- I have reached out to the School District to ask about a 2+2 meeting to discuss Franklin Middle School.
- We have received over 70 responses to the survey questionnaire for City Park. It will close mid-October.
- I have had a meeting with the Mayor, and Solano Land Trust regarding access. The Mayor is in favor of the idea and asked that we coordinate with the City Attorney.
- I have been updating classification descriptions.
- I have been sitting in final interviews for the facility and maintenance staff. They are very happy to be filling in vacant positions.
- I have a meeting scheduled on the 14 with the City of Vallejo, and Solano County Parks to discuss Mare Island Preserve. Topics will be responsibilities, staffing, costs, and funding.
- I am planning a department head retreat.
- Late January or early February will be the Board and Executive team building.
- We are working with the City regarding the next appointment (or Reappointment) of our board member for January 2022.
- We are going to send out Request for Proposals (RFP) or Request for Qualifications (RFQ) early November for strategic planning assistance and a marketing firm
- I will not be able to attend the October 28th meeting, but you will be in good hands with staff.