



2021 ADVISORY BOARD

Special Meeting

February 6, 2021







FY 2020-21 Highlights

AS OF FEBRUARY 6, 2021

- 60+ page COVID Safety document created & implemented
- LSCC Play Area Project –Opened Nov 2020
- Bocce Ball Courts-Opened 2/5
- Districtwide Master Plan Update underway
- Prop 68 Applications submitted
- Server, laptop, scanners, and firewall hardware purchased
- Testing of Microsoft Teams phone/video system
- Supervisor Performance Evaluation and Employee Work Plan and Development Tool implemented

AS OF FEBRUARY 6, 2021

- Districtwide Meeting-November 2020
- Distance Learning Camp
- Special Events reimagined due to COVID
 - Founders Day, Eggtober, Wall of Honor, and Tree Lighting
- LSCC Gas Line Replacement-Phase I & II
- John Smith Hallway flooring, painting, and doors
- Jensen Parking Lot
- Garfield House-almost complete!!!
- Farmers Market RFQ

TO DO.....

Investing in our greatest resource.....staff!!!

- New On-Boarding Process
- Revamping our job descriptions to have more flexibility
 - Ex: Currently there are multiple Recreation Coordinator job descriptions and we need to having one with all disciplines
- New and improved Technology to assist staff
- Provide task related training needs to more of our employees
- Training to emphasize continued improvement and identify leaders
- At least 2 training tasks need to be in each employee's evaluation




Capital Improvement Program Prioritization



- Possible New Projects:

- Concrete walkway to entrance at Garfield House
- Shade Structure for Large Dog Park
- Shade Structure for CP Small Playground
- CP LED Tennis Court Lights retro-fit
- CP Tennis Court resurfacing (Pickleball lines-???)
- CP Reader Board

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- Projects still in come in FY 2020-21:
 - Garfield Driveway
 - Vets Hall (North room remodel and HVAC)
 - John Smith Hallway Lighting
 - Community Garden Fence
 - Fencing renovation-CP Fields 1 &2 (delay to Fall '21)
 - O'Donnell Pathway



Re-organization of District

Administrative Services Division

- Finance Supervisor position will not be filled. Use funds for other staffing needs.
- Work to move some duties from Manager to front line staff. Explore P/T assistance.
- New On-Boarding Program and Staff Training emphasis
- Budget and HR

Recreation Services Division

- 2 Front Office Staff at LSCC (transfer District Office staff person) and overseen by Recreation
- Extend LCSS Front Office Hours (8 am – 6 pm) to better serve customers
- All District rentals through LSCC Office
- All Scholarships to be handled by LSCC Front Office

Maintenance Division

- New Parks Position – Parks Technician that oversees all turf, irrigation, and playground work
- Add field maintenance resources (seed, soil, fertilizer, & equipment)
- Increase pay for Regular P/T Parks Staff by \$1 in FY2020-21 and again in 2021-22. This will align them with other Regular P/T staff.

Administrative Analyst reclassified to Management Analyst

- Position reports directly to District Administrator
- Oversee Projects, Contracts, Leases, Property, and Grants
- Technology (computers, software, phones, etc.)
- Internal and External Communication
- Park Foundation Liaison (all facets)