



CITY OF HEALDSBURG SENIOR CITIZENS ADVISORY COMMISSION REGULAR MEETING – AGENDA

City Hall Council Chamber
401 Grove Street
Healdsburg, CA 95448

Meeting Date: May 24, 2023
Time: 4:00 PM
Date Posted: May 20, 2023

To join by computer, tablet, or mobile device:

Go to <https://zoom.us/join> and type in the Webinar ID: 898 5927 5506 or follow this link: <https://cityofhealdsburg-org.zoom.us/j/89859275506>. (Pre-registration for the meeting is not required.) To watch the meeting and submit Public Comment use the Zoom link above. You can also view the meeting without the ability to submit Public Comment at on Facebook Live, <https://www.facebook.com/cityofhealdsburg>.

1. CALL TO ORDER

- a) Roll Call
- b) Pledge of Allegiance
- c) Changes (Deletions) from Agenda
 - January 25, 2023

2. COMMUNITY SERVICES STAFF UPDATES

*Welcome Lisa Licea, Office Assistant II
Tom Campbell, Capital Project Manager*

3. CITY COUNCIL LIAISON REPORT

City Council Liaison Ron Edwards

4. PUBLIC COMMENT

This time is set aside to receive comments from the public regarding matters of general interest not on the agenda, but related to Commission business. Pursuant to the Brown Act, however, the Commission cannot consider any issues or act on any requests during this comment period.

5. OLD BUSINESS

- a) Project and Services updates
 - Senior Center Entrance Improvement Project
 - Engagement and Communications Committee
 - Endowment Fund Follow-Up
 - Other Community Service Projects of Interest

6. NEW BUSINESS

7. INFORMATION AND REPORT OF COMMUNITY SERVICES ACTIVITIES (Staff, Information Only)

SB 343 - DOCUMENTS RELATED TO OPEN SESSION AGENDAS: Any writings or documents provided to a majority of the City Parks and Recreation Commission regarding any item on this agenda after the posting of this agenda and not otherwise exempt from disclosure, will be made available for public review in the Parks and Recreation Office located at 1557 Healdsburg Avenue during normal business hours. If supplemental materials are made available to the members of the Commission at the meeting, a copy will be available for public review at the Parks and Recreation Office located at 1557 Healdsburg Avenue, Healdsburg, CA 95448. These writings will be made available in appropriate alternative formats upon request by a person with a disability, as required by the Americans with Disabilities Act.

8. COMMISSION REPORTS ON MATTERS OF INTEREST OCCURRING SINCE PREVIOUS REGULAR MEETING
9. ADJOURNMENT

Commission Members

Cindi Brown (Term Expires 1/1/24)
Barbara Erickson (Term Expires 1/1/24)
Linda Go (Term Expires 1/1/25)
Susan Graf (Term Expires 1/1/26)
Dave Hoppes (Term Expires 1/1/23)
Donna O'Brien, Chair (Term Expires 1/1/24)
Don Taylor, Vice Chair (Term Expires 1/1/25)

**CITY OF HEALDSBURG
SENIOR CITIZENS ADVISORY COMMISSION
REGULAR MEETING MINUTES
VIA TELECONFERENCE**

**January 25, 2023
City Hall Council Chambers
401 Grove Street, Healdsburg, CA 95448**

Chair Hoppes called the Senior Citizen Advisory Commission meeting to order at 4:03 p.m.

1. CALL TO ORDER

1.a. Roll Call and Welcome New Commissioners Linda Go

Themig introduced the new commissioners; Susan Graf and Linda Go to the group.

Present Commissioners: Brown, Graf, Hoppes, O'Brien, and Taylor

Absent Commissioners: Go

Staff Present: Active Adult and Senior Services Supervisor Grant, Community Services Director Themig, Office Assistant Salas, Recreation Coordinator Buenrostro, and Recreation Manager Perdigao

1.b. Pledge of Allegiance

1.c. Changes (Deletions) from Agenda

None

1.d. Approval of Minutes

On a motion by Commissioner O'Brien, seconded by Commissioner Brown approved the December 14, 2022, special meeting minutes as presented. Motion made on a voice vote. (Ayes – 5, Noes – 0, Absent – Go)

2. CITY COUNCIL LIAISON REPORT

City Council Liaison Ron Edwards

City Council Liaison, Ron Edwards, mentioned that Councilmembers approved the Wildfire Protection Plan. Steven Barber was appointed to the Planning Commission. The city received nine applicants interested in the Parks and Recreation Commission. City Council will be looking at making the commissions more effective.

3. PUBLIC COMMENT ON NON-AGENDA ITEMS

This time is set aside to receive comments from the public regarding matters of general interest not on the agenda but related to Commission business. Pursuant to the Brown Act, however, the Commission cannot consider any issues or act on any request during this comment period.

Mark McMullen expressed his admiration for the Commission's work in the previous year. He encouraged them to look at last year's achievements to continue to move forward.

4. OLD BUSINESS

None

5. NEW BUSINESS

5.a. 2023 Commission Goals

Discuss 2023 Commission Goals

Commissioner Taylor mentioned he was having trouble listening to meeting audio. The issue was corrected by staff.

Supervisor Grant spoke about the adoption of goals which help focus on policies, projects, or long-term vision. She reviewed last year's Commission goals, setting new goals, and gave examples of some of the accomplishments.

- Nutrition – Bistro on Matheson
- Age -Friendly Community
- Intergenerational Programming
- Commission Engagement and Communication
- Latinx Outreach & Inclusion
- Funding Strategies

Manager Perdigao spoke about the potential goals for 2023 and asked for the group's input on programs and services they would like included.

Commissioner O'Brien inquired if the nutrition goal would continue and inquired about the work being done regarding funding. Grant shared that the goal was to implement a program and she needs additional direction as to the next steps. Staff reached out to local community groups and Healdsburg Forever to help secure additional funding. O'Brien asked if the endowment monies could be used to help support the nutrition program. Themig reminded them that the previous year's goals would continue unless they wanted to make a change.

Commissioner Graf inquired about the potential to cut the program operation hours and inquired about the average cost per month to keep the program running. Grant shared that it is about \$7,250 which can fluctuate depending on attendance. Graf works with the Shared Ministries and the Food

Pantry; she would like to support the nutrition program. Grant added that the newsletter publication is distributed to markets, laundry mats, and medical centers.

Graf asked whether the department had any interaction with the Healdsburg Library, Grant responded they have been working with them to help them build curriculum for the Senior Center and are a great partnership. Hoppes and O'Brien added that they do amazing things that are age and interest appropriate for the Center. Taylor mentioned they have a program that allows the public to borrow books electronically.

O'Brien would like to see last year's goals continue and get implemented.

6. INFORMATION AND REPORT OF COMMUNITY SERVICES ACTIVITIES
(Staff, Information Only)

Grant estimates that the Bistro Dining Program's balance will be approximately \$19,000 at the beginning of February and will be seeking additional funding to help support the program. The budget for FY 22 – 24 includes \$50,000 to fund the program.

Senior Center Staff put together an interactive survey to see what information they would like to see and how to best distribute the information. Members receive the info via the newsletter, bulletin boards, and are not using social media. There is a desire to interact with Commissioners and the City Council. The full survey results will be given during the February meeting. The February Newsletter includes all the upcoming bus trips.

7. COMMISSION REPORTS ON MATTERS OF INTEREST OCURRING SINCE PREVIOUS REGULAR MEETING (Commission, Information Only)

Graf shared a community member approached her and told her that homeless people have been leaving their carts outside of the gate at the public library and it makes the seniors feel uncomfortable.

8. ADJOURNMENT

Commissioner Taylor, seconded by Commissioner O'Brien made a motion to adjourn the regular meeting at 4:50 p.m.

APPROVED:

ATTEST:

Dave Hoppes
Chairperson

Mark Themig,
Community Services Director

Project #	Type of Project	Initiative Title and Brief Description	March Status (2023)	4/12/23 Update	5/3/23 Update	30-Day To Do	Staff Lead(s)
1	Capital	<u>Saggio Hills Park Development (CC and PRC Goal).</u> Complete CEQA master plan review, design development, construction drawings, bidding, and initial construction.	CEQA process to begin Spring 2023, design development begins summer 2023.	CEQA contract in place with Raney and work underway. Completed EIR v Master Plan comparison analysis (text and graphics). Site visit to review creek restoration work later in April.	Project initiation meeting with Raney complete. Consultant working on CEQA Addendum. Met with AOSD to start process of conservation easement.	(1) On-site meeting scheduled with park designers and Carlile Macy to discuss creek restoration component. (2) Receipt of Transportation Impact Assessment portion of CEQA Addendum	Tom
2	Capital	<u>Badger Park Redevelopment (CC and PRC Goal).</u> Complete CEQA master plan review, design development and construction drawings. Bidding contingent on completion of CEQA, design development, and construction drawings.	CEQA process to begin in Spring 2023, design development begins in late winter/early spring 2024.	Confirming AOSD master plan review status requirement. Working with Raney to finalize scope of work and contract. City Council approval needed for contract; contract to include Healdsburg Ridge parking lot.	AOSD review will be part of conservation easement process. Site visit with AOSD to be scheduled.	(1) Amend Raney contract to add Badger project and Ridge parking lot to scope of work (2) Apply for grant extension from AOSD	Tom
3	Capital	<u>Foley Family Community Pavilion.</u> Complete CEQA, Design Review, construction drawings, bidding, and majority of construction.	PC approved design review and approved/recommended other project entitlements on 3/10. City Council hearing on entitlements scheduled for 4/17. Bidding and bid award for construction in late spring/summer 2023.	Design team working on value engineering options to be discussed on 4/13. Staff reviewing proposed agreements and easements with DuChamp for potential CC consideration on 5/1.	CEQA approved. Value engineering options selected. Design team revising drawings to incorporate VE options and assembling responses to plan check comments. Agreement and easements with DuChamp are being finalized and are slated for Council's 6/6/23 meeting	(1) Resubmit for building permit in mid-May (2) Council approval of agreement with DuChamp Hotel on 6/6/23 (3) Start assembling bidding documents	Tom/Mark
4	Capital	<u>Fitch Mountain Access Improvement Project.</u> Complete construction drawings, bidding, and construction for project.	Bid opening 4/3 with bid award expected 4/17. Construction spring and summer 2023.	Only received one bid, \$1.2 million over engineer's estimate. Bid rejection on 5/1. Rescoping project.	M3 bid rejected 5/1/23.	(1) Re-advertise on 5/9/23 (2) Bid opening on 6/9/23 (3) Contract award 6/20/23	Jaime/Tom
5	Capital	<u>Fitch Mountain Artwork.</u> Commission and installation of artwork on Fitch Mountain in conjunction with the Fitch Mountain project.	Committee issued artwork RFQ for proposals.	Selected three finalists. Need to prepare agreement for artist.	Committee has awarded project to local artist Johanna Grawunder.	(1) Develop artist contract. (2) Schedule P/R Commission review of art installation 6/14 and City Council approval of art installation and contract 8/7.	Garrett/ Mark
6	Capital	<u>Senior Center Entrance Improvements.</u> Replace existing swing doors with automatic sliding doors and associated work.	City Council has awarded contract. Work expected to begin in Spring 2023 with completion in early Summer 2023.	Construction starting May 15, 3 week timeline, Senior Center programs relocated to HCC during construction.	Construction confirmed to start 5/15/23	Project completion by end of May	Tyler/Tom/Anna
7	Capital	<u>Pickleball Court Conversation.</u> Under an MOU with HUSD, convert two tennis courts at the High School to four dedicated pickleball courts and establish a monitoring program for use during school hours.	Court conversion work partially complete with temporary courts created. Final work will be completed once warm weather returns. School-time monitoring program is developed and ready to implement.	On hold pending weather, will be finalized after school releases for summer.	On hold pending weather, will be finalized after school releases for summer.	On hold pending weather, will be finalized after school releases for summer.	Improvements: Jamie Program Garrett/Rich
8	Capital	<u>Facility Improvements for Licensed Preschool Program.</u> Renovate the existing preschool rooms and outdoor play area to comply with licensing requirements.	City has received bids for the preschool room renovations and an estimate for the outdoor play area improvements. Additional funding will need to be identified for this work. Currently scheduled for April 3 City Council consideration.	City Council approved funding and contract for interior work on 4/3. Precon to be scheduled to determine construction schedule. Need to meet with YWCA re lease and exterior improvements.	Contractor started demolition on 5/2/23. Estimated completion within 80 days.	Demolition and start of construction	Improvements: Tyler/Tom Program: Mark/Garrett
9	City Council Request	<u>Commission Composition.</u> At the direction of City Council, provide analysis of combining the Parks and Recreation and Senior Citizens commissions into a Community Services Commission for City Council consideration.	Preliminary discussion scheduled for April 3 City Council meeting.	City Council created committee Edwards and Mitchell. Meeting to be scheduled.	Council committee apparently met with Chair/Vice Chair of SCAC. No other updates.	Unknown.	Mark
10	Planning	<u>Saggio Hills Park Naming Process (CC and PRC Goal).</u> Complete a community-based process to identify potential names for the new park for City Council consideration.	Process anticipated to begin in April 2023, with City Council consideration of names in late summer 2023.	No updates. Work not started.	No updates. Work not started.	(1) Develop outreach and communication materials and meet with P/R Committee to review. (2)Launch naming process.	Mark
11	Planning	<u>Senior Center Endowment Fund (SCAC Goal).</u> Determine the future direction of the Endowment Fund and how proceeds should be used to support the Senior Center now and into the future.	Work planned for Spring/Summer 2023.	Work session with SCAC scheduled for 4/12.	Endowment Fund Commission ad-hoc to be scheduled in early May	Schedule meeting before SCAC on 5/23 and provide update at 5/23 SCAC mtg.	Anna/Garrett/Mark
12	Planning	<u>Deferred Maintenance and Improvement Plan (PRC Goal).</u> Develop a deferred maintenance program and begin implementation.	ADA and Facilities Assessment completed. Currently developing plan framework for plan for future prioritization.	Framework for plan updated. Will schedule a PRC committee meeting once established. Need to add HCC roof to plan – determine how severe issue is and repair costs.	No update. HCC roof assessment required before meeting with PRC ad hoc committee	(1) Complete assessment of HCC roof (2) Schedule meeting with PRC ad hoc committee	Tom/Jaime/Mark
13	Planning	<u>Provide Support for Closed Pedestrian Street Design (PRC Goal).</u> Provide support to City Council for exploring long-term closed streets for pedestrians.	TBD – City Council did not include pursuing closing streets for pedestrian uses as part of their goals.	No action. City Council did not establish this as a goal, so not part of work plan for 2023.			N/A

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14	Planning	<u>Villa Chanticleer Capital Replacement Plan</u> . The agreement with Milestone Events Group requires the City and Milestone to work collaboratively to develop a long-term capital replacement plan for the Villa.	City and Milestone completed several initial improvements. Milestone and City staff will develop the plan in 2023 to be considered as part of the FY24-26 budget process.	Integrated into the deferred maintenance plan. Meet with Milestone before committee discussion.	No update..	Schedule meeting with Milestone.	Tom/Mark/Jaime
15	Planning	<u>Healdsburg Ridge Open Space Preserve Trailhead and Parking Facilities</u> . Project will construct dedicated parking for the preserve, install restrooms, and provide additional trailhead facilities like interpretive signage.	City is working collaboratively with the Saggio Hills affordable housing project to co-locate entrance roads and coordinate placement of the parking lot. Design and construction anticipated to be integrated into the first phase of the Saggio Hills park project.	CEQA will be needed. TBD if added to Saggio or separate project.	No update. Planning to add to Saggio Hills scope of work.	Obtain scope of work/proposal from Raney for CEQA work.	Tom
16	Planning	<u>Healdsburg Avenue Bridge Permanent Lighting Display and Policy</u> . Obtain cost estimate for installation of a permanent lighting system and develop lighting policy for City Council to address short- and long-term practices for determining when to light the bridge.	Complete a preliminary feasibility study and cost estimates for a permanent lighting installation. Present lighting policy to City Council.	Getting updated lighting estimate from ALR. Mike Brown electric to do feasibility cost analysis for installation. Need to do the policy in May. Pride/4th and Xmas/Hannukah standard. Up to two other special lighting opportunities with Council action. Try to get cost estimates.	Updated cost estimates for light fixtures received from ALR.	(1) Schedule meeting with electrical contractors (2) Review cost estimates	Tom/Jaime/Mark
17	Policy	<u>Special Event Policy Update (PRC Goal)</u> . Finalize the special event policy and municipal code updates.	City Council adopted a 2023 Goal to direct staff to develop a master list review process into the special event policy for City Council to annually review and approve, along with a review of 2022 Special Events. Staff is preparing the 2022 Special Events summary and a pilot program for 2023 Special Events review for one of the May City Council meetings.	City Council added 2023 Goal to review annual special events. 2022 SE summary and 2023 pilot program review scheduled for 5/15. Fall 2023 bring back updated SE policy and 2024 events. May 15 City Council. Lunar New Year Feb 17.	Held Ad Hoc Committee Meeting on May 1 to provide update /next steps; Completed 2022 & 2023 Master Events Calendar w/ Cost Analyses; Developed annual event review and approval process; Compiled complete listing of all 2023 Special Event Requests; and Submitted Staff Report for May 15 CC Meeting.	Event Organizer outreach (by May 12); Develop PowerPoint presentation for May 15 CC Meeting (by May 12); May 15 City Council Meeting presentation; Take feedback / Event Organizer Outreach as needed (post CC Meeting); and Develop updated Special Events Policy for City Attorney Review (by May 19). City Attorney Review anticipated to take 2-3 weeks.	Matt/Garrett
18	Policy	<u>City-HUSD Joint Use Agreement</u> . Work with HUSD to review and update the Joint Use Agreement. Present updates to the Parks and Recreation Commission and City Council for consideration with fiscal impacts considered as part of the FY24-26 budget process.	HUSD and City staff will begin meeting in Q2 2023 to review and discuss the current Agreement and consider updates to incorporate new facilities, maintenance protocols, and facility scheduling.	No work to date.	No work to date.	Future project.	Mark/Garrett/Jaime/Rich
19	Policy	<u>Healdsburg Swim Center</u> . HUSD has provided the City notice that HUSD will not continue own and operate the Swim Center beyond FY23-24 since the facility doesn't serve an educational purpose. The City and HUSD will need to come to agreement on the future of the Swim Center.	HUSD and City staff to meet in 2023 for potential changes to be considered as part of the FY24-26 budget process.	Discussion to be part of the joint use agreement.	No work to date.	Future project.	Garrett/Mark
20	Programs and Services	<u>Age-Friendly Community (SCAC Goal)</u> . As part of the Age-Friendly designation the City has made a commitment to continue to promote planning, programs, and services that will ensure our older adult community continue to be valued and vibrant.	Work initiated pre-covid but was suspended during the pandemic. Work planned for Spring/Summer 2023.	No work to date.	Meeting with SCAC ad-hoc to be scheduled in May	Schedule SCAC ad-hoc meeting	Anna
21	Programs and Services	<u>Develop Strategies to Enhance Communication (PRC and SCAC Goal)</u> . Work to identify streamlined communication strategies that provide greater impact for the community. Evaluate options for enhancing website and registration software programs.	Work began in 2021 but was suspended with staffing transitions. Staff is working on identifying who will lead this process.	SCAC to meet today to discuss. PRC to be determined.	SCAC group has scheduled two Lunch w/ Commissioners in May - will provide update to SCAC at May meeting		TBD

Project #	Type of Project	Initiative Title and Brief Description	March Status (2023)	4/12/23 Update	5/3/23 Update	30-Day To Do	Staff Lead(s)
22	Programs and Services	<u>Arts and Culture Master Plan Implementation (CC and PRC Goal)</u> . Work collaboratively with the Creative Leadership Team and the community to complete components of the first phase of the master plan implementation presented to City Council on 9/19/22.	Staff met with CLT to develop proposed timelines for primary initiatives: -Finalize development of a grant program and award the first round of grants (April) -Research and develop a proposed percent for the arts ordinance for City Council consideration (May) -Research and develop a proposed percent for the arts ordinance for City Council consideration (May) -Pursue external grants through a grant writer (TBD) -Develop an independent arts/culture brand and website for Healdsburg (TBD) -Finalize the inventory of the public art installations and develop a maintenance program (TBD) -Revitalize the Cultural Trust Fund (TBD)	Grant application being finalized expected release 4/14, applications due 5/10. CC award June 5. Percent for Arts: Tamar working on draft ordinance. To meet with department head team about ordinance before meeting with CLT. City Council action should be a discussion on options not presenting an ordinance for consideration. Ordinance can be presented as example.	Grant Application went out on April 16th. Applications due 5/10. CC award June 5. Percent for Arts: Waiting to connect with Tamar from the City Attorneys office to review draft ordinance. Once received staff will meet with department head team about ordinance before meeting with the CLT. City Council Action should be a discussion on options not presenting an ordinance for consideration.	(1) Meet with CLT art selection team and arts subcommittee the week of May 15 to review grant applications, and come forward with recommendations for City Council on grant awards. (2) Develop staff report for the June 5 City Council meeting. (3) Present to Council on June 5 with recommendations from the selection committee for grant awards. Receive and review draft Percent for Art Ordinance and have information shared with department heads.	Garrett
23	Programs and Services	<u>RFP for Senior Center Bistro Provider</u>		Draft RFP created	Draft RFP under review by CS staff	Launch mid May for public review and application	
24	Repairs	<u>Hilltop Road Erosion Repairs</u> . Repair erosion-related damage and make improvements to reduce future issues on Hilltop Road to ensure public safety and maintenance access.	Contract has been executed with Pacific Watersheds for work. Work will begin once conditions dry out.	No work to date due to continued rain through March. Working on getting project scheduled.	Working with consultant to schedule repairs.	Getting schedule from contractor to perform work	Jaime
25	Repairs	<u>Villa Wedding Garden Stairs</u> . Replace the wedding garden stairs per the agreement with Milestone.	Contract has been executed for work. Work will begin once conditions dry out.	Needs to dry to prevent damage to garden. Jaime coordinating with Leslie from Milestone. Work currently planned for May, date TBD based on Villa schedule.	(1)Wedding garden replacement of concrete steps has been scheduled for July 10th. (2)Will also try to install new shed in same week to limit impact to Villa events.	(1)Identify concrete color and style of stamp. (2)Finalize color for shed and execute PO for purchase.	Jaime
26	Repairs	<u>Foss Creek Pathway Light Failures</u> . Approximately 10 lights on the southern end of the pathway (near Front Street) have failed.	DC Electric contracted to determine reason for failure of so many lights. DC Electric determined that the drivers are starting to fail and needed to order new drivers.	DC Electric did troubleshooting and will replace drivers.	(1)The drivers have arrived and were installed on three street light poles and lights still not working. (2) Working with City Electric to creatively troubleshoot and hopefully identify if LED light is also not working.	Work with City Electric to troubleshoot if LED's also need to be replaced.	Jaime
27	Repairs	<u>Storm Damage Tree Removal</u> . Tree loss at several locations at the Villa, Parkland Farms, Fitch Mountain, and Healdsburg Ridge due to storms and we conditions.	Villa, Parkland Farms, Healdsburg Ridge tree removal completed.	Initial Fitch Mountain tree removal completed. Additional trees have fallen and need removed.	Three additional trees have fallen on Fitch Mountain trails since last month and will need to be removed by a contractor.	Meet with tree contractor on site to get proposals for additional tree removal	Jaime
28	Repairs	<u>Community Center Roof Leaks</u> . Significant roof leaks in Room 10 and other minor leaks throughout the building.	Facilities team installed temporary plastic tarps over Room 12. Additional leaks found in preschool room.	Talked to architect and learned that 2015 HVAC project included a membrane application over existing roof that had a 5 year life expectancy. Will need to determine plan for addressing roof.	Staff provided updates to CM and ACM regarding leaks and condition of roof.	CS will engage architect for preliminary review of roof condition and recommendations.	Tom/Tyler

Projects By Other Teams

1	Repairs	<u>Villa Cottage Fire Damage</u> . Repair and renovate damage to cottage.	Received two proposals for remediation work that varied considerably in cost; Tyler to follow-up with low proposal to clarify work. Will fund costs and not make insurance claim. Mark to discuss 50% cost share with Milestone.	Milestone agreeable to 50% cost share. Waiting on total project costs and funding to proceed.	No update.		Tyler
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New Projects Added after March

1	Other	<u>Canvus Park Furniture Donation</u> . Donation of new recycled windmill furniture line through the Healdsburg Parks Foundation.	Mayor Kelley initiated preliminary meeting with Canvus in February for potential donation of furniture.	No update.	Staff to meet with Samantha Marquis from Parks Foundation and representatives of Canvus to discuss donation.	Determine donation location and approval process. Follow-up with Parks Foundation.	Tom/Jaime/Mark
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Project #	Type of Project	Initiative Title and Brief Description	March Status (2023)	4/12/23 Update	5/3/23 Update	30-Day To Do	Staff Lead(s)
2	Repairs	<u>Villa Chanticleer Storage Shed Repair/Removal</u> . Vacant storage shed below caretakers cottaged damaged by fallen tree.	Fallen tree has been removed.	Need to determine future of storage building and repair or demolition.	Added to Deferred Maintenance project list	TBD	TBD
3	Programs and Services	<u>Part-Time Staff Orientation Program</u> . Develop an orientation program for part-time staff.		New, future project.	TBD	TBD	TBD