



# GREATER VALLEJO RECREATION DISTRICT

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

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

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

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.gvrd.org/about-us/agendas-minutes/>

## **Greater Vallejo Recreation District Board of Directors**

### **AGENDA-REGULAR MEETING**

**April 28, 2022**

**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) **Presentation:**

- A) Introducing Lorelei Morehouse, Human Resources Clerk (Halcro)
- B) Introducing Brice Sweet, Lead Worker (Nuno)
- C) Introducing Antony Ryans, Recreation Superintendent (Lanusse)
- D) Briefing on Development Fees-Quimby Act, Jeff Milkes, BerryDunn

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 item will be removed from the consent calendar and will be considered separately.

- A) Approve Board Minutes-April 14, 2022
- B) Accept the Programs and Publicity Committee Minutes-April 11, 2022
- C) Accept the Facility and Development Committee Minutes-April 18, 2022

D) **Accept the Budget and Finance Committee Minutes-April 18, 2022**

8) **New Business:**

A) **Appraisal Report on the 1110 Colusa Street Property (Greg Sessler) - Informational Item**

B) **Agreement Letter between Service Employees International Union (SEIU) and GVRD regarding Electronic Tracking Technology of District Fleet Equipment (Halcro)**

9) **Financials:**

**Communication Regarding Comments Received from the Public and Discussion on Preliminary 2022-2023 Budget (Harman)**

10) **Staff Reports-Informational Only**

A) **General Manager**

B) **Recreation Superintendent**

C) **Human Resources Manager**

D) **Finance Director**

D) **Maintenance Superintendent**

11) **Executive Session:**

A) **CONFERENCE WITH DISTRICT'S DESIGNATED REPRESENTATIVES (LEGAL COUNSEL, DIRECTORS SALVADORI AND ALIGA) REGARDING CONTRACT NEGOTIATIONS WITH GENERAL MANAGER**  
Called pursuant to Government Code sections 54957 and 54957.6.

B) **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

12) **Report on Executive Session:**

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

14) **Meeting Adjourn:**

**Next meeting: May 12, 2022 –Board Meeting**



# GREATER VALLEJO RECREATION DISTRICT

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

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

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

General Manager  
Gabriel Lanusse

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

## Greater Vallejo Recreation District Board of Directors

### MINUTES

April 14, 2022 – 395 Amador Street

6:30 p.m.

1) **Call to Order:**

Chairperson Bowen called a regular meeting, of the Board of Directors of the Greater Vallejo Recreation District, to order at 6:30 p.m., April 14, 2022, in the Board Room of the Greater Vallejo Recreation District Office, 395 Amador Street, Vallejo, California.

2) **Pledge of Allegiance:**

3) **Roll Call:**

**Present:** Chairperson Ron Bowen; Directors; Robert Briseño, Gary Salvadori, and Rizal Aliga

**Staff:** General Manager, Gabe Lanusse; Maintenance Superintendent, Salvador Nuño; Finance Director, Penny Harman; Recreation Superintendent, Antony Ryans; Human Resources Manager, Casey Halcro; Administrative Support, Jeffrey Worrell

**Excused:** Vice-Chairperson Adjoa McDonald

4) **Approval of Agenda:**

Director Briseño offered the motion, seconded by Director Salvadori to approve the agenda with one change-remove item 11B. Motion passed.

5) **Public Comment:**

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

None

- 6) **Presentation:**  
**Cunningham Aquatic Complex Staffing Levels by Ryan Allen, Recreation Coordinator**  
Recreation Coordinator, Ryan Allen gave a presentation on lifeguard staffing levels.
- 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.
- A) **Approve Board Minutes-March 21, 2022-Special Meeting**
  - B) **Approve Board Minutes-March 24, 2022**
  - C) **Approve Board Minutes-April 4, 2022-Special Meeting**
  - D) **Accept the Programs and Publicity Committee Minutes-March 7, 2022**
  - E) **Accept the Programs and Publicity Committee Minutes-April 11, 2022**
  - F) **Accept the Facility and Development Committee Minutes-March 21, 2022**
  - G) **Accept the Budget and Finance Committee Minutes-March 28, 2022**  
Director Briseño offered the motion seconded by Director Aliga to approve the Consent Calendar. Motion passed.
- 8) **Financials:**
- A) **Approve Financial Statement as of 3/31/2022 (Harman)**  
Director Briseño offered the motion seconded by Director Salvadori to approve the financial statement as of 3/31/2022. Motion passed.
  - B) **Approve Payment of Bills 3/1/2022 through 3/31/2022 (Harman)**  
Finance Director Harman expanded on a few of the larger payments. Director Briseño offered the motion seconded by Director Aliga to approve the payment of bills 3/1/2022 through 3/31/2022. Motion passed.
  - C) **Approval the Preliminary Budget for Fiscal Year 2022-2023 (Harman)**  
Director Briseño offered the motion seconded by Director Salvadori to approve the preliminary budget for fiscal year 2022-2023. Motion passed.
- 9) **Old Business:**  
**Discussion and Board Guidance-Proposal by Leaven Kids for use of South Vallejo Community Center (Ryans)**  
Guidance given: Possible one year agreement, determine a fee since the request is for exclusive use of the space. Develop a policy that addresses grant requests for non-profit organizations.
- 10) **Staff Reports-Informational Only:**
- A) **Maintenance Superintendent-Report given by Marcos Jaime, Landscape Supervisor**
    - Provided an update on the Fishing in the City event.
    - Announced two egg hunts scheduled for Saturday in our parks.
    - Provided an update on weed abatement.
    - Provided an update on recruitment.

**B) Finance Director**

- Provided an update on the ongoing financial audit.

**C) Human Resources Manager**

- Provided an update on recruitment efforts.

**D) Recreation Superintendent**

- Announced the upcoming closure of Vallejo Community Center due to facility renovations
- Provided an update on recent and upcoming community events.
- Announced the installation of a new free library at Children's Wonderland.
- Provided an update on recruitment challenges.

**D) General Manager**

- Provided an update on our request for impact fees from the City of Vallejo.
- Announced an upcoming event at Hanns Park where GVRD will be recognized.

**11) Executive Session:** At 8:47p.m. Chairperson Bowen convened to executive session

**A) CONFERENCE WITH DISTRICT'S DESIGNATED REPRESENTATIVES (LEGAL COUNSEL, DIRECTORS SALVADORI AND ALIGA) REGARDING CONTRACT NEGOTIATIONS WITH GENERAL MANAGER**  
Called pursuant to Government Code sections 54957 and 54957.6.

~~**B) 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~~

**12) Report on Executive Session:**

At 9:05pm Chairperson Bowen reconvened regular session and reported the following: Information provided; guidance returned. No action taken.

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

Board Members reported on various community events and meetings attended. Director Briseño announced an upcoming vacation. Director Bowen requested that a recent letter and email received be placed on a future agenda.

**14) Meeting Adjourn:**

Director Salvadori offered the motion, seconded by Director Aliga to adjourn the meeting at 9:12 p.m. Motion passed.

---

**Rizal Aliga, Board Secretary**

**Date**



## **Agenda 7-B**

---

### **BOARD COMMUNICATION**

**Date: April 28, 2022**

**TO:** Board Chairperson and Directors

**FROM:** Staff

**SUBJECT: Accept the Minutes from the Programs and Publicity Committee meeting April 11, 2022**

### **RECOMMENDATION**

To accept the minutes from Programs and Publicity Committee from the April 11, 2022 meeting.

### **DOCUMENTS AVAILABLE FOR REVIEW**

A) Programs and Publicity Committee Minutes from April 11, 2022



# GREATER VALLEJO RECREATION DISTRICT

**Mission Statement:** *Building community and enhancing quality of life through people, parks, and programs.*  
Website: [www.gvrd.org](http://www.gvrd.org)

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

Board of Directors  
Rizal Aliga  
Ron Bowen  
Robert Briseño  
Adjoa McDonald  
Gary Salvadori  
  
General Manager  
Gabe Lanusse

## **Programs and Publicity Committee Minutes Directors: Bowen and McDonald**

### **Minutes Monday, April 11, 2022**

**In attendance:** Director Bowen, Recreation Superintendent, Antony Ryans, Recreation Supervisors, Sandy Tawaratsumida, Julie Myers, & General Manager, Gabriel Lanusse

#### **Start: 9:00am**

- 1. Activity Guide Update-** Activity Guide is on schedule and in it's first draft. A 2<sup>nd</sup> draft will be available on Wednesday, April 13<sup>th</sup>.
- 2. Aquatic Programs-** The department is planning a Kids Free Day scheduled for May 28<sup>th</sup> from 12-3pm, budget for event will be developed by program staff. Staff are looking into ways to expand programming and offerings during the summer season. The LGI scheduled for this month has 5 participants registered. We brainstormed ways to recruit staffing. Incentive program was suggested.
- 3. Children's Wonderland-**The park continues to remain free to the general public. The park is booked all weekends this month for private rentals. Thumper's Egg Hunt is sold out and will be held on Saturday, April 16<sup>th</sup>.
- 4. Community Centers Update-** Community Centers will open at full capacity for rentals beginning April 1<sup>st</sup>. Security agreement between S.E.A. and GVRD still hasn't been signed by both parties.
- 5. Community Events-** Fishing in the City took place on Saturday, April 9<sup>th</sup>, 8-11am. The event had 41 participants in attendance. Bands and Brews (summer concert series) is slated for summer 2022, June-Aug. The department is looking for sponsors and will attend upcoming mixers to help promote the event.

6. **Leaven Kids Proposal-** Proposal is still under review. Suggestions were to propose fees to Leaven and see if they will accept or deny the proposal. Direction of the program is still unclear. Will GVRD assign a key to the room? What's the policy surrounding free usage?
7. **McIntyre Ranch-** Further discussion will take place during closed session at this weeks Board meeting.
8. **Recreation Software Demos-** Staff viewed 3 demos from 3 vendors to receive pricing and test features.
9. **Sports Programs-** Offering a variety of contractual spring camps. Planning has begun for the summer. Junior Giants will return this summer. So far, 42 participants are registered for the free program. Staff is looking into hiring a Skateboard instructor to teach classes at the skate park.
10. **Youth Services-** Staffing is still a challenge for the department.2 Recreation Coordinators started the week of April 4<sup>th</sup> and will oversee our Kids Club and ExLP programs. Roslynn Brown former Youth Coordinator will transition to overseeing the FCC and NVCC beginning April 18<sup>th</sup>.

**Adjourned: 9:45am**

**Next Meeting: Monday, May 2<sup>nd</sup> at 9:00am**





## Agenda 7-C

---

### **BOARD COMMUNICATION**

**Date: April 28, 2022**

**TO:** Board Chairperson and Directors

**FROM:** Staff

**SUBJECT: Accept the Minutes from the Facility and Development Committee meeting April 18, 2022**

### **RECOMMENDATION**

To accept the minutes from Facility and Development Committee from the April 18, 2022 meeting.

### **DOCUMENTS AVAILABLE FOR REVIEW**

A) Facility and Development Committee Minutes from April 18, 2022



# GREATER VALLEJO RECREATION DISTRICT

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

Website: [www.gvrdd.org](http://www.gvrdd.org)

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

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

General Manager  
Gabe Lanusse

## **Facility and Development Committee Minutes**

**Monday, April 18, 2022**

**3:00 p.m.**

**Administrative Office-Board Room**

**395 Amador Street**

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

Meeting began: 3:00 PM

### **1. Glen Cove Tennis/Pickleball Courts- Design Ideas**

Discussion on options presented by staff for designs on pickleball courts. The committee recommended to move forward with one of the options to add two more pickleball courts in the same area where currently have two pickleball courts and keep the existing tennis courts.

### **2. Grant Mahony Upgrades**

Maintenance Superintendent Nuno gave an update on the improvements of Grant Mahony Park; staff put and RFP for installing lights in the park pathways. Staff will be reviewing the proposals by the end of the month.

### **3. Update on the Vallejo Community Center Project**

Maintenance Superintendent Nuno reported that the contractor began working on the demolition of the Vallejo Community Center upgrades for the kitchen, ADA, and electrical.

### **4. Update on 395/401 Amador Street Building Upgrades**

Maintenance Superintendent Nuno reported that the contractor continues working on the 401 building; the contractor is making progress and is currently working on the drywall on the new board room and the restrooms.

### **5. Update on Hiddenbrooke Park**

General Manager Lanusse reported that he is getting emails from the Hiddenbrooke community about converting the bocce ball courts to synthetic. Maintenance Superintendent Nuno mentioned that staff did community outreach on the option of converting bocce ball to synthetic.

**6. Update on Terrace Park**

Staff reported that we are getting proposals and designs for new playgrounds using the Prop 68 per capita funds approved by the State. Once we have all the designs from the vendors, staff will be doing a community outreach presenting the designs.

**7. Hanns Park Disc Golf**

General Manager reported that we are waiting on the designs for the signage of the course; also, staff is working with an architect to generate plans for the stairs on the disc golf course.

**8. Children's Wonderland Shade Structures**

Maintenance Superintendent Nuno reported that staff is working on getting proposals to install two shade structures in the Park; the additional shade structures will be just like the existing shade structures on the Park.

Adjourned at 4:05 PM



## Agenda 7-D

---

### **BOARD COMMUNICATION**

**Date: April 28, 2022**

TO: Board Chairperson and Directors

FROM: Staff

SUBJECT: **Accept the Minutes from the Budget and Finance Committee meeting  
April 18, 2022**

### **RECOMMENDATION**

To accept the minutes from the Budget and Finance Committee from the April 18, 2022 meeting.

### **DOCUMENTS AVAILABLE FOR REVIEW**

A) Budget and Finance Committee Minutes from April 18, 2022



# GREATER VALLEJO RECREATION DISTRICT

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

Website: [www.gvrd.org](http://www.gvrd.org)

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

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

General Manager  
Gabe Lanusse

## **Budget and Finance Committee Minutes**

**Monday, April 18, 2022**

**6:30 p.m.**

**Administrative Office-Board Room**

**395 Amador Street**

**In attendance:** Director Aliga, General Manager Lanusse, Finance Director Harman  
Excused – Director McDonald

Meeting began: 6:30 PM

### **1. Other Post-Employment Benefits (OPEB)**

General discussion was held on the process of moving OPEB funds into an irrevocable trust.

### **2. CalPERS Unfunded Accrued Liability refinance update**

General Manager Lanusse updated the committee on the status of the refinance of the CalPERS Unfunded Accrued Liability. He and Finance Director Harman will be working on a list of needed items to get the best rate locked in.

### **3. Review of the District's funds/revenue sources**

Finance Director Harman and General Manager Lanusse went over the various funding/revenue sources for the district.

Adjourned at 7:25 PM

Next meeting: May 16, 2022



## Agenda 8-B

---

### **BOARD COMMUNICATION**

**Date: April 28, 2022**

TO: Board Chairperson and Directors

FROM: Casey Halcro, Human Resources Manager

SUBJECT: **Side Letter between SEIU and GVRD regarding Electronic Tracking Technology in GVRD 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 SEIU to discuss this change. GVRD and SEIU 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 SEIU.

### **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 SEIU 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 Service Employees International Union, Local Union 1021 (SEIU Local 1021), 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 SEIU Local 1021 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: \_\_\_\_\_

For SEIU Local 1021: \_\_\_\_\_ Date: \_\_\_\_\_

DRAFT

# Budget Summary

Draft

Department	2021-2022 Final Budget				2021-2022 Estimated Actual				2022-2023 Draft Budget			
	Revenues	Expenses	Measure K	Net Revenue	Revenues	Expenses	Measure K	Net Revenue	Revenues	Expenses	Measure K	Net Revenue
			Expenses	(Expenses)			Expenses	(Expenses)			Expenses	(Expenses)
<b>General Administration</b>												
001 General Supp. & Admin.	5,827,867	1,504,029	99,000	4,323,838	5,760,880	1,530,171	90,000	4,230,709	5,777,837	1,574,923	89,000	4,202,914
007 Human Resources	0	423,494	0	(423,494)	0	358,766	0	(358,766)	0	410,048	0	(410,048)
100 Finance	0	410,593	2,000	(410,593)	0	386,820	2,000	(386,820)	0	445,971	2,000	(445,971)
001 General Fund Contribution	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Admin Services</b>	<b>5,827,867</b>	<b>2,338,116</b>	<b>101,000</b>	<b>3,489,751</b>	<b>5,760,880</b>	<b>2,275,757</b>	<b>92,000</b>	<b>3,485,123</b>	<b>5,777,837</b>	<b>2,430,942</b>	<b>91,000</b>	<b>3,346,895</b>
001 Measure K	2,102,787	0	(2,337,040)	2,102,787	2,000,000	0	(1,888,104)	2,000,000	0	(2,336,948)	2,000,000	
001 Measure K Carryover	0	0	0	0	0	0	0	250,000	0	0	250,000	
<b>001 Total Measure K</b>	<b>2,102,787</b>	<b>0</b>	<b>(2,337,040)</b>	<b>2,102,787</b>	<b>2,000,000</b>	<b>0</b>	<b>(1,888,104)</b>	<b>0</b>	<b>2,250,000</b>	<b>0</b>	<b>(2,336,948)</b>	<b>2,250,000</b>
<b>Parks Maintenance</b>												
200 Park Maint. & Dev.	0	173,688	0	(173,688)	0	171,578	0	(171,578)	0	188,741	0	(188,741)
300 Facilities	0	1,378,322	843,520	(1,378,322)	0	1,383,471	842,757	(1,383,471)	0	1,450,172	877,892	(1,450,172)
301 Visitor Services	203,400	153,174	0	50,226	235,737	112,595	0	123,142	218,400	155,433	0	62,967
310 Landscaping & Grounds	0	2,140,444	685,852	(2,140,444)	490	1,835,422	388,238	(1,834,932)	0	2,160,910	766,551	(2,160,910)
<b>Total Parks</b>	<b>203,400</b>	<b>3,845,628</b>	<b>1,529,372</b>	<b>(3,642,228)</b>	<b>236,227</b>	<b>3,503,066</b>	<b>1,230,995</b>	<b>(3,266,839)</b>	<b>218,400</b>	<b>3,955,256</b>	<b>1,644,443</b>	<b>(3,736,856)</b>
<b>Recreation:</b>												
010 Recreation Admin	0	435,598	13,350	(435,598)	1,600	319,357	10,000	(317,757)	5,148	356,793	13,350	(351,645)
415 Children's Wonderland	41,605	113,439	83,537	(71,834)	51,158	127,095	74,242	(75,937)	59,560	203,520	83,361	(143,960)
430 Break Camp	45,098	140,620	0	(95,522)	30,616	132,232	0	(101,616)	49,305	202,522	0	(153,217)
450 Vallejo Community Ctr.	55,104	197,006	13,762	(141,902)	38,680	155,330	11,031	(116,650)	0	19,362	10,962	(19,362)
451 Foley Cultural Center	178,794	282,717	61,840	(103,923)	101,424	203,460	49,689	(102,036)	189,120	358,067	61,840	(168,947)
460 Sports	72,407	183,378	64,197	(110,971)	75,396	160,979	20,840	(85,583)	116,120	228,758	41,097	(112,638)
465 Community Events	19,925	124,160	43,926	(104,235)	11,105	30,516	2,865	(19,411)	12,500	79,614	11,465	(67,114)
480 Expanded Learning Prog.	317,630	564,884	0	(247,254)	199,375	550,747	0	(351,372)	166,542	276,587	0	(110,045)
481 After School Programs	315,140	418,046	0	(102,906)	201,023	122,537	0	78,486	219,500	340,252	0	(120,752)
486 Teen Services	5,825	15,787	4,718	(9,962)	1,450	10,458	2,983	(9,008)	2,200	7,883	4,707	(5,683)
490 Therapeutic Recreation	3,148	8,367	2,784	(5,219)	0	563	88	(563)	6,100	9,377	2,777	(3,277)
720 N. Vallejo Comm.Ctr.	24,878	108,027	10,200	(83,149)	13,609	76,643	9,673	(63,034)	29,035	52,347	10,200	(23,312)
721 S. Vallejo Comm. Ctr.	40,772	185,356	20,640	(144,584)	28,988	134,832	14,310	(105,844)	54,846	84,885	19,800	(30,039)
730 Cunningham Pool	417,485	879,310	387,714	(461,825)	248,095	872,287	369,388	(624,192)	522,595	897,100	341,946	(374,505)
<b>Total Recreation</b>	<b>1,537,811</b>	<b>3,656,695</b>	<b>706,668</b>	<b>(2,118,884)</b>	<b>1,002,519</b>	<b>2,897,036</b>	<b>565,109</b>	<b>(1,894,517)</b>	<b>1,432,571</b>	<b>3,117,067</b>	<b>601,505</b>	<b>(1,684,496)</b>
906 Capital Improvements	3,151,400	2,910,000	0	241,400					3,324,690	3,485,447	385,000	(160,757)
935 Contingency Reserve	0	22,826	0	(22,826)					0	14,786		(14,786)
001 Retiree Benefit-OPEB	0	50,000	0	(50,000)								
<b>Total Others</b>	<b>3,151,400</b>	<b>2,982,826</b>	<b>0</b>	<b>168,574</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,324,690</b>	<b>3,500,233</b>	<b>385,000</b>	<b>(175,543)</b>
<b>TOTAL BUDGET</b>	<b>12,823,265</b>	<b>12,823,265</b>	<b>0</b>	<b>0</b>	<b>8,999,626</b>	<b>8,675,859</b>	<b>0</b>	<b>(1,676,233)</b>	<b>13,003,498</b>	<b>13,003,498</b>	<b>385,000</b>	<b>0</b>

Note: "Measure K Expenses" columns in gray are for information and are not directly included in the Net Revenue (Expenses) calculations. These amounts are included as expenses for the individual programs/departments.



## General Manager Board Report

4/28/2022

- Working on the Budget.
- I will be meeting with the City Manager and Flood and Wastewater Director on April 25<sup>th</sup>.
- I spoke to Council Member Arriola to provide history regarding the Vallejo Community Center kitchen and Mare Island Sport center.
- I have reached out to City of Vallejo regarding payment of our impact fees that were requested in January.
- We are still working on having a meeting regarding Board goals with Amy Howarth.
- Our strategic planning consultant, Brent Ives, has reached out to the board members to discuss planning goals . Please reply to his request if you have not done so.
- The City of Vallejo will update me regarding a second tour at McIntyre Ranch .
- Terrace Park playground designs will be going to the public for comments soon.
- I will have an update at the board meeting regarding the refinance of our PERS obligation. I sent out an Umpqua response last Thursday.
- We met with the Marketing consultant and provided history about GVRD, and our struggles to “wing it” in regards to marketing. They plan to attend a future board meeting and give a short presentation.
- We acknowledged Administrative Professional Day at the District.



# Recreation Department Board Report

4/28/2022

## Activity Guide:

- The Activity Guide has made it to the printer and will be delivered this week.

## Aquatics:

- The American Red Cross Lifeguard Training class had 6 participants for the week of April 18<sup>th</sup>.
- The Swim Lesson program is almost full.
  - a. Private Swim Lessons are full for the entire 8-week Spring season.
  - b. Registration for Swim Lesson levels 1-2 are full for Spring.
  - c. All other Swim Lesson classes are filling up, daily.

## Community Centers:

- VCC Kitchen renovations began on April 18<sup>th</sup>. See photos below of construction thus far.
- The Department continues working with potential instructors for new summer programs and classes.



## **Community Events & Children's Wonderland:**

- Event FT staff attended the CalFest Conference on April 7<sup>th</sup> and 8<sup>th</sup> in San Jose. The Conference was informative and covered topics related to running Special Events within the profession. The Department is looking forward to attending more Special Event Conferences in the future!
- Thumper's Eggs-travaganza held on Saturday April 16<sup>th</sup> was a HUGE success - other than a little rain during the first session. The event had a total of 258 kids (Ages 0-14) attend along with their parents/families. Participants enjoyed photos with Thumper the Bunny, recreation stations, art and crafts, and music! The event made a little over \$500 in concessions.



## **Staffing:**

- The Department continues to experience challenges with recruiting and hiring PT/Seasonal employees. The Department continues to look for creative ways to recruit and retain employees.

## **Sports:**

- 92 players and 5 volunteers are registered for the free Junior Giants Summer CO-ED Baseball Program.
- Kicking up A Storm Free All Girls Soccer Clinic had over 200 participants.

## **Youth Services:**

- Farewell to our (PT) Assistant Coordinator, Imani Terrell. A job opportunity will open soon to fill this position in Youth Services.



## Human Resources Board Report

4/28/2022

### Personnel Update:

We are happy to share that our two open Recreation Coordinator positions have been filled by wonderful candidates that will be starting soon. Unfortunately, two of the three Parks MWI candidates ended up accepting jobs with other agencies.

#### Open Positions

- Administrative Clerk – PT
- Maintenance Irrigation Specialist – FT
- Parks Maintenance Supervisor - FT
- Visitor Services Monitor – PT
- Lifeguard Swim Instructor – PT
- EXLP/Kid's Club Rec Leader – PT
- Parks Maintenance Worker – PT

HR rolled out a newly documented Recruitment Process for all recruitments. We are starting to use this and are hopeful it'll help hiring managers create recruitment processes. The initial feedback has been positive.

### Policy Updates:

- HR and GM discussed Policy updates with outside legal council. Before moving more policy changes forward, HR and GM will work with outside legal council for review and recommendations.

### Classification Study:

- HR continues to work toward finishing the Classification study with the help of the GM and collaborations with the Unions.

### Union Meetings:

- HR, along with other department heads and the GM, met with SEIU to continue communication between SEIU/Management



## **Finance Department Board Report**

**04/28/22**

### **Budget FY 22-23**

- We are continuing to work on the budget for FY 22-23. Our goal is to have a final budget to the Board for adoption at the May 26<sup>th</sup> meeting.

### **Audit FY 20-21**

- Staff is working on additional items requested by our auditors, MUN CPAs. They hope to have the audit completed by the end of May.

### **Measure K Audit FY 18-19**

- The auditors from Fechter & Company, CPAs have completed the audit of Measure K for the FY 18-19. I have forwarded a copy of the audit to our current auditing firm, MUN CPAs. They will now begin the audits for FYs 19-20 and 20-21.

### **Finance Department Team**

- The finance department team is continuing to improve and update our skills. We have been implementing several suggestions from our auditors over this past fiscal year. We are also learning ways to provide cross training and internal controls wherever possible



# Maintenance Department Board Report

4/28/2022

## Parks and Facilities

- Hanns Park
  - Staff installed new sinks in the restrooms.
- North Vallejo Park
  - Electrical panel for the softball field lights was replaced; lights are now working. Staff will be working on repairing a few lamps that are not working.
  - Bleachers are on order and should receive them soon.
- Lake Dalwigg Park
  - We had a fallen tree in the Park that damaged the electrical panel; staff is working on getting proposals to replace the electrical panel.
- Cunningham Pool
  - Staff worked on the installing of a new sewer check valve.
- City Park
  - GVRD is partnering with Council member Mina Loera Diaz to have a “Day of the Child” event on April 30<sup>th</sup>.
- Henry Park
  - Staff installed new light poles with LED lights.
- Weed Abatement
  - Staff continues mowing at Crest Ranch Park, High Glen, and upper Hanns Park.
- Staff Recruitment
  - We interviewed and offered the maintenance worker positions to two candidates; the candidates accepted the job offer.
  - We will be posting the Irrigation Specialist position again.
  - We are recruiting for the Parks Supervisor position; the position is currently posted.



# BOARD PROJECTS UPDATE



Date 4/28/2022

TASK	START	END	% COMPLETE	DONE	NOTES
<b>395/401 Renovations</b>					
Design Phase	1/1/2018	6/1/2021	100%	<input checked="" type="checkbox"/>	
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"/>	
Build	12/23/2022	7/1/2022	35%	<input type="checkbox"/>	Contractor completed the drywall on the new board room, and restrooms on the 401 building; will continue working on the tile of the restrooms soon.
<b>VCC Kitchen</b>					
Design Phase	1/1/2015	8/1/2020	100%	<input checked="" type="checkbox"/>	
Permit Issued	8/1/2019	8/1/2021	100%	<input checked="" type="checkbox"/>	
Engineer's cost estimate	8/1/2021	10/1/2021	100%	<input checked="" type="checkbox"/>	
Proposed Board Approval	8/12/2022	11/18/2021	100%	<input checked="" type="checkbox"/>	
RFP	1/7/2022	2/28/2022	100%	<input checked="" type="checkbox"/>	
Build	4/18/2022	9/1/2022	5%	<input type="checkbox"/>	Contractor began with the demolition.
<b>Dan Foley Cultural Center Upgrades</b>					
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	4/29/2022	80%	<input type="checkbox"/>	Waiting on the company making the acoustic tiles.
<b>Richardson Electrical Upgrade</b>					
Design Phase	3/1/2020	1/28/2022	100%	<input checked="" type="checkbox"/>	
Permit Issued	2/3/2022	2/11/2022	100%	<input checked="" type="checkbox"/>	City issued the permit.

RFP	2/14/2022	3/31/2022	100%	✓	Staff met with PG&E and the electrical contractor on site on April 13.
Build	5/2/2022	7/1/2022		○	
<b>Cunningham Pool ADA</b>					
Design Phase	11/1/2020	1/28/2022	95%	○	City completed the plan check with comments; PDF designs still working on the revisions for the resubmittal.
Permit Issued	5/1/2022	5/31/2022		○	
RFP	6/1/2022	6/29/2022		○	
Build	7/6/2022	9/1/2022		○	
<b>Grant Mahony Building Upgrades and Park Lighting</b>					
Design/Assessment Phase	9/1/2021	2/28/2021	100%	✓	We received the building assessment report.
Permit Issued	2/1/2022	2/16/2022	100%	✓	City issued the permit for the Park lighting.
RFP	4/1/2022	4/29/2022	100%	✓	Park lighting RFP is out until the end of the month.
Build	5/20/2022	8/1/2022		○	
<b>PB Projects</b>					
Design Phase	1/1/2020	3/24/2020	100%	✓	City postponed the projects on 2020 due to the pandemic.
RFP	5/2/2021	6/20/2021	100%	✓	
Build	11/12/2021	5/31/2022	85%	○	Landscape contractor began the work for the smart greener garden at SVCC and Setterquist Park; they will be replacing sections of damaged concrete on the sidewalks.
<b>Hanns Park Disc Golf</b>					
Design Phase	3/1/2021	9/27/2021	100%	✓	
Equipment	8/26/2021	9/1/2021	100%	✓	
Build	10/6/2021	4/28/2022	90%	○	Waiting on the design for the course signage.
<b>Terrace Park Playground</b>					

Prop 68 Per Capita Project Approval	12/1/2020	2/28/2022	100%	<input checked="" type="checkbox"/>	
Design/RFP	12/1/2021	4/29/2022	100%	<input checked="" type="checkbox"/>	Received the proposals and designs; staff will work on community outreach for the selection of the designs.
Build	6/1/2022	6/30/2022	0%	<input type="checkbox"/>	

|

·

·

·

·

·

·

·

·

·

·

·

·

·

·

·



