



Greater Vallejo Recreation District

GVRD promotes wellness and healthy lifestyles
by providing safe parks and innovative and fun
recreation programs for all residents.

BOARD OF DIRECTORS

Rita Fryar
Thomas Judt
Nicole Person
Olivia Ruiz
Ward Stewart

**INTERIM
GENERAL MANAGER**
Pamela Sloan

In accordance with California Government Code Section 54957.5, materials related to an item on this Agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the District's Administrative Office, 401 Amador Street, Vallejo, CA during normal business hours or electronically on our [website](#).

In compliance with the Americans with Disabilities Act, Special assistance for participating in this meeting can be obtained by contacting the District Office at 707-648-4604. A 48-hour notification would enable the District to make reasonable accommodations to ensure accessibility to this meeting. (28 CFR 35.102-35.104 ADA Title II).

Board of Directors Meeting Agenda

Thursday, June 25, 2026

Administrative Office-Board Room, 401 Amador Street, Vallejo, CA 94590

6:30 p.m. – Regular Session

Public Comment on Items on the Agenda

If you wish to speak on an item under discussion by the Board of Directors which appears on this Agenda, you may do so upon receiving recognition from the Chairperson of the Board. Please state your name and whether you are speaking as an individual, or are speaking for an organization, in which case, please state the name of the organization. Each individual speaker may speak for up to three minutes, and an individual representing an organization may speak up to five minutes.

1. Call to Order:
2. Pledge of Allegiance:
3. Roll Call:
4. Approval of Agenda:
5. Public Comment:

(Note: For matters not otherwise listed on this agenda. The Board of Directors welcomes your comments under this section but is prohibited by State Law from discussing items not listed on the agenda. Your item will be taken under consideration and may be referred to Board of Directors Committee(s) and/or Staff.) To provide an opportunity for all members of the public who wish to address the Board, a time allocation of 3 minutes for each individual speaker and 5 minutes for an individual representing an organization



6. Chairperson Opening Comments:

7. Presentations:

7.1 Congratulations to Andrea Ceballos-Lee, Recreation Supervisor for passing her employment probationary period (Ryans)

7.2 Congratulations to Johnathon Burton, Recreation Coordinator for passing his employment probationary period (Ryans)

8. Committee Updates:

The Chairperson for Standing Committees will provide any updates to the Board of Directors.

9. 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.

9.1 Approve Board Minutes – June 11, 2026

9.2 Accept Financial Statement 5/1/2026 Through 5/31/2026

9.3 Approve Changes to Policy 4040- Board Officers

9.4 Approve Changes to Policy 5020- Conducting Board Meetings

9.5 Approve “New” Policy 3074-Fee Waiver for Community Organizations

9.6 Approve Changes to Policy 5060- Rules of Order for Board and Committee Meetings

10. Action Items:

Approve Agreement Municipal Resource Group (MRG) for Finance On-Demand Consulting Services for Fiscal Year 2026-2027. Not to exceed \$78,000. (Sloan)

11. Staff Updates:

11.1 Interim General Manager

11.2 Finance Director

11.3 Human Resources Director

11.4 Parks and Facilities Director

11.5 Recreation Director



12. Announcements and Comments from Board Members:

13. Executive Session:

Conference with Labor Negotiators; pursuant to Government Code Section 54957.6

Agency Designated Representatives: Pamela Sloan, Interim General Manager; Andrew Shen, Legal Counsel; Luke Jensen, Director of Labor Relations, and Samantha Smithies, Analyst, Renne Public Law Group

Employee Organizations: International Brotherhood of Electrical Workers Local Union 1245 (IBEW); Service Employees International Union Local 1021 (SEIU)

14. Meeting Adjourn:



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**INTERIM
GENERAL MANAGER**
Pamela Sloan

Greater Vallejo Recreation District Board of Directors Minutes

Thursday, June 11, 2026- 401 Amador Street, Vallejo, CA 94590
6:30 p.m. – Regular Session

1. Call to Order:

Chairperson Judt called a regular meeting of the Board of Directors of the Greater Vallejo Recreation District to order at 6:30 p.m., June 11, 2026, in the Board Room of the Greater Vallejo Recreation District Office, 401 Amador Street, Vallejo, California.

2. Pledge of Allegiance:

Chairperson Judt led the pledge of allegiance.

3. Roll Call:

Present: Chairperson Thomas Judt; Secretary Nicole Person; Director Olivia Ruiz, Director Rita Fryar

Staff: Interim General Manager, Pam Sloan; Legal Counsel, Andrew Shen; Finance Director, Noel Parkhurst; Parks and Facilities Director, Salvador Nuño; Human Resources Director Seanzell Lewis; Recreation Services Director, Antony Ryans; Board Clerk, Kimberly Pierson

Absent: Vice-Chairperson Ward Stewart

4. Approval of Agenda:

Director Person offered the motion, seconded by Director Fryar to approve the agenda Motion passed. Director Stewart was absent for the vote.

5. Public Comment: 2 Speakers-Joseph Hackett, Kristen Woods. Chairperson Judt allowed a 25-minute public comment period for item 10.3 for members of the Vallejo Aquatics Club at this time.

(Note: For matters not otherwise listed on this agenda. The Board of Directors welcomes your comments under this section but is prohibited by State Law from discussing items not listed on the agenda. Your item will be taken under consideration and may be referred to Board of Directors Committee(s) and/or Staff.) To provide an opportunity for all members of the public who wish to address the Board, a time allocation of 3 minutes for each individual speaker and 5 minutes for an individual representing an organization



6. Chairperson Opening Comments:

Chairperson Judt issued an apology to Director Fryar.

7. Committee Updates: None

The Chairperson for Standing Committees will provide any updates to the Board of Directors.

8. 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.

- 8.1 Approve Board Minutes – May 28, 2026
- 8.2 Accept Policies and Personnel Committee Minutes-May 26, 2026
- 8.3 Accept Payment of Bills 5/1/2026-5/31/2026
- 8.4 Approve 2nd Amendment with Municipal Resource Group (MRG) for Finance On-Demand Consulting Services for an Additional 85 hours of Service (\$22,100) Revised Project Total \$94,900.

Director Person offered the motion, seconded by Director Ruiz to approve the consent calendar. Motion passed. Director Stewart was absent for the vote.

9. Action Items:

- 9.1 Fee Waiver Request from 707 Week for Use of Foley Cultural Center on July 12, 2026 for the Soul Food Stroll Event-\$3514 (Ryans)

Director Judt offered the motion, seconded by Director Fryar to approve a \$3514 fee waiver for the Soul Food Stroll Event at Foley Cultural Center on July 12, 2026. Motion passed. Director Stewart was absent for the vote.

- 9.2 Discussion-Repayment of Loan-Sereno Village (Sloan)

Representatives from Sereno Village attended and informed the board they are willing to pay off the original principal plus the stated interest rate up to current day. Director Judt offered the motion, seconded by Director Person to direct the Interim General Manager and Attorney to negotiate the details and work out whatever appropriate paperwork is necessary to close out this loan and report back to the board. Motion passed. Director Stewart was absent for the vote.



9.3 Approve 2nd Amendment to Agreement with City of Vallejo for Maintenance Services of Crescent Park. (Sloan)

Representatives from the City of Vallejo attended and provided history on the current agreement. Director Judt offered the motion, seconded by Director Person to direct the Interim General Manager and Attorney to draft a very specific agreement to cover the maintenance of just this park and leave the rest open for future discussion. GVRD agreed to continue maintaining the park if the original agreement ends prior to a new agreement. Board requested to see the agreement at an upcoming meeting. Motion Passed. Director Stewart was absent for the vote.

9.4 Discussion- GVRD and City of Vallejo Collaboration Meetings (Judt)

Director Ruiz asked that Solano County be included since she was appointed by Supervisor Cassandra James. After discussion Director Judt offered the motion, seconded by Director Fryar to direct Interim General Manager and Attorney to draft a resolution to bring back before this board resolving that we seek to develop a formal relationship with City of Vallejo and Solano County regarding goal alignments and ask they reach out to each board member individually to find out any particular language they would like included. Motion passed. Director Stewart was absent for the vote.

10. Financials:

10.1 2025-26 Year End Projections-Informational Item (Parkhurst)

Finance Director Parkhurst reviewed the year end projections for fiscal year 2025-2026.

10.2 Public Input on Fiscal Year 2026-2027 Budget Priorities (Parkhurst)

Finance Director Parkhurst provided details of public outreach efforts and shared input received.

Chairperson Judt called for a 5-minute recess.

10.3 Study Session and Approval of Fiscal Year 2026-27 Preliminary Budget (Parkhurst)

Director Person offered the motion, seconded by Director Ruiz to approve the Fiscal Year 2026-2027 Preliminary Budget with the amendment suggestions made by the board:

- 1) Covering the costs for the winter closure of Cunningham Pool**
- 2) Earmarking costs for Wilson Park field lighting repairs and looking at next steps**
- 3) Board Discretionary (operations) fund: Small amount of money set aside for things like: \$10k for Late Night Basketball, funds for Chairperson Judt to attend the National Recreation and Park Association (NRPA) Annual Conference, special marketing, board recruitment and retention**



4) Community request to add basketball courts to City Park to the list

Motion passed. Director Stewart was absent for the vote.

11. Announcements and Comments from Board Members:

Director Ruiz announced she will miss the June 25th board meeting due to attending a work conference

Interim General Manager Pam Sloan:

-Announced she would be working remotely next week.

-Invited Board Member and their families to participate in the 4th of July parade

12. Executive Session: At 11:19pm Chairperson Judt announced a 5-minute recess before convening to executive session.

Conference with Labor Negotiators; pursuant to Government Code Section 54957.6

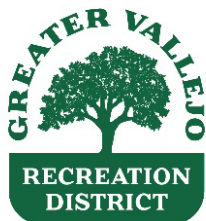
Agency Designated Representatives: Pamela Sloan, Interim General Manager; Andrew Shen, Legal Counsel; Luke Jensen, Director of Labor Relations, and Samantha Smithies, Analyst, Renne Public Law Group

Employee Organizations: International Brotherhood of Electrical Workers Local Union 1245 (IBEW); Service Employees International Union Local 1021 (SEIU)

At 11:55pm Chairperson Judt re-convened to regular session and reported the following: Direction Given.

13. Meeting Adjourn: 11:55pm

Nicole Person, Board Secretary



Agenda 9.2

BOARD COMMUNICATION

Date: June 25, 2026

TO: Board Chairperson and Directors
FROM: Noel Parkhurst, Finance Director
SUBJECT: May 31, 2026, Year To Date Financials

BACKGROUND AND SUMMARY

The Monthly Financial Report presents Year to Date Budget to Actuals for Combined Funds during the Fiscal Year 2025/26. Presented today is the Budget to Actuals through May 31, 2026, with 92% of the fiscal year completed. It is important to note that the two main apportionments for the District's larger revenue items, the Property Taxes and Measure K Special Assessment were received in December and April and are included in the May 2026 YTD revenue total. Clean up payments are expected to be received in June.

The District's General Fund Revenue through May 2026, at \$11,212,273, is 124% of the FY 25/26 budgeted revenue of \$9,024,649. The main factors came in the form of one time revenue for the District. This includes the unbudgeted revenue of \$737K in Impact Fees from the City of Vallejo, \$975K sale of the Colusa Property, and \$392K from the sale of McIntyre Ranch property.

With the unbudgeted one time revenue, the District's General Fund Cash Reserve Balance has been made whole with a balance of \$9,715,548 as of May 31, 2026. This includes the designated 15% reserve by policy and the OPEB retiree benefit reserve. This also includes \$6,397,481 in the unallocated cash reserve balance. Without these one-time funds, the District would have needed to utilize the dedicated reserve balances.

General Fund Expenditures through May totaled \$8,198,923, which is 92% of the FY 25/26 budgeted expenditures of \$8,873,628. Most of the expenditure lines were near 92% of budget, with some exceptions. Part-time Salaries were 99% of budget at \$1,757,847. This is primarily from the part-time staffing for EXLP After School program. The actual participation levels were higher than budgeted. Non-Retirement Employee Benefits were 99% of the budget at \$1,024,534 caused mostly by Workers Comp. Insurance rates being higher than budgeted. CalPERS expenses are \$508,669 through May, which is 101% of the budgeted \$504,393. This is due to the employer's contribution for part time staff members as it was not included in the budget. Computer Services, Software & Equipment expenses are only 52% of the budget \$261,912. The budget includes payments related to the Finance and HRIS ERP implementation, which payments will be made in June. Professional Services expenses at \$397,740 are about \$84K under the budget of \$482K. The main factors are the Legal Fees under budget of almost \$82K as labor negotiations are still ongoing and Security Guards Fees are under budget by \$17K. More activity is expected for these expenses in June. These lower expenses are offset by Consultant Fees expenses being over budget by \$14K.

The District's Measure K Special Assessment Revenue through May 2026 is \$2,031,957. This is 94% of the \$2,155,914 budgeted revenue. There will be clean up adjustments in June to finalize the total revenue received.

Expenditures through May 2026 for the Measure K Fund were \$1,673,375, which is 83% of the budgeted \$2,012,146. Differences between the budget and actual expenses are largely in the Facilities Maintenance Expense of \$184,167, which is 53% of the budget. There will be increased spending in June as the ADA pathway way and picnic area work at Blue Rock Springs Park is completed and paid for. Services and Supplies were at 90% of the Measure K budget of \$1,661,895. The General and Measure K Funds Combined Excess of Revenue over Expenses through May 2026 is \$3,363,901.

The District was approved for the \$7.5M Proposition 68 Grant provided by the State of California to fund the Franklin Sports Complex Project. The District was approved for and received an advance payment of \$414,056 from the grant to begin the project. The District hired CALA and Associates as the consulting Project Manager for project. The District has spent \$334,205 of the funds on the first phase of the project. The District has requested and has been approved for a second round of pre-payments from the grant. The payment is expected to arrive in the beginning of FY 2026/27. A separate fund has been created in the District's financial software to track the revenue and expenditure related to the grant and the project and is reported separately from the General and Measure K funds.

The FY 25/26 year-End projections include Actuals through May 31, 2026. The General Fund Revenue is projected at \$12,183,546 compared to the budgeted 9,024,649. In addition to actual revenue as of 05/31/26, there is an additional \$971,273 revenue projected in June. \$696,696 of this is from Intergovernmental Revenue. An additional \$126,684 is projected from Rents: Use of Facilities/ Equipment and another \$88,138 for June activity in Charges for Services.

The total projected General Fund expenses at year end are \$9,521,301. This is an additional \$1,322,378 in expenses from the 05/31/26 YTD actual expenses. Of this, \$604,662 is for Salaries and Benefits through the end of June. There is also \$376,308 in Services and Supplies. \$132,967 is projected for Computer Services, Software and Equipment. \$98K of this is related to the software implementation of Sage Intacct ERP. Lastly, there is another \$207,441 projected spend in professional services. This is mostly for expected Legal Fees and various consulting fees.

The Measure K Fund is projected to end the fiscal year balanced with a small Excess of Revenue over expenses of \$38,816. The District is projecting \$123,957 in revenue as a final clean-up of the Special Assessment revenue. There are projected expenses of \$280,523 in Services and Supplies which include PG&E, building maintenance & repairs, pool chemicals and other supplies. \$163,200 is projected for Facilities Maintenance expense, which \$138K is included for the Blue Rock Springs pathway and picnic repairs. The Total Combined General Fund and Measure K net deficiency of \$670,871 is projected for the remainder of the year. This leads to a projected Combined General and Measure K Funds total of \$2,693,030 Excess in Revenue over Expenses at the end of the year.

There is very little activity projected for the Franklin Sports Complex Fund through the end of the year. The second prepayment from Proposition 68 Grant has been approved but is not expected to arrive within FY 2025/26. One invoice for \$65K will be paid in June providing a projected fund balance of \$19,101 at the end of the year.

RECOMMENDATION

Accept the May 31, 2026, Monthly Financial Report.

DOCUMENTS AVAILABLE FOR REVIEW

Combined Budget to Actual YTD Financials through May 31, 2026

Balance Sheet as of May 31, 2026

FY 25/26 Year End Projections with May Actuals (information only)

Greater Vallejo Recreation District
 Budget to Actuals by Category
 General Fund and Measure K Combined
 As of 05/31/2026
 92% of Fiscal Year

Revenue/ Expense By Category	Preliminary FY 24/25 Y/E (Unaudited)	FY 25/26 Adopted Budget	FY 25/26 Actuals thru 05/31/26	Compared to Budget	FY 25/26 % of Budget
General Fund					
General Fund Revenue					
Property Taxes	5,965,314	6,233,769	6,212,999	(20,769)	99.7%
Intergovernmental Revenue	2,128,271	1,412,220	2,082,759	670,539	147%
Charges for Services	647,663	523,124	537,781	14,657	103%
Rents: Use of Facilities/Equipment	760,152	748,988	625,173	(123,815)	83%
Use of Money & Property (Contract Rents,Leases, Int Income)	63,512	102,548	164,833	62,285	161%
Grants	322,952	0	0	0	0%
Donations	2,000	0	41,646	41,646	0%
Other Revenue	28,557	4,000	179,894	175,894	4497%
Sale of Assets	4,275	0	1,367,188	1,367,188	0%
Total General Fund Revenue	9,922,696	9,024,649	11,212,273	2,187,624	124%
General Fund Expenses					
Full-Time Salaries	3,203,552	3,430,829	3,124,275	(306,554)	91%
Part-Time Salaries	1,810,486	1,776,565	1,757,847	(18,718)	99%
Non-Retirement Employee Benefits	830,682	1,038,443	1,024,534	(13,909)	99%
Medical Insurance - Retiree	93,649	91,350	81,552	(9,798)	89%
CalPERS	407,596	504,393	508,669	4,276	101%
Services & Supplies	830,962	877,135	829,854	(47,281)	95%
Computer Services, Software & Equipment	103,330	261,912	135,744	(126,168)	52%
County Tax Collection Fee	19,405	80,000	1,395	(78,605)	2%
Professional Services	459,584	482,000	397,740	(84,260)	83%
Facilities Maintenance Expense	0	0	6,833	6,833	0%
Other Post Employment Benefit (OPEB)	0	0	0	0	0%
Transfer to Debt Service (POB)	330,565	331,000	330,480	(520)	100%
Total General Fund Expense	8,089,811	8,873,628	8,198,923	(674,704)	92%
Total General Fund Excess (Deficiency) of Revenue Over Expense Before Capital Outlay & CIP	1,832,885	151,021	3,013,350	2,862,329	1995%
Capital Outlay & CIP	107,016	0	8,031	8,031	0%
Total Capital Outlay & CIP Expense	107,016	0	8,031	8,031	0%
Total General Fund Expense with Capital Outlay & CIP	8,196,827	8,873,628	8,206,955	(666,673)	92%
Total General Fund Excess (Deficiency) of Revenue Over Expense with Capital Outlay & CIP Expense	1,725,870	151,021	3,005,318	2,854,298	

Measure K Fund					
Measure K Revenue					

Greater Vallejo Recreation District
 Budget to Actuals by Category
 General Fund and Measure K Combined
 As of 05/31/2026
 92% of Fiscal Year

Revenue/ Expense By Category	Preliminary FY 24/25 Y/E (Unaudited)	FY 25/26 Adopted Budget	FY 25/26 Actuals thru 05/31/26	Compared to Budget	FY 25/26 % of Budget
Other Revenue	0	0	0	0	0%
Special Assessments - Measure K	2,127,405	2,155,914	2,031,957	(123,957)	94%
Total Measure K Revenue	2,127,405	2,155,914	2,031,957	(123,957)	94%
Measure K Expense					
Part-Time Salaries	0	0	0	0	0%
Non-Retirement Employee Benefits	0	0	0	0	0%
Services & Supplies	1,501,805	1,661,895	1,489,208	(172,687)	90%
Computer Services, Software & Equipment	0	0	0	0	0%
Professional Services	2,800	2,884	0	(2,884)	0%
Facilities Maintenance Expense	194,983	347,367	184,167	(163,200)	53%
Measure K Refunds	1,074	0	0	0	0%
Total Measure K Expense	1,700,662	2,012,146	1,673,375	(338,771)	83%
Capital Outlay & CIP	408,714	0	0	0	0%
Total Capital Outlay & CIP	408,714	0	0	0	0%
Total Measure K Expense with Capital Outlay & CIP	2,109,376	2,012,146	1,673,375	(338,771)	83%
Total Measure K Excess (Deficiency) of Revenue Over Expense With Capital Outlay & CIP	18,029	143,768	358,583	214,815	
Total General & Measure K Funds Combined Excess (Deficiency) of Revenue Over Expense	1,743,899	294,789	3,363,901	3,069,112	

Prop. 68 F.S.C. Revenue					
Prop. 68 F.S.C. Revenue					
Use of Money & Property (Contract Rents,Leases, Int Income)	0	0	3,750	3,750	0%
Grants	0	2,000,000	414,056	(1,585,944)	21%
Total Prop. 68 F.S.C. Revenue	0	2,000,000	417,806	(1,582,194)	21%
Prop. 68 F.S.C. Expense					
Capital Outlay & CIP	0	2,000,000	334,205	(1,665,795)	17%
Total Prop. 68 F.S.C. Expense with Capital Outlay & CIP	0	2,000,000	334,205	(1,665,795)	17%
Total Prop. 68 F.S.C. Excess (Deficiency) of Revenue Over Expense With Capital Outlay & CIP	0	0	83,601	83,601	

Greater Vallejo Recreation District
 Budget to Actuals by Department
 General Fund and Measure K Combined
 As of 05/31/2026
 92% of Fiscal Year

Revenue/Expense By Departments	Preliminary FY 24/25 Y/E (Unaudited)	FY 25/26 Adopted Budget	FY 25/26 Actuals thru 04/30/26	Compared to Budget	FY 25/26 % of Budget
General Fund					
General Fund Revenue					
001-General Support & Administration	6,052,051	6,336,317	7,905,443	1,569,127	125%
Total Administration & General Support	6,052,051	6,336,317	7,905,443	1,569,127	125%
301-Visitor Services	234,759	234,400	217,071	(17,329)	93%
310-Landscaping & Grounds	4,553	0	0	0	0%
Total Parks & Facilities	239,312	234,400	217,071	(17,329)	93%
010-Recreation Administration	2,375	4,000	600	(3,400)	15%
415-Children's Wonderland	31,845	50,398	47,381	(3,017)	94%
430-Break Camp	132,639	100,000	96,927	(3,073)	97%
450-Vallejo Community Center	153,050	137,000	132,950	(4,050)	97%
451-Foley Cultural Center	277,903	254,600	224,828	(29,772)	88%
460-Sports	122,602	71,100	117,545	46,445	165%
465-Community Events	150,321	6,500	47,466	40,966	730%
480-EXLP After School Programs	1,580,342	1,300,000	1,233,788	(66,213)	95%
481 - Before School Programs	308,384	112,520	111,853	(667)	99%
486-Teen Services	35	0	60	60	0%
487-Franklin Gym	56,927	36,000	35,372	(628)	98%
490-Adaptive Recreation	3,051	2,500	2,650	150	106%
720-North Vallejo Community Center	32,866	28,600	21,913	(6,687)	77%
721-South Vallejo Community Center	58,186	53,700	50,405	(3,295)	94%
730-Cunningham Pool	303,168	297,014	228,902	(68,112)	77%
Total Recreation	3,213,692	2,453,932	2,352,641	(101,291)	96%
906-CIP	417,642	0	737,118	737,118	0%
Total CIP	417,642	0	737,118	737,118	0%
Total General Fund Revenue	9,922,696	9,024,649	11,212,273	2,187,624	124%
General Fund Expense					
001-General Support & Administration	1,322,446	1,568,016	1,300,714	(267,302)	83%
007-Human Resources	381,232	425,433	425,208	(225)	100%
100-Finance	555,903	676,323	583,390	(92,933)	86%
Total Administration & General Support	2,259,582	2,669,771	2,309,312	(360,460)	86%
200-Park Maintenance & Development	208,646	241,883	208,233	(33,650)	86%
300-Facilities	664,227	754,880	656,549	(98,331)	87%
301-Visitor Services	110,600	156,166	121,425	(34,741)	78%
310-Landscaping & Grounds	1,313,244	1,552,964	1,341,145	(211,819)	86%
312-McIntyre Ranch	116	3,000	1,066	(1,934)	36%
Total Parks & Facilities	2,296,832	2,708,893	2,328,418	(380,475)	86%

Greater Vallejo Recreation District
 Budget to Actuals by Department
 General Fund and Measure K Combined
 As of 05/31/2026
 92% of Fiscal Year

Revenue/Expense By Departments	Preliminary FY 24/25 Y/E (Unaudited)	FY 25/26 Adopted Budget	FY 25/26 Actuals thru 04/30/26	Compared to Budget	FY 25/26 % of Budget
010-Recreation Administration	403,915	478,208	433,311	(44,897)	91%
415-Children's Wonderland	181,782	149,819	167,027	17,208	111%
430-Break Camp	235,537	181,520	182,792	1,272	101%
450-Vallejo Community Center	212,288	224,532	195,239	(29,294)	87%
451-Foley Cultural Center	280,747	323,732	271,726	(52,006)	84%
460-Sports	163,233	143,259	180,919	37,660	126%
465-Community Events	137,998	114,574	180,871	66,298	158%
480-EXLP After School Programs	763,756	812,927	910,099	97,172	112%
481 - Before School Programs	200,379	160,834	131,745	(29,089)	82%
486-Teen Services	3,909	8,971	323	(8,648)	4%
487-Franklin Gym	153,431	98,728	115,553	16,825	117%
490-Adaptive Recreation	3,828	15,726	3,035	(12,691)	19%
720-North Vallejo Community Center	50,128	70,954	57,931	(13,023)	82%
721-South Vallejo Community Center	53,943	20,548	37,303	16,756	182%
730-Cunningham Pool	688,523	690,633	693,319	2,687	100%
Total Recreation	3,533,397	3,494,963	3,561,193	66,230	102%
906-CIP	107,016	0	8,031	8,031	0%
Total CIP	107,016	0	8,031	8,031	0%
Total General Fund Expense	8,196,827	8,873,628	8,206,955	(666,673)	92%
Total General Fund Excess/ (Deficiency) of Revenue Over Expense	1,725,870	151,021	3,005,318	2,854,298	

Measure K Fund					
Measure K Revenue					
001-General Support & Administration	2,127,405	2,155,914	2,031,957	(123,957)	94%
Total Measure K Revenue	2,127,405	2,155,914	2,031,957	(123,957)	94%
Measure K Expense					
001-General Support & Administration	641,637	752,794	604,061	(148,733)	80%
100-Finance	2,800	2,884	0	(2,884)	0%
Total General Support & Administration	644,437	755,678	604,061	(151,617)	80%
300-Facilities	411,553	666,367	457,769	(208,598)	69%
310-Landscaping & Grounds	152,254	156,286	137,070	(19,216)	88%
312-McIntyre Ranch	120	0	40	40	0%
Total Facilities	563,928	822,653	594,879	(227,774)	72%

Greater Vallejo Recreation District
 Budget to Actuals by Department
 General Fund and Measure K Combined
 As of 05/31/2026
 92% of Fiscal Year

Revenue/Expense By Departments	Preliminary FY 24/25 Y/E (Unaudited)	FY 25/26 Adopted Budget	FY 25/26 Actuals thru 04/30/26	Compared to Budget	FY 25/26 % of Budget
010-Recreation Administration	0	0	0	0	0%
415-Children's Wonderland	6,925	13,596	4,143	(9,454)	30%
450-Vallejo Community Center	28,581	19,800	25,899	6,099	131%
451-Foley Cultural Center	68,925	86,000	60,130	(25,870)	70%
460-Sports	19,009	18,000	21,755	3,755	121%
465-Community Events	0	0	0	0	0%
486-Teen Services	0	0	0	0	0%
487-Franklin Gym	0	30,000	0	(30,000)	0%
490-Adaptive Recreation	0	0	0	0	0%
720-North Vallejo Community Center	15,068	21,675	12,402	(9,273)	57%
721-South Vallejo Community Center	27,211	21,000	37,029	16,029	176%
730-Cunningham Pool	326,578	223,744	313,078	89,334	140%
Total Recreation	492,297	433,815	474,435	40,620	109%
906-CIP	408,714	0	0	0	0%
Total CIP	408,714	0	0	0	0%
Total Measure K Expense	2,109,376	2,012,146	1,673,375	(338,771)	83%
Total Measure K Excess (Deficiency) of Revenue Over Expense	18,029	143,768	358,583	214,815	249%
Combined Excess (Deficiency) of Revenue Over	1,743,899	294,789	3,363,901	3,069,112	

Prop 68 Franklin Sports Complex Fund					
Prop. 68 F.S.C. Revenue					
001-General Support & Administration	0	0	3,750	3,750	0%
906-CIP	0	2,000,000	414,056	(1,585,944)	21%
Total Prop. 68 F.S.C. Revenue	0	2,000,000	417,806	(1,582,194)	21%
Prop. 68 F.S.C. Expense					
001-General Support & Administration					
906-CIP	0	2,000,000	334,205	(1,665,795)	17%
Total Prop. 68 F.S.C. Expense	0	2,000,000	334,205	(1,665,795)	17%
Total Prop. 68 F.S.C. (Deficiency) of Revenue Over Expense	0	0	83,601	83,601	0%



Greater Vallejo Recreation District
Preliminary Balance Sheet Year-to-Date
as of May 31, 2026
All Funds Combined

Assets

Cash - Solano County	5,053,462	
Cash - General Account	1,275,339	
Cash - Payroll Account	68,680	
Cash - 15% Unrestricted Reserve - Columbia	1,974,547	
Cash - Retiree Benefit Trust Fund - Five Star	1,343,520	
Cash - Prop 68 F.S.C. - Five Star	83,601	
Accounts Receivable	455,039	
Total Assets		<u><u>10,254,187</u></u>

Liabilities

Accounts Payable	176,878	
Payroll Related Payables	449,905	
Building Deposits Payable	40,385	
Total Liabilities		<u><u>667,169</u></u>

Net Assets

Fund Balance- General Unrestricted Operating Reserve	3,475,107	
Fund Balance- Measure K	(650,052)	
Fund Balance - Restricted Retiree Benefit	1,298,520	
Fund Balance - Unrestricted Designated Reserve 15%	1,932,866	
Fund Balance - Restricted Prop 68 Franklin Sports Complex Fund	83,601	
Excess Revenues Over Expenses	3,447,502	
Total Net Assets		<u><u>9,587,543</u></u>

Total Liabilities and Net Assets		<u><u>10,254,712</u></u>
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Greater Vallejo Recreation District
 Actuals Projected to Year End
 General Fund and Measure K Combined
 Actuals through 05/31/2026
 92% of Fiscal Year

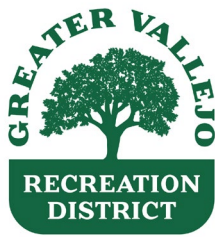
Revenue/ Expense By Category	FY 25/26 Adopted Budget	FY 25/26 Actuals thru 05/31/26	Projections	Projected Year End Totals FY 2025/26	Compared to Budget	FY 25/26 % of Budget
General Fund						
General Fund Revenue						
Property Taxes	6,233,769	6,212,999	22,988	6,235,987	2,219	100%
Intergovernmental Revenue	1,412,220	2,082,759	696,696	2,779,455	1,367,235	197%
Charges for Services	523,124	537,781	88,138	625,919	102,795	120%
Rents: Use of Facilities/Equipment	748,988	625,173	126,684	751,858	2,870	100%
Use of Money & Property (Contract Rents,Leases, Int Income)	102,548	164,833	28,766	193,598	91,050	189%
Grants	0	0	0	0	0	0%
Donations	0	41,646	0	41,646	41,646	0%
Other Revenue	4,000	179,894	5,082	184,977	180,977	4624%
Sale of Assets	0	1,367,188	2,919	1,370,106	1,370,106	0%
Total General Fund Revenue	9,024,649	11,212,273	971,273	12,183,546	3,158,897	135%
General Fund Expenses						
Full-Time Salaries	3,430,829	3,124,275	266,216	3,390,490	(40,339)	99%
Part-Time Salaries	1,798,565	1,772,547	219,113	1,991,661	193,096	111%
Non-Retirement Employee Benefits	1,038,443	1,024,534	69,529	1,094,063	55,620	105%
Medical Insurance - Retiree	91,350	81,552	7,414	88,965	(2,385)	97%
CalPERS	504,393	508,669	42,390	551,059	46,666	109%
Services & Supplies	855,135	815,154	376,308	1,191,462	336,327	139%
Computer Services, Software & Equipment	261,912	135,744	132,967	268,711	6,799	103%
County Tax Collection Fee	80,000	1,395	1,000	2,395	(77,605)	3%
Professional Services	482,000	397,740	207,441	605,181	123,181	126%
Facilities Maintenance Expense	0	6,833	0	6,833	6,833	0%
Other Post Employment Benefit (OPEB)	0	0	0	0	0	0%
Transfer to Debt Service (POB)	331,000	330,480	0	330,480	(520)	100%
Total General Fund Expense	8,873,628	8,198,923	1,322,378	9,521,301	647,673	107%
Total General Fund Excess (Deficiency) of Revenue Over Expense Before Capital Outlay & CIP	151,021	3,013,350	(351,105)	2,662,245	2,511,224	1763%
Capital Outlay & CIP	0	8,031	0	8,031	8,031	0%
Total Capital Outlay & CIP Expense	0	8,031		8,031	8,031	0%
Total General Fund Expense with Capital Outlay & CIP	8,873,628	8,206,955	1,322,378	9,529,332	655,704	107%
Total General Fund Excess (Deficiency) of Revenue Over Expense with Capital Outlay & CIP Expense	151,021	3,005,318	(351,105)	2,654,214	2,503,193	

Measure K Fund						
Measure K Revenue						
Other Revenue	0	0	0	0	0	0%
Special Assessments - Measure K	2,155,914	2,031,957	123,957	2,155,914	0	100%

Greater Vallejo Recreation District
 Actuals Projected to Year End
 General Fund and Measure K Combined
 Actuals through 05/31/2026
 92% of Fiscal Year

Revenue/ Expense By Category	FY 25/26 Adopted Budget	FY 25/26 Actuals thru 05/31/26	Projections	Projected Year End Totals FY 2025/26	Compared to Budget	FY 25/26 % of Budget
Total Measure K Revenue	2,155,914	2,031,957	123,957	2,155,914	0	100%
Measure K Expense						
Part-Time Salaries	0	0	0	0	0	0%
Non-Retirement Employee Benefits	0	0	0	0	0	0%
Services & Supplies	1,661,895	1,489,208	280,523	1,769,731	107,836	106%
Computer Services, Software & Equipment	0	0	0	0	0	0%
Professional Services	2,884	0	0	0	(2,884)	0%
Facilities Maintenance Expense	347,367	184,167	163,200	347,367	(0)	100%
Measure K Refunds	0	0	0	0	0	0%
Total Measure K Expense	2,012,146	1,673,375	443,723	2,117,098	104,951	105%
Capital Outlay & CIP	0	0	0	0	0	0%
Total Capital Outlay & CIP	0	0		0	0	0%
Total Measure K Expense with Capital Outlay & CIP	2,012,146	1,673,375	443,723	2,117,098	104,951	105%
Total Measure K Excess (Deficiency) of Revenue Over Expense With Capital Outlay & CIP	143,768	358,583	(319,766)	38,816	(104,951)	
Total General & Measure K Funds Combined Excess (Deficiency) of Revenue Over Expense	294,789	3,363,901	(670,871)	2,693,030	2,398,241	914%

Prop. 68 F.S.C. Revenue						
Prop. 68 F.S.C. Revenue						
Use of Money & Property (Contract Rents,Leases, Int Income)	0	3,750	500	4,250	4,250	0%
Grants	2,000,000	414,056	0	414,056	(1,585,944)	21%
Total Prop. 68 F.S.C. Revenue	2,000,000	417,806	500	418,306	(1,581,694)	21%
Prop. 68 F.S.C. Expense						
Capital Outlay & CIP	2,000,000	334,205	65,000	399,205	(1,600,795)	20%
Total Prop. 68 F.S.C. Expense with Capital Outlay & CIP	2,000,000	334,205	65,000	399,205	(1,600,795)	20%
Total Prop. 68 F.S.C. Excess (Deficiency) of Revenue Over Expense With Capital Outlay & CIP	0	83,601	(64,500)	19,101	19,101	



Agenda 9.3

BOARD COMMUNICATION

Date: June 25, 2026

TO: Board Chairperson and Directors
FROM: Seanzell Lewis, Human Resources Director
SUBJECT: Approve Changes to Policy 4040 Board Officers

BACKGROUND AND DISCUSSION

During Committee discussion, consideration was given to eliminating the minimum service requirement for positions on the Board. The rationale discussed was that newly elected Board Members may possess relevant professional, governance, or leadership experience that would enable them to effectively serve in a Board officer capacity, regardless of their length of service with the District.

RECOMMENDATION

Remove the years of experience requirement from Board positions.

FISCAL IMPACT

None

ALTERNATIVE CONSIDERATIONS

Alternatively, take no action, and the years of experience requirement remains in place.

ENVIRONMENTAL REVIEW

None

PROPOSED ACTION

Board Members will consider the removal of the years of experience requirement from Board positions.

DOCUMENTS AVAILABLE FOR REVIEW

Attachment A: Policy 4040-Board Officers Original Policy
Attachment B: Policy 4040-Redline Changes

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Board Officers
POLICY NUMBER: 4040

The officers of the Board shall consist of a Chairperson, a Vice-chairperson and a Secretary. The election shall take place each year at the first regular meeting held in January. Nominees for the position of Chairperson must have two (2) years experience as a Director on the Board. The terms of officers shall be for one year. Officers shall have the same rights as the other members of the Board in regards to voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

The Chairperson shall preside at all meetings of the Board, appoint committees, call special meetings when deemed necessary, execute all documents, papers and warrants on behalf of the Board, and act as liaison officer between the public and the Board. The Chairperson shall preserve order and decorum and shall decide questions of order subject to appeal to the entire Board.

The Vice-chairperson shall perform the duties of the chairperson in his/her absence. The Vice-chairperson is empowered to call special meetings of the Board upon the inability of the Chairperson to do so.

The Secretary shall keep, or cause to be kept, full and complete records of the proceedings of all meetings of the Board and give, or cause to be given, notice of all regular and special meetings. The Secretary shall attest all documents. The Secretary shall also be the clerk of the Board and shall perform all of the duties imposed by law upon the clerk. In the absence of both the Chairperson and Vice-chairperson, the Secretary will assume the duties of the Chairperson.

The Board employs legal counsel on a contract basis to advise the Board on legal questions as they arise. Legal counsel is answerable to the Board and represents the District through the Board.

- Legal counsel works on a day-to-day basis in conjunction with the General Manager.
- All questions of law requiring Board action shall be referred to the legal counsel for opinion.
- The contracting law firm shall serve as the legal counsel for the District.
- On issues outside the sphere of expertise of the contracting law firm and with the prior approval of the Board, matters may be referred to other legal firms who have the requisite knowledge.

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Board Officers
POLICY NUMBER: 4040

The officers of the Board shall consist of a Chairperson, a Vice-chairperson and a Secretary. The election shall take place each year at the first regular meeting held in January. ~~Nominees for the position of Chairperson must have two (2) years experience as a Director on the Board.~~ The terms of officers shall be for one year. Officers shall have the same rights as the other members of the Board in regards to voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

The Chairperson shall preside at all meetings of the Board, appoint committees, call special meetings when deemed necessary, execute all documents, papers and warrants on behalf of the Board, and act as liaison officer between the public and the Board. The Chairperson shall preserve order and decorum and shall decide questions of order subject to appeal to the entire Board.

The Vice-chairperson shall perform the duties of the chairperson in his/her absence. The Vice-chairperson is empowered to call special meetings of the Board upon the inability of the Chairperson to do so.

The Secretary shall keep, or cause to be kept, full and complete records of the proceedings of all meetings of the Board and give, or cause to be given, notice of all regular and special meetings. The Secretary shall attest all documents. The Secretary shall also be the clerk of the Board and shall perform all of the duties imposed by law upon the clerk. In the absence of both the Chairperson and Vice-chairperson, the Secretary will assume the duties of the Chairperson.

The Board employs legal counsel on a contract basis to advise the Board on legal questions as they arise. Legal counsel is answerable to the Board and represents the District through the Board.

- Legal counsel works on a day-to-day basis in conjunction with the General Manager.
- All questions of law requiring Board action shall be referred to the legal counsel for opinion.
- The contracting law firm shall serve as the legal counsel for the District.
- On issues outside the sphere of expertise of the contracting law firm and with the prior approval of the Board, matters may be referred to other legal firms who have the requisite knowledge.



Agenda 9.4

BOARD COMMUNICATION

Date: June 25, 2026

TO: Board Chairperson and Directors

FROM: Seanzell Lewis, Human Resources Director

SUBJECT: Approve Changes to Policy 5020 Conducting Board Meetings

BACKGROUND AND DISCUSSION

The Committee discussed proposed revisions intended to promote meeting efficiency, ensure equitable participation opportunities, and maintain orderly conduct during public comment. The proposed amendment would standardize public comment time limits by establishing a three (3) minute speaking limit for all speakers, regardless of organizational affiliation or representation.

RECOMMENDATION

Approve the proposed amendment standardizing public comment time limits to promote meeting efficiency, consistency, and equitable participation opportunities for all speakers.

FISCAL IMPACT

None

ALTERNATIVE CONSIDERATIONS

Maintain the existing public comment time limits and take no action on the proposed amendment.

ENVIRONMENTAL REVIEW

None

PROPOSED ACTION

Approve the proposed revisions to Policy 5020 – Conducting Board Meetings, including the establishment of a standardized three (3) minute public comment time limit for all speakers.

DOCUMENTS AVAILABLE FOR REVIEW

Attachment A: Policy Number 5020 – Conducting Board Meetings

Attachment B: Policy 5020-Redline Changes

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Conducting Board Meetings
POLICY NUMBER: 5020

Meetings of the Board of Directors shall be conducted by the Chairperson in a manner consistent with the policies of the District. Policy No. 5060, "Rules of Order for Board and Committee Meetings", shall be used as a general guideline for meeting protocol.

All Board meetings shall commence at the time stated on the agenda and shall be guided by same.

The conduct of meetings shall, to the fullest possible extent, enable Directors to:

- Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems; and,
- Obtain input from the community; and
- Receive, consider and take any needed action with respect to reports of accomplishment of District operations.

Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Directors, shall be as followed:

- Three minutes may be allotted to each speaker or five minutes for a spokesperson for an organization with a maximum of 20 minutes to each subject matter.
- No boisterous conduct shall be permitted at any Board meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address.
- No oral presentation shall include charges or complaints against any District employee, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify. All charges or complaints against employees shall be submitted to the Board of Directors under provisions contained in Policy #1030.

Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the Chairperson finds that there is in fact willful disruption of any meeting of the Board, he/she may order the room cleared and subsequently conduct the Board's business without the audience present. In such an event, only matters appearing on the agenda may be considered in such a session.

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Conducting Board Meetings
POLICY NUMBER: 5020

Meetings of the Board of Directors shall be conducted by the Chairperson in a manner consistent with the policies of the District. Policy No. 5060, "Rules of Order for Board and Committee Meetings", shall be used as a general guideline for meeting protocol.

All Board meetings shall commence at the time stated on the agenda and shall be guided by same.

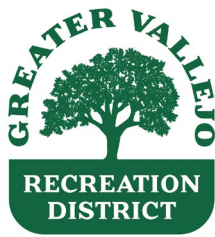
The conduct of meetings shall, to the fullest possible extent, enable Directors to:

- Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems; and,
- Obtain input from the community; and
- Receive, consider and take any needed action with respect to reports of accomplishment of District operations.

Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Directors, shall be as followed:

- Three minutes may be allotted to each speaker ~~or five minutes for a spokesperson for an organization~~ with a maximum of 20 minutes to each subject matter.
- No boisterous conduct shall be permitted at any Board meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address.
- No oral presentation shall include charges or complaints against any District employee, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify. All charges or complaints against employees shall be submitted to the Board of Directors under provisions contained in Policy #1030.

Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the Chairperson finds that there is in fact willful disruption of any meeting of the Board, he/she may order the room cleared and subsequently conduct the Board's business without the audience present. In such an event, only matters appearing on the agenda may be considered in such a session.



Agenda 9.5

BOARD COMMUNICATION

Date: June 25, 2026

TO: Board Chairperson and Directors

FROM: Seanzell Lewis, Human Resources Director

SUBJECT: Policy 3074: Fee Waiver for Community Organizations

BACKGROUND AND DISCUSSION

The Policy and Personnel Committee reviewed a proposed new policy intended to establish a consistent framework for evaluating requests for fee reductions or waivers associated with the use of District facilities, parks, programs, and services. The proposed policy is designed to provide fiscally responsible and equitable guidelines for considering such requests while balancing community access with the District's responsibility to effectively manage public resources. Discussion focused on supporting community partnerships and community-based programming opportunities while ensuring responsible stewardship of District facilities, resources, and public funds.

RECOMMENDATION

The Policy and Personnel Committee recommends that the Board of Directors approve and adopt Policy 3074, Fee Reduction and Waiver Requests, as presented.

FISCAL IMPACT

Adoption of Policy 3074 may result in reduced revenue associated with the use of District facilities, parks, programs, and services when fee reductions or waivers are approved. The policy provides a structured review and approval process intended to balance community benefit with responsible stewardship of public resources. Fiscal impacts will vary based on approved requests and will be evaluated as part of the policy's implementation.

ALTERNATIVE CONSIDERATIONS

- Revise the proposed policy and return with recommended modifications for future review and consideration.
- Reject the adoption of the proposed policy and utilize current procedures for evaluating fee reduction and waiver requests.

ENVIRONMENTAL REVIEW

None

PROPOSED ACTION

Approve the proposed Policy 3074, Fee Reduction and Waiver Requests, establishing guidelines for the evaluation and approval of fee reduction and waiver requests related to the use of District facilities, parks, and services..

DOCUMENTS AVAILABLE FOR REVIEW

Attachment A: "NEW" Policy Number 3074-Fee Waiver for Community Organizations

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Fee Waiver for Community Organizations
POLICY NUMBER: 3074

PURPOSE

The purpose of this policy is to establish fiscally responsible and equitable guidelines for evaluating and approving requests for the reduction or waiver of fees associated with the use of Greater Vallejo Recreation District (GVRD) facilities, parks, and services.

This policy supports partnerships and community-based programming while ensuring responsible stewardship of District resources, facilities, and public funds.

POLICY

GVRD recognizes the value of collaborating with community organizations, non-profits, and public agencies to provide programs and services that benefit residents of the City of Vallejo.

Fees for facility use, permits, and services are established to recover operational costs. Fee waivers may be granted when the proposed use demonstrates a clear community benefit and aligns with the District's mission, vision, and strategic priorities.

All facility use remains subject to availability and shall not supersede District programs, services, or prior commitments.

APPROVAL AUTHORITY

General Manager Authority:

The General Manager is authorized to approve fee waivers up to 50% of eligible fees.

Board of Directors Authority: Any request exceeding 50%, including 100% fee waivers, must be approved by a majority vote of the Board of Directors.

This policy supports partnerships and community-based programming while ensuring responsible stewardship of District resources, facilities, and public funds .

ELIGIBILITY

Fee waivers may be considered for organizations or events that meet one or more of the following:

1. Non-Profit Organizations (501(c)(3)) serving the Vallejo community
2. Government Agencies providing services aligned with public benefit
3. Official GVRD Partners or Co-Sponsored Events

4. Community-Based Organizations demonstrating measurable community impact

To qualify, the event/program must:

- Be open to the public
- Provide a direct benefit to Vallejo residents
- Align with GVRD's mission and program goals
- No conflict with existing District operations

ELIGIBLE AND NON-ELIGIBLE FEES

Fees Eligible for Waiver:

- Facility rental fees
- Application and administrative fees
- Permit fees

Fees NOT Eligible for Waiver:

- Staffing and labor costs (including overtime)
- Security services
- Utilities and maintenance costs
- Custodial and setup/breakdown costs
- Deposits and damage fees
- Insurance, permits, or regulatory fees

INELIGIBLE USES

Fee waivers will not be granted for:

- Private parties or social gatherings
- Commercial or for-profit events
- Events not open to the public
- Political or campaign-related activities
- Religious services
- Events that do not demonstrate community benefit
- Organizations not in good standing with GVRD

APPLICATION & REVIEW PROCESS

Application Requirements:

Applicants must submit:

- Completed facility reservation and fee waiver request
- Proof of nonprofit or organizational status (if applicable)
- Event description and community impact statement
- Budget and financial need justification
- Insurance documentation

Applications must be submitted by an authorized representative.

BOARD PRESENTATION PROCESS & REQUIREMENTS

A formal presentation to the Board of Directors is required for any fee waiver request exceeding the General Manager's authority.

Submission Timeline:

- Requests must be submitted no less than 45 days prior to the event date(s)

Required Documentation:

- Formal letter on organizational letterhead including:
 - Organization overview and leadership
 - Event description
 - Community benefit/impact
 - Total requested fee waiver amount (facility, staffing, etc.)

Eligibility Guidelines:

- Organizations may not have received a fee waiver within the same fiscal year
- Limited to two (2) fee waivers per fiscal year, or totaling no more than \$5,000.

Board Meeting Expectations:

- Presentation must not exceed 15 minutes total, including:
 - Presentation
 - Board questions
 - Public comment

REVIEW CRITERIA

Requests will be evaluated based on:

Community Benefit

- Demonstrated impact to Vallejo residents
- Accessibility and inclusivity of event

Organizational Capacity

- Experience hosting similar events
- Financial need and sustainability

Program Alignment

- Alignment with GVRD goals and services
- Unique or supplemental benefit to existing programming

Operational Impact

- Level of impact on District facilities and staffing
- Ability to offset costs through volunteers or partnerships

MARKETING & SPONSORSHIP REQUIREMENTS

As a condition of any approved fee waiver:

- GVRD must be listed as a sponsor on all marketing materials
- The District's official logo must be included

- Branding guidelines will be provided upon approval

POST-EVENT REQUIREMENTS

Within 45 days of the event, recipients must submit:

- Attendance numbers
- Summary of event outcomes
- Financial summary (if applicable)
- Description of community impact

Failure to comply may result in denial of future requests.

ENFORCEMENT

Failure to adhere to this policy, including cancellation timelines or misrepresentation of information, may result in:

- Denial of current or future fee waivers
- Suspension of facility use privileges

DRAFT

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Rules of Order for Board and Committee Meetings
POLICY NUMBER: 5060

Action items shall be brought before and considered by the Board by motion in accordance with this policy. The Board conducts its meetings under ~~formalized rules – Robert’s Rosenberg’s~~ Rules of Order, except that no second shall be required for any motion.

Any Director desiring to speak should address the Chairperson and, upon recognition by the Chairperson, may address the subject under discussion.

Any Director, including the Chairperson, may make ~~or second~~ a motion. A motion shall be brought and considered as follows:

- A Director makes a motion, ~~;~~ another Director seconds the motion; and the Chairperson states the motion.
- Once the motion has been stated by the Chairperson, it is open to discussion and debate. After the matter has been fully debated, and after the public in attendance has had an opportunity to comment, the Chairperson will call for the vote.
- If the public in attendance has had an opportunity to comment on the proposed action, any Director may move to immediately bring the question being debated to a vote, suspending any further debate. The motion must be made, ~~seconded~~, and approved by a majority vote of the Board.

~~Secondary Motions. Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions and business are considered. There are a few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.~~

~~Motion to Amend. A main motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second.~~

~~Motion to Table. A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.~~

~~Motion to Postpone. A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.~~

~~Motion to Refer to Committee.~~ A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.

~~Motion to Close Debate and Vote Immediately.~~ As provided above, any Director may move to close debate and immediately vote on a main motion.

~~Motion to Adjourn.~~ A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

The Chairperson shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. ~~The Chairperson may eject any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the Chairperson, or otherwise disrupting the meeting or hearing.~~ The Chairperson may also declare a short recess during any meeting.

The Chairperson may order an individual to be removed from a meeting when the individual is engaging in behavior that constitutes use of force or a "true threat of force," meaning a threat that has sufficient indicia of intent and seriousness that a reasonable observer would perceive it to be an actual threat to use force by the person making the threat.

The Chairperson may order an individual to be removed from a meeting when the individual is engaging in behavior that disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting, which may include, but is not limited to, failing to comply with these Rules of Order. Prior to removal, the Chairperson shall warn the individual that their behavior is disrupting the meeting. The Chairperson shall hold the speaker's time and the speaker may resume speaking after the Chairperson's warning. If the individual continues to disrupt, disturb, or impede the orderly conduct of the meeting, the Chairperson may prohibit the speaker from further comment or may order the speaker to be removed from the meeting.

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Rules of Order for Board and Committee Meetings
POLICY NUMBER: 5060

Action items shall be brought before and considered by the Board by motion in accordance with this policy. The Board conducts its meetings under Rosenberg's Rules of Order, except that no second shall be required for any motion.

Any Director desiring to speak should address the Chairperson and, upon recognition by the Chairperson, may address the subject under discussion.

Any Director, including the Chairperson, may make a motion. A motion shall be brought and considered as follows:

- A Director makes a motion, and the Chairperson states the motion.
- Once the motion has been stated by the Chairperson, it is open to discussion and debate. After the matter has been fully debated, and after the public in attendance has had an opportunity to comment, the Chairperson will call for the vote.
- If the public in attendance has had an opportunity to comment on the proposed action, any Director may move to immediately bring the question being debated to a vote, suspending any further debate. The motion must be made and approved by a majority vote of the Board.

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orderly conduct of the meeting, the Chairperson may prohibit the speaker from further comment or may order the speaker to be removed from the meeting.

DRAFT



Rosenberg's Rules of Order

REVISED 2011

Simple Rules of Parliamentary Procedure for the 21st Century

By Judge Dave Rosenberg



MISSION AND CORE BELIEFS

To expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

VISION

To be recognized and respected as the leading advocate for the common interests of California's cities.

About the League of California Cities

Established in 1898, the League of California Cities is a member organization that represents California's incorporated cities. The League strives to protect the local authority and autonomy of city government and help California's cities effectively serve their residents. In addition to advocating on cities' behalf at the state capitol, the League provides its members with professional development programs and information resources, conducts education conferences and research, and publishes Western City magazine.

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ABOUT THE AUTHOR

Dave Rosenberg is a Superior Court Judge in Yolo County. He has served as presiding judge of his court, and as presiding judge of the Superior Court Appellate Division. He also has served as chair of the Trial Court Presiding Judges Advisory Committee (the committee composed of all 58 California presiding judges) and as an advisory member of the California Judicial Council. Prior to his appointment to the bench, Rosenberg was member of the Yolo County Board of Supervisors, where he served two terms as chair. Rosenberg also served on the Davis City Council, including two terms as mayor. He has served on the senior staff of two governors, and worked for 19 years in private law practice. Rosenberg has served as a member and chair of numerous state, regional and local boards. Rosenberg chaired the California State Lottery Commission, the California Victim Compensation and Government Claims Board, the Yolo-Solano Air Quality Management District, the Yolo County Economic Development Commission, and the Yolo County Criminal Justice Cabinet. For many years, he has taught classes on parliamentary procedure and has served as parliamentarian for large and small bodies.



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INTRODUCTION

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules — *Robert's Rules of Order* — which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time and for another purpose. If one is chairing or running a parliament, then *Robert's Rules of Order* is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of say, a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of *Rosenberg's Rules of Order*.

What follows is my version of the rules of parliamentary procedure, based on my decades of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed. Interestingly enough, *Rosenberg's Rules* has found a welcoming audience. Hundreds of cities, counties, special districts, committees, boards, commissions, neighborhood associations and private corporations and companies have adopted *Rosenberg's Rules* in lieu of *Robert's Rules* because they have found them practical, logical, simple, easy to learn and user friendly.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars:

1. **Rules should establish order.** The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.
2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate.
3. **Rules should be user friendly.** That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, while fully participating in the process.

Establishing a Quorum

The starting point for a meeting is the establishment of a quorum. A quorum is defined as the minimum number of members of the body who must be present at a meeting for business to be legally transacted. The default rule is that a quorum is one more than half the body. For example, in a five-member body a quorum is three. When the body has three members present, it can legally transact business. If the body has less than a quorum of members present, it cannot legally transact business. And even if the body has a quorum to begin the meeting, the body can lose the quorum during the meeting when a member departs (or even when a member leaves the dais). When that occurs the body loses its ability to transact business until and unless a quorum is reestablished.

The default rule, identified above, however, gives way to a specific rule of the body that establishes a quorum. For example, the rules of a particular five-member body may indicate that a quorum is four members for that particular body. The body must follow the rules it has established for its quorum. In the absence of such a specific rule, the quorum is one more than half the members of the body.

The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the chair of the body who is charged with applying the rules of conduct of the meeting. The chair should be well versed in those rules. For all intents and purposes, the chair makes the final ruling on the rules every time the chair states an action. In fact, all decisions by the chair are final unless overruled by the body itself.

Since the chair runs the conduct of the meeting, it is usual courtesy for the chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the chair should not participate in the debate or discussion. To the contrary, as a member of the body, the chair has the full right to participate in the debate, discussion and decision-making of the body. What the chair should do, however, is strive to be the last to speak at the discussion and debate stage. The chair should not make or second a motion unless the chair is convinced that no other member of the body will do so at that point in time.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. Each agenda item can be handled by the chair in the following basic format:

First, the chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The chair should then announce the format (which follows) that will be followed in considering the agenda item.

Second, following that agenda format, the chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

Third, the chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

Fourth, the chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of public speakers. At the conclusion of the public comments, the chair should announce that public input has concluded (or the public hearing, as the case may be, is closed).

Fifth, the chair should invite a motion. The chair should announce the name of the member of the body who makes the motion.

Sixth, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member of the body who seconds the motion. It is normally good practice for a motion to require a second before proceeding to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the chair.

Seventh, if the motion is made and seconded, the chair should make sure everyone understands the motion.

This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

Ninth, the chair takes a vote. Simply asking for the “ayes” and then asking for the “nays” normally does this. If members of the body do not vote, then they “abstain.” Unless the rules of the body provide otherwise (or unless a super majority is required as delineated later in these rules), then a simple majority (as defined in law or the rules of the body as delineated later in these rules) determines whether the motion passes or is defeated.

Tenth, the chair should announce the result of the vote and what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: “The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring a 10-day notice for all future meetings of this body.”

Motions in General

Motions are the vehicles for decision making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member’s desired approach with the words “I move . . .”

A typical motion might be: “I move that we give a 10-day notice in the future for all our meetings.”

The chair usually initiates the motion in one of three ways:

1. **Inviting the members of the body to make a motion**, for example, “A motion at this time would be in order.”
2. **Suggesting a motion to the members of the body**, “A motion would be in order that we give a 10-day notice in the future for all our meetings.”
3. **Making the motion**. As noted, the chair has every right as a member of the body to make a motion, but should normally do so only if the chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

The basic motion. The basic motion is the one that puts forward a decision for the body’s consideration. A basic motion might be: “I move that we create a five-member committee to plan and put on our annual fundraiser.”

The motion to amend. If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: “I move that we amend the motion to have a 10-member committee.” A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

The substitute motion. If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: “I move a substitute motion that we cancel the annual fundraiser this year.”

“Motions to amend” and “substitute motions” are often confused, but they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a “motion to amend” or a “substitute motion” is left to the chair. So if a member makes what that member calls a “motion to amend,” but the chair determines that it is really a “substitute motion,” then the chair’s designation governs.

A “friendly amendment” is a practical parliamentary tool that is simple, informal, saves time and avoids bogging a meeting down with numerous formal motions. It works in the following way: In the discussion on a pending motion, it may appear that a change to the motion is desirable or may win support for the motion from some members. When that happens, a member who has the floor may simply say, “I want to suggest a friendly amendment to the motion.” The member suggests the friendly amendment, and if the maker and the person who seconded the motion pending on the floor accepts the friendly amendment, that now becomes the pending motion on the floor. If either the maker or the person who seconded rejects the proposed friendly amendment, then the proposer can formally move to amend.

Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The chair can reject a fourth motion until the chair has dealt with the three that are on the floor and has resolved them. This rule has practical value. More than three motions on the floor at any given time is confusing and unwieldy for almost everyone, including the chair.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed *first* on the *last* motion that is made. For example, assume the first motion is a basic “motion to have a five-member committee to plan and put on our annual fundraiser.” During the discussion of this motion, a member might make a second motion to “amend the main motion to have a 10-member committee, not a five-member committee to plan and put on our annual fundraiser.” And perhaps, during that discussion, a member makes yet a third motion as a “substitute motion that we not have an annual fundraiser this year.” The proper procedure would be as follows:

First, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passed*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions.

Second, if the substitute motion *failed*, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would then move to consider the main motion (the first motion) as *amended*. If the motion to amend *failed*, the chair would then move to consider the main motion (the first motion) in its original format, not amended.

Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee), or if *amended*, would be in its amended format (10-member committee). The question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

Motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

Motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

Motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: “I move we adjourn this meeting at midnight.” It requires a simple majority vote.

Motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on “hold.” The motion can contain a specific time in which the item can come back to the body. “I move we table this item until our regular meeting in October.” Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

Motion to limit debate. The most common form of this motion is to say, “I move the previous question” or “I move the question” or “I call the question” or sometimes someone simply shouts out “question.” As a practical matter, when a member calls out one of these phrases, the chair can expedite matters by treating it as a “request” rather than as a formal motion. The chair can simply inquire of the body, “any further discussion?” If no one wishes to have further discussion, then the chair can go right to the pending motion that is on the floor. However, if even one person wishes to discuss the pending motion further, then at that point, the chair should treat the call for the “question” as a formal motion, and proceed to it.

When a member of the body makes such a motion (“I move the previous question”), the member is really saying: “I’ve had enough debate. Let’s get on with the vote.” When such a motion is made, the chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body.

NOTE: A motion to limit debate could include a time limit. For example: “I move we limit debate on this agenda item to 15 minutes.” Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

Majority and Super Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super majority) to pass:

Motion to limit debate. Whether a member says, “I move the previous question,” or “I move the question,” or “I call the question,” or “I move to limit debate,” it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

Motion to close nominations. When choosing officers of the body (such as the chair), nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers and it requires a two-thirds vote to pass.

Motion to object to the consideration of a question. Normally, such a motion is unnecessary since the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

Counting Votes

The matter of counting votes starts simple, but can become complicated.

Usually, it’s pretty easy to determine whether a particular motion passed or whether it was defeated. If a simple majority vote is needed to pass a motion, then one vote more than 50 percent of the body is required. For example, in a five-member body, if the vote is three in favor and two opposed, the motion passes. If it is two in favor and three opposed, the motion is defeated.

If a two-thirds majority vote is needed to pass a motion, then how many affirmative votes are required? The simple rule of thumb is to count the “no” votes and double that count to determine how many “yes” votes are needed to pass a particular motion. For example, in a seven-member body, if two members vote “no” then the “yes” vote of at least four members is required to achieve a two-thirds majority vote to pass the motion.

What about tie votes? In the event of a tie, the motion always fails since an affirmative vote is required to pass any motion. For example, in a five-member body, if the vote is two in favor and two opposed, with one member absent, the motion is defeated.

Vote counting starts to become complicated when members vote “abstain” or in the case of a written ballot, cast a blank (or unreadable) ballot. Do these votes count, and if so, how does one count them? The starting point is always to check the statutes.

In California, for example, for an action of a board of supervisors to be valid and binding, the action must be approved by a majority of the board. (California Government Code Section 25005.) Typically, this means three of the five members of the board must vote affirmatively in favor of the action. A vote of 2-1 would not be sufficient. A vote of 3-0 with two abstentions would be sufficient. In general law cities in

California, as another example, resolutions or orders for the payment of money and all ordinances require a recorded vote of the total members of the city council. (California Government Code Section 36936.) Cities with charters may prescribe their own vote requirements. Local elected officials are always well-advised to consult with their local agency counsel on how state law may affect the vote count.

After consulting state statutes, step number two is to check the rules of the body. If the rules of the body say that you count votes of “those present” then you treat abstentions one way. However, if the rules of the body say that you count the votes of those “present and voting,” then you treat abstentions a different way. And if the rules of the body are silent on the subject, then the general rule of thumb (and default rule) is that you count all votes that are “present and voting.”

Accordingly, under the “present and voting” system, you would **NOT** count abstention votes on the motion. Members who abstain are counted for purposes of determining quorum (they are “present”), but you treat the abstention votes on the motion as if they did not exist (they are not “voting”). On the other hand, if the rules of the body specifically say that you count votes of those “present” then you **DO** count abstention votes both in establishing the quorum and on the motion. In this event, the abstention votes act just like “no” votes.

How does this work in practice?

Here are a few examples.

Assume that a five-member city council is voting on a motion that requires a simple majority vote to pass, and assume further that the body has no specific rule on counting votes. Accordingly, the default rule kicks in and we count all votes of members that are “present and voting.” If the vote on the motion is 3-2, the motion passes. If the motion is 2-2 with one abstention, the motion fails.

Assume a five-member city council voting on a motion that requires a two-thirds majority vote to pass, and further assume that the body has no specific rule on counting votes. Again, the default rule applies. If the vote is 3-2, the motion fails for lack of a two-thirds majority. If the vote is 4-1, the motion passes with a clear two-thirds majority. A vote of three “yes,” one “no” and one “abstain” also results in passage of the motion. Once again, the abstention is counted only for the purpose of determining quorum, but on the actual vote on the motion, it is as if the abstention vote never existed — so an effective 3-1 vote is clearly a two-thirds majority vote.

Now, change the scenario slightly. Assume the same five-member city council voting on a motion that requires a two-thirds majority vote to pass, but now assume that the body **DOES** have a specific rule requiring a two-thirds vote of members “present.” Under this specific rule, we must count the members present not only for quorum but also for the motion. In this scenario, any abstention has the same force and effect as if it were a “no” vote. Accordingly, if the votes were three “yes,” one “no” and one “abstain,” then the motion fails. The abstention in this case is treated like a “no” vote and effective vote of 3-2 is not enough to pass two-thirds majority muster.

Now, exactly how does a member cast an “abstention” vote?

Any time a member votes “abstain” or says, “I abstain,” that is an abstention. However, if a member votes “present” that is also treated as an abstention (the member is essentially saying, “Count me for purposes of a quorum, but my vote on the issue is abstain.”) In fact, any manifestation of intention not to vote either “yes” or “no” on the pending motion may be treated by the chair as an abstention. If written ballots are cast, a blank or unreadable ballot is counted as an abstention as well.

Can a member vote “absent” or “count me as absent?” Interesting question. The ruling on this is up to the chair. The better approach is for the chair to count this as if the member had left his/her chair and is actually “absent.” That, of course, affects the quorum. However, the chair may also treat this as a vote to abstain, particularly if the person does not actually leave the dais.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself; the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to consider is made and passed.

A motion to reconsider requires a majority vote to pass like other garden-variety motions, but there are two special rules that apply only to the motion to reconsider.

First, is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body — including a member who voted in the minority on the original motion — may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is “no.” There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be, “point of privilege.” The chair would then ask the interrupter to “state your point.” Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person’s ability to hear.

Order. The proper interruption would be, “point of order.” Again, the chair would ask the interrupter to “state your point.” Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, “return to the agenda.” If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair’s determination may be appealed.

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Special Notes About Public Input

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.



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V. Rights of the Public at Meetings (continued)

Public Access to Meeting Records

The public has the right to review agendas and documents and other writings distributed to a majority of the legislative body (except for privileged documents). A fee or deposit may be charged for a copy of these public records.⁵⁹ See *Compliance Tip on Page 18 for more information.*



Compliance Tip

With the advent of digital files, most agencies maintain copies of meeting recordings on their website, either permanently or for an extended period of time, to ensure continued public access and as an aid for reminding officials and staff precisely what transpired in such meetings.

Public Participation

A regular meeting agenda must allow an opportunity for members of the public to speak on any item of interest, so long as the item is within the subject matter jurisdiction of the legislative body.⁶⁶

The public must be allowed to speak on a specific item of business before or during the legislative body's consideration of it.⁶⁷ However, an agenda need not provide an opportunity for members of the public to address the legislative body on any item that has already been considered by a committee, composed exclusively of members of the legislative body, at a public meeting where members of the public were given the opportunity to address the committee on the item, before or during the committee's consideration of the item. This shall not apply in some circumstances, such as when the item has been substantially changed since the committee heard the item, or if the committee members did not participate from a singular location when considering the item. Every notice for a *special* meeting shall provide an opportunity for members of the public to directly address the legislative body concerning any item that has been described in the notice for the meeting before or during consideration of that item.¹²⁵

V. Rights of the Public at Meetings (continued)

Public Conduct

Disturbances. The legislative body may remove any person from a meeting who willfully interrupts the proceedings. Removal is only justified, however, when an audience member actually disrupts the meeting.⁷¹ If order still cannot be restored, the meeting room may be cleared.⁷² Members of the news media who have not participated in the disturbance must be allowed to continue to attend the meeting. The legislative body may also re-admit individuals not responsible for the disturbance.⁷³ The authority of a legislative body to remove a person who disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting shall apply to members of the public participating in a meeting via two-way telephonic service or two-way audiovisual platform.¹²⁶

Removal of disruptive individuals. The presiding member of the legislative body conducting a meeting or their designee may remove, or cause the removal of, an individual for disrupting the meeting if, prior to removing the individual, the presiding member or their designee warns the individual that their behavior is disrupting the meeting and that their failure to cease their behavior may result in their removal. The presiding member or their designee may then remove the

individual if they do not promptly cease their disruptive behavior.

“Disrupting” means engaging in behavior during a meeting of a legislative body that actually disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting and includes, but is not limited to, one of the following:

1. A failure to comply with reasonable and lawful regulations adopted by a legislative body pursuant to Section 54954.3 or any other law.
2. Engaging in behavior that constitutes use of force or a true threat of force.

No warning is required if the individual is engaging in behavior that constitutes use of force or a true threat of force. “True threat of force” is defined to mean a threat that has sufficient indicia of intent and seriousness, that a reasonable observer would perceive it to be an actual threat to use force by the person making the threat.¹²⁰

Non-disruptive criticism. The legislative body cannot prohibit public criticism of policies, procedures, programs, or services of the agency or the acts or omissions of the legislative body itself.⁷⁴ Expressions of opposition to actions of the district (provided they are not overly disruptive) constitute protected speech.⁷⁵

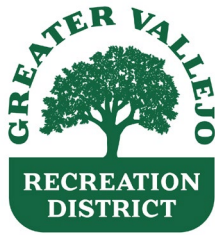


Compliance Tip

If a closed session is held before the start of the regular open session agenda, the public must be provided an opportunity to address the legislative body on any closed session item before the legislative body adjourns to closed session.

The legislative body may adopt reasonable regulations, including time limits, on public comments (e.g., 3-5 minutes/speaker).⁶⁸ However, when a legislative body limits time for public comment, the legislative body must provide at least twice the allotted time to a member of the public who utilizes a translator to ensure that non-English speakers receive the same opportunity to directly address the legislative body.⁶⁹

The public is allowed to use audio or video tape recorders or still or motion picture cameras at an open meeting, absent a reasonable finding by the legislative body that such recording, if continued, would persistently disrupt the proceedings due to noise, illumination, or obstruction of view.⁷⁰



Agenda 10

BOARD COMMUNICATION

Date: June 25, 2026

TO: Board Chairperson and Directors

FROM: Pam Sloan, Interim General Manager

SUBJECT: Approve contract with Municipal Resources Group (MRG) to provide Finance Assistance Consulting Services beginning July 1, 2026.

BACKGROUND AND DISCUSSION

MRG has provided finance on demand support for a wide range of projects since 2023. The district still has high priority projects that would benefit from additional finance support in the upcoming fiscal year.

The proposed scope of work includes the following categories for Finance Consulting Services:

- General Finance Advice and Consultation
- Monthly Financial Reporting
- Year-End Close and Audit Preparation
- Assistance in Review and Reconciling Outstanding Federal and State Payroll Tax Payments
- Assist with New Finance and HRIS Software implementation
- Assist with Policy and Procedures
- Organization Assessment/Change Management

Project fees will be invoiced at \$275 per hour for professional consulting services up to 300 hours, plus expenses not to exceed \$78,000.

COMMITTEE REVIEW

None

RECOMMENDATION

Staff recommend that the Board approve the Agreement with MRG for Finance Assistance Consulting Services for Fiscal Year 2026-27.

DOCUMENTS AVAILABLE FOR REVIEW

Attachment A: MRG Engagement Letter for Finance Consulting Services July 1, 2026-June 30, 2027

Attachment B: Scope of Work



May 28, 2026

Pamlea Sloan, Interim General Manager
Greater Vallejo Recreation District
395 Amador Street
Vallejo, CA 94590

Re: Finance Assistance Consulting Services

Dear Ms. Sloan:

Thank you for engaging Municipal Resource Group LLC (MRG) to provide Finance Assistance Consulting Services to the Greater Vallejo Recreation District (GVRD). Services will begin on July 1, 2026, through June 30, 2027.

To authorize and approve the included scope of work, please sign the engagement letter and return a copy to dbirchell@solutions-mrg.com for our records.

We look forward to collaborating with you!

Sincerely,

A handwritten signature in black ink, appearing to read "Jessica Deakyne", written in a cursive style.

Jessica Deakyne, COO
MRG, LLC
(949) 278-3412
ideakyne@solutions-mrg.com

I have read and understood this engagement letter. I hereby confirm MRG's engagement to provide professional consulting services in accordance with its terms.

Pamlea Sloan, Interim General Manager

Date

Greater Vallejo Recreation District Scope of Work

MRG proposes to provide the Greater Vallejo Recreation District with Finance Assistance Consulting Services for the Fiscal year 26/27, to be performed by our team of qualified Consultants. We can assist with virtually any Finance issue, including year-end close and audit preparation, general ledger reconciliations, budget development and reporting, financial reporting and analysis, forecasting, cash flow projections, capital planning, grant reporting, software transitions, policies and procedures, chart of accounts, department assessment, internal control and process review, team support, staff development programs, training, and coaching. MRG team members have led successful public-sector finance efforts and fully understand the real-world challenges agencies face.

We are flexible. If our project's core team does not include the technical experience of a department, we will augment the team as needed. We can easily zero in on a particular service or function.

We have a strong bias toward creating a sustainable organization versus one supported by consultants. Toward this end, we would promote consultants who collaborate with staff and do not work exclusively for staff.

Serving as a trusted advisor to the Finance Director and Executive Leadership, MRG Consultants will provide guidance on simple to more complex financial related issues on a regular basis

Finance Assistance Consulting Services

1. General Financial Advice and Consultation:
 - Provide comprehensive advice, guidance, and support across various finance functions.
 - Assist with the effective management of finance operations and alignment with strategic objectives.
2. Monthly Financial Reporting:
 - Assist with revamping monthly financial reports for the District Board and Department Directors that provide meaningful financial information and government standard reports.
 - Assist in the preparation of long-range financial forecast reports for the District Board.
3. Year-End Close and Audit Preparation:
 - Assist in the development and review of items requested by the District Auditor for the FY Financial Audit.
 - Assist with setting up additional funds and general ledger accounts needed for the year-end close and audit process.
 - Assist with the final year-end close of FY 2026-27.
4. Assisting in Review and Reconciling Outstanding Federal and State Payroll Tax Payments.

5. New Finance and HRIS Software:
 - Assist in the selection of new software.
 - Assist with implementation.
6. Financial Policy and Procedures:
 - Assist in the review and development of financial policies and procedures.
7. Organizational Assessment/Change Management:
 - Assist with the Finance Department review for functional efficiencies, compliance, and best practice recommendations.

Project Fees

MRG will invoice on an hourly basis, at \$275 per hour for professional consulting services for up to 300 hours, plus expenses not to exceed \$78,000. Additional work not included in this proposal will be billed at their respective hourly rates and will begin only after agreed upon between GVRD and MRG.

MRG employs various processes to ensure effective project communication and management. If the client prefers, MRG will conduct regular project meetings in person or via conference/video call and/or distribute a regular project report. We work collaboratively with leadership and other stakeholders to integrate the broader organization's values, vision, and mission.

Invoices – MRG prefers invoices to be paid electronically. Please contact Barbara Bullock for ACH information and to provide your agency form. Barbara can be reached at bbullock@solutions-mrg.com. If paying by check, please remit to this address: Municipal Resource Group, LLC, PO Box 561, Wilton, CA 95693.

Our affiliate consultants work under MRG's direction as part of our broader team. They may be assigned to other engagements as appropriate, in alignment with our commitment to the Agency and at MRG's discretion. MRG and our consultants will independently determine the methods, approaches, and work schedule, including whether tasks are completed onsite or offsite.

MRG will assign additional experts from our team as necessary to meet project requirements. Personnel matters, such as hiring, discipline, and evaluations, as well as contract execution or obligations binding the Agency, fall outside the scope of this engagement and remain the Agency's responsibility. MRG consultants will use their own equipment, cell phones, computers, etc.

Consultants will represent themselves as MRG affiliates, utilizing separate email addresses, identifying themselves as consultants from our firm. They will only use Agency systems and equipment if required for access to essential data or information, with MRG's authorization. The Agency may provide workspace, such as conference rooms, if on-site support is needed. Importantly, it remains clear that MRG is conducting this work for the Agency, and our consultants work solely for MRG.

Interim General Manager Report June 25, 2026

Vallejo Aquatics – Interim General Manager has scheduled a meeting with the Vallejo Aquatics President, Brian McCrea and Head Swim Coach Sophie Watterson for June 29, 2026, at 2pm. The meeting will allow the opportunity to learn more about the swimming club and their many offerings and how we can work together to support Cunningham Pool.

Solano Community Foundation: The district has submitted paperwork to establish an account to receive donations or recreation, parks and services, including and not limited to the On-going Youth Scholarship program. The district is awaiting to learn the next steps required to complete the account.

Crescent Park Playground: The Interim General Manager and the District's Attorney are working on an arrangement to continue to maintain the Crescent Park Playground until a new formal agreement can be developed.

Sereno Village: The Interim General Manager is working closely with the district's attorney to complete the necessary documents for the district to receive payment in full of the loan established in 2003 in the amount of \$202,468 at 3% interest. Finance Department is putting the numbers together. Once all the transactions are completed, an update will be provided to the Board.

Policies and Procedures Consultants: The district has contracted a consultant to review and update policies and procedures for current practice and best practice standards. They are expected to begin work in the week of June 22nd. The Consultants will be reaching out to the Policies and Personnel Committee, Board and staff input regarding policies. The consultants would like to know from the Board which policies are a priority. If the Board has a particular policy(s) you would like them to review first, please let the Interim General Manager know.

Marketing and Communications Services: The district will be issuing an RFP for marketing services. The last RFP for marketing services was completed in 2021. It is time to explore options in hopes of cost savings.

Grants: Grants are a valuable source to support programs, facilities and initiatives. The district has been fortunate in the past to receive grants that have enhanced recreation, park, facilities and services. The most recent is the grant received for Franklin Center Park. Chair Judt has shared with the General Manager the attached potential grant ideas. As a result, the district researched the potential cost of securing grant writers for these grants.

Note the City of Vallejo grant writers are currently working with the district to secure a grant for **Wilson Park** renovations.

The district solicited three grant writers to provide estimated costs to on a variety of projects under consideration. We received two quotes for the following projects:

	<u>California Consulting</u>	<u>Townsend</u>
A. Crest Building	\$12,000	\$10,000
B. Vallejo Community Center	\$12,000	\$ 7,500
C. Norman King Community Center	\$15-18,000	\$ 7,500
D. River Park	\$15-18,000	\$ 7,500
E. Carquinez Park	\$12,000	\$ 7,500
F. Hanns Park Trails	<u>\$ 5,000</u>	<u>\$ 7,500</u>
	\$71 – \$77,000	\$47,500

Potential Grant Locations

Greater Vallejo Recreation District

Thomas Judt

ASK: That staff calculate the cost and resources needed to pursue outreach and pay grant writers needed to make all these applications. That information can then be brought to the brought for discussion and possible approval.

NEED: Receiving these funds will allow GVRD to address current requests and concerns of our constituents. For Example:

- Teen Centers
- Market Rate Venues for GVRD income allowing for discounted venues for community use.
- Investment in neighborhoods that haven't seen any improvements in over 10 years.
- A continued improvement increasing desirability in one walking park – Hanns.
- Meeting of 10 Year Master Plan goals by providing new dog parks

\$11 million total request for all 7 projects from multiple funding sources. This approach increases positive GVRD awareness throughout the city and demonstrates our working partnership with the COV and responsiveness to citizen and council discussions. The GVRD 10-year Master Plan highlights the need to improve properties throughout the city. This approach leverages State and local funding to help achieve that goal.

There is a cost associated with preparing these grants which must be borne by GVRD's general fund. These funds unfortunately cannot be recovered from the grant funding but project management may be included in each request to alleviate the burden on staff. An outside consultant will most likely need to be hired in order to complete the outreach and grant applications. Our Board Clerk informed me recently that the COV has access to a grant writer who works for a set fee, regardless of the number of applications. This is a cost savings worth exploring.

The grant programs I have found that might be applicable are:

- Statewide Park Development and Community Revitalization Program (SPP) Round 5 - \$188.5 million has been appropriated in the 2025/26 State Budget.
 - https://www.parks.ca.gov/?page_id=29939
- Strategic Growth Council's, Community Resiliency Center program will fund new construction and upgrades of neighborhood-level resilience centers to provide shelter and resources during climate and other emergencies. The program will also fund year-round services and ongoing programming that build overall community resilience.
 - <https://sgc.ca.gov/grant-programs/crc/>
- The Recreational Trails Program (RTP) provides funds annually for recreational trails and trails-related projects. The RTP is a state-administered local assistance program of the U.S. Department of Transportation's Federal Highway Administration (FHWA). RTP is administered by the California Department of Parks and Recreation (DPR). Motorized projects are administered by the Department's Off-Highway Motor Vehicle Recreation (OHMVR) Division and non-motorized projects are administered by the Department's [Office of Grants and Local Services \(OGALS\)](#).
 - https://ohv.parks.ca.gov/?page_id=24881

1. Crest Ranch Park Buildings



- a. Community Request –
 - i. Teen Center
 - ii. Overnight camping
 - iii. Organized leadership opportunities
 - iv. Emergency preparedness
- b. Council District 1 – JR Matulac - Supporting
- c. 1218 Gateway Drive
- d. Owned by GVRD - Recently reacquired from VCUSD
- e. Approximately .7 acres

- i. Includes approximately 15 parking spaces on private lot
 - 1. Lot could use repair and resurfacing
- f. 3 buildings
 - i. 2 approximately 900 sq ft each
 - ii. The other approximately 800 sq ft
 - iii. All buildings appear structural sound
 - iv. All need remodeling and ADA upgrades
- g. Potential uses
 - i. Teen Center
 - 1. Safe, supervised “third place’ where youth can spend time
 - 2. Can have e-gaming
 - 3. Homework help
 - 4. Skills workshops
 - 5. Mentorships classes
 - 6. Etc.
 - ii. Overnight Supervised Camping
 - 1. Lost with the removal of Macintyre Ranch from use.
 - iii. Central location for Scouting, Explorer, Leadership Programs
 - 1. A dedicated space that GVRD can offer to support these types of programming.
 - iv. Centralized Location for Emergency Center
 - 1. Grant Qualifier
- h. In GVRD 10-Year Master Plan & COV 2040 General Plan
 - i. COV 2040 General Plan
 - 1. Appendix C: City Of Vallejo Comprehensive Plan Policies Applicable to Parks and Recreation
 - 2. Action CP-3.7C Assemble a volunteer task force to assist in developing teen programming and increasing participation rates.
 - 3. What new recreational activities should be offered? – page 186
 - a. Youth activities, summer camps and programs for teens**
 - b. • Teen center – page 189
 - ii. GVRD 10 Year Master Plan
 - 1. Master Plan Survey - Importance of Facilities and Services (other)
 - 1=Not at all important, 5=Very important (page 4 of survey section)
 - a. 5 - teen programs
 - b. 5 - Teen center or explorer program (survey page 13)
 - 2. Goal #3 –

- a. Objective 3.1: Increase program spaces, staffing, and resources to create new programming opportunities for District residents
 - 3. Goal #5 –
 - a. Objective 5.1: Continue to expand and improve existing facilities and amenities
 - b. Objective 5.2: Repair, upgrade, and/or replace the low scoring amenities from the inventory assessment. (While this facility was not in GVRD’s inventory at the time of assessment, it certainly meets the criteria.)
 - c. Objective 5.6: Upgrade comfort and convenience amenities at existing facilities
 - d. Objective 5.7: Explore opportunities for new aquatics, recreation, and sports facilities
 - 4. Goal #6 –
 - a. Objective 6.1: Continue to expand and improve existing facilities and amenities
- i. \$2M budget ask
 - i. Full assessment TBD
- j. Funding Sources
 - i. Statewide Park Development and Community Revitalization Program (SPP) PROP 68
 - 1. Application deadline fall 2026
 - ii. Community Resiliency Center Program
 - 1. Application period open now
 - 2. Matching grant
 - 3. Center becomes a safe gathering place in case of local emergency. Can be used as Teen center when not a state of emergency
 - 4. Can be used for emergency generator, roofing, kitchen, etc

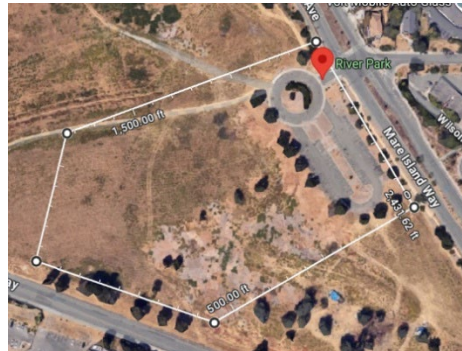
2. Vallejo Community Center



- a. Need
 - i. These improvements would allow GVRD to have a market rate venue for weddings and special events helping increase General Fund revenue
 - ii. Market pricing and specialized value could be compared and contrasted with our other centers for use and affordability.
- b. Council District 5 – Peter Bregenzer - Supports
- c. 225 Amador St
- d. Owned by COV
- e. Has support of Council Member Peter Bregenzer
- f. Recently upgrades
 - i. Kitchen upgrade
 - ii. ADA upgrades
 - iii. Roofing repair
- g. Needs new heater and A/C unit
- h. Needs interior remodeling
- i. Approximately 6000 sq ft yard/park attached
 - i. Could be landscaped to create private area usable for weddings or private parties
 - ii. Wedding venues garner the highest rental rates.
- j. In GVRD 10-Year Master Plan
 - i. GVRD 10 Year Master Plan
 1. Master Plan Survey - Importance of Facilities and Services (other)
1=Not at all important, 5=Very important (page 4 of survey section)
 - a. 5 – Vallejo Community Center
 - b. The Dan Foley Cultural Center and Vallejo Community Centers were best used and most favorable. However, poor condition of the facilities represented the most important reason for non-use. (Executive Summary page 13)

2. GVRD needs to develop a revenue positive facility (page 196)
 3. Goal #1 – Maintain Organizational Effectiveness, and Resilient, Sustainable Funding
 - a. Objective 1.4.b Look for ways to establish **alternative forms of revenue** for programs that may include sponsorships, partnerships, and an expanded volunteer program
 4. Flexible Fee Strategies This pricing strategy would allow an agency to maximize revenues during peak times and premium sites/ areas with higher fees and to fill in excess capacity during low use times with lower fees to maximize play. (page 430)
 5. Goal #6 –
 - a. Objective 6.1: Continue to expand and improve existing facilities and amenities
- k. \$2M budget ask
- i. Full assessment TBD
- l. Funding Sources
- i. Statewide Park Development and Community Revitalization Program (SPP) PROP 68
 1. Application deadline fall 2026
 - ii. Community Resiliency Center Program
 1. Application period open now
 2. Matching grant
 3. Center becomes a safe gathering place in case of local emergency. Can be used as Venue and community center when not a state of emergency
 4. Grant can be used for emergency generator, heater and A/C unit, emergency preparedness

3. River Park – Dog Park



- a. Community Request
 - i. Citizen led effort to create formal, safe dog park.
 - ii. Local citizens are very concerned with the number of unhoused residents in River Park
- b. Council District 4 – Charles Palmares - Supports
- c. 485 Wilson Ave.
- d. Owned by COV
- e. Approximate size – 81 acres
 - i. No more than 1 acre to be used for improvements
- f. Brought forward, and is supported, by Vallejo City council member Charles Palmares and members of the public.
 - i. GVRD 10-year Master Plan objective 6.3.b calls to “Identify four locations for future dog parks, equitably distributed within the District.”
 - ii. Currently only 1 dog park: Wardlaw in East of City
 - iii. This would create a dog park in the West
- g. Unhoused activity is recently replaced crime as the number 1 concern by Vallejo citizens.
 - i. Creating a dog park will improve the park area and increase activation.
- h. Support from Mare Island Company with regards to fencing and activation.
- i. \$1M budget ask
 - i. Full assessment TBD
- j. Funding Sources
 - i. Statewide Park Development and Community Revitalization Program (SPP) PROP 68
 - 1. Application deadline fall 2026

4. South Vallejo Community Center



- a. Community Request
 - i. The local community has been requesting improvements of this community center for many years
- b. Council District 6 – Helen “Cookie” Gordon - Supports
- c. 545 Magazine St
- d. Owned by COV
- e. Has not had any investment in over a decade
 - i. Community has engaged GVRD and COV numerous times over that time period with no success
 - ii. Community wishes aesthetic and functional upgrades
- f. Shares fence line with Grace Patterson Elementary
 - i. VCUSD has signaled interest in discussing use of school field for community recreation.
- g. Has support of Council Member Helen Gordon
 - i. CM Gordon has led numerous conversations with community members and local developers who see the need for a more robust community center
- h. \$2.5M budget ask
 - i. Currently in need of a new roof
 - ii. Full assessment TBD
- i. Funding Sources
 - i. Statewide Park Development and Community Revitalization Program (SPP) PROP 68
 - 1. Application deadline fall 2026
 - ii. Community Resiliency Center Program
 - 1. Application period open now
 - 2. Matching grant
 - 3. Center becomes a safe gathering place in case of local emergency. Can be used as Venue and community center when not a state of emergency
 - 4. Grant can be used for emergency generator, roof, kitchen, emergency preparedness

- iii. VMC 3.18 – Park Impact Fees
 - 1. There is approximately \$2.5M sitting in this fund with the COV.
 - 2. Funds must be identified, or spent, on a specific project within 5 years of collection.
 - a. Half of that money is nearing the 5-year mark.
 - 3. Can only be spent within ½ mile radius in accordance with State law regarding use of these fees. (This area does not meet the minimum required number of park acres per capita so the money is required to be spent to support the 2 developments that paid the fees.)

5. Carquinez Park



- a. Community Request
 - i. The local community has been requesting a dog park and playground equipment for more than a decade.
 - ii. GVRD 10-year Master Plan objective 6.3.b calls to “Identify four locations for future dog parks, equitably distributed within the District.” This would place one in the South of the District.
 - iii. Community members have been complaining about unhoused activity and would like to see improvement to activate park
- b. District 6 – Helen “Cookie” Gordon - Supports
- c. 11 Carquinez Scenic Dr
- d. Owned by GVRD
- e. Has not had any investment in over a decade
 - i. Community has engaged GVRD and COV numerous times over that time period with no success
- f. Shares fence line with Grace Patterson Elementary
 - i. On the opposite end of VCUSD property from South Vallejo Community Center
- g. Has support of Council Member Helen Gordon
 - i. CM Gordon has led numerous conversations with community members and local developers who see the need for a more robust community center
- h. \$1M budget ask
 - i. Community members have asked for a small fenced dog park, tables, some play equipment. (Park currently has very few amenities.)
 - 1. GVRD 10 year Master Plan calls for dog parks in the North, South, East and West of the city
 - 2. Currently only 1 dog park: Wardlaw in east of City. This would create on in the South
 - ii. Full assessment TBD
- i. Funding Sources

- i. Statewide Park Development and Community Revitalization Program (SPP) PROP 68
 - 1. Application deadline fall 2026
- ii. Currently the COV Attorney has opined that VMC 3.18 funds are not to be used on properties owned by GVRD as the Impact Fee is a COV fee.

6. Wilson Park

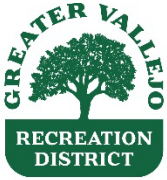


- a. Need
 - i. Ballfield lighting, and park amenities need replacement and upgrades
 - ii. GVRD budget would be hard pressed to fund these out of the General Fund
 - iii. GVRD staff has already started conversation with COV
- b. Council District 6 – Helen “Cookie” Gordon - Supports
- c. 1007 Solano Ave
- d. Owned by COV
 - i. A very small side parcel is owned by GVRD
- e. Recently had a new Little League field upgrade
- f. Has not had any other significant investment in over a decade
 - i. Vallejo Seaweed uses larger ballpark for their semiprofessional ball games
 - ii. Grant funding could be used to improve ballfield amenities and add more recreational equipment
- g. Has support of Council Member Helen Gordon
- h. \$2M budget ask
 - i. Currently in need of a new field lighting
 - 1. Lighting can be used to illuminate field as a gathering place in case of an emergency
 - ii. Full assessment TBD
- i. Funding Sources
 - i. Statewide Park Development and Community Revitalization Program (SPP) PROP 68
 - 1. Application deadline fall 2026
 - ii. Community Resiliency Center Program
 - 1. Application period open now
 - 2. Matching grant
 - 3. Field becomes a safe gathering place in case of local emergency.
 - 4. Grant can be used for emergency generator, field lighting, roof, kitchen/snack shack upgrades, emergency preparedness

7. Hanns Park Trails – Way Making Trail Signage



- a. Suggestion
 - i. Board Member Person
- b. Council District 1 -Alex Matias
- c. 198 Skyline Dr
- d. Owned by COV
- e. Recent upgrades
 - i. Disk Golf Course.
 - ii. Bathroom improvements
 - iii. Electrical(?)
- f. GVRD 10-Year Master Plan
 - i. Goal #2 –
 - 1. Objective 2.1 - Aspire To Be a Connected and Walkable Community
- g. \$500K max budget ask
 - i. Would benefit from trail way making signage.
 - ii. Exercise equipment and rest stops along trail
 - iii. Drinkable water
 - iv. Full Assessment TBD
- h. Funding Source
 - i. Statewide Park Development and Community Revitalization Program (SPP) PROP 68
 - 1. Application deadline fall 2026
 - ii. Recreational Trails Program
 - 1. 12 – 20% matching grant
 - 2. Next cycle 26/27



Finance Department Board Update

06/25/2026

FY 22-23 Annual Audit

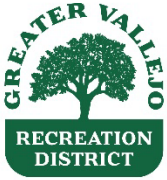
- The presentation of the FY 22/23 Financial Audit to the Board has been rescheduled to the board meeting on July 9. Finance team will have the final review and revisions on the MD&A variance analysis and economic outlook and the Draft Financials to MUN CPA by June 23rd.

FY 2026-27 Budget Process Update

- The Draft Preliminary Budget was presented to the board and approved with requests for information at the June 11th board meeting. Staff have worked on the information requests to present to the board.

Year End Close

- The District is in the last week and a half of the fiscal year. Staff are working on processes to prepare for the year end close.



Human Resources Department Board Update

6/25/2026

Onboarding and Organizational Development

- Human Resources continues to enhance the District's onboarding and new employee orientation processes, providing a more structured and consistent experience for incoming employees. These efforts improve employee integration, reinforcing District expectations and workplace culture, and promoting a consistent understanding of operational standards across departments.

Leadership Support and Training

- The Department continues to provide guidance and support to supervisors and managers on key employment-related matters, including leave administration, workers' compensation, employee performance management, employee coaching, and workplace compliance responsibilities.

Recruitment and Workforce Planning

- Human Resources continues to support the District's executive recruitment efforts in partnership with Municipal Resource Group (MRG).
- MRG has identified proposed interview dates for the permanent General Manager recruitment process, which will be presented to the Board for confirmation and scheduling.

Compliance and Risk Management

- Since the previous Board update, one workplace investigation has been concluded. One additional investigation remains active and is continuing through the established review process.
- HR continues to work closely with legal counsel and external investigators regarding employment-related matters and pending litigation.
- The Department remains focused on ensuring compliance with applicable employment laws, District policies, and risk management best practices.

Safety and Policy Updates

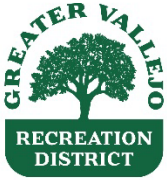
- The District's Safety Committee has filled its vacant positions and is actively reviewing the Injury and Illness Prevention Program (IIPP) to identify recommended updates and improvements. Upon completion of the Committee's review, the proposed revisions will be forwarded to the Executive Team for consideration and final review.

Organizational Effectiveness

- Human Resources continues to focus on initiatives that improve organizational effectiveness, support operational consistency, and align departmental efforts with the District's 10-Year Master Plan goals and operational priorities.
- Current efforts include process improvements, workforce support initiatives, policy development, and enhancing communication and collaboration across departments.

Overall

- Human Resources remains focused on strengthening internal operations, supporting workforce development, maintaining compliance, and fostering a safe and productive work environment to support the District's continued growth and long-term sustainability.



Maintenance Department Board Update

06/25/2026

Lake Dalwigk Park

- The Vallejo Watershed Alliance held a volunteer cleanup event at the park on June 20th.
- A vegetation fire occurred in the northwest corner of the park. The Fire Department responded promptly and extinguished the fire.

Wilson Park

- Staff continue to work with the insurance company and Musco Lighting to provide a proposal for the electrical repairs at the baseball field.

Dan Foley Park

- Staff met with City representatives and the contractor on-site to develop a punch list for the bio-retention project. The contractor repaired an electrical conduit that was damaged during construction.

Franklin

- CALA submitted the construction plans to the Division of the State Architect (DSA). DSA returned comments, and staff are currently working with CALA to prepare responses and make the necessary adjustments to the plans.

Weed Abatement

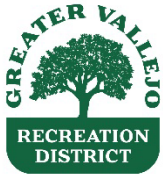
- Staff will be conducting a second mowing of the sites due to regrowth of vegetation following the late rains.

Recruitment

- We filled our vacant Maintenance Worker I (MWI) position, and the selected candidate began employment on May 26th. I would like to thank the Human Resources Department for their assistance with this recruitment. We currently have one remaining full-time Maintenance Worker I vacancy in the Parks Department.

4th of July

- Staff are preparing for the 4th of July holiday, which is typically the busiest day in our parks. In addition, staff will participate in the parade by driving the Recreation van and the flatbed truck.



Recreation Services Board Updates

6/25/2026

Activity Guide:

- While summer programs and events continue to serve residents throughout the community, Recreation Services has begun preparations for the upcoming Fall/Winter season. Staff are actively evaluating program performance, identifying new recreation opportunities, and cultivating partnerships to expand and enhance seasonal offerings. Development of the Fall/Winter Activity Guide is underway, with production timelines being finalized and shared with staff in the coming weeks. Recreation Services remains committed to delivering innovative, accessible, and high-quality programs that enrich the lives of Vallejo residents of all ages.

Additional Project(s):

- The Recreation Services Director met with Victoria Grace-Barksdale to review City Council feedback regarding the proposed Measure P funding initiatives. Staff worked collaboratively to refine the presentation and discuss adjustments that align with Council direction and community priorities. Recreation Services remains committed to strengthening partnerships and expanding accessible recreation opportunities for Vallejo youth and families. Staff anticipate reintroducing the concept at a future City Council meeting.
- The Recreation Services Director continues to work closely with an aquatics consultant to evaluate pool operations, programming, staffing, and long-term sustainability. The consultant's findings and recommendations are currently being finalized, and staff anticipate providing an updated report for Board review in the near future.
- The Recreation Services Director collaborated with the Parks & Facilities Director and the Assistant to the General Manager to coordinate GVRD's participation in the annual Fourth of July Parade. Efforts included recruiting participants and chaperones to represent the District, coordinating parade logistics, and designing float banners to enhance GVRD's presence during the community celebration. This collaborative effort helps promote the District's scholarship program, while strengthening GVRD's visibility and engagement within the Vallejo community.

Aquatics:

- Recreation Swim returns to the Cunningham Aquatic Complex on June 22, kicking off a summer filled with themed swim days, family fun, and community engagement. Featured events this season include Glow Swim Nights, Pirate Adventure Swim, and Tropical Splash Parties, along with a variety of other themed experiences designed to keep participants active and engaged. Community members are encouraged to follow GVRD on social media or visit the Activity Guide for additional event details and program updates. We look forward to welcoming residents back to the pool for a safe, fun, and memorable summer.

Adaptive Recreation (AR), Children’s Wonderland, & Community Events:

- The Recreation Services Department would like to extend an invitation to the Board of Directors to join us this summer at the Bands & Brews Summer Concert Series. The series kicks off on Friday, June 26, with gates opening at 5:00 p.m. and the concert beginning at 6:30 p.m. The opening performance will feature Hey Jude, a Beatles tribute band, along with a variety of food trucks, lawn games, and craft beverages provided by True Symmetry Brewing Company of Suisun City. We look forward to welcoming the community for an exciting summer of music, recreation, and connection.

Outreach, Sports, Gym & Special Interest Programs:

- Recreation Services staff participated in community outreach efforts at the LaRussell Field Day event on June 12. Staff engaged with youth and families by promoting upcoming summer programs, distributing GVRD promotional items, and facilitating recreation activities and games. The event provided a valuable opportunity to connect with community members, increase awareness of District offerings, and encourage participation in summer recreation programs.
- Recreation Services staff participated in the opening night of the Vallejo Late Night Basketball Program on June 19, supporting community engagement and youth outreach efforts. Staff brought the Mobile Recess Van onsite, distributed Activity Guides and program information, and facilitated recreational games and activities for youth and families in attendance. The event provided an excellent opportunity to promote GVRD's summer programs while strengthening connections with local youth and community partners.

Staffing:

- Recreation Services continues to recruit and onboard seasonal staff to support summer operations across camps, aquatics, sports, and Children’s Wonderland. Recruitment efforts remain focused on attracting enthusiastic, customer-service-oriented individuals who are passionate about serving

the community. These positions play a critical role in delivering safe, engaging, and high-quality recreation experiences for participants and families throughout the summer season.

Youth Services:

- Summer camp season is officially underway, with Youth Services, Sports, and Aquatics programs welcoming participants across a variety of camp experiences throughout the District. From creative enrichment and sports camps to aquatic activities and leadership development opportunities, staff are excited to provide a fun, safe, and engaging summer for youth and families. Recreation Services looks forward to a successful season filled with learning, recreation, and memorable experiences for participants of all ages.
- Recreation Services recently launched the Measure P-funded Counselors in Training (CIT) Program, providing teens with workforce development opportunities through leadership training, resume building, interview preparation, First Aid/CPR certification, and hands-on experience supporting recreation programs. In addition, the Wellness Lab is scheduled to begin in July and will offer youth a supportive environment to explore mental wellness, healthy lifestyles, and personal development. Together, these programs reflect the District's commitment to empowering Vallejo youth through education, leadership, and positive recreation experiences.

Kudos:

- Recreation Services is pleased to recognize two staff members who recently achieved important career milestones with the District. Recreation Supervisor Andrea Ceballos-Lee and Recreation Coordinator Johnathan Burton have successfully completed their probationary periods and attained regular status with GVRD. Both employees have made valuable contributions to the Department through their leadership, program support, community engagement, and commitment to serving Vallejo residents. We congratulate Andrea and Johnathan on this accomplishment and look forward to their continued success and contributions to Recreation Services.

Summer Impact Snapshot – Executive Summary:

As of June 18, 2026, Recreation Services continues to experience strong momentum heading into the peak summer season. The Department has expanded programming opportunities across youth camps, aquatics, sports, leadership development, and wellness initiatives to better serve Vallejo youth and families.

Compared to Summer 2025, Recreation Services increased the number of activities offered from 46 to 51, representing an 11% increase in program offerings. Program sessions expanded significantly from 307 to 411 sessions, a 34% increase, while overall participant capacity grew from 3,994 to 4,750 available spaces, creating 756 additional recreation opportunities for the community.

Summer programming includes a diverse mix of traditional and innovative offerings such as Summer Camps, Swim Lessons, Guard Start, Davey Jones Camp, Sports Camps, the Counselors in Training (CIT) Program, and the new Wellness Lab, which launches in July. These programs support the District's commitment to youth development, workforce readiness, wellness, recreation access, and lifelong learning.

Several programs have demonstrated particularly strong community interest, including Swim Lessons, Davey Jones Camp, Guard Start, Fun-Gineering Camp, and Kids in the Kitchen. Registration remains ongoing throughout the summer, and staff anticipate continued growth in participation as additional sessions begin.

Measure P funding has played an important role in expanding recreation opportunities, helping remove barriers to participation while supporting youth engagement, leadership development, and community wellness initiatives. These investments continue to strengthen access to high-quality recreation experiences for Vallejo families.

Recreation Services remains focused on providing safe, inclusive, and engaging programs that enrich the lives of residents while fostering community connection and positive youth development throughout the summer season.



SUMMER IMPACT SNAPSHOT BOARD EXECUTIVE REPORT

Expanding Opportunities. Building Community. Enriching Lives.

GVRD is committed to providing high-quality, safe and inclusive summer programs that inspire learning, wellness and connection for youth and families in our community.

SUMMER 2026 (AS OF JUNE 18, 2026)



51 ACTIVITIES OFFERED
+11% vs. Summer 2025



411 PROGRAM SESSIONS
+34% vs. Summer 2025

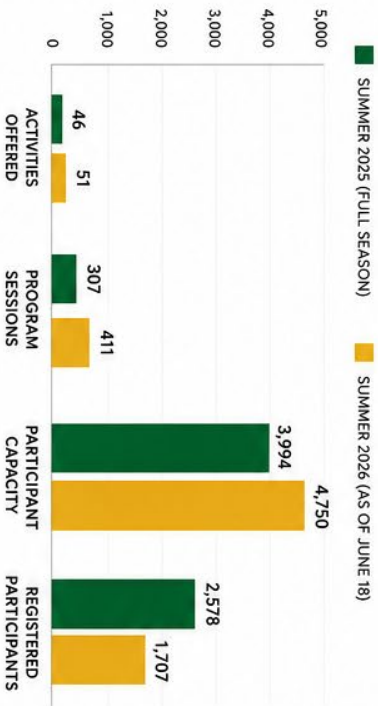


4,750 PARTICIPANT CAPACITY
+19% vs. Summer 2025
+756 ADDITIONAL PARTICIPANT SPACES



1,707 REGISTERED PARTICIPANTS
REGISTRATION ONGOING
Throughout the Summer

SUMMER 2025 VS. SUMMER 2026



CAPACITY UTILIZATION*

2025: **64.5%** (2,578 of 3,994)

2026: **35.9%** (1,707 of 4,750)

*Registrations continue throughout the summer.

PROGRAM CATEGORIES

Category	Activities	Capacity
SUMMER CAMPS Day camps, specialty camps & outdoor adventures	17	1,650
AQUATICS Swim lessons, water safety, aquatics camps & lifeguarding	15	1,535
SPORTS Skill development, team sports & sports camps	11	950
CIT & LEADERSHIP Counselor-in-Training & youth leadership development	5	285
WELLNESS LAB Health, fitness, STEAM, nutrition & enrichment	3	330

TOP-PERFORMING PROGRAMS (ENROLLMENT)

DAVEY JONES CAMP Adventure & outdoor fun	145
GUARD START Lifeguard training & certification	122
SWIM LESSONS All ages & skill levels	402
FUN-GINEERING STEM creativity & innovation	118
KIDS IN THE KITCHEN Healthy cooking & nutrition	96

AND MANY MORE!



MEASURE P IMPACT

Measure P funding helps GVRD expand programs, remove barriers and invest in safe, inclusive spaces and high-quality experiences for our community.
Thank you, Vallejo! Your support makes a difference.



MAKING A DIFFERENCE IN VALLEJO
Engaging thousands of youth in safe, supportive programs



Promoting lifelong learning, wellness & healthy habits



Building confidence, leadership & social-emotional skills



Strengthening families and our Vallejo community

More Programs. More Capacity. More Opportunities for Vallejo Families.



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