



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

Rizal Aliga
Robert Briseño
Thomas Judt
Tom Starnes

GENERAL MANAGER

Gabe Lanusse

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, December 12, 2024

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. Committee Updates:

The Chairperson for Standing Committees will provide any updates to the full board

7. Consent Calendar:

Items listed on the consent calendar are considered routine in nature and may be enacted by one motion. If discussion is required, that item will be removed from the consent calendar and will be considered separately.

- 7.1 Approve Board Minutes – November 21, 2024-Special Meeting
- 7.2 Accept Programs and Publicity Committee Minutes-November 12, 2024
- 7.3 Accept Policy and Personnel Committee Minutes-November 18, 2024
- 7.4 Accept Budget and Finance Committee Minutes-October 15, 2024
- 7.5 Accept Budget and Finance Committee Minutes – November 19, 2024

8. Action Items:

- 8.1 Approve Resolution 2024-08 Authorizing Execution of Property Transfer Agreement with the Vallejo City Unified School District Regarding Crest Ranch Property Lot 647, known as Country Club Crest Unit No. 8 (Legal Counsel)
- 8.2 General Manager Summary of CALPELRA Conference (Lanusse)
- 8.3 Discussion and Possible Action-Remove Two Positions from the Current Organization Chart (Recreation Supervisor and Project Manager) (Lanusse)
- 8.4 Discussion and Possible Action on current Board Appointment (Lanusse)

9. Financials:

Accept Payment of Bills November 1 through November 30, 2024 (Parkhurst)

10. Staff Updates:

- 10.1 General Manager
- 10.2 Recreation Services Director
- 10.3 Parks and Facilities Director
- 10.4 Human Resources Director
- 10.5 Finance Director

11. Announcements and Comments from Board Members:

12. Executive Session:

Conference with Labor Negotiators; pursuant to Government Code Section 54957.6

Agency Designated Representative: General Manager

Unrepresented Employees: Finance Director, Parks and Facilities Director, Human Resources Director, Recreation Director, Board Clerk and Human Resources Coordinator

13. Meeting Adjourn:

We regularly meet on the second and fourth Thursdays of each month at 6:30pm
Next Meeting: January 9, 2024



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Greater Vallejo Recreation District Board of Directors

MINUTES

November 21, 2024 – 401 Amador Street

6:30 p.m.

1) Call to Order

Chairperson Aliga called a special meeting of the Board of Directors of the Greater Vallejo Recreation District to order at 6:31 p.m., November 21, 2024, in the Board Room of the Greater Vallejo Recreation District Office, 401 Amador Street, Vallejo, California.

2) Pledge of Allegiance

Chairperson Rizal Aliga led the pledge of allegiance.

3) Roll Call

Present: Chairperson Rizal Aliga; Secretary Tom Starnes; Directors Thomas Judt, Robert Briseño

Staff: General Manager, Gabriel Lanusse; Legal Counsel, Andrew Shen; Parks and Facilities Director, Salvador Nuño; Human Resources Director, Lisa Sorvari; Recreation Director, Antony Ryans; Board Clerk, Kimberly Pierson

4) Approval of Agenda

Director Briseño offered the motion, seconded by Director Aliga to approve the agenda with one change to remove item 8.4. Motion passed.

5) Public Comment: 1 Speaker

(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) Committee Updates-

The Chairperson for Standing Committees will provide any updates to the full board.

Chairperson Aliga announced that Director Judt and himself had an outstanding Policy Committee meeting on Monday.

7) Consent Calendar

Items listed on the consent calendar are considered routine in nature and may be enacted by one motion. If discussion is required, that item will be removed from the consent calendar and will be considered separately.

Public Comment-None

7.1 Approve Board Minutes – October 24, 2024



- 7.2 Accept Programs and Publicity Committee Minutes-October 8, 2024
- 7.3 Accept Policy and Personnel Committee Minutes-October 21, 2024
- 7.4 Accept Facility and Development Committee Minutes-October 22, 2024
- 7.5 Accept Programs and Publicity Committee Minutes – November 12, 2024

Director Starnes offered the motion, seconded by Director Briseño to approve the consent calendar. Motion passed.

8) **Action Items:**

8.1 Discussion and Possible Action on Request to Name the Garden at Sheveland Park (Lanusse)

Director Starnes offered the motion, seconded by Director Aliga to Authorize the naming of the garden at Sheveland Park the “Patricia Gatz Garden”. Motion passed.

8.2 Approve Changes to Policy 4020-Attendance at Meetings (Sorvari)

Human Resources Director Sorvari distributed revised documents. Director Judt offered the motion, seconded by Director Aliga to Approve Changes to Policy 4020-Attendance at Meetings. Motion passed.

8.3 Designation of Real Property Negotiator(s) for 1110 Colusa Street: Government Code Section 54956.8 (Lanusse)

Director Judt offered the motion, seconded by Director Briseño to designate Director Starnes and the General Manager as Real Property Negotiators for 1110 Colusa Street. Motion passed.

~~**8.4 Approve Resolution 2024-08 Authorizing Execution of Property Transfer Agreement with the Vallejo City Unified School District Regarding Crest Ranch Property Lot 647, known as Country Club Crest Unit No. 8 (Legal Counsel)**~~

9) **Financials:**

9.1 Accept Payment of Bills 10/1/2024 through 10/31/2024 (Parkhurst)

Director Briseño offered the motion, seconded by Director Judt to accept payment of bills 10/1/2024 through 10/31/2024. Motion passed.

9.2 Accept Finance Statement through 10/31/2024 (Parkhurst)

Director Starnes offered the motion, seconded by Director Judt to accept finance statement through 10/31/2024. Motion passed.

10) **Staff Updates**

Public Comment-None

10.1 General Manager



- Provided an update on the Fee Study proposals. Plan is to have firm start in December.
- Announced the Sunset Rotary is interested in placing a peace pole at Children's Wonderland.
- Thanked the board for approving his attendance at the recent CALPELRA conference. Announced he will provide a summary report at the next board meeting.
- Announced the RFP for the ERP will go out this week.
- Attended the 2 + 2 meeting at City Hall.

10.2 Recreation Services Director

- Announced Nightmare on Glenn Street was a huge success and had over 1700 participants throughout the event.
- Provided an update on the upcoming turkey giveaway.

10.3 Parks and Facilities Director

- Announced a volunteer clean up at Lake Dalwigk.
- Provided an update on grass field renovations. To assist with cost savings, staff is using sand that was removed from Terrace Park rather than purchasing new infill.
- Provided updates on the recent Crest Ranch site visit with VCUSD staff.
- Announced that staff completed defensive driver and active shooter training.
- Staff is assisting with setting up Children's Wonderland for the holidays.

10.4 Human Resources Director

- Announced October Employee of the Month-Kimberly Pierson

10.5 Finance Director

- Provided an update on the Accounting Clerk II job opening. Interviews scheduled for early December.
- Provided an update on the FY 21-22 Audit.
- Gave details on the included Cal Card spending dashboard tool.

11) Announcements and Comments from Board Members

Director Judt gave an overview of the SDFL conference he recently attended.

Chairperson Aliga announced that Cal Maritime was acquired by Cal Poly and it will now be called Cal Poly Solano.

Director Starnes thanked staff for their service during the holiday season.

12) Executive Session- at 7:52pm Chairperson Aliga convened to executive session.

Public Comment: None



CONFERENCE WITH REAL PROPERTY NEGOTIATOR(S): Government Code Section 54956.8

Property: 1110 Colusa Street, Vallejo

Agency Negotiator(s): General Manger Lanusse and Director Starnes

Negotiating Party: Saints Constantine & Helen Greek Orthodox Church

Under Negotiation: Price and Terms of Payment

at 8:09pm Chairperson Aliga re convened to regular session and reported the following: Information provided and direction given.

13) Meeting Adjourn

Meeting Adjourned at 8:10pm

Tom Starnes, Board Secretary

DRAFT



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Gabe Lanusse

Programs and Publicity Committee Minutes Tuesday, November 12, 2024 2:00 P.M. Administrative Office-Board Room 401 Amador Street

In attendance: Chair Starnes, Director Aliga, General Manager Lanusse (absent) & Director Ryans.

Meeting began: 2:03 PM

1. Public Comment: No public comment.

2. Activity Guide: Director Ryans shared with the committee that the spring guide is on schedule. Also, he mentioned that his Administration Support attended a roundtable discussing how other cities market and reduce the cost for the guide. Most cities no longer use advertising space to offset the cost of guide. Lastly, other cities send postcards to all residents with a QR code of the guide, to reduce the cost for sending the publication to all residents.

3. Community Event Review- What works, What doesn't, What was canceled:

a. Nightmare on Glenn Street (NOGS): was held on 10/31 and had 1,754 patrons in attendance. There were 14 vendors at trick-or-treat lane, passing out candy. The staff is looking to make improvements on the social media costume contest. Director Starnes stated that other businesses used different methods, like pre-registration for the costume contest. Seemed like everyone had challenges promoting virtual costume contests.

b. Floating Pumpkin Patch: was held on 10/19 at the Aquatic Complex. There were 25 participants for session 1 and 27 for session 2. Staff discussed offering only one session next year. It was recommended to beef up the event to see if that would help grow interest. Director Starnes asked about if decorations were stolen and do, they last the entire season. He also mentioned the Pumpkin Patch in Orange County and how the event grows every year because of the activities offered. Maybe staff should invest more into larger events and less into smaller events.

c. Adaptive Recreation Halloween Party: was held on 10/23 at Children's Wonderland. There were 86 participants in attendance and the challenge is encouraging pre-registration. Director Aliga suggested using a box top method perhaps in the activity guide to incentivize participants



to pre-register. Director Starnes suggested giving out SWAG prizes to encourage pre-registration.

d. Fright Night Friday: was held on 10/20 at Children's Wonderland and the movie shown was, "Hocus Pocus." There were only 30 participants in attendance and some of the feedback was it was too cold to stay later to watch the film. This program was sunset in years previous due to low attendance and may be sunset again. Staff will look into different ways to promote the event differently for the next season or will just not run the event altogether.

e. Let's Glow: N/A

4. Upcoming Community Event(s):

a. Turkey Drive: Director Ryans passed out a flyer for each event and gave a brief update. Turkey Drive is going well, staff are prepping for the event and are in still need of donations. Staff continue to work on securing donations to offset the costs of turkeys. This year we're slated to provide meals to 75 families.

b. Tree Lighting: This event will be held on Friday, December 6th from 5-7pm at Children's Wonderland. Director Ryans stated that there will be no band this year and both Directors asked why. Ryans stated staff are making a financial effort to reduce expenditures this fiscal year and would like to have a band next season. The park tends to see great numbers regarding attendance at the event and don't anticipate that to change. Santa and the Grinch will arrive on a firetruck and Director Aliga graciously volunteered to speak to commence the holiday season!

c. Breakfast with Santa: This is a very popular event around the holiday season and tends to sell out at each session, with 100 families, per session. Recology hosts the event by cooking pancakes, eggs, and sausage for the event. This is followed by the arrival of Santa, cookie decorating, and photos with Santa.

d. Toy Giveaway: GVRD will be partnering with Costco Vallejo again this holiday season for GVRD's annual toy giveaway. Last year Recreation gave out 300 hundred toys and we anticipate giving out 4 hundred this year. Recreation staff will also work in partnership with the Florence Douglas Senior Center to wrap gifts with the Seniors. The event will be held on Friday, December 20th at Children's Wonderland from 4-7pm. Santa will make one final appearance for the season!

5. Marketing Update: Submitted Content Action Plan for December- The marketing plan for the month has been submitted to Verdin for review and finalization. The team is scheduled to meet with the marketing team the week of the 15th. The Directors would like more insight on how the content action plan is created and more information on metrics provided by Verdin. In addition, Director Aliga wants staff to update the Board of Directors on the projects accomplished by the marketing team for the year as well as if they would recommend consulting with Verdin to provide marketing support to GVRD in the next year.

6. NEW! Special Interest Classes: Director Ryans discussed with the committee the benefits of having a FT Recreation Coordinator assigned to overseeing just programs. The oversight of this area requires a lot of effort and coordination with the contractors, working on applications, reviewing proposals,



and collecting all insurance requirements needed to run a class. Director Starnes requested to share his appreciation to the staff that coordinates with the contractors. Some new classes being offered in spring is a cooking class for teens, painting classes for Seniors, Senior Social program, and volleyball just to name a few.

7. Sports Gym: Director Ryans discussed that the gym is receiving a lot of feedback from the active age population regarding parking on the campus. Director Ryans updated the committee about the liability associated with parking on the campus that was provided to GVRD, per the Vallejo School District. The GM will work with the Superintendent from the school district. As of now, programming during the mornings have been a challenge due to the access and distance for Seniors to walk. Also, safety of vehicles on the street has been a concern for pickleball players and patrons. Patrons would like to form a petition and take it to a school board meeting.

8. Support Collecting Donations for Upcoming Fall/Winter Events: Director Ryans provided the committee with a list of non-perishable items that may be donated for the Gobble, Gobble Turkey Giveaway as well as flyers to distribute to social networks for monetary donations. Director Starnes suggested taking a few flyers to local businesses to solicit for donations and to have bins placed at the businesses to help promote the fall and winter events.

Meeting Adjourned: 3:20 PM



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GENERAL MANAGER

Gabe Lanusse

Policies and Personnel Committee Minutes Monday, November 18, 2024 3:30 p.m. Administrative Office-Board Room 401 Amador Street

In Attendance: Director Aliga, Director Judt, General Manager, Gabe Lanusse, and Human Resources Director, Lisa Sorvari

Meeting Began: 3:31 pm

1. Public Comment

None.

2. Policy Review:

Policy 2180, Grievance Procedures

- The HR Director explained the policy was amended to align with the MOUs and to encourage communication between employees and supervisors (discuss gaps in perception).
- The HR Director explained the time limit to file and respond to grievances was increased from 5 workdays to 10 workdays.
- The General Manager told the Committee that staff will add a sentence stating performance evaluations are not grievable. Director Judt wanted to know why, and the HR Director stated under CA Labor Law, performance management falls within management's right to direct the workforce and establish performance standards.
- The committee discussed personal improvement plans and how they are designed to get the employee up to performance standards before the performance evaluations are completed (so grievance is not necessary).
- Director Judt expressed concern about not having a grievance process for evaluations and the HR Director replied that employees who do not agree with their evaluation can meet with the department director, human resources or the General Manager and the supervisor to discuss discrepancies.
- Next Steps: Make changes and send to legal for review.



Rules & Regulations, 2180, Grievance Procedures

- Director Aliga was concerned about the confidentiality of the District's master grievance file (page 2, last bullet). HR Director said staff will change the sentence to a copy of all formal grievances and decisions shall be kept in the "Human Resources Department" grievance file instead of "District's master grievance file".
- Next Steps: Make change and send to legal for review.

3. Discussion Items:

Positions Frozen – the General Manager told the Committee there is a new law effective January 2025 that will require the District to report status of positions in the organization structure, and he would like to eliminate two positions because the positions have been vacant for a long period of time. He would like to create a marketing position, or something similar, as per the 10-year master plan.

- Project and Facilities Director (Project Manager) – this position has been vacant since November 2020, and current staff handle facilities and projects. The District does not need a project manager. The Committee agreed to eliminate the position.
- Recreation Supervisor – this position has been vacant since February of 2022. Since 2006 there was only two recreation supervisors. There were only three for approximately two years. Director Judt said we may want to keep if the District is expanding programs. Later Director Judt commented that he was OK with eliminating the position and suggested having a conversation regarding what positions the District needs. The Committee agreed to eliminate the position.

Next Steps: General Manager will present eliminating the two positions as an action item to the full Board of Directors.

4. Follow-Up:

Director Judt wanted to know the status of the policy tracking spreadsheet, and the HR Director responded that she thought the new Policy & Procedure Committee would determine board policy update priorities because there is only one more Committee meeting this year. Director Judt said he is fine if that is what staff want to do. The General Manager let the Committee know that January is the last month the current Policy Committee will meet.

Next Step: HR Director will remove staff policies from the policy tracking spreadsheet and submit with Committee materials for the January meeting.

Meeting Adjourned: 4:18 pm



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GENERAL MANAGER

Gabe Lanusse

Budget and Finance Committee – Meeting Minutes Tuesday, October 15, 2024 1:00 p.m. Administrative Office – Board Room 401 Amador Street

In attendance: Director Starnes, Director Briseño
General Manager Lanusse, Finance Director Parkhurst

Meeting began: 1:00 P.M.

1. Public Comment.

There was one public attendee present at this meeting. Director Thomas Judt participated as a non-engaging member of the public.

2. FY21-22 Audit Update.

Director Parkhurst gave an update of the FY21-22 Audit Status. Auditors awaiting the completion of GASB 68 Pension Item and responses to request for analysis and updated information related to the CIP balance in the Fixed Asset Roll forward Book. Financial Consultant Sue Casey is addressing the GASB 68 item and Direct Parkhurst is addressing the Fixed Asset requests.

3. Finance, Payroll, HR Software RFP Update.

Director Parkhurst informed the Committee that General Manager Lanusse initiated the process to close the current RFP and re-issue an improved version. This will allow more vendors to respond. The new RFP will push the timeline out more to allow more time for staff to prepare for the implementation and provide a longer run way for cash flow purposes. The plan is to release the new RFP in the 3rd or 4th week of November.



4. Discuss New Spend Reduction Efforts.

Director Parkhurst notified the Committee that the district has escalated the spend-management efforts through two new exercises carried out by Executive Management. General Manager Lanusse explained to the committee how he is meeting with all staff members that carry out any purchasing on behalf of the district on a one-on-one basis. He will review historical spending trends and Calcard activity along with discussing the need to spend on a “need only” basis and what that means. Director Parkhurst reported to the committee that he had begun weekly “spending preview” meeting with key staff in each department. The format is to review previous weeks spending against what was projected in the previous meeting. Staff would then report to Director Parkhurst in the meeting what their projected needs were for the next week. That gives Director Parkhurst the ability to make the call to defer spending or discuss alternate resources to fulfill the need. This process started in September and the meeting seems to be productive in regulating spending and changing the culture related to district spending and taking the “pre-approval” approach.

5. Topics for October 17 Special Board Meeting.

Director Parkhurst Shared with the committee the questions from Director Judt that will be addressed during the special meeting. He also asked if there were any additional topics that they wanted to discuss; there were no additional requests from the committee.

6. Meeting Adjourned at 2:14 PM.



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GENERAL MANAGER

Gabe Lanusse

Budget and Finance Committee – Meeting Minutes Tuesday, November 19, 2024 1:00 p.m. Administrative Office – Board Room 401 Amador Street

In attendance: Director Starnes, Director Briseño
General Manager Lanusse, Finance Director Parkhurst

Meeting began: 1:00 P.M.

1. Public Comment.

There was no public in attendance at this meeting.

2. FY21-22 Audit

Director Parkhurst gave an update of the FY21-22 Audit Status. Financial Consultant Sue Casey is working through the audit item covering PERS and GASB68 Pension and is receiving guidance from auditors through its complexities. Director Starnes communicated his leerness regarding no more “surprise” requests. Once this item is accepted by the Auditors, they will engage in the remaining audit items.

3. Status Update: Finance Software RFP

Director Parkhurst informed the Committee that the final reviews will be made by the General Manager and himself. RFP is scheduled to be released this week with a closure date around the 2nd week of January.

4. Discuss Board Goals for Finance

1) Draft Reserve Policy by 02/28/2025 and presented to Finance Committee by 03/31/25; Board approved by 06/30/25. Staff identified need previously to the committee. Expectations are to achieve this goal within time frame.

2) Fee Schedule updated. RFP out by 12/31/24; firm selected and begin project by 02/28/25. Project to be completed by 05/31/25 and presented for approval by board by 06/30/25. Comment: interviews happened today. Decide today and sign



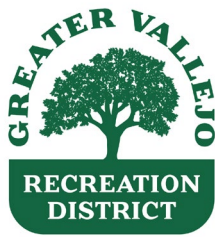
by next week. Also, if completed by 06/30/25, there will be challenges with incorporating in the FY25/26 Budget. Suggestion to roll out new fee schedule as of 01/01/26 and update fees in 6 - month Budget update. Director Starnes clarified that the main goal is to get the project started and maintain progress to be completed by a projected date, whatever the completion date is. Preferably, if possible, the Board would like it to be approved in time to be incorporated in the FY25/26 budget.

3) Financial Recovery Plan. Cash Flow management plan that emphasizes payroll and essential services. Director Parkhurst requested clarity on the actual deliverable and expectations. Director Starnes explained that the Board's overall goal is that staff have the tools and processes in place, internally, to be able to accurately report financial activity while being able to accurately project cash flow. Staff also need to have the processes and tools in place to develop plans to manage replenishing the reserves used and to steer away from needing to use in the future. Director Briseno reiterated Director Starnes' sentiments. In addition, He feels that the staff's goal should include making sure that once the district's cash flow is stable, to put a plan together that prioritizes deferred maintenance projects over new CIP projects. Director Briseno also wanted to make sure that the executive staff has access to reports that allow them to review their departments' activities against budget. The General Manager, as a mentor, should be having frequent discussions with the executive staff regarding financial success against the budget. Director Briseno also discussed the value of being more communicative with the community on the projects that the district does complete, to provide awareness of how the public's money is being used. It will help stave off some complaints about other areas in the district that deserve attention.

5. Status Update: Accounting Clerk II (Payroll) Position

Director Parkhurst provided an update to the hiring process. In person interviews scheduled for the week of 12/02. Selections for the position will take place the same week.

6. Meeting Adjourned at 2:06 PM.



Agenda 8.1

BOARD COMMUNICATION

Date: December 12, 2024

TO: Board Chairperson and Directors

FROM: Gabe Lanusse, General Manager

REVIEWED BY: Andrew Shen, Legal Counsel

SUBJECT: Approve Resolution 2024-08 Authorizing Execution of Property Transfer Agreement with the Vallejo City Unified School District Regarding Crest Ranch Property Lot 647, known as Country Club Crest Unit No. 8

BACKGROUND AND DISCUSSION

1. The Board's Prior Consideration of Crest Ranch Property

On February 8, 2024, the Board first considered the disposition of this property. At that time, the City of Vallejo ("City") was in the process of purchasing the property from the Vallejo City Unified School District ("VCUSD"). In the course of its due diligence on the property, the City discovered that GVRD held a reversionary interest on the property that would provide GVRD with the ability to reclaim the property if VCUSD no longer used it for School District purposes. After further discussion at subsequent meetings, GVRD and VCUSD agreed on terms that would allow VCUSD's transaction with the City to proceed. At its April 25, 2024 meeting, the Board approved the proposed transaction with VCUSD at the agreed-upon terms.

Unfortunately, after the Board's approval of the transaction with VCSUD, staff learned that the City no longer wished to proceed with the purchase. Thereafter, at the Board's direction, staff began to explore the transfer of the Crest Ranch property back to GVRD.

On September 26, 2024, the Board considered this matter again and authorized conditional acceptance of the Crest Ranch Property, subject to resolution of pending tax issues. At that time, a preliminary title report regarding the property identified two issues: (a) delinquent property tax payments and (b) potential application of the City's transfer tax to this transaction. Since the Board's September 26 meeting, VCUSD has made the overdue property tax payments.

In addition, since the Board's last consideration of this matter, on November 21, 2024, VCUSD provided GVRD staff with the opportunity to inspect the Crest Ranch property. The inspection did not reveal any significant issues with the Crest Ranch property.

2. Proposed Property Transfer Agreement

In the course of further discussions with VCUSD staff, GVRD staff proposed a property transfer agreement regarding the Crest Ranch property. The proposed agreement addresses further details regarding this transaction:

- confirmation from the California Department of Housing and Community Development regarding the “exempt surplus land” designation;
- the distribution of VCUSD’s asbestos and lead inspection reports for the property to the District; and
- the timing in which VCUSD will deliver the grant deed for the property to GVRD and provide keys for the trailers located on the property.

RECOMMENDATION

Approve the proposed resolution authorizing the General Manager to execute the Property Transfer Agreement with the Vallejo City Unified School District Regarding Crest Ranch property.

COMMITTEE REVIEW

None

ENVIRONMENTAL REVIEW

The proposed action would not be a “project” subject to CEQA since it would not result in a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. Further, the proposed action would also qualify for the commonsense exemption, as set forth in CEQA Guideline 15061(b)(3), since it can be seen with certainty that there is no possibility that the proposed transaction would have a significant effect on the environment.

PROPOSED ACTION

Approve the proposed resolution.

DOCUMENTS AVAILABLE FOR REVIEW

Resolution
Property Transfer Agreement



RESOLUTION NUMBER 2024-08

RESOLUTION 2024-08 OF THE BOARD OF DIRECTORS OF THE GREATER VALLEJO RECREATION DISTRICT AUTHORIZING EXECUTION OF PROPERTY TRANSFER AGREEMENT WITH THE VALLEJO CITY UNIFIED SCHOOL DISTRICT REGARDING CREST RANCH PROPERTY LOT 647, KNOWN AS COUNTRY CLUB CREST UNIT NO. 8

BE IT RESOLVED by the Board of Directors of the Greater Vallejo Recreation District (“GVRD”) as follows:

WHEREAS, subject to certain reversionary rights held by GVRD, the Vallejo City Unified School District (“VCUSD”) is the current owner of the property located at 1220 Gateway Drive, Vallejo, California, also referred to as Crest Ranch Property Lot 647, Country Club Crest Unit No. 8 (APN 0068-164-150) (“Property”), as described in the attached agreement and grant deed; and

WHEREAS, the Property is currently encumbered with a reversionary right for the benefit of GVRD pursuant to that certain Grant Deed recorded in the Official Records of Solano County as Instrument Number 12111, at Book 1573, Page 556 on July 10, 1969; and

WHEREAS, VCUSD is willing to release any and all interest it may have in the Property and transfer the Property to GVRD; and

WHEREAS, VCUSD’s preliminary title report for the Property identified outstanding property tax assessments and the potential application of the City’s transfer tax to the transfer of the Property to GVRD; and

WHEREAS, VCUSD has resolved the outstanding property tax assessments and on November 21, 2024, VCUSD provided GVRD staff with the opportunity to inspect the Property; and

WHEREAS, VCUSD and GVRD staff have negotiated a Property Transfer Agreement for the transfer of the Property to GVRD; and

NOW, THEREFORE, the Board of Directors hereby RESOLVES and DECLARES as follows:

1. The foregoing recitals are true and correct.
2. GVRD authorizes its General Manager to execute the proposed Property Transfer Agreement with VCUSD for the Property.

PASSED AND ADOPTED by the Board of Directors of the Greater Vallejo Recreation District on December 12, 2024, by the following vote:

Ayes:

Noes:

Absent:

Attest: _____
Kimberly Pierson, Board Clerk

Approved: _____
Rizal Aliga, Board Chairperson

PROPERTY TRANSFER AGREEMENT

THIS AGREEMENT is made this _____ day of December, 2024 by and between Greater Vallejo Recreation District, a Recreation and Park District organized pursuant to California Public Resources Code § 5780 et seq. (the “District”), and Vallejo City Unified School District (“VCUSD”) (collectively, the “Parties” and individually a “Party”).

RECITALS

A. District is interested in obtaining ownership of the property identified as:

Lot 647, as shown on the map entitled: “Country Club Crest Unit No. 8”, filed in the office of the Recorder of Solano County, California, September 15, 1959, in Book 18 of Maps at Page 90 (the “Property”), Assessor Parcel Number 0068-164-150.

B. VCUSD previously owned and maintained the Property and now wishes to convey all its rights, title and interest in that real property to the District for any District use or disposition, as approved by the District, which conveyance will be in compliance with a reversionary condition (“Reversion”) that was included in the original 1969 grant deed conveying the Property to VCUSD from the District.

C. VCUSD has declared the Property to be surplus, has made a determination that the Property is “exempt surplus land” pursuant to Government Code section 54221(f)(1), and VCUSD has determined that it is otherwise not required to comply with any procedures related to disposition of surplus property, due to the prior existing legal and contractual restriction in the Reversion. The Property is not subject to the statutory offers, competitive bidding requirements or other procedures required for sale or lease of school district surplus property, including but not limited to those requirements in Sections 17459, 17464 and 17466 of the Education Code, because (1) due to the Reversion only the District can own the Property and (2) VCUSD is neither selling nor leasing the Property to the District. In accordance with Section 17496, failure to follow any of the above noted, or other relevant sections of Title 1, Division 1, Part 10.5, Chapter 4, Article 4 the Education Code, will not invalidate the transfer or conveyance of real property to a purchaser or encumbrancer for value.

D. The consideration for and public purpose of the transfer of the Property is for the District’s use of the Property for community recreational and athletic uses or any other District use, including potential disposition of the Property to support District facilities and programs.

E. VCUSD is willing to convey to District, by Grant Deed, its interest in Property, and formalize the reversionary interest vested in the District, subject to the

following terms and conditions stated hereinbelow.

NOW, THEREFORE, IT IS MUTUALLY UNDERSTOOD AND AGREED as follows:

1. **Transfer of Property.** VCUSD agrees to convey and execute by grant deed, attached hereto and incorporated herein by reference as Exhibit A ("Grant Deed"), for good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, and subject to and on the terms and conditions herein, all its rights, title and interest to the Property. Upon (1) receipt of confirmation from the California Department of Housing and Community Development ("HCD") regarding the "exempt surplus land" designation and expiration of the applicable notice period ("HCD Condition") and (2) the distribution of VCUSD's asbestos and lead inspection reports for the Property to the District ("Report Delivery Condition"), VCUSD shall deliver the Grant Deed to the District. VCUSD shall deliver the Grant Deed to the District (a) no later than thirty (30) days after the District's and VCUSD's respective approvals of this agreement and (b) after completion of the HCD Condition and Report Delivery Condition, whichever is later. Within three (3) business days of delivery of the Grant Deed, VCUSD will also provide keys as necessary for physical access to and occupation of the Property by the District. Upon delivery of such keys, VCUSD will no longer provide security services or other protection to the Property and District will be responsible for securing the site.

2. **Consideration.** VCUSD and District agree that this transfer is a non-monetary transaction. The consideration for the conveyance from VCUSD to the District includes use of the Property by the District for community recreational and athletic uses, or any other District use, including potential disposition of the Property to support District facilities and programs, while relieving VCUSD of obligations associated with ownership of surplus property.

3. **Transfer Tax.** The Parties acknowledge that the transfer of the Property is exempt from payment of any transfer tax pursuant to California Rev. & Tax Code § 11922 and Vallejo Municipal Code § 3.08.050.

4. **Certificate of Acceptance.** District shall execute the Public Agency Certificate of Acceptance and cause the Grant Deed to be recorded within five (5) business days of receipt of the Grant Deed from VCUSD. District shall be entitled to all privileges and benefits of ownership of the Property upon recording of the Grant Deed at the Solano County Recorder's Office.

5. **AS-IS Condition.** District and VCUSD agree that District will be acquiring the Property in "AS-IS" condition. District agrees that the Property is conveyed in "AS-IS" condition, with all faults and acknowledges and accepts that District is accepting the Property in its current condition and without any representations, guarantees, or warranties from VCUSD either expressed or implied, as to suitability or condition. In accepting the Property in its current condition, AS-IS, and mutually agreeing with the VCUSD to forgo a title insurance policy, the District agrees to waive any future claim relating to condition of title of the Property.

6. **No Title Insurance or Escrow Holder.** The District and VCUSD agree that no title insurance or escrow holder will be used in the course of this transaction and that no title insurance policy will be issued as a part of the conveyance.

7. **Property Taxes.** District and VCUSD agree that the Property should not be subject to Ad Valorem property taxation, since it is now and will continue to be owned by a public agency; however, the District may need to file the related property tax exemption documents for the Property, and accepts responsibility for filing all necessary property tax documentation for the Property and paying all related expenses, if applicable.

8. **Notice.** Any notice, request, demand, instruction or other communication to be given to any Party hereunder shall be in writing and delivered as follows:

If to VCUSD:

Vallejo City Unified School District
Attn: Mitchell Romao, Asst. Superintendent
665 Walnut Avenue
Vallejo, CA 94592
mromao@vcusd.org

With a copy to:

Sarah Polito
Fagen Friedman and Fulfrost LLP
1525 Faraday Ave, Ste 300
Carlsbad, CA 92008-7372
spolito@f3law.com

If to the District:

Greater Vallejo Recreation District
Attn: Gabe Lanusse, General Manager
395 Amador Street
Vallejo, CA 94590
glanusse@gvrd.org

With a copy to:

Andrew Shen
Renne Public Law Group LLP
350 Sansome St, Ste 300
San Francisco, CA 94104
ashen@publiclawgroup.com

Notice shall be simultaneously delivered by certified mail, return receipt requested and postage prepaid, and by e-mail. Notices shall be deemed to have been duly given (a) the second (2nd) business day after the date of such mailing by certified mail, or (b) the date of receipt of such mailing. The addresses and addressees for the purposes of this paragraph may be changed by giving written notice of such change in the manner provided herein for giving notice. Unless and until such written notice is received, the last address and addressee as stated by written notice, or as provided herein if no written notice or change has been sent or received, shall be deemed to continue in effect for all purposes hereunder.

9. General Provisions

A. VCUSD and District agree that at any time or from time to time after the execution of this agreement and whether before or after the recordation each Party will, upon request of the other, execute and deliver such further documents and do such further acts and things as such Party may reasonably request in order to fulfill the purposes of this agreement.

B. This agreement shall be binding upon and inure to the benefit of each of the Parties hereto and to their respective successors and assigns. Neither District nor VCUSD shall assign this agreement without the prior written consent of the other. Any assignment without such consent shall be null and void.

C. Time is of the essence with regard to this agreement and failure to comply with this provision shall be a material breach of this agreement.

D. Each of the Parties hereto represents and warrants that it has not dealt with any salesman, broker or finder with respect to this transaction. No commissions will be paid by District in the event that a claim is made by a licensed real estate professional or any other Party.

E. This agreement shall be governed by and construed in accordance with the laws of the State of California. To VCUSD's knowledge, there is no litigation pending or claim having been filed with VCUSD respecting the Property.

F. No waiver by a Party of any provision of this agreement shall be considered a waiver of any other provision or any subsequent breach of the same or any other provision, including the time for performance of any such provision. The exercise by a Party of any remedy provided in this agreement or at law shall not prevent the exercise by that Party of any other remedy provided in this agreement or at law.

G. This agreement may be executed in multiple originals, each of which is deemed to be an original, and may be signed in counterparts.

H. This agreement embodies the entire agreement and understanding between the Parties relating to the subject matter hereof and may not be amended, waived or discharged except by an instrument in writing executed by the Party against which

enforcement of such amendment, waiver or discharge is sought. This agreement supersedes all prior discussions, negotiations, agreements and memoranda whether oral or written.

I. VCUSD represents and warrants that it has complied with all applicable laws and regulations relating to the transfer of the Property to the District.

IN WITNESS WHEREOF, District and VCUSD have executed this agreement on the dates set forth below. By their signatures below, each signatory represents that they have the authority to execute this agreement and to bind the Party on whose behalf their execution is made.

**APPROVED BY VALLEJO CITY
UNIFIED SCHOOL DISTRICT:**

By: _____

Name: Mitchell Romao

Title: Assistant Superintendent

**APPROVED BY GREATER
VALLEJO RECREATION
DISTRICT:**

By: _____

Name: Gabe Lanusse

Title: General Manager

APPROVED AS TO FORM:

By: _____

Name: Andrew Shen

On behalf of Greater Vallejo Recreation
District

Exhibit A
Form of Grant Deed

RECORDING REQUESTED BY:
Greater Vallejo Recreation District

AND ONCE RECORDED, RETURN TO:
Greater Vallejo Recreation District
Attn: Gabriel Lanusse
395 AMADOR STREET,
VALLEJO CA 94590

APN(s): 0068-164-150

(SPACE ABOVE THIS LINE FOR RECORDER'S USE)

NO DOCUMENTARY TRANSFER TAX DUE
EXEMPT PER REVENUE AND TAXATION CODE § 11922

Exempt from filing fees per Government Code § 6103

GRANT DEED

For a valuable consideration, receipt of which is hereby acknowledged, The Vallejo City Unified School District, a California public school district ("**Grantor**") grants to **the Greater Vallejo Recreational District**, a California recreation and park district ("**Grantee**") all that real property described on **Exhibit A** and depicted in **Exhibit B** to this grant deed, subject to all matters of record.

Grantor has caused this Grant Deed to be duly executed on _____.

GRANTOR:

VALLEJO CITY UNIFIED SCHOOL DISTRICT, a California public school district

By: _____

Name: Ruben Aurelio

Title: Superintendent

notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
) ss
County of Solano _____)

On _____, before me, _____, a Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: _____

Exhibit A to Grant Deed

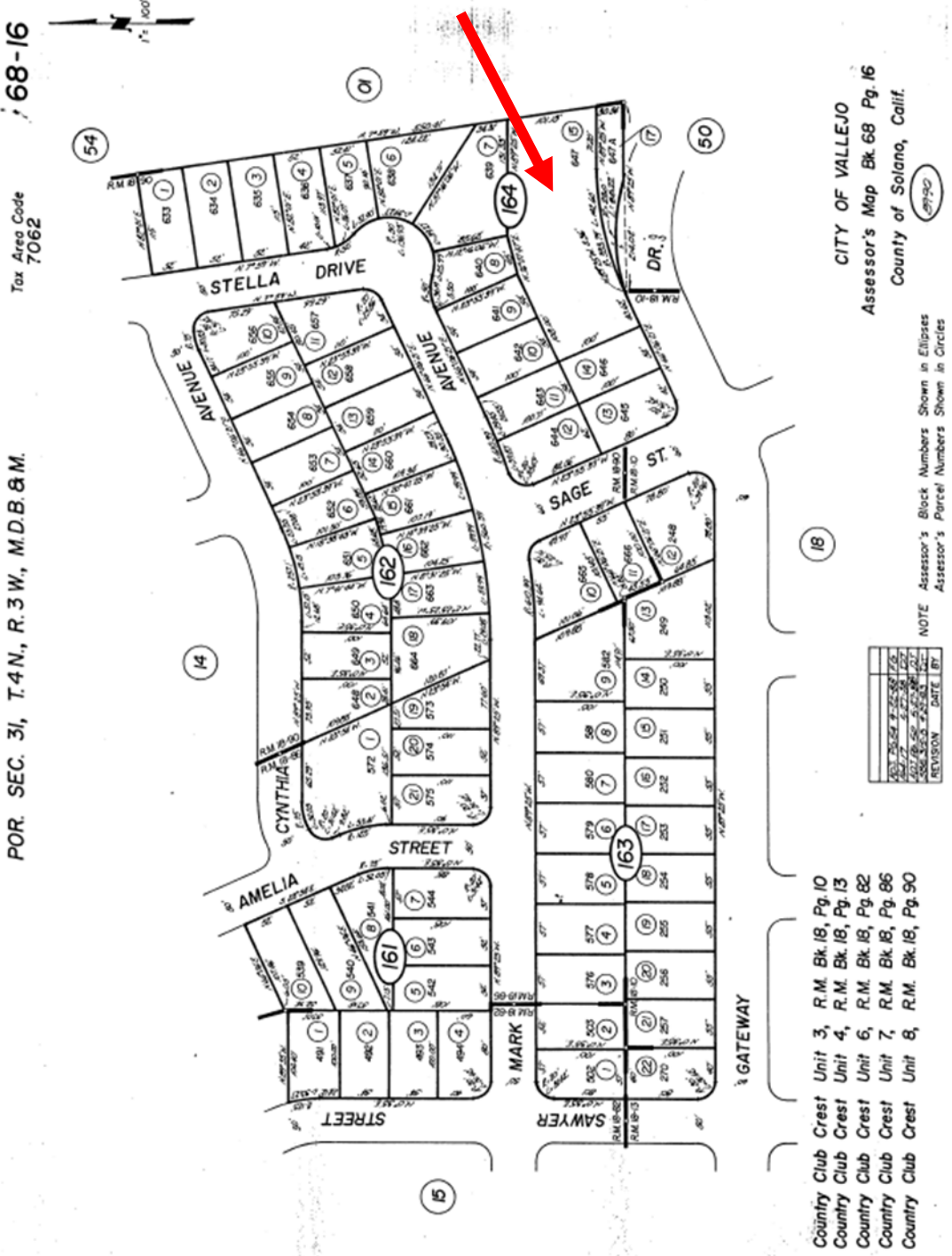
LEGAL DESCRIPTION OF THE PROPERTY

The land described herein is situated in the City of Vallejo, County of Solano, State of California, is described as follows:

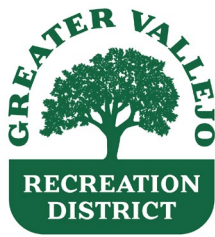
Lot 647, as shown on the map entitled: "Country Club Crest Unit No. 8", filed in the office of the Recorder of Solano County, California, September 15, 1959, in Book 18 of Maps at Page 90.

APN: 0068-164-150

Exhibit B to Grant Deed
PROPERTY DEPICTION



323-5/7117044.1



Agenda 8.2

BOARD COMMUNICATION

Date: December 12, 2024

TO: Board Chairperson and Directors

FROM: Gabriel Lanusse

SUBJECT: Update regarding sessions attended at CALPELRA 2024

BACKGROUND AND DISCUSSION

This is an update regarding GM attendance at CALPELRA 2024 conference. First off, I would like to thank the board for allowing me to attend this conference as it focuses on Human resources and legal concerns when managing staff, as well as new laws and regulation on the horizon, and ones that have passed legislation. The conference also allows me to network with labor attorneys, HR professionals, City managers, and General Managers in the municipal world. HR staff have attended this in the past, and next year they are scheduled to attend while I stay here to cover while they are there.

Wednesday

Key note speaker: Dominique Dawes: success is a journey, not a destination.
Annual update of key labor relations decisions from PERB, The courts, and the legislature.

Employers' new obligations for temporary employees under assembly bill 1484

Managing public employees and performance issues

Reflections on the role of gender at the bargaining table.

Thursday

Legal strategies 2024

Mastering the art of evaluation: drafting and delivering effective performance reviews.

Guilty until proven innocent: lessons learned from trial about managing problematic employees.

Conducting personnel investigations: Finding the facts.

Empowering growth: Tips and Tools to support leadership development.

Friday

The Pen is mightier than the discipline: why words (or lack thereof) matter.

Joyful leadership: building superstar teams.

Overall I attended sessions that had to do with managing employees, staff development, key labor issues, investigations and labor negotiations. I will have a meeting specifically with HR staff to discuss the topics and provide information.

I still have access to other presentation slides, and can supply them to HR for a limited time until the site shuts down.

RECOMMENDATION

Not Applicable

FISCAL IMPACT

Not Applicable

ALTERNATIVES CONSIDERED

Not Applicable

ENVIRONMENTAL REVIEW

N/A

PROPOSED ACTION

N/A

DOCUMENTS AVAILABLE FOR REVIEW

N/A



Agenda 8.3

BOARD COMMUNICATION

Date: December 12, 2024

TO: Board Chairperson and Directors

FROM: Gabriel Lanusse, General Manager

SUBJECT: Remove Two Frozen Positions From Organization Structure

BACKGROUND AND DISCUSSION

Due to the budget being extremely tight for the next 18 months, all aspects of GVRD are being reviewed. The GM has reviewed the organization structure, the budget and the 10-year master plan. Two frozen positions have been identified to be removed from the organization structure.

The first position under review is the Project Manager which was created in 2020 and filled for one year.

The second position under review is the third Recreation Supervisor which was created in 2018. This position had been filled until January 2020. From 2020 through February 2022 it was filled as interim position. At that time, it became vacant, and it was determined that this position should be frozen.

Removing these positions pares down the structure, and acknowledges commitment to current staffing, assignments and budgetary constraints. Reductions in Capital Improvements current rests at a bare minimum. Recreation services will also be reduced and focused on core activities for the community.

The two frozen positions were discussed with the Policy and Personnel Committee. Discussion regarding a Marketing Coordinator/Analyst, Assistant GM, or Administrative Services Director were also discussed as future possibilities. Since the District will need to scale back our offerings, this will keep us within budget until the need arises to expand at a later date.

On another note, staff reviewed the 10-year master p, and recommended the following positions:

One (1) Assistant in Human Resources-Filled

One (1) Marketing position-To be created. Budget currently being used for contract marketing services but could be shifted to fund this position.

Four (4) Maintenance Workers- Not budgeted or added to organization structure.

The above positions are mostly front line, positions desired by past board members, or found to be necessary from the 10-year master plan.

At this time, the GM would like to remove the Recreation Supervisor, and the Project

Manager positions from the Organization Structure. Currently these are not staffed and will not require any terminations.

RECOMMENDATION

Remove the two identified positions from the GVRD organization structure and budget.

FISCAL IMPACT

To fill these positions at current pay rates would cost the district approximately \$112,000 to \$150,000 plus an additional \$30,000 in benefits for the Project Manager. For the Recreation Supervisor it would be \$93,000 to \$125,000 plus an additional \$30,000 for benefits. The total cost would be an estimated \$265,000 to \$335,000

ALTERNATIVES CONSIDERED

Keep the positions on record, but frozen.

Do further study regarding the needs for one or both positions.

Look at other needs for the district during budget reductions.

Direct the GM to evaluate the roles and responsibilities of all full-time employees during budget reductions to reduce repetition and clarify employees' roles.

Direct the GM to evaluate the roles and responsibilities of all part-time employees to evaluate the needs of the district.

Leave as status quo.

ENVIRONMENTAL REVIEW

N/A

PROPOSED ACTION

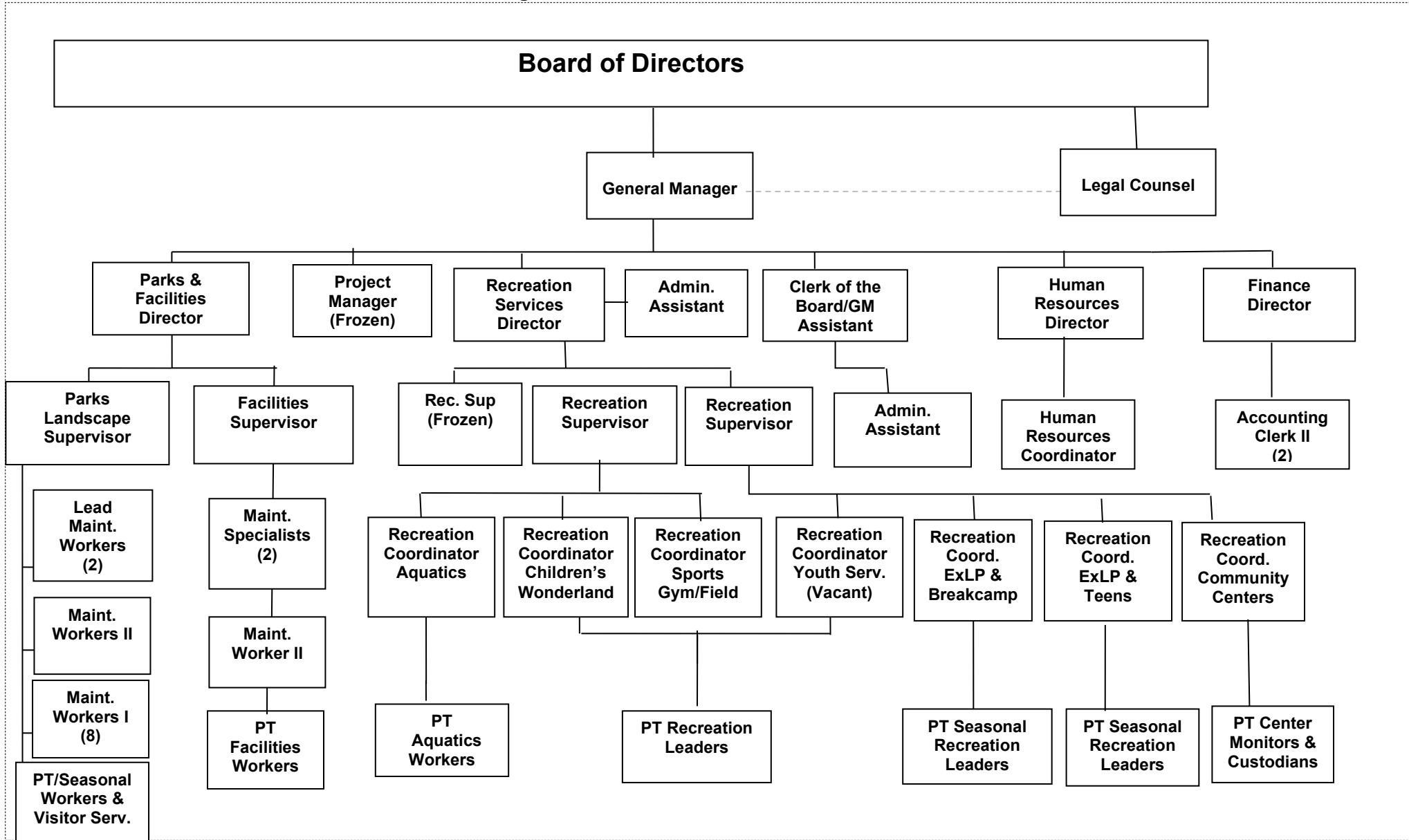
Eliminate two identified frozen positions from organization structure.

DOCUMENTS AVAILABLE FOR REVIEW

- A. Current Organization structure chart

GREATER VALLEJO RECREATION DISTRICT

Organization Chart, December 2024





Agenda 8.4

BOARD COMMUNICATION

Date: December 12, 2024

TO: Board Chairperson and Directors
FROM: Gabe Lanusse, General Manager
REVIEWED BY: Andrew Shen, Legal Counsel
SUBJECT: Appointments to the Board of Directors

BACKGROUND AND DISCUSSION

1. Current Vacancy on the Board of Directors

For several months, since the resignation of Director Stacey Kennington in April 2024, there has been a vacancy on the Board of Directors (“Board”). Currently, the Board has four directors, instead of the full complement of five, which could present challenges in establishing a quorum for meetings (although the Board successfully navigated potential quorum issues to date). Despite repeated inquiries to the Solano County Board of Supervisors, there has not been an appointment to fill this long-running vacancy.

2. Appointments to the Board of Directors

Currently, the City Council for the City of Vallejo makes three appointments to the Board, and the Solano County Board of Supervisors makes two appointments. This has been the practice of GVRD and these other agencies for many years.

The apportionment of City Council and Board of Supervisors appointments is addressed by the Public Resources Code, which generally governs special recreation and park districts. Public Resources Code Section 5783.5(a) provides that in “the case of a district that contains unincorporated territory and the territory of one or more cities” – like GVRD – that:

The board of directors may be elected or appointed by the county board of supervisors and the city councils in which the district is located. If the board of directors is to be appointed, the board of supervisors and the city council or councils shall appoint directors according to the proportionate share of population of that portion of the county and each city within the district, provided that the board of supervisors and each city council shall appoint at least one director. The board of supervisors or city council may appoint one or more of its members to the district board.

According to the latest available map of its jurisdictional boundaries (from 2012),

GVRD's boundaries include the City of Vallejo and unincorporated sections of Solano County. A copy of this 2012 map is attached.

Staff's research to date has not uncovered an indication of the last time that GVRD, the Vallejo City Council or the Solano County Board of Supervisors has revisited this division of Board appointments. Notably, Public Resources Code Section 5785.1(b) addresses the potential need to revisit the division of appointments, due to population changes captured by the census:

In the case of a board of directors that has been appointed by more than one county board of supervisors or city council, the board of directors shall adjust the proportionate distribution of the appointments before November 1 of the year following the year in which each decennial census is taken. If at any time between each decennial census, a change of organization or reorganization alters the population of the district, the board of directors shall reexamine the proportionate distribution of appointments. If the board of directors finds that the population of the district has varied so that the distribution of appointments is no longer proportionate, the board of directors shall adjust the proportionate distribution of appointments accordingly. The board of directors shall make this change within 60 days of the effective date of the change of organization or reorganization. The county board of supervisors or city council shall appoint members to the board of directors as vacancies occur.

The U.S. Census Bureau conducted its last decennial census in 2020, although the more detailed data required for redistricting was not made available until late 2021. At this time, staff has not been able to identify current, precise figures for the district's population who live in either the City of Vallejo or the unincorporated areas of Solano County respectively.

OPTIONS:

1. Board of Directors to compose a letter to the Solano County Board of Supervisors pleading case to fill position.
2. Chairperson to work with Legal Counsel and GM to compose a letter to the Board of Supervisors pleading case to fill position.
3. Direct staff to revisit board appointments by City of Vallejo and Board of Supervisors in the next fiscal year.
4. Direct staff to continue requests to the Solano County Board of Supervisors to fill the current vacancy.

COMMITTEE REVIEW

None

DOCUMENTS AVAILABLE FOR REVIEW

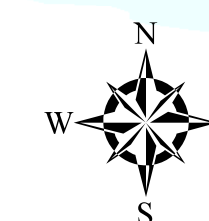
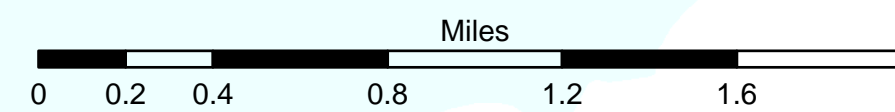
Solano County LAFCo map of GVRD's jurisdiction

Greater Vallejo Recreation District Boundary

GVRD_Boundary_2011-10-28
 Boundary 2012
 City Boundaries
 County Boundaries
 Interstates
 Major Roads
 Water Features

Solano County GIS Services
 Department of Information Technology
 675 Texas Street, Suite 3700
 Fairfield, CA 94533
 Phone: 707-784-6340
 Email: GISStaff@SolanoCounty.com
 PRJ_01059, 04/10/2014

Disclaimer:
 This map was made using Solano County GIS files with varying degrees of scale, accuracy, precision, currentness, and alignment and therefore cannot be used for situations requiring survey grade measurement or legal boundary determination. Solano County disclaims liability for any loss that may result from the use of this map. User acknowledges data limitations and accepts responsibility for map based judgments.



Department of Information Technology, GIS Services

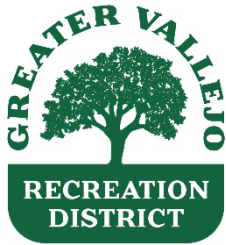
Check Register Report

Greater Vallejo Recreation District

For November 2024

<u>Check Number</u>	<u>Date</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Description</u>	<u>Detail Notes</u>
73113	11/25/2024	Renne Public Law Group LLP	\$29,742.08	District Legal Counsel	
73143	11/27/2024	P G & E	\$19,750.04		
73116	11/25/2024	Verdin	\$11,902.21	Marketing Consultant	
73111	11/25/2024	NetXperts, LLC	\$9,950.00	IT & Network Support Provider	
73100	11/14/2024	Lakeview Consulting LLC	\$7,696.00	Finance Consulting	
73107	11/25/2024	P G & E	\$7,076.56		
73142	11/27/2024	US Bank Corporate Payment System	\$6,174.19	CalCard Master Statement Payment	
73115	11/25/2024	US Security Supply, Inc	\$4,712.50		
73067	11/13/2024	Commercial Energy Of Montana	\$4,482.56	Energy Service - Cunningham Pool	
73105	11/21/2024	Kay Cady-Johnson	\$4,292.40	Leisure Service Contract Instructor	
73098	11/14/2024	Commercial Pool Systems, Inc	\$4,025.05	Chemical Supplies for Pools	
73076	11/13/2024	Security Enforcement Alliance	\$3,162.00	Security Services - Park Lock Ups & Center Events	
73114	11/25/2024	Trailhead Labs, Inc	\$2,500.00		Annual Subscription
73090	11/14/2024	Tecogen	\$2,475.96	Energy Service - Cunningham Pool	
73068	11/13/2024	Commercial Pool Systems, Inc	\$2,428.91	Chemical Supplies for Pools	
73071	11/13/2024	Lakeview Consulting LLC	\$2,280.00	Finance Consulting	
73099	11/14/2024	GreatAmerica Financial Services	\$1,711.86	Lease: District Copiers/ Printers	
73108	11/25/2024	Qunilan's Tire Service	\$1,579.60		
73087	11/14/2024	One People Tribe	\$1,522.70	Leisure Service Contract Instructor	
73093	11/14/2024	Verizon Wireless	\$1,346.33	Cell Phone Provider	
73112	11/25/2024	Pape Machinery, Inc	\$1,333.36		
73065	11/13/2024	Bay Alarm Company	\$1,313.92		
73094	11/14/2024	Victor Wallace	\$1,296.00	Leisure Service Contract Instructor	
73091	11/14/2024	Frankie Valentine-Flores	\$1,148.00	Leisure Service Contract Instructor	
73085	11/14/2024	National Academy Of Athletes	\$1,079.40		
73152	11/27/2024	Monica Martinez	\$1,074.00		
73079	11/13/2024	Turf Star, Inc.	\$990.47		
73104	11/21/2024	Angelito Or Loana Claudio	\$987.00	Leisure Service Contract Instructor	
73123	11/25/2024	Betty DalPorto	\$908.26	Retiree Benefit Stipend - Thru April 2025	
73103	11/14/2024	Ring Central Inc.	\$879.95	District Phone System	
73117	11/25/2024	Claude Young	\$870.00		
73080	11/13/2024	Veritiv Operating Company	\$819.90		
73151	11/27/2024	LNS Events & Creative Designz	\$764.40		
73154	11/27/2024	Maria Nevarez	\$753.00		
73040	11/05/2024	Forward Education LLC	\$750.00		
73043	11/05/2024	Dawnita Perryman	\$750.00		
73044	11/05/2024	Jennifer Urate	\$750.00		
73150	11/27/2024	Edwin Guerra	\$750.00		
73110	11/25/2024	Eco-Counter Inc	\$709.16		
73155	11/27/2024	Ana Sanchez Garcia	\$645.00		
73074	11/13/2024	NuCO2	\$644.78		
73051	11/12/2024	Karen Houston	\$602.00		
73088	11/14/2024	R & D Termite And Pest Control	\$600.00		
73149	11/27/2024	Shakira De Abreu	\$523.20		
73057	11/12/2024	Frank Silveira	\$518.70	Leisure Service Contract Instructor	
73073	11/13/2024	M & M Sanitary LLC	\$508.49		
73060	11/13/2024	Bert Williams & Sons Inc	\$474.20		
73106	11/25/2024	Bert Williams & Sons Inc	\$468.22		
73054	11/12/2024	Lorna Mandap	\$462.70		
73101	11/14/2024	Lincoln Aquatics	\$447.18		
73082	11/14/2024	C-DAT	\$447.00		
73078	11/13/2024	Syber Fiber	\$444.00	Internet Provider: Administration & Other Locations	
73122	11/25/2024	Richard Conzelmann	\$435.99	Retiree Benefit Stipend	
73047	11/06/2024	David Flowers	\$432.00	Retiree Benefit Stipend	
73125	11/25/2024	David Flowers	\$432.00	Retiree Benefit Stipend	
73127	11/25/2024	Penny Harman	\$430.08	Retiree Benefit Stipend	
73086	11/14/2024	NuCO2	\$428.69		
73056	11/12/2024	Karen Silas	\$423.00	Leisure Service Contract Instructor	
73050	11/12/2024	Chondra Renee Harris	\$416.50		

<u>Check Number</u>	<u>Date</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Description</u>	<u>Detail Notes</u>
73147	11/27/2024	Janice Bailey	\$400.00		
73118	11/25/2024	Big Creek Lumber & Building Materials	\$384.62		
73070	11/13/2024	East Bay Refrigeration, Inc	\$360.00		
73063	11/13/2024	State Of California	\$320.00		
73049	11/12/2024	Break It Down Soul Line Dance	\$303.00	Leisure Service Contract Instructor	
73053	11/12/2024	Virlynda Luciano	\$287.00	Leisure Service Contract Instructor	
73102	11/14/2024	Platt Electric Supply	\$283.66		
73138	11/25/2024	Anita Sailas	\$278.79	Retiree Benefit Stipend	
73046	11/06/2024	Randy Nicks	\$275.00	Retiree Benefit Stipend	
73119	11/25/2024	Eileen Brown	\$275.00	Retiree Benefit Stipend	
73131	11/25/2024	Roger Maryatt	\$275.00	Retiree Benefit Stipend	
73133	11/25/2024	Randy Nicks	\$275.00	Retiree Benefit Stipend	
73129	11/25/2024	Jerome Lohr	\$258.17	Retiree Benefit Stipend	
73146	11/27/2024	AT&T	\$234.69	Phone Lines: Alarm Multiple Locations	
73055	11/12/2024	Theodore Rocha	\$227.50		
73128	11/25/2024	Cynthia Hewitt	\$208.52	Retiree Benefit Stipend	
73097	11/14/2024	Cintas Corporation	\$186.26		
73081	11/13/2024	Kerry Carmody	\$167.79	Retiree Benefit Stipend	
73120	11/25/2024	Deberah Carey	\$167.79	Retiree Benefit Stipend	
73121	11/25/2024	Kerry Carmody	\$167.79	Retiree Benefit Stipend	
73124	11/25/2024	Jose Famalette	\$167.79	Retiree Benefit Stipend	
73126	11/25/2024	Patricia Gloyd	\$167.79	Retiree Benefit Stipend	
73130	11/25/2024	Prisco Manglona	\$167.79	Retiree Benefit Stipend	
73132	11/25/2024	Jeremias Morgado	\$167.79	Retiree Benefit Stipend	
73134	11/25/2024	Nancy Ortiz	\$167.79	Retiree Benefit Stipend	
73135	11/25/2024	Steve Pressley	\$167.79	Retiree Benefit Stipend	
73136	11/25/2024	Francis Radziewicz	\$167.79	Retiree Benefit Stipend	
73137	11/25/2024	Joan Russell	\$167.79	Retiree Benefit Stipend	
73139	11/25/2024	Barbara Schmidt	\$167.79	Retiree Benefit Stipend	
73140	11/25/2024	Audrey Tucker	\$167.79	Retiree Benefit Stipend	
73141	11/25/2024	Adeline Varni	\$167.79	Retiree Benefit Stipend	
73059	11/13/2024	Horizon	\$166.38		
73052	11/12/2024	Steven Logoteta	\$142.00	Leisure Service Contract Instructor	
73072	11/13/2024	Les Schwab Tires	\$129.99		
73045	11/05/2024	Timothy Weise	\$120.00		
73109	11/25/2024	B & G Tires Of Vallejo	\$113.38		
73092	11/14/2024	Vallejo Adult School	\$110.00		
73041	11/05/2024	Nonashla James	\$85.00		
73145	11/27/2024	Ryan Allen	\$80.46		
73062	11/13/2024	Pitney Bowes Bank Inc	\$78.87		
73066	11/13/2024	Big Creek Lumber & Building Materials	\$71.04		
73096	11/14/2024	AT&T	\$59.88	Phone Lines: Alarm Multiple Locations	
73083	11/14/2024	Marina Cruise	\$55.01		
73148	11/27/2024	Roslynn Brown	\$51.93		
73075	11/13/2024	Quench USA, Inc.	\$51.86		
73069	11/13/2024	Complete Welders Supply	\$49.90		
73144	11/27/2024	P G & E	\$47.92		
73042	11/05/2024	Nanette Palarca	\$45.00		
73064	11/13/2024	B & G Tires Of Vallejo	\$35.00		
73048	11/12/2024	Bay Area Driving School	\$34.99		
73089	11/14/2024	Sandy Tawaratsumida	\$34.44		
73084	11/14/2024	Kimberly Franco	\$33.43		
73095	11/14/2024	Big Creek Lumber & Building Materials	\$23.81		
73061	11/13/2024	General Plumbing Supply Co	\$18.86		
73058	11/12/2024	Tyese M Wortham	\$14.40	Leisure Service Contract Instructor	
73153	11/27/2024	Marlyn Mendez	\$10.72		
73077	11/13/2024	Sherwin-Williams	\$9.56		
Total Checks For November			\$165,376.60		



General Manager Board Update

12-12-2024

- We have selected a company for the fee study and will begin the second week of December.
- The RFP for the ERP went out before Thanksgiving.
- I have been working with HR regarding employee issues.
- I am working on changes to structure and services to be implemented in January.
- I have reached out to the school district regarding the parking at Franklin Gym, and other items. I will meet with them soon.
- I continue to work on communicating with the City regarding trees, master lease, and impact fees. No update, to date.
- The Pre-Bid Conference for the Frankin Prop. 68 Grant Project will be held next Wednesday.
- Kim and Jeffrey are working on new ADA rules for the accessibility of website content.
- The District has begun using Microsoft SharePoint and is taking steps to move away from using a physical server for document storage.

- Finance Staff and I are reviewing the amount coming in from property taxes and what that means for the remainder of this fiscal year. I will have an update for the January meeting regarding the exact amount when received December 31st.
- As the goals are more focused on budget and related items, the succession plan was delayed a bit. I have executive staff, and any interested employees, filling out self-evaluations for the General Manager position. I will compile the data and have a report in January. Other positions for the succession plan will be done in late January with the data compiled for a February meeting.
- I will be serving on the Vallejo Chamber Board one additional year, to fill a vacancy. Wow it has already been three years.
- I will work with Director Starnes to review Commercial Real Estate agents in Vallejo.
- I would like to thank all the staff who have helped with the food drive, Breakfast with Santa, Brunch with the Grinch, the Tree lighting, and toy drive. It takes a team to make this all happen.
- Congratulations to Director Judt for receiving the SDLF Certificate in Special District Governance.
- Thank you all for 2024, and I look forward to a better 2025.



Recreation Services Board Updates

12/12/2024

Activity Guide:

- The Spring Activity Guide went to the printer this week.

Aquatics:

- The team has finalized preparations for the annual holiday event, "How the Grinch Crashed Breakfast." This family-friendly event promises a festive morning filled with art & crafts, a light breakfast, and fun holiday spirit. Our staff is coordinating event logistics to ensure a smooth and memorable experience for all attendees. Breakfast will be sponsored by McDonald's
- Looking ahead, staff are actively brainstorming and preparing for spring 2025 programming. The main focus includes enhancing swim lessons, introducing new aquatic fitness classes, and considering innovative community engagement activities to broaden participation and excitement around aquatic offerings.
- As the winter season approaches, preparations for the pool's temporary closure for renovations are underway. This period will allow for essential maintenance and upgrades to improve the facilities and provide a better experience for patrons in the upcoming year. Staff and contractors are collaborating to ensure the timeline is met efficiently with minimal disruption to future programming.



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

- Join us for Festival of Lights all December Fri-Sun from 4-7pm a free event at Children's Wonderland. Families can visit the park during the special holiday hours to see the lights, play, and take photos with family and friends.
- Gobble, Gobble Turkey Giveaway was a rewarding event. We served 100 families this year, increasing our participation by 25 families from last year's event. Families received a turkey and all the fixings to make a Thanksgiving dinner. Thanks to our donors: Wal-Mart, Food Maxx, Costco, Target, Smart and Final, and all the donations that came through via our open space foundation. We're looking forward to next year!
- GVRD is hosted its Annual Tree Lighting on Friday, December 6th from 5-7 pm. Santa lit the tree at 6:30 pm, and the Grinch made an appearance. This was a free event, and 1,028 families gathered to commence the holiday season. Special thanks to Director Aliga for opening up the event, Santa Scot, Vallejo Fire Department, Solano Library, Crumbl, and Sabor Mi Cocina for their participation in this year's event.
- GVRD hosted their Breakfast with Santa on Saturday, December 7th from 9 am to 1 pm. McDonald's sponsored this event by providing a breakfast for each participant. There were art and crafts for the kids and a photo opportunity with Santa! Our first session has 75 participants and our second 60 participants.
- The Adaptive Recreation Brunch will take place on Wednesday, December 18th from 11am-1pm at the North Vallejo Community Center. Breakfast will be sponsored by McDonalds and staff have some great activities planned for our participants. Also, there will be an appearance by Santa himself!





Community Centers:

- Staff will be looking into training opportunities for custodial and center monitor staff.
- The Department will be reviewing the security contract with the contractor as the contract will be coming to term and a renewal option will be of discussion at the top of 2025.

Sports, Gym & Special Interest Classes:

- The Junior Warriors program is quickly approaching, and teams are filling up quickly. Last year, there were 150 players registered for the program. Enrollment has increased to 200 participants for the 2025 season.
- Staff is working on a Seniors Social program for our active aging population. This free program will be offered monthly. Local businesses will sponsor a month to provide pastries, and Starbucks will sponsor coffee and tea monthly.

Staffing:

- The FT Recreation Coordinator and FT Recreation Supervisor positions are frozen due to budget constraints. We're hopeful for approval to open, recruit, and fill the frozen positions.
- We are still recruiting to fill Recreation and Senior Recreation Leaders to work in both Before and After school care programs in partnership with Vallejo City Unified School District.

Youth Services:

- Youth Services staff will host winter break camps for 2-weeks, beginning Monday, December 23rd. Camps will take place at the Vallejo Community Center during the school break.

Kudos:

- I'd like to give kudos to Johnathan Burton, Assistant Coordinator working in Community Events and Children's Wonderland. Johnathan was featured in the newspaper this month as he prepared for the Annual Tree Lighting Celebration. He also raised over \$900 in donations for the Gobble, Gobble Turkey Giveaway! Congratulations Johnathan!

PHOTO: Working on Wonderland in Vallejo



Johnathan Burton, Assistant Coordinator at Children's Wonderland Park works on installing a present arch as he helps get ready for the Winter at Wonderland Tree Lighting taking place on Friday from 5- 7 p.m. The event is free and will feature Santa, hot chocolate and tree lighting at 6:30 p.m.



**Happy
Holidays**

from the Recreation Services Team!



Maintenance Department Board Update

12/12/2024

Parks and Facilities

- NVCC
 - We hired a contractor to install new gutters on the building to improve drainage in the building area.
- CW
 - Staff assisted with the Christmas tree decorations and making sure the park was ready for the Tree Lighting event.
- Franklin GYM
 - We had water leaks after the rain; staff made the repairs and there are no leaks for now.
- Richardson Park
 - Staff is working on removing overgrown vegetation along the fences and working with the City to do the pruning of the trees.
- Lake Dalwigk
 - Ribbon Cutting Scheduled for December 19th at 11am.
- Sports Fields
 - Parks staff is working on the renovations of the grass fields.
- Facilities
 - Staff worked on getting all the facilities fire extinguishers serviced.
- Training
 - Staff attended the De-Escalation training.
- Fleet
 - Staff submitted the 2024 vehicle smog inspections to the State.

BOARD PROJECTS UPDATE



Date

TASK	START	END	% COMPLETE	DONE	NOTES
VCC HVAC					
Design Phase	6/1/2023	3/31/2023	100%	<input checked="" type="checkbox"/>	Engineer completed the design. On hold until funds available.
Permit Issued	11/1/2024	3/1/2025	0%	<input type="checkbox"/>	
			0%	<input type="checkbox"/>	
			0%	<input type="checkbox"/>	
			0%	<input type="checkbox"/>	
Cunningham Pool Shade Structures					
Design/Assessment Phase	1/1/2023	11/30/2023	100%	<input checked="" type="checkbox"/>	
Permit Issued			0%	<input type="checkbox"/>	Received a proposal for engineering plans; we decided to postpone until funding is available.
RFP			0%	<input type="checkbox"/>	
Build			0%	<input type="checkbox"/>	
Cunningham Pool ADA Upgrades					
Design Phase	11/1/2020	1/28/2022	100%	<input checked="" type="checkbox"/>	City will work on finalizing the plans and making the parking lot improvements.
Permit Issued	6/1/2022	8/5/2022	100%	<input checked="" type="checkbox"/>	
RFP	6/21/2023	10/28/2023	100%	<input checked="" type="checkbox"/>	
Build	1/8/2024	3/1/2025	30%	<input type="checkbox"/>	The contractor will return to work on this project at the end of this month.
Lake Dalwigg Park Improvements					
Design Phase	5/1/2023	10/31/2023	100%	<input checked="" type="checkbox"/>	
Permit Issued	1/5/2024	1/30/2024	100%	<input checked="" type="checkbox"/>	
RFP	1/15/2023	3/30/2024	100%	<input checked="" type="checkbox"/>	

BOARD PROJECTS UPDATE



Date

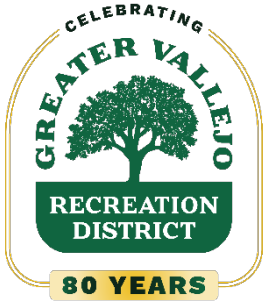
TASK	START	END	% COMPLETE	DONE	NOTES
Build	5/1/2024	12/30/2024	95%	<input type="radio"/>	Basketball courts are paved, all the bollard lights are installed, irrigation wires are pulled through the restroom conduit and new controller, and contractor continue working on the other pending items. Ribbon cutting is scheduled for December 19th.
Children's Wonderland Electrical Upgrade					
Design Phase	4/1/2023	6/1/2023	100%	<input checked="" type="checkbox"/>	
Permit Issued	6/1/2023	11/31/2023	100%	<input checked="" type="checkbox"/>	
RFP	7/1/2024	10/30/2024	100%	<input checked="" type="checkbox"/>	We received the electrical panels and the proposals for the installation; we will be working on the contracts.
Build	1/6/2024	3/1/2025	0%	<input type="radio"/>	
North Vallejo Community Center Electrical Upgrade					
Design Phase	4/1/2023	6/1/2023	100%	<input checked="" type="checkbox"/>	
Permit Issued	6/1/2023	11/30/2023	100%	<input checked="" type="checkbox"/>	
RFP	7/1/2024	10/30/2024	100%	<input checked="" type="checkbox"/>	We received the electrical panels and the proposals for the installation; we will be working on the contracts.
Build	1/6/2025	3/1/2025	0%	<input type="radio"/>	
Dan Foley Cultural Center Electrical Upgrade					
Design Phase	12/1/2023	3/1/2024	100%	<input checked="" type="checkbox"/>	This project is postponed until funding is available.
Permit Issued			0%	<input type="radio"/>	
RFP			0%	<input type="radio"/>	
Build			0%	<input type="radio"/>	
Franklin Middle School					

BOARD PROJECTS UPDATE



Date

TASK	START	END	% COMPLETE	DONE	NOTES
Prop 68 Management RFP	1/1/2024	2/15/2025	90%	<input type="radio"/>	We had a pre-bid meeting on Wednesday.
Design Phase			0%	<input type="radio"/>	
Permit Issued			0%	<input type="radio"/>	
Build			0%	<input type="radio"/>	
SVCC EV Charging Stations					
Design Phase			100%	<input checked="" type="checkbox"/>	
Permit Issued			100%	<input checked="" type="checkbox"/>	
Build	5/13/2024	11/15/2024	80%	<input type="radio"/>	Contractor began with the installation; waiting on PG&E for a construction date.



Human Resources Board Update

December 12, 2024

November Employee of the Month: Johnathan Burton

Johnathan won for taking on the Gobble Gobble Giveaway and receiving \$900 in donations. He worked very hard visiting various sites, including sites outside Vallejo, to collect donations, cans and items for 100 turkey kits.

All Staff Holiday Potluck & Gift Exchange

- Friday, December 20

All Staff Meeting & Service Awards

- Moved to January 2025

HR Projects

- Succession Planning
- Performance Assessment Forms
- Policy Amendments
- Performance Management
- End of Year Document Purging

Safety Training

- Solano County Sheriff conducted De-Escalation Techniques Training for full-time staff on December 4, 2024. We also had presentations by the Integrated Health and Response Team (I.H.A.R.T.) and VOICES Solano Youth Center letting us know how they can help our staff and how GVRD can work with them to help the community.



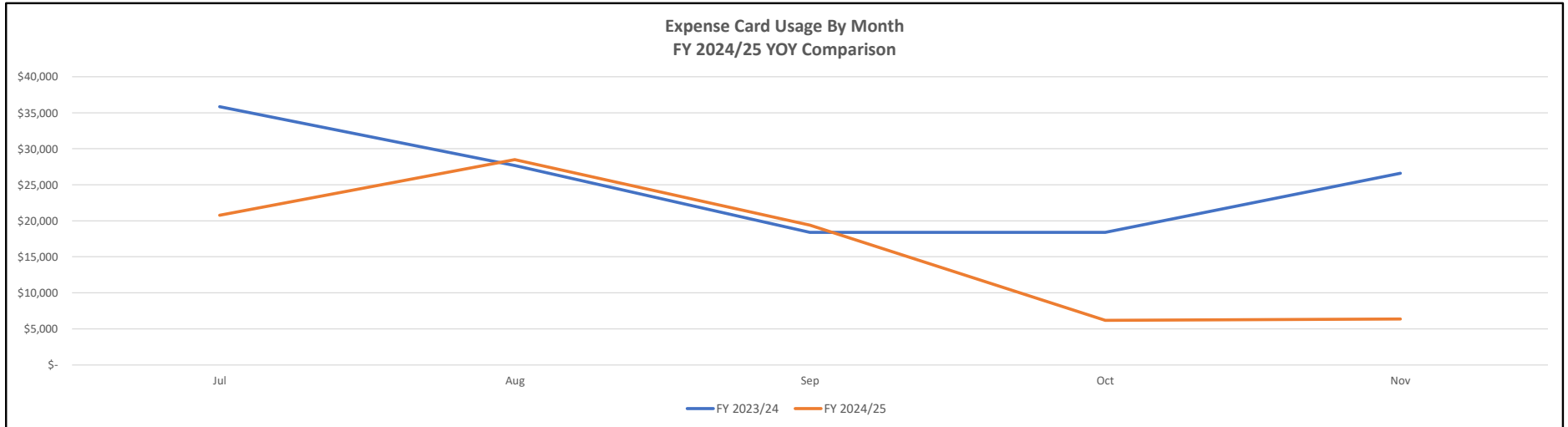
Finance Department Board Update

December 12, 2024

Updates in the Finance Department

- Update on Job Opening for Accounting Clerk II – Payroll position.
- Update on FY 21-22 Audit Progress.
- Update on RFP for new Financial, HR & Payroll System.
- Year End and New Year Activities for Payroll and Accounting.
- Updated Cal Card Spending Dashboard.
- Director Parkhurst awarded Scholarship for CSFMO 2025 Conference held in San Jose California 02/18/25-02/21/25.

**Greater Vallejo Recreation District
 District Expense Card Comparison
 Fiscal Year To Date: As of 11/30/24**



Monthly Cal Card Activity						
	July	Aug	Sep	Oct	Nov	Total YTD
FY 2024/25	\$ 20,763	\$ 28,498	\$ 19,402	\$ 6,174	\$ 6,367	\$ 81,203
FY 2023/24	\$ 35,868	\$ 27,692	\$ 18,405	\$ 18,405	\$ 26,591	\$ 126,962

Year Over Year Difference	\$ (45,759)
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CY Monthly Average Spend:	\$ 16,241
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PY Monthly Average Spend:	\$ 25,392
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Highest Month of Spend YTD: August 2024	\$ 28,498
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