



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
Stacey Kennington
Tom Starnes

GENERAL MANAGER

Gabe Lanusse

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, April 25, 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) **Presentation:**

Recreation Expo 2024 (Recreation Supervisors)

7) **Committee Updates**

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



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.

Public Comment

8.1 Approve Board Minutes – April 11, 2024

8.2 Approve Changes to Umpqua Bank Account: Designate Noel Parkhurst, Finance Director and Lisa Sorvari, HR Director as Signers. Remove previous signers: Casey Halcro and Penny Harman.

8.3 Approve Changes to Umpqua Bank Account: Designate Gabriel Lanusse, General Manager as the Individual with Control.

8.4 Approve Changes to BMO Checking Account: Designate Noel Parkhurst, Finance Director and Lisa Sorvari, HR Director as Signers. Remove previous signers: Ralph Bowen, Penny Harman.

9) Discussion and Action Items:

Public Comment

9.1 Board Authorization to Declare Equipment Surplus Property. (Nuño)

2022 Chevrolet 2500HD

License # 1638848

VIN # 1GC3WLE74NF170675

ID # 1119

9.2 Approve New Policy 2055 -Catastrophic Leave Bank (Sorvari)

9.3 Adopt Resolution 2024-02 of the Board Of Directors of The Greater Vallejo Recreation District Approving a Transaction with the Vallejo City Unified School District Regarding Crest Ranch Property Lot 647, Known As Country Club Crest Unit No. 8 (Legal Counsel)

10) Financials:

Public Comment

Review Cash Flow Projections 2023-2025 which includes FY23/24 Year End Projections (Parkhurst)

11) Staff Updates

Public Comment

11.1 General Manager

11.2 Recreation Services Director

11.3 Parks and Facilities Director

11.4 Human Resources Director

11.5 Finance Director



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

13) **Executive Session**

Public Comment

PUBLIC EMPLOYEE PERFORMANCE EVALUATION, pursuant to
Government Code section 54957

Title: General Manager

14) **Meeting Adjourn**



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GENERAL MANAGER

Gabe Lanusse

Greater Vallejo Recreation District Board of Directors

MINUTES

April 11, 2024 – 401 Amador Street

6:30 p.m.

1) Call to Order

Chairperson Aliga called a regular meeting of the Board of Directors of the Greater Vallejo Recreation District to order at 6:30 p.m., April 11, 2024, in the Board Room of the Greater Vallejo Recreation District Office, 401 Amador Street, Vallejo, California.

2) Pledge of Allegiance

Chairperson Aliga led the pledge.

3) Roll Call

Present: Chairperson Rizal Aliga; Vice-Chair Stacey Kennington; Secretary Tom Starnes; Directors Thomas Judt, Robert Briseño

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

4) Approval of Agenda

Director Starnes offered the motion, seconded by Director Kennington to approve the agenda. Motion passed.

5) Public Comment: - No Speakers

(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.

Director Judt provided a brief update on the recent Sports Center Committee meeting.

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

7.1 Approve Board Minutes – March 28, 2024

7.2 Accept Budget and Finance Committee Minutes – March 19, 2024

7.3 Accept Facility and Development Committee Minutes – March 26, 2024

7.4 Accept Sports Center Committee Minutes – March 26, 2024

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

8) Discussion and Action Items:

Public Comment

8.1 Discussion and Possible Action on Budget Priorities for Recreation Programs Versus Recreation Events (Lanusse)

The General Manager announced the City of Vallejo will be giving GVRD \$175K a year for scholarships. Asked board members for feedback on priorities. Direction was provided by the Board: Self assessments on current offering and more data driven reports, raise profile and partner with community organizations.

8.2 Update Regarding Pending General Manager Projects (Lanusse)

The General Manager provided highlights on a couple current projects.

8.3 Discussion and Possible Action on Staff Reporting and Updates for the Board of Directors (Lanusse)

The General Manager reported that there have been requests for changes and would like feedback from the Board of Directors. Some thoughts: Staff project sheets are great at keeping the board updated on projects. Request to only have staff verbally report on new items, not what was included in updates provided in the packet. Request for quarterly updates on events and programs with an assessment. Look into the NRPA Agency Performance Review.

8.4 Discussion and Possible Action on General Manager Evaluation Process (Legal Counsel)

Board agreed to table any discussion and wait for Executive Session later in the meeting.

9) Financials:

Public Comment

9.1 Accept Finance Statement through 2/29/2024 (Parkhurst)

Director Starnes offered the motion, seconded by Director Aliga to approve Finance Statement through 2/29/2024. Motion passed.



9.2 Accept Payment of Bills 3/1/2024 through 3/31/2024 (Parkhurst)

Director Aliga offered the motion, seconded by Director Starnes to approve payment of bills 3/1/2024 through 3/31/2024. Motion passed.

10) Staff Updates

Public Comment-None

10.1 General Manager

- Shared a thank you letter that was received from the Hall of Fame committee.
- Announced the Coffee with the GM-Sneak Peak of 395 Amador building event happening on Friday at 11am.
- Announced that an apology letter was received regarding field rentals.

10.2 Recreation Services Director

- Announced the reopening of the front office-Monday at 8am.
- Provided additional feedback on agenda item 8.1.
- Provided a quick overview of the Cost Recovery Pyramid model and distributed a copy to board members.

10.3 Parks and Facilities Director

- Gave a brief update on the Visitor Services season.
- Provided updates on the Terrace Park and Lake Dalwigk projects.
- Announced the final inspection at 395 Amador has been completed.

10.4 Human Resources Director-Given by General Manager

- Announced employees of the month:
 - January-Jason Guison
 - February-Kimberly Franco
 - March-Emely Mendez
- Gave a brief update on the Safety Committee.
- Announced the creation of an employee on the month committee.
- Announced that an agreement was signed with a new insurance broker.
- Gave a status update on the Compensation Study and thanked the board for approving the comparable agencies.

10.5 Finance Director

- Gave a brief update on the status of the Fiscal Year 2021-2022 audit.
- Updated the board on the ongoing CalPERS employee audit.
- Announced the promotion of Dayna Asbury to Accounting Clerk II.
- Provided an update on the two temporary staff members assisting the finance department.



11) Announcements and Comments from Board Members:

Director Judt announced that he recently met with residents that live near Carquinez Park.

Chairperson Aliga announced that he recently met with Chris Rico of Solano Economic Development who is looking into getting additional grants. He also announced that he will begin a new job at Team DGDG.

Director Briseño announced that he has been appointed to the California Maritime Foundation Board.

12) Executive Session - at 8:45 pm Chairperson Aliga convened to executive session.

Public Comment

PUBLIC EMPLOYEE PERFORMANCE EVALUATION, pursuant to Government Code section 54957

Title: General Manager

at 10:02pm Chairperson Aliga re-convened to regular session and reported the following: Direction given, there will be another closed session at the next meeting.

13) Meeting Adjourn

Director Starnes offered the motion, seconded by Director Kennington to adjourn the meeting at 10:02pm Motion passed.

Tom Starnes, Board Secretary



Agenda 9.1

BOARD COMMUNICATION

Date: April 25, 2024

TO: Board Chairperson and Directors
FROM: Salvador Nuno, Parks and Facilities Director
SUBJECT: Board Authorization to Declare Equipment Surplus Property.

BACKGROUND AND DISCUSSION

The listed asset was involved in a total loss accident. The cost to repair this equipment for staff use has been determined to exceed the value of the equipment. Currently this equipment is not in use and would be sold at auction for fair market value. Furthermore, the vehicle has been replaced utilizing insurance funds.

Equipment:

2022 Chevrolet 2500HD
License # 1638848
VIN # 1GC3WLE74NF170675
ID # 1119

RECOMMENDATION

Approve the authorization to declare the above vehicles surplus property.

ALTERNATIVES CONSIDERED

Store the equipment and allocate funds for repairs.

COST

None

COMMITTEE REVIEW

None

ENVIRONMENTAL REVIEW

This is not a project as defined by the California Environmental Quality Act ("CEQA") pursuant to section 15378 (b) (2) of Title 14 of the California Code of Regulations as it is an administrative activity and is not subject to CEQA review.

PROPOSED ACTION

Declare above equipment surplus property.

DOCUMENTS AVAILABLE FOR REVIEW

None



Agenda 9.2

BOARD COMMUNICATION

Date: April 25, 2024

TO: Board Chairperson and Directors

FROM: Lisa Sorvari, Human Resources Director

SUBJECT: Approve New Policy #2055, Catastrophic Leave

BACKGROUND AND DISCUSSION

- Removed information from Sick Leave, Policy 2040, to create separate policy.
- Added reasons to receive Cat Leave: serious injury or illness, incur loss of spouse or registered domestic partner, or incur catastrophic casualty loss suffered due to a fire or natural disaster.
- Added Executive Leave to list of donations and withdrawals.
- Changed the approver of Cat Leave requests from the Committee to the HR Director and removed the requirement to disclose the nature of illness or injury for medical privacy reasons.
- Aligned the donation requirements with the MOUs.
- Added if employees stop participating in the CL bank, they must wait 6 months and donate 8 hours upon returning to membership.
- Changed Committee will recommend increasing the minimum annual contribution from 1 hour to 8 hours if the CL bank's balance is less than 320 hours instead of less than 80 hours.
- Added "Human Resources shall maintain all records of the CL bank" for medical privacy reasons.
- Added the paragraph "Effect on Family and Medical Leave and California Family Rights Act" to clarify employees' rights will not be affected and they may receive Cat Leave while on protected leave if the leave is for their own serious medical condition.

This policy was reviewed by the Policy and Procedures Committee and by legal.

RECOMMENDATION

Approve the amended Policy upon first review.

FISCAL IMPACT

None.

ALTERNATIVES CONSIDERED

Approve as is.

Approve with recommendations.

Reject.

Reject with recommendations.

Let the proposal sit with no action taken.

ENVIRONMENTAL REVIEW

N/A

PROPOSED ACTION

Approve

DOCUMENTS AVAILABLE FOR REVIEW

Policy #2055-Edited Version

Policy #2055-Final Draft

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Catastrophic Leave (Amended)
POLICY NUMBER: 2055

~~A Catastrophic Leave Bank (CLB) has been established to provide salary continuation when employees are on medical leave due to a major illness or injury. The CLB benefit is derived from voluntary contributions from participating employees.~~

_____The purpose of the Catastrophic Leave Bank (CLB) is to provide for salary continuation when employees are diagnosed with a catastrophic or serious illness or injury; incur loss of spouse or registered domestic partner; or incur a catastrophic casualty loss suffered due to a fire or natural disaster and they exhaust all their accrued leave time ~~and compensatory time off~~. The CLB benefit is derived from voluntary contributions from participating employees.

Administration:

A committee will administer the CLB and it will be composed of four (4) members: one (1) representative from SEIU, one (1) representative from IBEW, one (1) unrepresented, and one (1) representative from Human Resources. The committee will meet at the end of each calendar year to review the financial status and policy of the CLB. If the CLB balance is less than 320 hours, the committee may recommend increasing the minimum contribution that year to no more than 8 hours to the General Manager. It is the General Manager's discretion to approve or deny the recommendation.

Donations:

~~New E~~employees can buy into the ~~bank~~ CLB with eight (8) hours of sick leave, annual leave, ~~or~~ compensatory leave or executive leave after six (6) months of employment. The donating employee must have at least ~~five days~~ (40 hours) of accrued sick leave, annual leave, ~~and~~ compensatory time executive leave combined remaining after the donation. ~~One hour will be deducted and placed into the catastrophic leave bank on an annual basis.~~

~~If employees do not donate by January 31st of each year or they stop participating, they will forfeit their participation and any future CLB benefits. Termination from the catastrophic leave bank by the employees' choice does not allow reimbursement of donated hours. If employees stop participating, they must wait at least six (6) months to return to membership status and are required to donate 8 hours upon returning.~~

~~Donations will be accepted from current members in January of each year. However, new employees and non-members may donate as soon as they are eligible for membership. Human Resources will verify that the employee meets the eligibility requirements. Time donated will be deducted from the employee's annual leave, sick~~

Approved 2/01/2015, _____
REVISED _____

2055-1

leave, ~~or~~ compensatory leave or executive leave accruals and converted to catastrophic sick leave hours. Donations of leave to the CLB are nonrefundable and nontransferable except in the event of termination of the CLB program.

- In the event the CLB program is terminated, the total days on deposit shall be returned proportionately to the current participating members and credited to their annual leave, sick leave, ~~or compensatory leave, or executive leave: time~~ accruals rounded to the nearest quarter (.25) hour.

Participating employees must donate one hour annually to remain a member of the CLB by completing and submitting a CLB donation form by January 31st of each year or they will forfeit their participation and any future CLB benefits. Termination from the catastrophic leave bank by the employees' choice does not allow reimbursement of donated hours. If employees stop participating, they must wait at least six (6) months to return to membership status and are required to donate 8 hours upon returning.

Administration:

~~_____ A committee will administer the CLB and it will be composed of four (4) members: one (1) representative from SEIU, one (1) representative from IBEW, one (1) unrepresented, and one (1) representative from Human Resources.~~

~~The committee will meet at the end of each calendar year to review the financial status of the CLB. If there have been no withdrawals in the current year, the committee may recommend to the General Manager to suspend contributions due in January. However, if several withdrawal requests are approved during the year and the CLB balance is less than 80 hours, the committee may reinstate the contribution requirement and may increase the minimum contribution to 8 hours, and the General Manager, in the exercise of their discretion, may approve the change. Human Resources shall maintain all records of the CLB.~~

Withdrawal Conditions:

Employees may apply for a withdrawal from the CLB using the CLB application when they are out more than 30 calendar days ~~and plus~~ meet the following conditions:

1. Incur a loss of a spouse or registered domestic partner OR.
2. ~~Incur~~ Incur a catastrophic casualty loss suffered due to a fire or natural disaster OR.
3. ~~Are Undergoing continuing treatment under the supervision of a licensed health care provider; or~~
4. ~~3. Experiencing a period of illness or injury or treatment due to a chronic catastrophic or serious health condition; or that will last more than 30 consecutive calendar days and the following conditions have been met:~~
 5. ~~Experiencing a period of illness or injury that is long term due to a condition for which treatment may be ineffective; or~~
 6. ~~Receiving multiple treatments (including any period of recovery there from) either for restorative surgery after an accident or other injury, or for a chronic condition, e.g., cancer or kidney disease.~~
 7. ~~a) Submits a doctor's note stating they are employee is unable to work due to a serious medical condition or catastrophic illness or injury and the note specifies the start and estimated return dates, e.~~
 8. ~~b) Are~~ is an active members s of the CLB in the calendar year a withdrawal is requested and has ve been a member for at least thirty (30) calendar days.

- c) ~~Have~~ exhausted annual leave, sick leave, compensatory time off, and executive leave ~~and floating holiday accruals.~~
- d) The request is for the employees' catastrophic or serious illness or injury, not for employees to take leave due to illness or injury of a family member.

Note: If a participant is unable to file an application due to an illness or injury, the immediate supervisor or a family member may initiate the application.

Effect on Workers Compensation Insurance and State Disability Insurance Benefits:

- 9. ~~Withdrawals from the CLB shall be secondary to Workers' Compensation or State Disability benefits and may be used to supplement Workers' Compensation or State Disability payments, not to exceed 100% of employee's regular earnings.~~
- ~~If a Workers' Compensation or State Disability claim is denied, the CLB program shall be the primary wage replacement benefit.~~
- 10. ~~If a Workers Compensation claim is initially denied and employee received CLB, the employee shall reimburse the CLB the amount of the withdrawal should the claim succeed.~~
- ~~Is only if employee is on leave due to and their Workers' Compensation or State Disability claim that is put on hold pending investigation delayed.; repayment of the withdrawal the employee shall be reimbursed should the claim be approved (if applicable).~~
- 11. ~~If a Workers' compensation or State Disability claim is denied, the CLB Program shall be the primary wage replacement benefit. Employee shall reimburse the CLB the amount of the withdrawal should the claim succeed after initial denial.~~
- 12. ~~The request is for the employee's own serious illness or injury, not for an employee to take leave due to an illness or injury of a family member.~~
- 13. ~~There is no disciplinary action for violation of the District's Attendance Policy within six (6) months from the application date.~~

~~Note: If a participant is unable to file an application due to an illness or injury, the immediate supervisor or a family member may initiate the application.~~

Process for Withdrawal and Number of Hours

CLB withdrawal applications should be submitted to the Human Resources Director who will verify the employee is an active member of the CLB and meets the eligibility requirements. ~~The Human Resources Director then will~~ will forward the application to the General Manager within three working days from the date the application is received. The General Manager will review and forward their decision to ~~Human~~ the Human Resources Director within three working days. If approved, Human Resources will coordinate with the employee and the payroll department to add approved donated hours to the employee's leave accrual balance.

Participants-Recipients of the CLB are not entitled to a specific number of hours. The number of hours granted, if any, will be determined by the committee who will consider the number of hours in the CLB, the number of pending requests, and the duration of the illness or injury. Participants may request up to 80 hours initially and may request an extension for a maximum of 160 hours per event. Participants who return to work before using all the donated hours will return the unused hours to the CLB upon returning to work.

Approved 2/01/2015, _____
REVISED _____

2055-3

Human Resources shall maintain all records of the CLB.

Effect on Family and Medical Leave and California Family Rights Act

Participation in the Catastrophic Leave ~~Bank Program~~ does not affect a recipient employee's right to take protected leave under the Family and Medical Leave (FMLA), the California Family Rights Act (CFRA) or Pregnancy Disability Leave (PDL). Time paid through the CLB program will be designated as FMLA, CFRA or PDL if the employee meets the eligibility requirements for FMLA/CFRA (e.g., having worked at least 1,250 hours during the previous twelve (12) months), and the leave has been designated as FMLA or CFRA. There are no eligibility requirements to qualify for Pregnancy Disability Leave (other than submitting medical certification).

DRAFT

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Catastrophic Leave (Amended)
POLICY NUMBER: 2055

The purpose of the Catastrophic Leave Bank (CLB) is to provide for salary continuation when employees are diagnosed with a catastrophic or serious illness or injury; incur loss of spouse or registered domestic partner; or incur a catastrophic casualty loss suffered due to a fire or natural disaster and they exhaust all their accrued leave time. The CLB benefit is derived from voluntary contributions from participating employees.

Administration:

A committee will administer the CLB and it will be composed of four (4) members: one (1) representative from SEIU, one (1) representative from IBEW, one (1) unrepresented, and one (1) representative from Human Resources. The committee will meet at the end of each calendar year to review the financial status and policy of the CLB. If the CLB balance is less than 320 hours, the committee may recommend increasing the minimum contribution that year to no more than 8 hours to the General Manager. It is the General Manager's discretion to approve or deny the recommendation.

Donations:

New employees can buy into the CLB with eight (8) hours of sick leave, annual leave, compensatory leave or executive leave after six (6) months of employment. The donating employee must have at least 40 hours of accrued sick leave, annual leave, compensatory time/executive leave combined remaining after the donation.

Human Resources will verify that the employee meets the eligibility requirements. Time donated will be deducted from the employee's annual leave, sick leave, compensatory leave or executive leave accruals and converted to catastrophic sick leave hours. Donations of leave to the CLB are nonrefundable and nontransferable except in the event of termination of the CLB program. In the event the CLB program is terminated, the total days on deposit shall be returned proportionately to the current participating members and credited to their annual leave, sick leave, compensatory leave, or executive leave accruals rounded to the nearest quarter (.25) hour.

Participating employees must donate one hour annually to remain a member of the CLB by completing and submitting a CLB donation form by January 31st of each year or they will forfeit their participation and any future CLB benefits. Termination from the catastrophic leave bank by the employees' choice does not allow reimbursement of donated hours. If employees stop participating, they must wait at least six (6) months to return to membership status and are required to donate 8 hours upon returning.

Withdrawal Conditions:

Employees may apply for a withdrawal from the CLB using the CLB application when they are out more than 30 calendar days plus meet the following conditions:

1. Incur a loss of a spouse or registered domestic partner OR
2. Incur a catastrophic casualty loss suffered due to a fire or natural disaster OR
3. Are experiencing a period of illness, injury or treatment due to a catastrophic or serious health condition that will last more than 30 consecutive calendar days and the following conditions have been met:
 - a) Submit doctor's note stating employee is unable to work due to a serious medical condition or catastrophic illness or injury and the note specifies the start and estimated return dates.
 - b) Are active members of the CLB in the calendar year a withdrawal is requested and have been a member for at least thirty (30) calendar days.
 - c) Have exhausted annual leave, sick leave, compensatory time off, and executive leave accruals.
 - d) The request is for the employees' catastrophic or serious illness or injury, not for employees to take leave due to illness or injury of a family member.

Note: If a participant is unable to file an application due to an illness or injury, the immediate supervisor or a family member may initiate the application.

Effect on Workers Compensation Insurance and State Disability Insurance Benefits:

- Withdrawals from the CLB shall be secondary to Workers' Compensation or State Disability benefits and may be used to supplement Workers' Compensation or State Disability payments, not to exceed 100% of the employee's regular earnings.
- If a Workers' Compensation or State Disability claim is denied, the CLB program shall be the primary wage replacement benefit.
- If a Workers Compensation claim is initially denied and employee received CLB, the employee shall reimburse the CLB the amount of the withdrawal should the claim succeed.
- If an employee is on leave and their Workers' Compensation or State Disability claim is delayed, the employee shall be reimbursed should the claim be approved.

Process for Withdrawal and Number of Hours

CLB withdrawal applications should be submitted to the Human Resources Director who will verify the employee is an active member of the CLB and meets the eligibility requirements. The Human Resources Director will forward the application to the General Manager within three working days from the date the application is received. The General Manager will review and forward their decision to the Human Resources Director within three working days. If approved, Human Resources will coordinate with the employee and the payroll department to add approved donated hours to the employee's leave accrual balance.

Recipients of the CLB are not entitled to a specific number of hours. The number of hours granted, if any, will be determined by the committee who will consider the number of hours in the CLB, the number of pending requests, and the duration of the illness or injury. Participants may request up to 80 hours initially and may request an extension for a maximum of 160 hours per event. Participants who return to work before using all the donated hours will return the unused hours to the CLB upon returning to work.

Human Resources shall maintain all records of the CLB.

Effect on Family and Medical Leave and California Family Rights Act

Participation in the Catastrophic Leave Bank does not affect a recipient employee's right to take protected leave under the Family and Medical Leave (FMLA), the California Family Rights Act (CFRA) or Pregnancy Disability Leave (PDL). Time paid through the CLB program will be designated as FMLA, CFRA or PDL if the employee meets the eligibility requirements for FMLA/CFRA (e.g., having worked at least 1,250 hours during the previous twelve (12) months), and the leave has been designated as FMLA or CFRA. There are no eligibility requirements to qualify for Pregnancy Disability Leave (other than submitting medical certification).

DRAFT



RESOLUTION NUMBER 2024-02

RESOLUTION 2024-02 OF THE BOARD OF DIRECTORS OF THE GREATER VALLEJO RECREATION DISTRICT APPROVING A TRANSACTION 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”);

WHEREAS, VCUSD has entered into a purchase and sale agreement with the City of Vallejo (“City”) whereby VCUSD has agreed to sell the Property to the City for a purchase price of One Hundred Ninety Thousand Dollars (\$190,000);

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 (“Reversionary Rights”);

WHEREAS, GVRD has agreed to release and quitclaim any and all interest it may have in the Property, including the Reversionary Rights, to VCUSD in exchange for VCUSD paying to GVRD the sum of Ninety-Five Thousand Dollars (\$95,000) (“Reversionary Purchase Price”).

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

1. GVRD will release and quitclaim its interest in the Property, including the Reversionary Rights, to VCUSD in exchange for VSUSD’s payment to GVRD of the Reversionary Purchase Price;
2. GVRD’s exchange of its interest in the Property for the Reversionary Purchase Price shall proceed according to the proposed joint escrow instructions, as incorporated herein; and
3. GVRD authorizes its Legal Counsel, Andrew Shen, to sign any revocation, supplement, amendment, or modification to the joint escrow instructions on its behalf, as necessary to carry out the Board of Directors’ decision, as set forth in this Resolution.

PASSED AND ADOPTED by the Board of Directors of the Greater Vallejo Recreation District on April 25, 2024, by the following vote:

Ayes:

Noes:

Absent:

Attest: _____
Kimberly Pierson, Board Clerk

Approved: _____
Rizal Aliga, Board Chairperson

April __, 2024

Laura Vierra
Placer Title Company
1300 Oliver Rd. Ste. 120
Fairfield, CA 94534

Re: Escrow Number P-565695
Property Address: 1220 Gateway Drive, Vallejo, CA APN 0068-164-150

Dear Ms. Vierra,

This letter constitutes the joint escrow instructions of the Greater Vallejo Recreation District, a political subdivision of the State of California (“GVRD”) and the Vallejo City Unified School District of Solano County, California, a political subdivision of the State of California (“VCUSD”).

Subject to the reversionary right described in the following paragraph, 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 (“Property”). VCUSD has entered into a purchase and sale agreement with the City of Vallejo whereby VCUSD has agreed to sell the Property to the City for a purchase price of One Hundred Ninety Thousand Dollars (\$190,000).

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 (“Reversionary Rights”). GVRD has agreed to release and quitclaim any and all interest it may have in the Property including the Reversionary Rights to VCUSD in exchange for VCUSD paying to GVRD the sum of Ninety-Five Thousand Dollars (\$95,000) (“Reversionary Purchase Price”).

VCUSD will deposit into escrow the Reversionary Purchase Price. GVRD will deposit into escrow a quitclaim deed quitclaiming any interest GVRD has in the Property and in particular the Reversionary Rights (“Quitclaim Deed”). VCUSD and the City of Vallejo may deposit additional documents and instructions into escrow. These escrow instructions are to be read in conjunction with any other escrow instructions deposited by VCUSD or the City of Vallejo.

I. Conditions of Closing

You may close this escrow only upon fulfillment of all of the following conditions:

- A. You hold the Quitclaim Deed duly executed and acknowledged where required.
- B. You hold the Reversionary Purchase Price.

C. You have had contact with GVRD’s representative, Andrew Shen at Renne Public Law Group at ashen@publiclawgroup.com, confirming that all conditions of closing required by the parties hereto have been satisfied.

D. You have had contact with VCUSD’s representative, Addison Covert, at Parker & Covert, LLP at acovert@parkercovert.com, confirming that all conditions of closing required by the parties hereto have been satisfied.

E. Upon meeting the conditions of closing above, you are instructed to immediately record the Quitclaim Deed in the Official Records of Solano County.

II. Disbursement of Funds

Upon recording the Quitclaim Deed, you are to disburse the Reversionary Purchase Price to GVRD by wire transfer pursuant to the below wiring instructions:

[Insert wiring instructions].

III. Delivery of the Recorded Document

A set of these escrow instructions signed by Placer Title Company and a conformed Quitclaim Deed shall be delivered to Andrew Shen at Renne Public Law Group at ashen@publiclawgroup.com and Addison Covert, at Parker & Covert, LLP at acovert@parkercovert.com.

IV. Costs and Fees

VCUSD is responsible for any costs and fees associated with this escrow.

V. Amendment, Modification or Revocation

These instructions may be revoked, amended, or modified in writing executed by all parties hereto at any time prior to the close of escrow. GVRD authorizes Andrew Shen to sign any revocation, supplement, amendment, or modification to these instructions on its behalf. VCUSD authorizes VCUSD’s Superintendent or his designee to sign any revocation, supplement, amendment, or modification to these instructions on its behalf. These instructions may be executed in counterparts, each of which shall constitute one and the same instrument.

[SIGNATURE PAGE FOLLOWS]

Please acknowledge your agreement to and acceptance of these instructions by signing the enclosed copy of this letter and returning it to Andrew Shen at Renne Public Law Group.

Thank you for your assistance.

GVRD:

GREATER VALLEJO RECREATION DISTRICT, a political subdivision of the State

By: _____

Name: _____

Its: _____

VCUSD:

Vallejo City Unified School District of Solano County, California, a political subdivision of the State

By: _____

Name: _____

Its: _____

The undersigned acknowledges receipt of the above instructions and agrees to proceed in strict accordance therewith.

PLACER TITLE COMPANY

By: _____

Its: _____

RECORDING REQUESTED BY

Placer Title Company

WHEN RECORDED MAIL TO:

Vallejo City Unified School District of Solano County,
California, a Political Subdivision

Escrow No. P-565695

A.P.N.: 0068-164-150

Space Above This Line for Recorder's Use

QUITCLAIM DEED

The undersigned grantor(s) declare(s):

Documentary Transfer Tax is _____

(_____)

Computed on full value of property conveyed, or

(_____)

Computed on full value less value of liens and encumbrances
remaining at time of sale.

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,

Greater Vallejo Recreation District, a Political Subdivision

does hereby remise, release and forever quitclaim to

Vallejo City Unified School District of Solano County, California, a Political Subdivision

the following described Real Property:

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

SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF FOR FULL LEGAL DESCRIPTION

This Deed is given for the express purpose of cancelling and annulling and releasing all the restrictions and rights to revert and to re-enter and re-take possession of the property described herein, contained in the Grant Deed executed by Greater Vallejo Recreation District, a Political Subdivision as Grantor to Vallejo Unified School District of Solano County, California, a Political Subdivision AKA Vallejo City Unified School District of Solano County, California, a political Subdivision recorded July 10, 1969, Book 1573, Page 556, Instrument No. 12111, Official Records of Solano County.

MAIL TAX STATEMENTS TO PARTY SHOWN ON FOLLOWING LINE; IF NO PARTY SHOWN, MAIL AS DIRECTED ABOVE

SAME AS ABOVE

Name

Street Address

City & State

Dated: April 22, 2024

Greater Vallejo Recreation District, a Political Subdivision

By: _____

A 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)
County of Solano) ss.

On _____ before me,

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 _____

MAIL TAX STATEMENTS TO PARTY SHOWN ON FOLLOWING LINE; IF NO PARTY SHOWN, MAIL AS DIRECTED ABOVE

SAME AS ABOVE

Name Street Address City & State

EXHIBIT "A"
LEGAL DESCRIPTION

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

Greater Vallejo Recreation District
FY23-24
Actuals Thru February 2024 with Year End Projections

	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	YTD Total	Mar-24	Apr-24	May-24	Jun-24	Projected Total	FY 23-24 Total
Beginning Cash Balance	\$ 7,657,824	\$ 6,764,179	\$ 6,081,694	\$ 5,401,730	\$ 4,670,701	\$ 4,011,933	\$ 7,288,721	\$ 5,436,071		\$ 4,442,244	\$ 3,541,589	\$ 6,075,174	\$ 5,144,903		
	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Projected	Projected	Projected	Projected	Projected	
Revenue															
Property Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,951,630	\$ 11,092	\$ -	\$ 2,962,722	\$ -	\$ 2,527,001	\$ -	\$ 416,870	\$ 2,943,871	\$ 5,906,593
Measure K	\$ -	\$ -	\$ -	\$ (96)	\$ 96	\$ 1,061,944	\$ -	\$ -	\$ 1,061,944	\$ -	\$ 968,056	\$ -	\$ -	\$ 968,056	\$ 2,030,000
Intergovernmental Revenue (Impact Fees)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Charges for Services	\$ 75,110	\$ 49,165	\$ 52,090	\$ 45,939	\$ 50,817	\$ 47,368	\$ 53,987	\$ 77,150	\$ 451,626	\$ 41,098	\$ 54,747	\$ 150,000	\$ 150,000	\$ 395,845	\$ 847,471
Rents: Use of Facilities/Equipment	\$ 53,265	\$ 68,598	\$ 60,666	\$ 38,454	\$ 31,940	\$ 31,387	\$ 48,058	\$ 37,248	\$ 369,615	\$ 43,945	\$ 50,000	\$ 50,000	\$ 50,000	\$ 193,945	\$ 563,560
Use of Money & Property (Contract Rents,Leases, Int Income)	\$ 8,866	\$ 10,185	\$ 8,279	\$ 31,490	\$ 14,945	\$ 25,515	\$ 26,684	\$ 800	\$ 126,764	\$ 6,783	\$ 14,839	\$ 14,839	\$ 14,839	\$ 51,300	\$ 178,064
Grants	\$ -	\$ -	\$ -	\$ 86,940	\$ 57,139	\$ 291,621	\$ 55,181	\$ 25,475	\$ 516,355	\$ 65,590	\$ 36,883	\$ 36,883	\$ 214,835	\$ 354,191	\$ 870,546
Donations	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300
Other Revenue	\$ 1,850	\$ 26,060	\$ 4,127	\$ 2,165	\$ 1,056	\$ 2,125	\$ 1,100	\$ 2,280	\$ 40,764	\$ 3,076	\$ 1,967	\$ 61,967	\$ 1,967	\$ 68,977	\$ 109,741
Total Revenue	\$ 139,390	\$ 154,008	\$ 125,163	\$ 204,892	\$ 155,993	\$ 4,411,590	\$ 196,103	\$ 142,952	\$ 5,530,090	\$ 160,492	\$ 3,653,493	\$ 313,689	\$ 848,511	\$ 4,976,185	\$ 10,506,275
Operating Expenses															
Full-Time Salaries	\$ 241,844	\$ 205,263	\$ 216,799	\$ 224,478	\$ 239,752	\$ 363,964	\$ 245,131	\$ 238,166	\$ 1,975,396	\$ 237,970	\$ 237,970	\$ 237,970	\$ 237,970	\$ 951,879	\$ 2,927,275
Part-Time Salaries	\$ 194,615	\$ 195,583	\$ 148,955	\$ 151,500	\$ 141,496	\$ 180,842	\$ 87,947	\$ 135,509	\$ 1,236,448	\$ 136,435	\$ 152,543	\$ 152,543	\$ 152,543	\$ 594,064	\$ 1,830,512
Non-Retirement Employee Benefits	\$ 58,239	\$ 76,303	\$ 65,776	\$ 66,717	\$ 22,398	\$ 78,701	\$ 71,366	\$ 216,070	\$ 655,571	\$ 121,239	\$ 86,312	\$ 86,312	\$ 86,312	\$ 380,175	\$ 1,035,746
CalPERS	\$ 70,953	\$ -	\$ 31,678	\$ -	\$ -	\$ -	\$ 21,865	\$ 10,884	\$ 135,381	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 135,381
Services & Supplies	\$ 305,097	\$ 139,040	\$ 163,242	\$ 136,679	\$ 144,010	\$ 134,132	\$ 380,816	\$ 127,869	\$ 1,530,885	\$ 140,971	\$ 185,762	\$ 185,762	\$ 185,762	\$ 698,257	\$ 2,229,142
Computer Services, Software & Equipment	\$ 5,977	\$ 37,933	\$ 16,997	\$ 6,193	\$ 5,708	\$ 8,468	\$ 1,791	\$ 23,671	\$ 106,739	\$ 1,784	\$ 8,824	\$ 8,824	\$ 8,824	\$ 28,256	\$ 134,995
County Tax Collection Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 219	\$ -	\$ 219	\$ 408	\$ -	\$ -	\$ 78,000	\$ 78,408	\$ 78,626
Professional Services	\$ 3,039	\$ 53,443	\$ 42,409	\$ 19,769	\$ 27,448	\$ 74,968	\$ 26,840	\$ 47,898	\$ 295,814	\$ 20,140	\$ 35,106	\$ 35,106	\$ 35,106	\$ 125,458	\$ 421,272
Facilities Maintenance Expense	\$ 148,552	\$ 26,028	\$ 9,286	\$ 86,310	\$ 22,011	\$ 49,807	\$ 12,701	\$ 13,163	\$ 367,857	\$ 20,285	\$ 43,127	\$ 43,127	\$ 43,127	\$ 149,666	\$ 517,523
Measure K Refunds	\$ -	\$ -	\$ -	\$ -	\$ 96	\$ -	\$ -	\$ -	\$ 96	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 96
Other Post Employment Benefit (OPEB)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer to Debt Service (POB)		\$ -	\$ -	\$ -	\$ 83,746	\$ -	\$ -	\$ -	\$ 83,746	\$ -	\$ -	\$ 246,746	\$ -	\$ 246,746	\$ 330,493
Capital Outlay & CIP	4,719	102,900	109,985	244,275	128,096	243,918	1,200,078	323,549	2,357,519	381,916	\$ 370,264	\$ 247,570	\$ 316,770	1,316,520	3,674,038
Total Expenses	\$ 1,033,035	\$ 836,493	\$ 805,127	\$ 935,920	\$ 814,761	\$ 1,134,801	\$ 2,048,754	\$ 1,136,779	\$ 8,745,670	\$ 1,061,147	\$ 1,119,908	\$ 1,243,960	\$ 1,144,414	\$ 4,569,429	\$ 13,315,099
Net Revenue	\$ (893,645)	\$ (682,486)	\$ (679,964)	\$ (731,029)	\$ (658,768)	\$ 3,276,789	\$ (1,852,651)	\$ (993,827)	\$ (3,215,580)	\$ (900,655)	\$ 2,533,585	\$ (930,271)	\$ (295,903)	\$ 406,756	\$ (2,808,824)
Cash Balance	\$ 6,764,179	\$ 6,081,694	\$ 5,401,730	\$ 4,670,701	\$ 4,011,933	\$ 7,288,721	\$ 5,436,071	\$ 4,442,244		\$ 3,541,589	\$ 6,075,174	\$ 5,144,903	\$ 4,849,000		
Cash - Restricted Retiree Benefit	\$ 1,298,520	\$ 1,298,520	\$ 1,298,520	\$ 1,298,520	\$ 1,298,520	\$ 1,298,520	\$ 1,298,520	\$ 1,298,520		\$ 1,298,520	\$ 1,298,520	\$ 1,298,520	\$ 1,298,520		
Cash - Designated Reserve 15%	\$ 1,764,547	\$ 1,764,547	\$ 1,764,547	\$ 1,764,547	\$ 1,764,547	\$ 1,764,547	\$ 1,764,547	\$ 1,764,547		\$ 1,764,547	\$ 1,764,547	\$ 1,764,547	\$ 1,764,547		
Unrestricted Cash	\$ 3,701,112	\$ 3,018,627	\$ 2,338,663	\$ 1,607,634	\$ 948,865	\$ 4,225,654	\$ 2,373,003	\$ 1,379,177		\$ 478,522	\$ 3,012,106	\$ 2,081,836	\$ 1,785,933		

**Greater Vallejo Recreation District
FY24-25 Projected Cash Flow**

	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	6 Months	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25
Beginning Cash Balance	\$ 4,849,000	\$ 4,157,970	\$ 3,228,903	\$ 2,526,547	\$ 1,786,808	\$ 1,010,354		\$ 4,506,019	\$ 3,866,568	\$ 3,202,717	\$ 2,501,888	\$ 5,248,442	\$ 4,390,125
Revenue													
Property Tax						\$ 3,072,687	\$ 3,072,687				\$ 2,481,786		\$ 354,541
Measure K						\$ 1,161,944	\$ 1,161,944				\$ 968,056		
Intergovernmental Revenue (Impact Fees)							\$ -						
Charges for Services	\$ 75,110	\$ 49,165	\$ 52,090	\$ 45,939	\$ 50,817	\$ 47,368	\$ 320,489	\$ 53,987	\$ 77,150	\$ 41,098	\$ 54,747	\$ 150,000	\$ 150,000
Rents: Use of Facilities/Equipment	\$ 47,000	\$ 47,000	\$ 47,000	\$ 47,000	\$ 47,000	\$ 47,000	\$ 282,000	\$ 47,000	\$ 47,000	\$ 47,000	\$ 47,000	\$ 47,000	\$ 47,000
Use of Money & Property (Contract Rents,Leases, Int Income)	\$ 14,900	\$ 14,900	\$ 14,900	\$ 14,900	\$ 14,900	\$ 14,900	\$ 89,400	\$ 14,900	\$ 14,900	\$ 14,900	\$ 14,900	\$ 14,900	\$ 14,900
Grants	\$ 235,000						\$ 235,000						
Donations							\$ -						
Other Revenue	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 12,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Total Revenue	\$ 374,010	\$ 113,065	\$ 115,990	\$ 109,839	\$ 114,717	\$ 4,345,899	\$ 5,173,520	\$ 117,887	\$ 141,050	\$ 104,998	\$ 3,568,489	\$ 213,900	\$ 568,441
Expenses													
Full-Time Salaries	\$ 274,411	\$ 274,411	\$ 274,411	\$ 274,411	\$ 274,411	\$ 274,411	\$ 1,646,466	\$ 274,411	\$ 274,411	\$ 274,411	\$ 274,411	\$ 274,411	\$ 274,411
Part-Time Salaries	\$ 194,615	\$ 195,583	\$ 148,955	\$ 151,500	\$ 141,496	\$ 180,842	\$ 1,012,992	\$ 87,947	\$ 135,509	\$ 136,435	\$ 152,543	\$ 152,543	\$ 152,543
Non-Retirement Employee Benefits	\$ 79,432	\$ 79,432	\$ 79,432	\$ 79,432	\$ 79,432	\$ 79,432	\$ 476,592	\$ 79,432	\$ 79,432	\$ 79,432	\$ 79,432	\$ 79,432	\$ 79,432
CalPERS	\$ 39,687	\$ 39,687	\$ 39,687	\$ 39,687	\$ 39,687	\$ 39,687	\$ 238,120	\$ 39,687	\$ 39,687	\$ 39,687	\$ 39,687	\$ 39,687	\$ 39,687
Services & Supplies	\$ 185,762	\$ 185,762	\$ 185,762	\$ 185,762	\$ 185,762	\$ 185,762	\$ 1,114,572	\$ 185,762	\$ 185,762	\$ 185,762	\$ 185,762	\$ 185,762	\$ 185,762
Computer Services, Software & Equipment	\$ 11,867	\$ 41,867	\$ 11,867	\$ 11,867	\$ 11,867	\$ 11,867	\$ 101,202	\$ 11,867	\$ 11,867	\$ 11,867	\$ 11,867	\$ 11,867	\$ 11,867
County Tax Collection Fee							0						
Professional Services	\$ 35,106	\$ 35,106	\$ 35,106	\$ 35,106	\$ 35,106	\$ 35,106	\$ 210,636	\$ 35,106	\$ 35,106	\$ 35,106	\$ 35,106	\$ 35,106	\$ 35,106
Facilities Maintenance Expense	\$ 43,127	\$ 43,127	\$ 43,127	\$ 43,127	\$ 43,127	\$ 43,127	\$ 258,762	\$ 43,127	\$ 43,127	\$ 43,127	\$ 43,127	\$ 43,127	\$ 43,127
Other Post Employment Benefit (OPEB)							0						
Transfer to Debt Service (POB)					\$ 80,283		80,283					\$ 250,283	
Capital Outlay & CIP	201,033	147,157	0	28,686	0	0	376,876						
Total Expenses	\$ 1,065,040	\$ 1,042,132	\$ 818,347	\$ 849,578	\$ 891,171	\$ 850,234	\$ 5,516,501	\$ 757,339	\$ 804,901	\$ 805,827	\$ 821,935	\$ 1,072,217	\$ 821,935
Net Revenue	\$ (691,030)	\$ (929,067)	\$ (702,356)	\$ (739,739)	\$ (776,454)	\$ 3,495,665	\$ (342,981)	\$ (639,452)	\$ (663,851)	\$ (700,829)	\$ 2,746,554	\$ (858,317)	\$ (253,494)
Cash Balance	\$ 4,157,970	\$ 3,228,903	\$ 2,526,547	\$ 1,786,808	\$ 1,010,354	\$ 4,506,019		\$ 3,866,568	\$ 3,202,717	\$ 2,501,888	\$ 5,248,442	\$ 4,390,125	\$ 4,136,631
Cash - Restricted Retiree Benefit	\$ 1,298,520	\$ 1,298,520	\$ 1,298,520	\$ 1,298,520	\$ 1,010,354	\$ 1,298,520		\$ 1,298,520	\$ 1,298,520	\$ 1,298,520	\$ 1,298,520	\$ 1,298,520	\$ 1,298,520
Cash - Designated Reserve 15%	\$ 1,764,547	\$ 1,764,547	\$ 1,228,027	\$ 488,288	\$ -	\$ 1,764,547		\$ 1,764,547	\$ 1,764,547	\$ 1,203,368	\$ 1,764,547	\$ 1,764,547	\$ 1,764,547
Unrestricted Cash	\$ 1,094,903	\$ 165,836	\$ -	\$ -	\$ -	\$ 1,442,952		\$ 803,500	\$ 139,649	\$ -	\$ 2,185,375	\$ 1,327,057	\$ 1,073,563



General Manager Board Update

4/25/2024

- Working on HR items
- Working on reducing the current budget, and for next fiscal year.
- Met with the interim City Manager, and new Director of Flood and Wastewater.
- I will be presenting to the City Council in July, but will have staff meetings to remedy impact fees, and other related concerns before then.
- The 2+2 meeting was cancelled.
- Trying to set up a meeting with the Mayor regarding GVRD responsibilities, and COV responsibilities. There seems to be miscommunication as to who we are and how we manage their properties.
- SCOTUS (Supreme Court of the United States) will be reviewing how far cities and states can go regarding policing homeless. This was the Oregon Grants Pass case. They began Monday 4-22-24.
- Attended committee meetings.
- Working with Suite Treatments using Placer.AI to gather event/user data.

- In review of the budget over the weekend, I wanted to correct myself regarding ExLP budget. It is going over budget. The information I had last year was that it paid for itself. I am having staff review that statement. It could be that we are supplementing a school district program. If so, we are not getting credit for that, or we may want to review our agreement which will be renewed in July. More information to follow.
- The RFP for IT services is in the final stages. We anticipate a contract to begin June 1st.
- The Earth Daze Event is April 27th. We will have staff participating.
- We had a team building last week with Parks and Recreation Supervisors, Directors and myself. I paid for the expenses out of pocket.
- Staff and I are working on updates for Board reporting.



Recreation Services Board Updates

04/25/2024

Activity Guide:

- Our summer Activity Guide is now available online and registration opened this past week.

Aquatics:

- Aquatics has successfully completed session 1 of spring swim lessons. Participants were excited to have swim lessons back and were eager to sign up for the 2nd session of swim lessons.
- Aquatics will be conducting second round interviews this week, with participants who completed their Lifeguard training through our spring LG class training.

Community Centers:

- Rec Director will be working with Recreation Supervisor to curate a plan to increase marketing at the community centers.

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

- GVRD's first Breakfast with The Bunny event was held on Saturday, April 6th and had 20 participants registered for the session. McDonald's partnered with us and helped provide a delicious breakfast for each participant. We hope to continue this strong partnership with McDonald's and to add different elements to this event next year to make it even bigger!



- We have solidified our band line up for this summer's Bands & Brews! We are now working on contacting breweries and food vendors to be a part of this year's event. We will be working closely with the marketing to help promote and grow this valued community event.
- We have begun brainstorming ideas for GVRD's 80th Anniversary! The Committee assigned to this event is currently taking votes on their top 2 band choices for that special day. We are looking forward to having vendors, lawn games, different food options and 2 band performances. This event will be held at Blue Rock Springs Park on Saturday, August 10th from 3-8 pm.



Sports/Gym:

- The gym has two potential new users who would like to rent out the Sports Gym for regularly scheduled programming.
- Sports staff is making improvements to the rental process using Civic Rec to improve efficiency and the reservation process for users.

Staffing:

- We're in the recruitment process to fill PT summer vacancies in several program areas.

Youth Services:

- Teen Services team held GVRD's 2nd College & Career Exploration event as well as the GVRD Boutique on Saturday, April 13th at the Vallejo Community Center. This was a lowly attended event. The team has discussed strategies to increase participation.



Maintenance Department Board Update

4/25/2024

Parks and Facilities

- Hanns Park
 - Vallejo Watershed Alliance had a volunteer cleanup event on Saturday April 20th.
- Fairmont Park
 - Staff worked on replacing the playground slide.
- Skate Park
 - Staff worked on replacing the lights wire that was stolen and adding concrete in the electrical boxes.
- 395 Office
 - Staff assisted Recreation staff with the moving on the offices for the reopening of the office on April 15th.
- McIntyre Ranch
 - Staff worked on repairing water leaks throughout the Ranch.
- Cunningham Pool
 - Pool electrical meter issue was repaired, working with PG&E for a reimbursement.
- Budget
 - I worked with staff on the budget worksheets and will be meeting with the Finance Director and GM to discuss.
- Weed abatement
 - Hanns and Richardson Park were mowed.
- Earth Daze Event
 - Parks Staff will be participating on the Earth Daze Festival on April 27th.

BOARD PROJECTS UPDATE



Date

TASK	START	END	% COMPLETE	DONE	NOTES
395/401 Renovations					
Design Phase	1/1/2018	6/1/2021	100%	<input checked="" type="checkbox"/>	
Permit Issued	6/1/2019	6/1/2020	100%	<input checked="" type="checkbox"/>	
RFP	8/1/2021	10/1/2021	100%	<input checked="" type="checkbox"/>	
Build	12/23/2021	4/15/2024	100%	<input checked="" type="checkbox"/>	Will file the Notice of Completion.
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	4/1/2023	6/1/2024	0%	<input type="checkbox"/>	
Proposed Board Approval	8/1/2024	9/31/2024	0%	<input type="checkbox"/>	
RFP	10/1/2024	11/28/2024	0%	<input type="checkbox"/>	
Build	12/1/2024	2/1/2025	0%	<input type="checkbox"/>	
Cunningham Pool Shade Structures					
Design/Assessment Phase	1/1/2023	11/30/2023	100%	<input checked="" type="checkbox"/>	
Permit Issued	12/1/2023	8/28/2024	0%	<input type="checkbox"/>	Received a proposal for engineering plans; we decided to postpone until new budget in July.
RFP	12/2/2024	12/31/2024	0%	<input type="checkbox"/>	
Build	1/1/2025	5/28/2025	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"/>	

BOARD PROJECTS UPDATE



Date

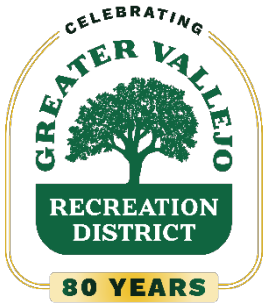
TASK	START	END	% COMPLETE	DONE	NOTES
Build	1/8/2024	8/1/2024	<div style="width: 25%; background-color: #28a745;"></div> 25%	<input type="radio"/>	Contractor installed the ADA parking spots; had the inspection from the City for the electrical, framing, and plumbing on the new restrooms.
Terrace Park Playground					
Prop 68 Per Capita Project Approval	12/1/2020	2/28/2022	<div style="width: 100%; background-color: #28a745;"></div> 100%	<input checked="" type="checkbox"/>	
Design/RFP	12/1/2021	1/30/2022	<div style="width: 100%; background-color: #28a745;"></div> 100%	<input checked="" type="checkbox"/>	
Build	1/15/2023	4/15/2024	<div style="width: 99%; background-color: #28a745;"></div> 99%	<input type="radio"/>	Had a meeting with the disc golf group; will be working on building a kiosk and a welcoming sign.
Hanns Park Disc Golf					
Design Phase	3/1/2021	9/27/2021	<div style="width: 100%; background-color: #28a745;"></div> 100%	<input checked="" type="checkbox"/>	
Equipment	8/26/2021	9/1/2021	<div style="width: 100%; background-color: #28a745;"></div> 100%	<input checked="" type="checkbox"/>	
Build	10/6/2021	5/30/2024	<div style="width: 98%; background-color: #28a745;"></div> 98%	<input type="radio"/>	Staff met with the disc golf group; the group will build a kiosk and staff will work on the welcoming sign with the group.
Lake Dalwigk Park Improvements					
Design Phase	5/1/2023	10/31/2023	<div style="width: 100%; background-color: #28a745;"></div> 100%	<input checked="" type="checkbox"/>	Interwest will be doing a presentation at the board meeting in November.
Permit Issued	1/15/2024	2/28/2024	<div style="width: 100%; background-color: #28a745;"></div> 100%	<input checked="" type="checkbox"/>	
RFP	1/15/2023	3/30/2024	<div style="width: 100%; background-color: #28a745;"></div> 100%	<input checked="" type="checkbox"/>	
Build	5/1/2024	8/1/2024	<div style="width: 0%; background-color: #28a745;"></div> 0%	<input type="radio"/>	Caltrans gave a six month extension for the completion of the project.
Children's Wonderland Electrical Upgrade					
Design Phase	4/1/2023	6/1/2023	<div style="width: 100%; background-color: #28a745;"></div> 100%	<input checked="" type="checkbox"/>	
Permit Issued	6/1/2023	11/31/2023	<div style="width: 100%; background-color: #28a745;"></div> 100%	<input checked="" type="checkbox"/>	

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TASK	START	END	% COMPLETE	DONE	NOTES
RFP	7/1/2024	7/30/2024	0%	<input type="radio"/>	Staff ordered the panel.
Build	10/1/2024	12/1/2024	0%	<input type="radio"/>	
North Vallejo Community Center Electrical Upgrade					
Design Phase	4/1/2023	6/1/2023	100%	<input checked="" type="radio"/>	
Permit Issued	6/1/2023	11/30/2023	100%	<input checked="" type="radio"/>	
RFP	7/1/2024	7/30/2024	0%	<input type="radio"/>	Staff ordered the panel.
Build	10/1/2024	12/1/2024	0%	<input type="radio"/>	
Dan Foley Cultural Center Electrical Upgrade					
Design Phase	12/1/2023	3/1/2024	100%	<input checked="" type="radio"/>	
Permit Issued	4/1/2023	5/30/2024	0%	<input type="radio"/>	plans were sent to PG&E for approval.
RFP	8/1/2024	10/30/2024	0%	<input type="radio"/>	
Build	1/1/2025	3/1/2025	0%	<input type="radio"/>	
Franklin Middle School					
Prop 68 Management RFP	1/1/2024	7/1/2024	50%	<input type="radio"/>	The RFP documents were sent to our legal counsel for their review.
Design Phase			0%	<input type="radio"/>	
Permit Issued			0%	<input type="radio"/>	
Build			0%	<input type="radio"/>	
Portable Buildings	1/1/2024	7/30/2024	0%	<input type="radio"/>	
				<input type="radio"/>	



Human Resources Board Update

April 25, 2024

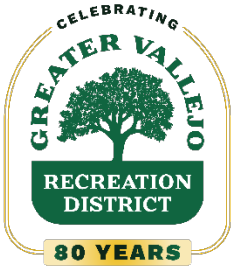
FT Turnover March 2023 through March 2024

Month	Terminated Employees	Average Employee Count	Turnover Rate
March	2	35	5.7%
April	0	33	0%
May	1	33	3%
June	0	33	0%
July	2	34	5.9%
August	0	34	0%
September	0	34	0%
October	0	35	0%
November	1	36	2.8%
December	0	36	0%
January	0	36	0%
February	0	37	0%
March	0	37	0%
ANNUAL TURNOVER: 17.2%, 6 Employees			
MONTHLY AVERAGE: 1.3%, .5 Employees			

Job Title	Reason
Recreation Coordinator	Performance
Finance Director	Retirement
Parks Maintenance	Other Employment
Recreation Coordinator	Personal
Recreation Coordinator	Other Employment
Parks Maintenance	Performance

PT Turnover March 2023 through March 2024

Month	Terminated Employees	Average Employee Count	Turnover Rate
March	5	137	3.6%
April	9	147	6.1%
May	5	145	3.4%
June	9	153	5.9%
July	9	161	5.6%
August	8	156	5.1%
September	0	154	0%
October	7	162	4.3%
November	3	158	1.9%
December	7	156	4.5%
January	4	154	2.6%
February	6	156	3.8%
March	5	155	3.2%
ANNUAL TURNOVER: 50.2%, 77 Employees			
MONTHLY AVERAGE: 3.9%, 5.9 Employees			



Finance Director Board Update

April 25, 2024

FY21/22 Audit Status

- No new developments on selections from auditor.

FY24/25 Budget Process

- Finance Director Parkhurst to Discuss status in Budget development process.
- Cash Flow Forecast presented in this meeting. Ongoing improvements and updates will be made. Future reporting on a quarterly basis will be initiated.

Updates and Efforts in the Finance Department

- Financial and HRIS Software Replacement RFP – Met with Sage for Accounting and Reporting Demo on 04/17/24 and earlier today for the Payroll and HR Demo. Met with Tyler Tech. yesterday for the Accounting and Reporting Demo and Today to review the Payroll & HR Demo.
- CalPERS audit is ongoing. We concluded our first internal 60-day audit, which was very productive.