



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, February 8, 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) Presentations

Public Comment

5.1 Introducing Jesus Segura, Maintenance Worker I (Nuño)

5.2 Board Member Best Practices - Training Recap (Directors Aliga and Judt)

6) 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.

7) Action Items:

Public Comment

7.1 Discussion and Possible Action on Crest Ranch Property known as
“Country Club Crest Unit No. 8” (Lanusse)

7.2 Approve Changes to Policy 1010-Adoption/Amendment of Policies (Sorvari)

7.3 Review of Annual Work Plan (Lanusse)



8) Staff Updates

Public Comment

- 8.1 General Manager
- 8.2 Recreation Services Director
- 8.3 Parks and Facilities Director
- 8.4 Human Resources Director
- 8.5 Finance Director

9) Financials:

Public Comment

- 9.1 Accept Finance Statement through 12/31/2023 (Parkhurst)
- 9.2 Accept Payment of Bills 1/1/2024 through 1/31/2024 (Parkhurst)

10) Committee Updates

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

11) 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.

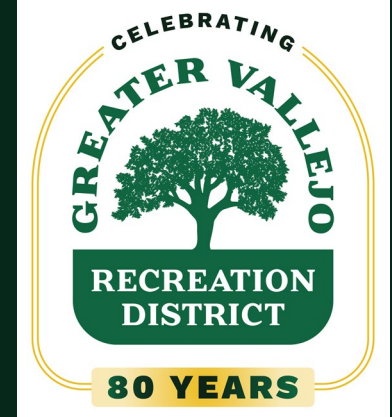
Public Comment

- 11.1 Approve Board Minutes – January 25, 2024
- 11.2 Accept Budget and Finance Committee Minutes – January 8, 2024
- 11.3 Accept Policies and Personnel Committee Minutes – January 22, 2024

12) Announcements and Comments from Board Members

13) Meeting Adjourn

Summary & Recap: GVRD Board Best Practices



By Director Judt + Director Aliga

Greater Vallejo organizational commitment

1 | United TEAM collaboration

(Establishing) Collective effort promoting wellness and prioritizing healthy lifestyles by providing safe parks and innovative and fun programs

Strategic succession planning and proactive thinking (anticipate) while networking with our community

2 | Referencing policies + conduct

Accountability : revisit org support structure + transparent decision making

- Advance and implement (Disney/6 Flags customer service)
- Develop + set guidelines of fees/funding reserves (to provide services)

3 | Effective committees & getting oriented

Debate vs. dialogue

- Active listening to find common ground and ask probing questions
- “We” vs. “I” statements (representing whom)
Virtual Tour, events (elections)
- (Timely) Recommended advocacy to legislators and elected officials
- Bill tracking + Grants

Alliance to CSDA + Overview of Laws

Community activities and representation in media/events participation with how publicity/relations tied to marketing/advertising (Ramping 80th year anniversary)

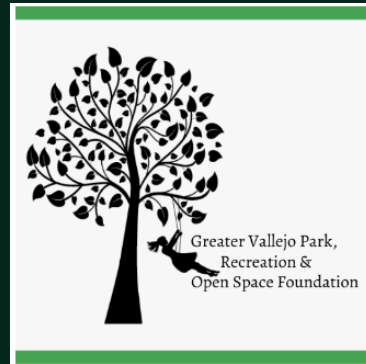
Repurposing of buildings/places and providing accessible spaces

HR staffing with youth coordination and innovative programming

Mentoring prospective Vallejoans to become future board members

New initiative on the ballot to limit new fee raises?

Community activities and representation in media/events participation





SPECIAL DISTRICT

Board Member Handbook

A California Special Districts Association Publication ©2020

CSDA - BEST PRACTICES

- **Commitment & Responsibilities**
 - Represent Our Neighbor's Interests
- **Work As A Team**
 - Hard Without Being On Same Page
 - Develop Strategic Work Plan
- **Policies**
 - Maintain, Revise & Enforce
 - Provide Direction For Staff & Constituents

THE QUESTIONS I HEARD

1

WHO

- Identify core values and ideas to guide the district
- Agree on what the future of the district should be
- Evaluate the present
- Anticipate the future

2

WHAT

- Is GVRD'S place in Vallejo
- Are our Goals & Priorities
- Role do our Policies play
- Role does the 10 MP play
- Do our neighbors want

3

HOW

- Do we achieve these things
- Board Self Evaluation
- Standard GM Evaluation
- Employ Best Practices
- 151 Best Practices - CAPRA



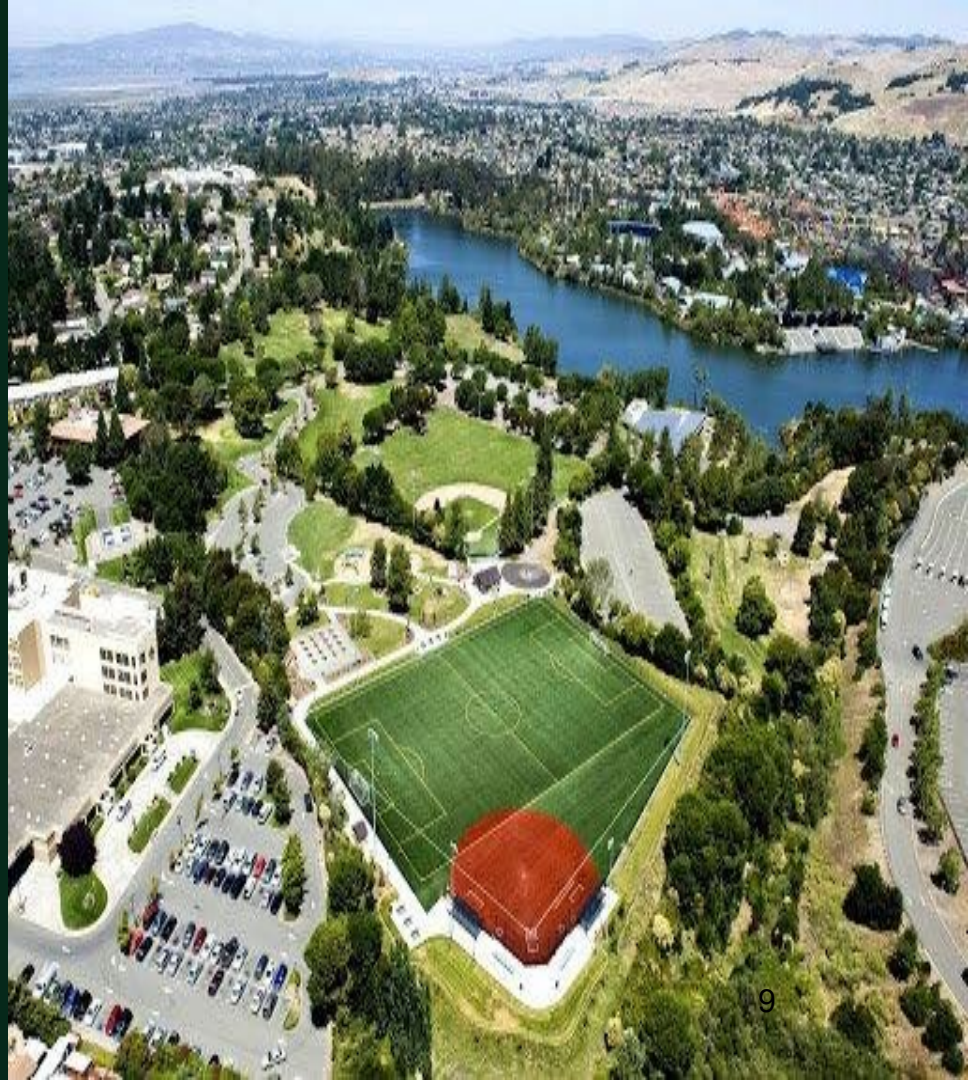
AFTERTHOUGHTS

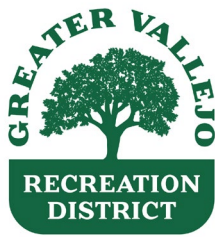
- As a Board we need to stay informed, use CSDA resources to answer questions and constantly self-evaluate
- We need to set clear expectations of, and demonstrate support for, GM-use standard CSDA evaluation
- Remember all this is to provide a safe place for our youth, seniors, future generations

Capital Improvement Projects

...go a long way!

We are eternally grateful for our
GVRD staff, top-down, which
includes Finance, HR,
Recreation Program Services,
and Facility Maintenance





Agenda 7.1

BOARD COMMUNICATION

Date: February 8, 2024

TO: Board Chairperson and Directors

FROM: Gabriel Lanusse, General Manager

SUBJECT: Discussion Regarding Property Adjacent to Crest Ranch Park.

BACKGROUND AND DISCUSSION

The VCUSD had designated this property as surplus a couple years ago. The GM was invited to look at the site back then to see if the GVRD may be interested in purchasing it. The GM and staff determined that the price was a bit much to move forward in acquiring the site, especially since a large purchase for a gymnasium was a priority. The site would also need to have the buildings and other structures removed. The cost would easily be in the hundreds of thousands, and not on the priority list. Currently, the City of Vallejo is in talks about purchasing the property from VCUSD. In a title search it was discovered that the property, if not used for educational learning center, would go back to GVRD. It had not been in use for over a decade. The City of Vallejo and VCUSD would like to discuss options with the GVRD board of directors.

RECOMMENDATION

For the Board of Directors to discuss.

FISCAL IMPACT

TBD.

ALTERNATIVES CONSIDERED

In discussion, and information updates, alternatives will be determined.

ENVIRONMENTAL REVIEW

N/A

PROPOSED ACTION

TBD

DOCUMENTS AVAILABLE FOR REVIEW

- Grant Deed
- GVRD Resolution 69-8
- VCUSD Resolution 718
- Location of Property

RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO

12111

RECORDED AT REQUEST OF
TITLE INSURANCE AND TRUST COMPANY

3/4 min. past
JUL 10 1969

OFFICIAL RECORDS
SOLANO COUNTY, CALIF.
Raymond E. Russell
\$ PD. Recorder

Name Vallejo City Unified School District
Street Address 211 Valle Vista
City & State Vallejo, California 94590

MAIL TAX STATEMENTS TO

SPACE ABOVE THIS LINE FOR RECORDER'S USE

Name
Street Address (Same as above)
City & State

Grant Deed

Consideration less than \$100.00
AFFIX I.R.S. \$ NONE ABOVE

TO 405 C (8-67)

THIS FORM FURNISHED BY TITLE INSURANCE AND TRUST COMPANY

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

GREATER VALLEJO RECREATION DISTRICT, a Political Subdivision,

hereby GRANT(S) to **VALLEJO UNIFIED SCHOOL DISTRICT** of Solano County, California, a Political Subdivision,

the following described real property in the City of Vallejo,
County of Solano, State of California:

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,

upon the condition that within six (6) months from the date hereof, the premises be used by grantee for school district purposes and continuously thereafter. If said premises shall cease to be used for said purposes for a period of four (4) months, then title to said premises shall revert to grantor and grantor shall have the right to re-enter and re-take possession thereof.

Dated June 12, 1969

GREATER VALLEJO RECREATION DISTRICT

BY: *George J. Kaiser*
George J. Kaiser - Chairman of the Board

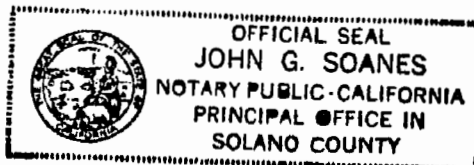
BY: *Oscar E. Setterquist*
Oscar E. Setterquist - Secretary of the Board

STATE OF CALIFORNIA)
COUNTY OF SOLANO) SS

On this 12th day of June, in the year 1969, before me, John G. Soanes, a Notary Public in and for said county and state, personally appeared, GEORGE J. KAISER, known to me to be the Chairman of the Board, and OSCAR E. SETTERQUIST, known to me to be the Secretary of the Board, of the GREATER VALLEJO RECREATION DISTRICT, and known to me to be the persons who executed the within instrument on behalf of said political subdivision and acknowledged to me that such political subdivision executed the same.

WITNESS my hand and official seal.

Signature *John G. Soanes*



My commission expires August 5, 1970.

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1596 BA

RESOLUTION NO. 69 - 8

Whereas, the Greater Vallejo Recreation District holds in fee title certain property (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) adjacent to Country Club Crest Park and,

Whereas, the Vallejo Unified School District intends to develop a child day care center in the Country Club Crest Community and,

Whereas, the School District has advised this Board of Directors that the aforementioned property would be most desirable for this purpose and,

Whereas, good and sufficient reasons having been established in support of the transfer of this property to the School District,

Be it, therefore, resolved that the Board of Directors of the Greater Vallejo Recreation District does authorize the granting of certain property adjacent to Country Club Crest Park to the Vallejo Unified School District, subject to certain conditions as set forth in grant deed.

Be it further resolved that the Chairman and Secretary of this Board are authorized to execute said grant deed.

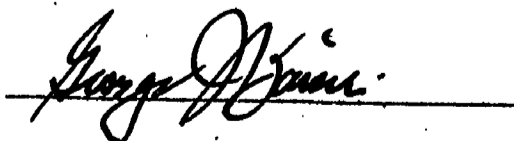
I, George J. Kaiser, Chairman of the Board of Directors of the Greater Vallejo Recreation District, do hereby certify the above and foregoing resolution was regularly introduced, passed and adopted by said Board at a regular meeting held the 11th day of June 1969 by the following vote:

Aye: Directors Anthony T. Grigas, Judith S. Knight,
John Olson, Oscar E. Setterquist, George J. Kaiser

Noe: None

Absent: None

Witnessed my hand and the seal of said Board on the 11th day of June 1969.



SEAL

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RESOLUTION NO. 718

RESOLUTION AUTHORIZING AND DIRECTING PURCHASE
OF REAL PROPERTY ADJACENT TO COUNTRY CLUB CREST
SUBDIVISION FROM GREATER VALLEJO RECREATION
DISTRICT AND ESCROW INSTRUCTIONS

IT IS HEREBY RESOLVED AND ORDERED by this Board of Education that the Vallejo City Unified School District of Solano County, State of California, purchase and acquire, for the use of said school district, that certain real property hereinafter described from the Greater Vallejo Recreation District, the owners thereof, for the sum of ONE DOLLAR AND NO CENTS (\$1.00), lawful money of the United States.

IT IS FURTHER RESOLVED AND ORDERED that this Governing Board of said school district, under the conditions hereinafter set forth, accept a grant deed from said owners conveying said real property to said school district, title to be taken and vested in the name of the Vallejo City Unified School District of Solano County, State of California, and does hereby consent to the recordation of said deed in the office of the County Recorder of Solano County, State of California;

IT IS FURTHER RESOLVED AND ORDERED that said real property be purchased by and through an escrow with the Title Insurance and Trust Company of Solano County, and that this resolution constitutes the escrow instruction of said school district.

IT IS FURTHER RESOLVED AND ORDERED that a warrant in the amount of ONE DOLLAR AND NO CENTS (\$1.00) be drawn on the General Funds of said school district, payable to Title Insurance and Trust Company of Solano County, as escrow agent, and be delivered to said escrow agent together with two certified copies of this resolution, one of which copies shall be attached to said grant deed and recorded therewith, all pursuant to the instruction of said owners and of this said school district as herein set forth. Said escrow agent shall pay over said total purchase price of ONE DOLLAR AND NO CENTS (\$1.00) to said owners, or to their order, and record said grant deed

when said escrow agent can insure title in said district under said grant deed in fee, free and clear of all clouds or defects of title, and all liens and/or encumbrances, and when said escrow agent is satisfied that there are no restrictions upon the sale of, or occupancy of, said real property on the basis of race, creed, or color. It is expressly understood by the Board of Education of the Vallejo City Unified School District that the above-mentioned deed will contain the following recital and condition immediately following the granting clause, to wit:

"Upon the condition that within six (6) months from the date hereof, the premises be used by grantee for school district purposes and continuously thereafter. If said premises shall cease to be used for said purposes for a period of four (4) months, then title to said premises shall revert to grantor and grantor shall have the right to re-enter and re-take possession thereof."

Said owners shall pay all taxes and assessments, a lien on said real property due and payable at the time of delivery of said grant deed even though a pro rata portion of the taxes may be due and owing for a period of time beyond said delivery date. Said owners will pay for the necessary federal documentary stamps to be attached to said grant deed. School District will pay the title insurance policy premium, but owners shall remove at their own expense any clouds or defects of title, and any liens or encumbrances as reported by said escrow agent and by it required to be eliminated.

The real property hereinafter referred to, and which is purchased by said district pursuant to this resolution, is situate in

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the County of Solano, State of California, and particularly described as follows, to wit:

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.

IN WITNESS WHEREOF, we, being a majority of the members of the Board of Education of VALLEJO CITY UNIFIED SCHOOL DISTRICT of Solano County, State of California, at a regular meeting held this 17th day of June, 1969, have hereunto set our hands.

Phillip [Signature]

President

[Signature]

Vice President

Geneva C. Brownridge

[Signature]

Elsa [Signature]

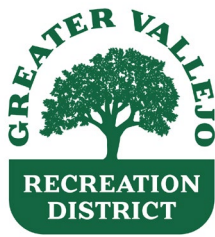
I, John W. Nicoll, Secretary of the Governing Board of the Vallejo City Unified School District, State of California, do hereby certify the foregoing to be a true and correct copy of the resolution adopted by the Governing Board of the aforesaid school district at a regular meeting held on the 17th day of June, 1968, as the same appears on record in my office.

John W. Nicoll

John W. Nicoll, Secretary

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Agenda 7.2

BOARD COMMUNICATION

Date: February 8, 2024

TO: Board Chairperson and Directors

FROM: Lisa Sorvari, Human Resources Director

SUBJECT: Approve Changes to Policy #1010 Adoption/Amendment of Policies,
Second Read

BACKGROUND AND DISCUSSION

- Added the policy is to be reviewed by union representing District employees if it affects working conditions.
- Added if policy is reviewed up to two times by the Committee, it shall be forwarded to the full Board of Directors.
- Added policy will be reviewed by legal.

This policy was reviewed by the Board on January 25, 2024, and rejected with changes.

RECOMMENDATION

Approve the amended Policy upon second 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 #1010

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Adoption/Amendment of Policies (Amended)
POLICY NUMBER: 1010

Any member of the Board of Directors or the General Manager may initiate the adoption of a new policy or an amendment to an existing policy. A Director may initiate the proposed adoption or amendment by submitting a written draft of the proposed adoption or amendment to the General Manager and requesting that the item be included for consideration on the agenda of the appropriate Committee.

Before the Board of Directors considers the adoption or amendment of any policy, the proposed adoption or amendment shall be reviewed by legal, the union representing District employees (if policy affects wages, hours or working conditions) and the appropriate Committee to make any recommendation to the full Board of Directors. Under no circumstances is a committee or any member of that committee to take any action or make any statements committing the Board unless given authority to do so by the Board. After the Committee has considered the adoption or amendment during up to two Committee meetings, the such policy is to shall be forwarded to the full Board of Directors for consideration. Such a policy may be forwarded with the Committee's positive or negative recommendation, or with no recommendation. Copies of the proposed policy adoption or amendment, with the Committee's recommendation, if any, shall be included in the full Board of Directors' meeting agenda packet. The meeting agenda packets with said copies shall be made available to each Director for review at least three (3) days prior to any meeting at which the policy(ies) are to be considered.

———The adoption of a new policy or amendment of an existing policy must be considered at a regular meeting of the Board of Directors and shall require a recorded affirmative majority vote of the total membership of the Board of Directors. The Board of Directors may, at its discretion, adopt a policy upon first read with or without changes as stated in its motion.

C. GOALS, OBJECTIVES, AND ACTION STEPS

The following goals, objectives, and action items identified below come from public input, a needs assessment, level of service analysis, findings feedback, and all information gathered during the planning process. These items provide tangible actions that the District can employ to complete the desired goals and objectives. All cost estimates are in 2021 figures where applicable. Most capital and operational cost estimates are dependent on the extent of the enhancements and improvements determined. The operational budget impact is a dollar range calculated as the annual number of hours estimated multiplied by an average hourly rate per hour to cover all staff levels, including benefits.

Timeframe designations recommended to complete tasks are noted as:

- Ongoing (occurs continuously)
- Short-term (up to 3 years)
- Mid-term (4-6 years)
- Long-term (7-10 years)

The following table represents the consultant’s opinion of potential capital and operating costs based on many variables and assumptions. The estimated costs are intended to provide order of magnitude only. Significant variables include length of time until project implementation. As well, cost estimates may be greatly affected by significant decreases in availability of materials and subsequent increases in costs due to the COVID-19 economic downturn.

Each action item has been evaluated and prioritized using the following implementation time frames:

S	Short-term (1-3 years)
M	Mid-term (4-6 years)
L	Long-term (7-10 years)
∞	Ongoing

Goal #1: Maintain Organizational Effectiveness, and Resilient, Sustainable Funding

Objective 1.1: <i>Review and Improve Organizational Structure to Meet Current and Future Staffing Needs</i>			
Actions	Capital Budget Estimate	Operational Budget Impact	Time Frame to Complete
1.1.a Continue to implement recommendations made in the MRG 2018 Organizational Structure Study	N/A	Staff Time	∞
1.1.b The District should review all job descriptions regularly and complete position audits on a regular basis. Complete and implement the current position classification study	N/A	Staff Time	∞
1.1.c Evaluate and structure part-time positions to ensure classification and compensation are consistent and equitable. Regularly review position descriptions for part-time positions. Ensure recruitment processes are consistent and formalized across the District	N/A	Staff Time	∞
1.1.d Include a cap on the number of part-time positions, based on budget constraints. The number of part-time positions should be evaluated every quarter and should match the organizational chart. Changes, increases, decreases, and job titles should be reviewed by the General Manager, Human Resources Director, Finance Director and other leaders prior to making changes	N/A	Staff Time	∞
1.1.e Complete employee engagement process to identify best technology practices. The process should evaluate technology and present recommendations to the General Manager that includes training needs, staff costs, hardware, and software needs	N/A	Staff Time	S

Objective 1.1: Address Organizational Effectiveness Issues			
Actions	Capital Budget Estimate	Operational Budget Impact	Time Frame to Complete
1.1.f Realign custodial staff from the Recreation Division to the Parks/Facilities Division	N/A	N/A	S
1.1.g Adopt and implement the Values, Vision, and Hallmarks established by District staff in the Master Plan. Reevaluate District logo to be inclusive of the newly established values. Consider adoption of a tag line for the District	N/A	\$2,500-\$5,000 for printing and branding materials	S
1.1.h Evaluate salaries and compensation for District employees. At a minimum, conduct a wage analyses to assist with recruiting highly qualified full and part-time staff	N/A	Staff Time	S
1.1.i Increase part-time employment longevity by implementing a system to both set base wages and merit pay increases for part-time employees. Merit based pay increases should be based on hours of work and not seasonal employment	N/A	Staff Time	S
1.1.j Training and attendance at the NRPA Maintenance Management School, playground safety courses, and aquatics operators' courses are recommended	N/A	Staff time, travel, and lodging (\$3,000 per employee, per training course)	M
1.1.k The District should utilize the 151 standards developed by the Commission for Accreditation of Parks and Recreation Agencies (CAPRA) as a way to both ensure best practices are followed and to guide the District to document staff activities, policy development and administrative rules	N/A	Staff Time	M

Objective 1.2: Increase staffing levels between 6 and up to 8 full time equivalent positions (FTEs)			
Actions	Capital Budget Estimate	Operational Budget Impact	Time Frame to Complete
1.2.a Hire 4.0 FTEs including: 2 Full-time Maintenance Worker 2 (+Benefits), and 1 Full -time Maintenance Worker 1 (+Benefits), 1 Full-time HR Assistant	N/A	\$335K	S
1.2.b Develop and enhance Visitor Services/Park Compliance Division with 2 PT positions to operate year-around. Reevaluate and staff appropriately.	N/A	\$42K	S
1.2.c Hire 1 Full-time Maintenance Worker 1 (+Benefits), 1 Marketing/Social Media Coordinator (with responsibility for community engagement)	N/A	\$160K	M
1.2.d Increase maintenance effectiveness by hiring 1 Full-time maintenance lead or a second supervisor	N/A	\$109K	L

Objective 1.3: Increase and improve communication to District residents			
Actions	Capital Budget Estimate	Operational Budget Impact	Time Frame to Complete
1.3.a Continue to engage the community in current and future parks and recreation planning efforts	N/A	Staff Time	∞
1.3.b Continue to promote and create awareness of the programs and activities through the District website and social media.	N/A	Staff Time	∞
1.3.c Develop a District marketing plan to ensure diversity in communication methods, and a branding plan. It should be reviewed regularly and updated as needed and should be front facing to the public, i.e., web page, social media that includes but is not limited to: <ul style="list-style-type: none"> • Branding of the District • Wayfinding and signage standards • Increased use of social media • Use and development of the District's website • Partnership opportunities 	N/A	Staff time (\$25,000) or \$40,000 to hire consultant	Ⓢ
1.3.d Continue to use and enhance program marketing using an equity lens with specific emphasis on program promotion in the Spanish language	N/A	\$20,000 per year for translation and printing	Ⓢ
1.3.e Ensure communication channels align with preferences identified in the master plan. Place a greater priority on use of email marketing targeted to current participants, social media, and distribution of the program guide. Reduce emphasis on efforts related to school newsletters, street banners, flyers, and use of local media	N/A	Staff Time	Ⓢ






Objective 1.4: Explore additional funding options			
Actions	Capital Budget Estimate	Operational Budget Impact	Time Frame to Complete
1.4.a Evaluate non-resident program participation to ensure non-resident participants are paying appropriate and equitable fees	N/A	Staff Time	∞
1.4.b Look for ways to establish alternative forms of revenue for programs that may include sponsorships, partnerships, and an expanded volunteer program	N/A	Staff Time	S
1.4.c Consider bond campaign to address future gaps in capital funding	TBD	Staff Time, TBD	L

Objective 1.5: <i>Develop and improve relationships with key partners</i>			
Actions	Capital Budget Estimate	Operational Budget Impact	Time Frame to Complete
1.5.a Reevaluate the master lease for parks with the City of Vallejo to ensure all properties are included and a new and mutually beneficial agreement is reached. The new agreement should include a requirement to evaluate the agreement on a recurring basis	N/A	Staff Time	S
1.5.b Continue to build on the relationship with the Vallejo Unified School District to improve access to facilities and develop written agreements that define roles and responsibilities. Establish an MOU with the school district that includes an annual review and meeting with District and school representatives	N/A	Staff Time	S




Objective 1.6: <i>Develop a resource allocation philosophy/pricing model</i>			
Actions	Capital Budget Estimate	Operational Budget Impact	Time Frame to Complete
1.6.a Review subsidies for recreation activities, specifically for aquatic activities – lap and recreational swim to ensure a long-term sustainable aquatic program	N/A	Staff Time	∞
1.6.b Create a cost recovery and resource allocation philosophy and policy to establish equitable fees based on community and individual benefit	\$35K - 50K for Consultant's fees	Staff Time	S
1.6.c Set net cost recovery goals based on program service areas and review goals with staff on a recurring basis	N/A	Staff Time	S

Goal #2: Aspire to be a Connected and Walkable Community

Objective 2.1: <i>Expand greenways, pathways, and trails connectivity based on development of a trails master plan</i>			
Actions	Capital Budget Estimate	Operational Budget Impact	Time Frame to Complete
2.1.a Publish bike and walking route information online and in the District's public materials such as the recreation program guide	N/A	Staff Time	∞
2.1.b Provide recreation events that encourage use of the pedestrian-bike network i.e., parkways events, open streets	N/A	\$30K annually for events some/ recovered through business sponsors where possible	∞
2.1.c Provide secure bike parking at parks, with racks located near each use area. Add self-service bike repair stations at community parks, on trails and at popular cycling destinations	N/A	Staff time, operations, and maintenance TBD	Ⓢ
2.1.d Consider providing WIFI in all parks and facilities	N/A	\$20K - \$40K per year	Ⓢ

Objective 2.1: <i>Expand greenways, pathways, and trails connectivity based on development of a trails master plan</i>			
Actions	Capital Budget Estimate	Operational Budget Impact	Time Frame to Complete
2.1.e Work with partners to provide a park/trail/program application for Solano County or neighboring partners	\$10K - \$20K	Staff Time	
2.1.f Develop a long-range trail plan with input from relevant community organizations to establish connectivity to regional trails, parks, neighborhoods, schools, attractions, etc. The plan should also include trail standards	\$40K- \$60K	Staff Time	
2.1.g Develop and implement a wayfinding plan that covers signage standards, directional and distance signage, maps, and the use of mobile applications	Study to create standards - \$10K - \$20K, Signage = \$.3K - \$2K each (varies depending on size, treatment, etc.)	\$2,500-\$5,000 for printing and branding materials	
2.1.h Create welcoming pedestrian and cyclist entrances to parks, with pedestrian and bike paths that are visually prominent, direct, and physically separated from parking lots	Varies, based on the scope	Staff Time	
2.1.i Address walkable access to parks by adding new parks in some areas as indicated in priority map. Areas B and D highest priority	Varies based on size and property values	Staff Time	

Goal #3: Continue to Improve and Enhance Recreation Programs and Service Delivery

Objective 3.1: <i>Increase program spaces, staffing, and resources to create new programming opportunities for District residents</i>			
Actions	Capital Budget Estimate	Operational Budget Impact	Time Frame to Complete
3.1.a Research, document, and track available capacity in existing and potential new program spaces	N/A	Staff Time	∞
3.1.b Evaluate and implement the best potential additional recreational programming opportunities including the resources and staffing necessary	N/A	Staff Time	∞
Objective 3.2: <i>Promote active lifestyles through recreation</i>			
Actions	Capital Budget Estimate	Operational Budget Impact	Time Frame to Complete
3.2.a Promote active lifestyles by enhancing and increasing youth, adult, and senior sports and aquatics programs	N/A	\$100K - \$200K	∞
3.2.b Provide programs using additional outdoor fitness and exercise equipment in programmable spaces in neighborhood parks	\$2.5K to \$7.5K per piece, depending on equipment	Varies based on number of installations	
3.2.c Using contracted instructors, offer enhanced fitness programming in parks across the District	N/A	\$20K	
3.2.d Research, evaluate, and implement additional fitness/wellness trends for both enhancing existing programs as well as introducing new programs including the resources and staffing necessary	N/A	\$50K	

Objective 3.3:
Explore opportunities to increase the number of community events based on demand, trends, and cultural opportunities

Actions	Capital Budget Estimate	Operational Budget Impact	Time Frame
3.3.a Offer special events and arts programs in neighborhood parks that foster a sense of community and help make each park the hub of each neighborhood (summer concerts, movies in the parks)	N/A	Staff Time	∞
3.3.b Consider requesting the District board adopt a policy that segments the District into 5 service areas, assigning each board member to physically visit parks and facilities in the assigned areas. Consider rotating service areas annually	N/A	Staff Time	∞
3.3.c Develop a special events advisory group for each neighborhood to assist with planning special events in parks	N/A	Staff Time (\$25,000) or \$40,000 to hire consultant	∞
3.3.d Invest in a formal sponsorship program for events and activities. At a minimum, develop a policy and tools to assist staff with recruiting program sponsors	N/A	\$20,000 per year for translation and printing	S
3.3.e Create and recruit partnerships with event organizers and community organizations to bring additional events to Vallejo	N/A	Staff Time	S
3.3.f Research, evaluate, and implement programs that will activate the park spaces to reduce inappropriate behavior	N/A	Staff Time	S
3.3.g Consider the following new event opportunities, partnering with others: <ul style="list-style-type: none"> • Open Streets • Art walks • Concerts & festivals • Movies in the parks • Holiday/cultural celebrations • Youth focused events • Teen focused events • E-Sport tournament • National Night Out celebrations 	N/A	TBD	M

Objective 3.4: Develop additional recreational opportunities			
Actions	Capital Budget Estimate	Operational Budget Impact	Time Frame to Complete
3.4.a Enhance and improve enrichment programs that offer like skills opportunities related to job skills, personal improvement, STEAM programs, and academic success	N/A	\$50K - \$100K	∞
3.4.b Keep current with trends in recreational programming and develop new programs based on current trends and community needs and demand	N/A	Staff Time	∞
3.4.c As new programs and services are developed and implemented, continue to create a balance between passive and active recreation opportunities	N/A	Staff Time	∞
3.4.d Complete a strategic arts plan for inclusion of visual and physical art in the parks	\$40K - 60K	Staff Time	S
3.4.e Consider the following program opportunities or enhancements using contractors or until additional staff can be added: <ul style="list-style-type: none"> Youth and adult sports leagues Arts & crafts programs Futsal Pickleball Disc golf instruction and organized play Pump track opportunities and instruction Senior programs Youth and teen programs Lake/water activities Family camp outs in the parks Non-traditional sports i.e., lacrosse, rugby, etc. Community gardens programs Farmer's market Cooking classes Painting classes E-Sports Enhanced senior activities 	N/A	TBD	S
3.4.f Seek opportunities with higher education facilities within Vallejo, such as Cal State Maritime Academy, Solano Community College, Touro University	N/A	Staff Time	M

Objective 3.5: <i>Work with other service providers to develop programs and services to meet demand and trends</i>			
Actions	Capital Budget Estimate	Operational Budget Impact	Time Frame to Complete
3.5.a Continually coordinate with local recreation providers (to reduce duplication of services and maximize recreation opportunities)	N/A	Staff Time	∞
3.5.b Seek to strengthen and grow partnerships between the District and community organizations	N/A	Staff Time	∞
3.5.c Continue to ensure all existing and future partnerships are accurately portrayed in a signed agreement	N/A	Staff Time	S
3.5.d Explore opportunities with the Solano County Library system to co-locate library programs and District programs	N/A	Staff Time	M






Objective 3.6:***Develop a formal recreation program evaluation process***





Actions	Capital Budget Estimate	Operational Budget Impact	Time Frame to Complete
3.6.a Determine, track, and evaluate the trends, need, demand, participation levels, satisfaction rates etc. for all recreation program offerings	N/A	Staff Time	∞
3.6.b Develop and report a minimum of 5 performance measures to evaluate quality of recreation programs and services	N/A	Staff Time	∞
3.6.c Establish and consistently implement participant input opportunities after each event, activity, and class	N/A	Staff Time	∞
3.6.d Develop a consistent and equitable manner of community member engagement to determine recreation desires and needs	N/A	Staff Time	∞
3.6.e Expand patron evaluation process to all programs and activities, (emphasizing aquatics, adult sports, and youth sports) to include post program surveys and comment cards	N/A	Staff Time	∞
3.6.f Ensure engagement processes include residents from diverse ethnic and socio-economic groups	N/A	Staff Time	∞
3.6.g Establish customer service response goals to ensure patrons receive timely responses to complaints or suggestions	N/A	Staff Time	∞
3.6.h Conduct an annual survey to establish desires and trends in participant satisfaction	N/A	\$10K - \$15K	Ⓢ
3.6.i Develop a recreation program plan that includes a service matrix, activity development and selection process, and other requirements found in the CAPRA standards	N/A	Staff Time	Ⓢ

Goal #4: Prioritize Access to Parks and Programs for all District Residents

Objective 4.1: <i>Focus on diversity, equity, inclusion, and social justice</i>			
Actions	Capital Budget Estimate	Operational Budget Impact	Time Frame to Complete
4.1.a Continue to support implementation of the City of Vallejo’s ADA transition plan	Varies	TBD	∞
4.1.b Update policy manual with scholarship policy and adopt. Consider inclusion of outreach elements	N/A	Staff Time	∞
4.1.c Complete a formal evaluation of the District DEI practices that includes: <ul style="list-style-type: none"> • Racial/ethnic/cultural barriers • Economic status/resource barriers • Age related barriers • Gender Identification barriers • Disability related barriers 	N/A	Staff Time or \$50K for consultant	S
4.1.d Adopt board policy in support of core values of diversity, equity, and inclusion	N/A	Staff Time	S
4.1.e Reevaluate REACH program regarding state and federal guidelines, and address deficiencies and celebrate success. Implement programmatic ADA inclusion requirements	N/A	Staff time, TBD	S

Goal #5: Improve Quality Park Experiences

Objective 5.1: <i>Continue to expand and improve existing facilities and amenities</i>			
Actions	Capital Budget Estimate	Operational Budget Impact	Time Frame to Complete
<p>5.1.a The District should develop a Capital Improvement Plan (CIP) based on needs identified in the master plan specific for parks and recreation facilities and amenities. This plan and a park assessment should be reviewed annually and updated as needed. This Master Plan’s inventory should be used to develop a deferred maintenance list that addresses the low scoring components identified in the plan</p>	Varies by component	Staff Time	∞
<p>5.1.b Continue to implement an asset replacement schedule to monitor assets and keep replacements up-to-date based on recurring inventory updates and assessments</p>	Varies	Staff Time	∞
<p>5.1.c Keep and maintain an updated GIS database of parks and trails assets using the current GRASP® inventory. Conduct annual component-based inventory and assessment to identify low scoring components and add new components or amenities</p>	N/A	Staff Time	
<p>5.1.d Prioritize capital improvement funding to address poorly functioning irrigation systems and upgrade with water savings equipment with SMART irrigation systems and turf reduction opportunities</p>	\$1.25-\$2.00 per SF	Staff Time	
<p>5.1.e Consider and address deficiencies based on population-based standards, and as identified in the Level of Service analysis through future capital campaigns. Address short, medium, and long-range capital needs</p>	N/A	TBD	  

Objective 5.2: <i>Repair, upgrade, and/or replace the low scoring amenities from the inventory assessment</i>			
Actions	Capital Budget Estimate	Operational Budget Impact	Time Frame to Complete
5.2.a Replace/upgrade playground equipment needs based on the low scoring amenities list and life expectancy	Varies	TBD	∞
5.2.b Address a need to add shade structures	\$800	TBD	
5.2.c Address low scoring components and amenities from the master plan inventory by upgrading, replacing, or repurposing components or amenities where appropriate	Varies	TBD	  

Objective 5.3: Improve daily upkeep and user experiences in the parks			
Actions	Capital Budget Estimate	Operational Budget Impact	Time Frame to Complete
5.3.a Adopt maintenance standards for each amenity type as described in the master plan, and focus on greater response to vandalism	N/A	Staff Time, TBD	∞
5.3.b Improve daily maintenance by adopting performance standards for trash removal, graffiti and vandalism abatement, restroom maintenance, and responsiveness to element repair or replacement (District reporting system)	N/A	Staff Time	S
5.3.c Adopt NRPA Level 2 Maintenance as the minimum standard for developed parks. Improve daily maintenance to Level 2, for the 16 parks that are currently Level 3	N/A	\$826K to increase maintenance investment for 400 acres of park space	S
5.3.d Develop an integrated pest management policy	N/A	Staff Time	M

Objective 5.4: Prioritize and improve safety and security in parks and facilities			
Actions	Capital Budget Estimate	Operational Budget Impact	Time Frame to Complete
5.4.a Address community safety concerns in parks by addressing homeless issues and illegal activity in parks	N/A	Varies	∞
5.4.b Develop relationship with Solano County and the City of Vallejo Public Safety. Initiate written memoranda of agreement for support that includes park drive through opportunities, staff training by public safety, and a better, more responsive relationship that includes non-emergency contact information	N/A	Staff Time	S
5.4.c Develop park ranger program focused on compliance with District rules, education, and outreach	N/A	\$25K - \$50K	M
5.4.d Follow CPTED principals in developing future parks and operating current parks. Complete a park security evaluation that includes sight lines, lighting, isolated areas, elevated maintenance standards, control access with use of horticultural practices and surveillance	Varies	Staff Time	S M L

Objective 5.5:

Develop new components at existing parks based on level of service analysis

Actions	Capital Budget Estimate	Operational Budget Impact	Time Frame to Complete
<p>5.5.a Consider feasibility study for placement of future indoor recreation facilities in East Vallejo, Glen Cove, and Hidden Brook neighborhoods where gaps exist in access to indoor facilities</p>	<p>\$75K - 150K</p>	<p>Staff Time</p>	<p>M</p>
<p>5.5.b Consider addressing pedestrian and bicycle barriers to neighborhood access to parks in South and North Vallejo, Glen Cove, and Mare Island areas of the District. Include in the trails master plan</p>	<p>TBD, based on barriers</p>	<p>Staff Time</p>	<p>L</p>
<p>5.5.c Utilizing the Figure 19 and Figure 21, maps of neighborhood and walkable access, focus upgrades on low scoring amenities and park improvements in areas of greatest need</p>	<p>Varies based on components</p>	<p>Staff Time</p>	<p>S M L</p>
<p>5.5.d Consider opportunities to increase walkable access to include:</p> <ul style="list-style-type: none"> • A site-specific master plan for River Park • Add components at Sheveland Park like a shelter, practice basketball hoop, etc., based on neighborhood input • Complete a site plan for Carquinez Park to add components • Add components at Washington and Fairmont Parks • Upgrade maintenance and add components at Wilson Park 	<p>\$75K to \$100K per plan, cost of improvements varies based on components</p>	<p>Maintenance cost at \$6K per acre</p>	<p>S M L</p>
<p>5.5.e Consider adding park components that allow for increased active lifestyle programming opportunities</p>	<p>Varies</p>	<p>Staff Time</p>	<p>S M L</p>






Objective 5.6: <i>Upgrade comfort and convenience amenities at existing facilities</i>			
Actions	Capital Budget Estimate	Operational Budget Impact	Time Frame to Complete
5.6.a Upgrade restrooms in parks and in facilities as needed. Prioritize based on evaluation in the master plan	\$250K - \$300K per RR building	Staff Time	
5.6.b Work with the City of Vallejo to make improvements to parking lots. Ensure adequate parking related to program and event needs	N/A	Staff Time	
5.6.c Improve facility and park entrance signage	\$.5K - \$2K each, based on sign standard study	Staff Time	

Objective 5.7: <i>Explore opportunities for new aquatics, recreation, and sports facilities</i>			
Actions	Capital Budget Estimate	Operational Budget Impact	Time Frame to Complete
5.7.a Continue feasibility studies for the Franklin Community Center recreation and sports facility	Currently funded	Staff Time	
5.7.b Continue to evaluate opportunities to expand aquatics facilities	Varies	Staff Time	
5.7.c Update community centers and community center amenities to provide a greater option of programs and activities (Dan Foley Cultural Center, Vallejo Community Center, and South Vallejo Community Center)	Varies with improvements	Staff Time	

Goal #6: Invest in Existing and New Facilities for System-Wide Improvement

Objective 6.1: <i>Park-Specific Improvements to Existing Recreation Facilities</i>			
Actions	Capital Budget Estimate	Operational Budget Impact	Time Frame to Complete
6.1.a Richardson Park: Consider pump track	\$75K for consultant fees, planning, and outreach	Staff Time	S
6.1.b Fairmont Park: Add diverse park amenities and components	Varies with amenities and components	Staff Time	S
6.1.c Washington Park: Diversify and add park amenities and components	Varies based on components	Staff Time	S
6.1.d River Park: 1. Signage for environmental education and for the Vine Trail 2. Add picnic shelter	1. \$10K- 50K 2. \$50-75K	Staff Time	S
6.1.e Terrace Park: Diversify and add park amenities and components	Varies based on components	Staff Time	S
6.1.f Castlewood Park: 1. Play area - relocate and redefine 2. Add multi-purpose field 3. Seating 4. Shade elements and landscaping 5. Picnic facilities	\$60K for consultant fees, planning, and outreach, \$150K for full design documents 1. \$175K 2. \$250K 3. \$100K	Staff Time	M

Objective 6.1:*Continue to expand and improve existing facilities and amenities*

Actions	Capital Budget Estimate	Operational Budget Impact	Time Frame to Complete
6.1.g Children’s Wonderland: Create a concept plan for the inclusion of a splash pad with circulating water system	\$50K for consultant fees, planning, and outreach Splash Pad with Recirculating water = \$500K to \$750K	\$12K - 25K utilities	
6.1.h High Glen: Create a disc golf course	\$20k for consultant fees, planning, and outreach \$20K – 50K to construct, based on soil and park conditions	Staff time, operations, and maintenance costs 4K per acre	
6.1.i Lake Dalwigk: <ol style="list-style-type: none"> 1. Create dog park section 2. Pedestrian bridge 3. Coordinate updates with the trails master planning effort 	\$60K for consultant fees, planning, and outreach 1. \$100k 2. \$1,500/LF	1. \$6K per acre 2. TBD 3. Staff time	
6.1.j Sheveland Park: <ol style="list-style-type: none"> 1. Picnic shelter 2. Basketball court 	1. \$50K – 75K 2. \$12K – 40K	1. \$6K per year w/lights, 3.5K w/o lights 2. .5K per year	
6.1.k Wilson Park Master Plan <ol style="list-style-type: none"> 1. Synthetic soccer field 2. All-inclusive play 3. Horseshoe pits 	\$250K for master plan 1. \$500K – 700K 2. Varies, \$400K – 4 million 3. \$10K	Staff Time	

Objective 6.2: System-wide recommendations			
Actions	Capital Budget Estimate	Operational Budget Impact	Time Frame
6.2.a Improve the system-wide and site-specific signage and entrances to improve wayfinding and branding	\$10K -\$25K per park	\$15K consultant/design fee	S
6.2.b Diversify and increase system offerings and components	\$40K consultant fee	Varies based on components	S
6.2.c Increase the functionality of existing parks with new community-led master plans	\$150K -\$250K per plan/consultant fees	Staff Time	M
6.2.d Upgrade park entrances and signs to support the overall brand in a consistent and visually well-defined manner	\$.5K to \$2K depending on sign and deconstruction of existing	Staff Time	M

Objective 6.3: New Areas of Investment			
Actions	Capital Budget Estimate	Operational Budget Impact	Time Frame
6.3.a Partner to provide a connected open space system to include parks, trails, sidewalks, and bicycle facilities	N/A	Staff Time	S
6.3.b Identify four locations for future dog parks, equitably distributed within the District	N/A	Staff Time	S
6.3.c Identify a location to include a splash pad, co-located with a Community Center	N/A	Staff Time	S
6.3.d Explore partnerships for access to the river for kayaking/boat launches	TBD	Staff Time	S
6.3.e Invest in supporting facilities for parks: 1. Restrooms 2. Shade 3. Parking lot improvements	1. \$150K-250K 2. \$50K-75K 3. \$3K/space	1. Varies, 12K 2. Varies 3. \$10 per stall per year	M
6.3.f Replace the sports center on Mare Island with a regional aquatic/recreation center	\$6M-8M \$350K-500K consulting fee	Staff Time	L

Vision to Action Table

Strategic Focus	Strategic Goals	Proposed Completion Dates
1.0 District Facilities and Properties	1.1 Optimize District Property Holdings 1.1.1 McIntyre Ranch 1.1.2 Colusa Building 1.1.3 High Glen Property 1.2 Replace Key Play Facilities - Five-acre plot 1.3. Upgrade Cunnington Aquatics Facility 1.4 Reach 70% Usage for Community Centers 1.5 Address 10-Year Master Plan Upgrades 1.6 Develop a Maintenance Plan, with Depreciation for each facility	FY 23-25 FY 24-26 FY 24-26 FY 24-25 FY 23-25 FY 23-29 FY 20-23 FY 24-25
2.0 District Strategic Relationships	2.1 Improve Methods to Communicate with Our Community 2.2 Deliberately Enhance Relations with Vallejo Schools, the City of Vallejo, and Solono County 2.2.1 Strengthen Focus of the Standing Community with All Stakeholders 2.2.2 Directors and Staff Will Increase Dialogue with Those Withing the Entities Who Will Potentially Partner for Recreation and Park Needs in Vallejo	FY 23-26 FY 23-Ongoing
3.0 District Finances and Operations	3.1. We will use the most up-to-date public agency financial standards and processes necessary to make the highest and best use of every dollar with which we are entrusted 3.1.1 Review Budget Policies 3.1.2 Develop a Sinking Fund for GVRD Assets 3.1.3 Development of Fleet Management Program 3.2 We will maintain and upkeep the public assets of our work team to keep high levels of service to GVRD and its residents 3.3 We will assure that staffing level are appropriate 3.4 We will develop job specific training options and teambuilding 3.5 A compensation study will be conducted	FY 23-24 FY 23 FY 24-25 FY 23-28 FY 24-25 FY 26-27



General Manager Board Update

2/8/2024

- Working on budget, budget calendar, staffing, CIP and other items. Trimming more items from the budget and reviewing purchasing protocols district wide with Finance Director.
- Met with the City of Vallejo regarding impact fee distribution (3.18) and Quimby fees.
- Met with the City of Vallejo and School District regarding property at Crest Ranch.
- Coordinating meetings for Compensation study.
- Met with SEIU regarding job classification updates.
- Pickleball players are requesting more sites, and lights at the Glen Cove site. They have also provided input regarding pickle ball at the Franklin Gym.
- Responding to information requests.
- Updating work expectations with executive staff.
- Working with City to discuss trees in the Master Lease.



Recreation Services Board Updates

02/08/2024

Activity Guide:

- N/A

Aquatics:

- Pool Managers are gearing up for spring swim lessons by revising the current swim lessons. This will help bring fluidity and establish a standard for our staff and participants.

Community Centers:

- Our new Dance & Yoga with Afro-Body Love class started on January 29th at the Vallejo Community Center with 8 participants enrolled.
- The 360° view of all Community Centers has increased our website's activity with a total of 13,008 views.
- The lease agreement for One People Tribe programming at Norman C. King Center was signed this week.

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

- Children's Wonderland staff have begun planning for spring events at the park including Dr. Seuss' Who-bilation Party and Thumper's Egg-stravaganza.
- Fishing in the City is right around the corner! Recreation staff continue to have monthly zoom meetings with the committee as we prepare to finalize planning for the March 23rd event.
- The Department is excited to be hosting the Adaptive Recreations Valentine's dance for the second year on February 14th at the North Vallejo Community Center. Last year there were 60 participants in attendance from PACE SOLANO, No Barriers, and North Bay. We hope to grow attendance and serve more organizations this year.

Sports Gym:

- Open gym Pickleball continues to be a hit. We are considering expanding evening and weekend hours once new hires are fully onboarded.

- There are consistent inquiries for open gym basketball at the gym and we're working on staffing to accommodate these requests.
- Junior Warriors program is successfully running at maximum capacity with 137 youth, ages 3-12. Last Saturday, each participant received a Jr. Warriors jersey. This program also provided opportunities for volunteers from MIT/Griffin Academy students to complete service hours.

Staffing:

- Planning has begun for this year's Recreation Expo. Our theme this year is, "Rockets and Rec!"



Youth Services:

- GVRD staff met with VCUSD staff to discuss spring and summer program opportunities.



Maintenance Department Board Update

2/8/2024

Parks and Facilities

- Grant Mahony Park
 - Staff worked on replacing five irrigation valves.
- Terrace Park
 - Tree Company will be doing safety pruning of the trees.
- Washinton Park
 - We had a walkthrough with staff from Child Start Inc and received the keys of the building; could utilize the building for a children's program.
- Lake Dalwigk Park
 - Staff worked on removing four dead trees.
 - Staff installed two improvements project information signs.
- Borges Park
 - COV and the Student Conservation Association planted trees.
- Sports Fields
 - Staff postponed the work on the grass fields due to the rain; waiting on dry weather to continue working on the fields.
- Hiddenbrooke Park
 - We had some flooding issues in the park; we had a plumber come to unclog the drains.
- BRS Park
 - We had a large fallen tree; staff is coordinating with the City for the removal of the tree.

BOARD PROJECTS UPDATE



Date

TASK	START	END	% COMPLETE	DONE	NOTES
395/401 Renovations				<input type="radio"/>	
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	3/30/2024	80%	<input type="radio"/>	Contractor continues making progress working on the painting.
VCC HVAC					
Design Phase	6/1/2023	2/28/2023	90%	<input type="radio"/>	Staff is working with an engineer on the design.
Permit Issued	2/1/2023	5/1/2024	0%	<input type="radio"/>	
Proposed Board Approval	7/1/2024	7/31/2024	0%	<input type="radio"/>	
RFP	9/1/2024	10/28/2024	0%	<input type="radio"/>	
Build	11/1/2024	1/1/2025	0%	<input type="radio"/>	
Cunningham Pool Shade Structures				<input type="radio"/>	
Design/Assessment Phase	1/1/2023	11/30/2023	100%	<input checked="" type="checkbox"/>	
Permit Issued	12/1/2023	2/28/2024	0%	<input type="radio"/>	City is reviewing the application; waiting for any comments from them.
RFP	3/2/2024	4/15/2024	0%	<input type="radio"/>	
Build	6/1/2024	8/1/2024	0%	<input type="radio"/>	
Dan Foley Artificial Field				<input type="radio"/>	
Assessment and Engineer's cost estimate	8/1/2022	11/1/2022	100%	<input checked="" type="checkbox"/>	
Board Approval	12/1/2022	12/8/2023	100%	<input checked="" type="checkbox"/>	
Design Phase	1/1/2023	6/21/2023	100%	<input checked="" type="checkbox"/>	

BOARD PROJECTS UPDATE



Date

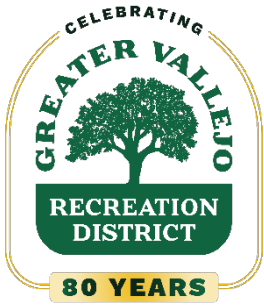
TASK	START	END	% COMPLETE	DONE	NOTES
RFP	8/1/2022	9/15/2023	100%	<input checked="" type="checkbox"/>	
Build	10/9/2023	2/29/2023	95%	<input type="checkbox"/>	Contractor is making progress; the installation on the new synthetic is close for completion; contractor installed drainage on a section of the field.
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"/>	City issued the permit.
RFP	6/21/2023	10/28/2023	100%	<input checked="" type="checkbox"/>	
Build	1/8/2024	6/1/2024	20%	<input type="checkbox"/>	Contractor begun the demo on the building where new restrooms will be added.
Terrace Park Playground					
Prop 68 Per Capita Project Approval	12/1/2020	2/28/2022	100%	<input checked="" type="checkbox"/>	
Design/RFP	12/1/2021	1/30/2022	100%	<input checked="" type="checkbox"/>	
Build	1/15/2023	2/28/2024	20%	<input type="checkbox"/>	Contractor begun the demo of the old playground and getting all the sand out.
Hanns Park Disc Golf					
Design Phase	3/1/2021	9/27/2021	100%	<input checked="" type="checkbox"/>	
Equipment	8/26/2021	9/1/2021	100%	<input checked="" type="checkbox"/>	
Build	10/6/2021	3/30/2024	98%	<input type="checkbox"/>	Staff will be having a meeting with the Disc Golf group to finalize the welcoming sign.
Lake Dalwigk Park Improvements					
Design Phase	5/1/2023	10/31/2023	100%	<input checked="" type="checkbox"/>	Interwest will be doing a presentation at the board meeting in November.

BOARD PROJECTS UPDATE



Date

TASK	START	END	% COMPLETE	DONE	NOTES
Permit Issued	1/15/2024	2/28/2024	0%	<input type="radio"/>	
RFP	1/15/2023	2/29/2024	0%	<input type="radio"/>	
Build	4/1/2024	9/1/2024	0%	<input type="radio"/>	City will be requesting a six months extension to Caltrans.
Children's Wonderland Electrical Upgrade					
Design Phase	4/1/2023	6/1/2023	100%	<input checked="" type="radio"/>	
Permit Issued	6/1/2023	11/31/2023	100%	<input checked="" type="radio"/>	
RFP	4/1/2024	4/30/2024	0%	<input type="radio"/>	Staff ordered the panel.
Build	7/1/2024	9/1/2024	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	4/1/2024	4/30/2024	0%	<input type="radio"/>	Staff ordered the panel.
Build	7/1/2024	9/1/2024	0%	<input type="radio"/>	
Dan Foley Cultural Center Electrical Upgrade					
Design Phase	12/1/2023	3/1/2024	80%	<input type="radio"/>	
Permit Issued	4/1/2023	5/30/2024	0%	<input type="radio"/>	
RFP	8/1/2024	10/30/2024	0%	<input type="radio"/>	
Build	11/1/2024	12/31/2024	0%	<input type="radio"/>	
Franklin Middle School					
floors Renovations	4/1/2023	10/8/2023	100%	<input checked="" type="radio"/>	
Internet & Alarm	6/1/2023	12/29/2023	100%	<input checked="" type="radio"/>	
Tree Removals	11/1/2023	11/30/2023	100%	<input checked="" type="radio"/>	
GYM	1/1/2024	3/29/2024	100%	<input checked="" type="radio"/>	Had a water leak in the GYM area; roof company made the repair.
Portable Buildings	1/1/2024	3/29/2024	0%	<input type="radio"/>	



Human Resources Board Update

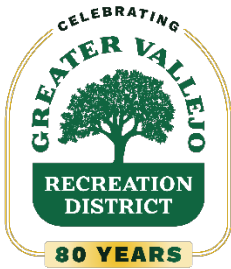
February 8, 2024

Total Compensation Study:

- Received four responses to request for proposal.
- Chose Gallagher to conduct the compensation study due to their experience with special districts.
- Kickoff meeting week of February 12, 2024.

Ongoing Projects:

- Total compensation study
- Research and implement finance/payroll/timekeeping/HR system
- Research possible employee health benefits broker change
- Records retention policy and procedures
- Part-time employee handbook updates
- Policy Manual Amendments
- Trainings – Active shooter, unconscious bias, supervisor



Finance Director Board Update

February 8, 2024

FY23/24 Cash Flow Forecast

- Finance Director Parkhurst to provide update on progress of New Cash Flow Forecast.

FY24/25 Budget Calendar

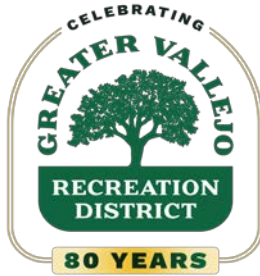
- Preliminary version established and will distribute final budget calendar at next board meeting.

FY21/22 Audit Status

- Finance Director Parkhurst to provide update and next steps to complete FY21/22 Audit.

Updates and Efforts in the Finance Department

- The Finance team is working with Cougar Mountain (Financial Software Company) team on updates and corrections.
- Finance Director Parkhurst to provide a progress update on the Financial and HRIS Software Replacement RFP.
- I am continuing to review internal processes to identify opportunities to provide efficiency and improvements.



**Greater Vallejo Recreation District
Financial Report Year-to-Date
as of December 31, 2023
All Funds Combined**

Assets

Cash - Solano County	3,725,826.34	
Cash - General Account - Bank of the West	25,517.48	
Cash - Payroll Account - Bank of the West	(3,203.25)	
Cash - Umpqua Bank Account	1,680,301.25	
Cash - Retiree Benefit Trust Fund	1,298,519.88	
Accounts Receivable	(152,986.28)	
Total Assets		<u>6,573,975.42</u>

Liabilities

Accounts Payable	5,280.50	
Payroll Related Payables	88,275.11	
Building Deposits Payable	34,722.91	
Amount Due Customers - Etrak	4,095.78	
Total Liabilities		<u>132,374.30</u>

Net Assets

Fund Balance- Unrestricted Operating Reserve	3,592,838.30	
Fund Balance - Restricted Retiree Benefit	1,298,519.88	
Fund Balance - Designated Reserve 15%	1,764,547.32	
Excess Revenues Over Expenses	(214,304.38)	
Total Net Assets		<u>6,441,601.12</u>

Total Liabilities and Net Assets		<u>6,573,975.42</u>
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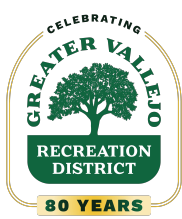
Greater Vallejo Recreation District
Budget to Actual Comparison by Category
General Fund and Measure K Combined
As of December 31, 2023
50% of Fiscal Year

Revenue/Expense Category	FY 23-24 Original Adopted Budget	FY 23-24 Budget Amendments	FY 23-24 Amended Budget	FY 23/24 Actuals thru 12/31/23	FY 23/24 Budget Remaining	FY 23/24 Budget % Rcvd/Used
General Fund Revenue						
Property Taxes	6,256,773	(197,614)	6,059,159	2,951,630	3,107,529	48.71%
Intergovernmental Revenue	500,000	239,690	739,690	0	739,690	0.00%
Charges for Services	966,080	33,300	999,380	322,611	676,769	32.28%
Rents: Use of Facilities/Equipment	616,423	8,700	625,123	279,433	345,690	44.70%
Use of Money & Property (Rents, Leases, Interest Income)	142,796	0	142,796	76,061	66,735	53.27%
Grants	203,100	927,952	1,131,052	435,699	695,353	38.52%
Donations	5,500	0	5,500	300	5,200	5.45%
Other Revenue	3,680,090	(3,640,000)	40,090	37,309	2,781	93.06%
Total General Fund Revenue	12,370,762	(2,627,972)	9,742,790	4,103,043	5,639,747	42.11%
Full-Time Salaries	2,991,204	37,722	3,028,926	1,503,755	1,525,171	49.65%
Part-Time Salaries	1,198,911	59,928	1,258,839	844,802	414,037	67.11%
Non-Retirement Employee Benefits	943,264	84,432	1,027,696	364,625	663,072	35.48%
CalPERS	757,942	5,172	763,114	82,243	680,871	10.78%
Services & Supplies	1,574,158	65,500	1,639,658	647,307	992,351	39.48%
Computer Services, Software & Equipment	109,401	500	109,901	50,491	59,410	45.94%
County Tax Collection Fee	80,000	0	80,000	0	80,000	0.00%
Professional Services	275,608	1,000	276,608	221,077	55,532	79.92%
Facilities Maintenance Expense	85,000	641,376	726,376	36,787	689,589	5.06%
Other Post Employment Benefit (OPEB)	50,000	(50,000)	0	0	0	0.00%
Transfer to Debt Service (POB)	0	330,493	330,493	330,493	(1)	100.00%
Total General Fund Expense	8,065,488	1,176,123	9,241,611	4,081,581	5,160,030	44.17%
Total General Fund Excess (Deficiency) of Revenue Over Expense Before Capital Outlay & CIP	4,305,275	(3,804,095)	501,179	21,463	479,717	
Capital Outlay & CIP	3,637,000	(1,114,962)	2,522,038	284,163	2,237,875	11.27%
Total Capital Outlay & CIP Expense	3,637,000	(1,114,962)	2,522,038	284,163	2,237,875	11.27%
Total General Fund Expense with Capital Outlay & CIP	11,702,488	61,161	11,763,649	4,365,744	7,397,905	37.11%
Total General Fund Excess (Deficiency) of Revenue Over Expense with Capital Outlay & CIP Expense	668,275	(2,689,133)	(2,020,859)	(262,701)	(1,758,158)	



Greater Vallejo Recreation District
Budget to Actual Comparison by Category
General Fund and Measure K Combined
As of December 31, 2023
50% of Fiscal Year

Revenue/Expense Category	FY 23-24 Original Adopted Budget	FY 23-24 Budget Amendments	FY 23-24 Amended Budget	FY 23/24 Actuals thru 12/31/23	FY 23/24 Budget Remaining	FY 23/24 Budget % Rcvd/Used
Measure K Revenue						
Other Revenue	250,000	(250,000)	0	0	0	0.00%
Special Assessments - Measure K	2,130,000	(100,000)	2,030,000	1,061,944	968,056	52.31%
Total Measure K Revenue	2,380,000	(350,000)	2,030,000	1,061,944	968,056	52.31%
Measure K Expense						
Part-Time Salaries	503,941	0	503,941	112,270	391,671	22.28%
Non-Retirement Employee Benefits	57,607	(6,677)	49,228	6,758	42,470	13.73%
Services & Supplies	903,300	0	903,300	347,940	555,360	38.52%
Computer Services, Software & Equipment	30,000	0	30,000	30,785	(785)	102.62%
Professional Services	2,000	0	2,000	0	2,000	0.00%
Facilities Maintenance Expense	561,376	(561,376)	0	275,936	(275,936)	0.00%
Total Measure K Expense	2,058,224	(568,053)	1,488,469	773,690	714,779	51.98%
Total Measure K Excess (Deficiency) of Revenue Over Expense Before Capital Outlay & CIP	321,776	218,053	541,531	288,254	253,276	53.23%
Capital Outlay & CIP	798,000	(257,573)	540,427	239,858	300,569	44.38%
Total Capital Outlay & CIP	798,000	(257,573)	540,427	239,858	300,569	44.38%
Total Measure K Expense with Capital Outlay & CIP	2,856,224	(825,626)	2,028,896	1,013,548	1,015,349	49.96%
Total Measure K Excess (Deficiency) of Revenue Over Expense With Capital Outlay & CIP	(476,224)	475,626	1,104	48,397	(47,293)	
Total General Fund & Measure K Combined Excess/Deficiency of Revenue Over Expense	192,050	(2,213,507)	(2,019,755)	(214,304)	(1,805,451)	



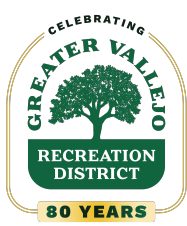
Greater Vallejo Recreation District
Budget to Actuals by Department
General Fund and Measure K Combined - YTD
As of December 31, 2023
50% of Fiscal Year

Departments Revenue/Expense	FY 23-24 Original Adopted Budget	FY 23-24 Budget Amendments	FY 23-24 Amended Budget	FY 23/24 Actuals thru 12/31/23	FY 23/24 Budget Remaining	FY 23/24 Budget % Used
General Fund Revenue						
001-General Support & Administration	6,401,659	(197,614)	6,204,045	3,053,460	3,150,585	49.22%
Total Administration & General Support	6,401,659	(197,614)	6,204,045	3,053,460	3,150,585	49.22%
301-Visitor Services	198,900	0	198,900	94,184	104,716	47.35%
Total Facilities	198,900	0	198,900	94,184	104,716	47.35%
010-Recreation Administration	3,500	0	3,500	3,700	(200)	105.71%
415-Children's Wonderland	53,200	0	53,200	19,046	34,154	35.80%
430-Break Camp	69,740	0	69,740	44,227	25,513	63.42%
450-Vallejo Community Center	100,232	0	100,232	61,807	38,425	61.66%
451-Foley Cultural Center	199,552	0	199,552	109,105	90,447	54.68%
460-Sports	90,332	0	90,332	19,740	70,592	21.85%
465-Community Events	12,300	0	12,300	3,019	9,281	24.54%
480-ExLP	203,100	0	203,100	185,699	17,401	91.43%
481-After School Programs	339,300	0	339,300	123,360	215,940	36.36%
486-Teen Services	79,475	0	79,475	0	79,475	0.00%
487-Franklin Gym	0	52,000	52,000	0	52,000	0.00%
490-Adaptive Recreation	330	0	330	420	(90)	127.27%
720-North Vallejo Community Center	26,800	0	26,800	20,652	6,148	77.06%
721-South Vallejo Community Center	64,235	0	64,235	32,770	31,465	51.02%
730-Cunningham Pool	378,107	0	378,107	81,854	296,253	21.65%
Total Recreation	1,620,203	52,000	1,672,203	705,399	966,804	42.18%
906-CIP	4,150,000	(2,482,358)	1,667,642	250,000	1,417,642	14.99%
Total CIP	4,150,000	(2,482,358)	1,667,642	250,000	1,417,642	14.99%
Total General Fund Revenue	12,370,762	(2,627,972)	9,742,790	4,103,043	5,639,747	42.11%



Greater Vallejo Recreation District
Budget to Actuals by Department
General Fund and Measure K Combined - YTD
As of December 31, 2023
50% of Fiscal Year

Departments Revenue/Expense	FY 23-24 Original Adopted Budget	FY 23-24 Budget Amendments	FY 23-24 Amended Budget	FY 23/24 Actuals thru 12/31/23	FY 23/24 Budget Remaining	FY 23/24 Budget % Used
General Fund Expense						
001-General Support & Administration	1,649,804	324,154	1,973,958	1,059,675	914,282	53.68%
007-Human Resources	395,039	20,808	415,847	137,592	278,256	33.09%
100-Finance	449,791	29,898	479,689	237,058	242,631	49.42%
Total Administration & General Support	2,494,634	374,860	2,869,494	1,434,325	1,435,169	49.99%
200-Park Maintenance & Development	190,495	22,016	212,511	89,293	123,217	42.02%
300-Facilities	600,505	596,959	1,197,464	249,879	947,585	20.87%
301-Visitor Services	232,952	(78,696)	154,256	81,392	72,864	52.76%
310-Landscaping & Grounds	1,368,114	35,365	1,403,479	600,882	802,597	42.81%
312-McIntyre Ranch	50,000	0	50,000	39,995	10,005	79.99%
Total Facilities	2,442,066	575,644	3,017,709	1,061,441	1,956,268	35.17%
010-Recreation Administration	496,175	(103,823)	392,351	206,249	186,102	52.57%
415-Children's Wonderland	101,126	(16,354)	84,773	95,198	(10,426)	112.30%
430-Break Camp	184,435	11,639	196,074	116,350	79,724	59.34%
450-Vallejo Community Center	215,162	2,904	218,066	83,351	134,715	38.22%
451-Foley Cultural Center	312,035	2,153	314,188	128,665	185,522	40.95%
460-Sports	109,543	49,981	159,524	30,258	129,266	18.97%
465-Community Events	101,394	6,237	107,631	28,166	79,465	26.17%
480-ExLP	316,780	15,412	332,192	249,925	82,267	75.24%
481-After School Programs	534,131	17,668	551,799	189,407	362,391	34.33%
486-Teen Services	62,471	4,224	66,695	2,973	63,722	4.46%
487-Franklin Gym	0	212,912	212,912	0	212,912	0.00%
490-Adaptive Recreation	34,663	1,231	35,893	1,996	33,898	5.56%
720-North Vallejo Community Center	69,285	972	70,257	44,350	25,907	63.13%
721-South Vallejo Community Center	69,305	972	70,277	35,590	34,687	50.64%
730-Cunningham Pool	522,283	19,492	541,775	373,334	168,441	68.91%
Total Recreation	3,128,788	225,619	3,354,407	1,585,814	1,768,593	47.28%
906-CIP	3,637,000	(1,114,962)	2,522,038	284,163	2,237,875	11.27%
Total CIP	3,637,000	(1,114,962)	2,522,038	284,163	2,237,875	11.27%
Total General Fund Expense	11,702,488	61,161	11,763,649	4,365,744	7,397,905	37.11%
Total General Fund Excess (Deficiency) of Revenue Over Expense	668,275	(2,689,133)	(2,020,859)	(262,701)	(1,758,158)	



Greater Vallejo Recreation District
Budget to Actuals by Department
General Fund and Measure K Combined - YTD
As of December 31, 2023
50% of Fiscal Year

Departments Revenue/Expense	FY 23-24 Original Adopted Budget	FY 23-24 Budget Amendments	FY 23-24 Amended Budget	FY 23/24 Actuals thru 12/31/23	FY 23/24 Budget Remaining	FY 23/24 Budget % Used
Measure K Revenue						
001-General Support & Administration	2,380,000	(350,000)	2,030,000	1,061,944	968,056	52.31%
Total General Support & Administration	2,380,000	(350,000)	2,030,000	1,061,944	968,056	52.31%
Measure K Expense						
001-General Support & Administration	91,400	(15,000)	76,400	13,034	63,366	17.06%
100-Finance	2,000	0	2,000	0	2,000	0.00%
Total General Support & Administration	93,400	(15,000)	78,400	13,034	65,366	16.62%
300-Facilities	889,576	(547,323)	342,253	394,409	(52,156)	115.24%
310-Landscaping & Grounds	266,164	(2,244)	263,920	112,660	151,260	42.69%
Total Facilities	1,155,741	(549,567)	606,173	507,069	99,104	83.65%
010-Recreation Administration	30,000	0	30,000	30,785	(785)	102.62%
415-Children's Wonderland	85,000	(1,326)	81,973	52,141	29,832	63.61%
450-Vallejo Community Center	17,500	0	17,500	4,919	12,581	28.11%
451-Foley Cultural Center	67,000	0	67,000	24,871	42,129	37.12%
460-Sports	62,900	1,642	64,542	8,059	56,484	12.49%
465-Community Events	8,960	(152)	8,808	0	8,808	0.00%
486-Teen Services	16,332	185	16,516	0	16,516	0.00%
490-Adaptive Recreation	2,790	(47)	2,743	0	2,743	0.00%
720-North Vallejo Community Center	12,800	0	12,800	4,217	8,583	32.94%
721-South Vallejo Community Center	18,800	0	18,800	7,322	11,478	38.95%
730-Cunningham Pool	487,001	(3,789)	483,212	121,273	361,939	25.10%
Total Recreation	809,084	(3,486)	803,896	253,587	550,309	31.54%
906-CIP	798,000	(257,573)	540,427	239,858	300,569	44.38%
Total CIP	798,000	(257,573)	540,427	239,858	300,569	44.38%
Total Measure K Expense	2,856,224	(825,626)	2,028,896	1,013,548	1,015,349	49.96%
Total Measure K Excess (Deficiency) of Revenue Over Expense	(476,224)	475,626	1,104	48,397	(47,293)	
Total General Fund & Measure Combined Excess (Deficiency) of Revenue Over Expense	192,050	(2,213,507)	(2,019,755)	(214,304)	(1,805,451)	

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

2/2/2024 8:39:09PM

Page 1

Bank Code:	GEN	Bank Of The West Operating Account	Current Balance:	(\$1,340,298.27)
Document Number	Date	Payee Name / Description	Amount	
71294	01/02/2024	Brian Thyron	\$164.92	
71295	01/02/2024	Orlando Wynn	\$3,600.00	
71296	01/03/2024	P G & E	\$24,294.10	
71297	01/03/2024	Julie Myers	\$200.00	
71298	01/04/2024	PW, City Of Vallejo	\$0.00	
71299	01/04/2024	PW, City Of Vallejo	\$52,440.03	
71300	01/05/2024	Sandy Tawaratsumida	\$50.00	
71301	01/08/2024	Trailhead Labs, Inc	\$2,500.00	
71302	01/08/2024	Bert Williams & Sons Inc	\$65.06	
71303	01/08/2024	Vallejo Fire Extinguisher	\$0.00	
71304	01/08/2024	Vallejo Fire Extinguisher	\$2,241.16	
71305	01/08/2024	AT&T	\$24.08	
71306	01/08/2024	Big Creek Lumber & Building Material:	\$15.72	
71307	01/08/2024	AT&T	\$290.08	
71308	01/08/2024	Comcast	\$334.45	
71309	01/08/2024	Jason Guison	\$19.43	
71310	01/08/2024	NuCO2	\$479.21	
71311	01/08/2024	Metropolitan Life Insurance Company	\$7,206.60	
71312	01/09/2024	Joan Russell	\$167.79	
71313	01/10/2024	P G & E	\$8,158.07	
71314	01/10/2024	Bay Area Driving School	\$111.98	
71315	01/10/2024	Break It Down Soul Line Dance	\$117.00	
71316	01/10/2024	AT&T	\$27.70	
71317	01/10/2024	Center For Urban Excellence	\$400.00	
71318	01/10/2024	Gallagher Benefits, Inc	\$3,018.75	
71319	01/10/2024	Abigail Hernandez	\$954.80	
71320	01/10/2024	Karen Houston	\$299.60	
71321	01/10/2024	Mike Huntsman	\$144.00	
71322	01/10/2024	Jason Jones	\$280.50	
71323	01/10/2024	Steven Logoteta	\$189.00	
71324	01/10/2024	Virlynda Luciano	\$319.20	
71325	01/10/2024	Lorna Mandap	\$439.95	
71326	01/10/2024	National Academy Of Athletes	\$380.80	
71327	01/10/2024	Derrick Poblette-Reyes	\$246.52	
71328	01/10/2024	Theodore Rocha	\$259.70	
71329	01/10/2024	Antony Ryans	\$800.00	
71330	01/10/2024	Security Enforcement Alliance	\$4,403.00	
71331	01/10/2024	Sherwin-Williams	\$63.91	
71332	01/10/2024	Karen Silas	\$264.00	
71333	01/10/2024	Uline Shipping Supplies	\$2,464.63	
71334	01/10/2024	Frankie Valentine-Flores	\$822.50	
71335	01/10/2024	Vallejo Adult School	\$15.00	
71336	01/10/2024	Vallejo Choral Society	\$609.00	
71337	01/11/2024	California State Disbursement Unit	\$130.15	
71346	01/19/2024	California Glass Of Vallejo	\$700.00	
71347	01/19/2024	Morgan Alarm Co., Inc	\$4,722.79	
71348	01/19/2024	Tecogen	\$2,959.44	
71349	01/19/2024	Victory Stores	\$234.86	
71350	01/19/2024	Ryan Allen	\$55.68	
71351	01/19/2024	AT&T	\$160.50	
71352	01/19/2024	B & G Tires Of Vallejo	\$70.00	
71353	01/19/2024	Big Creek Lumber & Building Material:	\$582.95	
71354	01/19/2024	Cintas Corporation	\$384.66	
71355	01/19/2024	Comcast	\$195.03	
71356	01/19/2024	Commercial Energy Of Montana	\$7,990.89	
71357	01/19/2024	Complete Welders Supply	\$678.49	

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

2/2/2024 8:39:09PM

Page 2

Bank Code: GEN	Bank Of The West Operating Account	Current Balance:	(\$1,340,298.27)
Document Number	Date	Payee Name / Description	Amount
71358	01/19/2024	FieldTurf USA, Inc.	\$933,560.73
71359	01/19/2024	Sylvia Flores	\$400.00
71360	01/19/2024	GreatAmerica Financial Services	\$1,793.62
71361	01/19/2024	Green Valley Aloha Saw & Mower	\$174.42
71362	01/19/2024	Grewal Engineering Associates, Inc	\$7,250.00
71363	01/19/2024	Lloyd Engineering	\$2,925.89
71364	01/19/2024	M & M Sanitary LLC	\$330.48
71365	01/19/2024	Carolina Martinez	\$750.00
71366	01/19/2024	Minuteman Press	\$354.85
71367	01/19/2024	Loralei Morehouse	\$13.69
71368	01/19/2024	Municipal Resource Group, LLC	\$12,431.25
71369	01/19/2024	NuCO2	\$1,214.73
71370	01/19/2024	Preferred Alliance, Inc.	\$230.64
71371	01/19/2024	R & H Repairs	\$3,342.32
71372	01/19/2024	Rhinos Roofing Company	\$500.00
71373	01/19/2024	Ring Central Inc.	\$1,240.85
71374	01/19/2024	Mario Samayoa	\$20.51
71375	01/19/2024	Security Enforcement Alliance	\$1,734.00
71376	01/19/2024	SiteOne Landscape Supply	\$274.05
71377	01/19/2024	Syber Fiber	\$364.00
71378	01/19/2024	Taylor Tildsley	\$135.00
71379	01/19/2024	Sherice Tyler	\$400.00
71380	01/19/2024	Underground Vaults & Storage, Inc.	\$121.55
71381	01/19/2024	Utility Cost Management LLC	\$880.95
71382	01/19/2024	Vallejo Tint Shop	\$4,000.00
71383	01/19/2024	Verdin	\$5,780.00
71384	01/19/2024	Veritiv Operating Company	\$570.59
71385	01/23/2024	US Bank Corporate Payment System	\$25,623.03
71386	01/24/2024	P G & E	\$19,094.38
71387	01/25/2024	California State Disbursement Unit	\$130.15
71388	01/26/2024	Eileen Brown	\$275.00
71389	01/26/2024	Deberah Carey	\$167.79
71390	01/26/2024	Kerry Carmody	\$167.79
71391	01/26/2024	Richard Conzelmann	\$760.78
71392	01/26/2024	Jose Famalette	\$167.79
71393	01/26/2024	Patricia Gloyd	\$167.79
71394	01/26/2024	Penny Harman	\$430.08
71395	01/26/2024	Cynthia Hewitt	\$208.52
71396	01/26/2024	Jerome Lohr	\$385.16
71397	01/26/2024	Prisco Manglona	\$167.79
71398	01/26/2024	Roger Maryatt	\$275.00
71399	01/26/2024	Jeremias Morgado	\$167.79
71400	01/26/2024	Randy Nicks	\$275.00
71401	01/26/2024	Nancy Ortiz	\$167.79
71402	01/26/2024	Steve Pressley	\$167.79
71403	01/26/2024	Francis Radziewicz	\$167.79
71404	01/26/2024	Joan Russell	\$167.79
71405	01/26/2024	Anita Sailas	\$264.54
71406	01/26/2024	Barbara Schmidt	\$167.79
71407	01/26/2024	Audrey Tucker	\$167.79
71408	01/26/2024	Adeline Varni	\$167.79
71409	01/26/2024	Katie Aguiniga	\$750.00
71410	01/26/2024	AT&T	\$63.49
71411	01/26/2024	Roslynn Brown	\$43.01
71412	01/26/2024	Angelito Or Loana Claudio	\$1,134.00
71413	01/26/2024	Comcast	\$351.03

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

2/2/2024 8:39:09PM

Page 3

Bank Code: GEN		Bank Of The West Operating Account		Current Balance:		(\$1,340,298.27)
Document Number	Date	Payee Name / Description			Amount	
71414	01/26/2024	Kay Cady-Johnson			\$4,321.80	
71415	01/26/2024	Rudee Sarabia			\$750.00	
		Bank Totals	Items		Total Voids	Items
Checks		\$1,175,858.04	112		\$0.00	2
Deposits		\$0.00	0		\$0.00	0
Deductions		\$0.00	0		\$0.00	0
Additions		\$0.00	0		\$0.00	0
Bank Charges		\$0.00	0		\$0.00	0
		Net Activity for GEN Bank Of The West Operating Account:			(\$1,175,858.04)	

Report Totals:						
		Totals	Items		Total Voids	Items
Checks		\$1,175,858.04	112		\$0.00	2
Deposits		\$0.00	0		\$0.00	0
Deductions		\$0.00	0		\$0.00	0
Additions		\$0.00	0		\$0.00	0
Bank Charges		\$0.00	0		\$0.00	0
		Net Activity:			(\$1,175,858.04)	

Report Selection Criteria

Bank Account:	GEN	End	GEN
Date Range:	Custom		
Item Date:	01/01/2024		01/31/2024
Document Number:	Start		End
Payee:	Start		End

Report Type: Single Line
Sort Items By: Date
Includes Items posted from these source modules: AP
Includes Items with status: Outstanding Cleared Voided
Includes Items of the Activity Type: Check
Includes Activity Notes: No
Includes Bank Notes: No

Search For 1: Amount
Search For 2: greater than or equal to
Search For 3: \$0.00
And/Or: Or
Search For 4: Amount
Search For 5: less than
Search For 6: \$0.00



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

Greater Vallejo Recreation District Board of Directors

MINUTES

January 25, 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., January 25, 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; Recreation Services Director, Antony Ryans; Parks and Facilities Director, Salvador Nuño; Human Resources Director, Lisa Sorvari; Finance Director, Noel Parkhurst; 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:

(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.

1 Speaker

6) Presentations:

6.1 Introducing Emely Mendez, Recreation Coordinator (Ryans)

6.2 Introducing Michael Andrade, Maintenance Worker (Nuño)

6.3 Introducing Alex Martinez, Maintenance Worker (Nuño)

Antony Ryans and Salvador Nuño introduced staff who recently passed their employment probationary period.



7) **Committee Updates**

None

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-None

Approve Board Minutes – January 11, 2024

One change was noted to the January 11, 2024 minutes, Item 11.2 should read “approve Directors Aliga and Judt to attend...” Director Briseño offered the motion, seconded by Director Starnes to approve the consent calendar with one change. Motion passed.

9) **Financials:**

Public Comment - None

Discussion and Possible Approval of Resolution 2024-01 Adopting the Revised Annual Operating Budget for Fiscal Year 2023-2024 (Parkhurst)

Questions from the board regarding current budget, next year’s budget, reserves, capital improvements and cash flow. Responses provided by Staff and consultant. Staff are working on providing cash flow data for an upcoming future meeting. Director Starnes offered the motion, seconded by Director Kennington to approve Resolution 2024-01-Revised Operating Budget-FY 2023-24. Roll Call: Ayes: Aliga, Briseño, Kennington, Judt, Starnes; Noes: None; Absent: None; Abstain: None. Motion Passed.

10) **Action Items:**

Public Comment-None

10.1 Discussion and Possible Action on the Current Committee

Composition and Committee Appointments for 2024 under Policy 4060-Board Committees (Legal Counsel)

Chairperson Aliga made the following appointments:

Budget & Finance Committee- (Directors Starnes and Briseño)

Facility & Development Committee- (Directors Starnes and Briseño)

Policies & Personnel Committee- (Directors Aliga and Judt)

Publicity, Programs & Community Relations Committee- (Directors Aliga and Starnes)

McIntyre Ranch Committee- (Directors Briseño and Kennington)

Sports Center Committee- (Directors Judt and Kennington)

10.2 Approve Changes to the Part Time Employee Pay Scale (Sorvari)

After discussion, Director Aliga offered the motion, seconded by Director Starnes to approve changes to the Part Time Employee pay scale for one position. Motion passed.



10.3 Approve Changes to Policy 1010-Adoption/Amendment of Policies (Sorvari)

After discussion, a request was made to make the changes requested by Policy Committee on January 22nd and bring back to the next board meeting.

10.4 Approve New Policy 3076-Child Abuse and Neglect Prevention and Reporting (Sorvari)

Director Starnes offered the motion, seconded by Director Aliga to approve Policy 3076-Child Abuse and Neglect Prevention Reporting. Motion passed.

10.5 Discussion and Possible Action regarding the Board's Annual Work Plan, as set forth in the 10-Year Comprehensive Parks and Recreation Master Plan (Director Judt)

After discussion, Direction was given to the General Manager to schedule a Special Meeting with the full board in March.

11) Staff Updates

Public Comment – None

11.1 Recreation Services Director

- Thanked the Board for attending the Ribbon Cutting Ceremony at the GVRD Sports Gym.
- Gave updates on the JR. Warriors program – 140 youth registered.
- Announced Adamisis Gonzalez has been hired to fill the Recreation Coordinator position which will oversee Kids Club and Camps.

11.2 Parks and Facilities Director

- Provided updates on ongoing projects.
- Thanked the HR Department for assisting in the recruitment process for Visitor Services.
- Announced that notice was received from Child Start, Inc. that they will vacate the building at Washington Park.
- Finalizing plans with the disc golf group for the welcome sign at Hanns Park.

11.3 Human Resources Director

- Announced that GVRD is now 100% staffed for Full Time employees. HR is ramping up for the Aquatics and Visitor Services seasons.
- Gave a summary update on current projects.



- Announced upcoming planned trainings: Active Shooter, Unconscious Bias and Supervisor.
- Announced 4 proposals were received in response to the Compensation Study RFP

11.4 Finance Director

- Gave a brief update on the status of the 2021-2022 audit.
- Updated the board with the progress of the migration of the web hosting service from AppEaze to Denali Cloud Services. Project is complete and minor problems are being resolved.
- Announced 1099 have been mailed and W2's are due to go out on schedule.
- Announced that 3 proposals were received in response to the Finance/HR software RFP.

11.5 General Manager

- Read a proclamation received from Senator Bill Dodd and Assemblymember Lori Wilson celebrating the opening of the GVRD Sports Gym.
- Announced that GVRD has been awarded a \$20,000 grant from the City of Vallejo for a Rock the Block event.
- Informed the board of another break in at 401 Amador. He gave kudos to Directors Nuño and Ryan and Jose Nuño from the facilities department; for showing up for the alarm call and waiting hours for the police to arrive.
- Announced that Vallejo Project reached out regarding a Career Exploration event.
- Gave an update on the Hall of Fame event. It used to be a GVRD event but will now be managed by an outside committee and GVRD will provide the location.
- Provided an update on the January 18th 2+2 meeting with City of Vallejo and Vallejo School District. Attended as a spectator but was asked to speak about Kids Club.

12) Announcements and Comments from Board Members

Chairperson Aliga gave a brief update on the recent training he attended with Director Judt and announced a planned 3–5-minute presentation for an upcoming meeting.

Director Briseño announced he spoke with Trustee Fox of the Vallejo School Board and he seems open to having further discussions on the possibility of expanding the current 2+2 committee.



Chairperson Aliga announced that he spoke to Victoria Grace, Youth Coordinator for the City of Vallejo, and that she is more than happy to give a presentation to the board. Director Starnes thanked staff for spending their evening with the board.

13) Meeting Adjourn

Director Kennington offered the motion, seconded by Director Starnes to adjourn the meeting at 8:37 p.m. Motion passed.

Tom Starnes, Board Secretary

DRAFT



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GENERAL MANAGER

Gabe Lanusse

Budget and Finance Committee – Meeting Minutes Monday, January 08, 2024 6:30 p.m. Administrative Office – Board Room 401 Amador Street

In attendance: Director Briseño, Director Kennington
General Manager Lanusse, Finance Director Parkhurst & Finance
Financial Consultant Sue Casey

Meeting began: 6:30 p.m.

1. Public Comment

There was no public attendance/ Comment at this meeting.

2. Preliminary FY23-24 Adjusted Budget

Finance Director Parkhurst distributed a hard copy of the updated Adjusted FY23-24 Budget which included CIP balances separated from the Operating Expense portion of the budget. A summary of CIP projects already initiated in FY 23/24 was provided to the committee as well.

The Adjusted Budget was approved by the committee with some minor corrections to be made. Director Briseno want to make sure that the Board is made aware of the budgeted used of funds and cash balance for FY23/24.

Cash Flow concerns were brought up by Director Briseno. Discussed the need for Cash Flow Projections going through the first 6 months of subsequent fiscal year (FY24/25). An Estimated \$3.3M cash need for first 5 months of next fiscal year based on an estimated \$8M Annual Operating Expenditure need.

Director Briseno requested a report to be presented to the Board that shows major CIP projects initiated in the last 3 fiscal years and to provide the driving needs for these projects.

3. Finance & HRIS Software RFP Update

Director Parkhurst updated the committee on the progress of the RFP process. 3 proposals were submitted. Director Kennington asked if the RFP can be extended and to allow for an adequate number of qualified proposals.



4. Transition to New Server Web Host provider for Cougar Mountain (Financial Software)

Finance Director Parkhurst updated committee on status of the migration to a new cloud hosted server. Phase II is starting this week which included live testing of functionality and stability.

5. Budget Calendar

Finance Director Parkhurst discussed the creation of the FY 24/25 Budget calendar. The process cannot start until the committee meeting dates have been finalized. Aiming for end of January.

Adjourned 7:35 p.m.



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GENERAL MANAGER

Gabe Lanusse

Policies and Personnel Committee Minutes Monday, January 22, 2024 6:30 p.m. Administrative Office-Board Room 401 Amador Street

In Attendance: Director Briseño, Director Kennington General Manager, Gabe Lanusse, and Human Resources Director, Lisa Sorvari

Meeting Began: 6:30 pm

Public Comment

None.

1. Policy Review:

- Policy 1010, Adopt/Amendment of Policies (Amended)
 - The Human Resources Director (HR Director) let the Committee know the sentence “Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any District Director or by the General Manager.” was removed and the sentence “Any member of the board of Directors or the General Manager may initiate the adoption of a new policy or an amendment to an existing policy.”
 - The Committee discussed the addition of the sentence “After the committee has considered the adoption or amendment of any policy during two committee meetings...” and Director Briseño said it reads as though a policy must be discussed during two committee meetings before going to the board of directors. The Committee agreed to add “up to” two committee meetings.
 - Director Briseño suggested to add verbiage regarding possible meet and confer with the unions, if applicable.
 - Next Step: Make changes and request approval during the February 8, 2024, board meeting.



- Policy 3076, Child Abuse and Neglect Prevention and Reporting (New)
 - The HR Director let the Committee know that the policy that was submitted in November and was reviewed by legal was totally revised. Director Kennington asked if the revised policy aligned with the Vallejo School District policy and HR Manager responded that GVRD policy has more information, such as definitions and examples, reporting procedures, anti-retaliation, false allegations, and other information, and that it is mirrored after California law.
 - Next Step: Distribute to employees and add to Policy Manual.

2. Discussion Items:

- Policy and RR 5010, Board Meeting Agenda
 - HR Director suggested changing “Any Director may call the General Manager and request any item to be placed on the agenda from no later than ten (10) business days” to no later than “six (6)” business days. Director Briseño agreed.
 - Director Briseño suggested the Committee discuss the board of directors needing a consensus before adding items to the agenda in the past.
 - Next Step: Put on Agenda to discuss during the February 26 Policy and Procedures Committee meeting.
- Part-Time Employee Pay Scale Change
 - HR Director let the Committee know that the starting pay rate for part-time facility maintenance workers was increased from \$18.75/hour to \$22.25/hour for internal equity and to compete with the market. The facilities department was losing too many employees to the Recreation Department, which hired their part-time assistant coordinators at \$22.25/hour.
- How to Change a Policy Flow Chart
 - Director Briseño suggested we add verbiage regarding possible meet and confer with the unions, if applicable.
 - Director Briseño suggested we add that the policy can go before the Board of Directors if it is reviewed by the Committee at least two times (to align with the policy change).
 - Director Briseño suggested that the Policy Flow Chart be posted on the boardroom wall. It was agreed the suggestion was a good idea.
 - Next Step: Make changes and post on board room wall.

Meeting Adjourned at 7:15 pm