



GREATER VALLEJO RECREATION DISTRICT

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

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

Board of Directors
Rizal Aliga
Ron Bowen
Robert Briseño
Adjoa McDonald
Wendell Quigley

General Manager
Gabriel Lanusse

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

Greater Vallejo Recreation District Board of Directors

AGENDA-REGULAR MEETING

December 8, 2022

Administrative Office – Board Room

401 Amador Street

6:30 p.m.

1) **Call to Order**

2) **Pledge of Allegiance**

3) **Roll Call**

4) **Approval of Agenda**

5) **Public Comment:**

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

6) **Committee Updates:**

The Chairperson for Ad-Hoc and Standing Committees will provide any updates to the full board.

7) **Consent Calendar**

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

A) **Approve Board Minutes-Special Meeting-November 3, 2022**

B) **Approve Board Minutes-November 10, 2022**

C) **Accept Policy and Personal Committee Minutes-October 24, 2022**

D) **Accept Programs and Publicity Committee Minutes-November 8, 2022**

- E) Accept Budget and Finance Committee Minutes-November 14, 2022
- F) Accept Facility and Development Committee Minutes – November 21, 2022
- G) Accept Policy and Personal Committee Minutes-November 28, 2022
- H) Approve Contract with Renne Public Law Group (RPLG) to provide Legal Services to the District for a term of 3 Years (Lanusse)

8) **Financials:**

- A) Approve Financial Statement through 11/30/2022 (Harman)
- B) Approve Payment of Bills 11/1/2022 through 11/30/2022 (Harman)
- C) Approve the Budget Calendar for Fiscal Year 2023-2024 (Harman)
- D) Approve Proposed Part Time Pay Range Table (Harman)

9) **New Business:**

- A) Approve a one-time schedule payment to staff from COVID-19 Fiscal Relief for Special Districts funds at a maximum cost to the District of \$73,044 (Harman)
- B) Approve Request from Leaven Kids for a reduced rate of \$900/month for use of the Norman King Community Center for Afterschool Tutoring (Ryans)
- C) Approval to move forward with the replacement of Dan Foley artificial turf field at a cost of up to \$1,100,000 plus optional scope up \$270,000 (Nuno)
- D) Approve 1st Read of Policy 3031-Debt Policy (Harman)
- E) Approve 1st Read of Policy 3066-Pension Funding (Harman)

10) **Administrative Items**

- A) Approve the Board Meeting Calendar for 2023 (Pierson)
- B) Distribution of the Board of Director's Office Request Form-Calendar Year 2023 (Pierson)

11) **Staff Updates-Information Only**

- A) Human Resources Director
- B) Finance Director
- C) Recreation Superintendent
- D) Maintenance Superintendent
- E) General Manager

12) Executive Session:
PUBLIC EMPLOYEE PERFORMANCE EVALUATION Government Code
section 54957 Title: General Manager

13) Announcements and Comments from Board Members:

14) Meeting Adjourn:

Next meeting: January 12, 2023 –Board Meeting



GREATER VALLEJO RECREATION DISTRICT

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

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

Board of Directors
Rizal Aliga
Ron Bowen
Robert Briseño
Adjoa McDonald
Wendell Quigley

General Manager
Gabriel Lanusse

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

Greater Vallejo Recreation District Board of Directors

MINUTES – Special Meeting

November 3, 2022 – 401 Amador Street

6:00 p.m.

1) **Call to Order:**

Chairperson Bowen called a special meeting, of the Board of Directors of the Greater Vallejo Recreation District, to order at 6:00 p.m., November 3, 2022, in the Board Room of the Greater Vallejo Recreation District Office, 401 Amador Street, Vallejo, California.

2) **Pledge of Allegiance:**

Chairperson Bowen led the pledge.

3) **Roll Call:**

Present: Chairperson Bowen; Vice-Chairperson McDonald; Secretary Rizal Aliga; Directors; Wendell Quigley, Robert Briseño

Staff: General Manager, Gabe Lanusse; Board Clerk, Kimberly Pierson

4) **Approval of Agenda:**

Director Quigley offered the motion, seconded by Director Aliga to approve the agenda. Motion passed.

5) **Public Comment:**

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

None

6) **Executive Session:** At 6:02pm Chairperson Bowen convened Executive Session

A) PUBLIC EMPLOYMENT

Government Code Section 54957 Title: District General Counsel

B) PUBLIC EMPLOYMENT PERFORMANCE EVALUATION Government

Code Section 54957 Title: General Manager

At 9:04pm Chairperson Bowen reconvened regular session and reported the following:

- A) Presentations given to board. Direction was given to the General Manager. Board decision was made.
- B) Information given to board. Direction provided to the General Manager

7) Meeting Adjourn:

Director Quigley offered the motion, seconded by Director Briseño to adjourn the meeting at 9:05 p.m. Motion passed.

Rizal Aliga, Board Secretary

Date



GREATER VALLEJO RECREATION DISTRICT

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

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

Board of Directors
Rizal Aliga
Ron Bowen
Robert Briseño
Adjoa McDonald
Wendell Quigley

General Manager
Gabriel Lanusse

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

Greater Vallejo Recreation District Board of Directors

MINUTES

November 10, 2022 – 401 Amador Street

6:30 p.m.

1) **Call to Order:**

Chairperson Bowen called a regular meeting, of the Board of Directors of the Greater Vallejo Recreation District, to order at 6:30 p.m., November 10, 2022, in the Board Room of the Greater Vallejo Recreation District Office, 401 Amador Street, Vallejo, California.

2) **Pledge of Allegiance:**

Chairperson Bowen led the pledge.

3) **Roll Call:**

Present: Chairperson Bowen; Vice-Chairperson McDonald; Directors; Wendell Quigley, Robert Briseño

Staff: General Manager, Gabe Lanusse; Legal Counsel, Gary Heppell; Maintenance Superintendent, Salvador Nuno; Finance Director, Penny Harman; Recreation Superintendent, Antony Ryans; Human Resources Director, Casey Halcro; Board Clerk, Kimberly Pierson

Excused: Secretary Rizal Aliga

4) **Approval of Agenda:**

Director Quigley offered the motion, seconded by Director McDonald to approve the agenda with a minor change to distinguish items A and B under agenda number 8. Motion passed.

5) **Public Comment:**

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

4 Speakers – Item 10B

5 Speakers – Item 11B

- 6) **Committee Updates:**
The Chairperson for Ad-Hoc and Standing Committees will provide any updates to the full board.
No updates
- 7) **Consent Calendar:**
Items listed on the consent calendar are considered routine in nature and may be enacted by one motion. If discussion is required, that particular item will be removed from the consent calendar and will be considered separately.
A) **Approve Board Minutes-October 27, 2022**
B) **Accept Facility and Development Committee Minutes – October 17, 2022**
Director Quigley offered the motion, seconded by Director Briseño to approve the Consent Calendar. Motion passed.
- 8) **Financials:**
A) **Approve Financial Statement through 10/31/2022 (Harman)**
Director Quigley offered the motion, seconded by Director Briseño to approve the financial statement through 10/31/2022. Motion passed.
B) **Approve Payment of Bills 10/1/2022 through 10/31/2022 (Harman)**
Director Briseño offered the motion, seconded by Director McDonald to approve the payment of bills 10/1/2022 through 10/31/2022. Motion passed.
- 9) **Executive Session:** At 6:39pm Chairperson Bowen convened Executive Session
CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Government Code section 54956.9 (d)(2) 2 Cases: Cleo Clark, Gretha Wilkerson
At 6:43pm Chairperson Bowen reconvened regular session and reported the following: Information provided to board.
- 10) **New Business:**
A) **Board Action on Government Tort Claims Pursuant to Government Code Section 912.6 (Legal Counsel)**
i. **Claim of Cleo Clark**
Director Briseño offered the motion, seconded by Director Quigley to deny the claim of Cleo Clark. Motion passed.

ii. **Claim of Gretha Wilkerson**
Director Briseño offered the motion, seconded by Director Quigley to deny the claim of Gretha Wilkerson. Motion passed.

B) Approve a one-time schedule payment to staff from COVID-19 Fiscal Relief for Special Districts funds at a maximum cost to the District of \$36,000 (Harman)

After discussion, Director McDonald offered a motion, seconded by Director Bowen to approve a one-time schedule payment to staff in the amount of \$1500. Motion did not pass. Direction was given to place item on the December agenda.

11) Administrative Items

A) Update on McIntyre Ranch User Group Insurance (Lanusse)

Legal Counsel and General Manager provided an updated on the current user group insurance status.

B) Update on McIntyre Ranch Occupancy (Lanusse)

After discussion, Direction was given to find out the quickest way to have tenants vacate the property.

At 7:52pm Chairperson Bowen called for a recess. The meeting reconvened at 8:00pm

C) Discussion on Policy 4040-Board Officers (Legal Counsel)

After discussion it was decided that the General Manager could move the Policy 4040 to the appropriate committee if he deemed it necessary.

12) Staff Updates-Informational Only

A) Human Resources Director

- Announced a recent training at the CALPERA in Monterey.
- Congratulated Parks and Recreation on recent Halloween programming.

B) Finance Director

- Announced new medical premiums for 2023.

C) Recreation Superintendent

- Announced the collection of donations for the annual canned food drive.
- Announced an upcoming Lifeguard staff training.

D) Maintenance Superintendent

- Announced upcoming planting at Glen Cove.
- Provided an update on shade structures at Children's Wonderland.
- Provided an update on tree assessments at McIntyre Ranch.
- Provided an update on staff training.

E) General Manager

- Provided an update on meetings with the City of Vallejo
- Provided an update on the Hall of Fame exhibit at the Vallejo Museum.

- Provided an update on the request by Leaven Kids to use South Vallejo Community Center.

13) Announcements and Comments from Board Members:

Director Quigley announced that he wanted to apologize to everyone in the room for a recent misunderstanding.

14) Meeting Adjourn:

Director Quigley offered the motion, seconded by Director Briseño to adjourn the meeting at 9:08 p.m. Motion passed.

Rizal Aliga, Board Secretary

Date

DRAFT



Agenda 7C

BOARD COMMUNICATION

Date: December 8, 2022

TO: Board Chairperson and Directors

FROM: Staff

SUBJECT: Accept the Minutes from the Policies and Personnel Committee meeting October 24, 2022

RECOMMENDATION

To accept the minutes from Policies and Personnel Committee from the October 24, 2022 meeting.

DOCUMENTS AVAILABLE FOR REVIEW

A) Policies and Personnel Committee Minutes from October 24, 2022



GREATER VALLEJO RECREATION DISTRICT

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

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

Board of Directors
Rizal Aliga
Ron Bowen
Robert Briseño
Adjoa McDonald
Wendell Quigley

General Manager
Gabe Lanusse

Policies and Personnel Committee Minutes
Monday, October 24, 2022
9:30 A.M.
Administrative Office-Board Room
401 Amador Street

In attendance: Director Bowen, Director Brisenon,
General Manager, Gabriel Lanusse

Meeting began: 9:30 A.M.

- 1. No Public Comment**
- 2. Policy 4060- Committees of the Board of Directors.** Discussion occurred regarding the time frame of when the Board committees change. It was strongly recommended that the committees line up with the board appointments in January. So, following the BOD change in January, the committees should change after.
- 3. Policy 5000- Board Meetings.** Discussion occurred regarding committee meeting. Other changes should be the address and possibly moving the day of the week from Thursday night to another night, as well as rotate the meeting locations. With the capability to have meetings on zoom in the new location, this may not be a much as a concern. Also rotating locations may cause confusion, or frustration if something important was on the agenda and people showed up to the wrong location.
- 4. Policy 4015-Board/Staff communication** The committee was not sure about this policy as there were no accompanying notes, and the HR director was absent from this meeting.
- 5. Discussion of Proposed New Job Positions...**- The list of proposed positions are for information and discussion, and will return next meeting.

They will go to the finance committee in January when staff prioritize positions that are needed, recommended by the ten year master plan, and what can the budget allow. It was recommended to remove the Park Rangers, as those positions are possible law enforcement and GVRD has no infrastructure to carry those positions.

6. **Future topics-** The following were suggested by the committee for future review...Code of Conduct for Board meetings, Board Conduct with each other, Board complaints with each other, Grievance procedure between board members, Dress policy for board members, Performance of Board members, Board members reporting to designated appointing jurisdictions, Hourly employee rules and regs, along with tardiness, Salary employees rules and regs. And tardiness

Adjourned at 10:38 A.M.



Agenda 7D

BOARD COMMUNICATION

Date: December 8, 2022

TO: Board Chairperson and Directors

FROM: Staff

SUBJECT: Accept the Minutes from the Programs and Publicity Committee meeting November 8, 2022

RECOMMENDATION

To accept the minutes from Programs and Publicity Committee from the November 8, 2022 meeting.

DOCUMENTS AVAILABLE FOR REVIEW

A) Programs and Publicity Committee Minutes from November 8, 2022



GREATER VALLEJO RECREATION DISTRICT

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

Website: www.gvrd.org

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

Board of Directors
Rizal Aliga
Ron Bowen
Robert Briseño
Adjoa McDonald
Wendell Quigley

General Manager
Gabe Lanusse

**Programs and Publicity Committee Minutes
Tuesday, November 8, 2022
4:00 P.M.
Administrative Office-Board Room
401 Amador Street**

In attendance: Director Aliga, Quigley, Recreation Superintendent, Antony Ryans, & General Manager, Gabriel Lanusse

Meeting began: 4:08 P.M.

1. **Public Comment-** No public comment.
2. **Activity Guide Update-** Production schedule for the spring activity guide has begun.
3. **Aquatic Programs-** Staff will have a training on November 13th to review skills.
4. **Children's Wonderland-** Nightmare on Glenn had over 564 kids attend the free events. Thanks to our community partners for their participation. Also, staff is transforming the park for festival of lights.
5. **City of Vallejo- Youth Coordinator-** Recreation Superintendent met with new Coordinator via zoom and discussed potential partnership opportunities.
6. **Community Centers Update-** The security contract was signed by our security vendor. Also, the progression of the VCC kitchen is making progress. Appliances were recently added.
7. **Community Events-** Staff is planning for the annual turkey drive and the canned food drive is going on right now. Also, planning for the toy drive and Festival of Lights is taking place in tandem with other planning projects.
8. **Leaven Kids Update-** staff review an expense report for the program. The committee has several concerns regarding the subsidy of this potential partnership.
9. **Marketing Update-** Verdin is preparing for the brand launch. A photoshoot has been scheduled to take place later this month.
10. **Sports Programs-** Staff have begun the planning for the 18th Annual Sports Hall of Fame fundraiser. The Department met with the committee earlier this

month. Additionally, General Manager Lanusse did field research for potential Sports facilities for the District. He plans to do more reach in the coming weeks.

11. **Therapeutic Recreation-** Will be renamed to Adaptive Recreation. Staff attended Fall Forum on 11/3 and attended several trainings around the topic of Adaptive Recreation.
12. **Youth Services-** Staffing is still a challenge for the department. The department is also planning for the upcoming Fun on the Run camp which will be held on 11/11 at the FCC during the non-student day. Thanksgiving youth camp will be held on November 20th – 23rd.

Adjourned at 5:05 P.M.



Agenda 7E

BOARD COMMUNICATION

Date: December 8, 2022

TO: Board Chairperson and Directors

FROM: Staff

SUBJECT: **Accept the Minutes from the Budget and Finance Committee meeting
November 14, 2022.**

RECOMMENDATION

To accept the minutes from Budget and Finance Committee from the November 14 meeting.

DOCUMENTS AVAILABLE FOR REVIEW

A) Budget and Finance Committee Minutes from November 14, 2022.



GREATER VALLEJO RECREATION DISTRICT

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

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

Board of Directors
Rizal Aliga
Ron Bowen
Robert Briseño
Adjoa McDonald
Wendell Quigley

General Manager
Gabe Lanusse

Budget and Finance Committee Minutes

Monday, November 14, 2022

9:30 a.m.

**Administrative Office - Conference Room
401 Amador Street**

In attendance: Director Bowen, Director Briseño
Finance Director Harman, Maintenance Superintendent Nuno,
Recreation Superintendent Ryans

Meeting began: 9:30 a.m.

1. Public Comment

There was no Public Comment at this meeting.

2. Presentation – Enterprise Fleet Management

Lucas Bachman from Enterprise Fleet Management made a presentation on possible cost savings if we were to lease our vehicles through them rather than purchasing them. The committee members asked Superintendent Nuno to reach out to entities already using their services for recommendations.

3. Budget Calendar for Fiscal Year 2023-2024

The Directors stated they would like to see a final budget by the 2nd meeting in May, as we did last year. They also offered suggestions on the budgeting process.

4. Proposed Part Time Pay Range Table

As the CA state minimum wage is increasing on Jan. 1, 2023, we presented the committee with a proposed part time pay range table. In addition to the required minimum wage increase, the proposed table includes raises for all part time positions. The committee requested the percentages of increase for each position and the impact to the budget. This will be presented to the entire board at the December 8th meeting.

Adjourned 10:30 a.m.

Next meeting: December 12, 2022



Agenda 7F

BOARD COMMUNICATION

Date: December 8, 2022

TO: Board Chairperson and Directors

FROM: Staff

SUBJECT: Accept the Minutes from the Facility and Development Committee meeting November 21, 2022

RECOMMENDATION

To accept the minutes from Facility and Development Committee from the November 21, 2022 meeting.

DOCUMENTS AVAILABLE FOR REVIEW

- A) Facility and Development Committee Minutes from November 21, 2022



GREATER VALLEJO RECREATION DISTRICT

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

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

Board of Directors
Rizal Aliga
Ron Bowen
Robert Briseño
Adjoa McDonald
Wendell Quigley

General Manager
Gabe Lanusse

**Facility and Development Committee Minutes
Monday, November 21, 2022
5:30 p.m.
Administrative Office-Board Room
401 Amador Street**

In attendance: Director McDonald, Director Aliga, General Manager Lanusse,
Maintenance Superintendent Nuno

Meeting began: 5:30 PM

1. Public Comment

No public comment.

2. Dan Foley Artificial Field Assessment:

Maintenance Superintendent Nuno presented the assessment done by the consultant. The assessment includes the engineer's cost estimate for the renovations of the artificial field with other options for upgrading. The committee recommended to place this on the board agenda for the board to decide on the proposed renovations of the artificial field.

3. 395/401 Amador Street Building Improvements:

Maintenance Superintendent Nuno reported that the contractor continues working on the renovations of the restrooms on the 395 building. Staff is working on generating a punch list to go over with the contractor for corrections. Staff is working with the engineer on plans for resubmittal to the City after the abatement was completed. The furniture for the new board on 401 building should be coming soon.

4. McIntyre Ranch Update:

General Manager Lanusse reported that no one is living in the cottage building and there is still a discussion about allowing to bring a fifth wheel to the ranch. Staff mentioned that soon will be working on the CIP list and would find out if we are allocating funding to upgrade the buildings, water, and remove hazardous trees, and other things at the ranch. Staff also mentioned that one of the ideas is to use a fenced in area at Blue Rock Springs Park to use it for a learning garden like the one at McIntyre Ranch.

5. Vallejo Community Center Improvements:

Maintenance Superintendent reported that the kitchen is getting close for completion and staff is working on generating a punch list. The contractor is also working on getting everything ready for the inspections with the County and the City; they are currently working on the installation of the floors and completed the painting. Once the electrical service is upgraded, staff will be working with an engineer on an HVAC design.

6. Hiddenbrooke Park Bocce Ball Courts Improvements:

Maintenance Superintendent reported that the courts were converted to artificial and are completed; staff met with the contractor to make some final corrections. The community is pleased and will be using the courts.

7. Wilson Avenue Real Estate:

Staff reported to the committee on the response they received from the owner for the price of this property. The owner is asking for \$780k and if GVRD is interested to purchase the property it would have to be an immediate transaction. The Committee believes that at this time is not feasible due to the District having other priorities.

8. Vallejo Net in GVRD Parks:

General Manger Lanusse reported that staff is working with the City to add internet in our Parks and Facilities. GVRD would pay a small portion for the addition of the internet; staff met and did the site visits with City staff.

9. Children's Wonderland Shade Structures:

Maintenance Superintendent Nuno reported that staff submitted a site plan and the engineering plans to add two shade structures matching the existing shade structures. The City is also requesting to have this go through the design review, and staff submitted the application for the design review process.

Adjourned at 6:39 PM



Agenda 7G

BOARD COMMUNICATION

Date: December 8, 2022

TO: Board Chairperson and Directors

FROM: Staff

SUBJECT: Accept the Minutes from the Policies and Personnel Committee meeting November 28, 2022

RECOMMENDATION

To accept the minutes from Policies and Personnel Committee from the November 28, 2022 meeting.

DOCUMENTS AVAILABLE FOR REVIEW

A) Policies and Personnel Committee Minutes from November 28, 2022



GREATER VALLEJO RECREATION DISTRICT

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

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

Board of Directors
Rizal Aliga
Ron Bowen
Robert Briseño
Adjoa McDonald
Wendell Quigley

General Manager
Gabe Lanusse

Policies and Personnel Committee Minutes
Monday, August 22, 2022
9:30 a.m.
Administrative Office-Board Room
395 Amador Street

In attendance: Director Briseño, General Manager Lanusse,
Human Resources Director Halcro **Absent:** Director Bowen

Meeting began: 9:30am

1. Public Comment

N/A

2. Policy 1010-Adoption/Amendment of Policies

- a. Director Brisenno suggested changing the word 'override' to 'conflict with'

3. Policy & RR 2035-Dress Code

- a. Director Brisenno suggested that, if we are to update a dress code policy we would want to create separate policies for Staff and Board Members
b. Committee discussed wearing logo apparel from another agency and Board chair did not see an issue with this
c. Committee discussed perfume and cologne and HR Director suggested that, should employees need it, GVRD could move toward a low scent/scent free environment
d. RR needs to be updated to match the changes made in the aquatics department
e. HR suggests that it's important to consider that employees from diverse experiences will have diverse understandings of what "dress code" is necessary. It's important to consider multiple perspectives.

4. Policy & RR 4010-Code of Ethics

- a. Committee discussed that complaints between board members should be reported to and addressed by the Board Chair. If the complaint is about the Board chair and at least two members of the Board have a similar concern, then Board members meet, absent of Board Chair to discuss.
b. Committee also discussed looking into if and how consider having an opportunity to sanction a member of the board should it ever be needed.
c. Committee discussed adding in some language to the policy regarding what would happen were a board member to break the confidentiality of Executive Session.

5. Policy 4020-Attendance at Meetings

- a. Committee discussed the need for consistent board member attendance at board meetings. This again brought up a discussion of sanctioning board members should it ever become necessary.

6. Policy 4040 – Board Officers

- a. Committee discussed making changes to the Board chair criteria but ultimately decided that the current language is reasonable.
- b. Regarding the section about the Secretary, Committee discussed making a change to the second to the last sentence of the policy so that it would read, “The Secretary may be called upon...”

7. Policy 5020-Conducting Board Meetings

- a. Committee discussed changing pronouns in this and all other policies from he/she to they/them

8. Human Resources Director Position – Update

- a. GM Lanusse asked HR Director Halcro to give an update on her position. Halcro shared that she’s turned in her resignation and December 9 will be her last day at GVRD.

9. Discussion on Proposed New Job Positions:

- (1) Assistant General Manager/Marketing/Human Resources (Admin)
 - a. Committee discussed this possibility and Board Chair suggested that it would not be best for the District to hire someone to oversee multiple Executive responsibilities as you’d have a situation of all of those received too little attention. Board Chair would like to see a Human Resources Director as its own separate position.
 - b. HR Director Halcro agrees with Board Chair
- (1) Custodian (Facilities)
 - a. Committee did not discuss
- (1) Visitor Services Coordinator FT (Parks)
 - a. Committee did not discuss
- (1) Assistant Pool Coordinator (Recreation)
 - a. Committee did not discuss
- (1) Facilities Maintenance Worker I (Facilities)
 - a. Committee did not discuss
- (1) Customer Service Rep. (Recreation)
 - a. Committee did not discuss
- (1) Recreation Coordinator (Recreation)
 - a. Committee did not discuss
- (1) Parks Maintenance Worker I (10-year Master Plan)
 - a. Committee did not discuss



Agenda 7H

BOARD COMMUNICATION

Date: December 8, 2022

TO: Board Chairperson and Directors

FROM: Gabe Lanusse, General Manager

SUBJECT: **Approve Contract with Renne Public Law Group (RPLG) to provide Legal Services to the District.**

BACKGROUND AND DISCUSSION

With the announcement that our current legal counsel is retiring in early 2023, the Board gave direction to the GM to find a replacement. An RFP was sent out, and the top three firms were invited to present to the Board of Directors their services. A brief question and answer followed each one. After scoring and deliberation, Renne Public Law Group was selected by the board. The GM was then given direction to negotiate a contract, and he had current legal counsel review the contract as well. Some modifications were made regarding travel time, and including a term with a renewal.

FISCAL IMPACT

Costs are on an hourly basis, and we have budgeted line item for legal services. Since the new costs are more than current costs, an adjustment may need to be made at the mid year budget review. We will also go into negotiations with two labor unions, and unrepresented employees. This historically has an impact on the budget for legal services. Staff will modify that line item.

RECOMMENDATION

Staff recommends the Board approve the contract for Legal Services.

ALTERNATIVE ACTIONS

Reject the recommendation

Approve the recommendation, with changes

DOCUMENTS AVAILABLE FOR REVIEW

- a. Contract with Renne Public Law Group (RPLG) for a three-year term.

December 5, 2022

Via Email – glanusse@gvrd.org

Gabriel Lanusse, M.P.A.
General Manager
Greater Vallejo Recreation District
395 Amador Street
Vallejo, California 94590

Re: Legal Services Agreement – Greater Vallejo Recreation District

Dear Gabe,

Thank you for retaining Renne Public Law Group, LLP (“RPLG”) to provide legal services to the Greater Vallejo Recreation District (“District”). We appreciate the opportunity to serve as your lawyers and look forward to working with you.

This Legal Services Agreement (“Agreement”) sets forth our agreement concerning the legal services we will provide and our fee and expense reimbursement arrangements for those services. Please read the entire Agreement before signing and returning it to us.

1. Scope of Engagement. We agree to provide as-needed legal services to the District’s Board of Directors, General Manager, and staff as may be requested orally or in writing, by authorized representatives of the District. Such services include review and advice related to special districts, contracts, labor and employment, litigation, public meetings, and changes in applicable federal, state, and local laws. Our work is limited to such services, and we will confirm specific matters in writing as they are assigned. When we agree to provide legal services in discrete matters, we will confirm the engagement and bill separately for such services.

2. Fees and Personnel. For all general government matters, including general advice, attendance at board meetings, research and advice regarding public meeting and public records laws, the hourly fee will be \$315. Andrew Shen will be the District Counsel in charge of your matter. However, this agreement retains the legal services of our law firm and not of a particular attorney.

For specialized services, such as labor and employment and litigation, the hourly rates set forth in Attachment A will apply. As stated in our proposal, additional RPLG attorneys will be available to provide additional support, at the following hourly rates:

- Art Hartinger - \$450

- Mariam Morley - \$395
- Amy Ackerman - \$395
- Ruth Bond - \$425

If other attorneys and/or paralegals are assigned to work on your matter, then current hourly rates of those individuals will be utilized. (See Attachment A.)

As we have discussed, RPLG will charge 50% of these hourly rates for travel. As we also proposed, we will offer ten hours of work, at no charge, to become acquainted with key personnel and your Board of Directors, and to gauge key issues facing the District.

Starting on January 1, 2024, rates will be increased annually on January 1 by the greater of 3% or the relevant local CPI increase over the prior 12-month period, rounded to the nearest \$5.

In the unlikely event of a dispute over fees, the parties agree that the dispute will be submitted to arbitration pursuant to the State Bar's Mandatory Fee Arbitration Program.

3. Billing and Payment Responsibilities. We will send monthly statements which are due within 30 days of receipt. If you have any questions about an invoice, please promptly telephone or write me so that we may discuss these matters. Billing is done in 1/10ths of an hour increments.

We normally charge an administrative fee of 5% to cover overhead expenses such as photocopying, phone calls or computer-assisted research. RPLG charges separately for disbursements to third parties made on the client's behalf. Such costs and disbursements include, for example, the following: travel-related expenses, transcription, overnight delivery, and messenger services.

Our Statement of Fee and Billing Information, which sets forth the details of our disbursement and expense policy, is attached as Attachment B.

4. Term of Agreement; Termination of Services.

The initial term for this Agreement shall be for three years, starting from the date of the District's approval. RPLG and the District may also agree upon a further extension of this Agreement, beyond this initial three-year term.

Notwithstanding the initial three-year term for this Agreement or any extension, you may terminate RPLG's services at any time by written notice. After receiving such notice, we will cease providing services. We will cooperate with you in the orderly transfer of all related files and records to your new counsel.

Likewise, RPLG may terminate its services for any reason upon reasonable written notice, consistent with the Rules of Professional Responsibility. If we terminate our services, you

agree to execute a substitution of attorney promptly and otherwise cooperate in effecting that termination.

Termination of our services, whether by you or by us, will not relieve the obligation to pay for services rendered and costs incurred before our services formally ceased.

5. No Guarantee of Outcome. Any comments made by us about the potential outcome of this matter are expressions of opinion only and are not guarantees or promises about any outcome or results.

6. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of California as applicable.

7. Entire Agreement; Full Understanding; Modifications in Writing. This letter contains our entire agreement about our representation. Any modifications or additions to this Agreement must be made in writing.

8. Joint Representation. Our firm maintains Of Counsel agreements with certain legal specialists. Because these individuals are deemed independent contractors under the applicable provisions of the tax laws and not employees of the firm, it is necessary that you consent to dual representation by the firm and the specialist in the event the matter which you have engaged us to handle requires the use of that specialist. This arrangement has no effect whatsoever on the cost of your legal services, rather it is an ethical requirement that we disclose this fact and that you consent. You are consenting by signing this letter.

Very truly yours,

Arthur Hartinger

Attachments: Public Sector Fee Schedule
Statement of Fee and Billing Information

cc: RPLG Billing Department

These terms are accepted and agreed to as of the date of this letter.

By: _____

Print Name: _____

Title: _____

ATTACHMENT A

PUBLIC SECTOR FEE SCHEDULE EFFECTIVE JANUARY 1, 2023 TO DECEMBER 31, 2023

Partners:	\$395- \$575
Of Counsel:	\$350 - \$450
Associates:	\$295 - \$350
Law Clerks:	\$195 - \$295
Paralegals:	\$145 - \$225
Analysts:	\$125 - \$275
Consultants:	\$195 - \$475

Our rates adjust every January by the greater of 3% or the relevant local CPI increase over the prior 12-month period, rounded to the nearest \$5.

ATTACHMENT B

STATEMENT OF FEE AND BILLING INFORMATION

The following is a general description of our fee and billing policies. These general policies may be modified by the specific engagement letter or agreement to which this summary is attached.

Professional Fees. Our fees for professional services are based on the fair value of the services rendered. To help us determine the value of our services, our attorneys and paralegals maintain time records for each client and matter. Our attorneys and paralegals are assigned hourly rates which are based on years of experience, specialization, training and level of professional attainment. We adjust our rates periodically (usually at the beginning of each year) to account for inflation and the increased experience of our professional personnel.

To keep professional fees at a minimum, legal work that does not require more experienced attorneys will be performed, where feasible, by attorneys with lower billing rates. Of course, the quality of the work is paramount, and we do not sacrifice quality to economy.

Before undertaking a particular assignment, we will, if requested, provide you with a fee estimate to the extent possible. Estimates are not possible for some matters, however, and cannot be relied on in many others because the scope of our work will not be clear at the outset. When a fee estimate is given, it is only an estimate; it is not a maximum or minimum fee quotation. The actual fee may be more or less than the quoted estimate.

Billing and Payment Procedures. Unless other arrangements are made at the time of the engagement, invoices will be sent monthly. Invoices for outside services exceeding \$100 may be billed separately. Occasionally, however, we may defer billing for a given month or months if the accrued fees and costs do not warrant current billing or if other circumstances would make it appropriate to defer billing.

Our invoices contain a brief narrative description of the work performed; if requested, the initials of the attorney who performed the work will appear on the statement. The invoice will include a line item reflecting in-house administrative costs. The firm's in-house administrative costs include duplicating, facsimile charges, telephone charges, e-mail, postage, mileage and other administrative expenses.

We normally charge an administrative fee of 5% to cover overhead expenses such as photocopying, phone calls or computer-assisted research. The Firm charges separately for disbursements to third parties made on the client's behalf. Such costs and disbursements include, for example, the following: travel-related expenses, transcription, overnight delivery, and messenger services.

If you have any questions regarding an invoice, the Operations Manager is available to answer your questions. For any unresolved matters, the Bar Association has an arbitration mechanism that can be used to resolve such matters.

**Greater Vallejo Recreation District
Balance Sheet
All Funds Combined
November 30, 2022**

Assets

Cash - Solano County	1,726,066.13
Cash - General Account - Bank of the West	476,661.16
Cash - Payroll - Bank of the West	(23,677.69)
Cash - Umpqua Bank - Reserve Account	1,627,567.74
Cash - Retiree Benefit Trust Fund	1,298,411.72
Accounts Receivable	<u>(251,733.38)</u>

Total Assets 4,853,295.68

Liabilities

Accounts Payable	(1,632.21)
Payroll Related Payables	(23,062.11)
Building Deposits Payable	26,448.00
Amount Due Customers - Etrak	<u>4,095.78</u>

Total Liabilities 5,849.46

Net Assets

Fund Balance - Restricted Operating Reserve	500,000.00
Fund Balance - Unrestricted Operating Reserve	5,051,472.94
Fund Balance - Restricted Retiree Benefit	1,298,411.72
Fund Balance - Designated Reserve 15%	1,627,567.74
Excess Revenues Over Expenses	<u>(3,630,006.18)</u>

Total Net Assets 4,847,446.22

Total Liabilities and Net Assets 4,853,295.68

**Greater Vallejo Recreation District
Financial Report Year-to-Date
as of November 30, 2022
All Funds**

<u>Revenue</u>	<u>Actual Yr to Date</u>	<u>Annual Budget</u>	<u>Amount Remaining</u>	<u>Percent</u>
Administration	62,309	8,027,837	7,965,528	0.78%
Facilities	0	0	0	0.00%
Park Maintenance & Visitor Service	95,873	218,400	122,527	43.90%
Recreation	546,823	1,398,151	851,328	39.11%
Capital Improvements	0	3,324,690	3,324,690	0.00%
Total Revenues	705,005	12,969,078	12,264,073	5.44%
<u>Expenses</u>	<u>Actual Yr to Date</u>	<u>Annual Budget</u>	<u>Amount Remaining</u>	<u>Percent</u>
Administration & General Support	916,860	2,410,942	1,494,082	38.03%
Planning & Development	68,887	188,741	119,854	36.50%
Facilities	475,136	1,450,172	975,036	32.76%
Visitor Services	52,829	155,433	102,604	33.99%
Landscaping & Grounds	633,462	2,160,910	1,527,448	29.31%
Recreation	1,323,195	3,116,168	1,792,973	42.46%
Capital Improvements	864,641	3,485,447	2,620,806	0.00%
Contingency Reserve	0	1,265	1,265	0.00%
Retiree Medical Benefit - OPEB	0	0	0	0.00%
Total Expenditures	4,335,010	12,969,078	8,634,068	33.43%
Net Revenues Over (Expenditures)	(3,630,005)	0	3,630,005	

Greater Vallejo Recreation District
Financial Report Year-to-Date
7/2022-11/2022
All Funds Detailed

<u>Revenues</u>		<u>Actual</u>	<u>Annual</u>	<u>Variance</u>	<u>Percent</u>	
		<u>Yr to Date</u>	<u>Budget</u>			
001	Administration	62,309	8,027,837	7,965,528	0.78%	62,309
200	Planning & Development	0	0	0	0.00%	
300	Facilities	0	0	0	0.00%	-
301	Visitor Services	95,873	218,400	122,527	43.90%	
310	Landscaping & Grounds	0	0	0	0.00%	95,873
010	Recreation Administration	2,050	5,148	3,098	0.00%	
415	Children's Wonderland	23,965	59,560	35,595	40.24%	
430	Break Camp	17,748	49,305	31,557	36.00%	
450	Vallejo Community Center	3,139	0	(3,139)	0.00%	
451	Foley Cultural Center	88,126	200,000	111,874	44.06%	
460	Sports	15,881	116,120	100,239	13.68%	
465	Community Events	2,741	13,600	10,859	20.16%	
480	ExLP	104,610	166,542	61,932	62.81%	
481	After School Programs	143,810	280,000	136,190	51.36%	
486	Teen Services	0	2,200	2,200	0.00%	
490	Therapeutic Recreation	105	6,100	5,995	1.72%	
720	North Vallejo Community Center	12,292	29,035	16,744	42.33%	
721	South Vallejo Community Center	34,164	54,846	20,682	62.29%	
730	Cunningham Pool	98,192	415,695	317,503	23.62%	546,823
Total Revenues		705,004	9,644,388	8,939,384	7.31%	705,004

<u>Expenses</u>		<u>Actual</u>	<u>Annual</u>	<u>Variance</u>	<u>Percent</u>	
		<u>Yr to Date</u>	<u>Budget</u>			
001	Administration	602,641	1,554,923	952,282	38.76%	
007	Human Resources	151,835	410,048	258,213	37.03%	
100	Finance	162,385	445,971	283,586	36.41%	916,860
200	Planning & Development	68,887	188,741	119,854	36.50%	68,887
300	Facilities	475,136	1,450,172	975,036	32.76%	475,136
301	Visitor Services	52,829	155,433	102,604	33.99%	52,829
310	Landscaping & Grounds	633,462	2,160,910	1,527,448	29.31%	633,462
010	Recreation Administration	157,691	408,720	251,029	38.58%	
415	Children's Wonderland	91,580	208,340	116,760	43.96%	
430	Break Camp	60,796	190,272	129,476	31.95%	
450	Vallejo Community Center	8,725	17,562	8,837	49.68%	
451	Foley Cultural Center	148,454	353,972	205,518	41.94%	
460	Sports	81,215	209,219	128,004	38.82%	
465	Community Events	19,563	79,998	60,435	24.45%	
480	ExLP	154,460	300,786	146,326	51.35%	
481	After School Programs	150,553	369,336	218,783	40.76%	
486	Teen Services	500	7,883	7,383	6.34%	
490	Therapeutic Recreation	459	9,377	8,918	4.89%	
720	North Vallejo Community Center	19,309	47,720	28,411	40.46%	
721	South Vallejo Community Center	27,581	60,220	32,639	45.80%	
730	Cunningham Pool	402,309	852,763	450,454	47.18%	1,323,195
	Capital Improvements	864,641	3,485,447	2,620,806	24.81%	864,641
	Contingency Reserve	0	1,265	1,265	0.00%	
	Retiree Medical Benefit - OPEB	0	0	0		
Total Expenditures		4,335,010	12,969,078	8,634,068	33.43%	4,335,010

Net Revenues Over (Expenditures) **(3,630,006)** **(3,324,690)** **305,316** **(3,630,006)**

**Greater Vallejo Recreation District
Financial Report Year-to-Date
as of November 30, 2022
Measure K**

<u>Revenue</u>	<u>Actual Yr to Date</u>	<u>Annual Budget</u>	<u>Amount Remaining</u>	<u>Percent</u>
Administration	0	2,250,000	2,250,000	0.00%
Total Revenues	0	2,250,000	2,250,000	0.00%
<u>Expenses</u>	<u>Actual Yr to Date</u>	<u>Annual Budget</u>	<u>Amount Remaining</u>	<u>Percent</u>
Administration & General Support	15,377	91,000	75,623	16.90%
Facilities	268,178	877,892	609,714	30.55%
Landscaping & Grounds	187,483	685,551	498,068	27.35%
Recreation	236,855	580,912	344,057	40.77%
Capital Improvements	139,905	385,000	245,095	0.00%
Total Expenditures	847,798	2,620,355	1,772,557	32.35%
Net Revenues Over (Expenditures)	(847,798)	(370,355)	477,443	

Greater Vallejo Recreation District
 Financial Report Year-to-Date
 7/2022-11/2022
 Measure K Detailed

<u>Revenues</u>		<u>Actual</u>	<u>Annual</u>	<u>Variance</u>	<u>Percent</u>	
		<u>Yr to Date</u>	<u>Budget</u>			
001	Administration	0	2,250,000	2,250,000	0.00%	
007	Human Resources	0	0	0		
100	Finance	0	0	0	-	
200	Planning & Development	0	0	0		
300	Facilities	0	0	0		
301	Visitor Services	0	0	0		
310	Landscaping and Grounds	0	0	0		
010	Recreation Administration	0	0	0		
415	Children's Wonderland	0	0	0		
430	Break Camp	0	0	0		
450	Vallejo Community Center	0	0	0		
451	Foley Cultural Center	0	0	0		
460	Sports	0	0	0		
465	Community Events	0	0	0		
480	ExLP	0	0	0		
481	After School Programs	0	0	0		
486	Teen Services	0	0	0		
490	Therapeutic Recreation	0	0	0		
720	North Vallejo Community Center	0	0	0		
721	South Vallejo Community Center	0	0	0		
730	Cunningham Pool	0	0	0		
Total Revenues		0	2,250,000	2,250,000	0.00%	0

<u>Expenses</u>		<u>Actual</u>	<u>Annual</u>	<u>Variance</u>	<u>Percent</u>	
		<u>Yr to Date</u>	<u>Budget</u>			
001	Administration	15,377	89,000	73,623	17.28%	
007	Human Resources	0	0	0		
100	Finance	0	2,000	2,000	0.00%	15,377
200	Planning & Development	0	0	0		
300	Facilities	268,178	877,892	609,714	30.55%	268,178
301	Visitor Services	0	0	0		
310	Landscaping & Grounds	187,483	685,551	498,068	27.35%	187,483
010	Recreation Administration	25,349	10,000	(15,349)		
415	Children's Wonderland	10,412	83,923	73,511	12.41%	
430	Break Camp	0	0	0		
450	Vallejo Community Center	4,565	9,879	5,314	46.21%	
451	Foley Cultural Center	33,135	62,000	28,865	53.44%	
460	Sports	9,979	40,597	30,618	24.58%	
465	Community Events	218	8,612	8,394	2.53%	
480	ExLP	0	0	0		
481	After School Programs	0	0	0		
486	Teen Services	86	4,707	4,621	1.84%	
490	Therapeutic Recreation	51	2,777	2,726	1.84%	
720	North Vallejo Community Center	4,917	12,672	7,755	38.80%	
721	South Vallejo Community Center	7,890	14,000	6,110	56.36%	
730	Cunningham Pool	140,253	331,745	191,492	42.28%	236,855
	Capital Improvements	139,905	385,000	245,095	36.34%	139,905
	Contingency Reserve	0	0	0	0.00%	
	Retiree Medical Benefit - OPEB	0	0	0	0.00%	
Total Expenditures		847,798	2,620,355	1,772,557	32.35%	847,798

Net Revenues Over (Expenditures) (847,798) (370,355) 477,443 (847,798)



Greater Vallejo Recreation District
Revenue and Expense Variance Report
November 2022

	For November Only				Cumulative through November				Adopted Budget	Projected at Year End	Variance	Notes	
	Anticipated		Actual		Anticipated		Actual						
	%	\$	Actual	Over/(Under)	%	\$	Actual	Over/(Under)					
REVENUES													
Property Taxes	0.0%	\$0	\$0	\$0	0.0%	\$0	\$0	\$0	\$7,920,599	\$7,920,599	\$0		
Other Admin Revenues	5.4%	\$5,800	\$9,175	\$3,375	27.1%	\$29,037	\$62,309	\$33,272	\$107,238	\$230,113	\$122,875		
Maintenance	1.9%	\$4,100	\$4,111	\$11	31.3%	\$68,258	\$95,873	\$27,615	\$218,400	\$306,757	\$88,357		
Recreation	7.1%	\$98,800	\$177,015	\$78,215	35.3%	\$494,212	\$546,823	\$52,611	\$1,398,151	\$1,546,990	\$148,839		
Capital Improvements									\$3,324,690	\$3,324,690	\$0		
Total Revenues		\$108,700	\$190,301	\$81,601		\$591,508	\$705,005	\$113,497	\$12,969,078	\$13,329,150	\$360,072	1	
EXPENSES													
Administration	7.1%	\$170,400	\$95,455	(\$74,945)	39.0%	\$939,128	\$916,861	(\$22,267)	\$2,410,942	\$2,353,779	(\$57,163)		
Maintenance	6.9%	\$274,100	\$256,220	(\$17,880)	33.0%	\$1,303,326	\$1,230,314	(\$73,012)	\$3,955,256	\$3,733,682	(\$221,574)		
Recreation	7.7%	\$238,500	\$225,383	(\$13,117)	39.9%	\$1,242,576	\$1,323,195	\$80,619	\$3,116,168	\$3,318,346	\$202,178		
Capital Improvements	8.3%	\$289,292	\$224,068	(\$65,224)	41.5%	\$1,446,461	\$864,641	(\$581,820)	\$3,485,447	\$3,485,447	\$0		
Contingency Reserve									\$1,265	\$1,265	\$0		
Retire Benefit-OPEB									\$0	\$0	\$0		
Total Expenses		\$972,292	\$801,126	(\$171,166)		\$4,931,491	\$4,335,011	(\$596,480)	\$12,969,078	\$12,892,519	(\$76,559)	2	
									Change in Fund Balance	\$0	\$436,630	\$436,630	

Notes:

1. At the end of November, all departments are over the anticipated amount for revenues.
2. While recreation remains over the anticipated amount for expenses, all other departments are under their anticipated amounts, creating a net under anticipated of \$596K. Capital Improvement projects are carrying the largest "under" amount and those projects vary throughout the year. However, even without that dept., we are under the anticipated amount by \$14.6K.

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
68769	11/01/2022	Horizon	\$1,269.73
68770	11/01/2022	Bayshore Materials	\$518.57
68771	11/01/2022	Atkinson, Andelson, Loya Ruud & Ror	\$109.00
68772	11/01/2022	BHI Management Consulting	\$2,600.00
68773	11/01/2022	Big Creek Lumber & Building Material:	\$391.90
68774	11/01/2022	BSN Sports	\$545.46
68775	11/01/2022	AT&T	\$91.60
68776	11/01/2022	Commercial Pool Systems, Inc	\$3,021.02
68777	11/01/2022	Dog Waste Depot	\$823.12
68778	11/01/2022	Ewing Irrigation Products, Inc.	\$284.13
68779	11/01/2022	Joe Gatmen	\$52.89
68780	11/01/2022	Glen Cove Communtiy Association	\$40.00
68781	11/01/2022	Philip Graham Jr	\$822.00
68782	11/01/2022	Casey Halcro	\$102.31
68783	11/01/2022	Hopewell Manufacturing, Inc	\$1,293.00
68784	11/01/2022	Julie Myers	\$58.95
68785	11/01/2022	Uline Shipping Supplies	\$11,755.45
68786	11/01/2022	Veritiv Operating Company	\$848.96
68787	11/01/2022	Calmat Co Db a Vulcan Materials Co	\$38.17
68788	11/01/2022	Amber Berganio	\$50.00
68789	11/01/2022	Trenisa Chisley	\$400.00
68790	11/01/2022	Maha Dajani	\$117.00
68791	11/01/2022	Mariecris Dulay	\$50.00
68792	11/01/2022	Eileen Freeman	\$172.00
68793	11/01/2022	Amanda Garcia	\$50.00
68794	11/01/2022	Guru Valmik Religious Institution	\$939.00
68795	11/01/2022	Clarissa Hajj	\$50.00
68796	11/01/2022	Jamie Jenkins	\$230.00
68797	11/01/2022	Fukekila Merrida	\$130.00
68798	11/01/2022	Denise Morgan	\$68.00
68799	11/01/2022	Eleanor Nizami	\$119.00
68800	11/01/2022	Remiya Paige	\$119.00
68801	11/01/2022	Cindy Smith	\$50.00
68802	11/02/2022	Vanessa Shotwell	\$225.00
68804	11/03/2022	Orlando Wynn	\$3,600.00
68803	11/04/2022	SEIU LOCAL #1021	\$275.10
68805	11/04/2022	Michael Andrade	\$150.00
68806	11/04/2022	Courtney Collier	\$139.00
68807	11/04/2022	Samantha Froehlich	\$84.38
68808	11/04/2022	Mi Jalisco	\$100.00
68809	11/04/2022	Sonoma Auto Collision	\$1,944.89
68810	11/07/2022	John Gatdula	\$400.00
68811	11/07/2022	Michael Andrade	\$150.00
68812	11/07/2022	Courtney Collier	\$139.00
68813	11/07/2022	John Gatdula	\$400.00
68814	11/07/2022	Mi Jalisco	\$100.00
68815	11/07/2022	Sonoma Auto Collision	\$1,944.89
68816	11/14/2022	Bayshore Materials	\$103.61
68817	11/14/2022	General Plumbing Supply Co	\$72.96
68818	11/14/2022	P G & E	\$6,848.30
68819	11/14/2022	Alhambra	\$294.56
68820	11/14/2022	B & G Tires Of Vallejo	\$136.90
68821	11/14/2022	Leslie Ball	\$50.00
68822	11/14/2022	Big Creek Lumber & Building Material:	\$188.34
68823	11/14/2022	Brickspace LLC	\$2,400.00
68824	11/14/2022	BrightView Landscape Services, Inc.	\$819.87

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
68825	11/14/2022	Clean America Janitorial LLC	\$3,600.00
68826	11/14/2022	Cole Supply Co., Inc.	\$1,710.56
68827	11/14/2022	Commercial Pool Systems, Inc	\$5,506.87
68828	11/14/2022	Dawnita Perryman	\$750.00
68829	11/14/2022	Eisen Environmental Construction	\$60,620.00
68830	11/14/2022	FASTSIGNS-American Canyon	\$85.22
68831	11/14/2022	George's Towing Co.	\$518.67
68832	11/14/2022	Green Valley Aloha Saw & Mower	\$1,430.58
68833	11/14/2022	Heat Transfer Equipment Co., Inc.	\$48,105.50
68834	11/14/2022	Lady Echelon Project Inc	\$25.00
68835	11/14/2022	Lincoln Aquatics	\$167.26
68836	11/14/2022	Lloyd Engineering	\$3,299.76
68837	11/14/2022	M & M Sanitary LLC	\$299.65
68838	11/14/2022	MUN CPA's	\$1,800.00
68839	11/14/2022	Nationall Business Furniture, LLC	\$18,506.07
68840	11/14/2022	Northern California Chamorro Club	\$750.00
68841	11/14/2022	Preferred Alliance, Inc.	\$126.00
68842	11/14/2022	SiteOne Landscape Supply	\$2,297.44
68843	11/14/2022	Streamline	\$300.00
68844	11/14/2022	The Office City	\$55.74
68845	11/14/2022	Turf Star, Inc.	\$810.30
68846	11/14/2022	Uline Shipping Supplies	\$1,535.46
68847	11/14/2022	Underground Vaults & Storage, Inc.	\$115.76
68848	11/14/2022	Vallejo Chamber Of Commerce	\$363.50
68849	11/14/2022	Verdin	\$6,915.48
68850	11/14/2022	Verizon Wireless	\$1,598.84
68851	11/14/2022	Marissa Jimenez	\$199.00
68852	11/16/2022	Bay Area Driving School	\$27.30
68853	11/16/2022	Break It Down Soul Line Dance	\$213.00
68854	11/16/2022	Abigail Hernandez	\$1,176.00
68855	11/16/2022	Karen Houston	\$349.80
68856	11/16/2022	Jason Jones	\$516.00
68857	11/16/2022	Derrick Leonard	\$48.00
68858	11/16/2022	Steven Logoteta	\$45.00
68859	11/16/2022	Virlynda Luciano	\$70.80
68860	11/16/2022	Lorna Mandap	\$265.30
68861	11/16/2022	National Academy Of Athletes	\$2,633.40
68862	11/16/2022	Theodore Rocha	\$235.20
68863	11/16/2022	Frankie Valentine-Flores	\$609.00
68865	11/17/2022	Bayshore Materials	\$57.33
68866	11/17/2022	Bert Williams & Sons Inc	\$21.66
68867	11/17/2022	Express Shirt Printing	\$153.89
68868	11/17/2022	Grainger	\$1,332.24
68869	11/17/2022	Kelly-Moore Paint Co.-NorCal CPC	\$486.01
68870	11/17/2022	Morgan Alarm Co., Inc	\$40.00
68871	11/17/2022	Pace Supply Co.	\$132.03
68872	11/17/2022	State Of California	\$160.00
68873	11/17/2022	All Star Rents	\$829.06
68874	11/17/2022	Atkinson, Andelson, Loya Ruud & Ror	\$96.08
68875	11/17/2022	B & G Tires Of Vallejo	\$746.88
68876	11/17/2022	Big Creek Lumber & Building Material	\$262.49
68877	11/17/2022	AT&T	\$265.47
68878	11/17/2022	Diyosa Carter	\$90.00
68879	11/17/2022	C-DAT	\$120.00
68880	11/17/2022	CITY OF VALLEJO	\$23,090.02
68881	11/17/2022	Cole Supply Co., Inc.	\$204.25

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
68882	11/17/2022	Commercial Energy Of Montana	\$9,006.67
68883	11/17/2022	Eisen Environmental Construction	\$4,900.00
68884	11/17/2022	Mayra Escamilla	\$400.00
68885	11/17/2022	FASTSIGNS-American Canyon	\$299.12
68886	11/17/2022	GreatAmerica Financial Services	\$3,595.51
68887	11/17/2022	Holly Heysek	\$50.00
68888	11/17/2022	John Howland Architect	\$2,637.49
68889	11/17/2022	Amelia Martinez	\$400.00
68890	11/17/2022	Municipal Resource Group, LLC	\$1,125.00
68891	11/17/2022	Karen Panameno	\$400.00
68892	11/17/2022	Valarie Powers	\$139.00
68893	11/17/2022	Marivic Quiogue	\$45.00
68894	11/17/2022	R & D Termite And Pest Control	\$290.00
68895	11/17/2022	SiteOne Landscape Supply	\$156.53
68896	11/17/2022	Uline Shipping Supplies	\$115.10
68897	11/17/2022	Veritiv Operating Company	\$214.86
68898	11/17/2022	Tiana Yeoman	\$220.00
68864	11/18/2022	SEIU LOCAL #1021	\$275.10
68899	11/18/2022	General Plumbing Supply Co	\$903.39
68900	11/18/2022	Grainger	\$207.95
68901	11/18/2022	AT&T	\$63.49
68902	11/18/2022	Big Creek Lumber & Building Material	\$66.72
68903	11/18/2022	AT&T	\$43.98
68904	11/18/2022	Clark Pest Control	\$150.00
68905	11/18/2022	Comcast	\$344.65
68906	11/18/2022	Crown Hill Materials	\$595.96
68907	11/18/2022	Green Valley Aloha Saw & Mower	\$932.93
68908	11/18/2022	Michael Jaldon	\$45.00
68909	11/18/2022	Alex Martinez	\$150.00
68910	11/18/2022	Isabelle Morales	\$358.00
68911	11/18/2022	SiteOne Landscape Supply	\$2,416.39
68912	11/18/2022	Metropolitan Life Insurance Company	\$5,836.02
68913	11/22/2022	US Bank Corporate Payment System	\$25,127.27
68914	11/23/2022	Calvin McCullough Jr.	\$3,341.40
68915	11/23/2022	Dara Hernandez	\$200.00
68916	11/23/2022	Ryan Allen	\$34.00
68917	11/23/2022	Angelito Or Loana Claudio	\$1,323.00
68918	11/23/2022	Noelia Cruz	\$750.00
68919	11/23/2022	Kay Cady-Johnson	\$4,630.50
68920	11/23/2022	Alona Manukainiu	\$400.00
68921	11/23/2022	Marcel Miles	\$25.00
68922	11/23/2022	Pace Solano	\$105.00
68923	11/23/2022	Maria Perez	\$1,290.00
68924	11/23/2022	Bayshore Materials	\$532.54
68925	11/23/2022	Bert Williams & Sons Inc	\$872.84
68926	11/23/2022	Vallejo Fire Extinguisher	\$0.00
68927	11/23/2022	Vallejo Fire Extinguisher	\$2,926.95
68928	11/23/2022	Victory Stores	\$1,864.35
68929	11/28/2022	P G & E	\$13,764.41
68930	11/29/2022	Bert Williams & Sons Inc	\$72.08
68931	11/29/2022	Grainger	\$62.78
68932	11/29/2022	Morgan Alarm Co., Inc	\$2,186.90
68933	11/29/2022	Tecogen	\$2,879.28
68934	11/29/2022	All Star Rents	\$241.63
68935	11/29/2022	Alhambra	\$81.44
68936	11/29/2022	B & G Tires Of Vallejo	\$20.00

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
68937	11/29/2022	Big Creek Lumber & Building Material:	\$217.46
68938	11/29/2022	Robert Brookshire	\$50.00
68939	11/29/2022	Clark Pest Control	\$110.00
68940	11/29/2022	Commercial Pool Systems, Inc	\$2,039.85
68941	11/29/2022	Construction West	\$150,788.75
68942	11/29/2022	Crown Hill Materials	\$63.93
68943	11/29/2022	Eco-Counter Inc	\$4,120.56
68944	11/29/2022	Ewing Irrigation Products, Inc.	\$417.49
68945	11/29/2022	FASTSIGNS-American Canyon	\$70.04
68946	11/29/2022	George's Towing Co.	\$435.00
68947	11/29/2022	Shauntell C Hudson	\$200.00
68948	11/29/2022	Kaiser Permanente-OHSS	\$65.00
68949	11/29/2022	Lloyd Engineering	\$910.00
68950	11/29/2022	Ann Mendoza	\$50.00
68951	11/29/2022	Amber Moller	\$50.00
68952	11/29/2022	National Aquatic Services Inc	\$321.47
68953	11/29/2022	Northern Fire Inspection Inc	\$2,653.50
68954	11/29/2022	Nate Pinsky	\$50.00
68955	11/29/2022	Sherwin-Williams	\$36.36
68956	11/29/2022	SiteOne Landscape Supply	\$2,463.58
68957	11/29/2022	The Office City	\$161.23
68958	11/29/2022	Turf Star, Inc.	\$565.53
68959	11/29/2022	Verizon Wireless	\$1,595.16
68960	11/29/2022	Virgil Chavez Land Surveying	\$2,250.00
68961	11/30/2022	Laura Bowers	\$153.53
68962	11/30/2022	Eileen Brown	\$283.00
68963	11/30/2022	Deberah Carey	\$153.53
68964	11/30/2022	Kerry Carmody	\$153.53
68965	11/30/2022	Richard Conzelman	\$724.26
68966	11/30/2022	Jose Famalette	\$153.53
68967	11/30/2022	Patricia Gloyd	\$153.53
68968	11/30/2022	Cynthia Hewitt	\$214.63
68969	11/30/2022	Jerome Lohr	\$341.59
68970	11/30/2022	Prisco Manglona	\$153.53
68971	11/30/2022	Roger Maryatt	\$153.53
68972	11/30/2022	Jeremias Morgado	\$153.53
68973	11/30/2022	Sidney Nickolas	\$153.53
68974	11/30/2022	Randy Nicks	\$283.00
68975	11/30/2022	Nancy Ortiz	\$153.53
68976	11/30/2022	Steve Pressley	\$153.53
68977	11/30/2022	Francis Radziewicz	\$153.53
68978	11/30/2022	Joan Russell	\$153.53
68979	11/30/2022	Anita Sailas	\$234.53
68980	11/30/2022	Barbara Schmidt	\$283.00
68981	11/30/2022	Audrey Tucker	\$153.53
68982	11/30/2022	Adeline Varni	\$153.53
68983	11/30/2022	National Academy Of Athletes	\$2,633.40
Bank Totals			\$514,279.14

Report Selection Criteria

Bank Account:	Start	End
Date Range:	GEN	GEN
	Custom	

BR Bank Register Report
Greater Vallejo Recreation District (0GVRD)

Item Date:	11/01/2022	11/30/2022
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 Budget Calendar 2023-2024

- | | |
|---|-----------------------------|
| 1 Proposed Fee Schedule to Budget & Finance
Committee for review | Tuesday, January 17, 2023 |
| 2 Kickoff - Meeting with staff to gather data | Wednesday, January 18, 2023 |
| 3 Proposed Fee Schedule to Board for approval | Thursday, January 26, 2023 |
| 4 Present data to the Board for general direction
Special Board Meeting at the Budget & Finance Committee meeting | Monday, March 13, 2023 |
| 5 Present the following to the Facilities Committee:
Proposed Measure K
Proposed Capital Improvement Projects
Proposed Deferred Maintenance
Proposed Fee Schedule | Monday, March 20, 2023 |
| 6 Staff Review of Preliminary Budget:
Proposed General Fund
Proposed Measure K
Proposed Capital Improvement Projects
Proposed Deferred Maintenance
Proposed Fee Schedule | Wednesday, March 22, 2023 |
| 7 Finance Committee to Review Preliminary Budget | Monday, March 27, 2023 |
| 8 Board First View of Preliminary Budget
Special Board Meeting | April 5th or 6th, 2023 |
| 9 Board Approval of Preliminary Budget | Thursday, April 13, 2023 |
| 10 Advertise Budget | Sunday, April 16, 2023 |
| 11 Public Comment on the Budget | April 17-27, 2023 |
| 12 Board Study Session | Thursday, April 27, 2023 |
| 13 Public Hearing @ Regular Board Meeting | Thursday, May 11, 2023 |
| 14 Special Board Meeting, if needed | Tuesday, May 16, 2023 |
| 15 Budget Revisions for Final Budget due for Board Packet | Friday, May 19, 2023 |
| 16 Board Adoption of Final Budget | Thursday, May 25, 2023 |



Agenda 8D

BOARD COMMUNICATION

Date: December 8, 2022

TO: Board Chairperson and Directors

FROM: Penny Harman, Finance Director

SUBJECT: **Approve Proposed Part-time Pay Range Table**

BACKGROUND AND DISCUSSION

The California State minimum wage is increasing to \$15.50/hr. effective January 1, 2023. In addition, the District has encountered difficulty recruiting part time staff, due, in part, to our current pay range table.

In an effort to attract qualified employees, and, to comply with the CA State minimum wage increase, we have created the proposed Part-time Pay Range Table. Department heads reviewed the wages and tried to align them with nearby agencies. This was presented to the Budget and Finance Committee in Nov. 2022. Committee members requested we provide percentages of increase for each position and the impact to the budget. We've included the pay range table with the current rates and the proposed rates for each position, along with the percentage of increase for each position's steps 1, 2 and 3.

The average percentage for these increases is 7.44%. Cost to the district for the 2nd half of FY 22-23 is approximately \$43,030. This is a rough estimate since the need for part time staff fluctuates depending on the programming and the time of year. Projected cost may be less if we continue to encounter difficulty recruiting staff.

Some positions have been moved to a higher range due to the requirement for additional certifications and trainings.

This increase would be implemented January 1, 2023, in accordance with the state law.

RECOMMENDATION

Staff recommends the Board approve the Proposed Part-time Pay Range Table for implementation effective January 1, 2023.

ALTERNATIVE ACTIONS

Reject the recommendation and approve only the CA State mandated increase to \$15.50/hr. for positions currently lower than that

Approve only the CA State mandated increase to \$15.50/hr. and provide direction to staff for revisions to the existing pay scale

Approve the recommendation, with changes

DOCUMENTS AVAILABLE FOR REVIEW

- a. Proposed Part-time Pay Range Table including percentages of increase.

Greater Vallejo Recreation District
Proposed Part-time Pay Range Table
Effective 1/01/23

	Job Titles	Step 1	Step 2	Step 3
Proposed	Recreation Leader I	\$16.50	\$16.75	\$17.00
Current		\$15.00	\$15.25	\$15.50
% Increase		10.00%	9.84%	9.68%
Proposed	Recreation Leader II	\$17.00	\$17.75	\$18.25
Current		\$15.75	\$16.00	\$16.50
% Increase		7.94%	10.94%	10.61%
Proposed	Lifeguard, Swim Instructor	\$17.50	\$18.00	\$18.50
Current		\$15.75	\$16.00	\$16.50
% Increase		11.11%	12.50%	12.12%
Proposed	Senior Lifeguard	\$18.50	\$18.75	\$19.00
Current		\$16.75	\$17.25	\$17.75
% Increase		10.45%	8.70%	7.04%
Proposed	Custodian	\$18.25	\$18.75	\$19.00
	Maintenance Worker			
	Senior Recreation Leader			
	Visitor Services Monitor			
Current		\$16.75	\$17.25	\$17.75
% Increase		8.96%	8.70%	7.04%
Proposed	Center Monitor	\$18.75	\$19.50	\$20.00
	Customer Serv. Rep.			
	Facility Maint. Worker			
	Maintenance Eq. Operator			
Current		\$18.00	\$18.25	\$19.00
% Increase		4.17%	6.85%	5.26%
Proposed	Prog/Pool/Camp Specialist	\$19.00	\$19.75	\$20.25
	Recreation Leader III			
Current		\$18.00	\$18.25	\$19.00
% Increase		5.56%	8.22%	6.58%
Proposed	Aquatic Programs Specialist	\$20.50	\$20.75	\$21.00
	Visitor Services Coordinator			
Current		\$19.50	\$20.00	\$20.25
% Increase		5.13%	3.75%	3.70%
Proposed	Admin. Clk.	\$21.50	\$22.00	\$22.50
Current		\$20.50	\$21.25	\$22.00
% Increase		4.88%	3.53%	2.27%
Proposed	Assistant Coordinator	\$22.25	\$22.50	\$22.75
Current		\$20.50	\$21.25	\$22.00
% Increase		8.54%	5.88%	3.41%
		43		



Agenda 9A

BOARD COMMUNICATION

Date: December 8, 2022

TO: Board Chairperson and Directors

FROM: Penny Harman, Finance Director

SUBJECT: Approve a one-time off schedule payment to staff from COVID-19 Fiscal Relief for Special Districts funds at a maximum cost to the District of \$73,044

BACKGROUND AND DISCUSSION

The State of California 2021 Budget Act appropriated \$100 million one-time General Fund to provide fiscal relief to **Independent special districts** for revenue losses or unanticipated costs incurred due to the COVID-19 public health emergency.

The Greater Vallejo Recreation District applied for a portion of the fund and was granted \$594,359. We received this funding in January 2022.

Each district's allocation was based on its proportionate share of the total unanticipated costs and revenue losses incurred by all districts during the eligible periods.

The application requested total revenue for FY 2018-2019 and for FY 2020-2021:

FY 2018-2019	\$10,442,517
FY 2020-2021	<u>8,845,206</u>
Revenue loss	\$ 1,597,311

The employee union SEIU has requested that part of this funding be provided to full time employees as a one-time off schedule payment. SEIU stated that other agencies had provided this bonus to show appreciation to their employees that worked on site during the pandemic. When asked what amounts were provided at other municipalities, SEIU replied that it was \$1,000 at some agencies. The agencies mentioned were Cities or Counties. Staff later learned that the Marin/Sonoma Mosquito & Vector Control District provided \$3,000 to each employee. This amounted to a cost to that district of \$118,022 out of the \$173,000 they received from the state.

A one-time off schedule payment to staff was discussed at the August 8, 2022, Budget & Finance Committee. There was a split opinion by the committee on whether to award a payment to staff.

During the COVID-19 pandemic, GVRD full time staff were considered "essential workers," and, as such, were on the job daily throughout that time. Staff was required to learn new skills, including working from home on a laptop and facilitating and/or participating in Zoom meetings. Recreation staff created new programming for the community – virtual programming and outdoor activities. Maintenance staff kept the parks clean and in shape (including cleaning and

sanitizing public restrooms) so community members, tired of staying indoors, could get out and enjoy fresh air and participate in activities that didn't involve a screen. It was necessary to wear masks, social distance, sanitize everything all the time, and keep constantly aware of and adhere to the CDC guidelines regarding the COVID-19 pandemic.

Several of our staff did this while caring for children attending classes at home online because the schools were closed.

All of this while constantly aware of a deadly virus sweeping the nation.

The application to the state requested FY 18-19 to set the benchmark. FY 20-21 was used to compare losses. The number of staff during 20-21 was 33. Number of staff currently employed who qualify is 24.

Cost to District (including 1.45% Medicare Tax):

24 Full Time employees @ \$1,500 each - \$36,522
 @ \$2,000 each - \$48,696
 @ \$3,000 each - \$73,044

RECOMMENDATION

Staff (Finance Director and General Manager) do not feel comfortable making a recommendation to receiving a one-time payment as this directly benefits them.

ALTERNATIVE ACTIONS

Reject the recommendation
Approve the recommendation, with changes

DOCUMENTS AVAILABLE FOR REVIEW

None



Agenda 9B

BOARD COMMUNICATION

Date: 12/8/2022

TO: Board Chairperson and Directors

FROM: Antony Ryans, Recreation Superintendent

SUBJECT: Leaven Kids use of Norman King Center for Afterschool Tutoring and Mentoring.

BACKGROUND AND DISCUSSION

Leaven Kids, a proven leader in after-school and summer programming for children, proposes to provide after-school programming during the school year and special summer sessions.

The principal activity and mission of Leaven Kids is to increase self-esteem, academic performance, and life opportunities by providing year-round academic tutoring, personal mentoring, and community programming that shows love, care, and compassion. Their focus on intervening early in a child's education, during their most formative years, is to proactively prevent negative behaviors before problems can occur.

All Leaven Kids services are offered at no cost to parents and guardians.

This program would be a new addition to the area but would be based on the success model (afterschool, summer, and additional enhanced programming) already being used in their programs in neighboring cities.

This program will target the specific segmented populations in partnership and highly endorsed by the Vallejo Police Department. By working directly with the students and families where they live, their bottom-up approach and strategy allows Leaven to influence measurable changes to their targeted population-built environment, directly in the neighborhoods where crime and violence occurs, and provide sustainable, high-impacted prevention strategies.

The program will be staffed by one Site Director and volunteers, which will be lived scanned and will provide insurance to GVRD.

Additionally, this program has been proposed at Programs Committee Meeting, at a past Board Meeting, and recently a proposal has been submitted to the General Manager.

RECOMMENDATION

Review proposal and propose to approve or deny waiving building fees for Leaven Kids and accept rent of \$900 as proposed by the organization. Additionally, the start date is to be determined once COVID testing has ended or both parties have mutually agreed to go into contract.

RFP to go out for this facility shortly.

FISCAL IMPACT

In Leaven’s proposal, they’re requesting the use of the South Vallejo Community Center at no cost to the organization. The organization would like to utilize a designated room year-round, M-F from 2-5pm, a total of 3 hours. The cost to the District would be \$42, per hour, which is \$126, per day and \$32,760 per year that the District will incur. This could be a potential loss in revenue because this program would prevent other users from renting the space. Also, it would limit the number of activities that could offered because Leaven would need a designated location for supplies, storage, and furniture.

Please see attached document for additional information.

ALTERNATIVES CONSIDERED

Approve proposal with zero cost to Leaven Kids.

Approve with recommendations-- Leaven pay either custodial and staffing cost or both (\$1,500).

Approve proposal with reduction in rent from \$1,500 to \$900.

Reject to proposal from Leaven Kids.

Let the proposal stand with no action take.

ENVIRONMENTAL REVIEW

N/A

PROPOSED ACTION

Leaven Kids would like to request the use of the Norman King Center, classroom space with a reduction in rent. The space currently being occupied by the COVID-19 Clinic. The room would be used each day, Monday-Friday from 2-5pm for their afterschool tutoring and mentoring activities. The Leave Kids program will provide appropriate insurance listing GVRD as an additional insured.

Proposed action to approve or deny proposal.

DOCUMENTS AVAILABLE FOR REVIEW

- a. Full proposal provided by Leaven Kids.
- b. Map of South Vallejo Community Center site.
- c. Fiscal Impact.
- d. Letter from Leaven requesting a reduction in rent (\$900).



PROPOSAL FOR AFTER-SCHOOL TUTORING AND MENTORING PROGRAM AND COMMUNITY SERVICES

Leaven Kids (formerly The Leaven), a proven leader in after-school and summer programming for children, proposes to provide after-school programming during the school year and special summer sessions.

LEAVEN KIDS BACKGROUND AND MISSION

Leaven Kids began in Fairfield, California in 2005 as a subsidiary program of a local church. Their vision? To revitalize under-resourced communities by improving the lives and prospects of at-risk kids in grades K-5.

The program, founded on faith-based principles but acting as non-sectarian, quickly expanded to become an independent 501(c)(3) organization operating under the guidance of an independent board of directors. In 2011, Leaven Kids expanded to Southern California's San Bernardino County and is currently evaluating opportunities for expansion in Texas and other states. As of this writing, there are Leaven Kids centers embedded in over 20 neighborhoods in California.

The principal activity and mission of Leaven Kids is to increase self-esteem, academic performance, and life opportunities by providing year-round academic tutoring, personal mentoring, and community programming that shows love, care, and compassion. Our focus on intervening early in a child's education, during their most formative years, is to proactively prevent negative behaviors before problems can occur.

Currently, Leaven Kids serves approximately 600 children each year statewide. All programs are funded through voluntary contributions from community members and businesses, property management and owners, local governments, and other community stakeholders. Families of Leaven Kids students do not pay for any services.

We evaluate our program on an ongoing basis through regular reporting from school districts and law enforcement personnel. For example, survey results from one San Bernardino County program showed that 100% of Leaven students exhibited improvements in homework completion, 94% showed improvements in reading, 86% showed a stronger connection to their community, 85% exhibited higher self-esteem, and 81% had improved class participation.

In all the Leaven Kids communities, law enforcement reports a significantly reduced need for service due to our emphasis on making communities safe places for families to raise children.



THE PROGRAM

Leaven Kids addresses deficiencies in the core academic subjects (math, reading, and science).

Based on teacher surveys, we've found that four in five Leaven students show significant improvement in reading.

Leaven Kids also focuses on S.T.E.A.M. (Science, Technology, Engineering, Arts, and Math) subjects. The Leaven Kids program uses a proprietary curriculum developed based on experience in our 21 locations throughout California.

Our program model does not function as a standalone after-school program with limited operating hours. Rather, we become fixtures in neighborhoods we serve by providing a holistic, community-enriching approach. This includes:

- after-school tutoring and homework assistance
- distance-learning support
- personal mentoring
- academic skills building including reading, writing, science, technology, engineering, arts, and math.
- S.T.E.A.M curriculum
- nutritional counseling and physical activities that promote health and reduce childhood obesity
- programs and events to strengthen communities and empower parents to take an active role in their children's schooling and the community
- weekend activities for kids
- summer and winter break educational programs
- opportunities for kids who have aged-out of the program to participate and volunteer
- opportunities for local businesses and churches to increase their community service
- financial coaching

All children scheduled to enter Kindergarten through the fifth grade, who are residents of the targeted community or living nearby, will be invited to attend Leaven Kids after-school and Summer Success programs.

All Leaven Kids services are offered at no cost to parents and guardians.



IMPROVING STUDENT BEHAVIOR AND CHARACTER

Leaven Kids' programs emphasize healthy living and character-building activities. Teaching children about nutrition and providing healthy snacks and daily exercise helps the children become more physically fit and less at-risk for obesity.

Through mentoring, modeling and regular training, children are taught basic character traits for living in harmony in a society. Anti-bullying lessons are presented, and we have zero tolerance for bullying in our programs. Children are also taught positive ways to respond to bullying or to express frustration or disappointment.

SUMMER SUCCESS PROGRAM

During the summer we emphasize reading improvement programs, as well as special lessons and projects related to STEAM, physical activities, and field trips that give students a broader view of their community and its resources. For example, children may tour a fire or police station and meet the members of those teams so they understand their roles as community helpers rather than people to be feared and avoided.

COMMUNITY ENGAGEMENT AND REDUCING NEIGHBORHOOD CRIME

Leaven Kids passionately believes that an inclusive, community-based effort is the best way to have a positive and lasting effect on a community's health and well-being. To accomplish this, we mobilize the diverse backgrounds, talents and experiences of collaborating partners and local volunteers.

This community focus is instrumental in the reduction of crime, violence, and blight in the communities where we work; and gives families that desire it an opportunity to connect with their neighbors, a local church, or business.

CRIME DOWN 10 TO 20 PERCENT IN LEAVEN KIDS NEIGHBORHOODS

The Leaven Kids model has produced impressive results, including crime reduction averaging 10 to 20 percent in and around established Leaven Kids centers; and a twenty percent increase in rental occupancy rates in complexes with established tutoring centers.

Our programs provide a platform for partners and volunteers, through our centers, to have a resounding impact on the lives of at-risk children in the community. These important partnerships increase our effectiveness and sustainability in the community.

THE PROPOSAL

Our program would be new to the area but would be based on the success model already being used in our programs in the cities of Fairfield, Suisun, Napa, Vallejo, Vacaville, Benicia, Rialto and Ontario, California.

Leaven Kids proposes to provide:

I. AFTER-SCHOOL PROGRAMMING

Monday through Friday. Children will come directly from school to the Leaven Kids Center, which will be located in their community. Curriculum includes:

A. Healthy Eating and Active Living (HEAL).

A short time of exercise followed by a snack.

B. Homework comprehension and completion.

Focused time in homework comprehension and completion, receiving one-on-one assistance from a volunteer as needed.

C. Reading development. Each student will also spend time working on his or her reading.

D. Supervised enrichment activities. When a student completes his or her homework and reading, there will be supervised activities, both educational and recreational.

Activities include:

- STEAM programming including aviation, marine science, space exploration
- Physical activities including sports
- Nutritional guidance
- Mentoring
- Field trips to increase students' knowledge of their community including opportunities to visit government offices, businesses and recreational facilities to expand the children's knowledge of their community, and aspirations about career paths

II. SUMMER SUCCESS PROGRAMMING

Five days-a-week, 2-hours-a-day program that includes:

A. Healthy Eating and Active Living (HEAL).

A short time of exercise followed by a snack.

B. Supervised enrichment activities.

Activities include:

- STEAM programming including aviation, marine science, space exploration
- Physical activities including sports
- Nutritional guidance
- Mentoring
- Field trips to increase students' knowledge of their community

III. ADDITIONAL ENHANCED PROGRAMMING

Outside assistance is sought on specialized topics including:

A. Financial Literacy. A National Credit Union has helped us develop a financial literacy program, whereby children will start their own savings accounts, that was field-tested and developed during the 2015 Summer Success program.

B. Pre-K Reading Intervention Program for Kindergarten Readiness. Leaven Kids will also provide during Summer Success a Pre-K reading program as a Kindergarten readiness program that we are successfully piloting with City of Vallejo Mayor Davis in two of our Vallejo centers.

C. Healthy Eating Active Living (HEAL).

Leaven Kids developed HEAL in partnership with Kaiser Permanente, a program that promotes good nutrition and active play.

D. Community Events. Leaven Kids will provide quarterly events and seminars for the community to attend that include participation of local leaders. Events might be on public safety, health, finances, or other topics.



WHAT LEADERS ARE SAYING ABOUT LEAVEN KIDS

“My money is on Leaven Kids. What’s accomplished is so dramatic.”

**- Mayor Harry Price
City of Fairfield, CA**

“I’ve spent my entire career in law enforcement, and I’ve seen firsthand the results of failure in school and connecting with the wrong crowd. That’s why I endorse Leaven Kids, an after-school program that is helping some of our most at-risk children improve their reading, succeed in school, and develop positive character traits. This proven program helps kids improve in the classroom and their families take a stand against gangs and crime.”

**- Sherriff Tom Ferrara,
Solano County, California**

“As an educator, a businesswoman and a mother, I align with programs that have a proven record of helping children succeed. Leaven Kids resonates with me because I’ve seen that it works. Their proven program helps students who need additional tutoring to achieve their full potential in the classroom and teaching them what it means to be responsible citizens of our communities. I am proud to be a founding part of the team for Leaven Kids in San Bernardino County, California.”

**- Sue Ovitt
Chaffey Joint Union High School Board Trustee**

PERSONNEL AND VOLUNTEERS

Each Leaven Kids center has a site director and volunteers to match a 1 to 3 ratio. This team meets regularly to share ideas and develop curriculum to respond to local needs.

The Center will be staffed by a Site Director who is responsible for the day-to-day operation of that location. Leaven Kids will introduce a paid internship program and Jr. Internship program so that there is no disruption of service should a Site Director need time off. All of our operations will be under the direction of a Regional Director who, in turn, reports to our Operations Director.

The staff will receive a lengthy orientation as well as hands-on, on-site training from one of our more experienced site directors. Additionally, staff will join the leadership team in Northern California for frequent assistance, training, and ongoing coaching.

The balance of service will be provided by volunteers. Volunteers must undergo and pass a rigorous background check provided by law enforcement, a check in third party national registry databases, and review of references. Our model is to have one volunteer for every 4 students. Volunteers may work one day a week or multiple days. All volunteers are under the direction of the site director.

The site director will be recruited through our networks of churches, businesses, and community leaders. He or she will, as noted above, undergo extensive training and job mentoring. Generally, site directors have a background in early childhood education and/or elementary education. Our site directors have a range of life experiences, but all must align with Leaven Kids’ standards and policies for employees.



COMMITMENTS

Leaven Kids will:

1. Provide professional and general liability insurance with a minimum coverage limit of \$1,000,000 per occurrence and \$3,000,000 aggregate.
2. Maintain an insurance endorsement for sexual abuse/molestation with a minimum coverage limit of \$1,000,000 per occurrence and \$3,000,000 aggregate.
3. Maintain Workers' Compensation insurance per California statutory limits for all employees.
4. Provide automobile liability insurance with a minimum of \$1,000,000 combined single limit coverage.
5. Input monthly attendance data into the ETO database.
6. Provide a program report at the conclusion of each month.

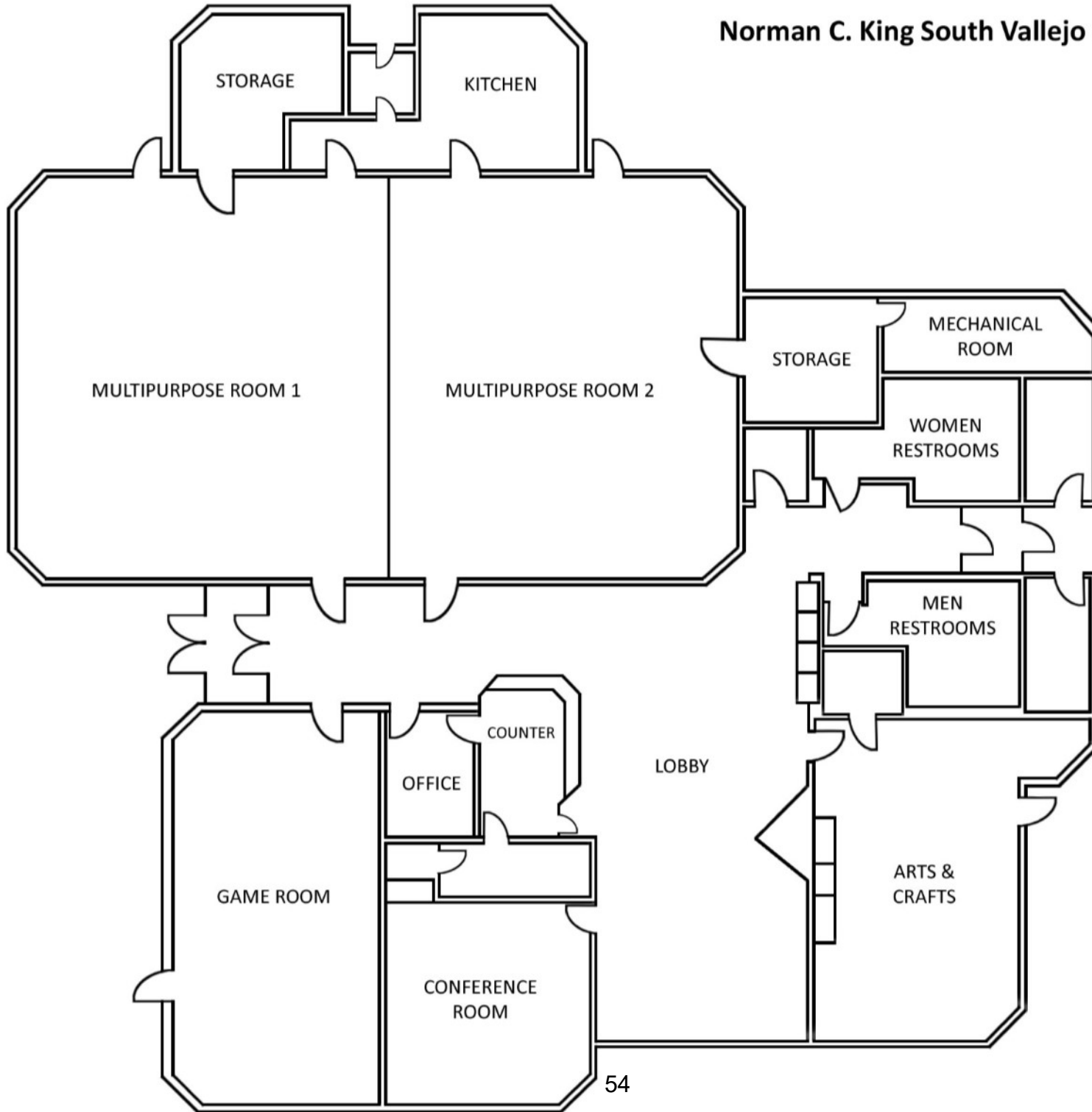
I welcome the opportunity to respond to any questions you have about this proposal, and Leaven Kids' qualifications to deliver the requested service in a professional and proven manner. We would be honored to partner with Hope Through Housing Foundation to deliver this program for the betterment of the community and to give children a solid foundation for future success.

Sincerely,

Mark J. Lillis

Executive Director

Norman C. King South Vallejo Community Center



Program Expense Request-Leaven Kids

NORMAN C. KING SOUTH VALLEJO COMMUNITY CENTER					
	Monday	Tuesday	Wednesday	Thursday	Friday
Arts & Crafts Room	COVID Testing	COVID Testing	COVID Testing	COVID Testing	COVID Testing
Conference Room	COVID Testing	COVID Testing	COVID Testing	COVID Testing	COVID Testing
Game Room			Food Bank 8-11:30am	Touro SRFC 4-9pm	
Multi-Purpose Room	Judo 5-8pm	HIITS 4-Kids 4-5pm Judo 6-8pm	Judo 5-8pm	Touro SRFC 4-9pm	

Request to use SVCC at no cost
Monday-Friday, 2:00pm-5:00pm

Room available: Game Room – Monday/Tuesday/Wednesday/Friday
*Arts & Crafts- N/A

Room rental cost: \$42/hr. (nonresident) x 3 hours = \$126, per day
*\$34/hr. (nonresident) x 3 hours = \$102, per day

Center Monitor: Staff hours 1:30pm-5:30pm (required 30min before and after reservations times)
Staff cost: 4 hours x \$19/hr. = \$76 per day
4 hours x \$19.75 (n.a.)/hr. = \$76 per day

Cleaning and Damage Fee: \$50, per month

Janitorial Services: Staff hours 3:30pm-5:30pm (required 2 hr. min)
2 hours x \$19/hr. = \$76 per day

**Rental Fee Per Month
(based on 20 days)**

Option A	Option B
Game Room- \$2,520	Arts & Craft Room- \$2,040
Center Monitor- \$1,520	Center Monitor- \$1,520
Cleaning & Damage- \$50	Cleaning & Damage- \$50
Janitorial Services- \$1,520	Janitorial Services- \$1,520
Total: \$5,610	Total: \$5,130



Mr. Gabe Lanusse, M.P.A.
General Manager
Greater Vallejo Recreation District
395 Amador St, Vallejo, CA 94590

November 18, 2022

Dear Mr. Lanusse,

This letter serves as a formal request on behalf of Leaven Kids, Inc., to utilize space within the Norman C. King Community Center at a reduced rental rate, for afterschool tutoring and mentoring, as a part of a federally funded community violence intervention and prevention program. Leaven Kids requests to use the Greater Vallejo Recreation District (GVRD) space currently being occupied by the COVID-19 clinic, **at the rate of \$900 per month**. The room will be used Monday-Friday from 2:00pm-5:00pm for afterschool tutoring mentoring activities.

Justification for Request

A 2020 report on preventing and reducing community violence recommended that a “special focus on youth” be part of any effort to reduce violence, citing those strategies that add structure and opportunities for minors decrease violent crime involvement (John Jay College, 2020). By bringing CVI services directly to residents’ city blocks and using CVI services for youth as an entry-point into each family and micro-community we will re-orient community views of Vallejo. Leaven Kids is a non-profit that revitalizes communities through early education intervention, and we are a proud partner with the City of Vallejo Police Department in their Project HOPE (Harm-Focused Outreach, Prevention and Education), a federally supported program through the Department of Justice. Leaven Kids’ involvement will support three learning centers directly in hotspot apartment complexes offering after-school programming with role models, tutoring, enrichment, and service referrals. Creating year-round opportunities for positive interactions and programming for youth in after-school hours and summer is key in preventing and reducing crime and court-involvement, as afternoons and summer are peak times for youth delinquency, juvenile crime, and exposure to violence (Council for a Strong America, 2019) (Wilborn, 2019). Successful youth development models, like the Leaven, are shown to reduce youth violence and produce positive outcomes for communities (Butts, et al., 2010). Leaven Learning Centers provide the foundation for all Project HOPE programming and will offer enrichment and opportunities to over 225 children, 75 annually, year-round, to instill a sense of hope and community in youth and family participants. One Project HOPE location is the Center at Magazine Street, within the Norman C. King Community Center. Leaven Kids’ programming is staffed by

one Site Director and volunteers, all screened via live scan, and through third party background checks. Additionally, Leaven Kids carries appropriate insurance requirements and would name the GRVD as an additional insured.

Leaven Kids' **place-based approach** targets the specific segmented populations identified by the City of Vallejo Police Department as hotspot high crime areas. Programs that target the families of high-risk children are among the most effective in preventing violence (National Institute of Justice, 2016). Leaven Centers in the nearby Harbor Park complex (across from the Norman King center) have already engaged families and community members as active participants in the development and implementation of Leaven Kids' innovative learning services. Transportation and other barriers often keep families from fully utilizing community-based services, (Schultz, et al., 2017) however, by working directly with the students and families where they live, Leaven Kids' bottom-up approach and strategy allows us to influence measurable changes to our target population' built environment, directly in the neighborhoods where crime and violence occurs, and provide sustainable, high-impact prevention strategies. Project HOPE Leaven learning centers will also provide youth and families with access to individualized wraparound case management. Case managers will be experienced, trauma-informed personnel who will provide direct connections to on-site social services and public benefit programs, referrals to area non-profits for assistance and youth enrichment, and mental health counseling. Leaven Kids will be collaborating with the Courage Center 2 and Solano Advocates for Victims of Violence (SAVV) to bring part-time trauma-informed, culturally competent family advocacy specialists to child victims of abuse and domestic violence, who will provide advocacy and counseling, forensic interviewing, and medical examinations, and coordinated emergency response to calls from police.

Leaven Kids learning centers work by bridging critical educational services and filling safety gaps afterschool daily and during the day in summer. Such programs are found to be instrumental in preventing and reducing crime and court-involvement (Council for a Strong America, 2019) (Wilborn, 2019). The hours immediately after school are considered "prime time" for youth delinquency and juvenile crime (Council for a Strong America, 2019). Successful youth development models, like Leaven Kids, are shown to reduce youth violence and produce positive outcomes for communities (Butts, et al., 2010). Chicago's *Becoming a Man* program contributed to a 50% reduction in violent crime arrests, 35% less overall arrests, and a 21% decline in recidivism among their participants (Heller, S.B. et al., 2015). Minimal social support results in disconnected youth experiencing negative economic and social outcomes at higher rates than other high-risk populations (Fernandes-Alcantara, 2015). Areas with Leaven Centers have seen a significant reduction in crime, with the Vacaville Police Department reporting a 47% drop in calls and 54% fewer crime reports since the opening of Leaven Kids in the Alamo Gardens apartments. Since the opening of Leaven Kids' fist location in Fairfield, there has been an **80% drop in crime** in surrounding neighborhoods. Within the first year of launching a new center, teachers report that participants show an 88% improvement in reading and reading comprehension, and over 40% of students show "strong improvement." Teachers also report 83% of Leaven students show improved math skills and 81% show improved class participation.

Project HOPE Leaven Kids aims to begin operations as soon as possible at the Norman C. King Community Center. Thank-you for your attention and consideration of this matter and we look forward to partnering with the GRVD in this exciting project.

Respectfully,

A handwritten signature in black ink that reads "Mark J. Lillis". The signature is written in a cursive style with a large, stylized initial "M".

Mark J. Lillis M.A.
CEO, Leaven Kids



Agenda 9C

BOARD COMMUNICATION

Date: December 8, 2022

TO: Board Chairperson and Directors

FROM: Salvador Nuno, Maintenance Superintendent

SUBJECT: Approval to move forward with the replacement of Dan Foley artificial turf field at a cost of up to \$1,100,000 plus optional scope up to \$270,000.

BACKGROUND AND DISCUSSION

The Dan Foley artificial field has been in high demand for daily use for soccer, flag football, baseball trainings, league play, and competitions since it was completed during the 2008/2009 Fiscal Year. The field is about 14 years old, and the field is near the end of its useful life. Staff worked with a consultant to complete an assessment of the field including an engineer cost estimate. Based on current market conditions and the information gathered from the site, the consultant recommends these target budgets for the proposed scope of work. \$1,050,000 to \$1,100,000 for base scope and essential features, and for optional scope which includes irrigation upgrades, improve pedestrian access, upgraded soccer goal netting, and upgraded softball ball capture netting additional \$270,000.

Program Access

This is particularly important in our evaluation of the current community use which seems to include near unlimited walk up play. If this were a natural grass field, it would likely be quickly overused and required significant access restrictions to be considered by District management.

Water Use

A natural grass field such as Dan Foley field would require well over million gallons of irrigation water to be used to maintain the grass plants beyond even an occasionally irrigation synthetic surface currently on the field.

Annual Care and Maintenance

Routine care for a multi-use synthetic surface is anticipated to be 75% to 80% less than a natural surface. The occasional grooming, sweeping, and wear area to-dressing for synthetic turf is far less than weekly mowing, irrigation, fertilizing, weed control, aerating, seeding, compared to a grass field. Also, the synthetic field doesn't require the prep for sport events which includes skin infield grooming, field marking, painting, and stripping.

This field does not need massive amounts of water that the average natural grass field consumes, this field can survive harsh conditions and doesn't need extra care to get through the tough seasons. Artificial turf fields keep their great appearances lasts all-year. Regular grass fields become impacted from heavy traffic and aeration is necessary several times a year. Artificial turf doesn't need aeration. It also doesn't need regular mowing, fertilizing, or herbicides.

On Fiscal Year 2021-2022 this field made about \$57,000 from rental fees, not including the amount of parking fees that this field generates during the visitor services season. The advantage of this field is that it could get rented all year round; our grass fields are only opened from March-October and closed on the other months for renovations.

COMMITTEE REVIEW

The committee have discussed this proposal in the Facility Committee meetings. The direction from the committee was to place this in the board agenda for approval.

RECOMMENDATION

Approve the recommendation with base scope only.
Approve the recommendation with base and optional scope.
Reject the recommendation and revise.
Do not act on item.

PROPOSED ACTION

Staff recommends approving the renovations of Dan Foley artificial field.

FISCAL IMPACT

The Engineer's cost estimate is 1.1 to 1.4 million.

ENVIRONMENTAL REVIEW

Not applicable.

DOCUMENTS AVAILABLE FOR REVIEW

Dan Foley artificial field assessment.
Program access forecast, hours of use table, and estimated program access



**GREATER VALLEJO
PARK & RECREATION
DISTRICT
Dan Foley Park;
Multi-Use Sports Field
Vallejo, CA**

Synthetic Turf Resurfacing & Renewal

October 2022



PREPARED BY:





OVERVIEW AND SETTING

The multi-use synthetic turf playing field (soccer/softball) is part of the larger Dan Foley Park development within the jurisdiction of the Greater Vallejo Park District, in Vallejo, CA. The overall park amenities include both active amenities, such as the sports fields, and more passive features such as walking trails, social spaces, and a lakeside environment.

Overall the site is moderately hilly with terraced developments from the main entry down to the lake. The overall park development includes naturalized areas beyond the terraced developed area into the ravine and lower drainage areas, all apparently sloping toward the lake. It was reported that the lake serves as storm water catchment and storage features, as well as provides an irrigation source, via pumping, to irrigate the landscape and lawn areas of the park.

[THIS PAGE IS LEFT INTENTIONALLY BLANK]



PROGRAMMATIC USES AND EVOLVING SPORTING DEMANDS

Since completion of the multi-use synthetic turf sports field circa 2008/2009 fiscal year, the field has been in high demand for daily unscheduled walk-up recreation and use in addition to the more formal scheduled team trainings, league play, and competitions. The field programming opportunities are maximized by the sports lighting system allowing play well into the evening year-round and in particularly during the winter months when daylight is considerably shorter.

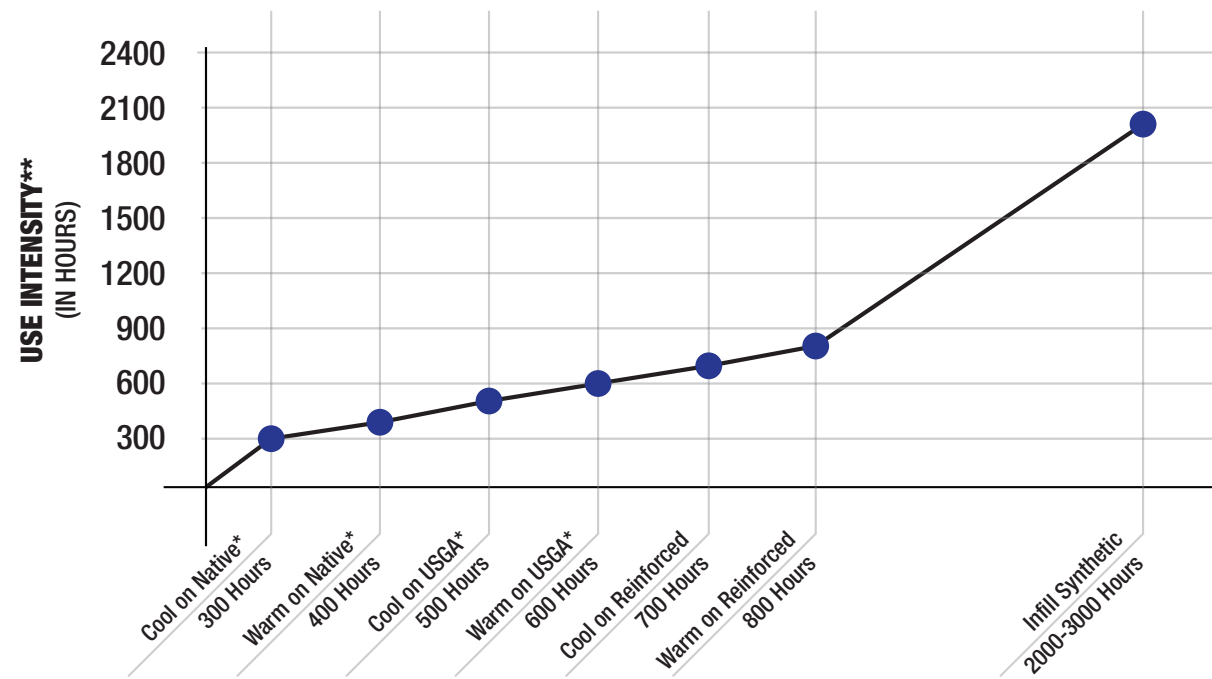
The decision to install a synthetic turf surface, some 13+ years ago, adds an all-weather capability to the resource and a playing surface that can handle nearly continual use without rest, recovery, or repair needed for a similarly programmed natural grass playing surface.



[Programmatic Uses & Evolving Sporting Demands Continued...]

Over the last 12 month cycle, from July 1, 2021 through June 30, 2022, the official event bookings included 432 distinct approved events. These events ranged from as low as two hours to all day tournaments encompassing 12 hours or more. A cursory analysis of this time period, using three hours average use for each event, yields 1,296 annual hours of formal sanctioned and District approved use. Factoring in the current open access walk-up policy for community use and the likely unofficial group use, it would be easy for us to forecast an overall annual use of the field in range of 2,000 to 2,200 hours annually. [See Appendix A].

TURF SYSTEM & USE INTENSITY MODEL



*TURF SYSTEM TYPE: ESTIMATED 3-SEASON HOURS BY MONTGOMERY COUNTY MARYLAND FOR 2011 STUDY STADIUM LEVEL FIELD
 ** USE INTENSITY: # OF PARTICIPANTS, DURATION OF ACTIVITY, INTENSITY FACTOR

The intense use of this multi-use field aligns perfectly with the design capacity of a synthetic surface and in turf reduces pressure on other active sporting areas of the park. This is an important consideration to acknowledge. Additionally, the youth and community sports market continues to expand since the field was first opened, and we forecast this trend to continue, including possible use by other emerging field sports such as youth lacrosse, flag football, and even youth rugby.

In summary, our review of the program supports not only undertaking this resurfacing, but careful consideration might be given to increase the investment in the venue and assure it meets or exceeds the community needs for the next 10 to 12 years.



EXISTING PLAYING SURFACE SYSTEM AND SUPPORT FEATURES

The existing synthetic playing surface, approximately 103,000 square feet, is clearly at or very near the end of its useful life. Fiber degradation and loss through much of the playing surface is evident. This is particularly observable on the high wear areas of both soccer and softball with several areas of patching and worn-down zones to the carpet backing including much of the field striping and marking.

Some immediately adjacent features, such as fencing and dugouts, and supporting underground infrastructure are showing signs of age and wear. These features are close to presenting a hazard to users and should be corrected and/or repaired as part of the work.



There is some good news. Our observation of the overall grade of the field is good; only a few localized spot grade repairs are forecast, and off-site draining corrections seemed to be adequate with only minor cleaning and flushing of the infrastructure necessary.





On Wednesday August 3rd, with the assistance of the District’s facilities team, Lloyd conducted a thorough review and examination of the playing fields surfacing system (turf, underlayment, fiber, and infill) and the supporting base (aggregates, edge detail, drainage, and underlayment). While different than the information contained in the record drawings provided, we encounter an apparently well executed sub surface drain, a fabric protected sub-grade, an intact shock attenuating/drainage layer, and little evidence of settlement and/or trans-location of materials (silts, clays, sand, and stone) under the field.

Our full report, [See Appendix B], revealed a solid and robust field construction that is likely to require very little rework and repair to the features and systems under the carpet.



RECOMMENDED AND OPTIONAL RENEWAL SCOPE

Based upon review of the record drawings, site observation, destructive investigation, and needs assessment review with District staff we outline the project scope in two categories; recommended and optional.

Recommended items are defined as: items at or near the end of their useful life, negatively impact the intended use sporting, or present safety/code/access concerns.

Optional items are defined as: scope that add new features, improves operations, or improves programming features/opportunities.

Recommended

1. Remove and replace the synthetic turf with similar long fiber infilled turf. A slightly higher density carpet is recommended to be used for the softball infield area increasing traffic tolerance and improved wearability. Selection of a non-rubber in-fill will be explored in-depth during the final planning and scope finalization design phase, is also recommended. The synthetic turf market and technology has matured in the last 12 years and better products are now common place for little to no premium.
2. Repair and modernize with new boxes and equipment the existing irrigation system including the pump station, irrigation works, and controls as needed.
3. Repair and/or replace a portion of the worn or damaged features eclipsing the site including dugout enclosures, fence fabric on limited basis, and safety padding on obstruction around the softball infield zone.
4. Repair or replace the failing foundation under the south storage building that has given way and is partially detached for the structure.
5. Flush clean and repair all existing storm draining piping, inlets, and features.

Optional

1. Convert the irrigation supply source, currently pumped from the lake, to the nearest domestic source.
2. Add a new fully accessible ADA pedestrian path form the restroom building to the soccer field.
3. Improve ball capture netting behind the soccer goals for user convenience.
4. Review and improve ball capture nets around softball for safety and adjacent use protection.
5. Adding additional inlaid lines and masking for other sports (junio soccer, football, lacrosse, etc.) or Park/District logos can be included at modest costs.



MILESTONE TIMELINE

Using our experience with similar public agencies, board policies, and California Pubic Contract code for procurement we would forecast the following milestone schedule as a guide going forward to complete the renewal and synthetic turf resurfacing effort.

- October 17** Report Presented to Staff and Facilities Committee
- November 15** Report and Presentation to Board for Action
- Oct 15 - Dec 15** Finalize Scope and Bid Document Preparation
- Dec 15 – Jan 15** District Review, Approval, and Funding
- Jan 15 – Feb 15** Notice of Bidding and Bidding
- Feb 15 – April 1** Review, Approval, Award, and Execution of Contract
- April 1 – May 1** Pre-construction
- May 1 – July 1** Construction
- August 1** Close-out and Full Completion



ANTICIPATED BUDGET MODEL

Based upon current market conditions, along with the information gathered from the site and the program vision expressed by the Park District to date, Lloyd recommends the following target budgets for the proposed scope of work.

Base Scope & Essential Features	\$1,050,000 to \$1,100,000
Optional Scope	
A - Irrigation Supply Upgrades	\$100,000
B - Improve Pedestrian Access	\$35,000
C - Upgraded Soccer Goal Netting	\$35,000
D - Upgraded Softball Ball Capture Netting	\$50,000 - \$100,000



Date **September 1, 2022**
 Project **Dan Foley Park Multi-use Synthetic Field**
 Proj No **21-180**
 Plans **Evaluation and Assessment**



Recommended Budget

	Qty/	Unit	Unit Cost	Total Cost
Mobilization and Preparation				
Mobilization and Site Prep	1	AL	\$ 10,000	\$ 10,000
Entrv Protection and Roadway	1	AL	\$ 7,500	\$ 7,500
SWPPP	1	LS	\$ 5,000	\$ 5,000
sub-total				\$ 22,500
Demolition				
Existing Turf Removal & Disposal (2.0" pile height)	103,000	SF	\$ 0.75	\$ 77,250
Hazardous Materials		NIC		\$ -
sub-total				\$ 77,250
Site Utilities				
New Synthetic Turf Infrastructure Boxes	1	AL	\$ 15,000	\$ 15,000
Storm Drain Inspection/cleaning and flushing	1	AL	\$ 7,500	\$ 7,500
New valve box installation and adjustments	1	AL	\$ 7,500	\$ 7,500
sub-total				\$ 30,000
Irrigation				
Rework irrigation heads, boxes, controls	8	EA	\$3,500	\$ 28,000
Repair booster pump and controls	1	AL	\$5,000	\$ 5,000
sub-total				\$ 33,000
Sitework				
Localized grade and depression repairs	1	AL	\$ 7,500	\$ 7,500
Nailer Board Spacers/Shims Repairs	1	AL	\$ 2,500	\$ 2,500
New base plates and anchors	1	AL	\$ 3,000	\$ 3,000
Repair localized underlayment/oad	1	AL	\$ 3,500	\$ 3,500
sub-total				\$ 16,500
Synthetic Turf System				
New Dual fiber Synthetic Turf 2"	103,000	SF	\$ 5.25	\$ 540,750
Increased infield face weight	6,500	SF	\$ 0.50	\$ 3,250
Marking and Striping	1	LS	\$ 7,500	\$ 7,500
Non-rubber infill premium	103,000	SF	\$ 0.75	\$ 77,250
Maintenance Equipment	1	LS	\$ 9,500	\$ 9,500
Soccer Goal anchors and frames	2	LS	\$ 2,500	\$ 5,000
Standard Turf Colors			included	\$ -
sub-total				\$ 643,250
Site Features and Amenities				
Localized fence fabric and dugout repairs	1	LS	\$ 25,000	\$ 25,000
Safety and backstop padding at softball	1	LS	\$ 6,500	\$ 6,500
sub-total				\$ 31,500
Site Structures				
Repair or replace failing foundation on storage building	1	LS	\$ 25,000	\$ 25,000
Architectural adjustments for repairs	1	LS	\$ 5,000	\$ 5,000
MEP Adjustment and repairs	1	LS	\$ 5,000	\$ 5,000
sub-total				\$ 35,000
Hard Construction Total				\$ 824,000

Engineering, bid documents, procurement, CA and quality control	7%	\$ 57,680	\$ 57,680
Scope and Engineering Contingency	10%	\$ 82,400	\$ 82,400
Owner Contingency	10%	\$ 82,400	\$ 82,400

Base SCOPE TOTAL \$ 1,046,480

Option A - Convert Irrigation Source to Domestic Water				
Mainline Extension and new connection	1	LS	\$ 40,000	\$ 40,000
New Backflow Preventor	1	LS	\$ 10,000	\$ 10,000
Capping and removal of existing lake supply	1	LS	\$ 10,000	\$ 10,000
Patching and site repairs	1	LS	\$ 15,000	\$ 15,000
Design Contingency	15%	\$ 11,250	\$ 11,250	
Additional Design and QA/QC	1	LS	\$ 5,000	\$ 5,000
Owner Contingency	10%	\$ 6,500	\$ 6,500	
Additional Estimated Cost				\$ 97,750

Option B - Add New Pedestrian and ADA Path				
New Paving, ramps, and gates	1	LS	\$ 15,000	\$ 15,000
Landscape and irrigation restoration	1	LS	\$ 5,000	\$ 5,000
Utility adjustments	1	LS	\$ 2,500	\$ 2,500
Additional Design and QA/QC	1	LS	\$ 4,500	\$ 4,500
Design Contingency	15%	\$ 4,050	\$ 4,050	
Owner Contingency	10%	\$ 2,700	\$ 2,700	
Additional Estimate Cost				\$ 33,750

Option C - Upgrade Soccer Goal Ball Capture Nets				
Extend netting system behind goal	2	EA	\$ 12,500	\$ 25,000
Additional Design and QA/QC	1	LS	\$ 2,500	\$ 2,500
Design Contingency	15%	\$ 4,125	\$ 4,125	
Owner Contingency	10%	\$ 2,750	\$ 2,750	
Additional Estimate Cost				\$ 34,375

Option D - Upgrade Softball Ball Capture and Safety Netting				
Extend netting system for ball capture and safety				
Modest	1	LS	\$ 30,000	\$ 30,000
Extensive	1	LS	\$ 100,000	\$ 100,000
Additional Design and QA/QC	1	LS	\$ 7,500	\$ 7,500
Design Contingency	15%	\$ 20,625	\$ 20,625	
Owner Contingency	10%	\$ 13,750	\$ 13,750	
Additional Estimated Range				\$ 50,000 to \$ 150,000

FIELD OBSERVATION REPORT A

ENGINEER
CONTRACTOR

~ Lloyd Engineering
~

PROJECT: Dan Foley Park, Vallejo; Synthetic Field Resurfacing

Lloyd Project No.
21-180

Site Visit Date & Time: Wednesday August 3, 2022, 8am

Report by: Bob Milano Jr., Lloyd Consulting Group

PRESENT AT SITE:

Consultant: Bob Milano Jr.

Contractor: n/a

Owner: District Staff and Supervisor Chris Andrade <candrade@gvrd.org>

A site review observation, evaluation, and testing was conducted in and around the existing synthetic soccer and softball/youth baseball field at Dan Foley Park for the purposes of planning and replacing the synthetic turf surfacing and any associated deferred maintenance work.

1. The site was dry with no standing water on the field or adjacent landscapes.
2. The synthetic turf is at or very near the end its useful life with several obvious patches in high wear areas and a few minor spots where the turf has worn through to the backing and beyond.
3. The overall grade of the field was very uniform maintaining what appeared to be the original slope and features as designed.
4. The inlaid lines were straight, uniform, and very little waviness indicating settlement, shifting, and dislodging of materials under the turf surfacing had occurred since the original installation. A few localized minor depressions were visible on the surface, but no major settlement of any utility tranches or drain lines were evident.
5. Overall, from a surface observation the underlying structural base and associated underground infrastructure appears in good condition with no visible surface indications of major problems.
6. The venue is night lit and the field layout is a combined soccer and softball/youth baseball configuration.



Photo 1 – Overview

FIELD OBSERVATION REPORT A

ENGINEER
CONTRACTOR

~ Lloyd Engineering
~



Photo 2 & 3 – Localized patches

7. All of the surface utility features and boxes were reviewed, and some adjustments and local repairs will be needed, particularly around the in-ground water cannon irrigation systems should they be retained as part of the project.



Photo #4 & #5 – In-ground Utilities

FIELD OBSERVATION REPORT A

ENGINEER
CONTRACTOR

~ Lloyd Engineering
~

8. Lloyd gathered some samples of the existing in-fill and fiber. The infill appears to be a blend of clean sand and rubber particles. Based upon the shiny nature of the rubber surfaces and the clean angles it is likely that the materials are a “cryogenic” rubber. The fiber appears to be a 2” pile height all monofilament fiber.

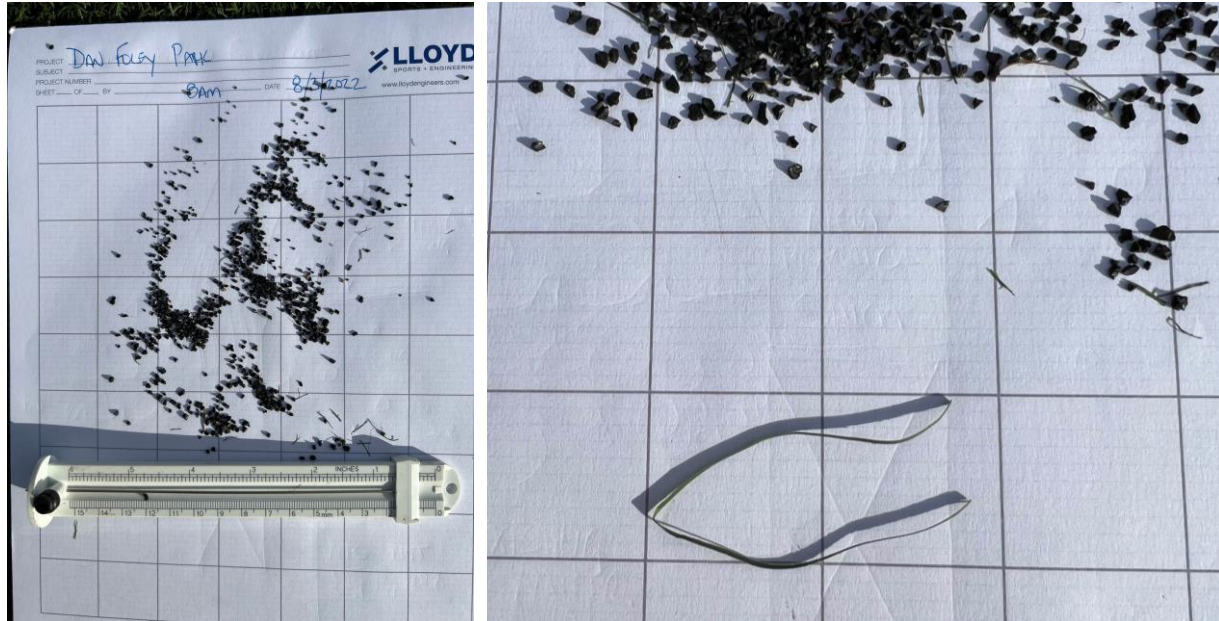


Photo #9 & #10 – Crumb rubber sample and Fiber turfing length

9. Lloyd and the District team then carefully conducted a subsurface investigation of the existing system and to conduct an ASTM F2898-11 Infiltration Test. The results and findings of that exploration are as follows:



Photo # 11 – Northeast Corner Selected for Investigation

FIELD OBSERVATION REPORT A

ENGINEER
CONTRACTOR

~ Lloyd Engineering
~

10. The carpet was carefully peeled back exposing the first layer of materials a white foam underlayment (Brock Power Base?). This material provides both shock attenuation for user safety and horizontal drainage just under the playing surface. The back of the turf was in good condition and indicated a FieldTurf product based on the manufacturing technique and wider tuft gauge.



Photo #12 – Underlayment



Photo # 11- Turf backing

11. The underlayment was removed and revealed a base covered in a geofabric and an open stone infiltration drain trench filled with clean angular 3/4” stone. The assembly was very clean and no obvious signs of settlement, or lateral movement of silt, sands, or soils. The 30” to 36” wide infiltration trench was in good condition. Upon rolling back the geofabric it revealed a second fabric that lined/wrapped the infiltration trench.

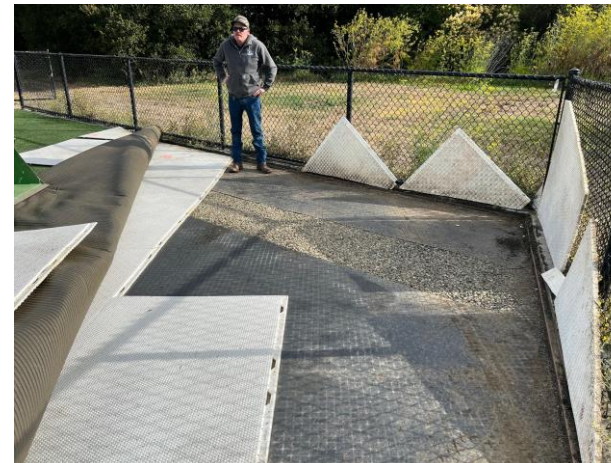


Photo #12 Geofabric and Drain Trench



Photo # 13 – Geofabric Close-up

FIELD OBSERVATION REPORT A

ENGINEER
CONTRACTOR

~ Lloyd Engineering
~



Photo #14 – Overview



Photo #15 – Infiltration Trench

12. The perimeter nailer made of plastic/synthetic lumber was in serviceable condition and well anchored to the concrete perimeter band.

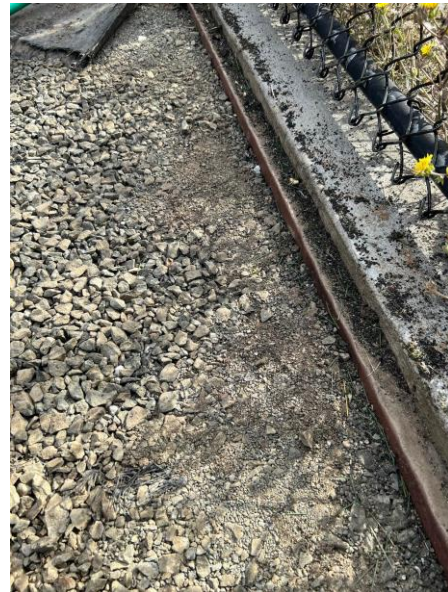


Photo #14 – Nailer



Photo #15 – Close-up

13. The underlayment is in fair condition and should withstand a resurfacing with only minor patch and repair after demolition of the turf. The product typical has a 20 - 25 year warranty.

FIELD OBSERVATION REPORT A

ENGINEER
CONTRACTOR

~ Lloyd Engineering
~



Photo #14 – Bottom side of Underlayment



Photo #15 – Close-up

14. An unconfined infiltration test was conducted on the base at the rolled back flap located in the Northeast corner of the field. (ASTM F2898-11 test method was used). The **test was formally inconclusive** as water was moving vertically into the infiltration drain and data could not be collected from this location. A test atop the fabric layer would have likely shed water even quicker to the underground drain system.



Photo 13 – Start of Test on



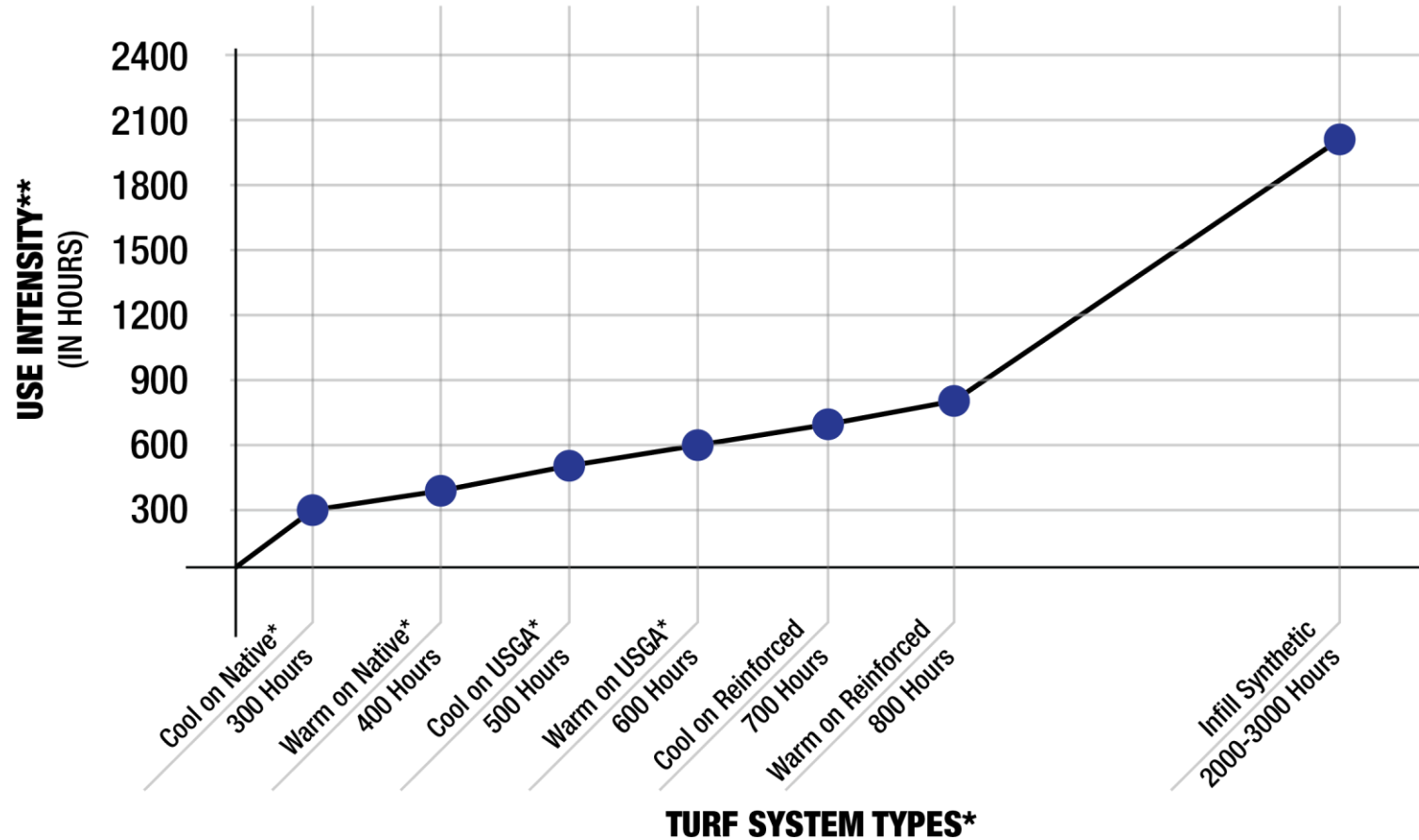
Photo 14 – Water Immediately draining

End of Report

PROGRAM ACCESS FORECAST

NATURAL GRASS TURF

TURF SYSTEM & USE INTENSITY MODEL



*TURF SYSTEM TYPE: ESTIMATED 3-SEASON HOURS BY MONTGOMERY COUNTY MARYLAND FOR 2011 STUDY STADIUM LEVEL FIELD

** USE INTENSITY: # OF PARTICIPANTS, DURATION OF ACTIVITY, INTENSITY FACTOR

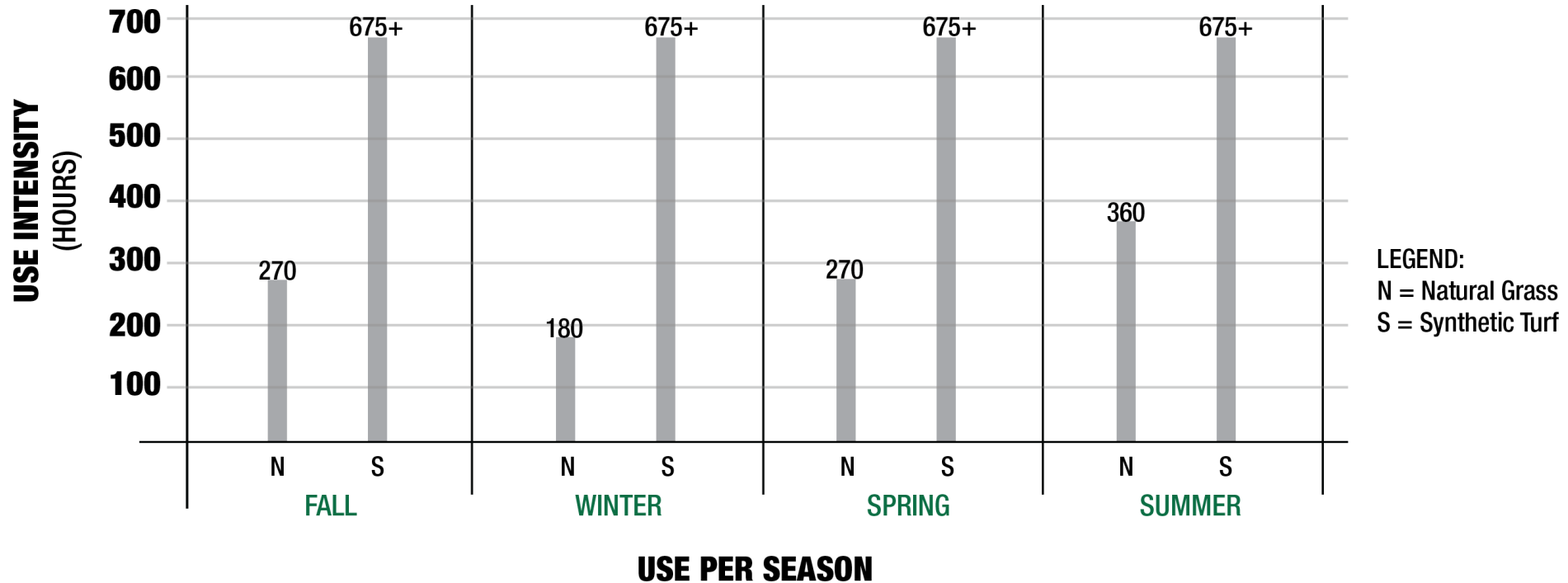
GREATER VALLEJO PARKS AND RECREATION DISTRICT

Dan Foley Multi-Use Fields Estimated Program Access

SEASON	NATURAL	SYNTHETIC	
FALL	270 (3 Hours Day)	675 (7-8 Hours Day)	
WINTER	180 (2 Hours Day)	675 (7-8 Hours Day)	
SPRING	270 (3 Hours Day)	675 (7-8 Hours Day)	
SUMMER	360 (4 Hours Day)	675 (7-8 Hours Day)	
	1080 HOURS	2,700+ HOURS	

GREATER VALLEJO PARKS AND RECREATION DISTRICT

Dan Foley Multi-Use Fields Estimated Program Access





Agenda 9D

BOARD COMMUNICATION

Date: December 8, 2022

TO: Board Chairperson and Directors
FROM: Penny Harman, Finance Director
SUBJECT: Approve Policy #3031-Debt Management

BACKGROUND

SB1029's requirement to adopt formal debt management policies became effective for bonds sold after January 1, 2017. The District has not issued debt previously, as such they were not previously required to adopt debt management policies.

The Debt Management Policies must address 5 areas:

- A. Purposes for which the debt proceeds may be used.
- B. Types of debt that may be issued.
- C. Relationship of the debt to, and integration with, the District's CIP and/or budget
- D. Policy goals related to the District's planning goals and objectives.
- E. Internal control procedures that the District will implement to ensure that the proceeds of the proposed debt issuance will be directed to the intended use.

SUMMARY

Government Code section 8855(i) requires that public entities issuing debt certify to the California Debt and Investment Advisory Commission (CDIAC), that they have adopted Debt Management Policies, and that the proposed bond issuance complies with these adopted policies

DISCUSSION

The attached Debt Management Policy has been written to include all elements required by CDIAC. These policies serve as a starting point that sets parameters for issuing debt and managing the District's debt portfolio; should the District continue to issue debt, the District may incorporate additional elements over time.

The adoption of formal, written financial policies are viewed as a best management

practice, and treated as a credit positive by the bond rating agencies. Adoption of the attached Debt Management Policy will help ensure that District's debt is issued and managed prudently; and will help the District to maintain a sound fiscal position. These policies should be view as a tool to provide guidance to staff and decision-makers in the future.

The policies should be reviewed and amended by Staff and the Board of Directors periodically and prior to the issuance of debt.

ENVIRONMENTAL ANALYSIS

The proposed actions do not constitute a project under the California Environmental Quality Act ("CEQA"), and it can be seen with certainty that it will have no impact on the environment. Thus, this matter is exempt from CEQA.

FISCAL IMPACT

There is no fiscal impact from the adoption of the Pension Funding Policy

RECOMMENDATION

This policy was reviewed by the Budget and Finance Committee on October 11, 2022. Both committee members approved.

It is recommended that the Board of Directors adopt Policy #3031-Debt Management

Attachments: Policy 3031-Debt Management

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Debt Management Policy

POLICY NUMBER: 3031

This Debt Management Policy (the “Debt Policy”) of the Greater Vallejo Recreation District (the “District”) was approved by its Board of Directors on December 8, 2022. The Debt Policy may be amended by the Board of Directors as it deems appropriate from time to time in the prudent management of its debt. Any approval of debt by the District Council that is not consistent with this Debt Policy shall constitute a waiver of this Debt Policy.

1. Findings

This Debt Policy is intended to comply with Government Code Section 8855(i), effective on January 1, 2017, and shall govern all debt undertaken by the District.

The District hereby recognizes that a fiscally prudent debt policy is required in order to:

- Maintain the District’s sound financial position.
- Ensure the District has the flexibility to respond to changes in future service priorities, revenue levels, and operating expenses.
- Protect the District’s credit worthiness. Ensure that all debt is structured in order to protect both current and future taxpayers, customers and constituents of the District.
- Ensure that the District’s debt is consistent with the District’s planning goals and objectives and capital improvement program or budgets, as applicable.

2. Policies

A. Purposes For Which Debt May Be Issued

Long-Term Debt. Long-term debt may be issued to finance the construction, acquisition, and rehabilitation of capital improvements and facilities, equipment and land to be owned and operated by the District.

(a) Long-term debt financings are appropriate when the following conditions exist:

- When the project to be financed is necessary to provide basic services.
- When the project to be financed will provide benefit to constituents over multiple years.
- When total debt does not constitute an unreasonable burden to the District and its taxpayers and its customers.
- When the debt is used to refinance outstanding debt in order to produce debt service savings or to realize the benefits of a debt restructuring.

(b) Long-term debt financings will not generally be considered appropriate for current operating expenses and routine maintenance expenses.

(c) The District may contemplate the following debt structure considerations:

Final Maturity – The final maturity of the debt shall not exceed, and preferably be less than, the remaining useful life of the assets being financed. To comply with Federal tax regulations, the average life of a financing shall not exceed 120% of the average life of the assets being financed.

Debt Service – Payments should be structured with level debt service payments over the life of the debt. The District may also structure the amortization of principal to wrap around existing obligations or back-loaded to achieve other financial planning goals. In general, deferring the repayment of principal should be avoided except in select instances where it will take a period of time before project (dedicated) revenues are sufficient to pay debt service.

Method of Sale – Working in conjunction with its financial advisor, the District will select a method of sale: competitive sale, negotiated sale, or private placement. The District will determine the most appropriate method taking into account size/structure/credit consideration, current capital market conditions, and other financial transaction-specific and policy considerations.

Lien Structure – Senior and subordinate liens will be utilized in a manner that will optimize either debt service or bonding capacity, allowing for the most beneficial leverage of revenues.

Capitalized Interest – The District may elect to fund capitalized interest in connection with the construction of certain projects when revenues from the project will not be available until completion.

Reserve Funds – A debt service reserve fund (DSR) may be required for rating or marketing reasons. If available, a DSR can be funded with a surety policy or letter of credit from a bank or bond insurance company. The reserve may be funded from 1) the proceeds of a debt issue

or 2) the reserves of the District. A cash reserve fund will be invested pursuant to the investment restrictions associated with the respective financing documents. For each debt issue, staff will evaluate net borrowing cost of the financing with a DSR or surety policy, taking into consideration the investment of the DSR over the life of the issue.

Redemption Provisions – The District shall seek to structure each issue with an optional redemption or call provision unless the final maturity is less than 10 years. Redemption provisions will be established on a case-by-case basis, taking into consideration market conditions and the results of a call option analysis prior to the time of sale. Because the issuance of non-callable debt may restrict future financial flexibility, cost will not be the sole determinant in the decision to issue non-callable debt.

Ratings – The District's objective is to maintain or improve its credit ratings as a way of reducing financing costs. The General Manager shall be responsible for implementing and managing the District's credit rating agencies relations program. This effort shall include providing the rating agencies with the District's annual budget, financial statements, and other information they may request. Staff should coordinate periodic meetings with the rating agencies and communicate with them prior to each debt issuance.

Credit Enhancement – Bond insurance will be used when it provides an economic advantage to a particular debt maturity or the entire issue. The District will evaluate the availability and cost/benefit of credit enhanced debt versus unenhanced debt prior to issuing any debt.

Variable Rate Debt – The District shall seek to utilize long-term fixed rate bonds. However, the District may consider issuing variable rate bonds. In managing its variable rate debt, staff will regularly monitor the market for credit enhancement providers and alternative variable rate products and the use of alternative variable rate instruments that do not require credit enhancement. The District should seek to diversify its exposure to banks when selecting institutions to provide liquidity or credit enhancement for variable rate debt.

Short-term debt. Short-term debt may be issued to provide financing for the District's operational cash flows in order to maintain a steady and even cash flow balance. Short-term debt may also be used to finance short-lived capital projects; for example, the District may undertake lease-purchase financing for equipment.

B. Types of Debt

For purposes of this Debt Policy, "debt" shall be interpreted broadly to mean loans, bonds, notes, certificates of participation, financing leases, or other financing obligations, but the use of such term in this Debt Policy shall be solely for convenience and shall not be interpreted to characterize any such obligation as an indebtedness or debt within the meaning of any statutory or constitutional debt limitation where the substance and terms of the obligation comport with exceptions thereto.

The following types of debt are allowable under this Debt Policy:

- general obligation bonds
- bond or grant anticipation notes
- lease revenue bonds, certificates of participation and lease-purchase transactions
- state or federal loans,
- loans and lines of credit with banks and other long-term financial institutions
- Pension Obligation Bonds
- refunding of any of the prior listed obligations or other long-term prior financial commitments

The District may from time to time find that other forms of debt would be beneficial to further its public purposes and may approve such debt without an amendment of this Debt Policy.

Debt shall be issued as fixed rate debt unless the District makes a specific determination as to why a variable rate issue would be beneficial to the District in a specific circumstance.

C. Relationship of Debt to Capital Improvement Program and Budget

The District intends to issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in the District's capital budget and the capital improvement plan.

The District shall strive to fund the upkeep and maintenance of its infrastructure and facilities due to normal wear and tear through the expenditure of available operating revenues.

The District shall seek to avoid the use of debt to fund infrastructure and facilities improvements that are the result of normal wear and tear.

The District shall integrate its debt issuances with the goals of its budget (and capital improvement costs) by timing the issuance of debt to ensure that proceeds are available when needed in furtherance of the District's public purposes.

The District shall seek to avoid the use of debt to fund infrastructure and facilities improvements in circumstances when the sole purpose of such debt financing is to reduce annual budgetary expenditures.

The District shall seek to issue debt in a timely manner to avoid having to make unplanned

expenditures for capital improvements or equipment from its general fund.

D. Policy Goals Related to Planning Goals and Objectives

The District is committed to long-term financial planning, maintaining appropriate reserve levels, and employing prudent practices in governance, management and budget administration. The District intends to issue debt for the purposes stated in this Policy and to implement policy decisions incorporated in the District's annual operations budget.

It is a policy goal of the District to protect taxpayers, ratepayers, customers, and constituents by utilizing conservative financing methods and techniques so as to obtain the highest practical credit ratings (if applicable) and the lowest practical borrowing costs.

The District will comply with applicable state and federal law as it pertains to the maximum term of debt and the procedures for levying and imposing any related taxes, assessments, rates and charges.

When refinancing debt, it shall be the policy goal of the District to do so either for the purpose of realizing debt service savings or for the purpose of restructuring debt in a manner which is in the best financial interests of the District.

Any refinancing of debt for the purpose of realizing debt service savings should seek achieve a minimum net present value debt service savings equal to or greater than 3.0% of the refunded principal amount. The 3.0% threshold should serve as a **guideline**, the District may refinance outstanding bonds in order to meet certain policy/financial objectives, such as: removing restrictive covenants, reshaping debt profile or budgetary/cash flow relief, unique financial circumstances or historically low interest rates, and limit term to maturity.

E. Internal Control Procedures

Use of Financial Advisor – In accord with the Government Finance Officers Association (GFOA) recommendation, the District should retain an independent registered municipal advisor (financial advisor) when it is contemplating the issuance of bonds (during the initial planning phase). The financial advisor shall assist the District in evaluating all financing options, assembling the other members of the financing team and facilitate the bond issuance process. The financial advisor shall provide objective advice and analysis, maintain confidentiality of District financial plans, and fully disclose any potential conflicts of interest.

The District will comply with all financing covenants to maintain the validity of the issuance of debt, including, but not limited to tax-exemption, arbitrage rebate compliance, insurance provisions, reporting and monitoring requirements. The District will ensure compliance with all continuing disclosure requirements as part of its ongoing debt program. Any instance of noncompliance will be reported to the Board of Directors.

The District will periodically review the requirements of and will remain in compliance with the following:

- any continuing disclosure undertakings under SEC Rule 15c2-12,
- any federal tax compliance requirements, including without limitation arbitrage and rebate compliance, related to any prior bond issues, and
- the District's investment policies as they relate to the investment of bond proceeds.

It is the policy of the District to ensure that proceeds of debt are spent only on lawful and intended uses. Whenever reasonably possible, proceeds of debt will be held by a third-party trustee and the District will submit written requisitions for such proceeds.

The District shall seek to borrow tax-exempt proceeds that can be reasonably spent within the IRS spending requirements (e.g. 85% within 3 years).

The District will submit a requisition only after obtaining the signature of the District Manager. In those cases where it is not reasonably possible for the proceeds of debt to be held by a third-party trustee, the person performing the function of chief financial officer of the District shall retain records of all expenditures of proceeds through the final payment date for the debt.



Agenda 9E

BOARD COMMUNICATION

Date: December 8, 2022

TO: Board Chairperson and Directors
FROM: Penny Harman, Finance Director
SUBJECT: Approve Policy #3066-Pension Funding

BACKGROUND

The capital markets now expect agencies to have a formally adopted policy to illustrate their commitment to addressing their unfunded pension liabilities. Although there are no legal or regulatory requirements to formally adopt pension funding policies, it has now effectively become an industry standard practice.

Like any financial policy, the pension funding policy is designed to serve as a guideline for the current and future Board.

SUMMARY

With the resurgence of issuance of pension obligation bonds (POBs), the ratings agencies, investors, and insurers/ banks are seeking formally adopted Pension Funding Policies.

DISCUSSION

The Pension Funding Policy provides a general background on CalPERS, elaborates on the Normal Costs and UAL and provides a breakdown of the District two pension plans (i.e., Classic Plan 2.0% @ 55 and PEPR 2.0% @ 62). Additionally, the policy describes the on-going and dynamic nature of the District's UAL, due to annual adjustments made to the District's UAL each year by CalPERS (i.e., adding new amortization bases).

The next section addressing an expectation to fully fund the pension liability (i.e., 100% funded), but given the dynamic and changing nature of the UAL that the District should seek to maintain a range between 90% and 110% funding level.

The policy discusses the use of additional resources/reserves for making any Additional Discretionary Payments (ADPs) or pre-paying any portion of the UAL. It further specifies

how the District should use Base Targeting Strategies to meet their financial objectives (pay short bases for budgetary savings and longer bases for total savings).

Finally, we discuss specific pension funding strategies, including:

- Use of reserves and 1-time monies
- Salary benefit cost containment
- Pension Obligation Bonds
- Pension Stabilization Fund / 115 Trust

The policy should be reviewed and amended by Staff and the Board of Directors periodically and prior to the issuance of debt.

ENVIRONMENTAL ANALYSIS

The proposed actions do not constitute a project under the California Environmental Quality Act ("CEQA"), and it can be seen with certainty that it will have no impact on the environment. Thus, this matter is exempt from CEQA.

FISCAL IMPACT

There is no fiscal impact from the adoption of the Pension Funding Policy

RECOMMENDATION

This policy was reviewed by the Budget and Finance Committee on October 11, 2022. Both committee members approved.

It is recommended that the Board of Directors adopt Policy #3066-Pension Funding

Attachments: Policy 3066 - Pension Funding

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Pension Funding Policy

POLICY NUMBER: 3066

This policy is intended to provide guidance and strategies to current and future Board of Directors for addressing the District's retirement liabilities. The policy includes internal budgeting, policy directives, and financing mechanisms.

The District acknowledges that addressing retirement costs is a dynamic process: unfunded liabilities change each year, due to actual investment performance, changes in actuarial assumptions, changes in benefit levels or criteria, and annual contribution levels. As such, the District will be required to continually monitor its unfunded retirement costs.

These policies are designed to provide a framework for decision-making as well as general guidelines for the application of additional monies or "Additional Discretionary Payments" toward the District's unfunded retirement costs.

Background

The District provides defined benefit pension plan through the California Public Employees' Retirement System (CalPERS). All qualified full-time District employees are required to participate in CalPERS. CalPERS provides retirement, disability benefits, death benefits, and annual cost of living adjustments to plan members and beneficiaries. CalPERS acts as a common investment and administrative agent for participating public entities within the State of California. A menu of benefit provisions and other requirements is established by State statutes within the Public Employee's Retirement Law.

The District is statutorily required to make payments to CalPERS on an annual basis. The District's annual payments to CalPERS is comprised of two components: Normal Costs and UAL Payments.

Normal Cost – represent the cost of pension benefits earned by current employees for their current year of service. Normal Costs payments are made monthly to CalPERS, which are based on a percentage of payroll.

UAL Payments – represents the shortfall in assets needed to fully fund prior benefits earned by employees and retirees. UAL payments are annual fixed dollar payments required to fund this shortfall.

The District has two (2) pension plans through CalPERS that employees currently have vested pension benefits in:

- **Classic Plan** (2.0% @ 55) - accounts for 98% of the District's pension liability.
- **PEPRA Plan** (Public Employee Pension Reform Act - 2.0% @ 62) – enacted by California Legislation for employees hired and new entrants after January 1, 2013.

Glossary of Terms

1. **Additional Discretionary Payment (ADP)** – An Additional Discretionary Payment (ADP) is an optional payment made to CalPERS to help pay down the pension liability. This payment is in addition to the Normal Cost and UAL Payments that are described in this policy. ADPs serve to reduce the UAL and future required contributions and can result in significant long-term savings.
2. **Amortization Bases** – Separate payment schedules for different portions of the Unfunded Accrued Liability. The separate bases consist of changes in the various factors/assumptions described in the “CalPERS Annual Adjustments to UAL/Amortization Bases” section of this policy. Year-to-year changes to the pension liability are added as new amortization bases by CalPERS.
3. **Classic Plan** – Benefit formula for employees hired prior to January 1, 2013. Employees on the Classic Plan are eligible for retirement benefits starting at age 50 and can receive full retirement benefits at age 55. Final retirement benefits are calculated based on the employee's final compensation, and years of service.
4. **Discount Rate** – The long-term interest rate used by CalPERS in determining funding for future pension benefits. Also known as the assumed rate of return because it is what CalPERS expects its investments to earn during the fiscal year. CalPERS Board of Administration meets annually to vote on discount rate changes. Lowering the rate generally results in increased employer contributions.
5. **Fresh Start** – A Fresh Start is the re-amortization of one or more of the Unfunded Accrued Liability amortization bases over a shorter period. The goal of a Fresh Start is to reduce the UAL more quickly and provide significant long-term savings.
6. **Funded Status (Funding Ratio)** – Assessment of the need for future employer contributions. This is measured by dividing the District's Market Value of Assets by its Accrued Liability.
7. **Public Employment Pension Reform Act (PEPRA) Plan 2% @62** – Benefit formula for employees hired after January 1, 2013. PEPRA employees are eligible for retirement benefits starting at age 52 and can receive full benefits at age 62.
8. **Unfunded Accrued Liability (UAL)** – Difference between the pension plan liabilities (i.e., money the pension plan owes to current and future retirees) and the pension plan assets (i.e., money coming into the plan via contributions). In other words, it is how much money the pension plan would be short if all benefits for members past and present had to be paid today.
9. **Unfunded Accrued Liability (UAL) Payments** – Amount due to CalPERS to fund the District's Unfunded Accrued Liability (UAL). This is an annual lump-sum payment

made by the District and in addition to the normal contributions (Normal Cost) made by the District and based on a percentage of payroll.

Annual Adjustment to UAL/Amortization Bases

Every August, CalPERS releases a new actuarial valuation report, based on values as of June 30th of the previous year. CalPERS calculates the District's UAL as of this new valuation date, which increases or decreases from year to year, due to changes in the following factors/assumptions:

- Investment Performance – adjustment for investment gains/losses relative to the states CalPERS Discount Rate (6.80%);
- Demographic Performance – adjustments made based on actual performance compared to actuarial assumptions, which includes early/late retirement, disability, mortality, promotion, terminations, etc.
- Actuarial Assumptions - changes in the discount rate, life expectance, rate of inflation, rate of return, etc.);
- Payroll Changes - increase/decrease in number of employees or salary increases or adjustments.

CalPERS accounts for these changes by adding new Amortization Bases each year, adjustments that lower the District's UAL take the form of a "credit". CalPERS amortizes these adjustments over 20 years or less. The District is establishing this Policy to address the existing UAL and any new pension liabilities, or amortization bases, that may arise on an annual basis.

Annual Review

After the release of the most current CalPERS actuarial report, staff shall present a summary of the plan's funding status. This information shall be presented during a public Board meeting, which shall include a summary of funding status, funding progress compared to prior years, as well as any recommended actions and/or budget adjustments.

Target Funding Level

Given the fixed dollar, formula-based pay out associated with a defined benefit pension plan, the funding goal of a defined benefit plan is:

Funded Status - Based on the District's most recent Annual Valuation Report as of June 30, 2020, The Classic Plan's UAL is equal to \$6,045,851 or 69.5%, while the UAL for PEPRA employees is 88.8% or \$109,649.

The District's CalPERS pension plan is expected to be fully funded after the issuance of pension obligation bonds and credit for investment returns in FY21. Going forward, the District shall seek to maintain its pension fund fully funded. The District shall target a minimum funding level of 90% and upper range of 110%.

Allocation of Additional Resources / ADPs

The District seeks to maintain adequate levels of reserves in accordance to its stated reserve goals and adopted reserve policies. To the extent that the District has a UAL, it shall endeavor to use excess reserves, unspent budget monies, unspent proceeds for a capital project, and/or other one-time revenues in the following order:

First, to retain sufficient monies to meet District's stated reserve targets; and

Second, to meet any board-determined priority; and

Third, to pay-off all of or a significant portion of its unfunded liability.

The District shall endeavor to apply available monies toward its unfunded retirement costs in the form of Additional Discretionary Payments (ADP to CalPERS), utilizing Targeting Strategies outlined below.

UAL pension funding decisions shall be made on a case-by-case basis each year by the General Manager, subject to Board Approval.

Targeting Strategies

To maximize interest costs savings, the District shall apply ADPs toward the Amortization Bases with the longest remaining term (maturity). Should the District seek to optimize budgetary (cash flow) impact, it should seek to apply these monies toward the Amortization Bases with the shortest term, and/or retain in a restricted reserve intended to serve as a pension stabilization fund. Specific recommendations regarding how much monies to apply toward unfunded pension shall be provided by District staff.

All pre-funding decisions will require detailed financial analysis to be performed; and shall include proper documentation of the analysis, methodology, and decision-making process.

STRATEGIES

The District has a number of different financing strategies available to address its pension liabilities. The District should seek to utilize one or more of the following strategies:

1. Use of Reserves and One-Time Monies – The District maintains reserves comprised of unrestricted and restricted reserves. The District's Reserve Policy is to maintain target levels in unrestricted reserves towards the potable, non-potable and wastewater operation and emergency reserves, and capital replacement funds. To the extent the District has an UAL, it shall endeavor to apply excess monies in its reserves to pay-off its UAL, unless an alternative use of such monies presents a greater opportunity cost.

2. Salary/Benefit Cost Containment – During consideration of employee raises, District staff shall take into consideration the impact of any raises on employee contribution levels to the Normal CalPERS costs and the UAL. District staff shall perform an analysis of the projected financial impact of proposed salary /benefit increases to the District's Pension Costs. This information shall be presented to the Board of Directors for their consideration.

CalPERS assume that wages will increase by 2.75%, on average, over time. This measure should serve as a benchmark for analysis. Any analysis should not measure salary/wage growth on an individual year, but rather over a long-term basis.

3. Pension Obligation Bonds – The District may use bonds to “refinance” a portion of its unfunded pension or OPEB liability. Bonds should be issued as part of a long-term plan to address the District’s unfunded liabilities. Since these bonds are issued on a taxable basis, they carry a higher interest rate than traditional municipal “tax-exempt” debt. The District shall adhere to the following general criteria to address GFOA concerns:

- The bonds shall not be structured to defer payments or extend the final maturity date.
- Bonds shall be structured with standard call provisions (e.g., 100%-102% in 10 years)
- Bonds shall not finance current or normal costs; they shall only be used to refinance unfunded pension and OPEB liabilities.
- The interest rate on bonds shall be at least 2.0% less than the current /projected CalPERS Discount Rate.
- Bonds should provide demonstrated cash flow savings - a target minimum of 10% NPV savings (except for refunding bonds).

4. Creation of CalPERS Liability Fund – The District shall consider creating a Pension Stabilization Fund, which sets aside excess monies, to address additional bases created by CalPERS when its investments do not make its projected earnings or to make Additional Discretionary Payments. The District may seek to invest such monies in a 115 Trust, to allow the District to more closely match the investment options to the pension liabilities.

These policies are intended to provide general guidelines. Each individual decision shall require analysis and review on a case-by-case basis. This policy document is intended to serve as a living document, which will require periodic review and updated to take into account changes in the District’s financial position and funding status.

The District’s Pension Funding Policy shall be adopted (and revised) by Resolution.



GREATER VALLEJO RECREATION DISTRICT

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

Board of Directors
Rizal Aliga
Ron Bowen
Robert Briseño
Adjoa McDonald
Wendell Quigley

General Manager
Gabe Lanusse

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

Proposed 2023 Board Meeting Schedule

Date	Meeting	Time
January 12, 2023	Regular Meeting	6:30pm
January 22, 2023	Regular Meeting	6:30pm
February 9, 2023	Regular Meeting	6:30pm
February 23, 2023	Regular Meeting	6:30pm
March 9, 2023	Regular Meeting	6:30pm
March 23, 2023	Regular Meeting	6:30pm
April 13, 2023	Regular Meeting	6:30pm
April 27, 2023	Regular Meeting	6:30pm
May 11, 2023	Regular Meeting	6:30pm
May 25, 2023	Regular Meeting	6:30pm
June 8, 2023	Regular Meeting	6:30pm
June 22, 2023	Regular Meeting	6:30pm
July 13, 2023	Regular Meeting	6:30pm
July 27, 2023	Regular Meeting	6:30pm
August 10, 2023	Regular Meeting	6:30pm
August 24, 2023	Regular Meeting	6:30pm
September 14, 2023	Regular Meeting	6:30pm
September 28, 2023	Regular Meeting	6:30pm
October 12, 2023	Regular Meeting	6:30pm
October 26, 2023	Regular Meeting	6:30pm
November 9, 2023	Regular Meeting	6:30pm
November 23, 2023	Regular Meeting	6:30pm
December 14, 2023	Regular Meeting	6:30pm
December 28, 2023	Regular Meeting	6:30pm



Agenda 10B

BOARD COMMUNICATION

Date: December 8, 2022

TO: Board Chairperson and Directors

FROM: Staff

SUBJECT: Board of Director's Office Nomination Form

BACKGROUND AND DISCUSSION

Each Year in January the Board elects officers to serve in that office for a period of one year. This form should be completed and turned in to the current Chairperson prior to the January 12, 2023 meeting.

Policy #4040

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

DOCUMENTS AVAILABLE FOR REVIEW

- a. Board of Director's Nomination form for Calendar Year 2023

Greater Vallejo Recreation District

**Board of Directors'
Office Nomination Form
For Calendar Year 2023**

Chairperson

Vice-chairperson

Secretary

Please take a moment to nominate and/or indicate your own personal interest for a said office. Please return the form to the current Chair or come prepared to discuss at the January 12, 2023 meeting. Thank you.



Human Resources Board Update

12/8/2022

Personnel Update:

- Human Resources Director Casey Halcro has turned in her resignation. Her last day will be December 9, 2022.
- While no one asked Casey's opinion and the District is under no obligation to even hear her opinion out, she's choosing to share it anyway 😊
 - Casey highly recommends that GVRD place HR Clerk L. Morehouse into an Interim HR Director position and wait until after the holidays to embark on a recruitment for a new HR Director. Mrs. Morehouse has learned and grown in her role considerable and can help keep the HR department moving forward in this time of transition. It would be helpful for her to have a PT person or two to help in this time of transition as well.
- Since Casey is sharing unsolicited thoughts, she also recommends that the GVRD Board of Directors consider finding ways to engage the Executive Staff in conversations regarding their needs as an Executive Team. Currently, there is no formal way for the Executive Staff to engage the Board of Directors without the General Manager a go between.
- Lastly, in the spirit of unsolicited feedback from the HR Director...GVRD staff need support from both Management and the Board of Directors. Please remember to support our staff, thank our staff, and find ways to show appreciation.

Policy Update:

- No new updates here, but...if you're looking for unsolicited thoughts (and really, who wouldn't want those?!?!), it would be incredibly helpful to both GVRD and the HR Department to work with an outside consultant to provide a full update to the Policy manual; including all local, state, and federal law updates.

Training:

- The HR Department and the GM attended the CALPELRA 2022 conference and learned a lot. The HR team saved all of their workshop slides and information internally for future use.
- But...speaking of unsolicited feedback (three cheers for this ongoing thread through this report), GVRD has some of the best staff around, actually, maybe THE best staff around. However, there has not been any formal training offered for staff learning to supervise other staff. This would be a great thing to offer staff, a chance to learn how to best manage people. It's both an art and a science and something that can be positively impacted through training!

Appreciation:

- Have y'all seen all the work our Parks/Facilities staff have completed this year? IT HAS BEEN PHENOMENAL. Some of that very hard work has been done on weeks when it's over 100 degrees. Other times that work is accomplished on weeks where it's non-stop raining. Regardless, the Parks/Facilities staff show up and get the job done, every day. Please remember to thank your Parks and Facilities staff who work hard to provide the Vallejo Community better Parks and Facilities.
- Y'all – did you hear that GVRD DOUBLED the number of people they served for the Thanksgiving dinner kit giveaway AND they had community volunteers come help. Our Recreation staff continue to innovate and offer opportunities to our Vallejo Community. Even through the winter rain, they brought the much-loved tree lighting ceremony at Children's Wonderland.
- Have you looked at the GVRD Website recently? It's pretty incredible, right? These constant updates and upgrades to our website are brought to you in large part by the hard work of both Kimberly Pierson and Jeffrey Worrell. You don't always see the hard work that our Admin team, HR team, and Finance team bring forward because it's more behind the scenes than not. But, they are working hard day in and day out.
- According to our HRIS, I will have worked at GVRD for 3 years, 7 months, and 24 days on my last day. I am incredibly grateful to GVRD for the last 3 years, 7 months, and 23 days. It's been an opportunity to grow, learn, and excel in my career that I won't forget, nor will I take for granted. The ways that these staff members and Board of Directors do positive work on behalf of the Vallejo community is wonderful. I am very proud to have been a small part of the incredible work happening at GVRD.

Unsolicited Thoughts:

- Week in and week out, your GVRD Executive Staff leadership work incredibly hard on behalf of this community. Some weeks, that means Executive Staff are working late into the evening to attend Board Meetings, Committee Meetings, and Community Outreach Meetings. While no one asked me to give my thoughts, would I really be me, if I didn't offer them anyway? 😊
 - Help the GM find ways to allow these Executive Staff members to flex their schedules, so they aren't feeling burnt out. Our jobs, and this community, are incredibly important to all of us on the Executive Team, and we can't pour from empty cups. Without some opportunities to refuel and refill ourselves, we won't have as much to give to GVRD.

As Confucius said, “Wherever you go, go with all your heart.”

From my heart, thank you all for everything.



Finance Department Board Update

12/08/22

Property Taxes 1st apportionment for FY 22-23

- Received notification from the county that the first apportionment of taxes for FY 2022-2023 will be on Tuesday, December 20, 2022.

W-2's and 1099's

- We will be working on W-2's and 1099's for the calendar year 2022 next month. They will be distributed on or before January 31, 2023.

Trust Training

- Accounting Clerk II Betty DalPorto and Accounting Clerk I Dayna Asbury have begun the Trust Training.

CalPERS Audit

- We received notification from the CalPERS Office of Audit Services that our agency has been selected as an employer to be included in their review of part-time employee membership enrollments. The objective of this review is to determine whether public agency and school employers are properly enrolling employees into membership in accordance with Government Code sections 20305 and 20281. Finance and HR have worked together to provide them with the information they have requested. They are reviewing that information and will contact us with a date for field work.

**The Finance Department wishes everyone a very
happy holiday season and a healthy and happy
2023!!!**



Recreation Department Board Updates

12/08/2022

Activity Guide:

- The Spring Activity Guide will be available at the end of December.
- Recreation will do a soft launch of new recreation software, "Civic Rec" on December 19th and will go live January 3rd.

Aquatics:

- Solano County Water Polo will be utilizing Cunningham from November-February.
- The Aquatics Department is excited to offer a new program, American Red Cross Babysitter's Training, beginning in February 2023.

Community Centers:

- FCC will close December 5-18th for final renovations. Baffle installation is scheduled in the Lake Room.
- GVRD partnered with City of Vallejo and offered a warming station at the Norman King Community Center. This service to the community was offered Thursday and Friday December 1st and 2nd from 8pm-7am. City of Vallejo assigned volunteers to cover pm and am shifts throughout the night.

Children's Wonderland & Community Events:

- The park schedule will change through the winter season and will be closed Monday-Thursday.
- The CW team has been working diligently to get the park decorated for Festival of Lights. Which kicks off Saturday, December 3rd. Families can visit the park Friday-Sunday, all December from 4-8pm. The park is closed on December 24-25th.

- Thanksgiving meal kits surpassed the amount of people we served last year (52 kits passed out this season). We raised over \$1,000 in monetary donations/gift cards for Thanksgiving.
- Travis Credit Union will sponsor our Festival of Lights events with Hot Cocoa with marshmallows for all participants on 10/03/22
- Leo Club will provide volunteers for our breakfast with Flannels and Flapjacks on December 10th.
- Recreation staff will speak to the Lion's Club and present partnership opportunities to the club.
- Vallejo Fire Department is assisting with toy and monetary donations for the Toy Giveaway. Also, they're providing a fire truck for Santa to ride on at the Flannels and Flapjacks event.

GREATER VALLEJO RECREATION DISTRICT

Holiday TOY DRIVE

Please Give a Little Joy to Our Local Children

Accepting Donation Through:
FRIDAY, DECEMBER 9TH

Drop-off Locations:

- CUNNINGHAM AQUATIC COMPLEX, 801 HEARTWOOD AVE.
- 401 AMADOR ST.

We are looking for donations of new unwrapped toys for local children in our community or visit www.gurd.org to donate.

For more information call: 707-648-5357 or recreation@gurd.org

SCAN ME

Parks Make Life Better!

Staffing:

- The department is recruiting to fill a FT Recreation Coordinator position. The recruitment closes on December 30th.

Sports/Adaptive Recreation:

- Hall of Fame Ceremony is scheduled for Saturday, March 18th. There will be a new format for this fundraiser.
- Sports is hosting their first Adaptive recreation program, Pizza and Paint, on Friday December 9th.
- The Department is updating draft user agreements for our sports facilities.
- Plans are in progress to bring the Vallejo Seaweed (a Pecos League independent baseball team) and a National Filipino baseball team to both utilize our sports facilities.

Youth Services:

- Youth Dept. completed another round of staff training, continuing to provide more quality staff for ExLP and Kid's Club programs.
- Youth Dept. offered a 3-day camp Thanksgiving Camp at FCC. A successful camp with 13 kids. Drop-in option was also available for families.
- Youth Dept. met with VCUSD staff to discuss a potential workforce Employability Program and partnership.



Maintenance Department Board Update

12/8/22

Parks and Facilities

- Hiddenbrooke Park
 - Contractor made repairs on the pour-in-place safety surfacing and applied a reseal coating.
- Cunningham Pool
 - The second new pool heater was installed.
- Children's Wonderland
 - Staff assisted with the Christmas decorations.
 - Staff worked on adding 15 yards of bark in some of the planter areas.
- McIntyre Ranch
 - Received one proposal for the removal of the hazardous trees; staff is reaching out to other tree companies to get other proposals.
 - Staff worked on fixing a water leak.
- Crest Ranch Park
 - Tree company worked on vegetation reduction for fire prevention.
- VCC
 - Staff is working on replacing the restrooms partitions.
- Sports Fields
 - Staff continues working on the renovations of the grass fields; Wilson baseball field is getting close for completion.

BOARD PROJECTS UPDATE



Date 12/8/2022

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	6/1/2023	50%	<input type="radio"/>	Staff is waiting for Monarch Engineering to complete additional plans for 395 building for a re-submittal to the City. We received the new chairs for the board room.
VCC Kitchen					
Design Phase	1/1/2015	8/1/2020	100%	<input checked="" type="checkbox"/>	
Permit Issued	8/1/2019	8/1/2021	100%	<input checked="" type="checkbox"/>	
Engineer's cost estimate	8/1/2021	10/1/2021	100%	<input checked="" type="checkbox"/>	
Proposed Board Approval	8/12/2022	11/18/2021	100%	<input checked="" type="checkbox"/>	
RFP	1/7/2022	2/28/2022	100%	<input checked="" type="checkbox"/>	
Build	4/18/2022	12/31/2022	95%	<input type="radio"/>	The kitchen is getting close for completion; contractor is also working on painting and installing new floors.
Dan Foley Cultural Center Upgrades					
Phase design	7/1/2021	10/1/2021	100%	<input checked="" type="checkbox"/>	
RFP	8/1/2021	10/1/2021	100%	<input checked="" type="checkbox"/>	
Build	8/1/2021	12/30/2022	80%	<input type="radio"/>	Baffle installation scheduled to start on December 5th.
Dan Foley Cultural Center Roof				<input type="radio"/>	

Design/Assessment Phase	7/1/2022	8/28/2022	100%	✓	
RFP	7/1/2022	8/28/2022	100%	✓	
Permit Issued	10/1/2022	10/28/2022	100%	✓	
Build	10/24/2022	12/16/2022	50%	○	Contractor is working on making the roof repairs.
Dan Foley Artificial Field					
Assessment and Engineer's cost estimate	8/1/2022	11/1/2022	100%	✓	Engineering consultant presented the assessment to the Facilities committee.
Board Approval	12/1/2022	1/1/2023	0%	○	
Design Phase	1/1/2023	2/28/2023	0%	○	
Permit Issued	3/1/2023	4/30/2023	0%	○	
RFP	5/1/2022	5/28/2023	0%	○	
Build	8/1/2023	8/31/2023	0%	○	
Richardson Electrical Upgrade					
Design Phase	3/1/2020	1/28/2022	100%	✓	
Permit Issued	2/3/2022	2/11/2022	100%	✓	
RFP	2/14/2022	3/31/2022	100%	✓	
Build	6/1/2022	12/30/2022	60%	○	The new equipment is scheduled to arrive this month, then we will coordinate with PG&E to complete the upgrade.
Cunningham Pool ADA Upgrades					
Design Phase	11/1/2020	1/28/2022	100%	✓	City will work on finalizing the plans and making the parking lot improvements.
Permit Issued	6/1/2022	8/5/2022	100%	✓	City issued the permit.
RFP	11/1/2022	12/29/2022		○	Staff is working on the RFP.

Build	2/1/2023	5/1/2023		<input type="radio"/>	
PB Projects				<input type="radio"/>	
Design Phase	1/1/2020	3/24/2020	100%	<input checked="" type="radio"/>	City postponed the projects on 2020 due to the pandemic.
RFP	5/2/2021	6/20/2021	100%	<input checked="" type="radio"/>	
Build	11/12/2021	12/30/2022	98%	<input type="radio"/>	Contractor is close for completion on Setterquist; staff will do a final walk-through; signs are on order.
Hanns Park Disc Golf				<input type="radio"/>	
Design Phase	3/1/2021	9/27/2021	100%	<input checked="" type="radio"/>	
Equipment	8/26/2021	9/1/2021	100%	<input checked="" type="radio"/>	
Build	10/6/2021	11/30/2022	98%	<input type="radio"/>	Staff installed the new signs; working on the welcome sign.
Hanns Park Restrooms ADA Upgrades				<input type="radio"/>	
Design/Assessment Phase	6/1/2022	11/1/2022	100%	<input checked="" type="radio"/>	Plans were completed by an Architect
Permit Issued	12/1/2022	1/31/2023	0%	<input type="radio"/>	
RFP	2/1/2023	4/1/2023	0%	<input type="radio"/>	
Build	6/1/2023	8/1/2022	0%	<input type="radio"/>	
Terrace Park Playground				<input type="radio"/>	
Prop 68 Per Capita Project Approval	12/1/2020	2/28/2022	100%	<input checked="" type="radio"/>	

Design/RFP	12/1/2021	11/30/2022	95%	<input type="radio"/>	Playground is working on the design making some revisions and waiting for another proposal.
Build	3/1/2023	5/30/2023	0%	<input type="radio"/>	
Children's Wonderland Shade Structures				<input type="radio"/>	
Design/Assessment Phase	1/1/2022	2/28/2022	100%	<input checked="" type="radio"/>	
RFP	4/1/2022	9/1/2022	100%	<input checked="" type="radio"/>	
Permit Issued	4/1/2022	12/30/2022	95%	<input type="radio"/>	Submitted a design review application to the City to issue the permit.
Build	2/1/2023	3/1/2023	0%	<input type="radio"/>	
Hiddenbroke Bocce Ball Conversion				<input type="radio"/>	
Design/Assessment Phase	4/1/2022	5/28/2022	100%	<input checked="" type="radio"/>	Community outreach was done.
RFP	4/1/2022	6/29/2022	100%	<input checked="" type="radio"/>	
Build	8/22/2022	9/30/2022	100%	<input checked="" type="radio"/>	Staff completed the walk-through with the contractor; the contractor made the corrections.
Setterquist RIRE Funds Upgrades				0	
Design/Assessment Phase	1/1/2022	12/31/2022	90%	<input type="radio"/>	Working with the engineer on the design and plans.
Permit Issued	1/1/2023	3/28/2023	0%	<input type="radio"/>	
RFP	4/1/2023	5/1/2023	0%	<input type="radio"/>	
Build	6/1/2023	8/28/2023	0%	<input type="radio"/>	



General Manager Board Update

12/8/2022

- We partnered with the City of Vallejo to have South Vallejo Community Center used as a warming center.
- Legal Counsel has been working on the insurance requirements for McIntyre and can provide the update.
- My update for McIntyre is that we held an Ad Hoc meeting. Director Briseno is the chair. The main component was use of the road, and how many vehicles can we have up there. All the other informational items such as road, water, sewage, requirement of a second road, structures, and trees would require a civil engineers and other experts to develop plans as these are beyond staff's scope of expertise to produce estimated costs. Requesting the city for input can not provide the accurate information as they provide generalizations or direct us to review code. They do not provide cost estimates. We would recommend that we get engineers estimate to confirm costs.

It is my recommendation that we get clarification from legal interpretation regarding the use of the road. For example, if one homeowner feels that they do not want public access, this would hold up everything. Even if we had an agreement with the other owners regarding a limited use. I believe this should be the goal of the Ad Hoc.

The cottage is vacated and secured. We will have the topic of the barn and cottage at the next facility meeting.

I am working on a use agreement with Jane and Dee.

I also suggest that we follow legal recommendations regarding the current use agreement, and process of use negotiations. I have heard many opinions and directions. I believe it is very prudent to follow law.

- I worked with new legal counsel regarding their contract. I followed direction provided by the BOD and current legal counsel.

- The Holiday Lunch (optional) is to be held December 7th. If any Board members could please attend to say a few words, that would be appreciated.
- The board and executive team building will be slated for February.
- The Board Clerk will reach out to schedule the Board planning session which will discuss and prioritize projects for the next fiscal year.
- The Strategic Action Plan will be completed before the planning session.
- I developed a list of goals for the board to review.
- I am working with MRG to review the structure of the Human Resources department to decide how to fill the vacancy.
- I have also been preparing for union negotiations, unrepresented negotiations for January.
- I am working with consultants to review the budget for next fiscal year, and the impact on negotiations will have on it, along with increasing the number of full-time employees.