



Greater Vallejo Recreation District

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

BOARD OF DIRECTORS

Rizal Aliga
Robert Briseño
Thomas Judt
Stacey Kennington
Tom Starnes

GENERAL MANAGER

Gabe Lanusse

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

Board of Directors Meeting Agenda

Thursday, January 11, 2024

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

6:30 p.m. – Regular Session

Public Comment on Items on the Agenda

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

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Approval of Agenda
- 4) Roll Call
- 5) Election of Board Officers:
 - Public Comment
 - A. Nomination and election of Chair
 - B. Nomination and election of Vice-Chair
 - C. Nomination and election of Secretary
- 6) Presentation
 - Public Comment
 - Recognition of Adjoa McDonald for Service to GVRD (Lanusse)
- 7) Public Comment:

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



8) Committee Updates

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

9) Consent Calendar

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

Public Comment

9.1 Approve Board Minutes – December 14, 2023

9.2 Accept Budget and Finance Committee Minutes – December 11, 2023

9.3 Accept Fiscal Year 2022-2023 Measure K Final Levy Summary Report

10) Financials:

Public Comment

10.1 Accept Finance Statement through 11/30/2023 (Parkhurst)

10.2 Accept Payment of Bills 12/1/2023 through 12/31/2023 (Parkhurst)

11) Action Items:

Public Comment

11.1 Approve changes to Policy 2050-Bereavement (Sorvari)

11.2 Approval for Board Directors to attend a CSDA 2-day virtual workshop on Board Member Best Practices- Cost \$230 (Lanusse)

11.3 Discussion and Possible Action on General Manager Compensation (Sorvari)

12) Staff Updates

Public Comment

12.1 Recreation Services Director

12.2 Parks and Facilities Director

12.3 Human Resources Director

12.4 Finance Director

12.5 General Manager

13) Executive Session

Public Comment

PUBLIC EMPLOYEE PERFORMANCE EVALUATION, pursuant to Government Code section 54957

Title: General Manager

14) Announcements and Comments from Board Members

15) Meeting Adjourn

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Board Officers
POLICY NUMBER: 4040

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

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

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

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

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

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



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Stacey Kennington
Tom Starnes

GENERAL MANAGER

Gabe Lanusse

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Board of Directors Meeting Agenda

Thursday, December 14, 2023

Administrative Office-Board Room, 401 Amador Street, Vallejo, CA 94590
6:30 p.m. – Regular Session

Public Comment on Items on the Agenda

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

1) Call to Order

Chairperson Briseño called a regular meeting of the Board of Directors of the Greater Vallejo Recreation District to order at 6:30 p.m., December 14, 2023, in the Board Room of the Greater Vallejo Recreation District Office, 401 Amador Street, Vallejo, California.

2) Pledge of Allegiance

Chairperson Briseño led the pledge.

3) Approval of Agenda

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

4) Welcome New Board Directors -Administer Oath

Chairperson Briseño welcomed the new directors: Thomas Judt and Tom Starnes

5) Roll Call

Present: Chairperson Robert Briseño; Directors Stacey Kennington (arrived 6:32pm), Thomas Judt, Tom Starnes

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

Excused: Secretary Rizal Aliga



6) Presentations

Introducing Marina Cruise, Recreation Coordinator (Ryans)

Recreation Services Director Ryans introduced Marina Cruise and congratulated her on passing her employment probationary period.

7) Public Comment:

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

1 Speaker

8) Committee Updates

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

None

9) Consent Calendar

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

Public Comment

9.1 Approve Board Minutes – November 9, 2023

9.2 Accept Budget and Finance Committee Minutes – October 16, 2023

9.3 Accept Programs and Publicity Committee Minutes – November 7, 2023

9.4 Accept Facility and Development Committee Minutes – November 21, 2023

9.5 Accept Policies and Personnel Committee Minutes – November 27, 2023

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

10) Financials:

Public Comment - None

10.1 Accept Payment of Bills 11/1/2023 through 11/30/2023 (Parkhurst)

Director Starnes offered the motion, seconded by Director Kennington to approve the payment of bills 11/1/2023 through 11/30/2023. Motion passed.

10.2 Discuss Fiscal Year 2023-2024 Budget Revisions (Parkhurst)

Finance Director Parkhurst provided an update on the status of current budget revisions and will provide additional information at the January Budget and Finance Committee Meeting.

11) Action Items:

Public Comment-1 Speaker

11.1 Adopt Resolution 2023-05 Approving the Application for Outdoor Equity Grants Program Grant Funds-North Vallejo Outdoor Teen Initiative Project (Ryans)



Director Starnes offered the motion, seconded by Director Kennington to adopt Resolution 2023-05-Application for Outdoor Equity Grant-Teen Initiative. Motion passed. Roll Call: Ayes: Briseño, Kennington, Judt, Starnes; Noes: None; Absent: Aliga; Abstain: None. Motion Passed.

11.2 Adopt Resolution 2023-06 Approving the Application for Outdoor Equity Grants Program Grant Funds-Vallejo Farm to Table Youth Project (Ryans)

Director Starnes offered the motion, seconded by Director Kennington to adopt Resolution 2023-06-Application for Outdoor Equity Grant-Farm to Table Project. Motion passed. Roll Call: Ayes: Briseño, Kennington, Judt, Starnes; Noes: None; Absent: Aliga; Abstain: None. Motion Passed.

12) Staff Updates

Public Comment – 1 Speaker 12.1, 12.2, 12.3

12.1 Recreation Services Director

- Gave an update on all holiday events: Toy Giveaway, Breakfast with Santa, Grinch Breakfast,

12.2 Parks and Facilities Director

- Gave an update on the Lake Dalwrigk project and announced a request for an extension on the project deadline.
- Announced a recent community cleanup event held at Glen Cove Waterfront Park by Vallejo Watershed Alliance.
- Gave an update on grass field maintenance.
- Gave updates on the sports gym, Hanns upgrades and Dan Foley turf field.

12.3 Human Resources Director

- Gave updates on recruitment, pending policies and trainings.
- Announced recent changes to the employee service award program.

12.4 Finance Director

- Gave updates on the fiscal year 21-22 audit and fiscal year 23-24 budget.
- Announced upcoming changes to the web hosting service for the financial software.
- Announced upcoming audits of the payroll processes and cash handling procedures.

12.5 General Manager

- Announced employees of the month for:
 - October-Emely Mendez



- November-Jose Nuño
- Welcomed the two new board members.
- Gave an update on the City Park outreach meetings.
- Provided details on a recent meeting with city staff regarding a consumer foot-traffic app.

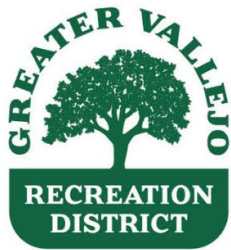
13) Announcements and Comments from Board Members

December 28th Board Meeting will be cancelled.

14) Meeting Adjourn

Director Judt offered the motion, seconded by Director Kennington to adjourn the meeting at 7:36 p.m. Motion passed.

Rizal Aliga, Board Secretary



Greater Vallejo Recreation District

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BOARD OF DIRECTORS

Rizal Aliga
Robert Briseño
Stacey Kennington
Wendell Quigley

GENERAL MANAGER

Gabe Lanusse

Budget and Finance Committee – Minutes Monday, December 11, 2023 6:30 p.m. Administrative Office – Board Room 401 Amador Street

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

Meeting began: 6:30 p.m.

1. Public Comment

There was no public attendance/ Comment at this meeting.

2. Preliminary FY23-24 Adjusted Budget

Finance Director Parkhurst distributed a hard copy of the preliminary, Adjusted FY23-24 Budget to illustrate the new budget report layout and the current adjusted budget balance as it is in its preliminary state. It was discussed that one round of major cuts has already been made towards balancing the budget and the need for future rounds of cutting. Director Kennington suggested the approach of reviewing each project and program at a granular level to identify further cost reduction opportunities. Consultant Casey recommended that future policies create reserve policies for “big ticket” capital expenditures (i.e. vehicle replacement plan) to spread out impact to cash. Director Briseño requested a revised version of the budget report to be distributed in the December 14th meeting with the full board. This version to “carve out” capital improvements from day-to-day operating expenses in the budget to identify further cuts. General Manager Lanusse, Director Briseño and Finance Director Parkhurst discussed developing a plan to address further cuts for immediate action, for the remainder of the fiscal year and future budgets.

3. Audit-FY21/22

Director Parkhurst summarized the status of the FY 21/22 audit. Of the remaining 3 items owed to Auditors, data and documentation have been forwarded for review/ completion and the remaining item is in progress as it involves providing data that needs to be manually assembled.



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

Finance Director Parkhurst announced that the web hosting service that provides the district access to Cougar Mountain financial system is at “end of life” and is no longer supported by Applianz or Microsoft. Applianz’s solution was to upgrade to their new version which involved heavy cash requirements. An alternative solution was for Denali (Cougar Mountain’s parent company) to provide a Cloud Based Server Service with minimal installation fee, lower (than Applianz) monthly rate and no hardware purchases. The process has already been initiated and switchover is planned for the first week of January 2024.

5. Finance & HRIS Software RFP Update

The RFP was put out on 11/27/23. Finance Director Parkhurst announced that we have not received any proposals to date and minimal contact from potential bidders. Director Briseño suggested that we reach out directly to Tyler technologies to invite them to submit a proposal as they have been identified as a leader in financial software packages for small government and special district agencies. Director Kennington suggested that we invite People Soft and other bigger providers as well.

6. CA Assembly Bill 1484 (2023)

General Manager Lanusse presented concerns that bill AB1484 presents related to part time staff being eligible for union representation. Director Briseño requested that this is brought to the attention of the full board of directors during the Dec. 14 meeting.

Adjourned 7:45 p.m.



Agenda 9.3

BOARD COMMUNICATION

Date: January 11, 2024

TO: Board Chairperson and Directors

FROM: Noel Parkhurst, Finance Director

SUBJECT: Measure K 2022-2023 SB 165 Annual Report

BACKGROUND

Senate Bill 165, the Local Agency Special Tax and Bond Accountability Act (the "Act"), was enacted by the State on September 19, 2000. The Act requires that any local special tax subject to voter approval prepare an annual report containing specified information concerning the use of proceeds. The requirements of the Act apply to Measure K.

The attached report intends to comply with Section 50075.3 of the California Government Code which states:

"The chief fiscal officer of the issuing local agency shall file a report with its governing body no later than January 1, 2002, and at least once a year thereafter. The annual report shall contain all the following:

1. The amount of funds collected and expended.
2. The status of any project required or authorized to be funded as identified in subdivision (a) of Section 50075.1."

RECOMMENDATION

Staff recommends the Board approve the filing of the SB 165 Annual Report for Measure K to comply with the Local Agency Special Tax and Bond Accountability Act.

DOCUMENTS AVAILABLE FOR REVIEW

Measure K 2022-2023 SB 165 Annual Report

SB 165: LOCAL AGENCY SPECIAL TAX AND BOND ACCOUNTABILITY ACT

Senate Bill 165, filed with the Secretary of State on September 19, 2000, enacted the Local Agency Special Tax and Bond Accountability Act (the “Act”). This Act requires that any local special tax or local bond measure subject to voter approval contain a statement indicating the specific purposes of the special tax, require that the proceeds of the special tax be applied to those purposes, require the creation of an account into which the proceeds shall be deposited, and require an annual report containing specified information concerning the use of the proceeds. The Act only applies to any local special tax measure or local bond measure adopted on or after January 1, 2001, in accordance with Section 50075.1 or Section 53410 of the California Government Code.

Some of the requirements of the Act are handled at the formation of the Special Tax District and others are handled through annual reports. This section of this report intends to comply with Section 50075.3 of the California Government Code that states:

“The chief fiscal officer of the issuing local agency shall file a report with its governing body no later than January 1, 2002, and at least once a year thereafter. The annual report shall contain all the following:

1. The amount of funds collected and expended.
2. The status of any project required or authorized to be funded as identified in subdivision (a) of Section 50075.1.”

The requirements of the Act apply to the Funds for the following:

Greater Vallejo Recreation District
Measure K Parcel Tax District (2018)

Purpose of Special Tax

The special tax provides funding to keep parks and playgrounds open, preserve after-school and weekend programs that keep at-risk children off the streets, to continue offering programs that help seniors stay active and independent, and to keep parks, pools, and playgrounds clean, safe, and free of graffiti.

The services financed by the special tax are ongoing.

Collections and Expenditures

District	6/30/2022 Balance	2022/23 Amount Collected ⁽¹⁾	2022/23 Amount Expended ⁽¹⁾	6/30/2023 Balance ⁽¹⁾
Measure K Parcel Tax District	(\$268,078.39)	Unavailable	Unavailable	Unavailable

(1) Values unavailable at the time of this report.



Greater Vallejo Recreation District
Financial Report Year-to-Date
as of November 30, 2023
All Funds Combined

Assets

Cash - Solano County	1,010,692.81	
Cash - General Account - Bank of the West	(866,117.85)	
Cash - Payroll Account - Bank of the West	(12,239.84)	
Cash - Umpqua Bank Account	1,680,301.25	
Cash - Retiree Benefit Trust Fund	1,298,519.88	
Accounts Receivable	(152,986.28)	
Total Assets		<u><u>2,958,169.97</u></u>

Liabilities

Accounts Payable	37,040.21	
Payroll Related Payables	35,158.57	
Building Deposits Payable	34,172.91	
Amount Due Customers - Etrak	4,095.78	
Total Liabilities		<u><u>110,467.47</u></u>

Net Assets

Fund Balance- Unrestricted Operating Reserve	4,147,562.42	
Fund Balance - Restricted Retiree Benefit	1,298,519.88	
Fund Balance - Designated Reserve 15%	1,209,823.20	
Excess Revenues Over Expenses	(3,808,203.00)	
Total Net Assets		<u><u>2,847,702.50</u></u>

Total Liabilities and Net Assets		<u><u>2,958,169.97</u></u>
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Greater Vallejo Recreation District
Budget To Actual Comparison By Category
General Fund and Measure K Combined
As of November 30th, 2023
(41.67% of Fiscal Year)

General Fund Revenue/ Expense Category	FY 23-24 Original Adopted Budget	FY 23-24 Actual Through 11/30/23	FY 23-24 Budget Remaining	Percent Used
Revenue				
Property Taxes	6,256,773	0	6,256,773	0.00%
Intergovernmental Revenue	500,000	0	500,000	0.00%
Charges for Services	966,080	274,553	691,527	28.42%
Rents: Use of Facilities/Equipment	616,423	249,234	367,189	40.43%
Use of Money & Property (Rents, Leases, Interest Income)	142,796	50,547	92,249	35.40%
Grants	203,100	144,079	59,021	70.94%
Donations	5,500	300	5,200	5.45%
Other Revenue	3,680,090	35,184	3,644,906	0.96%
Total Revenue	12,370,762	753,896	11,616,866	6.09%
Expense				
Full-Time Salaries	2,991,204	1,128,135	1,863,069	37.72%
Part-Time Salaries	1,198,911	691,868	507,043	57.71%
Non-Retirement Employee Benefits	943,264	284,012	659,252	30.11%
CalPERS	757,942	70,953	686,989	9.36%
Services & Supplies	1,574,558	536,009	1,038,549	34.04%
Professional Services	275,608	146,108	129,500	53.01%
Computer Services, Software & Equipment	109,001	44,001	65,000	40.37%
County Tax Collection Fee	80,000	0	80,000	0.00%
Other Post Employment Benefit (OPEB)	50,000	0	50,000	0.00%
Transfer to Debt Service (POB)	0	390,493	(390,493)	0.00%
Capital Outlay	85,000	1,723	83,277	2.03%
CIP	3,637,000	449,769	3,187,231	12.37%
Total Expense	11,702,488	3,743,071	7,959,417	31.99%
Total General Fund Excess (Deficiency) of Revenue Over Expense	668,275	(2,989,175)	3,657,449	
Measure K Revenue/ Expense Category	FY 23-24 Original Adopted Budget	FY 23-24 Actual Through 11/30/23	FY 23-24 Budget Remaining	Percent Used
Revenue				
Special Assessments - Measure K	2,130,000	0	2,130,000	0.00%
Other Revenue	250,000	0	250,000	0.00%
Total Revenue	2,380,000	0	2,380,000	0.00%
Part-Time Salaries	503,941	87,615	416,326	17.39%
Non-Retirement Employee Benefits	57,607	4,963	52,644	8.61%
Services & Supplies	903,300	319,302	583,998	35.35%
Professional Services	2,000	0	2,000	0.00%
Computer Services, Software & Equipment	30,000	30,785	(785)	102.62%
Capital Outlay	561,376	261,193	300,183	46.53%
CIP	798,000	115,170	682,831	14.43%
Total Expense	2,856,224	819,028	2,037,196	28.68%
Total Measure K Excess (Deficiency) of Revenue Over Expense	(476,224)	(819,028)	342,804	171.98%
Total General Fund & Measure K Combined Excess (Deficiency) of Revenue Over Expense	192,050	(3,808,203)	4,000,253	



Greater Vallejo Recreation District
Budget To Actual Comparison By Category - CIP Below
General Fund and Measure K Combined
As of November 30th, 2023
(41.67% of Fiscal Year)

General Fund Revenue/ Expense Category	FY 23-24 Original Adopted Budget	FY 23-24 Actual Through 11/30/23	FY 23-24 Budget Remaining	Percent Used
Revenue				
Property Taxes	6,256,773	0	6,256,773	0.00%
Intergovernmental Revenue	500,000	0	500,000	0.00%
Charges for Services	966,080	274,553	691,527	28.42%
Rents: Use of Facilities/Equipment	616,423	249,234	367,189	40.43%
Use of Money & Property (Rents, Leases, Interest Income)	142,796	50,547	92,249	35.40%
Grants	203,100	144,079	59,021	70.94%
Donations	5,500	300	5,200	5.45%
Other Revenue	3,680,090	35,184	3,644,906	0.96%
Total Revenue	12,370,762	753,896	11,616,866	6.09%
Expense				
Full-Time Salaries	2,991,204	1,128,135	1,863,069	37.72%
Part-Time Salaries	1,198,911	691,868	507,043	57.71%
Non-Retirement Employee Benefits	943,264	284,012	659,252	30.11%
CalPERS	757,942	70,953	686,989	9.36%
Services & Supplies	1,574,558	536,009	1,038,549	34.04%
Professional Services	275,608	146,108	129,500	53.01%
Computer Services, Software & Equipment	109,001	44,001	65,000	40.37%
County Tax Collection Fee	80,000	0	80,000	0.00%
Other Post Employment Benefit (OPEB)	50,000	0	50,000	0.00%
Transfer to Debt Service (POB)	0	390,493	(390,493)	0.00%
Capital Outlay	85,000	1,723	83,277	2.03%
Total Expense	8,065,488	3,293,302	4,772,185	40.83%
Total General Fund Excess (Deficiency) of Revenue Over Expense Before CIP	4,305,275	(2,539,406)	6,844,681	
CIP	3,637,000	449,769	3,187,231	12.37%
Total CIP Expense	3,637,000	449,769	3,187,231	
Total General Fund Expense with CIP	11,702,488	3,743,071	7,959,417	
Total General Fund Excess (Deficiency) of Revenue Over Expense with CIP Expense	668,275	(2,989,175)	3,657,449	
Measure K Revenue/ Expense Category	FY 23-24 Original Adopted Budget	FY 23-24 Actual Through 11/30/23	FY 23-24 Budget Remaining	Percent Used
Revenue				
Special Assessments - Measure K	2,130,000	0	2,130,000	0.00%
Other Revenue	250,000	0	250,000	0.00%
Total Revenue	2,380,000	0	2,380,000	0.00%
Part-Time Salaries	503,941	87,615	416,326	17.39%
Non-Retirement Employee Benefits	57,607	4,963	52,644	8.61%
Services & Supplies	903,300	319,302	583,998	35.35%
Professional Services	2,000	0	2,000	0.00%
Computer Services, Software & Equipment	30,000	30,785	(785)	102.62%
Capital Outlay	561,376	261,193	300,183	46.53%
Total Expense	2,058,224	703,859	1,354,366	34.20%
Total Measure K Excess (Deficiency) of Revenue Over Expense Before CIP	321,776	(703,859)	1,025,634	
CIP	798,000	115,170	682,831	14.43%
Total CIP Expense	798,000	115,170	682,831	
Total Measure K Expense with CIP	2,856,224			
Total Measure K Excess (Deficiency) of Revenue Over Expense with CIP	(476,224)	(703,859)	1,025,634	147.80%
Total General Fund & Measure K Combined Excess (Deficiency) of Revenue Over Expense	192,050	(3,693,033)	4,683,084	



**Greater Vallejo Recreation District
Budget To Actual Comparison By Department
General Fund and Measure K Combined - YTD
As of November 30, 2023
(41.67% of Fiscal Year)**

General Fund Departments Revenue/Expense	FY 23-24 Original Adopted Budget	FY 23-24 Actual Through 11/30/23	FY 23-24 Budget Remaining	Percent Used
Revenue				
001-General Support & Administration	6,401,659	75,090	6,326,569	1.17%
Total Administration & General Support	6,401,659	75,090	6,326,569	
301-Visitor Services	198,900	93,274	105,626	46.89%
Total Facilities	198,900	93,274	105,626	
010-Recreation Administration	3,500	3,700	(200)	105.71%
415-Children's Wonderland	53,200	18,026	35,174	33.88%
430-Break Camp	69,740	41,878	27,862	60.05%
450-Vallejo Community Center	100,232	53,019	47,213	52.90%
451-Foley Cultural Center	199,552	93,731	105,821	46.97%
460-Sports	90,332	10,985	79,347	12.16%
465-Community Events	12,300	2,360	9,940	19.19%
480-ExLP	203,100	144,079	59,021	70.94%
481-After School Programs	339,300	96,267	243,033	28.37%
486-Teen Services	79,475	0	79,475	0.00%
487-Franklin Gym	0	0	0	0.00%
490-Adaptive Recreation	330	340	(10)	103.03%
720-North Vallejo Community Center	26,800	16,228	10,572	60.55%
721-South Vallejo Community Center	64,235	28,357	35,878	44.15%
730-Cunningham Pool	378,107	76,564	301,543	20.25%
Total Recreation	1,620,203	585,532	1,034,671	
906-CIP	4,150,000	0	4,150,000	0.00%
Total CIP	4,150,000	0	4,150,000	
Total General Fund Revenue	12,370,762	753,896	11,616,866	
Expense				
001-General Support & Administration	1,649,804	973,318	676,486	59.00%
007-Human Resources	395,039	104,537	290,502	26.46%
010-Recreation Administration	496,175	164,356	331,818	33.12%
100-Finance	581,957	232,370	349,587	39.93%
Total Administration & General Support	3,122,974	1,474,581	1,648,393	
200-Park Maintenance & Development	58,329	7,057	51,272	12.10%
300-Facilities	600,505	194,003	406,502	32.31%
301-Visitor Services	232,952	75,291	157,662	32.32%
310-Landscaping & Grounds	1,368,114	463,308	904,806	33.86%
312-McIntyre Ranch	50,000	0	50,000	0.00%
Total Facilities	2,309,900	739,660	1,570,241	
415-Children's Wonderland	101,126	52,001	49,125	51.42%
430-Break Camp	184,435	109,653	74,782	59.45%
450-Vallejo Community Center	215,162	62,763	152,400	29.17%
451-Foley Cultural Center	312,035	99,595	212,440	31.92%
460-Sports	109,543	19,257	90,285	17.58%
465-Community Events	101,394	17,714	83,680	17.47%
480-ExLP	316,780	181,747	135,033	57.37%
481-After School Programs	534,131	149,576	384,556	28.00%
486-Teen Services	62,471	598	61,874	0.96%
487-Franklin Gym	0	0	0	0.00%
490-Adaptive Recreation	34,663	987	33,675	2.85%
720-North Vallejo Community Center	69,285	38,454	30,832	55.50%
721-South Vallejo Community Center	69,305	30,604	38,701	44.16%
730-Cunningham Pool	522,283	316,112	206,171	60.53%
Total Recreation	2,632,613	1,079,062	1,553,551	
906-CIP	3,637,000	449,769	3,187,231	12.37%
Total CIP	3,637,000	449,769	3,187,231	
Total General Fund Expense	11,702,488	3,743,071	7,959,417	31.99%
Total General Fund Excess (Deficiency) of Revenue Over Expense	668,275	(2,989,175)	3,657,449	



**Greater Vallejo Recreation District
 Budget To Actual Comparison By Department
 General Fund and Measure K Combined - YTD
 As of November 30, 2023
 (41.67% of Fiscal Year)**

	FY 23-24 Original Adopted Budget	FY 23-24 Actual Through 11/30/23	FY 23-24 Budget Remaining	Percent Used
Measure K Departments Revenue/Expense				
Revenue				
001-General Support & Administration	2,380,000	0	2,380,000	0.00%
Total Administration & General Support	2,380,000	0	2,380,000	
Total Measure K Revenue	2,380,000	0	2,380,000	
Expense				
001-General Support & Administration	91,400	13,034	78,366	14.26%
100-Finance	2,000	0	2,000	0.00%
Total Administration & General Support	93,400	13,034	80,366	
300-Facilities	889,576	368,624	520,952	41.44%
310-Landscaping & Grounds	266,164	100,673	165,492	37.82%
Total Facilities	1,155,741	469,297	686,443	
010-Recreation Administration	30,000	30,785	(785)	102.62%
415-Children's Wonderland	85,000	34,862	50,139	41.01%
450-Vallejo Community Center	17,500	4,919	12,581	28.11%
451-Foley Cultural Center	67,000	24,871	42,129	37.12%
460-Sports	62,900	8,768	54,133	13.94%
465-Community Events	8,960	0	8,960	0.00%
486-Teen Services	16,332	0	16,332	0.00%
490-Adaptive Recreation	2,790	0	2,790	0.00%
720-North Vallejo Community Center	12,800	4,217	8,583	32.94%
721-South Vallejo Community Center	18,800	7,322	11,478	38.95%
730-Cunningham Pool	487,001	105,785	381,217	21.72%
Total Recreation	809,084	221,528	587,556	
906-CIP	798,000	115,170	682,831	14.43%
Total CIP	798,000	115,170	682,831	
Total Measure K Expense	2,856,224	819,028	2,037,196	
Total Measure K Total Excess (Deficiency) of Revenue Over Expense	(476,224)	(819,028)	342,804	
Total General Fund & Measure K Combined Excess (Deficiency) of Revenue Over Expense	192,050	(3,808,203)	4,000,253	

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
71116	12/01/2023	California State Disbursement Unit	\$130.15
71115	12/04/2023	Construction West	\$49,484.75
71117	12/04/2023	2/90 Sign Systems	\$4,684.14
71118	12/04/2023	General Plumbing Supply Co	\$497.15
71119	12/04/2023	AAA Business Supplies & Interiors	\$27.04
71120	12/04/2023	Alhambra	\$405.29
71121	12/04/2023	AT&T	\$90.24
71122	12/04/2023	B & G Tires Of Vallejo	\$32.00
71123	12/04/2023	AT&T	\$59.52
71124	12/04/2023	Clark Pest Control	\$284.00
71125	12/04/2023	Courtney Collier	\$63.86
71126	12/04/2023	Comcast	\$181.74
71127	12/04/2023	Ewing Irrigation Products, Inc.	\$66.84
71128	12/04/2023	Lincoln Aquatics	\$1,299.73
71129	12/04/2023	Napa Ford-Lincoln	\$668.84
71130	12/04/2023	NuCO2	\$620.36
71131	12/04/2023	Ring Central Inc.	\$886.01
71132	12/04/2023	Tru Green	\$956.63
71133	12/04/2023	Turf Star, Inc.	\$4,192.68
71134	12/04/2023	Verizon Wireless	\$1,676.77
71135	12/04/2023	Orlando Wynn	\$3,600.00
71136	12/05/2023	Angelina Allen	\$50.00
71137	12/05/2023	Straits Of Mare Island Rowing Assoc	\$750.00
71138	12/06/2023	Mi Jalisco	\$100.00
71139	12/06/2023	State Of California	\$256.00
71140	12/06/2023	Tecogen	\$3,001.24
71141	12/06/2023	AT&T	\$90.24
71142	12/06/2023	Bob's Tow Service, Inc	\$2,000.00
71143	12/06/2023	Candido Construction	\$3,650.00
71144	12/06/2023	C-DAT	\$120.00
71145	12/06/2023	Cintas Corporation	\$253.34
71146	12/06/2023	Angelito Or Loana Claudio	\$1,064.00
71147	12/06/2023	Consumer Music	\$3,788.53
71148	12/06/2023	Kaiser Permanente-OHSS	\$65.00
71149	12/06/2023	Les Schwab Tires	\$786.79
71150	12/06/2023	PROforma	\$1,875.94
71151	12/08/2023	Frankie Valentine-Flores	\$948.50
71152	12/08/2023	P G & E	\$7,667.52
71153	12/08/2023	Michael Andrade	\$250.00
71154	12/08/2023	B & G Tires Of Vallejo	\$249.82
71155	12/08/2023	Bay Area Ridge Trail Council	\$750.00
71156	12/08/2023	Big Creek Lumber & Building Material	\$170.37
71157	12/08/2023	Commercial Energy Of Montana	\$7,445.56
71158	12/08/2023	Karina Coreas	\$750.00
71159	12/08/2023	EZ Tree, Inc.	\$9,100.00
71160	12/08/2023	Branden Figueroa	\$400.00
71161	12/08/2023	George's Towing Co.	\$275.00
71162	12/08/2023	Green Valley Aloha Saw & Mower	\$525.43
71163	12/08/2023	Steve Landaker	\$450.00
71164	12/08/2023	Joe Lucero	\$1,050.00
71165	12/08/2023	M & M Sanitary LLC	\$330.48
71166	12/08/2023	Metropolitan Life Insurance Company	\$6,485.10
71167	12/08/2023	Municipal Resource Group, LLC	\$5,137.50
71168	12/08/2023	Old Republic Title Company	\$1,200.00
71169	12/08/2023	Quench USA, Inc.	\$49.39
71170	12/08/2023	Refuge Community Fellowship	\$400.00

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
71171	12/08/2023	Renne Public Law Group LLP	\$15,150.85
71172	12/08/2023	Security Enforcement Alliance	\$0.00
71173	12/08/2023	Security Enforcement Alliance	\$9,664.50
71174	12/08/2023	SiteOne Landscape Supply	\$968.48
71175	12/08/2023	Teletrac Navman US Ltd.	\$2,089.20
71176	12/11/2023	Sanyade Baruti	\$12.00
71177	12/11/2023	Break It Down Soul Line Dance	\$195.00
71178	12/11/2023	Philip Graham Jr	\$144.00
71179	12/11/2023	Karen Houston	\$574.00
71180	12/11/2023	Jason Jones	\$732.00
71181	12/11/2023	Steven Logoteta	\$192.00
71182	12/11/2023	Virlynda Luciano	\$252.00
71183	12/11/2023	Lorna Mandap	\$485.45
71184	12/11/2023	National Academy Of Athletes	\$571.20
71185	12/11/2023	Theodore Rocha	\$245.00
71186	12/11/2023	Karen Silas	\$426.00
71187	12/11/2023	Frank Silveira	\$131.40
71188	12/13/2023	Guadalupe Castaneda	\$85.76
71189	12/13/2023	Bayshore Materials	\$13.66
71190	12/13/2023	Express Shirt Printing	\$79.11
71191	12/13/2023	Kelly-Moore Paint Co.-NorCal CPC	\$283.47
71192	12/13/2023	Morgan Alarm Co., Inc	\$907.76
71193	12/13/2023	P G & E	\$13.10
71194	12/13/2023	Vallejo Fire Extinguisher	\$568.10
71195	12/13/2023	Ryan Allen	\$190.54
71196	12/13/2023	Big Creek Lumber & Building Material	\$62.18
71197	12/13/2023	Julie Brink	\$47.95
71198	12/13/2023	BSN Sports	\$1,398.85
71199	12/13/2023	AT&T	\$29.30
71200	12/13/2023	Melody Cannon	\$200.00
71201	12/13/2023	City Of Vallejo-Planning Dept.	\$3,306.95
71202	12/13/2023	EZ Tree, Inc.	\$39,995.00
71203	12/13/2023	George's Towing Co.	\$1,140.00
71204	12/13/2023	Abigail Hernandez	\$1,841.00
71205	12/13/2023	Lift Off, LLC	\$200.00
71206	12/13/2023	Lloyd Engineering	\$6,918.23
71207	12/13/2023	Monarch Engineering	\$1,099.00
71208	12/13/2023	PLI	\$30,557.23
71209	12/13/2023	Renne Public Law Group LLP	\$8,855.06
71210	12/13/2023	Samantha Tansil	\$400.00
71211	12/13/2023	Underground Vaults & Storage, Inc.	\$121.55
71212	12/13/2023	Frankie Valentine-Flores	\$1,011.50
71213	12/13/2023	Mi Jalisco	\$901.00
71218	12/15/2023	California State Disbursement Unit	\$130.15
71214	12/19/2023	Angelito Or Loana Claudio	\$1,141.00
71215	12/19/2023	Kay Cady-Johnson	\$2,158.80
71216	12/20/2023	US Bank Corporate Payment System	\$27,665.72
71217	12/20/2023	Trailhead Labs, Inc	\$2,500.00
71219	12/28/2023	Eileen Brown	\$275.00
71220	12/28/2023	Deberah Carey	\$167.79
71221	12/28/2023	Kerry Carmody	\$167.79
71222	12/28/2023	Richard Conzelmann	\$760.78
71223	12/28/2023	Jose Famalette	\$167.79
71224	12/28/2023	Patricia Gloyd	\$167.79
71225	12/28/2023	Penny Harman	\$430.08
71226	12/28/2023	Cynthia Hewitt	\$208.52

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
71227	12/28/2023	Jerome Lohr	\$385.16
71228	12/28/2023	Prisco Manglona	\$167.79
71229	12/28/2023	Roger Maryatt	\$275.00
71230	12/28/2023	Jeremias Morgado	\$167.79
71231	12/28/2023	Randy Nicks	\$275.00
71232	12/28/2023	Nancy Ortiz	\$167.79
71233	12/28/2023	Steve Pressley	\$167.79
71234	12/28/2023	Francis Radziewicz	\$167.79
71235	12/28/2023	Joan Russell	\$167.79
71236	12/28/2023	Anita Sailas	\$264.54
71237	12/28/2023	Barbara Schmidt	\$167.79
71238	12/28/2023	Audrey Tucker	\$167.79
71239	12/28/2023	Adeline Varni	\$167.79
71240	12/29/2023	Bert Williams & Sons Inc	\$37.64
71241	12/29/2023	Express Shirt Printing	\$1,495.79
71242	12/29/2023	General Plumbing Supply Co	\$695.02
71243	12/29/2023	Grainger	\$1,000.65
71244	12/29/2023	Kelly-Moore Paint Co.-NorCal CPC	\$15.26
71245	12/29/2023	Morgan Alarm Co., Inc	\$560.28
71246	12/29/2023	P G & E	\$42.25
71247	12/29/2023	Pace Supply Co.	\$187.59
71248	12/29/2023	Pitney Bowes	\$201.25
71249	12/29/2023	Qunilan's Tire Service	\$1,965.50
71250	12/29/2023	State Of California	\$192.00
71251	12/29/2023	Dell Marketing L.P.	\$1,801.19
71252	12/29/2023	CITY OF VALLEJO	\$1,590.00
71253	12/29/2023	Victory Stores	\$305.83
71254	12/29/2023	AAA Business Supplies & Interiors	\$112.32
71255	12/29/2023	Chris Andrade	\$35.24
71256	12/29/2023	AT&T	\$1.79
71257	12/29/2023	AV Structural Inc.	\$560.00
71258	12/29/2023	B & G Tires Of Vallejo	\$246.03
71259	12/29/2023	Beauchaine Consulting Group, LLC	\$3,150.00
71260	12/29/2023	Big Creek Lumber & Building Material	\$236.10
71261	12/29/2023	BSN Sports	\$577.18
71262	12/29/2023	AT&T	\$242.96
71263	12/29/2023	C-DAT	\$150.00
71264	12/29/2023	Courtney Collier	\$42.84
71265	12/29/2023	Comcast	\$363.48
71266	12/29/2023	Complete Welders Supply	\$677.53
71267	12/29/2023	Construction West	\$61,313.95
71268	12/29/2023	Cougar Mountain Software	\$2,690.00
71269	12/29/2023	Crown Hill Materials	\$7,899.46
71270	12/29/2023	Marina Cruise	\$259.78
71271	12/29/2023	Benjamin Denina	\$95.89
71272	12/29/2023	DMR Builders	\$118,708.04
71273	12/29/2023	Georgia House Graphics	\$1,700.00
71274	12/29/2023	GreatAmerica Financial Services	\$1,829.48
71275	12/29/2023	Green Valley Aloha Saw & Mower	\$457.07
71276	12/29/2023	Kaiser Permanente-OHSS	\$190.00
71277	12/29/2023	Lift Off, LLC	\$400.00
71278	12/29/2023	Miracle Playsystems Inc.	\$529.20
71279	12/29/2023	Monarch Engineering	\$5,980.30
71280	12/29/2023	Municipal Resource Group, LLC	\$14,850.00
71281	12/29/2023	Napa Ford-Lincoln	\$2,339.34
71282	12/29/2023	Richard Nixon	\$30.13

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

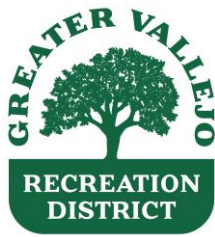
Document Number	Date	Payee Name / Description	Amount
71283	12/29/2023	NuCO2	\$553.06
71284	12/29/2023	Preferred Alliance, Inc.	\$42.00
71285	12/29/2023	Renne Public Law Group LLP	\$10,192.36
71286	12/29/2023	Brain Thyron	\$164.92
71287	12/29/2023	Tru Green	\$956.63
71288	12/29/2023	Uline Shipping Supplies	\$2,083.29
71289	12/29/2023	Vallejo Project	\$400.00
71290	12/29/2023	Verdin	\$6,268.09
71291	12/29/2023	Veritiv Operating Company	\$11.47
71292	12/29/2023	Verizon Wireless	\$1,733.19
71293	12/29/2023	AT&T	\$103.62
Bank Totals			\$560,205.96

Report Selection Criteria

Bank Account:	Start GEN	End GEN
Date Range:	Custom	
Item Date:	12/01/2023	12/31/2023
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



Agenda 11.1

BOARD COMMUNICATION

Date: January 11, 2024

TO: Board Chairperson and Directors

FROM: Lisa Sorvari, Human Resources Director

SUBJECT: Approve Changes to Policy #2050 Bereavement Leave

BACKGROUND AND DISCUSSION

Amended the policy to comply with California's Bereavement Leave Law, increased from 4 to 5 paid days, and if traveling 1000 miles or more, increased from 5 to 6 paid days. Added the following: a deadline to take bereavement leave, registered domestic partner, definition of "proof", and employee may take leave without pay upon General Manager approval if they exhaust leave accruals.

This policy has been reviewed by the Policies & Procedures Committee and by legal.

RECOMMENDATION

Approve the amended Bereavement Leave upon first review.

FISCAL IMPACT

None.

ALTERNATIVES CONSIDERED

- Approve latest draft with no changes.
- Approve latest draft with recommendations.
- Approve as is.
- Approve with recommendations.
- Reject
- Reject with recommendations.
- Let the proposal sit with no action taken.

ENVIRONMENTAL REVIEW

N/A

PROPOSED ACTION

Approve

DOCUMENTS AVAILABLE FOR REVIEW

Policy #2050

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Bereavement Leave (Amended)
POLICY NUMBER: 2050

In the event of a death in the immediate family, an employee may be granted paid bereavement leave up to ~~five~~ four (5) working days. If the employee is required to travel one thousand (1000) miles or more for the purposes of the bereavement leave, the employee will be entitled to a total of ~~five~~ six (56) days of leave. The bereavement leave must be taken within six months after the death and is not required to be consecutive days off.

“Immediate family” is defined as being spouse, registered domestic partner, parents, children, ~~brother, sisters~~ siblings, grandparents, grandchildren, or the corresponding relation of the employee’s spouse or registered domestic partner.

To qualify for bereavement leave,

- The employee must notify the District of the purpose of the absence on the first day of such absence;
- The absence occurs on a day the employee was scheduled to work;
- The employee, when requested, must furnish ~~proof satisfactory to the District of the death and relationship to the deceased~~ a copy of the death certificate or obituary within 30 days of the first day of bereavement leave.

Bereavement leave which exceeds ~~four~~ five (45) days, or ~~five~~ six (56) days as set forth above, shall be deducted from the employee’s annual leave or sick leave at the employee’s option. If the employee has exhausted annual and sick leave, they may take leave without pay upon the General Manager’s approval.



BOARD COMMUNICATION

Date: January 11, 2024

TO: Board Chairperson and Directors

FROM: Gabe Lanusse, General Manager

SUBJECT: Board Authorization for interested Board Directors to attend the CSDA - Board Member Best Practices 2-day Virtual Workshop.

BACKGROUND AND DISCUSSION

California Special District Association (CSDA) is holding a two-day virtual workshop: Board Member Best Practices. This fast-paced and informative session covers all of the essential best practices of serving as a board member of a special district: the roles of board members and staff, policies and procedures your district should consider to ensure effective governance and general ethics principles related to special districts, including an overview of the laws affecting special districts.

Policy #409 Training, Education and Conferences states “attendance by Directors at seminars, workshops and conferences shall be approved by the Board of Directors prior to incurring any reimbursable costs.”

RECOMMENDATION

Approve the request for Board Directors to attend the CSDA Board Member Best Practices 2-day virtual workshop.

ALTERNATIVES CONSIDERED

Deny the request.

COST

\$230 CSDA Members

COMMITTEE REVIEW

None

PROPOSED ACTION

Board Authorization for interested Directors to attend the CSDA -Virtual Workshop:
Board Member Best Practices-Wednesday and Thursday, January 24 and 25, 2024.
9am-12pm

DOCUMENTS AVAILABLE FOR REVIEW

- A. Policy 4090-Training, Education and Conferences
- B. Conference Brochure

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Training, Education and Conferences
POLICY NUMBER: 4090

It is the policy of the Greater Vallejo Recreation District to encourage Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District.

District administrative staff shall be responsible for making arrangements for per diem, travel, lodging and registration for Directors attending state and national seminars, workshops and conferences. All expenses shall be reported to the District by Directors, together with validated receipts.

Attendance by Directors at seminars, workshops and conferences shall be approved by the Board of Directors prior to incurring any reimbursable costs.

Upon returning from seminars, workshops, or conferences where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office for the future use of other Directors and staff.

2024

LET'S LEARN

PROFESSIONAL DEVELOPMENT CATALOG

Professional development opportunities for
special district elected/appointed officials and staff!

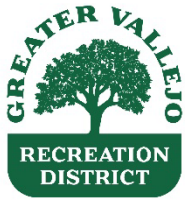
NEW WEBINARS AND WORKSHOPS FOR 2024!



WORKSHOPS

Virtual workshops are normally held over the course of two half-days, whereas in-person workshops are held over one full day.

WORKSHOP AND DESCRIPTION	DATES & TIME	COST	CIP
<p>Virtual Workshop: Records Management</p> <p>This interactive workshop will provide information about legal requirements and best practices for e-mail, records retention, and technology options for managing electronic records. This session will also cover media and devices, terminology, electronic records and e-mail retention, document imaging systems, software solutions, and taxonomies.</p>	<p>Wednesday and Thursday, January 17 and 18, 2024 9:00 a.m. – 12:00 p.m. each day</p>	<ul style="list-style-type: none"> • \$230 CSDA Member • \$345 Non-member 	
<p>Virtual Workshop: Board Member Best Practices</p> <p>This fast-paced and informative session covers all of the essential best practices of serving as a board member or trustee of a special district: the roles of board members and staff, policies and procedures your district should consider to ensure effective governance and general ethics principles related to special districts, including an overview of the laws affecting special districts.</p>	<p>Wednesday and Thursday, January 24 and 25, 2024 9:00 a.m. – 12:00 p.m.</p>	<ul style="list-style-type: none"> • \$230 CSDA Member • \$345 Non-member 	
<p>NEW Virtual Workshop: ChatGPT: Mastering the Basics and Beyond</p> <p>Unleash the power of ChatGPT to save time and get more done. This instructor-led ChatGPT training will get you started if you've never used ChatGPT before. Explore its powerful use cases and learn how it can help you become more productive. Learn advanced techniques and powerful integrations to dramatically improve productivity and get the most out of ChatGPT.</p>	<p>Wednesdays, January 31 & February 7, 2024 9:00 a.m. – 12:00 p.m. each day</p>	<ul style="list-style-type: none"> • \$230 CSDA Member • \$345 Non-member 	
<p>Virtual Workshop: SDLA Module 1: Governance Foundations</p> <p>This course teaches the foundational knowledge and skills that identify and define the essential building blocks of a successful board, focusing on the critical elements of governance: effective trustees, board mindset, structure, process and protocols, individual/team standards, board's role and responsibilities.</p>	<p>Wednesday and Thursday, February 21 and 22, 2024 9:00 a.m. – 12:00 p.m. each day</p>	<ul style="list-style-type: none"> • \$230 CSDA Member • \$345 Non-member 	
<p>Virtual Workshop: Budget Preparations for Special Districts</p> <p>Developing a budget is one of the most important functions for a local government. It is also one of the most difficult. Identifying priorities, forecasting revenue, addressing competing interests, determining the correct strategies, estimating cost of service, and ultimately allocating a limited pool of resources involves careful planning and effective decision-making across an entire organization.</p>	<p>Wednesday and Thursday, February 28 and 29, 2024 9:00 a.m. – 12:00 p.m. each day</p>	<ul style="list-style-type: none"> • \$230 CSDA Member • \$345 Non-member 	



Recreation Services Board Updates

01/11/2024

Activity Guide:



Aquatics:

- Phase two of the Aquatic Complex ADA compliant restrooms renovation began this week.
- The pool ended the year with our first “How The Grinch Crashed Breakfast” event. We had two full sessions, where participants enjoyed breakfast, arts and crafts, a coco and cereal bar, raffle prizes, and most importantly a visit from the Grinch!
- The pool is currently in preparation to gear up for the spring season. There is a jam-packed spring planned for the pool! From swim classes, lifeguard classes, break camp, Aqua boarding, an underwater egg hunt and a pool safety day!
- Lifeguard Recruitment for spring and summer programming will begin this month.

Community Centers:

- The lease agreement for One People Tribe programming at Norman C. King Center is almost completed and GVRD hopes to have a signed agreement shortly.

- Staff continue to work on reviewing new Course Proposals and reaching out to potential instructors to increase programming at the facilities. We're offering new classes at the GVRD Sports Gym.

Children's Wonderland & Community Events:

- Staff is working on deep cleaning and reorganizing the park after the holidays.
- Staff began meeting with the Fishing in the City event committee and will increase program registration to 100 youth this season.
- Planning has begun for the Black History Month Block Party event taking place this February.

Sports Gym/Adaptive Recreation (AR):

- Ribbon Cutting Ceremony for the GVRD Sports Gym is Friday, January 19th at 4pm, 501 Starr Ave.
- Special Interest & Sports Programs team is excited to relaunch Junior Warriors Basketball Program starting January 20th at GVRD's new Sports Gym. Program will run 4 sessions: Ages 3-5 (2 sessions due to high demand), Ages 6-8 and Ages 9-12
- Drop-in Pickleball began this week and is available M,W,F from 9am-12pm at the GVRD Sports Gym.
- Sports staff have begun their rounds checking fields to ensure no activity is occurring during the off season.

Staffing:

- We've completed the FT recruitment for Recreation Coordinator. The candidate is moving through the onboarding process and will begin this month.

Youth Services:

- Youth Services hosted 2 weeks of Winter Wonderland Break Camp at the Vallejo Community Center. Week 1: 19 participants and 5 Kinder, Week 2: 20 participants and 9 Kinder.



Maintenance Department Board Update

1/11/2024

Parks and Facilities

- Glen Cove Waterfront Park
 - VWA and Solano RCD will be having a volunteer workday on January 20th, to support new native plants and grasses with mulch.
- Highlands Park
 - Staff worked on adding bark on the planting areas.
- Crest Ranch Park
 - Staff worked on removing overgrown vegetation.
- SVCC
 - Staff replaced two light poles that were vandalized months ago.
- Sports Fields
 - Staff continues working on the grass fields seeding, aerating, fertilizing, and top dressing.
- Facilities
 - Ansul service is due for all the centers, staff will be coordinating with a company for complete this.
 - Staff will be conducting the annual building inspections.
 - We had a burglary at 401 building during the Christmas weekend; some items were stolen, and some property damaged; staff filed a police report.
- COV Tree Plating
 - COV and the Student Conservation Association begun with the tree plating in our parks through the CalFire tree grant funding the City was awarded.

BOARD PROJECTS UPDATE



Date

TASK	START	END	% COMPLETE	DONE	NOTES
395/401 Renovations					
Design Phase	1/1/2018	6/1/2021	100%	<input checked="" type="checkbox"/>	
Permit Issued	6/1/2019	6/1/2020	100%	<input checked="" type="checkbox"/>	
RFP	8/1/2021	10/1/2021	100%	<input checked="" type="checkbox"/>	
Build	12/23/2021	3/30/2024	75%	<input type="checkbox"/>	Contractor completed the installation of the HVAC System and are making progress on the drywall.
VCC HVAC					
Design Phase	6/1/2023	1/31/2023	90%	<input type="checkbox"/>	Staff is working with an engineer on the design.
Permit Issued	2/1/2024	4/1/2024	0%	<input type="checkbox"/>	
Proposed Board Approval	6/1/2024	6/31/2024	0%	<input type="checkbox"/>	
RFP	8/1/2024	9/28/2024	0%	<input type="checkbox"/>	
Build	10/1/2024	12/1/2024	0%	<input type="checkbox"/>	
Cunningham Pool Shade Structures					
Design/Assessment Phase	1/1/2023	11/30/2023	100%	<input checked="" type="checkbox"/>	
Permit Issued	12/1/2023	2/28/2024	0%	<input type="checkbox"/>	City is reviewing the application; waiting for any comments from them.
RFP	3/2/2024	4/15/2024	0%	<input type="checkbox"/>	
Build	6/1/2024	8/1/2024	0%	<input type="checkbox"/>	
Dan Foley Artificial Field					
Assessment and Engineer's cost estimate	8/1/2022	11/1/2022	100%	<input checked="" type="checkbox"/>	
Board Approval	12/1/2022	12/8/2023	100%	<input checked="" type="checkbox"/>	
Design Phase	1/1/2023	6/21/2023	100%	<input checked="" type="checkbox"/>	

BOARD PROJECTS UPDATE



Date

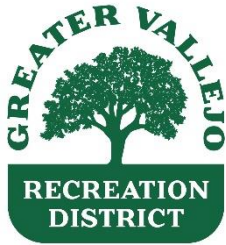
TASK	START	END	% COMPLETE	DONE	NOTES
RFP	8/1/2022	9/15/2023	100%	<input checked="" type="checkbox"/>	
Build	10/9/2023	2/15/2023	90%	<input type="checkbox"/>	Contractor is making progress; the installation on the new synthetic is close for completion; there are a few items that still need to be completed.
Cunningham Pool ADA Upgrades					
Design Phase	11/1/2020	1/28/2022	100%	<input checked="" type="checkbox"/>	City will work on finalizing the plans and making the parking lot improvements.
Permit Issued	6/1/2022	8/5/2022	100%	<input checked="" type="checkbox"/>	City issued the permit.
RFP	6/21/2023	10/28/2023	100%	<input checked="" type="checkbox"/>	
Build	1/8/2024	6/1/2024		<input type="checkbox"/>	Contractor is scheduled to start on January 8th.
Terrace Park Playground					
Prop 68 Per Capita Project Approval	12/1/2020	2/28/2022	100%	<input checked="" type="checkbox"/>	
Design/RFP	12/1/2021	1/30/2022	100%	<input checked="" type="checkbox"/>	
Build	1/15/2023	2/28/2024	0%	<input type="checkbox"/>	Received the playground parts; waiting on the contractor to begin with the installation.
Hanns Park Disc Golf					
Design Phase	3/1/2021	9/27/2021	100%	<input checked="" type="checkbox"/>	
Equipment	8/26/2021	9/1/2021	100%	<input checked="" type="checkbox"/>	
Build	10/6/2021	3/30/2024	98%	<input type="checkbox"/>	Contractor poured the concrete for the stairways; waiting on the railing; will be meeting with the Disc golf group for the welcoming sign.
Lake Dalwigk Park Improvements					
Design Phase	5/1/2023	10/31/2023	100%	<input checked="" type="checkbox"/>	Interwest will be doing a presentation at the board meeting in November.
Permit Issued	1/15/2024	2/28/2024	0%	<input type="checkbox"/>	

BOARD PROJECTS UPDATE



Date

TASK	START	END	% COMPLETE	DONE	NOTES
RFP	1/15/2023	2/29/2024	0%	<input type="radio"/>	
Build	4/1/2024	9/1/2024	0%	<input type="radio"/>	City will be requesting a six months extension to Caltrans.
Children's Wonderland Electrical Upgrade					
Design Phase	4/1/2023	6/1/2023	100%	<input checked="" type="checkbox"/>	
Permit Issued	6/1/2023	11/31/2023	100%	<input checked="" type="checkbox"/>	
RFP	4/1/2024	4/30/2024	0%	<input type="radio"/>	Staff ordered the panel.
Build	7/1/2024	9/1/2024	0%	<input type="radio"/>	
North Vallejo Community Center Electrical Upgrade					
Design Phase	4/1/2023	6/1/2023	100%	<input checked="" type="checkbox"/>	
Permit Issued	6/1/2023	11/30/2023	100%	<input checked="" type="checkbox"/>	City issue the permit; working to get the approval from PG&E
RFP	4/1/2024	4/30/2024	0%	<input type="radio"/>	
Build	7/1/2024	9/1/2024	0%	<input type="radio"/>	
Franklin Middle School					
floors Renovations	4/1/2023	10/8/2023	100%	<input checked="" type="checkbox"/>	
Internet & Alarm	6/1/2023	12/29/2023	95%	<input type="radio"/>	Staff continues working on getting the GYM ready.
Tree Removals	11/1/2023	11/30/2023	100%	<input checked="" type="checkbox"/>	All the hazardous trees were removed by a tree company.
				<input type="radio"/>	



Human Resources Board Update

January 11, 2024

Performance Management:

- Revised the Employee Performance Assessment Form
- Currently working on the Supervisor/Manager Assessment Form

Policies Pending:

- **Policy 1010**, *Adoption/Amendment of Policies*– Committee reviewed on November 27, 2023. Sent to legal for review.
- **Policy 2320**, *Disaster Service Worker Designation (New)* – Went to legal.
- **Policy 3076**, *Child Abuse Prevention and Reporting (New)* – Policies and Procedures Committee will review on January 22, 2024.

Recruitment/Staffing Update:

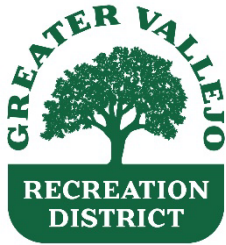
- The Recreation Coordinator is scheduled to start 1/16/24; we will have no full-time openings.
- HR continues to onboard and train new part-time staff.

Staff Appreciation:

- December Employee of the Month

Total Compensation Study Request for Proposals:

- Request for Proposals – Due by January 12, 2024
- Finalist Interviews to be completed by January 19, 2024
- Selection to be completed by January 31, 2024
- Notice to proceed by February 2, 2024



Finance Director Board Update

January 11, 2024

FY23/24 Budget

- A revised version of the Adjusted 23/24 Budget with additional expense reductions and other adjustments has been provided to the Budget and Finance Committee for review.

FY24/25 Budget Calendar

- Finance Director and General Manager working on Budget Calendar in January.

Financial Reporting

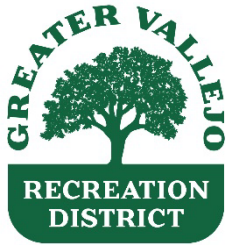
- Change to the Financial Report Package is being presented in the form of an additional report that provides activity by Category. Additional changes to the packet are still planned as the end goal is to provide a financial packet in a format in line with government standard reporting.

Updates and Efforts in the Finance Department

- Web hosting service for Financial Software Package.
 - Due to the end of life of our current web hosting service, the district has found an alternate provider with better product at a less expensive price point.
 - We completed Phase I last week and Phase II begins tomorrow.
- The Financial and HRIS Software Replacement RFP
 - Open RFP closes Friday, January 12th.
 - Invited multiple top ranked software providers to submit a proposal. (People Soft, Oracle, Tyler Tech., Springbrook, Caselle and NetSuite).
 - Received one proposal and confirmed interest from two others.

Updates and Efforts...continued:

- Payroll & Benefit Changes in Effect.
 - New California minimum wage rate increased to \$16/Hr as of January 1, 2024. No impact to District.
 - Health (Medical, Dental and Vision) rate increases went into effect on the first payroll of January.



General Manager Board Update

1/11/2024

- Ongoing coordination with Facilities and Recreation staff regarding the Gym and Franklin. Ribbon Cutting January 19th at 4pm.
- Working on budget, staffing, Capital Improvement Projects and other items through the Holidays.
- Sent out information regarding Surplus Land Act, to possible interested parties in December.
- Working with the City of Vallejo regarding impact fee distribution.
- Succession planning questionnaire to be included in 2024 staff evaluations.
- We are receiving responses for the compensation RFP and Finance/HR RFP.
- Doing winter cleaning and trying to catch up with office paper work and filing.
- I hope your holidays were enjoyable.

BOARD GM PROJECTS UPDATE



Date 1/11/2024

TASK	START	END	% COMPLETE	DONE	NOTES
8 Goals					
Reduce vacancies			97%	<input type="radio"/>	
Financial education			20%	<input type="radio"/>	
Complete Succession Plan			90%	<input type="radio"/>	
Master Lease w/COV			65%	<input type="radio"/>	
School District use agreements/MOUs/ fences			70%	<input type="radio"/>	
Task Spreadsheet			90%	<input type="radio"/>	
Marketing Plan w/BOD			60%	<input type="radio"/>	Set date in March with New Board
Increase utilization of Community Centers			50%	<input type="radio"/>	
McIntyre Property-extension					
Assigned to Legal and GM			95%	<input type="radio"/>	
Tenants 6 month extension ends 11-1-23			90%	<input type="radio"/>	
Neighbor negotiations	Both sides		50%	<input type="radio"/>	
Amenities assessment	In progress		20%	<input type="radio"/>	
Franklin Middle School					
Negotiate terms			100%	<input checked="" type="checkbox"/>	Board recommends to move forward, but wants start up costs.
Approved or deny			100%	<input checked="" type="checkbox"/>	Approved, now need to plan
Make updates			25%	<input type="radio"/>	
Impact Fee Request					
Requested impact fees	1/23/2021		100%	<input checked="" type="checkbox"/>	Projects identified i.e. pool
Discuss with City Staff			75%	<input type="radio"/>	Issue with COV accounting

BOARD GM PROJECTS UPDATE



		Date	1/11/2024		
Approved by appropriate City Staff			100%	<input checked="" type="checkbox"/>	
Place into budget			0%	<input type="checkbox"/>	
Receive funds			0%	<input type="checkbox"/>	
Prop 68- Franklin Gym and Fields					
Outreach and application			100%	<input checked="" type="checkbox"/>	
Submitted application			100%	<input checked="" type="checkbox"/>	
Site visit with State			100%	<input checked="" type="checkbox"/>	
Waiving to hear if approved.			100%	<input checked="" type="checkbox"/>	Project not selected
State still interested, placed in holding pattern			100%	<input checked="" type="checkbox"/>	APPROVED!!!
Outdoor Equity Grant					
Identify project		Due 12-14-23	100%	<input checked="" type="checkbox"/>	COV has shown interest to work together
Submit application			100%	<input checked="" type="checkbox"/>	
Response				<input type="checkbox"/>	
Afro Outdoors/ Latino Outdoors					
Make contact	1/23/2021		50%	<input type="checkbox"/>	
Discuss partnership				<input type="checkbox"/>	
Develop plans and goals				<input type="checkbox"/>	
Sister City Project					
Develop plans, location and goals			75%	<input type="checkbox"/>	
Sister City to fund				<input type="checkbox"/>	
Blue prints, permits, etc.,				<input type="checkbox"/>	
Build Process				<input type="checkbox"/>	

BOARD GM PROJECTS UPDATE



Date 1/11/2024

Marketing plan					
Meet with BOD to clarify goals	3-?-24		<div style="width: 10%; background-color: green;">10%</div>	<input type="radio"/>	
Develop plan, staff?, identify which staff will have designated assignments.				<input type="radio"/>	
Work with Finance to budget				<input type="radio"/>	
Implement				<input type="radio"/>	
PB projects-Exercise equipment at Setterquist					
Get a contract from COV	1/1/2021			<input type="radio"/>	Waiting
Budget and develop			<div style="width: 50%; background-color: green;">50%</div>	<input type="radio"/>	
Build				<input type="radio"/>	
Reimbursement				<input type="radio"/>	
Hire Finance Director					
Review job description			<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	
hire firm to promote, recruit, interview			<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	
Make offer and hire			<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	
Master Plan BRS					
Survey site			<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	
Meet standards			<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	
Develop draft, review at committee			<div style="width: 90%; background-color: green;">90%</div>	<input type="radio"/>	
Community Outreach				<input type="radio"/>	
Hanns Park Disc Golf					
Part of Master Plan			<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	
Get cost estimate, find funding source			<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	

BOARD GM PROJECTS UPDATE



Date 1/11/2024

Meet with stakeholders to design			100%	<input checked="" type="checkbox"/>	
Work with City			100%	<input checked="" type="checkbox"/>	
Order materials, install			90%	<input type="checkbox"/>	
Signage			25%	<input type="checkbox"/>	Waiting on Disc Golf Group
Stair cases			100%	<input checked="" type="checkbox"/>	Getting approval from planning department
ADA upgrades to BRS					
Design Plan/ approve			50%	<input type="checkbox"/>	
Construct			0%	<input type="checkbox"/>	
ADA 395 and 401 Amador					
395 Amador			60%	<input type="checkbox"/>	Plans ok, bid process received, construction phase
401 Amador			100%	<input checked="" type="checkbox"/>	
McIntyre Ranch Survey					
Check records and hire surveyor			100%	<input checked="" type="checkbox"/>	
File completed survey			75%	<input type="checkbox"/>	
Move fencing if needed			0%	<input type="checkbox"/>	
New Finance/HR software					
Develop RFP			100%	<input checked="" type="checkbox"/>	
Interview Companies			0%	<input type="checkbox"/>	
Determine best fit and cost			0%	<input type="checkbox"/>	
Implement			0%	<input type="checkbox"/>	
OPEB					
Consultant drafted policy			100%	<input checked="" type="checkbox"/>	
Review by Finance committee (2)			66%	<input type="checkbox"/>	
Consultant brought in to work with finance Dept.			50%	<input type="checkbox"/>	
Board approval			0%	<input type="checkbox"/>	

BOARD GM PROJECTS UPDATE



Date 1/11/2024

CAL PERS REFI				
Place in budget as ongoing expense			90%	<input type="radio"/>
Utilities Solar				
City now states they will upgrade their buildings			100%	<input checked="" type="checkbox"/>
Classification Study				
Job classification redone			85%	<input type="radio"/>
Brought in new consultant			100%	<input checked="" type="checkbox"/>
IBEW			100%	<input checked="" type="checkbox"/>
Board Training				
Determine needs	1/1/2024		50%	<input type="radio"/>
Board trainings, set date			0%	<input type="radio"/>
Review other training			0%	<input type="radio"/>
Schedule training			0%	<input type="radio"/>
Strategic Planning				
RFP sent out			100%	<input checked="" type="checkbox"/>
Reviewed by staff			100%	<input checked="" type="checkbox"/>
Brent Ives Consult			100%	<input checked="" type="checkbox"/>
Board meeting for input			100%	<input checked="" type="checkbox"/>
Staff and Consultant working on final product			85%	<input type="radio"/>
GM goals and evaluation				
Develop goals with BOD			100%	<input checked="" type="checkbox"/>
Meet quarterly			25%	<input type="radio"/>
Evaluate, evaluation system				<input type="radio"/>

BOARD GM PROJECTS UPDATE



		Date	1/11/2024		
Receive evaluation before July 1				<input type="radio"/>	
Update goals and repeat				<input type="radio"/>	
Annual Priority retreat					
Goal setting to be part of Board training. Plan for fall	1/1/2024		0%	<input type="radio"/>	
Present update to City Council					
Schedule for 2023			<div style="width: 25%; background-color: green;">25%</div>	<input type="radio"/>	Waiting on reply, most likely will occur 2024
Use of Community Centers- South Vallejo contract use					
RFQ			<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	
Interviews			<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	
Contracts			<div style="width: 90%; background-color: green;">90%</div>	<input type="radio"/>	
Legal review			0%	<input type="radio"/>	
Sign Contract			0%	<input type="radio"/>	
Begin			0%	<input type="radio"/>	
Use of Community Centers- Youth Center at North Vallejo					
Develop goals/location/ 3rd party?			<div style="width: 90%; background-color: green;">90%</div>	<input type="radio"/>	
Determine funding			<div style="width: 60%; background-color: green;">60%</div>	<input type="radio"/>	
Begin programs			0%	<input type="radio"/>	
Review progress			0%	<input type="radio"/>	
Adapt			0%	<input type="radio"/>	
Review progress			0%	<input type="radio"/>	
Annual retreats- Executive staff and/with board					
Determine team building activity			<div style="width: 25%; background-color: green;">25%</div>	<input type="radio"/>	
Determine date				<input type="radio"/>	

BOARD GM PROJECTS UPDATE



Date 1/11/2024

Determine agenda for retreat			0%	<input type="radio"/>	
VallejoNET					
Update and reduce internet costs			100%	<input checked="" type="checkbox"/>	
Install new internet			75%	<input type="radio"/>	2024
Board Tour of Facilities					
Determine locations				<input type="radio"/>	
Determine dates				<input type="radio"/>	
City Park Master Plan					
Community Outreach			100%	<input checked="" type="checkbox"/>	
Work with architects for community design			75%	<input checked="" type="checkbox"/>	
Get costs, permits, etc.,				<input type="radio"/>	
Bidding Process				<input type="radio"/>	
Construct				<input type="radio"/>	
Ribbon cutting				<input type="radio"/>	
Planning department changed zoning in parks					
Review and propose changes			5%	<input type="radio"/>	
Hire HR director					
Hire recruiting firm			100%	<input checked="" type="checkbox"/>	
Conduct search and hire			100%	<input checked="" type="checkbox"/>	
BOD vacancies-2 with COV					
Contact COV to begin recruitment. Notify them that the deadline for appointment is first week in December.			100%	<input checked="" type="checkbox"/>	

BOARD GM PROJECTS UPDATE



Date 1/11/2024

Review/ meet candidates. Provide input to COV			100%	<input checked="" type="checkbox"/>	
COV makes appointments. Clerk takes it from there			100%	<input checked="" type="checkbox"/>	
Meet new appointees and provide orientation.			100%	<input checked="" type="checkbox"/>	
Compensation RFP					
Develop and post RFP			100%	<input checked="" type="checkbox"/>	
Interview Companies			0%	<input type="checkbox"/>	
Determine best fit and cost			0%	<input type="checkbox"/>	
Implement			0%	<input type="checkbox"/>	
2+2 Committee					
Develop outline w/board			0%	<input type="checkbox"/>	
Coordinate with other agency			0%	<input type="checkbox"/>	
Set up meeting specs			0%	<input type="checkbox"/>	
Have Board decide members, have other agency decide members and begin.			0%	<input type="checkbox"/>	
Update contracts with School District					
Update use agreements			50%	<input type="checkbox"/>	
Update fence locations			20%	<input type="checkbox"/>	
Update EXLP agreements			75%	<input type="checkbox"/>	
Update Kids Club agreements			25%	<input type="checkbox"/>	