



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
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 electronically at <https://www.gvrd.org/board-meetings-committees>

Board of Directors Meeting Agenda

Thursday, May 11, 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**

2) **Pledge of Allegiance**

3) **Roll Call**

4) **Approval of Agenda**

5) **Public Comment:**

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

6) **Presentation:**

6.1 Introducing Derrick Reyes, Maintenance Worker (Nuño)

6.2 Introducing Zack Iokimedes, Maintenance Worker (Nuño)

6.3 Recreation Expo (Ryans)

6.4 General Manager's Annual Summary of the 2019 Municipal Resource Group (MRG) Recommendation Matrix (Lanusse)

7) **Public Hearing:**

To hear public comment regarding adoption of the Annual Operating Budget for 2023-2024 Fiscal Year

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-April 27, 2023-Regular Meeting

9.2 Accept Policies and Personnel Committee Minutes-April 24, 2023

10) Financials:

Public Comment

10.1 Approve Financial Statement through 4/30/2023 (Harman)

10.2 Approve Payment of Bills 4/1/2023 through 4/30/2023 (Harman)

11) Action Items:

Public Comment

11.1 Approve the 1st Read of Policy 2105 – Purchase of Meals, Refreshments and Other Non-Cash Items (Lanusse)

11.2 Approve changes to Policy 4060-Committees of the Board of Directors (Lanusse)

12) Staff Updates

Public Comment

12.1 Maintenance Superintendent

12.2 Finance Director

12.3 Recreation Superintendent

12.4 General Manager

13) Administrative Items

Public Comment

13.1 Announce Employee of the month winners October 2022– April 2023 (Lanusse)

14) Executive Session:

Public Comment

14.1 Conference with Labor Negotiators; pursuant to Government Code Section 54957.6

Agency Designated Representative: General Manager

Employee Organizations: International Brotherhood of Electrical Workers Local Union 1245 (IBEW); Service Employees International Union Local 1021 (SEIU)

Unrepresented Employees: Superintendents, Finance Director, Board Clerk, and Human Resources Clerk

15) Announcements and Comments from Board Members

16) Meeting Adjourn

General Manager Report

Fiscal Year 2022-2023

MRG Recommendation Matrix

REVIEWED BY GABRIEL LOPEZ LANUSSE AND PRIORITIZED 2023,
TO BE REVIEWED BY BOARD OF DIRECTORS TO ADJUST PRIORITIES.

ADMINISTRATION

Recommendation	Priority	Status	Responsibility
Ensure that the General Manager focuses on overall operations and develops a strong management team that supports future goals.	1	Revamping evaluation process to develop goals setting on a regular basis	GM/Board
Ensure that the General Manager delegates day-to-day operations to management team members.	2	On Going	GM
Ensure that the General Manager attends NRPA Director's School.	3	Summer2024 Will apply for scholarship	GM
Ensure that the General Manager and Management staff pursue the NRPA'S CPRP or CPRP Certification.	4	Plan for FY 23/24	GM

GVRD DISTRICT BOARD

Recommendation	Priority	Status	Responsibility
Coordinate an annual retreat in addition to regular meetings, to explore strategic initiatives and develop annual work plans.	1	Annual retreat delayed, Consultant brought in to create 5 year plan. Near completion.	GM
Develop clear goals and expectations annually for the General Manager to implement; include short-term, mid-term, and long-term goals and direction.	1	Part of enhanced GM annual evaluation	Board
Consider re-structuring Board meetings to ensure greater community access and involvement; approved and posted meeting dates and times should focus on regular business. Closed sessions should take place before the general meeting.	2	Closed sessions moved to end of meeting. Public comment at each agenda item.	Board
Develop a more cohesive working relationship with the City Council and County Supervisors to better meet the needs of residents and implement strategic initiatives efficiently and effectively.	1		Board
Utilize the Board to promote recreation, services and parks in alignment with District goals.	3	Need definitions	Board
Direct and support the District to develop a plan to complete the NRPA CAPRA Accreditation program.	7 4	Long range	Board/GM

PERSONNEL and STAFFING

Recommendation	Priority	Status	Responsibility
Develop procedures for use of part-time/seasonal positions that clearly define salary range, job title and assignments.	1	Wages updated Classification in process	GM/Fi/HR
Seek Board authorization and approval of a new updated temporary position and salary schedule.	1	In progress to update due to California increase and to be more competitive	GM/Board
Develop an employee training program that includes both internal and external training opportunities.	2	On going.	GM/HR
Develop performance plans for division heads	2	In Process	GM
Develop a succession plan that reflects the opportunity to move through the ranks of the organization based on qualifications, education and experience.	1	Created 2013, update projected for 2023 completion	GM

STRATEGIC PLANNING

Recommendation	Priority	Status	Responsibility
Identify a Strategic Planning approach and methodology that is compatible with the District's resources; initiate a Strategic Planning process.		Completed	GM
Involve staff, Board, and community partners in the Strategic Planning process of the 10 year plan		Completed	GM
Implement goals and strategies that are defined within the plan for a three- to five-year time frame.	1	Consultant brought in to complete	GM
Update the District Master Plan to meet future demographics, community trends, and best practices.		Completed	GM

POLICIES and PROCEDURES

Recommendation	Priority	Status	Responsibility
Establish a policy for reviewing and updating policies and procedure on a regular basis. The policy should provide the procedures for review and revision of policies and procedure as well as authority of approval.	1	In Process	GM/HR/Consult
Develop one centrally stored location for all policies for easy staff access. This can be digital with a hard copy in the Administration office.	1	Available on website and is now a searchable document	GM/HR/
Develop and implement the use of a matrix of policies and procedures that indicates last review by the Committee and revision.	1	Near completion	GM/HR /consult
Establish a Policy and Procedure Committee with members from various staff levels to review and recommend revisions.	3	Existing process, will need to review feedback loop	GM/HR/Unions

EVALUATION and ASSESSMENT

Recommendation	Priority	Status	Responsibility
Develop a policy on evaluation philosophy to implement District wide; evaluations regarding functional efforts, i.e. logistics, number of people, as well as beneficial efforts that impact on the community; change behavior of teens; or health of seniors.		Part of 10 year master plan. Will now need to develop a plan to implement.	GM/F/HR/Rec
Develop the parameters for seeking program, services and facility evaluations.		Part of 10 year master plan. Now need to develop.	GM/Rec./Maint
Design specific measurement tools for different outcomes; provide a variety of evaluations for staff to use in appropriate areas of operation.	2	Part of 10 year master plan and CAPRI requirements	GM/Rec./Maint
Identify which evaluation tool to use in programs, services and facilities.	2	Staff project	GM/Rec./Maint
Train staff to understand the benefits of each evaluation tool and how to administer it.	2	Staff project	GM/Rec./Maint
Establish performance measures and evaluations for all programs, services and facilities.	2	Will need outside assistance	GM/Rec./Maint

BEST PRACTICES and TRENDS

Recommendation	Priority	Status	Responsibility
District should make a commitment to engage in local, regional and national trends and implement new programs and services as resources are available.	1	Some board members performing outreach.	Board/GM/Admin
Designate District marketing staff as leaders and facilitators of trend tracking and best practices development.	1	Working with marketing consultant. Need to update plan for FY23-24	GM/Admin
Participate in the NRPA METRICS benchmark and comparison program.	2	After GM trains w/NRPA in 2024	GM
Incorporate the NRPA Congress into staff training for National exposure to trends and CPRS Conference for State trends.	3	After review of NRPA 2024	GM/Admin
Continue active participation in the regional networks provided by the CPRS.	4	Currently ongoing	GM/HR/Admin

PROGRAMS and FACILITIES

Recommendation	Priority	Status	Responsibility
Review and discuss joint use agreements more frequently at the General Manager level, such as quarterly.	1	Reviewed and GM is working with COV, and School District	GM/Clerk
Develop a General Manager Community Roundtable and implement a regular meeting for recreational service providers to share programs, services and resources, such as biannual.	1	Delayed due to COVID, to begin in Fall 2023	GM/Clerk
Utilize local/trade publications and social media to get the word out about programs, services and parks.	2	Define roles with Marketing	Admin/marketing
Identify and confirm program core services early in the Strategic Plan process at the Board and management level; provide direction that connects core service philosophy with program development.	1	Addressed with strategic planning use of community centers and programming	Gm/admin/ Conslt
Identify new program themes to incorporate into service delivery; develop new programs that meet the District's requirements and core services.	3	Programs committee to review	Board/Rec
Develop and analyze an evaluation process that will determine the resident likes and community trends.	3	13 Programs committee to review feedback from 10 year Master Plan	Board/Rec

PARK and FACILITY MAINTENANCE

Recommendation	Priority	Status	Responsibility
Create a sinking fund for synthetic field installs/replacements	1	To be developed for next FY	GM/Maint/Finance
Initiate a joint communication, planning and development program for maintenance at the General Manager level.	1	Assigned between the GM, Maint. Superintendent, and Supervisors (Parks and Facilities)	GM/maint/finance
Incorporate regular maintenance planning and review, and joint communication, as a core assignment for the General Manager.	2	Assigned between GM and Maint. Superintendent.	Gm/Maint
Review park and facility needs that require daily, weekly, and monthly monitoring and incorporate the time needed to complete tasks on the master calendar	2	Assigned between the GM, Maint. Superintendent, and Supervisors (Parks and Facilities)	Maint
Develop Resource Management and Maintenance plans to identify and implement levels of service and maintenance standards for parks and facilities.	3	With new staff, research format and how to accomplish goal	Maint
Review the compatibility of recreation use and maintenance; for example, off-leash dog areas in active/heavy recreation areas may be unsanitary.	3	Assigned between Maint. Superintendent, and Recreation Superintendent	Maint/Rec
Establish a vendor list for maint. to expedite services.	4	Assigned between Maint. Superintendent, Recreation Superintendent and Finance.	Maint/Rec/Fi

CUSTOMER SERVICE

Recommendation	Priority	Status	Responsibility
Develop a customer service policy that is clear and defines procedures that can be measured.	1	Priority	Board and Staff
Review and examine the “welcome” provided at all facilities; adopt new standards for creating an inviting atmosphere and pleasant experience.	1	Priority	GM/HR/Rec
Provide customer service training on a regular basis; informal and/or formal at least monthly.	3	Develop a schedule	HR/Rec/Maint
Provide expectations and descriptions for staff appearance; dress code policy; labor agreements: collared shirts at all times, t-shirts for maintenance and projects.	4	Incorporate into policy	HR

CLIMATE, CULTURE and STRUCTURE

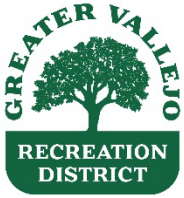
Recommendation	Priority	Status	Responsibility
Develop and implement more regular and robust all-staff meeting opportunities.	1	Began quarterly meetings	GM/HR/Admin
Increase the time District managers spend in the field and at the program level with all staff.	2	Utilize electronic communications with staff	Managers
Explore and implement a team building program for the staff at all levels.	3	Departments have begun to team build with other Departments	Admin/HR
Plan, develop, and implement a staff rotation program/procedure; consider implementation in mid-2023 with FT and tenured part-time staff.	4	Recreation to do	HR/Admin

COMMUNITY OUTREACH

Recommendation	Priority	Status	Responsibility
Develop an overall District philosophy for increasing community outreach.	1	10 Year Master plan	Consultant
Identify all community groups, nonprofit organizations, and neighborhood affiliates and create a community resource file for staff.	1	10 Year Master Plan	Board/ GM
Create a plan for connecting community groups with programs and services; target a small number of groups to start and increase connections on a regular schedule.	2	10 Year Master Plan	Board
Consider these new connections as hosts for recreation programs within neighborhoods, such as churches and nonprofits.	3	Repurpose South Vallejo with 3 rd party, and North Vallejo to become youth center	Rec.
Share the community resource file with the general community (to enhance new resident experiences and connect others).	4	Work with new Youth Analyst at COV and Community outreach analyst.	Rec.

MARKETING

Recommendation	Priority	Status	Responsibility
Develop a marketing and social media plan for the District that is closely associated with community outreach.	1	Contract out with Verdin-2 years. Currently about to start Y2	GM/Admin/Markt
Coordinate with other community recreational providers and City/County services to complement offerings, reduce duplication, and reach broader audiences.	1	GM meets regularly with other P&R Directors, trends can, and Rec communicates with other Rec. Depts.	GM/Rec.



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Greater Vallejo Recreation District Board of Directors

MINUTES

April 27, 2023 – 401 Amador Street

6:30 p.m.

1) **Call to Order:**

Chairperson Briseño called a regular meeting, of the Board of Directors of the Greater Vallejo Recreation District, to order at 6:32 p.m., April 27, 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) **Roll Call:**

Present: Chairperson Robert Briseño; Vice Chairperson Wendell Quigley, Secretary Rizal Aliga

Staff: General Manager, Gabriel Lanusse; Legal Counsel, Andrew Shen; Recreation Superintendent, Antony Ryans; Maintenance Superintendent, Salvador Nuño; Acting Board Clerk, Jeffrey Worrell

Excused: Director Ron Bowen

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) **Committee Updates:**

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

None.

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.

Public Comment-None

7.1 Approve Board Minutes-April 13, 2023-Board Meeting

7.2 Accept Programs and Publicity Committee Minutes-April 11, 2023

7.2 Accept Facility and Development Committee Minutes-April 17, 2023

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

8) Financials:

Public Comment-None

8.1 Approve Financial Statement through 3/31/2023 (Harman)

Director Quigley offered the motion, seconded by Director Aliga to approve the Financial Statement through 3/31/2023. Motion passed.

9) Action Items:

Public Comment-9.1 none, 9.2 nine speakers, 9.3 none, 9.4 nine speakers

9.1 Approve the Fee Schedule for Fiscal Year 2023-2024 (Lanusse)

Director Quigley offered the motion, seconded by Director Aliga to approve the Fee Schedule for Fiscal Year 2023-2024. Motion passed.

9.2 Approve short-term use agreement for McIntyre Ranch (Lanusse)

Director Quigley offered the motion, seconded by Director Aliga to approve the short-term use agreement for McIntyre Ranch amended to approve overnight stays by up to four people to be named in the final agreement and stipulating that contact info and schedule of overnight volunteers be provided to the District. Motion passed.

9.3 Approve naming the small baseball field at Wilson Park “The Brandon Crawford Junior Giants Field” (Nuño/Ryans)

Director Quigley offered the motion, seconded by Director Aliga to approve naming the small baseball field at Wilson Park “The Brandon Crawford Junior Giants Field”, the agreement to be amended that District reserves the right to change the name for unsatisfactory behavior by the honoree. Motion passed.

9.4 Discussion and Possible Action on Programs and Usage at McIntyre Ranch

Directors discussed possible uses of McIntyre Ranch in order to create a proposal to present to the other St. John’s Mine Road neighbors:

1. Public access on a reservation basis, during daylight hours, seven days/week;
2. Public access to GVRD events and programs at the property, using the district’s normal enrollment system; and
3. Overnight camping/groups, on a reservation basis.

Director Briseño offered the motion, seconded by Director Quigley to approve the proposal of these items to the St. John’s Mine Road neighbors in further discussions. Motion passed.

10) Staff Updates

Public Comment- none

10.1 Finance Director-Absent

10.2 Maintenance Superintendent

- Provided an update on boardroom upgrades.
- Provided an update on the progress of planning/bidding process for 395 Amador improvements.
- Announced fire safety cleanup at Hanns Park, 5/6 9am-12pm.
- Gave an update on the ball field renovations at Wilson Park.
- Announced that court improvement work has begun at Setterquist Park.
- Announced that bids have come in for Hanns Park restroom/ADA path/stairs project.

10.3 Recreation Superintendent

- Announced the completion of the mural project at Children's Wonderland.
- Gave kudos to Parks staff for all their hard work getting the sports fields in great shape for the upcoming season.
- Gave update on the progress of recruitment for 3 vacant FT Recreation Coordinator positions.

10.4 General Manager

- Provided an update on a recent meeting with district counsel and City of Vallejo's Legal Counsel where they discussed homelessness, impact fees, zoning variances, and the master lease between the city and district.
- Attended Vallejo Human Relations Commission to share information about Magical Bridge, provider of all abilities, all-inclusive play spaces.

11) Executive Session: at 8:22pm Chairperson Briseño convened to executive session.

Public Comment-none

11.1 Conference with Labor Negotiators; pursuant to Government Code Section 54957.6

Agency Designated Representative: General Manager

Employee Organizations: International Brotherhood of Electrical Workers Local Union 1245 (IBEW); Service Employees International Union Local 1021 (SEIU)

Unrepresented Employees: Superintendents, Finance Director, Board Clerk, and Human Resources Clerk

at 9:06pm Chairperson Briseño reconvened to regular session and reported the following: Information given, and direction provided.

12) Announcements and Comments from Board Members: None.

13) Meeting Adjourn:

Director Quigley offered the motion, seconded by Director Aliga to adjourn the meeting at 9:07 p.m. Motion passed.

Rizal Aliga, Board Secretary

Date



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General Manager
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Policies and Personnel Committee Minutes
Monday, April 24, 2023
9:30 a.m.
Administrative Office-Board Room
401 Amador Street

In attendance: Director Briseño, General Manager Lanusse,
Human Resources Clerk Morehouse
Absent: Director Bowen

Meeting began: 9:33am

1. Public Comment
1 Public Comment

2. Review Policy Updates Spreadsheet

- a. Staff focused questions on what the Committees priorities of the policy updates are. The Committee responded with having all our policies listed on the spreadsheet to make it easier to review each policy and prioritizing getting all the policies that have to do with the board completed first and then all the other policies that have already been started in the review process completed next. Another recommendation was adding the last date a policy was updated to the Policy table of contents. Staff agreed with the suggestion. Staff also commented that at the bottom of each policy a version number and a date are listed for each policy.

3. Committee Comments

- a. Committee commented that we should have an HR professional to come in periodically to help make sure our policies are up-to-date with the current law changes.

Adjourned at 9:50am



Greater Vallejo Recreation District
Balance Sheet
All Funds Combined
April 30, 2023

Assets

Cash - Solano County	2,643,620.73
Cash - General Account - Bank of the West	(583,743.25)
Cash - Payroll - Bank of the West	97,621.46
Cash - Umpqua Bank - Reserve Account	1,627,747.44
Cash - Retiree Benefit Trust Fund	1,298,509.20
Accounts Receivable	<u>(251,733.38)</u>

Total Assets 4,832,022.20

Liabilities

Accounts Payable	76,578.41
Payroll Related Payables	(27,502.83)
Building Deposits Payable	34,566.54
Amount Due Customers - Etrak	<u>4,095.78</u>

Total Liabilities 87,737.90

Net Assets

Fund Balance - Restricted Operating Reserve	2,300,000.00
Fund Balance - Unrestricted Operating Reserve	3,251,510.44
Fund Balance - Restricted Retiree Benefit	1,298,411.72
Fund Balance - Designated Reserve 15%	1,627,567.74
Excess Revenues Over Expenses	<u>(3,733,205.60)</u>

Total Net Assets 4,744,284.30

Total Liabilities and Net Assets 4,832,022.20



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

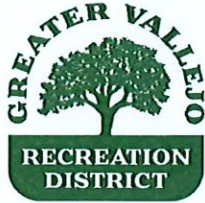
<u>Revenue</u>	<u>Actual</u> <u>Yr to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Amount</u> <u>Remaining</u>	<u>Percent</u>
Administration	4,321,395	8,027,837	3,706,442	53.83%
Facilities	0	0	0	0.00%
Park Maintenance & Visitor Service	160,195	218,400	58,205	73.35%
Recreation	1,163,530	1,398,151	234,621	83.22%
Capital Improvements	0	3,324,690	3,324,690	0.00%
Total Revenues	5,645,120	12,969,078	7,323,958	43.53%
<u>Expenses</u>	<u>Actual</u> <u>Yr to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Amount</u> <u>Remaining</u>	<u>Percent</u>
Administration & General Support	2,012,679	2,410,942	398,263	83.48%
Planning & Development	169,138	188,741	19,603	89.61%
Facilities	1,187,005	1,450,172	263,167	81.85%
Visitor Services	88,209	155,433	67,224	56.75%
Landscaping & Grounds	1,525,469	2,160,910	635,441	70.59%
Recreation	2,748,230	3,116,168	367,938	88.19%
Capital Improvements	1,647,596	3,485,447	1,837,851	0.00%
Contingency Reserve	0	1,265	1,265	0.00%
Retiree Medical Benefit - OPEB	0	0	0	0.00%
Total Expenditures	9,378,326	12,969,078	3,590,752	72.31%
Net Revenues Over (Expenditures)	(3,733,206)	0	3,733,206	

Greater Vallejo Recreation District
Financial Report Year-to-Date
7/2022-4/2023
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	4,321,395	8,027,837	3,706,442	53.83%	4,321,395
200	Planning & Development	0	0	0	0.00%	
300	Facilities	0	0	0	0.00%	-
301	Visitor Services	160,195	218,400	58,205	73.35%	
310	Landscaping & Grounds	0	0	0	0.00%	160,195
010	Recreation Administration	3,700	5,148	1,448	0.00%	
415	Children's Wonderland	32,915	59,560	26,645	55.26%	
430	Break Camp	32,036	49,305	17,269	64.97%	
450	Vallejo Community Center	6,461	0	(6,461)	0.00%	
451	Foley Cultural Center	198,500	200,000	1,500	99.25%	
460	Sports	65,822	116,120	50,298	56.68%	
465	Community Events	3,455	13,600	10,145	25.41%	
480	ExLP	255,895	166,542	(89,353)	153.65%	
481	After School Programs	332,744	280,000	(52,744)	118.84%	
486	Teen Services	0	2,200	2,200	0.00%	
490	Therapeutic Recreation	370	6,100	5,730	6.07%	
720	North Vallejo Community Center	22,781	29,035	6,254	78.46%	
721	South Vallejo Community Center	57,483	54,846	(2,637)	104.81%	
730	Cunningham Pool	151,368	415,695	264,327	36.41%	1,163,530
Total Revenues		5,645,120	9,644,388	3,999,268	58.53%	5,645,120

<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	1,321,841	1,554,923	233,082	85.01%	
007	Human Resources	314,279	410,048	95,769	76.64%	
100	Finance	376,559	445,971	69,412	84.44%	2,012,679
200	Planning & Development	169,138	188,741	19,603	89.61%	169,138
300	Facilities	1,187,005	1,450,172	263,167	81.85%	1,187,005
301	Visitor Services	88,209	155,433	67,224	56.75%	88,209
310	Landscaping & Grounds	1,525,469	2,160,910	635,441	70.59%	1,525,469
010	Recreation Administration	357,030	408,720	51,690	87.35%	
415	Children's Wonderland	187,683	208,340	20,657	90.09%	
430	Break Camp	114,189	190,272	76,083	60.01%	
450	Vallejo Community Center	39,174	17,562	(21,612)	223.06%	
451	Foley Cultural Center	293,572	353,972	60,400	82.94%	
460	Sports	127,374	209,219	81,845	60.88%	
465	Community Events	39,788	79,998	40,210	49.74%	
480	ExLP	383,022	300,786	(82,236)	127.34%	
481	After School Programs	352,153	369,336	17,183	95.35%	
486	Teen Services	903	7,883	6,980	11.46%	
490	Therapeutic Recreation	2,147	9,377	7,230	22.90%	
720	North Vallejo Community Center	36,773	47,720	10,947	77.06%	
721	South Vallejo Community Center	57,815	60,220	2,405	96.01%	
730	Cunningham Pool	756,606	852,763	96,157	88.72%	2,748,230
	Capital Improvements	1,647,596	3,485,447	1,837,851	47.27%	1,647,596
	Contingency Reserve	0	1,265	1,265	0.00%	
	Retiree Medical Benefit - OPEB	0	0	0		
Total Expenditures		9,378,326	12,969,078	3,590,752	72.31%	9,378,326

Net Revenues Over (Expenditures)	(3,733,206)	(3,324,690)	408,516	(3,733,206)
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Greater Vallejo Recreation District
Financial Report Year-to-Date
as of April 30, 2023
Measure K

<u>Revenue</u>	<u>Actual</u> <u>Yr to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Amount</u> <u>Remaining</u>	<u>Percent</u>
Administration	1,065,199	2,250,000	1,184,801	47.34%
Total Revenues	<u>1,065,199</u>	<u>2,250,000</u>	<u>1,184,801</u>	<u>47.34%</u>
<u>Expenses</u>	<u>Actual</u> <u>Yr to Date</u>	<u>Annual</u> <u>Budget</u>	<u>Amount</u> <u>Remaining</u>	<u>Percent</u>
Administration & General Support	26,195	91,000	64,805	28.79%
Facilities	719,568	877,892	158,324	81.97%
Landscaping & Grounds	440,330	685,551	245,221	64.23%
Recreation	614,395	580,912	(33,483)	105.76%
Capital Improvements	330,577	385,000	54,423	0.00%
Total Expenditures	<u>2,131,065</u>	<u>2,620,355</u>	<u>489,290</u>	<u>81.33%</u>
Net Revenues Over (Expenditures)	<u>(1,065,866)</u>	<u>(370,355)</u>	<u>695,511</u>	

Greater Vallejo Recreation District
 Financial Report Year-to-Date
 7/2022-4/2023
 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	1,065,199	2,250,000	1,184,801	47.34%	
007	Human Resources	0	0	0		
100	Finance	0	0	0		1,065,199
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	1,065,199	2,250,000	1,184,801	47.34%	1,065,199
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<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	26,195	89,000	62,806	29.43%	
007	Human Resources	0	0	0		
100	Finance	0	2,000	2,000	0.00%	26,195
200	Planning & Development	0	0	0		
300	Facilities	719,568	877,892	158,324	81.97%	719,568
301	Visitor Services	0	0	0		
310	Landscaping & Grounds	440,330	685,551	245,221	64.23%	440,330
010	Recreation Administration	48,346	10,000	(38,346)		
415	Children's Wonderland	24,013	83,923	59,910	28.61%	
430	Break Camp	0	0	0		
450	Vallejo Community Center	20,018	9,879	(10,139)	202.63%	
451	Foley Cultural Center	45,442	62,000	16,558	73.29%	
460	Sports	16,533	40,597	24,064	40.72%	
465	Community Events	162	8,612	8,450	1.88%	
480	ExLP	0	0	0		
481	After School Programs	0	0	0		
486	Teen Services	112	4,707	4,595	2.38%	
490	Therapeutic Recreation	66	2,777	2,711	2.38%	
720	North Vallejo Community Center	9,829	12,672	2,843	77.56%	
721	South Vallejo Community Center	15,971	14,000	(1,971)	114.08%	
730	Cunningham Pool	433,904	331,745	(102,159)	130.79%	614,395
	Capital Improvements	330,577	385,000	54,423	85.86%	330,577
	Contingency Reserve	0	0	0	0.00%	
	Retiree Medical Benefit - OPEB	0	0	0	0.00%	

Total Expenditures	2,131,064	2,620,355	489,291	81.33%	2,131,064
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Net Revenues Over (Expenditures)	(1,065,865)	(370,355)	695,510	(1,065,865)
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Greater Vallejo Recreation District
Revenue and Expense Variance Report
April 2023

	For April Only				Cumulative through April				Adopted Budget	Projected at Year End	Variance	Notes
	Anticipated		Actual		Anticipated		Actual					
	%	\$	Actual	Over/(Under)	%	\$	Actual	Over/(Under)				
REVENUES												
Taxes	45.0%	\$3,567,400	\$0	(\$3,567,400)	96.3%	\$7,628,334	\$4,166,529	(3,461,805)	7,920,599	\$8,126,619	\$206,020	1
Administration	9.4%	\$10,100	\$6,175	(\$3,925)	67.3%	\$72,159	\$154,866	82,707	107,238	\$230,151	\$122,913	
Parks & Facilities Maint.	11.0%	\$24,100	\$9,572	(\$14,528)	66.6%	\$145,547	\$160,195	14,648	218,400	\$240,380	\$21,980	
Recreation	8.4%	\$116,900	\$54,980	(\$61,920)	77.0%	\$1,076,807	\$1,163,530	86,723	1,398,151	\$1,510,754	\$112,603	
Capital Improvements									3,324,690	\$3,324,690		
Total Revenues		\$3,718,500	\$70,727	(\$3,647,773)		\$8,922,848	\$5,645,120	(3,277,728)	12,969,078	\$13,432,594	\$463,516	
EXPENSES												
Administration	9.2%	\$222,000	\$148,068	(\$73,932)	81.6%	\$1,968,342	\$2,012,679	44,337	2,410,942	\$2,465,248	\$54,306	
Parks & Facilities Maint.	8.7%	\$345,800	\$233,511	(\$112,289)	74.3%	\$2,938,470	\$2,969,821	31,351	3,955,256	\$3,997,456	\$42,200	
Recreation Programs	8.0%	\$248,000	\$292,725	\$44,725	79.6%	\$2,481,275	\$2,748,230	266,955	3,116,168	\$3,451,430	\$335,262	
Capital Improvements	8.3%	\$289,292	\$117,819	(\$171,473)	83.3%	\$2,903,377	\$1,647,596	(1,255,781)	3,485,447	\$3,485,447	\$0	
Contingency Reserve									1,265	\$1,265		
Retiree Benefit-OPEB									-			
Total Expenses		\$815,800	\$792,123	(\$141,496)		\$7,388,086	\$9,378,326	342,644	12,969,078	\$13,400,846	\$431,768	
Change in Fund Balance									-	\$31,748	\$31,748	

Note 1: Although we received notice from Solano County that the 2nd apportionment of Property Taxes would be distributed in April, as of the date of the creation of this report (May 4, 2023) we had not received the monthly statement. Therefore, that tax amount is not included in this report.

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
69659	04/03/2023	P G & E	\$21,382.72
69660	04/04/2023	General Plumbing Supply Co	\$173.27
69661	04/04/2023	P G & E	\$9,007.05
69662	04/04/2023	All Star Rents	\$97.48
69663	04/04/2023	Ryan Allen	\$98.12
69664	04/04/2023	American Sanitation Inc	\$1,300.00
69665	04/04/2023	Big Creek Lumber & Building Material	\$560.80
69666	04/04/2023	BOLT	\$1,600.40
69667	04/04/2023	AT&T	\$47.34
69668	04/04/2023	Cintas Corporation	\$1,422.60
69669	04/04/2023	Carolyne Cogley	\$110.00
69670	04/04/2023	Comcast	\$538.31
69671	04/04/2023	Commercial Energy Of Montana	\$10,126.42
69672	04/04/2023	Cortez Dameron Jr	\$400.00
69673	04/04/2023	Delta Bluegrass Co	\$948.28
69674	04/04/2023	Emergency Construction Services, Inc	\$1,038.55
69675	04/04/2023	Jasmine Farr	\$50.00
69676	04/04/2023	Green Valley Aloha Saw & Mower	\$49.21
69677	04/04/2023	Municipal Resource Group, LLC	\$2,475.00
69678	04/04/2023	Julie Myers	\$128.78
69679	04/04/2023	NBS	\$2,953.00
69680	04/04/2023	Jackeline Olivarez	\$15.00
69681	04/04/2023	Kayte Petullo-Clark	\$75.00
69682	04/04/2023	Sara Preciado	\$750.00
69683	04/04/2023	Sierra Truck And Van, Inc.	\$1,226.63
69684	04/04/2023	SiteOne Landscape Supply	\$1,601.23
69685	04/04/2023	Verde Design Inc	\$12,500.00
69687	04/05/2023	Metropolitan Life Insurance Company	\$5,992.86
69688	04/05/2023	Ring Central Inc.	\$869.56
69689	04/05/2023	Verizon Wireless	\$1,600.42
69692	04/05/2023	Orlando Wynn	\$3,600.00
69693	04/05/2023	Construction West	\$46,891.05
69686	04/07/2023	California State Disbursement Unit	\$153.23
69694	04/10/2023	Bayshore Materials	\$143.60
69695	04/10/2023	Bert Williams & Sons Inc	\$212.99
69696	04/10/2023	Express Shirt Printing	\$689.27
69697	04/10/2023	Marquee Fire Protection	\$875.00
69698	04/10/2023	All Star Rents	\$363.98
69699	04/10/2023	Bay Area Driving School	\$87.36
69700	04/10/2023	BHI Management Consulting	\$3,375.00
69701	04/10/2023	Big Creek Lumber & Building Material	\$348.09
69702	04/10/2023	BOLT	\$1,600.40
69703	04/10/2023	BPX Printing & Graphics	\$117.69
69704	04/10/2023	Brady Industries	\$204.25
69705	04/10/2023	Break It Down Soul Line Dance	\$174.00
69706	04/10/2023	BSN Sports	\$339.50
69707	04/10/2023	Clark Pest Control	\$142.00
69708	04/10/2023	Commercial Pool Systems, Inc	\$8,373.88
69709	04/10/2023	Abigail Hernandez	\$1,028.30
69710	04/10/2023	Charlotte Hoppe	\$48.00
69711	04/10/2023	Karen Houston	\$454.20
69712	04/10/2023	Dora Jurado	\$750.00
69713	04/10/2023	Kaiser Permanente-OHSS	\$502.00
69714	04/10/2023	Koff & Associates	\$7,218.75
69715	04/10/2023	Judy LaFear	\$400.00
69716	04/10/2023	Lincoln Aquatics	\$1,249.46

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
69717	04/10/2023	Steven Logoteta	\$67.00
69718	04/10/2023	Virlynda Luciano	\$138.00
69719	04/10/2023	Lorna Mandap	\$489.30
69720	04/10/2023	Nicole Mimiaga	\$48.00
69721	04/10/2023	Municipal Resource Group, LLC	\$9,281.25
69722	04/10/2023	Pape Machinery, Inc	\$5,040.00
69723	04/10/2023	Platt Electric Supply	\$67.52
69724	04/10/2023	PROforma	\$96.08
69725	04/10/2023	Theodore Rocha	\$423.60
69726	04/10/2023	Santa Barbara Control Systems	\$800.56
69727	04/10/2023	SiteOne Landscape Supply	\$4,214.16
69728	04/10/2023	Uline Shipping Supplies	\$2,148.93
69729	04/10/2023	Utility Cost Management LLC	\$855.23
69730	04/10/2023	Frankie Valentine-Flores	\$972.60
69731	04/10/2023	Verdin	\$12,543.01
69732	04/14/2023	Jason Jones	\$408.00
69733	04/18/2023	US Bank Corporate Payment System	\$24,671.08
69734	04/19/2023	Jasmin Arriaza	\$50.00
69735	04/19/2023	Melissa Cohea	\$55.00
69736	04/19/2023	Monica Contreras	\$50.00
69737	04/19/2023	Anastasia Gomes	\$50.00
69738	04/19/2023	Olga Hernandez	\$50.00
69739	04/19/2023	Lizbeth Huerta	\$185.00
69740	04/19/2023	Chigusa Kanzan	\$81.30
69741	04/19/2023	Anhel Macias	\$160.00
69742	04/19/2023	Veronique Menton	\$50.00
69743	04/19/2023	Daisy Ochoa	\$750.00
69744	04/19/2023	Renata Pasley	\$50.00
69745	04/19/2023	Leony Sayson	\$160.00
69746	04/19/2023	Sara Steege	\$50.00
69747	04/19/2023	Courtney Tomlin	\$50.00
69748	04/19/2023	Brianda Torres	\$50.00
69749	04/19/2023	Sophia Valenti	\$60.00
69750	04/19/2023	Rachel Vaughn	\$60.00
69751	04/19/2023	AT&T	\$318.31
69752	04/19/2023	GreatAmerica Financial Services	\$1,726.31
69753	04/19/2023	Louie Concrete Construction	\$4,241.72
69754	04/19/2023	Bayshore Materials	\$58.52
69755	04/19/2023	Bert Williams & Sons Inc	\$73.17
69756	04/19/2023	Grainger	\$140.93
69757	04/19/2023	Morgan Alarm Co., Inc	\$2,000.25
69758	04/19/2023	P G & E	\$10,182.84
69759	04/19/2023	State Of California	\$416.00
69760	04/19/2023	Tecogen	\$13,258.62
69761	04/19/2023	Alhambra	\$124.91
69762	04/19/2023	Hannah Best	\$247.50
69763	04/19/2023	Big Creek Lumber & Building Material	\$456.12
69764	04/19/2023	BOLT	\$1,280.32
69765	04/19/2023	Brady Industries	\$811.13
69766	04/19/2023	BrightView Landscape Services, Inc.	\$836.00
69767	04/19/2023	BSN Sports	\$276.88
69768	04/19/2023	AT&T	\$22.82
69769	04/19/2023	Candido Construction	\$3,800.00
69770	04/19/2023	C-DAT	\$360.00
69771	04/19/2023	Clark Pest Control	\$108.00
69772	04/19/2023	Comcast	\$258.59

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

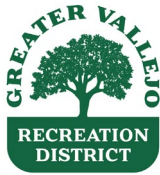
Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
69773	04/19/2023	Commercial Pool Systems, Inc	\$3,766.69
69774	04/19/2023	Crown Hill Materials	\$497.37
69775	04/19/2023	EDCO Transmission	\$2,669.00
69776	04/19/2023	FASTSIGNS-American Canyon	\$70.44
69777	04/19/2023	Green Valley Aloha Saw & Mower	\$1,301.83
69778	04/19/2023	M & M Sanitary LLC	\$327.84
69779	04/19/2023	Moore Design Group	\$4,087.50
69780	04/19/2023	Moore Recreation Therapy & Consultii	\$500.00
69781	04/19/2023	NuCO2	\$346.80
69782	04/19/2023	Pape Machinery, Inc	\$556.25
69783	04/19/2023	Sabrina Parks	\$380.00
69784	04/19/2023	PROforma	\$1,854.18
69785	04/19/2023	Quench USA, Inc.	\$44.54
69786	04/19/2023	RRM Design Group	\$423.75
69787	04/19/2023	Security Enforcement Alliance	\$3,906.00
69788	04/19/2023	Sherwin-Williams	\$111.89
69789	04/19/2023	SiteOne Landscape Supply	\$1,452.18
69790	04/19/2023	Turf Star, Inc.	\$1,537.03
69791	04/19/2023	Uline Shipping Supplies	\$1,626.42
69792	04/19/2023	Calmat Co Dbv Vulcan Materials Co	\$778.79
69793	04/21/2023	California State Disbursement Unit	\$153.23
69794	04/26/2023	Leslie Davenport	\$80.00
69795	04/26/2023	Maria Garcia	\$40.00
69796	04/26/2023	Healthy Vallejo Community Support S	\$400.00
69797	04/26/2023	Saviano Company, Inc.	\$53,200.00
69798	04/26/2023	Lenora Snyder	\$153.00
69799	04/26/2023	Urban Strategies Council	\$400.00
69800	04/26/2023	Sophia Valenti	\$90.00
69801	04/26/2023	Rachel Vaughn	\$60.00
69802	04/26/2023	Andrea Villada	\$37.00
69803	04/26/2023	Karla White	\$96.00
Bank Totals			\$344,652.32

Report Selection Criteria

Bank Account:	Start GEN	End GEN
Date Range:	Custom	
Item Date:	04/01/2023	04/30/2023
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



Agenda 11.1

BOARD COMMUNICATION

Date: May 11, 2023

TO: Board Chairperson and Directors

FROM: Gabe Lanusse

SUBJECT: First Read Policy 2105 Purchase of Meals, Refreshments, and other Non-Cash Items.

BACKGROUND AND DISCUSSION

GVRD currently does not have a policy regarding the purchase of meals, refreshments, and other non-cash items. This was brought to the attention of HR and the GM when it was noticed that there is not a consistent application regarding the purchase of said items throughout the district. As a public agency, funds for personal consumption or non-cash items have policies and laws that define what public funds can be used for. Some items were also being charged to the wrong accounts, and interpretations were varied. Staff researched surrounding agencies regarding purchasing items. A draft has been reviewed by legal counsel, and the policy committee. This policy will assist in validating purchases.

RECOMMENDATION

Approve first read.

FISCAL IMPACT

Food, refreshments, and non-cash items are currently budgeted for. There will not be an increase in costs. There may be savings due to misinterpretation of how funds were spent.

ALTERNATIVES CONSIDERED

- Approve
- 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 2105

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Purchase of Meals Refreshments and Other Non-Cash Items
POLICY NUMBER: 2105

Purpose

To establish a uniform policy regarding the purchase of meals, refreshments, and other non-cash items for GVRD directors and employees.

Policy

GVRD may only spend district funds on meals, refreshments, other miscellaneous food, gifts, cards, flowers, gift certificates or tokens of recognition in connection an authorized District activity or training as outlined below. Lunch time meals are optional. If an employee choses to attend the meal, they can not then take their own lunch time afterwards. Celebrations for retirements or departures to another job shall occur only during lunch time. Any celebrations for an employee departure at any during work time must be approved by the General Manager or their designee.

Authorized Use of Funds

An authorized District activity includes the following:

- 1) Internal, Special District-wide events provided by GVRD for its own employees with prior approval by the General Manager or their designee;
- 2) New employee recognition program; a welcome lunch that includes the designated Supervisor, Department Head, and/or the General Manager.
- 3) Mandatory District-wide trainings and/or briefings for employees that are 5 or more hours in length;
- 4) Interview panels for the employee recruitment process;
- 5) Interview panels for the request for proposals or request for qualifications process.
- 6) GVRD Board of Directors event or widely advertised ribbon cutting, open house or community meeting;
- 7) Annual GVRD-sponsored volunteer recognition event;
- 8) Annual GVRD sponsored employee recognition/ appreciation event
- 9) Emergency Operations Center training and activation ;
- 10) Annual department events as initiated by department heads lasting more than five hours.

- 11) GVRD hosted trainings, meetings and/or events involving other agencies, as approved by the department head, and General Manager;
- 12) Recreation programs (not meetings) where food is part of service delivery;
- 13) Annual meeting with the Greater Vallejo Park, Recreation, and Open Space Foundation;
- 14) Board of Directors trainings, or special meetings which are scheduled for four or more hours.
- 15) Purchase of flowers for full time staff in the event of surgery, birth of a child, or death of employee or an immediate family member. Please communicate with GM to verify any of these events.

All authorized GVRD activities outlined above must be approved by the respective department head and General Manager in writing prior to using District funds.

Documentation of department head and General Manager approval must be submitted with receipts, invoices and/or statements. Written on the receipt shall be the required information: names of people in attendance, reason for meal meeting, line item code, and date. The General Manager, or their designee, can, upon written approval, authorize an exception to the authorized GVRD activity. Cost for food shall be based on current year guidelines from the U.S. General Services Administration (GSA) Meals and Incidentals (M&IE) breakdown for the Napa region. As a general guideline, refreshments should not be purchased for GVRD staff meetings, activities, personal consumption, and trainings unless they meet the criteria above.

Non-allowable use of funds

- 1) Meals and/or refreshments for non-mandatory staff training, or trainings that are less than 4 hours in length.
- 2) Meals and/or refreshments for mandatory District-wide training and/or briefings that are less than 4 hours in length, lunch break is not included in the length of training/briefings;
- 3) Coffee, tea, snacks or other items for personal consumption, and are not associated with any event or activity listed under "Authorized Use of Funds" above.
- 4) Purchase of alcohol for any reason

Emergency Callouts

Employees who have been called out for emergencies, (e.g. repairing water main breaks or alarm call-outs) and are unable to leave their assignments to take meal breaks are eligible for meals and refreshments paid by the District.

Discretionary purchases

- 1) Departments are allowed to pay for water cooler expenses for employees, if drinking water is unavailable at the site.
- 2) Departments are authorized to pay for employee departure expenses (i.e. food, cake, and/or refreshments, etc.) for employees departing after a minimum of

10 years of service with the District. Allowable purchase amount is based on the employee's years of service as follows:

- a. 10 - 19 years of service \$200 maximum
- b. 20 - 29 years of service \$250 maximum
- c. 30 + years of service \$300 maximum

Department Recognition/Appreciation Non-Cash Awards

Non-cash awards such as SWAG with GVRD logos, may be provided to employees as part of the GVRD's recognition/appreciation program. Retirements, birthdays, baby showers, births and other personal celebrations are not considered department recognition/appreciation activities. Purchases of non-cash awards must be paid from the administrative account existing budget regarding employee recognition..

Celebrations

Staff is allowed to participate during regular work-hours for other type of appreciation events if approved by their department head and General Manager, but material costs associated with these events may not be paid for by GVRD funds.

Training policy

The employee training and travel expense policy shall govern the reimbursement of meal expenses incurred by GVRD employees attending out-of-town trainings or conferences. See training and travel request form, or Union MOU for further details on the training and travel policy.

Business lunch policy

In the event that an employee is having a meal/business lunch with a vendor or an outside party of the agency, outside of GVRD offices, the employee must pay for his/her lunch and is eligible for the meal reimbursement by the GVRD for their lunch, only if this meeting is approved in advance by the department head, or in the case of department head, the GM. Employees should strive to schedule meetings with outside vendor/parties during non-mealtimes especially if they are hourly employee to not infringe on their lunch break which is personal time, and not work time



Agenda 11.2

BOARD COMMUNICATION

Date: May 11, 2023

TO: Board Chairperson and Directors

FROM: Gabe Lanusse

SUBJECT: Changes to Policy 4060 - Committees of the Board of Directors.

BACKGROUND AND DISCUSSION

Staff and the Board of Directors have discussed this item primarily to line up the appointment of committees with the designation of Board of Directors designations for Chair, Vice-Chair and Secretary. As it is currently, the slate of officers occurs at the first meeting in January, and then committees are appointed in June. Having the Board titles in January, and then appointment of the committees following the Board slate will fall into a better alignment. Normal rotations of the Board of Directors end in December, and begin in January.

Other aspects of this policy are the roles of committee members, selection of committee chair, quorum for committee meetings, when they can be canceled, ad hoc meetings, and other items suggested for changes.

RECOMMENDATION

Approve second read.

FISCAL IMPACT

Minor impact on staff time if meetings need to be cancelled at the last minute and rescheduled. Committee meetings are part of the staff duties.

ALTERNATIVES CONSIDERED

Approve
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 4060

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Committees of the Board of Directors
POLICY NUMBER: 4060

Standing committees ~~may be established that are advisory to~~advise the Board with respect to matters within their respective ~~responsibility~~responsibilities. ~~At the first Board meeting in July, After the Board officers have been elected, at the following Board meeting, it will be determined which committees shall be activated and the Board Chairperson shall appoint and publicly announce the two members to be assigned to each of the standing committees, for the ensuing fiscal calendar year. In addition, the Board eChairperson shall appoint two members to represent the District on the City's Inter-Agency Committee.~~

~~The members of Chair of each committee shall be chosen by mutual agreement by the designated committee members agree upon a committee chair, and if there is no agreement can be reached, then by seniority the more senior member of the committee will become the chair. If there is a tie regarding seniority, then the Board Chair will designate the committee's chair. The Ddesignation of committee Chairs should strive to give shall strive to provide all Board members with opportunities to gain experience. If a Board member chairs multiple committees, it would benefit the District and Board to strive to have for that Director-Board member to reduce the number of committees they chair.~~

The following shall be standing committees of the Board:

- Budget and Finance Committee;
- Facility and Development Committee;
- Policies and Personnel Committee;
- Publicity, Program, and Community Relations Committee.

The Board Chairperson shall appoint such ad hoc committees as ~~may be~~deemed necessary or advisable by ~~himself/herself themselves~~ the Chair and/or the Board. ~~To qualify as an ad hoc committee, the committee must be temporary (i.e., exist for less than a year), be advisory (i.e., no final decision-making authority), and have a discrete task or goal rather than a continuing jurisdiction over a range of policy issues. The Board Chairperson shall outline the duties of the ad hoc committees shall be outlined at the time of formation or appointment, and the committee shall be considered dissolved when its it has made its final report recommendations has been made or it has run out of time. Ad hoc committees may, but are not required to, post meeting notices and agendas and allow the public to attend.~~

The General Manager or the General Manager's designee shall be an ex-officio member of all committees. ~~The chairperson of e~~Each committee chair shall inform the ~~chairperson of~~ the Board as to the business transacted at each ~~committee b~~Board meeting.

The Board's standing committees will meet on an as needed basis as determined by the committee chair of the committee and the General Manager, and ~~may be assigned to~~shall review District functions, activities, and/or operations pertaining to their designated concerns, as specified below. ~~Said assignment may be made by the Board Chairperson, a majority vote of the Board, or on their own initiative.~~ Any recommendations resulting from ~~said the committee's~~ review should be submitted to the Board via a written or oral report.

All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board ~~of Directors~~. As with Board meetings, a quorum of the committee must be present to hold a committee meeting; since each committee has only two members, both committee members must be present to convene. Should a third member of the Board with-wish to attend meetings of any standing committee, they may do so as an observer only and may not ask questions or make statements during the meeting, nor participate in any manner.

The Board's standing Budget and Finance Committee

This committee shall work with the General Manager and other staff of the District on the annual budget projection and other financial matters. This committee shall review the General Manager and Directors' expenses, annual audit and annual financial statement before publication. The committee will ensure that investment policies are followed and that funds are invested in a prudent manner with adequate protections to prevent misuse.

The Board's standing Facility and Development Committee

This committee shall study and recommend acquisitions of real property and the type of facilities that should be planned for new acquisitions, and all joint planning and developmental programs for district facilities, including any additional facility needs and development of present parks. This committee shall review and, make final recommendations for facilities and/or developments. This committee shall review matters related to engineering and operation of facilities an short and long-range capital improvement plans.

The Board's standing Policies and Personnel Committee

This committee shall study and make recommendrecommendations for the compensation and welfare of District Staff. This committee shall also, as needed, include a meet and confer-meet with the General Manager regarding the items and conditions of the General Manager's employment by the District. This committee shall review the functions of District staff and other policies not assigned to other committees.

The Board's standing Publicity, Program and Community Relations Committee

This committee shall study and make recommendations for all District recreational programs and policies regarding public affairs and community outreach, to includeincluding co-sponsorship with other entities. This committee shall assure information regarding the affairs of the District is adequately communicated to its constituents and the public at large. This committee shall make presentations before gruets-groups and organizations upon request.

~~The Chairperson shall appoint members to the City's Interagency Committee~~



Maintenance Department Board Update

5/11/2023

- Hanns Park
 - GVRD in partnership with Center for Volunteer & Nonprofit Leadership and VWA had a volunteer work event on Saturday May 6, for the removal of overgrown vegetation for fire prevention.
- Dan Foley Park
 - The contractor continues to working on the renovations of the basketball courts.
- McIntyre Ranch
 - The tree contractor continues with the removal of hazardous trees and the safety pruning.
- Lake Dalwigk
 - The City will be working on generating a contract with Interwest for the project management of Lake Dalwigk Park improvements.
- Richardson Park
 - Staff installed new garbage receptacles.
- SVCC
 - Someone vandalized and broke some windows; staff coordinated with a glass company to replace the glass on the affected areas.
- Franklin Middle School
 - We had a company conduct an inspection of the building.
- Weed Abatement
 - Parks continues with the mowing at River Park and Dan Foley Park.

BOARD PROJECTS UPDATE

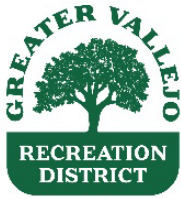


Date

TASK	START	END	% COMPLETE	DONE	NOTES
395/401 Renovations				<input type="radio"/>	
Design Phase	1/1/2018	6/1/2021	100%	<input checked="" type="checkbox"/>	
Permit Issued	6/1/2019	6/1/2020	100%	<input checked="" type="checkbox"/>	
RFP	8/1/2021	10/1/2021	100%	<input checked="" type="checkbox"/>	
Build	12/23/2021	11/1/2023	60%	<input type="radio"/>	Contractor has begun with the installation of the AV system; the engineer is close to complete bid documents for the finishes of 395 building. We should put this out to bid soon.
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	5/31/2023	95%	<input type="radio"/>	Contractor completed the ADA parking and the screen; the electrical panel is scheduled to arrive on May 15 to complete the electrical service upgrade.
Cunningham Pool Shade Structures				<input type="radio"/>	
Design/Assessment Phase	1/1/2023	5/1/2023	60%	<input type="radio"/>	Staff is working on the design to present to the City for their approval.
Permit Issued	6/1/2023	7/1/2023	0%	<input type="radio"/>	
RFP	7/2/2023	8/1/2023	0%	<input type="radio"/>	
Build	9/1/2023	11/1/2023	0%	<input type="radio"/>	
Dan Foley Artificial Field				<input type="radio"/>	
Assessment and Engineer's cost estimate	8/1/2022	11/1/2022	100%	<input checked="" type="checkbox"/>	

TASK	START	END	% COMPLETE	DONE	NOTES
Board Approval	12/1/2022	12/8/2023	100%	<input checked="" type="checkbox"/>	
Design Phase	1/1/2023	5/31/2023	70%	<input type="checkbox"/>	Staff conducted site visits to local fields with the consultant to have a better idea when selecting the artificial and the infill.
RFP	7/1/2022	8/1/2023	0%	<input type="checkbox"/>	
Build	10/1/2023	11/31/2023	0%	<input type="checkbox"/>	
Richardson Electrical Upgrade					
Design Phase	3/1/2020	1/28/2022	100%	<input checked="" type="checkbox"/>	
Permit Issued	2/3/2022	2/11/2022	100%	<input checked="" type="checkbox"/>	
RFP	2/14/2022	3/31/2022	100%	<input checked="" type="checkbox"/>	
Build	6/1/2022	5/31/2023	90%	<input type="checkbox"/>	waiting on a date from PG&E to do the upgrade of the transformer.
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	4/1/2023	5/31/2023		<input type="checkbox"/>	PDF design are getting close to complete all the bid documents for the RFP.
Build	7/1/2023	10/1/2023		<input type="checkbox"/>	
PB Projects					
Design Phase	1/1/2020	3/24/2020	100%	<input checked="" type="checkbox"/>	City postponed the projects on 2020 due to the pandemic.
RFP	5/2/2021	6/20/2021	100%	<input checked="" type="checkbox"/>	
Build	11/12/2021	5/28/2023	98%	<input type="checkbox"/>	Staff is waiting on the signs to arrive; submitted the reimbursement of these projects to the City.
Wilson Small Baseball Field					
Jr Giants Project approval	12/12/2022	1/1/2023	100%	<input checked="" type="checkbox"/>	
Design	1/17/2023	3/31/2023	100%	<input checked="" type="checkbox"/>	
Build	4/3/2023	5/16/2023	95%	<input type="checkbox"/>	Contractor continues working with the renovations of the field.
Terrace Park Playground					

TASK	START	END	% COMPLETE	DONE	NOTES
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	6/1/2023	6/30/2023	0%	<input type="checkbox"/>	Playground vendor is waiting on the equipment.
Children's Wonderland Shade Structures				<input type="checkbox"/>	
Design/Assessment Phase	1/1/2022	2/28/2022	100%	<input checked="" type="checkbox"/>	
RFP	4/1/2022	9/1/2022	100%	<input checked="" type="checkbox"/>	
Permit Issued	5/1/2022	5/28/2023	80%	<input type="checkbox"/>	Submitted a design review application to the City; staff will be scheduling a meeting with City staff. This is on hold for now.
Build	7/1/2023	8/1/2023	0%	<input type="checkbox"/>	
Setterquist RIRE Funds Upgrades				<input type="checkbox"/>	
Design/Assessment Phase	1/1/2022	2/28/2023	100%	<input checked="" type="checkbox"/>	
RFP	1/1/2023	3/1/2023	100%	<input checked="" type="checkbox"/>	
Build	4/11/2023	6/1/2023	70%	<input type="checkbox"/>	Contractor continues with the improvements of the courts.
Hanns Park Disc Golf				<input type="checkbox"/>	
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	5/31/2023	98%	<input type="checkbox"/>	Staff installed the new signs; working on the welcome sign.
Hanns Park Restrooms ADA Upgrades				<input type="checkbox"/>	
Design/Assessment Phase	6/1/2022	11/1/2022	100%	<input checked="" type="checkbox"/>	
Permit Issued	12/1/2022	2/14/2023	100%	<input checked="" type="checkbox"/>	
RFP	3/17/2023	4/14/2023	100%	<input checked="" type="checkbox"/>	Received one bid for this project.
Build	6/1/2023	8/1/2023	0%	<input type="checkbox"/>	
				<input type="checkbox"/>	



Finance Department Board Update

05/11/2023

Property Taxes 2nd Apportionment FY 22-23

- I have received an email from the Solano County Auditor-Controller's office stating that payment of the 2nd apportionment of taxes and special assessments of FY 2022-2023 will be on or before the last working day of April 2023. We had not received the April statement from the County prior to processing the April Financial Reports, so were unable to include this apportionment. It will be included in the reports for May 2023.

FY 23-24 Budget Process

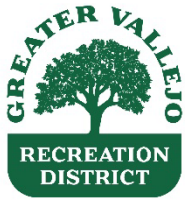
- Working with the General Manager and department heads to finalize the FY 23-24 budget. We will be meeting with the Budget and Finance Committee on Monday, May 8th to go over the draft budget. We anticipate submitting a final budget to the entire board at the May 25th meeting. However, there will be adjustments needing to be made following settlement of union contracts.

Union Negotiations

- We continue to assist the General Manager with calculations for the ongoing union negotiations.

Audit – FY 21-22

- The audit for FY 21-22 has been postponed until July 2023. Staff are currently preparing reports requested by the auditors and submitting them via the Suralink website.



Recreation Department Board Updates

05/11/2023

Activity Guide:

- The Summer Activity Guide is available online and at our main office.

Aquatics:

- The pool hosted its annual Free Kids Day event on Saturday, May 6th. There were 77 participants registered for the event.
- Vallejo Aquatic Club will be hosting a large swimming meet May 19th-21st. The pool will be utilized as a long course. The users anticipate hundreds of people in attendance.

Community Centers:

- GVRD selected One People Tribe (OPT) to sublease the South Vallejo Community Center. GVRD and OPT will meet later this month to discuss the agreement.

Children's Wonderland & Community Events:

- The Muralist has begun work on the restrooms at the Park.





- Flavor Town Tuesdays (Food Trucks) began this week at Children's Wonderland every 2nd and 4th Tuesday from 4-7pm.

A promotional poster for "The FLAVOR TOWN Tuesdays" event. The background is teal with white floral patterns. At the top left is the Greater Vallejo Recreation District logo. The main text reads "The FLAVOR TOWN Tuesdays" in a stylized font, followed by "2ND AND 4TH MAY-SEPT | 4-7PM". A yellow sunburst graphic contains the text "FREE ENTRY". Below this, it says "Children's Wonderland" and "FOOD, FAMILY, FUN!". There are three photos: a food truck, people at a table, and people dancing. Logos for "NAPA SMITH BREWERY" and "Parks Make Life Better!" are included. At the bottom, it lists "LIVE MUSIC • GAMES • FOOD TRUCKS", an Instagram icon with "@G.V.R.D", and the website "WWW.GVRD.ORG (707) 648-4600".

- As summer approaches, staff are planning ahead and brainstorming community events that will impact many different groups in our community for the next fiscal year.
- Recreation Expo will be held this Saturday, May 13th from 11am to 2pm at Children's Wonderland. The Department will have vendors, class demos, and more at the event. Families who register for summer programs will receive 10% off youth camps the day of the event.



Sports/Adaptive Recreation (AR):

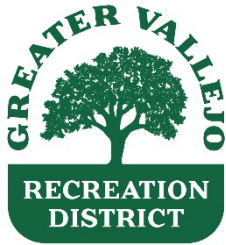
- Junior Giants is ramping up and we are excited that our Ambassadors have been chosen and are excited for this program.
- GVRD and Junior Giants Ribbon Cutting is scheduled for Tuesday, May 16th 11am at Wilson Field. Special Guest and Short Stop Brandon Crawford will be in attendance.

Staffing:

- The 2nd round of interviews for the FT Recreation Coordinator recruitment was held on Tuesday, May 9th. The Department hopes to select a candidate and make an offer at the end of the week.

Youth Services:

- Staff are planning for summer camps that will begin June 12th.



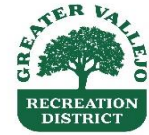
General Manager Board Update

5/11/2023

- Working with staff regarding budget, etc.
- Working on negotiations with SEIU, IBEW, and unrepresented staff. Provided a draft contract to legal regarding unrepresented staff.
- We are at approximately 80% of the succession planning process, a survey was sent out to staff asking for feedback.
- We are near completion of the strategic planning process; an email should be sent out shortly.
- Communicated with School District regarding inspection and lease for the Franklin School Site .
- Met with the City Manager and Assistant City Manager regarding North Vallejo Community Center.
- Worked with staff regarding Prop 68 grant updates and reviewing CARPD list of upcoming state grants.
- Met with Legal Counsel and provided bullet points regarding an updated master lease with the City of Vallejo.

BOARD GM PROJECTS UPDATE

Date



TASK	START	END	% COMPLETE	DONE	NOTES
McIntyre Property				<input type="radio"/>	
Assigned to Legal			0%	<input type="radio"/>	
Now Assigned to GM			<div style="width: 20%; background-color: green;">20%</div>	<input type="radio"/>	
Legal definition of Use			0%	<input type="radio"/>	
Ammenities assesment				<input type="radio"/>	
Franklin Middle School					
Negotiate terms			<div style="width: 80%; background-color: green;">80%</div>	<input type="radio"/>	Board reccomends to move forward, but wants start up costs.
Approved or deny			0%	<input type="radio"/>	
10 year Master Plan					
	3/17/2020	10/28/2021	<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	
3.18 Impact Fee study					
Contract to update impact fee structure			<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	consultant to present to City Staff
Discuss with City Staff			<div style="width: 50%; background-color: green;">50%</div>	<input type="radio"/>	
Approved by appropriate City Commision			0%	<input type="radio"/>	
Approved by City Council			0%	<input type="radio"/>	
Approved by Board			0%	<input type="radio"/>	
Prop 68- Franklin Gym and Fields					
Outreach and application			<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	
Submitted application			<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	
Site visit with State			<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	
Wating to hear if approved.			<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	Project not selected

TASK	START	END	% COMPLETE	DONE	NOTES
State still interested, placed in holding pattern			50%	<input type="radio"/>	
Prop 68-Plunge					
Outreach and application			100%	<input checked="" type="checkbox"/>	
Withdrawn			100%	<input checked="" type="checkbox"/>	Withdrawn due to School District not being able to cover the gap in expenses.
Prop 68- Wilson Park					
Outreach and application			100%	<input checked="" type="checkbox"/>	
Submitted application			100%	<input checked="" type="checkbox"/>	
Site visit with State			100%	<input checked="" type="checkbox"/>	
Waiting to hear if approved.			100%	<input checked="" type="checkbox"/>	Project not selected
Prop 68 - Children's Wonderland					
Outreach and application			100%	<input checked="" type="checkbox"/>	
Submitted application			100%	<input checked="" type="checkbox"/>	
Site visit with State			100%	<input checked="" type="checkbox"/>	
Waiting to hear if approved.			100%	<input checked="" type="checkbox"/>	Project not selected
Prop 68 - Washington Park					
Outreach and application			100%	<input checked="" type="checkbox"/>	
Submitted application			100%	<input checked="" type="checkbox"/>	
Site visit with State			100%	<input checked="" type="checkbox"/>	
Waiting to hear if approved.			100%	<input checked="" type="checkbox"/>	Project not selected
Prop 68 - Richardson Park					
Outreach and application			100%	<input checked="" type="checkbox"/>	
Submitted application			100%	<input checked="" type="checkbox"/>	
Site visit with State			100%	<input checked="" type="checkbox"/>	

TASK	START	END	% COMPLETE	DONE	NOTES
Waiting to hear if approved.			100%	<input checked="" type="checkbox"/>	Project not selected
Grant Mahony Building Upgrades and Park Lighting					
Set aside some money for repairs			100%	<input checked="" type="checkbox"/>	
Meet with Engineer to have building and site eval.			100%	<input checked="" type="checkbox"/>	
Lighting Project completed			100%	<input checked="" type="checkbox"/>	
PB Projects SVCC				<input type="checkbox"/>	
Started project			90%	<input type="checkbox"/>	
			0%	<input type="checkbox"/>	
PB Projects Setterquist				<input type="checkbox"/>	
Project approved by PB			100%	<input checked="" type="checkbox"/>	
Begin contract			45%	<input type="checkbox"/>	
Hanns Park Disc Golf				<input type="checkbox"/>	
Part of Master Plan			100%	<input checked="" type="checkbox"/>	
Get cost estimate, find funding source			100%	<input checked="" type="checkbox"/>	
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"/>	
Stair cases			25%	<input type="checkbox"/>	Getting approval from planning department
ADA upgrades to BRS					
Master Plan			0%	<input type="checkbox"/>	
			0%	<input type="checkbox"/>	
ADA 395 and 401					
395			40%	<input type="checkbox"/>	
401			100%	<input checked="" type="checkbox"/>	
McIntyre Ranch				<input type="checkbox"/>	

TASK	START	END	% COMPLETE	DONE	NOTES
Legal to handle			0%	<input type="radio"/>	
Passed to GM			10%	<input type="radio"/>	
Back to legal for review			25%	<input type="radio"/>	
Impact Fees Request					
Small Pool request \$240000		Jan. 2022	50%	<input type="radio"/>	City reviewing application
City states fees need to be reviewed before release of funds			30%	<input type="radio"/>	
Fees are in holding pattern			0%	<input type="radio"/>	
			0%	<input type="radio"/>	
OPEB					
Consultant drafted policy			85%	<input type="radio"/>	
Review by Finance committee (2)			66%	<input type="radio"/>	
Consultant brought in to work with finance Dept.			50%	<input type="radio"/>	
Board approval			0%	<input type="radio"/>	
			0%	<input type="radio"/>	
CAL PERS REFI					
Getting RFQ out to compare companies and costs			100%	<input checked="" type="radio"/>	
Refi Calpers			100%	<input checked="" type="radio"/>	
Utilities Solar					
City now states they will upgrade their buildings			100%	<input checked="" type="radio"/>	
			0%	<input type="radio"/>	
Classification Study					
Job classification redone			70%	<input type="radio"/>	SEIU in progress
Brought in new consultant			100%	<input checked="" type="radio"/>	
IBEW			100%	<input checked="" type="radio"/>	
Board Training					

TASK	START	END	% COMPLETE	DONE	NOTES
Determine needs			100%	<input checked="" type="checkbox"/>	consultant will reach out to board members after appointment.
Board training			100%	<input checked="" type="checkbox"/>	
Review other training			0%	<input type="checkbox"/>	
Schedule training			0%	<input type="checkbox"/>	
Strategic Planing					
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="checkbox"/>	
Marketing Division					
Send out RFP			100%	<input checked="" type="checkbox"/>	
Contract			100%	<input checked="" type="checkbox"/>	
Develop 2 year plan			100%	<input checked="" type="checkbox"/>	
updates			25%	<input type="checkbox"/>	
at 1.5 yr, determine needs			50%	<input type="checkbox"/>	
Annual Priority retreat					
Goal setting to be part of Board training. Plan for fall			0%	<input type="checkbox"/>	
			0%	<input type="checkbox"/>	
Present update to City Council					
Scheduled for March 2022			100%	<input checked="" type="checkbox"/>	
Schedule for 2023			25%	<input type="checkbox"/>	
Use of Community Centers- South Vallejo contract use					
RFQ			100%	<input checked="" type="checkbox"/>	
interviews			100%	<input checked="" type="checkbox"/>	
contracts			10%	<input type="checkbox"/>	

TASK	START	END	% COMPLETE	DONE	NOTES
legal review			0%	<input type="radio"/>	
sign			0%	<input type="radio"/>	
begin			0%	<input type="radio"/>	
Use of Community Centers- Youth Center					
Develop goals/location			100%	<input checked="" type="radio"/>	
Determine funding			60%	<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					
Determine team building activity			50%	<input type="radio"/>	
Determine date			25%	<input type="radio"/>	
Determine agenda for retreat			0%	<input type="radio"/>	
VallejoNET					
Update and reduce internet costs			50%	<input type="radio"/>	
Install new internet				<input type="radio"/>	Schedeuled to update in 2023
Board Tour of Facilities					
Determine locations				<input type="radio"/>	
Determine dates				<input type="radio"/>	
				<input type="radio"/>	
City Park Master Plan					
Community Outreach			100%	<input checked="" type="radio"/>	
Work with architechts for community design			25%	<input checked="" type="radio"/>	
Get costs, permits, etc.,				<input type="radio"/>	
Go out to bid				<input type="radio"/>	
Construct				<input type="radio"/>	
Ribbon cutting				<input type="radio"/>	
Planning department changed zoning in parks					

TASK	START	END	% COMPLETE	DONE	NOTES
Review and propose changes			<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	
Hire HR director				<input type="checkbox"/>	
Hire recruiting firm			<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	
Conduct search and hire			<div style="width: 10%; background-color: green;">10%</div>	<input type="checkbox"/>	
Hire new law firm				<input type="checkbox"/>	
RFP			<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	
Conduct search and interivews			<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	
Contract negotiations			<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	
Sign contract			<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	