



GREATER VALLEJO RECREATION DISTRICT

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

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

Board of Directors
Robert Briseno
Gary Salvadori
Ron Bowen
Adjoa McDonald
Rizal Aliga

General Manager
Gabriel Lanusse

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

Greater Vallejo Recreation District Board of Directors

AGENDA-REGULAR MEETING

September 23, 2021

395 Amador Street

6:30 p.m.

- 1) **Call to Order**
- 2) **Pledge of Allegiance**
- 3) **Roll Call**
- 4) **Approval of Agenda**
- 5) **Public Comment:**
Members of the public may speak on any item not on the agenda but within the jurisdiction of the Board. Items on the agenda can be addressed at the time the matter is taken up. Each speaker is limited to 3 minutes and a spokesperson for an organization is limited to 5 minutes.
- 6) **Presentations:**
Congratulations to Dave Moore, Lead Parks Worker on his Retirement – (Salvador Nuno)
- 7) **Consent Calendar:**
Items listed on the consent calendar are considered routine in nature and may be enacted by one motion. If discussion is required, that item will be removed from the consent calendar and will be considered separately.
Approve Board Minutes-September 9, 2021
- 8) **Financials:**
 - A) **Approve Financial Statement as of 8/31/2021 (Harman)**
 - B) **Approve Payment of Bills 8/1/2021 through 8/31/2021 (Harman)**
 - C) **Approve Payment of Check #65251 to Minuteman Press for \$56.59 from July 2021 (Harman)**

9) **New Business:**

A) **Committee Appointment Changes for Fiscal Year 2021-2022**

Facility and Development Committee – Directors Bowen and Salvadori

Budget and Finance Committee – Directors McDonald and Aliga

B) **Approve 1st Read of Policy #2315–Employee Code of Conduct (Halcro)**

C) **Approve 1st Read of Policy and RR #2020-Annual Leave, Executive Leave, Comp Time (Halcro)**

10) **Staff Reports:**

A) Maintenance Superintendent

B) Finance Director

C) Human Resources Manager

D) Recreation Superintendent

E) General Manager

11) **Executive Session:**

A) **CONFERENCE WITH REAL PROPERTY NEGOTIATORS (GENERAL MANAGER & LEGAL COUNSEL):** Regarding McIntyre Ranch Property

1 St. John's Mine Road, Vallejo 94591. Called pursuant to Government Code section 54956.8

B) **CONFERENCE WITH REAL PROPERTY NEGOTIATORS (GENERAL MANAGER & LEGAL COUNSEL):** Regarding potential lease from Vallejo

City Unified School District of part of the Franklin Middle School site, 501 Starr Avenue, Vallejo. Negotiating Parties: Vallejo Unified School District (Mitchell Romao). Called pursuant to Government Code section 54956.8

12) **Report out of Executive Session:**

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

14) **Meeting Adjourn:**

Next meeting: October 14, 2021



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Greater Vallejo Recreation District Board of Directors

MINUTES

September 9, 2021 – 395 Amador Street

6:30 p.m.

1) Call to Order:

Chairperson Briseno called a regular meeting, of the Board of Directors of the Greater Vallejo Recreation District, to order at 6:30 p.m., September 9, 2021, in the Board Room of the Greater Vallejo Recreation District Office, 395 Amador Street, Vallejo, California.

2) Pledge of Allegiance:

3) Welcome New Board Member:

Administer the Oath of Office to Rizal Aliga (Board Clerk)

Rizal Aliga was given the Oath of Office by the Board Clerk.

4) Roll Call:

Present: Chairperson Robert Briseno, Vice-Chairperson Gary Salvadori, Directors; Sheryl Pannell Lea, Adjoa McDonald, Ron Bowen, and Rizal Aliga

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

Excused: Finance Director, Penny Harman

5) Approval of Agenda:

Director Bowen offered the motion, seconded by Director McDonald to approve the agenda. Motion passed unanimously.

6) 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.

Charles P. - 10-Year Master Plan

Randy Jones and Tabitha Brown – Tough and Rough Exterior Jobs

Tony Ubalde – Vallejo Unified School District, Item 7

7) Consent Calendar:

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

A) Approve Board Minutes-August 26, 2021

B) Approve Board Minutes-Special Meeting, September 1, 2021

Director Bowen offered the motion seconded by Director Salvadori to approve the Consent Calendar. Motion passed unanimously.

8) New Business:

Discussion on the 10-Year Master Plan Draft (Lanusse)

After some discussion, direction was given to extend the public comment period until October 7th. The board requested to discuss at the October 14th board meeting and would like to vote on the Resolution at the October 28th board meeting.

9) Staff Reports-Informational Only:

A) Maintenance Superintendent

- Provided an updated on the new 16ft. mower.
- Announced a community clean up at City Park on Saturday.
- Provided updates the Disc Golf course, bidders conference and recent City Park repairs

B) Finance Director given by the General Manager

- Updated the board on the new recreation software and the time tracking software.
- Announced that the finance department is continuing to cross train.

C) Human Resources

- Provided updates on current recruitment efforts, classification study and part-time handbook

D) Recreation Department

- Announced an upcoming community event-Dive In Movie Night at Cunningham Pool.
- Provided an update on the Activity Guide
- Announced the community centers will be used for polling places.

E) General Manager

- Announced a \$17,000 donation from Councilmember Mina Diaz for a youth soccer program.
- Updated the board on a meeting regarding the Mare Island Preserve.
- Announced plans to submit a Request for Qualification for Strategic Planning.

10) Executive Session: At 8:12 p.m. Chairperson Briseno convened to executive session.

A) CONFERENCE WITH REAL PROPERTY NEGOTIATORS (GENERAL MANAGER & LEGAL COUNSEL): Regarding potential lease from Vallejo City Unified School District of part of the Franklin Middle School site, 501

Starr Avenue, Vallejo. Negotiating Parties: Vallejo Unified School District (Mitchell Romao). Called pursuant to Government Code section 54956.8

B) PUBLIC EMPLOYEE PERFORMANCE EVALUATION – Title: General Manager - Pursuant to Government Code Section 54957(b)(1).

11) Report out on Executive Session:

At 8:56 p.m. Chairperson Briseno convened to regular session and reported:
Item 10A: Information was given, and guidance was provided by the board.
Item 10B: Information was provided by staff and guidance was given by the board.

12) Announcements and Comments from Board Members:

Director Briseno:

Mentioned a membership program that was implemented by Peter Wilson at the Senior Center. He suggested looking into something similar to raise funds. One idea was an Adopt a Park Program.

Announced a public art project that SolTrans is rolling out. They were able to fund 6 art pieces with \$60,000

Started a discussion on current committee assignments and the need for adjustments to meeting times and the possibility of a switch to committee members.

Director Salvadori mentioned that board positions change at the end of this year. He wanted to remind everyone to start thinking and to keep in mind current policy that defines guidelines for who can serve as chairperson.

Director McDonald would like to have a mixer/get together for Director Aliga. She also announced a painting event on Saturday morning at the Hub on Georgia. It will be a fundraiser for Vallejo Project.

Director Aliga introduced himself

13) Meeting Adjourn:

Director Bowen offered the motion, seconded by Director McDonald to adjourn the meeting at 9:17 p.m. Motion passed unanimously.

Ron Bowen, Board Secretary

Date

**Greater Vallejo Recreation District
Financial Report Year-to-Date
as of August 31, 2021
All Funds**

<u>Revenue</u>	<u>Actual Yr to Date</u>	<u>Annual Budget</u>	<u>Amount Remaining</u>	<u>Percent</u>
Administration	16,507	7,930,654	7,914,147	0.21%
Buildings & Trades	0	0	0	0.00%
Park Maintenance & Visitor Service	55,699	203,400	147,701	27.38%
Recreation	161,694	1,537,811	1,376,117	10.51%
Total Revenues	233,900	9,671,865	9,437,965	2.42%
<u>Expenses</u>	<u>Actual Yr to Date</u>	<u>Annual Budget</u>	<u>Amount Remaining</u>	<u>Percent</u>
Administration & General Support	383,894	2,338,116	1,954,222	16.42%
Planning & Development	17,012	173,688	156,676	9.79%
Buildings & Trades	117,507	1,378,322	1,260,815	8.53%
Visitor Services	13,616	153,174	139,558	8.89%
Landscaping & Grounds	218,200	2,140,444	1,922,244	10.19%
Recreation	474,272	3,656,695	3,182,423	12.97%
Deferred Maintenance	0	0	0	0.00%
Contingency Reserve	0	22,826	22,826	0.00%
Retiree Medical Benefit - OPEB	0	0	0	0.00%
Total Expenditures	1,224,501	9,863,265	8,638,764	12.41%
Net Revenues Over (Expenditures)	(990,601)	(191,400)	799,201	

Greater Vallejo Recreation District
Financial Report Year-to-Date
7/2021-8/2021
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	16,507	7,930,654	7,914,147	0.21%	16,507
200	Planning & Development	0	0	0	0.00%	
300	Buildings & Trades	0	0	0	0.00%	-
301	Visitor Services	55,699	203,400	147,701	27.38%	55,699
310	Landscaping & Grounds	0	0	0	0.00%	-
010	Recreation Administraion	650	0	(650)	#DIV/0!	
415	Children's Wonderland	17,338	41,605	24,267	41.67%	
430	Break Camp	12,798	45,098	32,300	28.38%	
450	VCC	3,983	55,104	51,122	7.23%	
451	FCC	9,908	178,794	168,886	5.54%	
460	Sports	6,609	72,407	65,798	9.13%	
465	Community Programs	180	19,925	19,745	0.90%	
480	ExLP	0	317,630	317,630	0.00%	
481	After School Programs	17,057	315,140	298,083	5.41%	
486	Teen Services	0	5,825	5,825	0.00%	
490	R.E.A.C.H.	0	3,148	3,148	0.00%	
720	NVCC	269	24,878	24,609	1.08%	
721	SVCC	1,719	40,772	39,054	4.21%	
730	Cunningham Pool	91,184	417,485	326,301	21.84%	161,694

Total Revenues	233,900	9,671,865	9,437,966	2.42%	233,900
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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	272,247	1,504,029	1,231,782	18.10%	
007	Human Resources	52,341	423,494	371,153	12.36%	
100	Finance	59,306	410,593	351,287	14.44%	383,894
200	Planning & Development	17,012	173,688	156,676	9.79%	17,012
300	Buildings & Trades	117,507	1,378,322	1,260,815	8.53%	117,507
301	Visitor Services	13,616	153,174	139,558	8.89%	13,616
310	Landscaping & Grounds	218,200	2,140,444	1,922,244	10.19%	218,200
010	Recreation Administration	54,130	435,598	381,468	12.43%	
415	Children's Wonderland	22,188	113,439	91,251	19.56%	
430	Break Camp	36,709	140,620	103,911	26.11%	
450	VCC	13,425	197,006	183,581	6.81%	
451	FCC	29,236	282,717	253,481	10.34%	
460	Sports	16,627	183,378	166,751	9.07%	
465	Community Programs	5,326	124,160	118,834	4.29%	
480	ExLP	42,804	564,884	522,080	7.58%	
481	After School Programs	14,605	418,046	403,441	3.49%	
486	Teen Services	153	15,787	15,634	0.97%	
490	R.E.A.C.H.	153	8,367	8,214	1.82%	
720	NVCC	13,588	108,027	94,439	12.58%	
721	SVCC	12,875	185,356	172,481	6.95%	
730	Cunningham Pool	212,454	879,310	666,856	24.16%	474,272
	Deferred Maintenance	0	0	0		
	Contingency Reserve	0	22,826	22,826	0.00%	
	Retiree Medical Benefit - OPEB	0	0	0		

Total Expenditures	1,224,500	9,863,265	8,638,765	12.41%	1,224,500
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Net Revenues Over (Expenditures)	(990,601)	(191,400)	799,201		(990,601)
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Greater Vallejo Recreation District
Financial Report Year-to-Date
as of August 31, 2021
Measure K

<u>Revenue</u>	<u>Actual Yr to Date</u>	<u>Annual Budget</u>	<u>Amount Remaining</u>	<u>Percent</u>
Administration	0	2,102,787	2,102,787	0.00%
Total Revenues	0	2,102,787	2,102,787	0.00%
<u>Expenses</u>	<u>Actual Yr to Date</u>	<u>Annual Budget</u>	<u>Amount Remaining</u>	<u>Percent</u>
Administration & General Support	6,431	99,000	92,569	6.50%
Buildings & Trades	39,567	843,520	803,953	4.69%
Landscaping & Grounds	20,334	685,852	665,518	2.96%
Recreation	44,540	706,668	662,128	6.30%
Total Expenditures	110,872	2,335,040	2,224,168	4.75%
Net Revenues Over (Expenditures)	(110,872)	(232,253)	(121,381)	

Greater Vallejo Recreation District
 Financial Report Year-to-Date
 7/2021-8/2021
 Measure K Detailed

<u>Revenues</u>		<u>Actual</u>	<u>Annual</u>	<u>Variance</u>	<u>Percent</u>	
		<u>Yr to Date</u>	<u>Budget</u>			
001	Administration	0	2,102,787	2,102,787	0.00%	
007	Human Resources	0	0	0		
100	Finance	0	0	0		-
200	Planning & Development	0	0	0		
300	Buildings & Trades	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	VCC	0	0	0		
451	FCC	0	0	0		
460	Sports	0	0	0		
462	Mare Island Sports Center	0	0	0		
465	Special Events	0	0	0		
475	Cool School	0	0	0		
480	21st Century After School	0	0	0		
481	After School Programs	0	0	0		
486	Teen Services	0	0	0		
490	R.E.A.C.H.	0	0	0		
720	NVCC	0	0	0		
721	SVCC	0	0	0		
730	Cunningham Pool	0	0	0		
Total Revenues		0	2,102,787	2,102,787	0.00%	0

<u>Expenses</u>		<u>Actual</u>	<u>Annual</u>	<u>Variance</u>	<u>Percent</u>	
		<u>Yr to Date</u>	<u>Budget</u>			
001	Administration	6,431	99,000	92,569	6.50%	
007	Human Resources	0	0	0		
100	Finance	0	2,000	2,000	0.00%	6,431
200	Planning & Development	0	0	0		
300	Buildings & Trades	39,567	843,520	803,953	4.69%	39,567
301	Visitor Services	0	0	0		
310	Landscaping & Grounds	20,334	685,852	665,518	2.96%	20,334
010	Recreation Administration	1,305	13,350	12,045		
415	Children's Wonderland	6,481	83,537	77,056	7.76%	
430	Break Camp	0	0	0		
450	VCC	1,299	13,762	12,463	9.44%	
451	FCC	6,116	61,840	55,724	9.89%	
460	Sports	2,807	64,197	61,390	4.37%	
465	Community Services	109	43,926	43,817	0.25%	
480	21st Century After School	0	0	0		
481	After School Programs	0	0	0		
486	Teen Services	0	4,718	4,718	0.00%	
490	R.E.A.C.H.	0	2,784	2,784	0.00%	
720	NVCC	704	10,200	9,496	6.91%	
721	SVCC	2,085	20,640	18,555	10.10%	
730	Cunningham Pool	23,633	387,714	364,081	6.10%	44,540
	Deferred Maintenance	0				
	Contingency Reserve	0				
	Retiree Medical Benefit - OPEB	0				
Total Expenditures		110,872	2,337,040	2,226,168	4.74%	110,872

Net Revenues Over (Expenditures)	(110,872)	(234,253)	(123,381)	(110,872)
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**Greater Vallejo Recreation District
Balance Sheet
All Funds Combined
August 31, 2021**

Assets

Cash - Solano County	4,144,449.94
Cash - General Account - Bank of the West	447,021.33
Cash - Payroll - Bank of the West	(2,039.52)
Cash - Umpqua Bank - Reserve Account	1,627,415.09
Cash - Retiree Benefit Trust Fund	1,298,292.90
Accounts Receivable	<u>8,553.17</u>

Total Assets 7,523,692.91

Liabilities

Accounts Payable	167,908.48
Payroll Related Payables	(47,334.83)
Building Deposits Payable	33,554.12
Amount Due Customers - Etrak	<u>4,095.78</u>

Total Liabilities 158,223.55

Net Assets

Fund Balance - Restricted Operating Reserve	1,400,000.00
Fund Balance - Unrestricted Operating Reserve	4,039,165.11
Fund Balance - Designated Reserve 15%	1,627,415.09
Fund Balance - Restricted Retiree Benefit	1,298,292.90
Excess Revenues Over Expenses	<u>(999,403.74)</u>

Total Net Assets 7,365,469.36

Total Liabilities and Net Assets 7,523,692.91

Revenue and Expense Variance Report
August 2021

	For August Only				Cumulative through August				Adopted Budget	Projected at Year End	Variance	Notes
	Anticipated		Actual		Anticipated		Actual					
	%	\$	Actual	Over/(Under)	%	\$	Actual	Over/(Under)				
REVENUES												
Property Taxes	0.0%	\$0	\$0	\$0	0.0%	\$0	\$0	0.00	7,483,812	\$7,483,812	\$0	
Administration	4.8%	\$21,600	\$6,495	(\$15,105)	11.0%	\$49,284	\$16,507	(32,776.55)	446,842	\$149,665	(\$297,177)	
Maintenance	7.2%	\$14,600	\$24,853	\$10,253	16.0%	\$32,569	\$55,699	23,130.03	203,400	\$347,852	\$144,452	
Recreation	6.5%	\$100,600	\$79,023	(\$21,577)	14.1%	\$216,433	\$161,694	(54,739.02)	1,537,811	\$1,148,876	(\$388,935)	
Total Revenues		\$136,800	\$110,371	(\$26,429)		\$298,286	\$233,900	(64,385.54)	9,671,865	\$9,130,205	(\$541,660)	
EXPENSES												
Administration	9.9%	\$231,900	\$98,756	(\$133,144)	17.0%	\$397,405	\$383,894	(13,510.97)	2,338,116	\$2,258,625	(\$79,491)	
Maintenance	7.8%	\$300,800	\$182,417	(\$118,383)	12.8%	\$491,520	\$366,334	(125,185.76)	3,845,628	\$2,866,180	(\$979,448)	
Recreation	9.6%	\$350,100	\$224,699	(\$125,401)	16.5%	\$602,421	\$474,272	(128,149.40)	3,656,695	\$2,878,829	(\$777,866)	
Total Expenses		\$882,800	\$505,872	(\$376,928)		\$1,491,346	\$1,224,500	(266,846.13)	9,840,439	\$8,003,634	(\$1,836,805)	
Change in Fund Balance									(168,574)	\$1,126,571	\$1,295,145	

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
65457	08/04/2021	Express Shirt Printing	\$477.93
65458	08/04/2021	O'Connor Lumber	\$338.70
65459	08/04/2021	Dell Marketing L.P.	\$824.56
65460	08/04/2021	Victory Stores	\$150.00
65461	08/04/2021	AT&T	\$88.85
65462	08/04/2021	Commercial Pool Systems, Inc	\$2,327.90
65463	08/04/2021	Complete Welders Supply	\$20.15
65464	08/04/2021	Cougar Mountain Software	\$1,977.53
65465	08/04/2021	Philip Graham Jr	\$215.60
65466	08/04/2021	Guinevere King	\$50.00
65467	08/04/2021	Calvin McCullough Jr.	\$2,461.20
65468	08/04/2021	Marvin Mora	\$55.00
65469	08/04/2021	National Academy Of Athletes	\$2,443.00
65470	08/04/2021	Janel Smith	\$24.00
65471	08/04/2021	Orlando Wynn	\$3,200.00
65472	08/06/2021	Pace Supply Co.	\$147.42
65473	08/06/2021	Atkinson, Andelson, Loya Ruud & Ror	\$5,358.68
65474	08/06/2021	Bay City Rollers Painting Co.	\$32,134.37
65475	08/06/2021	Lincoln Aquatics	\$1,419.87
65476	08/06/2021	Moore Design Group	\$2,322.50
65477	08/10/2021	Ryan Allen	\$270.00
65478	08/10/2021	Charlene Argate	\$148.00
65479	08/10/2021	Lisa Babot	\$76.00
65480	08/10/2021	Sarah Barnett	\$50.00
65481	08/10/2021	Bay Area Driving School	\$54.60
65482	08/10/2021	Break It Down Soul Line Dance	\$198.60
65483	08/10/2021	Adam Brown	\$148.00
65484	08/10/2021	Caminar Wellness Recovery Center	\$155.00
65485	08/10/2021	Kate Castro	\$200.00
65486	08/10/2021	Rebecca Chamorro	\$750.00
65487	08/10/2021	Brenda Coleman	\$90.00
65488	08/10/2021	Marice DeLosSantos	\$148.00
65489	08/10/2021	Marisela DeValle	\$25.00
65490	08/10/2021	Maurizano Delosso	\$100.00
65491	08/10/2021	Herminia Emperador	\$80.00
65492	08/10/2021	Cristina Erickson	\$179.20
65493	08/10/2021	Susan Esteban	\$119.00
65494	08/10/2021	Patrick Gaul	\$20.00
65495	08/10/2021	Carla Gibson	\$50.00
65496	08/10/2021	Kenyetta Harmon	\$104.00
65497	08/10/2021	Abigail Hernandez	\$637.00
65498	08/10/2021	Tanisha Jacobs	\$65.00
65499	08/10/2021	James Kasey	\$50.00
65500	08/10/2021	Derrick Leonard	\$28.00
65501	08/10/2021	Kaylen Lett	\$50.00
65502	08/10/2021	Steven Logoteta	\$48.00
65503	08/10/2021	Christine Lucero	\$148.00
65504	08/10/2021	Tina Mai	\$50.00
65505	08/10/2021	Lorna Mandap	\$324.80
65506	08/10/2021	Heather Martindale	\$50.00
65507	08/10/2021	Kristen McBride	\$185.00
65508	08/10/2021	Aleashia Mucker	\$50.00
65509	08/10/2021	Cristina Nicolas	\$178.50
65510	08/10/2021	Kim Pierson	\$70.00
65511	08/10/2021	Geeta Rebaudengo	\$50.00
65512	08/10/2021	Roman Reitano	\$65.00

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

Page 2

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
65513	08/10/2021	Bien-Elize Roque-Nido	\$148.00
65514	08/10/2021	Sara Steenhouse	\$148.00
65515	08/10/2021	Ashley Stephens	\$50.00
65516	08/10/2021	Marie Sullivan	\$50.00
65517	08/10/2021	Claire Zuasola	\$40.00
65518	08/11/2021	Foster Lumber Yards	\$758.75
65519	08/11/2021	Kelly-Moore Paint Co.-NorCal CPC	\$15.35
65520	08/11/2021	Morgan Alarm Co., Inc	\$331.21
65521	08/11/2021	O'Connor Lumber	\$247.20
65522	08/11/2021	P G & E	\$5,031.04
65523	08/11/2021	Pitney Bowes	\$8.26
65524	08/11/2021	ALL STAR RENTS	\$1,927.81
65525	08/11/2021	Alhambra	\$48.42
65526	08/11/2021	B & G Tires Of Vallejo	\$151.00
65527	08/11/2021	BrightView Landscape Services, Inc.	\$836.00
65528	08/11/2021	AT&T	\$43.40
65529	08/11/2021	Clean America Janitorial LLC	\$3,600.00
65530	08/11/2021	Cole Supply Co., Inc.	\$682.54
65531	08/11/2021	Commercial Energy Of Montana	\$3,342.96
65532	08/11/2021	Commercial Pool Systems, Inc	\$338.62
65533	08/11/2021	Cougar Mountain Software	\$900.00
65534	08/11/2021	DTSC	\$225.00
65535	08/11/2021	Fun Express, LLC	\$113.54
65536	08/11/2021	Jeanette Fuqua	\$80.00
65537	08/11/2021	Estelle Gonzalez	\$50.00
65538	08/11/2021	GreatAmerica Financial Services	\$1,844.99
65539	08/11/2021	Green Valley Aloha Saw & Mower	\$1,490.50
65540	08/11/2021	Indica Hargraves	\$50.00
65541	08/11/2021	Jack & Jill	\$132.00
65542	08/11/2021	Thomas Judt	\$3,262.56
65543	08/11/2021	M & M Sanitary LLC	\$189.66
65544	08/11/2021	Mathews & Son's Automotive, Inc.	\$161.48
65545	08/11/2021	Moore Design Group	\$5,425.00
65546	08/11/2021	SiteOne Landscape Supply	\$1,035.75
65547	08/11/2021	The Office City	\$20.08
65548	08/11/2021	Underground Vaults & Storage, Inc.	\$105.00
65549	08/11/2021	Frankie Valentine-Flores	\$488.40
65550	08/11/2021	Doug Vaughn	\$150.00
65551	08/11/2021	Veritiv Operating Company	\$852.97
65552	08/13/2021	SEIU LOCAL #1021	\$397.50
65553	08/13/2021	Franchise Tax Board	\$100.00
65554	08/13/2021	IBEW 1245	\$525.66
65555	08/13/2021	US Bank Corporate Payment System	\$20,760.81
65556	08/17/2021	Bert Williams & Sons Inc	\$299.54
65557	08/17/2021	Hall's Safe Lock & Alarm Co.	\$14.08
65558	08/17/2021	Kelly-Moore Paint Co.-NorCal CPC	\$24.37
65559	08/17/2021	O'Connor Lumber	\$221.41
65560	08/17/2021	P G & E	\$33.19
65561	08/17/2021	Dell Marketing L.P.	\$558.38
65562	08/17/2021	Victory Stores	\$150.00
65563	08/17/2021	B & G Tires Of Vallejo	\$1,181.22
65564	08/17/2021	Bay Area Air Quality Mgmt District	\$115.00
65565	08/17/2021	Sindy Biederman	\$50.00
65566	08/17/2021	Darrell Branch	\$102.50
65567	08/17/2021	BrightView Landscape Services, Inc.	\$836.00
65568	08/17/2021	Mary Brown	\$24.50

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
65569	08/17/2021	AT&T	\$160.78
65570	08/17/2021	CalSac	\$750.00
65571	08/17/2021	Comcast	\$339.76
65572	08/17/2021	Marlo Cruz	\$7.00
65573	08/17/2021	Vivian Dumpit	\$50.00
65574	08/17/2021	Kimberly Fabrizi	\$160.00
65575	08/17/2021	Thais Forneret	\$385.00
65576	08/17/2021	Kimberly Galbraith	\$100.00
65577	08/17/2021	Green Valley Aloha Saw & Mower	\$174.70
65578	08/17/2021	Harvey Overhead Door	\$1,342.00
65579	08/17/2021	Chelsy Hayes	\$55.00
65580	08/17/2021	Myriam Hernandez	\$385.00
65581	08/17/2021	Karen Houston	\$495.00
65582	08/17/2021	Champagne Jackson	\$30.00
65583	08/17/2021	Jet Mulch, Inc.	\$1,914.00
65584	08/17/2021	Zachary Lovett	\$43.14
65585	08/17/2021	M & M Sanitary LLC	\$214.82
65586	08/17/2021	Joyce Middlebrook	\$117.00
65587	08/17/2021	Monarch Engineering	\$3,425.00
65588	08/17/2021	Britney Montgomery	\$30.00
65589	08/17/2021	Loralei Morehouse	\$14.15
65590	08/17/2021	Quench USA, Inc.	\$44.54
65591	08/17/2021	Reyff Electric Inc	\$6,875.00
65592	08/17/2021	Mayela Rodriguez	\$50.00
65593	08/17/2021	SiteOne Landscape Supply	\$595.28
65594	08/17/2021	Matthew Thompson	\$30.00
65595	08/17/2021	Turf Star, Inc.	\$1,603.72
65596	08/17/2021	Uline Shipping Supplies	\$291.99
65597	08/23/2021	Bert Williams & Sons Inc	\$127.42
65598	08/23/2021	Grainger	\$542.55
65599	08/23/2021	O'Connor Lumber	\$462.58
65600	08/23/2021	Pace Supply Co.	\$139.39
65601	08/23/2021	American Red Cross	\$1,000.00
65602	08/23/2021	B & G Tires Of Vallejo	\$16.00
65603	08/23/2021	City Of Foster City	\$2,060.00
65604	08/23/2021	Cole Supply Co., Inc.	\$547.12
65605	08/23/2021	Commercial Pool Systems, Inc	\$578.27
65606	08/23/2021	Favaro, Lavezzo, Gill, Caretti & Heppc	\$3,684.00
65607	08/23/2021	Reiko Flores-Wong	\$30.00
65608	08/23/2021	Tyler Hoff	\$45.00
65609	08/23/2021	Jack & Jill	\$149.00
65610	08/23/2021	JT Landscaping Service	\$875.00
65611	08/23/2021	Kaiser Permanente-OHSS	\$65.00
65612	08/23/2021	Lori Lymore-Cross	\$40.00
65613	08/23/2021	Metropolitan Life Insurance Company	\$5,523.67
65614	08/23/2021	Minuteman Press	\$62.64
65615	08/23/2021	Napa Ford-Lincoln	\$208.62
65616	08/23/2021	Preferred Alliance, Inc.	\$42.00
65617	08/23/2021	Vincent Seymour	\$95.00
65618	08/23/2021	The Office City	\$126.77
65619	08/23/2021	Turf Star, Inc.	\$302.17
65620	08/23/2021	Uline Shipping Supplies	\$1,551.12
65621	08/23/2021	Veritiv Operating Company	\$483.46
65622	08/23/2021	Watch Me Grow	\$500.00
65627	08/26/2021	IBEW 1245	\$525.66
65623	08/27/2021	SEIU LOCAL #1021	\$397.50

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

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
65624	08/27/2021	Franchise Tax Board	\$100.00
65625	08/27/2021	IBEW 1245	\$525.66
65626	08/27/2021	SEIU LOCAL #1021	\$397.50
65629	08/27/2021	Franchise Tax Board	\$100.00
65630	08/30/2021	Gary Bowers	\$505.96
65631	08/30/2021	Eileen Brown	\$289.00
65632	08/30/2021	Deberah Carey	\$181.48
65633	08/30/2021	Kerry Carmody	\$181.48
65634	08/30/2021	Richard Conzelman	\$744.96
65635	08/30/2021	Jose Famalette	\$181.48
65636	08/30/2021	Patricia Gloyd	\$181.48
65637	08/30/2021	Cynthia Hewitt	\$214.63
65638	08/30/2021	Jerome Lohr	\$269.24
65639	08/30/2021	Prisco Manglona	\$181.48
65640	08/30/2021	Roger Maryatt	\$181.48
65641	08/30/2021	Jeremias Morgado	\$181.48
65642	08/30/2021	Sidney Nickolas	\$181.48
65643	08/30/2021	Randy Nicks	\$289.00
65644	08/30/2021	Nancy Ortiz	\$181.48
65645	08/30/2021	Steve Pressley	\$181.48
65646	08/30/2021	Francis Radziewicz	\$181.48
65647	08/30/2021	Joan Russell	\$181.48
65648	08/30/2021	Anita Sailas	\$204.60
65649	08/30/2021	Barbara Schmidt	\$289.00
65650	08/30/2021	Audrey Tucker	\$181.48
65651	08/30/2021	Adeline Varni	\$181.48
65652	08/30/2021	Curtis Dawn	\$50.00
65653	08/30/2021	Cynthia Hampton	\$50.00
65654	08/30/2021	Indica Hargraves	\$50.00
65655	08/30/2021	Latonya Harris	\$50.00
65656	08/30/2021	Melanie Jimenez	\$30.00
65657	08/30/2021	May Loo-Thurston	\$300.00
65658	08/30/2021	Elijah McCoy	\$30.00
65659	08/30/2021	Robert Polson	\$105.00
65660	08/30/2021	Vannessa Salas	\$50.00
65661	08/30/2021	Jaiya Stafford	\$30.00
65662	08/30/2021	Maria Tandoc	\$50.00
65663	08/30/2021	Rheanan Tobey	\$134.00
65664	08/30/2021	Bayshore Materials	\$149.02
65665	08/30/2021	Bert Williams & Sons Inc	\$249.38
65666	08/30/2021	Express Shirt Printing	\$1,556.81
65667	08/30/2021	Morgan Alarm Co., Inc	\$83.00
65668	08/30/2021	O'Connor Lumber	\$0.00
65669	08/30/2021	O'Connor Lumber	\$1,043.26
65670	08/30/2021	Ryan Allen	\$82.32
65671	08/30/2021	Atkinson, Andelson, Loya Ruud & Ror	\$15,611.41
65672	08/30/2021	B & G Tires Of Vallejo	\$19.00
65673	08/30/2021	AT&T	\$88.40
65674	08/30/2021	Clark Pest Control	\$135.00
65675	08/30/2021	Angelito Or Loana Claudio	\$1,267.00
65676	08/30/2021	Cole Supply Co., Inc.	\$161.81
65677	08/30/2021	Comcast	\$505.70
65678	08/30/2021	Crown Hill Materials	\$114.87
65679	08/30/2021	Peak Software Systems, Inc.	\$1,304.65
65680	08/30/2021	PROforma	\$242.89
65681	08/30/2021	Ready Fresh	\$146.82

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

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
65682	08/30/2021	Ring Central Inc.	\$847.53
65683	08/30/2021	RRM Design Group	\$838.90
65684	08/30/2021	SiteOne Landscape Supply	\$379.10
65685	08/30/2021	The Office City	\$21.66
65686	08/30/2021	Turf Star, Inc.	\$1,173.19
65687	08/30/2021	Valley Truck & Tractor Co.	\$2,661.68
65688	08/30/2021	Verizon Wireless	\$1,417.07
Bank Totals			\$197,111.01

Report Selection Criteria

Bank Account:	GEN	End	GEN
Date Range:	Custom		
Item Date:	08/01/2021	End	08/31/2021
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

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
65251	07/01/2021	Minuteman Press	\$56.59
Bank Totals			\$56.59

Report Selection Criteria

Bank Account:	Start GEN	End GEN
Date Range:	Custom	
Item Date:	07/01/2021	07/01/2021
Document Number:	65251	65251
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 9-A

BOARD COMMUNICATION

Date: September 23, 2021

TO: Board Chairperson and Directors

FROM: Kimberly Pierson, Board Clerk

SUBJECT: Committee Appointment Changes for the Remainder of Fiscal Year 2021-2022

BACKGROUND AND DISCUSSION

According to District Policy number 4060- Committee of the Board of Directors; “The Board Chairperson shall appoint and publicly announce the members of the standing committees for the ensuing fiscal year no later than the Board’s first regular meeting in July.” Due to schedule changes, it has become necessary to modify the assignments of the Budget and Finance Committee as well as the Facility and Development Committee

Updated Appointments:

Budget and Finance Committee: Directors Aliga and McDonald

Facility and Development Committee: Directors Bowen and Salvadori

DOCUMENTS AVAILABLE FOR REVIEW

None

RECOMMENDATION:

It is recommended to update the current appointments for the remainder of the fiscal year.



Agenda 9-B

BOARD COMMUNICATION

Date: Sept 23, 2021

TO: Board Chairperson and Directors

FROM: Casey Halcro, Human Resources Manager

SUBJECT: **Approve 1st Read of Policy #2315–Employee Code of Conduct**

BACKGROUND AND DISCUSSION

GVRD has made some small changes to Policy 2315 to help better clarify the expectations of the District regarding Employee Code of Conduct. We've included language clarifying that the District expects employees to respect management, refrain from using vulgarity, and should follow the proper chain of command.

RECOMMENDATION

It is recommended to approve the updated Policy 2315 – Employee Code of Conduct

ALTERNATIVES CONSIDERED

Reject the recommendation and revise.
Reject the recommendation and leave as is.
Approve the recommendation, with changes.
Approve the recommendation.
Do not act on item.

ENVIRONMENTAL REVIEW

Not applicable.

PROPOSED ACTION

Staff recommends approval of the updated Policy 2315.

DOCUMENTS AVAILABLE FOR REVIEW

- a. Updated Policy 2315 with redline edits

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Employee Code of Conduct
POLICY NUMBER: 2315

The Greater Vallejo Recreation District (GVRD) is committed to the principles of integrity, accountability and employees rendering the best possible service to maintain the highest standards of conduct towards co-workers, customers, stakeholders and the community. GVRD expects all employees to follow the District Code of Conduct to demonstrate our values, deliver quality public service and to protect the interests and safety of all employees and the District.

The District has outlined the components of our Code of Conduct policy below and this applies to all GVRD employees including, but is not limited to, full-time, part-time, seasonal, contract, students, volunteers and interns.

All employees should respect management, their co-workers, and customers. The District will not allow any kind of discriminatory behavior, harassment, threats, intimidation, violence, ~~or~~ victimization, or vulgarity. All employees have the right to work in a positive environment. Employees should follow our Equal Opportunity Policy 2225 in all aspects of their work, from recruitment and performance evaluations to interpersonal relations.

Protection of District Property

All employees should treat the District's property, whether material or intangible with respect and care.

Employees shouldn't misuse District equipment and operate equipment safely at all times and follow all safety precautions. This includes trademarks, copyright and other property information (District). Employees should only use this information to complete employee's job duties.

All valuable articles found in parks or areas under the jurisdiction of the District must be returned to the GVRD main office, 395 Amador Street, Vallejo, CA. The District will make every effort to contact the owner (when information is available to return item(s) to customer, individual or organization).

Employee Behavior

All employees must show integrity and professionalism in the workplace by being respectful and courteous to co-workers and the general public.

Employees are required to follow the proper chain of command, follow directives given to them by Supervisors, and are prohibited from using derogatory, defamatory, discriminatory, profane, or vulgar language.

Be aware of how others perceive you.

Gifts and Gratuities

Employees may not give or accept gifts, entertainment, or any other personal benefit or privilege that would in any way influence or appear to influence any business decision. Accepting money, gifts, entertainment or any other benefit or preferential treatment from any existing or potential customer, vendor or business associate of the District, is strictly prohibited, except occasional gifts of modest value (less than \$20.00) and entertainment on a modest scale as part of customary business practice.

GVRD employees may accept edible gifts of nominal value (less than \$20.00) that are offered equally to an entire work group.

District employees may accept items that can be displayed in public areas of GVRD facilities (such as flowers or food items).

Employees may accept handmade items by and from children under age 16.

This policy does not affect the authority of GVRD to accept gifts (for example, donations or bequests) in furtherance of its public agency purposes.

Procedures

Upon being offered or receiving a gift prohibited by this policy, an individual must notify the gift giver of this policy and graciously decline or return the gift.

If the gift is anonymous, the recipient must deliver the gift to the GVRD Main Office, 395 Amador Street, Vallejo, CA. and the gift will be donated to a charitable organization or placed in an employee random drawing.

Accountability

Each of us is responsible for knowing and adhering to the values and standards set forth in this Code and for raising questions if we are uncertain about District policy. If we are concerned whether the standards are being met or are aware of violations of the Code, we must contact the General Manager or the Human Resources department.

We take seriously the standards set forth in the Code, and if a violation occurs, an employee may be subject to warning, reprimand or suspension up to and including dismissal for the violation of the Code of Conduct.



Agenda 9-C

BOARD COMMUNICATION

Date: Sept 23, 2021

TO: Board Chairperson and Directors
FROM: Casey Halcro, Human Resources Manager
SUBJECT: **Approve 1st Read of Policy and RR #2020-Annual Leave, Executive Leave, Comp Time**

BACKGROUND AND DISCUSSION

During the last two rounds of negotiations, GVRD increased the annual leave accumulation bank maximum by 40 hours. Additionally, Executive Leave for both Executive Staff and the General Manager were increased. Human Resources and the General Manager, with the assistance of Legal counsel, are in the process of creating a sick leave donation policy as well. We've included language pointing to Sick Leave Donations in case that is something eventually offered by the District. The updates to this policy reflect the changes made during recent negotiations, include Sick Leave Donations, and clarify that Leave Without Pay requires prior approval from employees.

RECOMMENDATION

It is recommended to approve the updated Policy and RR 2020 – Annual Leave, Executive Leave, Compensatory Time Off, Leave without Pay, and Floating Holiday

ALTERNATIVES CONSIDERED

Reject the recommendation and revise.
Reject the recommendation and leave as is.
Approve the recommendation, with changes.
Approve the recommendation.
Do not act on item.

ENVIRONMENTAL REVIEW

Not applicable.

PROPOSED ACTION

Staff recommends approval of the updated Policy and RR 2020.

DOCUMENTS AVAILABLE FOR REVIEW

- a. Updated Policy 2020 with redline edits
- b. Updated RR 2020 with redline edits

Greater Vallejo Recreation District

POLICY MANUAL

POLICY TITLE: Annual Leave, Executive Leave, Compensatory Time Off, Leave without Pay, and Floating Holiday

POLICY NUMBER: 2020

Annual Leave

Annual leave is provided by the District to employees as a period of exemption from work with pay for the purpose of rest, relaxation and recreation. This respite is a benefit and is intended as an aid in maintaining the long term consistent productivity and contentment of the employee. As such, pay in lieu of leave away from work shall not be permitted without General Manager approval.

Employees shall be entitled to annual leave with pay, at the employee's regular salary rate, according to the following:

- During the first five (5) years of full time employment with the District, the employee will accrue three (3) weeks (15 days) of annual leave per year;
- After five (5) years of full time employment with the District, the employee will accrue four (4) weeks (20 days) of annual leave per year.

Annual leave will accrue from the first day of employment but will not be available for use by the employee until completion of the original probationary period. After Probation annual leave earned may be available to use in the pay period following the pay period in which it was earned.

If a holiday falls on a workday during an employee's leave, that day shall be considered as a paid holiday and not annual leave. Unused annual leave may be accumulated, but may not exceed a maximum of forty five (45) days which is not more than three hundred sixty ~~320-360~~ hours. At termination of employment for

any reason, the District shall compensate the employee for accrued annual leave at the straight time rate of pay at the time of termination.

Compensatory Time Off

Compensatory time off may be provided in lieu of monetary compensation for overtime. The Fair Labor Standards Act provides that compensatory time may be accumulated, but may not exceed a maximum of 240 hours. At termination of employment for any reason, the District shall compensate the employee for accrued compensatory time at the straight time rate of pay at the time of termination, or at a rate of compensation no less than employee's average regular rate during the last three years of employment, whichever is highest

Executive Leave

Executive leave is provided to exempt employees in lieu of overtime. On the first of each July, the following positions will be allocated executive leave:

General Manager	140 days (11280 hours)
All other exempt positions	109 days (8072 hours)

Exempt employees will be allocated a prorated number of days on the first day of employment which may be used prior to the completion of the original probation period. Executive leave must be used within the fiscal year it is given. At termination of employment for any reason, the District shall compensate the employee for unused executive leave at the rate of pay at the time of termination.

Annual leave, executive leave, and compensatory time off are to be scheduled to cause the least inconvenience to the District and must be approved by the General Manager or designee. The General Manager shall notify the Board Chairperson as to his/her annual and executive leave choices.

Leave Without Pay

GVRD provides adequate leave in the form of "Annual Leave," "Paid Holidays," and "Sick Leave" to provide for the needs of the employee. Disability insurance, ~~and~~ the Catastrophic Leave Bank, and Sick Leave Donations may also provide additional assistance for serious long term health issues.

Leave without pay should only be requested for emergency situations when all other leave options have been exhausted. Leave without pay will not be approved if the employee has any annual, compensation, floating or holiday leave available. Any leave without pay must be approved by the General Manager before employee can use said leave.

Greater Vallejo Recreation District

Rules and Regulations

POLICY NUMBER/TITLE: 2020 Annual Leave, Executive Leave, and Compensatory Time Off, Leave without Pay and Floating Holiday
Rule and Regulation: RR2020

Employees requesting time off shall submit a leave slip [or electronic leave request](#) to his/her supervisor up to a year in advance of the requested time. Employee should plan adequately and submit leave slip early enough to provide ample time for approval/denial, but no less than two-weeks, prior to requested leave. For unforeseen, situations requiring immediate time off, the employee shall contact his/her supervisor, Department Head, or General Manager for approval.

Leave slips shall not be held by the immediate supervisor and/or final approver for no more than seven working days. When a request for time off is not approved, the leave slip [electronic or on paper](#), shall be returned to the employee with the reason for refusal ~~written~~ [noted](#) on the leave slip [request](#). Once approved, the original leave slip will [be returned to the employees be forwarded to the Administrative Support Supervisor for tracking and payroll purposes to be included with the employee's timesheet submitted to payroll each pay period. Employees should also keep copies of any leave slips should they choose, a copy will be sent to the employee.](#) Although leave may be pre-approved, extenuating circumstances may occur that require the approval to be rescinded prior to the leave.

If an employee ~~who~~ needs to take an unplanned day off, [the employee shall notify \(by phone call or other district approved electronic communications\) their immediate supervisor prior to the beginning of his/her workday, but not later than one hour after the beginning of his/her scheduled shift. However, if the employee is unable to communicate directly to their supervisor, the employee shall notify the department head during business hours.](#) ~~shall notify his/her immediate supervisor prior to the beginning of his/her workday, but not later than one hour after the beginning of his/her scheduled shift. If the employee is unable to speak directly to his/her supervisor, the employee should leave a message on the supervisor's voicemail, and call staff in the main office or the Lead Worker. If there is no answer at the main office or if you are unable to speak directly to the lead worker, continue calling until you can speak to a supervisor, department head, or General Manager for approval of time off.~~ Leave slips for unplanned time-off are to be submitted the day the employee returns to work.

Any employee that has exhausted all annual leave, [sick leave](#), compensatory time off, or Floating Holiday must have General Manager approval prior to taking unpaid leave. An employee who has met the preceding conditions, is absent for three consecutive days when he/she is scheduled to work, and has not followed leave policy rule and regulation may be considered as having voluntarily resigned from the district.

Employees may not take leave in advance of earning the accrual. "Earned accrual" is credited to each employee's leave bank account at the end of each pay period. Employees may use leave which is in their leave bank accounts at the beginning of each pay period. In the event leave bank accounts have reached maximum, the employee must take leave in a pay period prior to earning additional leave in subsequent pay period.



Maintenance Department Board Report

9/23/21

Parks and Facilities

- Highlands Park
 - Contractor completed the renovations of the bocce ball courts.
- Dan Foley Park
 - We have a power shutdown on a section of the Park and the Cultural Center; PG&E continues to work on making the repairs to restore the power; PG&E provided a generator.
- Henry Park
 - Staff installed a new smart irrigation controller.
- Coastal cleanup
 - Volunteers cleaned BRS, Dan Foley, Lake Dalwigk, Glen Cover Waterfront, and River Park on September 18th.
- Cunningham Pool
 - We had a mechanical issue with the Tecogen; the pool was closed for several days; staff did a great job working on resolving this issue to reopen the Pool.
- Full-time recruitment
 - We had the final round of interviews for the Maintenance Specialist and offered the Position; We had the first round of interviews for the Parks Lead Worker position.
- Covid Vaccination Event
 - We had a meeting with La Clinica De La Raza to discuss the possibility of using our locations for a Covid vaccination sites.

Projects Update:

- Dan Foley Cultural Center Upgrades
 - waiting for exterior painting quote.
 - Postponed the installation of the flooring until November.
 - Acoustic material chosen; working with designer for layout.
 - Working with engineer for a perimeter fencing.
- Cunningham Pool ADA
 - PDF Designs will be preparing the submittal package.
- Richardson Electrical Upgrade for New Offices
 - PG&E stopped process due to wildfires.
 - Working with private designer and engineer for the service upgrade.
- VCC Kitchen
 - Permit issued from the City
 - Received the Engineer's cost estimate.
- 395/401 Interior Remodel
 - RFP issued 8-24-21; public bid opening scheduled for September 30th, we had 11 contractors attending the mandatory job walk-through.
 - 401 building seismic retrofit is progressing; a section of concrete piers for the foundation were poured.
- Grant Mahony Building
 - Working with an architect to perform an evaluation of the building.
 - Working with architect to generate a pathway lighting plan in the Park.
- PB Projects
 - Waiting on the landscape contractor to schedule the work for building the two gardens at Setterquist Park and South Vallejo Community Center.
 - Waiting on the contract from the City for Setterquist fitness stations.
- Hanns Park Disc Golf Course
 - The equipment order was received.
 - We had a walk-through on September 13th.
 - We will be getting some work dates from CalFire this month to work on removing some overgrown vegetation.



Finance Department Board Report

09/23/2021

FY 2021-2022 Budget Books

- I am continuing to work on putting together the budget books for FY 21-22. I have received several departmental narratives and some pictures from staff.

Internal Controls

- We are continuing to implement internal controls wherever possible based on suggestions from a consultant and our auditing team.

Arc Time Tracking

- We are continuing to work closely with HR and Cougar Mountain Software to learn all we can about the system and to update them with issues we have encountered along the way. The Cougar Mountain team has been very helpful and has been able to implement many of our suggested changes. At this time, only fulltime staff are using the time tracking program.

Cross Training

- We are continuing cross training among the three of us. In order to maintain a separation of duties, I have trained the Accounting Assistant on reconciling the payroll checking account statements. I have just begun training the Accounting Specialist on reconciling the general checking account statements.

Sportsman/Peak Recreation Software

- Now that we have switched to the Sportsman/Peak recreation software, Our Accounting Assistant has developed the process for recording all revenues received by the District. She will pass that knowledge on to the other 2 of us in the department, ensuring that deposits will be made in a timely manner even when she is out of the office.



Human Resources Board Report

9/23/2021

Personnel Update:

- **Full Time Positions filled**
 - Facilities Specialist – Offer extended and we are waiting on background check information
- **Full Time Positions in the process of being filled**
 - Parks Lead Worker - Interview phase of the process
 - Parks Maintenance Worker I – Interview phase of the process
 - Human Resources Clerk – Applications received, working to set up interviews
- **Part-time Personnel**
 - HR is assisting staff in onboarding PT staff in both Recreation and Parks/Facilities.

Classification Study:

- In looking at the classification study, current employees, and our structures, we discovered an issue with our pay range tables. Currently our policies require us to provide a minimum of a 5% differential between steps in a promotional atmosphere. Additionally, if we have an employee in an acting role due to vacancies, our policies require a minimum of a 5% differential in pay. Currently, the structure of our pay tables does not allow for us to meet the requirements of our policies without skipping multiple steps in our pay structure. Human Resources is working with the General Manager and Finance to formulate a proposal to mitigate this issue and will bring it to the Board for consideration and discussion on October 14.

Policy updates:

- FT Policy Manual
 - Please look at attached spreadsheet for FT Policy Manual Progress
- HR is working with outside consultants to update policies for PT Staff Handbook. We are nearing the finish line, approximately 90% complete.

HR is reviewing the final draft, collaborating with departments, and hopes to have this draft finalized by the end of September.

- One big take-away from this project is that we really need to move the district toward having only one HR manual for all employees. In the meantime, we have aligned the PT handbook to match the HR manual. As we continue to update the HR manual, we will edit it to consider all personnel regardless of FT/PT status

Training:

- HR and the GM have begun training geared toward team and trust building for full-time employees. It's been going great and staff have been learning a lot.
- HR is working to ensure all employees are up-to-date on ongoing compliance with legally mandated trainings.

Policy	What's needed	Edits	Policy and Personnel Committee Review	First Read (date?)	Meet and Confer (date?)	Second Read (date?)	Final Read/adoption (date?)
Policy 2250 (Separation from District)	Edits/Updates	Making Edits					
RR 2250	Edits/Updates	Making Edits					
Policy 2315 (Code of Conduct)	Edits/Updates	Making Edits	9/13/2021	9/23/2021			
Policy 2120 (Workers Compensation)	Edits/Updates	Making Edits	9/13/2021				
RR 2120	Edits/Updates	Making Edits	9/13/2021				
Policy 2020 (Time off)	Edits/Updates	Making Edits	9/13/2021	9/23/2021			
RR 2020	Edits/Updates	Making Edits	9/13/2021	9/23/2021			
Policy 2030 Holidays	Edits/Updates	Edits made, going to board	X	X	X	X	X
Policy 0005	Needs to cover policy against discrimination in hiring accommodations, essential functions, etc						
Policy 2215	Needs updating due to new regs. I would also change the angle to the company policy on harassment, rather than the FEHA rule on harassment.						
Policy 2215	Language needs to be changed to: Within 24 hours of the filing of a formal or informal complaint, even if it is withdrawn, an investigation shall be initiated by the Department Manager or General Manager. All discussions resulting from said investigation shall be kept confidential by all informed of said investigation.						
Policy TBD	PT Handbook has info about Violence Free Environment but FT Manual does not. We need to ensure that both match. I'd recommend adding Violence Free Policy						
Policy 2155	The language is not user friendly and could be updated in the future but is low priority.						
Policy 2085	PT handbook and FT Manual do not match. We need to work on making the policies match						
policy 2190	PT Handbook includes prescribed medical marijuana but FT manual does not. We will need to decide District values w/ re: to marijuana additionally, we should consider adding the following language to FT Manual: Employees are also prohibited from being under the influence of drugs including prescriptions, alcohol, prescribed medical marijuana and/or other controlled substances during hours of work or District work sites where such substances could impair in any way the fitness of an employee to perform his/her job duties. An employee will be required to submit to a drug and/or alcohol test when reasonable suspicion exists to believe the employee may be under influence of illegal drugs or alcohol that may affect their ability to perform their job duties.						

Policy TBD	Unemployment insurance information is included in PT handbook but not FT Manual						
Policy 2005	Our PT handbook says 1000 hours and our FT Manual says 1200 hours. We need to decide as a District which we will do						
Policy 2150	There is more detail in the PT Handbook than the FT Manual. We may want to consider putting the same level of detail in the FT Manual						
Policy 2015	Language in the PT Handbook is different than the FT Manual. If we have the same expectations for PT and FT, we should ensure these are the same. Additionally, HR recommends amending the process for Exempt staff						
Policy 2040	language in PT handbook refers to sick leave carryover but this is not in FT Manual: Unused sick leave shall carry over to the following year of employment and will be capped at 48 hours or 6 days						
Policy 2035	Language outdated: "Your appearance and behavior shall always be impeccable." This should, at minimum, be reworded, but possibly deleted.						
Cash handling training/procedures	This information is in the PT handbook but not the FT Manual						
Keys	This information is in the PT handbook but not the FT Manual						
Policy 2295	The PT handbook and the FT Manual do not have the exact same information, but are close. We should align them.						
Policy 2295 Transportation and General Vehicle Use	Do we want to add that employees are expected to clean District vehicles?						

Greater Vallejo Recreation District
Pay Range Table - Full Time Employees

Effective 07/01/21

<u>Range</u>	<u>Title</u>		<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
39S	Administrative Support Accounting Assistant	Hourly 07/01/21	21.71	22.80	23.94	25.14	26.40
		Bi-weekly	1,736.80	1,824.00	1,915.20	2,011.20	2,112.00
		Annually	45,156.80	47,424.00	49,795.20	52,291.20	54,912.00
42IB	Maintenance Worker I	Hourly 7/1/21	23.13	24.29	25.51	26.79	28.13
		Bi-weekly	1,850.40	1,943.20	2,040.80	2,143.20	2,250.40
		Annually	48,110.40	50,523.20	53,060.80	55,723.20	58,510.40
43	HR Clerk	Hourly 07/01/21	23.94	25.14	26.40	27.72	29.11
		Bi-weekly	1,915.20	2,011.20	2,112.00	2,217.60	2,328.80
		Annually	49,795.20	52,291.20	54,912.00	57,657.60	60,548.80
46S(A)	Administrative Specialist	Hourly 07/01/21	25.53	26.81	28.16	29.57	31.05
		Bi-weekly	2,042.40	2,144.80	2,252.80	2,365.60	2,484.00
		Annually	53,102.40	55,764.80	58,572.80	61,505.60	64,584.00
46IB	Maintenance Worker II	Hourly 7/1/21	25.54	26.82	28.17	29.58	31.06
		Bi-weekly	2,043.20	2,145.60	2,253.60	2,366.40	2,484.80
		Annually	53,123.20	55,785.60	58,593.60	61,526.40	64,604.80
46S	Recreation Coordinator	Hourly 07/01/21	25.81	27.11	28.47	29.90	31.40
		Bi-weekly	2,064.80	2,168.80	2,277.60	2,392.00	2,512.00
		Annually	53,684.80	56,388.80	59,217.60	62,192.00	65,312.00
52S	Accounting Specialist	0	30.00	31.50	33.08	34.74	36.48
		Bi-weekly	2,400.00	2,520.00	2,646.40	2,779.20	2,918.40
		Annually	62,400.00	65,520.00	68,806.40	72,259.20	75,878.40
53	Admin Coord/Board Clerk	Hourly 7/1/21	30.43	31.96	33.56	35.24	37.01
		Bi-weekly	2,434.40	2,556.80	2,684.80	2,819.20	2,960.80
		Monthly	5,274.53	5,539.73	5,817.07	6,108.27	6,415.07
		Annually	63,294.40	66,476.80	69,804.80	73,299.20	76,980.80
54IB	Maintenance Specialist Lead Maintenance Wkr LMW-Irrigation Specialist	Hourly 7/1/21	31.19	32.75	34.39	36.11	37.92
		Bi-weekly	2,495.20	2,620.00	2,751.20	2,888.80	3,033.60
		Annually	64,875.20	68,120.00	71,531.20	75,108.80	78,873.60
63S	Maintenance Supervisor Recreation Supervisor	Hourly 7/1/21	39.42	41.40	43.47	45.65	47.94
		Bi-weekly	3,153.60	3,312.00	3,477.60	3,652.00	3,835.20
		Annually	81,993.60	86,112.00	90,417.60	94,952.00	99,715.20
67	Recreation Superintendent Maintenance Superintendent HR Manager Finance Director	Hourly 7/1/21	47.35	49.72	52.21	54.83	57.58
		Bi-weekly	3,788.00	3,977.60	4,176.80	4,386.40	4,606.40
		Monthly	8,207.33	8,618.13	9,049.73	9,503.87	9,980.53
		Annually	98,488.00	103,417.60	108,596.80	114,046.40	119,766.40



Recreation Department Board Report

09/23/2021

Youth Services, Events, & CW:

- Kids Club before, kinder, and afterschool programs will be offered at 4 sites beginning in October: Cave, Glen Cove, Pennycook and Wardlaw.
- Youth Services will be offering a virtual job fair in late Oct to recruit qualified PT youth professionals to work in before and afterschool settings.
- Celebrate Latino Heritage Month at Children's Wonderland! A screening of Coco was shown on Saturday, September 18th. Doors opened at 7:30pm and was a free event for the community.

Sports:

- New program ideas for adult sports are currently in development such as Kickball and 7 on 7 soccer.
- Youth Tennis classes has a total of 23 participants enrolled in the programs.
- Soccer Leagues continue to rent Dan Foley Turf Field throughout the fall and winter season.
- Planning has begun for the Junior Giants 2022 season in partnership with the SF Giants. This program was offered virtually last season and plans to return in person come summer 2022.

Aquatics:

- Pool was closed from 9/10/21 to 9/16/21 due to a mechanical issue with the TecoGen.
- Community First Aid and CPR class took place on Saturday, September 18th.
- Lap Swim is still operating Monday-Friday 10am-1pm and 7:30pm-9:30pm and Saturday 10am-1pm.

- Water Exercise is being offered, Monday-Friday 6:50pm-7:30pm
- After School at the Pool is operating with maximum participation for the month of September.
- Community First Aid and CPR classes are being held for GVRD FT and PT employees throughout this month.
- The first Dive-In Movie Night will take place on September 25th from 7:30-10pm. The Sponge Bob Movie – Sponge Out of Water will be shown.

Community Centers:

- FCC will reopen in October for 2 private parties & 1 non-profit events. Events were rescheduled from 2020 due to COVID.
- FCC floor replacement will be scheduled in November and December. The center will close for indoor gatherings. However, bookings for small groups/private rentals will be offered at VCC, SVCC & NVCC.
- Touro (Student Run) Clinic will resume as a free resource beginning on October 7th at SVCC.
- A total of 2,600 Fall Activity Guides were delivered on Tuesday 9/14, which included 600 copies at no cost donated by the printer.
- Staff met with First 5 and Solano County Office of Education to resume conversation on community partnership.
- COVID Testing continues at SVCC through October. Solano County & LHI (Logistics Health Incorporated) are reconsidering an extension through December 2021.



For everyone's well-being, we've put in place several precautionary measures in our commitment to serving you.

Go hands-free!



Download or view our digital Activity Guide



**GVRD ACTIVITY GUIDE
FALL/WINTER**

**Parks
Make
Life
Better!**

Visit: www.gvrld.org to register for classes or events.



General Manager Board Report

9/23/2021

- I discussed the changes to the Franklin lease with the school district.
- The survey questionnaire for City Park feedback and the St. Vincent Hill Neighborhood Association went out on Friday the 17th. It will be open until mid-October.
- We are continuing to work on a dashboard regarding project completion stages, and policy completion stages. We appreciate the input.
- I am working with staff regarding responsibilities of Recreation Coordinator. There was a lot of turnover overseeing sports, so I will bring them back into focus.
- I had a meeting regarding land dedication fees (impact fees) with our consultant and the City of Vallejo September 7th. This project will take awhile as the City said it needs to go to the planning commission, and the council. To place items on those agendas, take about 6 weeks each. So, completion may take up to six months because of their timeline.
- The City has requested a cost proposal from GVRD and the County Parks to assist in managing the Mare Island Preserve. This is the beginning planning of a 3-agency maintenance agreement. I have asked for the study done back in 2008 regarding the Preserve. There is no commitment on our end as I cannot recommend anything because there is no plan presented by the City of Vallejo to negotiate.
- The CSDA conference scheduled for September 26-29 in Tahoe is going to happen.
- I would like to clarify an item. The Chair brought up Solano Transit and art in the City of Vallejo. GVRD (pre-COVID) was planning on a community mural at the pool, butterfly wings at 401 Amador, angel wings, and a theme of having animals in each park. Those would be created in various art forms such as sculptures, mosaics, paint, etc., We already have a baseball mural completed at the stands at Callen field painted by a local school. It is our plan to lay out a master plan for “art in the parks”.