

Greater Vallejo Recreation District

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

BOARD OF DIRECTORS

Rizal Aliga
Robert Briseño
Stacey Kennington
Wendell Quigley

GENERAL MANAGER

Gabe Lanusse

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

Board of Directors Meeting Agenda

Thursday, August 10, 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) **Committee Updates**

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

7) **Consent Calendar**

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

Public Comment

7.1 Approve Board Minutes – July 27, 2023

7.2 Accept Facility and Development Committee Minutes – July 19, 2023

7.3 Accept Policies and Personnel Committee Minutes – July 24, 2023



8) Financials:

Public Comment

8.1 Approve Payment of Bills 7/1/2023 through 7/31/2023 (Lanusse)

9) Action Items:

Public Comment

9.1 Approve Resolution 2023-03 Appointing Sue Casey as Interim Finance Director Pursuant to California Government Code Section 21221(h) until no later than February 10, 2024, and Employment Agreement for Ms. Casey

10) Staff Updates

Public Comment

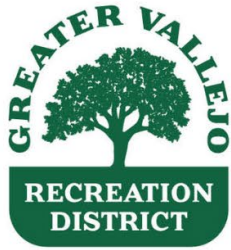
10.1 Recreation Superintendent

10.2 Maintenance Superintendent

10.3 General Manager

11) Announcements and Comments from Board Members

12) Meeting Adjourn



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Greater Vallejo Recreation District Board of Directors MINUTES July 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 6:31 p.m., July 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; Director Stacey Kennington

Staff: General Manager, Gabriel Lanusse; Legal Counsel, Andrew Shen; Recreation Superintendent, Antony Ryans; Landscape Supervisor, Javier Peña; Finance Director, Penny Harman; Board Clerk, Kimberly Pierson

4) Approval of Agenda

Director Quigley offered the motion, seconded by Director Kennington 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.

5 speakers.

6) Committee Updates

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

Director Aliga reported for the Facility and Development Committee. During the last meeting the committee was shown two proposals for City Park renovations. They took public comments into consideration and came up with a third proposal. Once the proposals are approved, they will be sent to the full board and the neighborhood coalition.



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.

Public Comment-1 speaker

7.1 Approve Board Minutes – July 13, 2023

7.2 Accept Programs & Publicity Committee Minutes – July 11, 2023

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

8) Presentations:

Public Comment

8.1 Congratulations to Penny Harman, Finance Director on her Retirement (Lanusse)

General Manager Lanusse congratulated Penny Harman on over 26 years of service to the district and presented her with a certificate and gift.

8.2 Announcement of Employees of the Month by Department Heads

May-Julie Myers, Recreation Supervisor

June-Salvador Nuño, Maintenance Superintendent

9) Action Items:

Public Comment-1 Speaker 9.1, 1 Speaker 9.2

9.1 Approve Changes to Policy 4060 – Committees of the Board of Directors (Legal Counsel)

Director Quigley offered the motion, seconded by Director Aliga to approve changes to Policy 4060-Committees of the Board of Directors. Motion passed.

9.2 Approve Extension of Resolution 2022-07 - Temporarily suspending collection of entrance fees at Children’s Wonderland, or allow Resolution 2022-07 to sunset and resume collection of entrance fees (Ryans)

Director Briseño offered the motion, seconded by Director Kennington implement the following fees at the sunset of Resolution 2022-07:

Mon. and Wed.- Free admission for Vallejo Residents (\$5 Non-Residents)

Thursday – Sunday-\$3 Vallejo Residents; \$5 Non-Residents

Children under age 2/Vallejo Seniors age 55+/Vallejo Veterans-FREE admission

Motion passed.

10) Staff Updates

Public Comment

10.1 Recreation Superintendent



- Announced the upcoming Poochella event taking place August 19th at City Park.

10.2 Finance Director

- Provided an update on the status of the audit.

10.3 Maintenance Superintendent-given by Javier Peña

- Gave an update on the upcoming Shakespeare in the Park event.
- City of Vallejo has begun work on improvements to North Vallejo Community Center parking lot.
- Discussed with Board options for providing trash receptacles at parks with large unsheltered populations.
- Thanked Board for approving contact for work at 395 Amador St.
- Gave an update on irrigation systems.

10.4 General Manager

- Announced that the keys for the Franklin property will be picked up on Friday, July 28th.
- Announced the Wardlaw Skate Park improvement project was selected as part of Participatory Budgeting. Only \$215k of funding will be available, not the original amount of \$300k.
- Announced that staff is working on updating the budget and making budget books.

11) **Executive Session:** at 8:09pm Chairperson Briseño convened to executive session.

Public Comment

11.1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION; pursuant to Government Code section 54957

Title: General Manager

Meeting reopened at 9:30pm

Chairperson Briseño reported that direction was given.

11) **Announcements and Comments from Board Members**

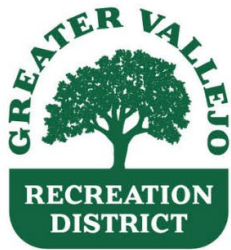
Directors Aliga and Kennington reported on recent GVRD events attended.

12) **Meeting Adjourn**

Director Quigley offered the motion, seconded by Director Aliga to adjourn the meeting at 9:34 p.m. Motion passed.

Rizal Aliga, Board Secretary

Date



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GENERAL MANAGER

Gabe Lanusse

Facility and Development Committee Minutes Wednesday, July 19, 2023 4:00 p.m. Administrative Office-Board Room 401 Amador Street

In attendance: Director Quigley, Director Aliga, Parks and Facilities Director Nuno

Meeting began: 4:00 PM

1. Public Comment

No public comment.

2. Dan Foley Artificial Field Replacement:

Parks and Facilities Director Nuno reported that the plans were completed, and staff is sending the plans to request proposals from contractor for the work of this project. Once the proposals are obtained, staff will be working with our legal counsel to generate a contract.

3. McManus Field Design:

The Committee reviewed two concept designs for improvements of the ADA, drainage, and the upgrades of the bleachers for the baseball field.

4. City Park Concept Designs:

The Committee reviewed two concept designs for improvements to the Park. Staff received suggestions and ideas on how to add amenities to the park. The designs would also be sent out to the community for their input.

5. Wilson Park Desing:

The Committee reviewed two concept designs for improvements to the sports fields area of the Park. These designs included ADA, bleachers, and converting the soccer grass field to synthetic. One of the suggestions from the Committee is to add a restroom in this area.

6. Grant Mahony Park Concept Designs:

The Committee reviewed two concept designs; the designs included adding a small playground, benches, ADA parking, fencing, checker tables, and corn hole. The committee made suggestions and ideas on the designs.



7. Franklin Middle School Site:

Parks and Facilities Director Nuno reported that the School District contacted staff to do the walkthrough and transfer of the facility. The GM was out on vacation and when he is back, staff can schedule the date with the School District.

8. Cunningham Aquatic Complex Restroom Improvements:

Parks and Facilities Director Nuno reported that RFP is out and is due for August 10th. Staff is having a mandatory walkthrough with the contractors on July 20th. The improvements include the ADA upgrades on the restrooms and adding additional restrooms. Still waiting on the City to do the parking lot improvements.

9. 395/401 Amador Street Upgrades:

Parks and Facilities Director Nuno reported that staff is working with our legal counsel on generating the contract for the renovations of the 395 Amador Street building.

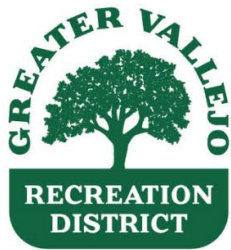
10. Lake Dalwigk Park Improvements:

Parks and Facilities Director Nuno reported that staff is working with the Interwest for the improvements of the park. Staff met on site to go over some of the details of the improvements. Currently the consultant is working on generating the plans for permits and the bidding process to start with this work since we have until June of 2024 to complete this project.

11. Hanns Park ADA/Restroom Upgrades:

Parks and Facilities Director Nuno reported that the work is progressing and should be completed soon. The contractor working on this project would be providing a proposal to build the disc golf stairs.

Adjourned at 5:28 PM



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Gabe Lanusse

Policies and Personnel Committee Minutes Monday, July 24, 2023 6:00 p.m. Administrative Office-Board Room 401 Amador Street

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

Meeting began: 6:00 pm

1. Public Comment
None

2. Policy 2040 & RR2040 – Sick Leave

Staff updated the committee that both MOU's for the Unions have updated the procedure on how to notify the immediate supervisor if they are sick or need to take an unplanned day off by leaving a voice mail or text message. Another change in the MOU's for sick leave is to notify immediate supervisor before shift starts. Previously they had until one hour into the shift.

Another update is that sick leave has changed to a tenth of an hour. Previously it was in quarter hour increments.

The Committee recommended changing a mistake on page 2 under Part-time/Temporary or Seasonal Employees the word fpr and should be for. They would like to know if language should be added to fill out the FMLA/SDI before using the Catastrophic Leave Bank. Staff will check with Legal Counsel and have the entire policy reviewed.

3. Policy 4020 – Attendance at Board Meetings

The Committee brought up some points that would need some research such as who decides on who is being unruly, how this is handled.

The Committee suggested that the Board do a rebuttal and to discuss among other Board members during closed session regarding the violations and send the recommendation to the appointing agency of the board member in violation for recommendations and a solution.

Staff will speak with Legal Counsel to discuss a written process.

4. Discussion on Staffing Levels

Committee suggested to be updated when staffing is at 100%



5. Discussion on Additional Employees

Staff commented that we will work on the budget and see if we can add additional staffing.

6. Discussion on Professional Association Membership, CEU, Training, and Networking

Committee asked if we know what GVRD spends on Professional Association Memberships and if we have any memberships already.

This was followed by Staff asking the Committee their thoughts on networking. They agreed that getting a fresh prospective and new ideas is a good idea but is ultimately the GM's decision.

Committee recommends that GVRD have a Policy and include during the budget process to place this in terms of cost. More feedback provided was that GVRD should make staff aware of the opportunity educational opportunities with professional organizations. Another suggestion was the GVRD host educational opportunities and invite outside agencies to attend. Staff replied that they have in the past but can work on increasing this.

Adjourned at 6:49 pm

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
70221	07/05/2023	Steve Landaker	\$900.00
70222	07/05/2023	Lowell Stephenson	\$900.00
70223	07/05/2023	General Plumbing Supply Co	\$598.36
70224	07/05/2023	Ryan Allen	\$58.43
70225	07/05/2023	Big Creek Lumber & Building Material	\$637.18
70226	07/05/2023	BOLT	\$1,210.30
70227	07/05/2023	Courtney Collier	\$75.33
70228	07/05/2023	Marina Cruise	\$136.44
70229	07/05/2023	FASTSIGNS-American Canyon	\$568.26
70230	07/05/2023	Samantha Froehlich	\$22.93
70231	07/05/2023	SiteOne Landscape Supply	\$6,018.75
70232	07/07/2023	Bayshore Materials	\$179.17
70233	07/07/2023	Bert Williams & Sons Inc	\$118.65
70234	07/07/2023	P G & E	\$2,500.00
70235	07/07/2023	Tecogen	\$2,294.91
70236	07/07/2023	ABC Napa Valley Sewer & Drain	\$280.00
70237	07/07/2023	Big Creek Lumber & Building Material	\$214.56
70238	07/07/2023	Garton Tractor Inc	\$1,897.98
70239	07/07/2023	Grewal Engineering Associates, Inc	\$1,700.00
70240	07/07/2023	Lincoln Aquatics	\$1,673.97
70241	07/07/2023	Julie Myers	\$176.53
70242	07/07/2023	Sandy Tawaratsumida	\$397.45
70243	07/07/2023	Underground Vaults & Storage, Inc.	\$115.76
70244	07/07/2023	P G & E	\$6,700.49
70245	07/07/2023	AT&T	\$165.77
70246	07/07/2023	Cougar Mountain Software	\$1,978.22
70247	07/07/2023	GreatAmerica Financial Services	\$1,872.42
70248	07/07/2023	Monarch Engineering	\$3,472.50
70249	07/07/2023	Quench USA, Inc.	\$44.90
70250	07/07/2023	Orlando Wynn	\$3,600.00
70251	07/12/2023	Kimberly Franco	\$77.00
70270	07/14/2023	California State Disbursement Unit	\$130.15
70252	07/17/2023	Bert Williams & Sons Inc	\$122.94
70253	07/17/2023	General Plumbing Supply Co	\$1,167.55
70254	07/17/2023	Kelly-Moore Paint Co.-NorCal CPC	\$22.36
70255	07/17/2023	Qunilan's Tire Service	\$275.60
70256	07/17/2023	Alhambra	\$124.42
70257	07/17/2023	Brady Industries	\$2,585.97
70258	07/17/2023	C-DAT	\$180.00
70259	07/17/2023	Construction West	\$66,611.15
70260	07/17/2023	M & M Sanitary LLC	\$543.52
70261	07/17/2023	Municipal Resource Group, LLC	\$3,287.50
70262	07/17/2023	Preferred Alliance, Inc.	\$126.00
70263	07/17/2023	Renne Public Law Group LLP	\$46,041.98
70264	07/17/2023	Security Enforcement Alliance	\$0.00
70265	07/17/2023	Security Enforcement Alliance	\$34,702.00
70266	07/17/2023	Uline Shipping Supplies	\$1,211.96
70267	07/17/2023	Verdin	\$6,961.28
70268	07/17/2023	Veritiv Operating Company	\$401.69
70269	07/19/2023	US Bank Corporate Payment System	\$25,397.90
70271	07/19/2023	California State Disbursement Unit	\$130.15
70272	07/19/2023	Steve Landaker	\$800.00
70273	07/19/2023	Joe Lucero	\$1,400.00
70274	07/19/2023	Nicole Hill	\$105.00
70275	07/19/2023	Wink Back Inc.	\$2,280.00
70276	07/20/2023	Sanyade Baruti	\$66.00

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
70277	07/20/2023	Bay Area Driving School	\$81.90
70278	07/20/2023	Break It Down Soul Line Dance	\$261.00
70279	07/20/2023	Karen Houston	\$476.40
70280	07/20/2023	Jason Jones	\$600.00
70281	07/20/2023	Steven Logoteta	\$282.00
70282	07/20/2023	Virlynda Luciano	\$147.00
70283	07/20/2023	Lorna Mandap	\$370.30
70284	07/20/2023	Theodore Rocha	\$242.40
70285	07/20/2023	Frankie Valentine-Flores	\$936.00
70286	07/20/2023	Allna Avanesian	\$160.00
70287	07/20/2023	Radarryl Carr	\$400.00
70288	07/20/2023	Meg Ferrara	\$60.00
70289	07/20/2023	Jennifer Fox	\$30.00
70290	07/20/2023	Kristlne Kerns	\$152.00
70291	07/20/2023	Nicole Manibusan	\$400.00
70292	07/20/2023	Elizabeth Olvera	\$384.00
70293	07/20/2023	Laura Poppiti	\$60.00
70294	07/20/2023	Maribel Ruiz	\$750.00
70295	07/20/2023	Wendy Segura	\$65.00
70296	07/20/2023	Priscila Silvey	\$100.50
70297	07/20/2023	Alla Stevenson	\$55.00
70298	07/20/2023	Paula Verdin	\$750.00
70299	07/20/2023	Sunita Verma	\$750.00
70300	07/20/2023	Andriana Zamudio	\$675.00
70301	07/21/2023	Express Shirt Printing	\$2,917.46
70302	07/21/2023	State Of California	\$224.00
70303	07/21/2023	CITY OF VALLEJO	\$169.00
70304	07/21/2023	Arolo Company, Inc	\$1,056.21
70305	07/21/2023	BOLT	\$1,280.32
70306	07/21/2023	Craftmaster Hardware LLC	\$9,802.22
70307	07/21/2023	EDCO Transmission	\$325.22
70308	07/21/2023	EZ Tree, Inc.	\$6,325.00
70309	07/21/2023	Phillp Graham Jr	\$450.00
70310	07/21/2023	Jet Mulch, Inc.	\$5,834.55
70311	07/21/2023	Calvin McCullough Jr.	\$462.00
70312	07/21/2023	Municipal Resource Group, LLC	\$2,368.75
70313	07/21/2023	National Academy Of Athletes	\$1,247.40
70314	07/21/2023	NuCO2	\$484.45
70315	07/21/2023	OK Construction	\$50,833.03
70316	07/21/2023	Soaring Phoenix	\$800.00
70317	07/21/2023	Sonoma Auto Collision	\$4,840.34
70318	07/21/2023	Turf Star, Inc.	\$1,126.28
70319	07/21/2023	P G & E	\$3,000.00
70320	07/25/2023	Norma Cruz	\$250.00
70321	07/26/2023	Horizon	\$1,543.40
70322	07/26/2023	Bert Williams & Sons Inc	\$4.08
70323	07/26/2023	CAPRI	\$266,488.50
70324	07/26/2023	CARPD	\$3,500.00
70325	07/26/2023	Express Shirt Printing	\$747.79
70326	07/26/2023	Kelly-Moore Paint Co.-NorCal CPC	\$155.44
70327	07/26/2023	Morgan Alarm Co., Inc	\$2,000.25
70328	07/26/2023	P G & E	\$6.85
70329	07/26/2023	Gustavo Alvarado	\$750.00
70330	07/26/2023	Jackie Anderson	\$126.00
70331	07/26/2023	AT&T	\$63.49
70332	07/26/2023	AV Structural Inc.	\$4,718.71

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

Page 3

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
70333	07/26/2023	Big Creek Lumber & Building Material	\$190.73
70334	07/26/2023	BOLT	\$2,820.71
70335	07/26/2023	Brady Industries	\$748.43
70336	07/26/2023	Brightly Software, Inc.	\$29,070.91
70337	07/26/2023	BrightView Landscape Services, Inc.	\$836.00
70338	07/26/2023	AT&T	\$22.75
70339	07/26/2023	Clark Pest Control	\$162.00
70340	07/26/2023	Angelito Or Loana Claudio	\$1,113.00
70341	07/26/2023	Comcast	\$1,305.93
70342	07/26/2023	Commercial Pool Systems, Inc	\$158.42
70343	07/26/2023	Vincent Concepcion	\$4,050.00
70344	07/26/2023	Cook Fire Protection	\$661.34
70345	07/26/2023	Gene's Auto Repair	\$1,375.96
70346	07/26/2023	Green Valley Aloha Saw & Mower	\$1,892.90
70347	07/26/2023	Donald Hill	\$86.40
70348	07/26/2023	Ena Johnson	\$400.00
70349	07/26/2023	Kaiser Permanente-OHSS	\$85.00
70350	07/26/2023	Lincoln Aquatics	\$210.16
70351	07/26/2023	Morgan Fence Co. Inc.	\$4,635.00
70352	07/26/2023	Jullie Myers	\$297.06
70353	07/26/2023	Marlin Quintana	\$350.00
70354	07/26/2023	R & D Termite And Pest Control	\$105.00
70355	07/26/2023	RRM Design Group	\$4,041.00
70356	07/26/2023	SiteOne Landscape Supply	\$7,230.79
70357	07/26/2023	SwingSetMall.com	\$698.65
70358	07/26/2023	Turf Star, Inc.	\$1,201.52
70359	07/26/2023	Veritiv Operating Company	\$8.19
70360	07/26/2023	Calmat Co Dba Vulcan Materials Co	\$56.46
70361	07/26/2023	P G & E	\$20,481.38
70362	07/28/2023	Eileen Brown	\$281.00
70363	07/28/2023	Deberah Carey	\$132.25
70364	07/28/2023	Kerry Carmody	\$132.25
70365	07/28/2023	Richard Conzelmann	\$683.70
70366	07/28/2023	Jose Famalette	\$132.25
70367	07/28/2023	Patricia Gloyd	\$132.25
70368	07/28/2023	Penny Harman	\$430.08
70369	07/28/2023	Cynthia Hewitt	\$208.52
70370	07/28/2023	Jerome Lohr	\$385.16
70371	07/28/2023	Prisco Manglona	\$132.25
70372	07/28/2023	Roger Maryatt	\$281.00
70373	07/28/2023	Jeremias Morgado	\$132.25
70374	07/28/2023	Randy Nicks	\$281.00
70375	07/28/2023	Nancy Ortiz	\$132.25
70376	07/28/2023	Steve Pressley	\$132.25
70377	07/28/2023	Francis Radziewicz	\$132.25
70378	07/28/2023	Joan Russell	\$132.25
70379	07/28/2023	Anita Sallas	\$264.54
70380	07/28/2023	Barbara Schmidt	\$132.25
70381	07/28/2023	Audrey Tucker	\$132.25
70382	07/28/2023	Adeline Varni	\$132.25
70383	07/28/2023	Kimberly Franco	\$154.00
70384	07/28/2023	Jolly Ice Cream	\$160.50
70385	07/28/2023	Let's Function Entertainment	\$300.00
70386	07/31/2023	Vallejo Cty Unified School District	\$33,957.50

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

Bank Totals

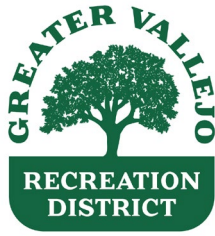
\$740,622.41

Report Selection Criteria

	Start	End
Bank Account:	GEN	GEN
Date Range:	Custom	
Item Date:	07/01/2023	07/31/2023
Document Number:	Start	End
Payee:	Start	End

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

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



Agenda 9.1

BOARD COMMUNICATION

Date: August 10, 2023

TO: Board Chairperson and Directors

FROM: Gabe Lanusse

SUBJECT: Approve Resolution 2023-03 Appointing Sue Casey as Interim Finance Director Pursuant to California Government Code Section 21221(h) until no later than February 10, 2024, and Employment Agreement for Ms. Casey

BACKGROUND AND DISCUSSION

The Finance Director position became vacant on August 1, 2023, because of the retirement of Finance Director Penny Harman. State law provides that special districts such as the Greater Vallejo Recreation District, (District), which are part of the CalPERS retirement system, can appoint CalPERS retirees to fill vacant positions such as the Finance Director on an interim basis. To make an appointment to a vacant position, the Board of Directors must pass a resolution as outlined in regulations overseen by the California Public Employees Retirement System (CalPERS) specifically California Government Code Section 21221(h). This allows special districts to obtain the services of experienced professionals to manage key operations during the period while an open recruitment is underway to fill the vacant position.

RECOMMENDATION

The General Manager is recommending the interim appointment of Sue Casey. Sue Casey has over 26 years of finance and human resources experience in both the private and government sectors and has worked for several cities and a special district, including the City of El Cerrito, the Moraga-Orinda Fire District, the City of American Canyon, and the City of Sonoma. Most recently, Ms. Casey served as the Administrative Services Director for the City of Sonoma, where she oversaw finance, human resources, and risk management for five and half years. Ms. Casey retired from the City of Sonoma in December 2022. Ms. Casey has wide-ranging finance experience developing municipal budgets, long range-financial forecasting, monthly and annual financial statements, and reporting, overseeing annual audits, managing accounting

staff and all aspects of general accounting including payroll, accounts payable and receivables, cash management and investment strategies. Ms. Casey will perform the full range of Finance Director duties as set forth in the District's job description for this position.

FISCAL IMPACT

The terms of this at-will appointment are as follows:

1. Appointment Date: August 10, 2023
2. End Date of Appointment: February 10, 2024
3. Hourly Pay Rate: \$69.46 (top step Finance Director)
4. Benefits: None
5. The duration of Ms. Casey's interim appointment should provide sufficient time to complete the recruitment and selection process for the new Finance Director. While staff are confident that the position can be filled in 2023, and since State law does not allow the interim appointment of this type to be extended, we have allowed extra time for the duration of the appointment as a precaution. Ms. Casey will also be limited to working 960 hours as a retired annuitant within the fiscal year.

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

- Attachment "A" Resolution 2023-03
- Attachment "B" Proposed contract.



RESOLUTION NUMBER 2023-03

RESOLUTION 2023-03 OF THE BOARD OF DIRECTORS OF THE GREATER VALLEJO RECREATION DISTRICT APPOINTING SUE CASEY AS INTERIM FINANCE DIRECTOR PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 21221(h)

WHEREAS, Sue Casey, retired from the City of Sonoma in the position of Administrative Services Director, effective December 31, 2022; and

WHEREAS, the Greater Vallejo Recreation District hereby appoints Sue Casey as an interim appointment retired annuitant to the vacant position of Finance Director for the Greater Vallejo Recreation District under Government Code section 21221(h), effective August 10, 2023; and

WHEREAS, an appointment under Government Code section 21221(h) requires an active, publicly posted recruitment for a permanent replacement; and

WHEREAS, the Greater Vallejo Recreation District's recruitment for a permanent Finance Director has been publicly posted, and is open and active; and

WHEREAS, the position of Finance Director requires specialized skills and a vacancy in that position would delay and substantially interfere with the Greater Vallejo Recreation District's activities and operations; and

WHEREAS, this section 21221(h) appointment shall only be made once and therefore will end on February 10, 2024; and

WHEREAS, the entire employment agreement, contract, or appointment document between Sue Casey and the City of Sonoma has been reviewed by this body and is attached herein; and

WHEREAS, no matters, issues, terms, or conditions related to this employment and appointment have been or will be placed on a consent calendar; and

WHEREAS, the employment shall be limited to 960 hours per fiscal year; and

WHEREAS, the compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties; and

WHEREAS, the maximum base salary for this position is \$10,025.60 per month and the hourly equivalent is \$69.46; and

WHEREAS, the hourly rate paid to Sue Casey will be \$69.46; and

WHEREAS, Sue Casey has not and will not receive any other benefits, incentive, compensation in lieu of benefit or other form of compensation in addition to this hourly pay rate.

THEREFORE, BE IT RESOLVED THAT the Greater Vallejo Recreation District hereby certifies the nature of the employment of Sue Casey as described herein and detailed in the attached employment agreement and that this appointment is necessary to fill the critically needed position of Finance Director for the Greater Vallejo Recreation District.

ADOPTED by the Board of Directors of the Greater Vallejo Recreation District on the 10th day of August 2023 by the following vote:

Ayes:

Noes:

Absent:

Attest: _____
Kimberly Pierson, Board Clerk

Robert Briseño, Board Chairperson

GREATER VALLEJO RECREATION DISTRICT
EMPLOYMENT AGREEMENT
WITH SUE CASEY
TO PERFORM SPECIALIZED AND
TEMPORARY SERVICES
AS INTERIM FINANCE DIRECTOR

This Employment Agreement ("Agreement") is entered into as of August 10, 2023 (the "Effective Date"), by and between the GREATER VALLEJO RECREATION DISTRICT ("District"), a special district, and Sue Casey ("Employee").

RECITALS

WHEREAS, the District requires a temporary employee with special skills regarding finance who can also provide appropriate direction and supervision of finance staff, and coordinate this work with the General Manager; and

WHEREAS, the District is in the process of recruiting a Finance Director with specialized expertise necessary to continue current finance projects such as the annual audit, final budget book, budget adjustments, as well as managing and mentoring of Finance staff and coordinating all through the General Manager; and

WHEREAS, Employee possesses the requisite specialized skills and institutional knowledge needed by the District and is available to provide services as the Finance Director until a permanent Finance Director can be hired; and

WHEREAS, Employee, as a California Public Employees Retirement System ("PERS") annuitant, is limited in her ability to accept public employment pursuant to Government Code Section 21224(a); and

WHEREAS, Employee can provide temporary services to the District under the terms of this Agreement and within the constraints of Government Code Section 21224(a) as a PERS annuitant and the District desires to hire Employee on these terms to provide specialized services of a limited duration, to end not later than February 10, 2024, and will not exceed 960 hours within a fiscal year.

NOW THEREFORE, in consideration of the above stated recitals and the performance by the parties of the promises, covenants, terms and conditions, herein contained, the parties hereto mutually and freely agree as follows:

SECTION 1 – EMPLOYMENT CONDITIONS AND DUTIES

- a. Employee is appointed by and shall serve at the pleasure of the General Manager.
- b. Employee has performed her due diligence to confirm with PERS that she may accept this temporary appointment as a PERS annuitant and Employee is solely responsible for compliance with PERS rules and regulations regarding employment as a retired annuitant.
- c. The Employee shall be responsible for performing duties of the Finance Director position, as forth in the Finance Director job description, and other duties and special projects as assigned.

SECTION 2 – EMPLOYMENT TERM

The District agrees to employ Employee and Employee agrees to be employed and remain in the employment of the District for a term beginning August 10, 2023, and ending not later than February 10, 2024 (“Term”).

SECTION 3 – AT WILL EMPLOYMENT RELATIONSHIP

- a. Under the terms of this appointment, Employee is appointed by and serves at the pleasure of the General Manager, is an “at will” employee, and has no property interest in her position.

_____ **Initialed by Employee**

- b. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the District to terminate this Agreement and the employment of Employee, with or without cause, at any time during such employment Term, or any renewal thereof, subject to the provisions as set forth in this Agreement.
- c. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the Employee’s right to resign at any time from this position with the District, subject to the provisions as set forth in this agreement.

SECTION 4 – EMPLOYEE RESIGNATION

In the event the Employee terminates this Employment Agreement by voluntary resignation, in writing, before the Agreement’s expiration, Employee shall not be entitled to any severance pay. If the Employee voluntarily resigns before February 10, 2024, she shall give the District at least ten (10) business days advance written notice. The

Employee, should she resign, shall be paid for hours worked as of the final day on District's payroll.

SECTION 5 – WORK HOURS

The General Manager shall coordinate the work schedule based upon needs of the District.

SECTION 6 – SALARY

a. The District shall pay the Employee for all services rendered and worked pursuant to this agreement at \$69.46 per hour, which represents the annual salary of the Finance Director position at Step E, divided by twelve months and divided again by 173.333, as required by Government Code Section 21224(a). Employee's salary will be paid on a bi-weekly basis in conformance with the District's established pay periods and pay days; although Employee is required by Government Code Sections 21224(a) to be compensated hourly, Employee shall be exempt from the overtime pay provisions of California and federal law =, even if her work week exceeds 40 hours.

b. The Employee shall not receive benefits, incentives or compensation in lieu of benefits, sick leave, holiday, or vacation pay during her employment under this Agreement.

c. As an interim appointment made pursuant to the terms of this Agreement, Employee will receive only those fringe benefits expressly provided for in this Agreement and any others required by law.

SECTION 7 – INDEMNIFICATION

Except as otherwise permitted, provided, limited or required by law, including without limitation California Government Code Sections 825, 995, and 995.2 through 995.8, the District will defend and indemnify Employee, using legal counsel of District's choosing, against legal liability for acts or omissions by Employee occurring in the course and scope of employment under this Agreement. In the event District provides funds for legal criminal defense pursuant to this section and the terms of the Government Code, Employee shall reimburse the District for such legal criminal defense funds if Employee is convicted of a crime involving an abuse of office or position, as provided by Government Code Sections 53243 – 53243.4. Further, in the event Employee is convicted of a crime involving an abuse of office or position, Employee shall reimburse District for any paid leave or cash settlement, as provided by Government Code Sections 53243 – 53243.4.

SECTION 8 – INTEGRATION OF AGREEMENT

a. This Agreement supersedes any and all other agreements between the parties hereto with respect to the employment of the Employee by the District and contains all the covenants and agreements between the parties with respect to such

employment. Each party to this Agreement acknowledges that no representations, inducement, promise, or agreements have been made by any party or anyone acting on behalf of any party orally or otherwise which are not embodied herein.

b. No other agreement, statement or promise not contained in this Agreement shall be valid or binding or shall be used in interpreting the meaning of this Agreement.

c. Amendments, modifications or changes may be made to this Agreement and shall become effective on the date contained therein when executed in writing and mutually signed by both parties to this Agreement.

d. This Agreement and any amendments, modifications or changes thereto shall be binding upon the District during its term.

e. This Agreement and any amendments, modifications or changes thereto shall be binding upon the Employee and inure to the benefit of the heirs at law and executors of the Employee.

SECTION 9 – CONFIDENTIAL INFORMATION

Employee acknowledges and agrees that in the performance of her duties, if the District discloses and entrusts her with certain confidential proprietary information. Employee agrees not to directly or indirectly disclose or use at any time any such information, whether it be in the form of records, lists, data, personnel information, reports or otherwise, of a business or technical nature, which was acquired or viewed by Employee during Employee's relationship with the District unless such disclosure is authorized by the District in writing, required by law, or required in the performance of the duties of the Interim Finance Director. This provision shall survive the termination or expiration of this Agreement.

SECTION 10 – SEVERABILITY

If any provision or any portion hereof is held to be unconstitutional, invalid or unenforceable, the remainder to this Agreement or portion thereof shall be deemed severable, shall not be affected, and shall remain in full force and effect.

SECTION 11 – ENTIRE AGREEMENT

This Agreement sets forth the final, complete and exclusive agreement between District and Employee relating to the employment of Employee as Interim Finance Director by District. Any prior discussions or representations by or between the parties are merged into and rendered null and void by this Agreement. The foregoing notwithstanding, Employee acknowledges that, except as expressly provided in this Agreement, her employment is subject to District's generally applicable rules and

policies pertaining to employment matters, such as those addressing equal employment opportunity, sexual harassment and violence in the workplace.

SECTION 12 – CHOICE OF LAW AND VENUE

This Agreement shall be interpreted and construed pursuant to and in accordance with the local laws of the State of California and all applicable District Resolutions. The parties agree that venue shall be in Solano County, California.

SECTION 13 – INDEPENDENT REVIEW OF AGREEMENT

Employee acknowledges that she has had the opportunity for and has conducted an independent review of the financial and legal effects of this Agreement. Employee acknowledges that she has made an independent judgment upon the financial and legal effects of this Agreement and has not relied upon any representation of District, its officers, agents or employees other than those expressly set forth in this Agreement.

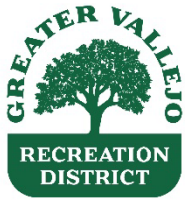
IN WITNESS WHEREOF, the parties have caused this Agreement to be signed and executed personally as the date and year first written above.

“EMPLOYEE”

“DISTRICT”

Sue Casey

Gabe Lanusse, General Manager



Recreation Department Board Updates

08/10/2023

Activity Guide:

- N/A

Aquatics:

- Aquatic staff are in preparation for the upcoming Aqua Boarding class this month.

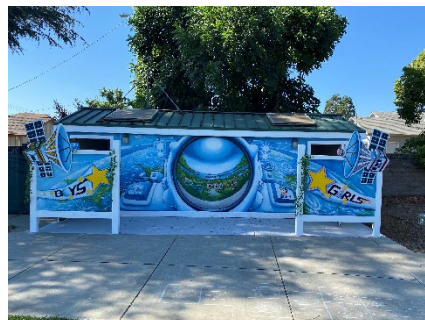


Community Centers:

- Community Centers team held a training on 7/24 to introduce new staff members and review updated policies for private events.

Children's Wonderland & Community Events:

- Parks N' Rex Day was a day filled with dinosaurs, facepainting, vendors, and excited kiddos! The event was well attended, and the Department looks forward to next year!





- The Department has brought back the very popular Camping Under the Stars sleepover at CW. We've partnered with with Catholic Charities: Disaster Services, Camp Golden Empire, and The Girl Scouts to assist with the activities for the evening.

Sports/Adaptive Recreation (AR):

- The General Manager received the keys to the gym at Franklin. Staff met with VCUSD to visit the site on Friday, July 28th.
- Junior Giants wrapped up an action-packed season with a big BBQ celebration on Friday 8/4 in partnership with volunteers from Solano Sunset Rotary.
- After a great 4-week Youth Soccer League, participants celebrated the end of the season on Saturday 8/5 with refreshments and giveaways. Each youth will receive a medal and team photos.

Staffing:

- The Department is working with the GM to determine staffing for the Sports Gym.

Youth Services:

- Youth Department Back to School training was held on Saturday, 8/5. Staff returning to ExLP and Kid's Club programs had a full day of training sessions and recreation activities.
- On Friday 7/28, 15 campers from FRESH Camp performed Matilda for family and friends. The final performance of the summer will be held on Friday, 8/11.



Maintenance Department Board Update

8/10/2023

Parks and Facilities

- Hanns Park
 - The Shakespeare event took place at the park on the last weekend of July; the feedback received is that the event was a success.
- North Vallejo Park
 - City staff completed the Community Center parking lot improvements.
 - Contractor completed the repainting of the basketball courts.
- McIntyre Ranch
 - The tree contractor will be working on doing the extra tree work sometime this month.
- Dan Foley Cultural Center
 - The Vallejo Watershed Alliance will be having their annual planning meeting on August 19th from 9Am-12Pm.
- BRS Park
 - Staff assisted with the last Bands and Brews event.
- Richardson Corp Yard
 - We had an inspection at the corp yard and Cunningham Pool from the Solano County Hazardous materials; we received the report with some corrections that need to be completed.
- Franklin
 - We received the keys and staff did a walkthrough of the sports fields and the facility.
- Children's Wonderland Park
 - The contractor worked on the epoxy in front of the restrooms.
- Weed Abatement
 - Staff worked on doing weed abatement at Dan Foley Park by the lake shoreline.

BOARD PROJECTS UPDATE

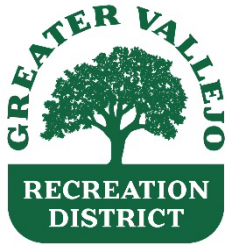


Date

TASK	START	END	% COMPLETE	DONE	NOTES
395/401 Renovations					
Design Phase	1/1/2018	6/1/2021	100%	<input checked="" type="checkbox"/>	
Permit Issued	6/1/2019	6/1/2020	100%	<input checked="" type="checkbox"/>	
RFP	8/1/2021	10/1/2021	100%	<input checked="" type="checkbox"/>	
Build	12/23/2021	12/31/2023	60%	<input type="checkbox"/>	Board approved the bid for the renovations of 395 building; staff is working with our legal counsel to generate the contract.
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	8/15/2023	95%	<input type="checkbox"/>	Had the inspection from PG&E of the new panel; waiting for a date from PG&E to do the connection of new electrical panel.
Cunningham Pool Shade Structures					
Design/Assessment Phase	1/1/2023	8/15/2023	60%	<input type="checkbox"/>	Staff is working on the design to present to the City for their approval.
Permit Issued	9/1/2023	10/1/2023	0%	<input type="checkbox"/>	
RFP	11/2/2023	12/15/2023	0%	<input type="checkbox"/>	
Build	1/1/2024	3/1/2024	0%	<input type="checkbox"/>	
Dan Foley Artificial Field					
Assessment and Engineer's cost estimate	8/1/2022	11/1/2022	100%	<input checked="" type="checkbox"/>	
Board Approval	12/1/2022	12/8/2023	100%	<input checked="" type="checkbox"/>	

TASK	START	END	% COMPLETE	DONE	NOTES
Design Phase	1/1/2023	6/21/2023	100%	✓	The consultant is getting close to complete the plans.
RFP	8/1/2022	9/1/2023	100%	✓	We received the proposals from the companies; we are working with the consultant to review to make sure everything is included on the proposal.
Build	11/1/2023	12/31/2023	0%	○	
Richardson Electrical Upgrade					
Design Phase	3/1/2020	1/28/2022	100%	✓	
Permit Issued	2/3/2022	2/11/2022	100%	✓	
RFP	2/14/2022	3/31/2022	100%	✓	
Build	6/1/2022	7/30/2023	100%	✓	City approved the final inspection.
Cunningham Pool ADA Upgrades					
Design Phase	11/1/2020	1/28/2022	100%	✓	City will work on finalizing the plans and making the parking lot improvements.
Permit Issued	6/1/2022	8/5/2022	100%	✓	City issued the permit.
RFP	6/21/2023	8/10/2023	100%	✓	We had the mandatory job walkthrough with the contractors on July 20th.
Build	10/1/2023	1/1/2024		○	
Terrace Park Playground					
Prop 68 Per Capita Project Approval	12/1/2020	2/28/2022	100%	✓	
Design/RFP	12/1/2021	1/30/2022	100%	✓	
Build	9/1/2023	9/30/2023	0%	○	Playground vendor will be starting on the installation of the new playground in September.
Children's Wonderland Shade Structures					
Design/Assessment Phase	1/1/2022	2/28/2022	100%	✓	
RFP	4/1/2022	9/1/2022	100%	✓	

TASK	START	END	% COMPLETE	DONE	NOTES
Permit Issued	5/1/2022	6/30/2023	80%	<input type="radio"/>	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="radio"/>	
Setterquist RIRE Funds Upgrades				<input type="radio"/>	
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	7/28/2023	100%	<input checked="" type="checkbox"/>	This project is completed; we will be submitting all the documents to the State for the reimbursement.
Hanns Park Disc Golf				<input type="radio"/>	
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	9/1/2023	98%	<input type="radio"/>	Staff installed the new signs; working on the welcome sign.
Hanns Park Restrooms ADA Upgrades				<input type="radio"/>	
Design/Assessment Phase	6/1/2022	11/1/2022	100%	<input checked="" type="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"/>	
Build	6/1/2023	8/15/2023	90%	<input type="radio"/>	concrete was poured; waiting on a proposal from the contractor to build stairs for the disc golf.
Lake Dalwigg Park Improvements				<input type="radio"/>	



General Manager Board Update

8/10/2023

- We received keys for the Franklin gym and have started to schedule updates to the gym. We will present a more thorough timeline at the September board meeting.
- We will meet with PAL to discuss maintenance, the concession building, and scheduling of the fields.
- We have contacted the State of California regarding Prop 68 and Franklin Fields. I hope to hear something soon.
- Part Time Handbook is getting reviewed and updated.
- Interim finance director will be on the agenda.
- Staff is working on updating the budget, creating budget books, and the annual report.
- I am working with Recreation staff to adjust the organization structure and responsibilities to align with goals.
- I will provide information regarding my past year to the Board for review and discussion at the next meeting.
- We would like to schedule specific meetings for Marketing, facilities tour, and McIntyre visit.

GM BOARD PROJECTS UPDATE

Date















TASK	START	END	% COMPLETE	DONE	NOTES
McIntyre Property					
Assigned to Legal			<div style="width: 40%; background-color: green;">40%</div>	<input type="radio"/>	
GM			<div style="width: 20%; background-color: green;">20%</div>	<input type="radio"/>	
Legal definition of Use			<div style="width: 50%; background-color: green;">50%</div>	<input type="radio"/>	
Amenities assessment			<div style="width: 10%; background-color: green;">10%</div>	<input type="radio"/>	
Franklin Middle School					
Negotiate terms			<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	Board recommends to move forward, but wants start up costs
Board Approval			<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	Approved, now need plan
Receive Property from VCUSD			<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	
10 Year Master Plan					
Completed	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: 75%; background-color: green;">75%</div>	<input type="radio"/>	City wants to include in review of all impact fees
Approved by appropriate City Commission			0%	<input type="radio"/>	
Approved by City Council			0%	<input type="radio"/>	
Approved by Board			0%	<input type="radio"/>	
Impact Fee Request Process					
Request impact fees	1/1/2022		<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	City is clarifying which fees should be for improvements and which should be for land acquisition.
City to update process			0%	<input type="radio"/>	

TASK	START	END	% COMPLETE	DONE	NOTES
Approved by COV			0%	<input type="radio"/>	
Received fees			0%	<input type="radio"/>	
Impact Fees Request					
Small Pool Request	1/1/2022		100%	<input checked="" type="checkbox"/>	
City states fees need to be reviewed before release of funds.			30%	<input type="radio"/>	
Fees in holding pattern			0%	<input type="radio"/>	
Prop. 68-Franklin Gym & Fields					
Outreach and application			100%	<input checked="" type="checkbox"/>	
Submitted application			100%	<input checked="" type="checkbox"/>	
Site visit with State			100%	<input checked="" type="checkbox"/>	
Wafting to hear if approved.			100%	<input checked="" type="checkbox"/>	Project was a back up and in the running for selection
State still interested, placed in holding pattern			95%	<input type="radio"/>	Notified State
Leaven Kids-SVCC Contract					
Reduced Fees			100%	<input checked="" type="checkbox"/>	Vote by GVRD Board of Directors
Negotiate Terms			50%	<input type="radio"/>	
Leaven to Update Room			0%	<input type="radio"/>	
Contract Begins			0%	<input type="radio"/>	
SVCC sublease					
RFP			100%	<input checked="" type="checkbox"/>	
Select non- profit			100%	<input checked="" type="checkbox"/>	
Negotiate terms			50%	<input type="radio"/>	
Contract Begins			0%	<input type="radio"/>	
Hire Finance Director					
Review Dept Needs and Advertise Vacancy			25%	<input type="radio"/>	

TASK	START	END	% COMPLETE	DONE	NOTES
Interview Process			0%	<input type="radio"/>	
Position Filled w/Start Date			0%	<input type="radio"/>	
Hire Human Resource Dir.					
Review Dept Needs and Advertise Vacancy			100%	<input checked="" type="checkbox"/>	
Interview Process			75%	<input type="radio"/>	Determine a 2nd round
Position Filled w/Start Date			0%	<input type="radio"/>	
PB Projects-SVCC					
Project approved by PB			100%	<input checked="" type="checkbox"/>	
Begin Contract			100%	<input checked="" type="checkbox"/>	Planters, irrigation, demonstration garden
PB Projects-Setterquist					
Project approved by PB			100%	<input checked="" type="checkbox"/>	
Begin Contract			100%	<input checked="" type="checkbox"/>	
Hanns Park Disc Golf					
Part of Master Plan			100%	<input checked="" type="checkbox"/>	
Cost Estimate, Funding Source			100%	<input checked="" type="checkbox"/>	
Meet with Stakeholders			100%	<input checked="" type="checkbox"/>	
City Approval			100%	<input checked="" type="checkbox"/>	
Order Materials, Install			90%	<input type="radio"/>	
Signage			25%	<input type="radio"/>	Waiting on Disc Golf Group
Staircase			35%	<input type="radio"/>	Getting approval from planning department
Blue Rock Springs ADA Upgrades					
Develop master plan			100%	<input checked="" type="checkbox"/>	
Develop Phases			100%	<input checked="" type="checkbox"/>	
Prioritize Phases (ie ADA)			0%	<input type="radio"/>	
Budget			0%	<input type="radio"/>	
Construction Phase I			0%	<input type="radio"/>	
Construction Phase II			0%	<input type="radio"/>	

TASK	START	END	% COMPLETE	DONE	NOTES
Construction Phase III			0%	<input type="radio"/>	
Construction Phase IV			0%	<input type="radio"/>	
Construction Phase V			0%	<input type="radio"/>	
Construction Phase VI			0%	<input type="radio"/>	
395/401 Amador ADA Upgrades					
395 Amador			100%	<input checked="" type="checkbox"/>	Plans ok, bid process received, next is construction
Construction Phase			0%	<input type="radio"/>	
395 Amador			100%	<input checked="" type="checkbox"/>	Plans ok, bid process received, next is construction
Construction Phase			95%	<input type="radio"/>	
OPEB (Other Post Retirement Benefits)					
Consultant drafted policy			100%	<input checked="" type="checkbox"/>	
Finance Comm. Review (2)			66%	<input type="radio"/>	
Consultant Brought onboard to work with Finance Dept.			50%	<input type="radio"/>	
Board Approval			0%	<input type="radio"/>	
CalPers Refi					
RFQ sent out			100%	<input checked="" type="checkbox"/>	
Refinance Completed			100%	<input checked="" type="checkbox"/>	
Utilities Solar					
City Will Upgrade Their Properties			100%	<input checked="" type="checkbox"/>	
Classification Study					
SEIU Job Classifications Redone			80%	<input type="radio"/>	SEIU in progress, Supervisors to review, then goes to employees, now back at consultant, should go back to employees for meet and confer in September
Brought in New Consultant			100%	<input checked="" type="checkbox"/>	
IBEW Job Classifications			100%	<input checked="" type="checkbox"/>	
Board Training-2023/24					
Determine Needs			0%	<input type="radio"/>	

TASK	START	END	% COMPLETE	DONE	NOTES
Board Training			0%	<input checked="" type="checkbox"/>	
Review other training options			0%	<input type="checkbox"/>	
Schedule Training			0%	<input type="checkbox"/>	
Strategic Planning					
RFP Sent Out			100%	<input checked="" type="checkbox"/>	
Staff Review			100%	<input checked="" type="checkbox"/>	
Brent Ives, Consultant			100%	<input checked="" type="checkbox"/>	
Special Board Meeting-input			100%	<input checked="" type="checkbox"/>	
Final Revisions			95%	<input type="checkbox"/>	
Succession Planning					
RFP Sent Out			100%	<input checked="" type="checkbox"/>	
Select Vendor			100%	<input checked="" type="checkbox"/>	
Develop plan and interviews			100%	<input type="checkbox"/>	
Conclusion			0%	<input type="checkbox"/>	
Marketing					
Review Budget for 23-24			100%	<input checked="" type="checkbox"/>	
Special Board Meeting input			0%	<input type="checkbox"/>	
Revise plan			0%	<input type="checkbox"/>	
determine need for FT position, as stated in 10 year MP			0%	<input type="checkbox"/>	
Start			0%	<input type="checkbox"/>	
Annual Board Priority Retreat					
Goal setting to be part of board training-Fall Retreat			30%	<input type="checkbox"/>	Waiting on having full board, or at least 4
Present City Council Update					
March 2022 Council Meeting			100%	<input checked="" type="checkbox"/>	

TASK	START	END	% COMPLETE	DONE	NOTES
2023 Presentation			 25%	<input type="radio"/>	Might be in November
Community Center-Youth Center					
Develop goals/location			 100%	<input checked="" type="checkbox"/>	
Determine Funding			 60%	<input type="radio"/>	
Determine Programs			0%	<input type="radio"/>	
Review Programs			0%	<input type="radio"/>	
Adapt			0%	<input type="radio"/>	
Review Progress			0%	<input type="radio"/>	
Warming/cooling emergency centers					
Work with city for criteria			 100%	<input checked="" type="checkbox"/>	
Designate locations			 100%	<input checked="" type="checkbox"/>	
train staff or use volunteers			 50%	<input type="radio"/>	
Evaluate			0%	<input type="radio"/>	
Modify			0%	<input type="radio"/>	
Unsheltered Interactions					
Work with City for Legal Criteria			 75%	<input type="radio"/>	
Designate/Log Locations			 50%	<input type="radio"/>	
Train Staff or Use Volunteers			 50%	<input type="radio"/>	Train staff on City requirements
Evaluate Process			0%	<input type="radio"/>	
Modify Process			0%	<input type="radio"/>	
Annual Retreats					
Determine Team Building Activity			 50%	<input type="radio"/>	
Determine Date			 25%	<input type="radio"/>	
Create Retreat Agenda			0%	<input type="radio"/>	
VallejoNet-Fiber					
Update and Reduce Internet Costs			 75%	<input type="radio"/>	

TASK	START	END	% COMPLETE	DONE	NOTES
Fiber-WiFi Install			<div style="width: 75%; background-color: green;">75%</div>	<input type="radio"/>	Scheduled to update in 2023
401 Amador Street			<div style="width: 33%; background-color: green;">33%</div>	<input type="radio"/>	
395 Amador Street			0%	<input type="radio"/>	
South Vallejo Community Center			0%	<input type="radio"/>	
Dan Foley			0%	<input type="radio"/>	
Board Tour of Facilities					
Determine Locations			0%	<input type="radio"/>	
Determine Date			0%	<input type="radio"/>	
City Park Master Plan					
Community Outreach			<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	
Work with Architects on Design Concepts			<div style="width: 75%; background-color: green;">75%</div>	<input type="radio"/>	
Costs, Permits, Etc.			0%	<input type="radio"/>	
Community Outreach #1			<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	
Community Outreach #2			<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	
Community outreach #3			0%	<input type="radio"/>	
Costs, Permits, Etc.			0%	<input type="radio"/>	
Bid Process			0%	<input type="radio"/>	
Construction			0%	<input type="radio"/>	
Ribbon Cutting			0%	<input type="radio"/>	
Blue Rock Springs Master Plan					
Work with architects on design concepts			0%	<input type="radio"/>	
Costs, Permits, Etc.			0%	<input type="radio"/>	
Bid Process			0%	<input type="radio"/>	
Construction			0%	<input checked="" type="checkbox"/>	
City Planning Dept. Park Rezoning					
Review			<div style="width: 100%; background-color: green;">100%</div>	<input checked="" type="checkbox"/>	

TASK	START	END	% COMPLETE	DONE	NOTES
Propose Changes			100%	✓	
Fill HR Director Position					
Hire Recruiting Firm			100%	✓	
Conduct Search -Interviews			100%	✓	
Extend Offer Letter			25%	○	
Hire New Law Firm					
RFP Sent Out			100%	✓	
Conduct Search -Interviews			100%	✓	
Contract Negotiations			100%	✓	
Sign Contract			100%	✓	
Sister Cities					
Design plan/location			50%	○	
Find Funding			0%	○	
Build			0%	○	
Buffer Zone					
Work with Legal			50%	○	
Update City Code			0%	○	
Go Back to Projects			0%	○	
Safety Committee					
Evaluate What Went Wrong			100%	✓	
Update CAPRI Requirement			100%	✓	
Designate Employees			100%	✓	
Start			100%	✓	