



GREATER VALLEJO RECREATION DISTRICT

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

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

Board of Directors
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

March 24, 2022

Administrative Office – Board Room

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) **Consent Calendar:**

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

A) Approve Board Minutes-March 10, 2022

B) Accept the Policies and Personnel Committee Minutes-February 14, 2022

C) Accept the Policies and Personnel Committee Minutes-March 14, 2022

- 7) **Financials:**
A) Approve Financial Statement as of 2/28/2022 (Harman)
B) Approve Payment of Bills 2/1/2022 through 2/28/2022 (Harman)
C) Approval to Re-finance the CalPERS Unfunded Accrued Liability (UAL)
- 8) **New Business:**
Approve the Proposal by Leaven Kids for use of South Vallejo Community Center
- 9) **Staff Reports-Informational Only**
A) Maintenance Superintendent
B) Finance Director
C) Human Resources Manager
D) Recreation Superintendent
E) General Manager
- 10) **Executive Session:**
CONFERENCE WITH DISTRICT'S DESIGNATED REPRESENTATIVES (LEGAL COUNSEL, DIRECTORS SALVADORI AND ALIGA) REGARDING CONTRACT NEGOTIATIONS WITH GENERAL MANAGER Called pursuant to Government Code sections 54957 and 54957.6.
- 10) **Announcements and Comments from Board Members:**
- 11) **Meeting Adjourn:**

Next meeting: April 14, 2022 –Board Meeting

DRAFT



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Greater Vallejo Recreation District Board of Directors

MINUTES

March 10, 2022 – 395 Amador Street

6:30 p.m.

1) **Call to Order:**

Chairperson Bowen called a regular meeting, of the Board of Directors of the Greater Vallejo Recreation District, to order at 6:30 p.m., March 10, 2022, in the Board Room of the Greater Vallejo Recreation District Office, 395 Amador Street, Vallejo, California.

2) **Pledge of Allegiance:**

3) **Roll Call:**

Present: Chairperson Ron Bowen; Vice-Chairperson Adjoa McDonald (arrived at 6:34pm); Directors; Robert Briseño, Gary Salvadori, and Rizal Aliga

Staff: Maintenance Superintendent, Salvador Nuno; Human Resources Manager, Casey Halcro; Board Clerk, Kimberly Pierson

4) **Approval of Agenda:**

Director Briseño offered the motion, seconded by Director Salvadori 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.

There were 17 speakers

DRAFT

6) **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-February 24, 2022**

B) **Accept the Facility and Development Committee Minutes-February 22, 2022**

C) **Accept the Budget and Finance Committee Minutes -February 22, 2022**

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

7) **New Business:**

Board Authorization to Declare Surplus Equipment (Nuno)

2006 Ford Ranger

License # 1171099

VIN# 1FTYR10U96PA27019

ID # 1119

2007 Ford Ranger XL

License # 1216919

VIN # 1FTYR10E47PA76719

ID # 1131

2006 John Deer 1600 12'

Mower

PART # TC1600T050493

SERIAL# TCRG715060141

ID # 1133

INVENTORY #10091

1991 Waymatic Concession

Trailer

License # N/A

VIN # 1W9MH2168M1049622

INVENTORY # 10188

2008 Ford F-250

License # 1238741

VIN # 1FTNF20Y18ED51973

ID # 1104

Director Salvadori offered the motion seconded by Director Briseño to approve the authorization to declare surplus equipment. Motion passed.

8) **Staff Reports-Informational Only:**

A) Maintenance Superintendent

- Provided updates on Prop. 68 Grants.
- Announced a Park Clean Up at City Park this Saturday.
- Provided an update on the Cal-Trans grant.

B) Finance Director

- No report given.

DRAFT

C) Human Resources

- Provided information on the CSDA salary survey.
- Provided an update on recruitment.
- Announced staff appreciations.

D) Recreation Department-given by Julie Myers, Recreation Supervisor

- Announced the return of the Lifeguard Instructor Training Course that will take place at Cunningham Aquatic Complex.
- Provided an update on the upcoming job fair
- Announced increased hours at Children's Wonderland.

9) Executive Session: At 7:54p.m. Chairperson Bowen convened to executive session

CONFERENCE WITH DISTRICT'S DESIGNATED REPRESENTATIVE (LEGAL COUNSEL AND DIRECTORS ALIGA AND SALVADORI) REGARDING CONTRACT NEGOTIATIONS WITH GENERAL MANAGER With respect to closed sessions called pursuant to 54957 and 54957.6.

At 8:34pm Chairperson Bowen reconvened regular session and reported the following: Information given; guidance returned. No action taken.

10) Announcements and Comments from Board Members:

Board Members reported on various community events and meetings attended. Director Aliga provided information on a local children's choir. Director Briseño provided the correct pronunciation of his last name.

11) Meeting Adjourn:

Director Briseño offered the motion, seconded by Director Aliga to adjourn the meeting at 8:39 p.m. Motion passed.

Rizal Aliga, Board Secretary

Date



Agenda 6-B

BOARD COMMUNICATION

Date: March 24, 2021

TO: Board Chairperson and Directors

FROM: Staff

SUBJECT: Accept the Minutes from the Policies and Personnel Committee meeting February 14, 2022

RECOMMENDATION

To accept the minutes from Policies and Personnel Committee from the February 14, 2022 meeting.

DOCUMENTS AVAILABLE FOR REVIEW

A) Policies and Personnel Committee Minutes from February 14, 2022



GREATER VALLEJO RECREATION DISTRICT

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

General Manager
Gabriel Lanusse

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In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact the District Office at 707-648-4604 or fax 707-648-4616. Requests must be made as soon as possible and at least three (3) full business days before the start of the meeting.

Policies and Personnel Committee Minutes
In Attendance, Director Salvadori, Director Aliga, General Manager Lanusse,
Human Resources Manager Halcro

Monday, February 14, 2022
Administration Office - Board Room
395 Amador Street

Start: 4:00pm

1. Discuss COVID and SB114

- a) Committee discussed Covid and the newly passed SB114 Legislation. It was important to note that the rescue funds GVRD has received are not excess funds, rather they help to pay for things like the passage of SB114 in 2022. In previous years, during the Covid pandemic, they've helped pay for the passage of things like Supplemental Paid Sick Leave.

2. Discuss Updates to Policy 2020-Annual Leave, Executive Leave, and Compensatory Time Off, Leave Without Pay and Floating Holiday

- a) Committee discussed possible updates to Policy 2022. Ultimately, the committee did not feel like updates were necessary at this time.

3. Discuss Updates to RR 2020-Annual Leave, Executive Leave, and Compensatory Time Off, Leave Without Pay and Floating Holiday

- a) Committee discussed possible updates to Policy 2022. Ultimately, the committee did not feel like updates were necessary at this time.

4. Discuss the Catastrophic Leave Bank-Policy and RR 2040

- a) Committee discussed Catastrophic Leave Bank and RR 2040 and staff will bring this to the policy committee next month.

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5. Discuss RFP for Policy Manual Updates

- a) Committee discussed the possibility of sending out RFP for full Policy Manual Updates

6. Discuss Policy XXXX-Pricing Policy

- a) Committee discussed pricing policy and staff will return at the next meeting to present policy.

7. Discuss Compensation, Compensation Study, Employee Retention

- a) Committee discussed compensation, compensation study, and employee retention.
- b)

Adjourn: 5:30pm

Next Meeting: March 14, 2022

Mission Statement:

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Website: www.gvrd.org



Agenda 6-C

BOARD COMMUNICATION

Date: March 24, 2021

TO: Board Chairperson and Directors

FROM: Staff

SUBJECT: Accept the Minutes from the Policies and Personnel Committee meeting March 14, 2022

RECOMMENDATION

To accept the minutes from Policies and Personnel Committee from the March 14, 2022 meeting.

DOCUMENTS AVAILABLE FOR REVIEW

A) Policies and Personnel Committee Minutes from March 14, 2022



GREATER VALLEJO RECREATION DISTRICT

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

General Manager
Gabriel Lanusse

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Policies and Personnel Committee Minutes **In Attendance, Director Salvadori, Director Aliga, General Manager Lanusse,** **Recreation Superintendent Ryans, Human Resources Manager Halcro**

Monday, March 14, 2022
Administration Office - Board Room
395 Amador Street

Start: 4:00pm

- 1. Discuss the use of Track Changes in Policy Updates**
 - a) Committee discussed that track changes are used because that is what Unions have requested to keep track of any policy changes. Committee agreed that we will keep using track changes for these policy changes. Director Aliga did suggest that we could also number the changes for ease of editing.
- 2. Discuss Policy XXXX-Refund Policy**
 - a) Committee has requested that we change these in process policies to Policy ##### rather than Policy XXXX
 - b) Committee suggested adding a disclaimer in the Activity Guide rather than policy for the administrative fee. Committee also suggested using the word may rather than will.
 - c) Committee suggested changing the first bullet under Procedures from (see below) to (See Medical Refunds below)
 - d) Committee suggested spelling out the word seven under Class Cancellations.
 - e) Committee asked Recreation Superintendent to give them an idea of how much money the District gives in refunds annually.

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3. Discuss Policy XXXX-Discounts

- a) Committee suggested adding language about only using one discount at a time earlier in the policy

4. Discuss Policy XXXX-Youth Scholarship Policy (Financial Assistance Program)

- a) Committee wondered if this is its own policy, an RR for Financial Assistance Program Policy, or something else.
- b) Committee asked how much the scholarship is – the percentage needs to be added to the policy.
- c) Committee suggested adding a cap of how much scholarship money a family can receive annually.
- d) Committee asked about potentially adding language to be inclusive of undocumented people.
- e) Committee suggested adding the word valid in front of photo identification at top of second page.
- f) Committee suggested adding Show proof of current Vallejo residency
- g) Committee discussed emphasizing limited confidentiality and limiting availability to residents of the District

5. Discuss Policy XXXX-Non-Resident Fees

- a) Committee suggested adding a calculator to the bottom of the policy

6. Discuss Updates to Policy 2015-Hours of Work and Overtime

- a) Committee discussed and agreed that it might be best to remove the “highly recommended” edits.

7. Discuss Updates to the Catastrophic Leave Bank-Policy and RR 2040

- a) Committee discussed spelling out the word 8 (eight) and editing the word bank on the second page of RR2040

8. Discuss Updates to Policy 2090 – Probation

- a) Committee discussed editing he/she/they to the employee on he edits.

Adjourn: 5:31pm

Next Meeting: April 11, 2022

Mission Statement:

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Website: www.gvrd.org

**Greater Vallejo Recreation District
Balance Sheet
All Funds Combined
February 28, 2022**

Assets

Cash - Solano County	5,077,682.62
Cash - General Account - Bank of the West	285,229.79
Cash - Payroll - Bank of the West	13,411.21
Cash - Umpqua Bank - Reserve Account	1,627,497.14
Cash - Retiree Benefit Trust Fund	1,298,358.36
Accounts Receivable	<u>0.00</u>

Total Assets 8,302,179.12

Liabilities

Accounts Payable	136,834.10
Payroll Related Payables	5,983.11
Building Deposits Payable	39,213.12
Amount Due Customers - Etrak	<u>4,095.78</u>

Total Liabilities 186,126.11

Net Assets

Fund Balance - Restricted Operating Reserve	2,500,000.00
Fund Balance - Unrestricted Operating Reserve	2,938,174.31
Fund Balance - Restricted Retiree Benefit	1,298,358.36
Fund Balance - Designated Reserve 15%	1,627,497.14
Excess Revenues Over Expenses	<u>(248,576.80)</u>

Total Net Assets 8,115,453.01

Total Liabilities and Net Assets 8,301,579.12

**Greater Vallejo Recreation District
Financial Report Year-to-Date
as of February 28, 2022
All Funds**

<u>Revenue</u>	<u>Actual Yr to Date</u>	<u>Annual Budget</u>	<u>Amount Remaining</u>	<u>Percent</u>
Administration	4,598,885	7,930,654	3,331,769	57.99%
Buildings & Trades	0	0	0	0.00%
Park Maintenance & Visitor Service	144,607	203,400	58,793	71.09%
Recreation	668,273	1,537,811	869,538	43.46%
Total Revenues	5,411,765	9,671,865	4,260,100	55.95%
<u>Expenses</u>	<u>Actual Yr to Date</u>	<u>Annual Budget</u>	<u>Amount Remaining</u>	<u>Percent</u>
Administration & General Support	1,338,051	2,338,116	1,000,065	57.23%
Planning & Development	115,881	173,688	57,807	66.72%
Buildings & Trades	935,497	1,378,322	442,825	67.87%
Visitor Services	64,370	153,174	88,804	42.02%
Landscaping & Grounds	1,126,833	2,140,444	1,013,611	52.64%
Recreation	1,764,081	3,656,695	1,892,614	48.24%
Deferred Maintenance	315,630	2,910,000	2,594,370	0.00%
Contingency Reserve	0	22,826	22,826	0.00%
Retiree Medical Benefit - OPEB	0	0	0	0.00%
Total Expenditures	5,660,343	12,773,265	7,112,922	44.31%
Net Revenues Over (Expenditures)	(248,578)	(3,101,400)	(2,852,822)	

Greater Vallejo Recreation District
Financial Report Year-to-Date
7/2021-2/2022
All Funds Detailed

<u>Revenues</u>		<u>Actual</u>	<u>Annual</u>	<u>Variance</u>	<u>Percent</u>	
		<u>Yr to Date</u>	<u>Budget</u>			
001	Administration	4,598,885	7,930,654	3,331,769	57.99%	4,598,885
200	Planning & Development	0	0	0	0.00%	
300	Buildings & Trades	0	0	0	0.00%	-
301	Visitor Services	144,117	203,400	59,283	70.85%	
310	Landscaping & Grounds	490	0	(490)	0.00%	144,607
010	Recreation Administration	2,200	0	(2,200)	0.00%	
415	Children's Wonderland	42,756	41,605	(1,151)	102.77%	
430	Break Camp	15,308	45,098	29,790	33.94%	
450	VCC	34,803	55,104	20,301	63.16%	
451	FCC	86,728	178,794	92,066	48.51%	
460	Sports	56,816	72,407	15,591	78.47%	
465	Community Programs	1,025	19,925	18,900	5.14%	
480	ExLP	57,550	317,630	260,080	18.12%	
481	After School Programs	156,143	315,140	158,997	49.55%	
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	8,491	24,878	16,387	34.13%	
721	SVCC	19,242	40,772	21,531	47.19%	
730	Cunningham Pool	187,213	417,485	230,272	44.84%	668,273

Total Revenues	5,411,765	9,671,865	4,260,100	55.95%	5,411,765
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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	857,204	1,504,029	646,825	56.99%	
007	Human Resources	229,302	423,494	194,192	54.15%	
100	Finance	251,546	410,593	159,047	61.26%	1,338,051
200	Planning & Development	115,881	173,688	57,807	66.72%	115,881
300	Buildings & Trades	935,497	1,378,322	442,825	67.87%	935,497
301	Visitor Services	64,370	153,174	88,804	42.02%	64,370
310	Landscaping & Grounds	1,126,833	2,140,444	1,013,612	52.64%	1,126,833
010	Recreation Administration	225,794	435,598	209,804	51.84%	
415	Children's Wonderland	74,668	113,439	38,771	65.82%	
430	Break Camp	75,170	140,620	65,450	53.46%	
450	VCC	77,905	197,006	119,101	39.54%	
451	FCC	108,643	282,717	174,074	38.43%	
460	Sports	98,876	183,378	84,503	53.92%	
465	Community Programs	12,519	124,160	111,641	10.08%	
480	ExLP	282,423	564,884	282,461	50.00%	
481	After School Programs	145,350	418,046	272,696	34.77%	
486	Teen Services	740	15,787	15,047	4.69%	
490	R.E.A.C.H.	694	8,367	7,673	8.29%	
720	NVCC	41,011	108,027	67,016	37.96%	
721	SVCC	57,183	185,356	128,173	30.85%	
730	Cunningham Pool	563,105	879,310	316,205	64.04%	1,764,081
	Deferred Maintenance	315,630	2,910,000	2,594,370	10.85%	315,630
	Contingency Reserve	0	22,826	22,826	0.00%	
	Retiree Medical Benefit - OPEB	0	0	0		

Total Expenditures	5,660,342	12,773,265	7,112,923	44.31%	5,660,342
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Net Revenues Over (Expenditures)	(248,577)	(3,101,400)	(2,852,823)		(248,577)
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Greater Vallejo Recreation District
Financial Report Year-to-Date
as of February 28, 2022
Measure K

<u>Revenue</u>	<u>Actual Yr to Date</u>	<u>Annual Budget</u>	<u>Amount Remaining</u>	<u>Percent</u>
Administration	1,047,658	2,102,787	1,055,129	49.82%
Total Revenues	1,047,658	2,102,787	1,055,129	49.82%
<u>Expenses</u>	<u>Actual Yr to Date</u>	<u>Annual Budget</u>	<u>Amount Remaining</u>	<u>Percent</u>
Administration & General Support	23,394	101,000	77,606	23.16%
Buildings & Trades	604,658	843,520	238,862	71.68%
Landscaping & Grounds	338,469	685,852	347,383	49.35%
Recreation	419,145	706,668	287,523	59.31%
Deferred Maintenance	123,044	752,000	628,956	0.00%
Total Expenditures	1,508,710	3,089,040	1,580,330	48.84%
Net Revenues Over (Expenditures)	(461,052)	(986,253)	(525,201)	

Greater Vallejo Recreation District
Financial Report Year-to-Date
7/2021-2/2022
Measure K Detailed

<u>Revenues</u>		<u>Actual</u>	<u>Annual</u>	<u>Variance</u>	<u>Percent</u>	
		<u>Yr to Date</u>	<u>Budget</u>			
001	Administration	1,047,658	2,102,787	1,055,129	49.82%	
007	Human Resources	0	0	0		
100	Finance	0	0	0		1,047,658
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	1,047,658	2,102,787	1,055,129	49.82%	1,047,658
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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	23,394	99,000	75,606	23.63%	
007	Human Resources	0	0	0		
100	Finance	0	2,000	2,000	0.00%	23,394
200	Planning & Development	0	0	0		
300	Buildings & Trades	604,658	843,520	238,862	71.68%	604,658
301	Visitor Services	0	0	0		
310	Landscaping & Grounds	338,469	685,852	347,383	49.35%	338,469
010	Recreation Administration	1,305	13,350	12,045		
415	Children's Wonderland	35,179	83,537	48,358	42.11%	
430	Break Camp	0	0	0		
450	VCC	6,664	13,762	7,098	48.42%	
451	FCC	26,631	61,840	35,209	43.06%	
460	Sports	14,833	64,197	49,364	23.11%	
465	Community Services	2,032	43,926	41,894	4.63%	
480	21st Century After School	0	0	0		
481	After School Programs	0	0	0		
486	Teen Services	112	4,718	4,606	2.37%	
490	R.E.A.C.H.	66	2,784	2,718	2.37%	
720	NVCC	6,144	10,200	4,056	60.24%	
721	SVCC	7,364	20,640	13,276	35.68%	
730	Cunningham Pool	318,817	387,714	68,897	82.23%	419,145
	Deferred Maintenance	123,044	752,000	628,956	16.36%	123,044
	Contingency Reserve	0				
	Retiree Medical Benefit - OPEB	0				

Total Expenditures	1,508,711	3,089,040	1,580,329	48.84%	1,508,711
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Net Revenues Over (Expenditures)	(461,053)	(986,253)	(525,200)		(461,053)
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Greater Vallejo Recreation District
Revenue and Expense Variance Report
February, 2022

	For February Only				Cumulative through February				Adopted Budget	Projected at Year End	Variance	Projected at Year End with Anomaly	Notes
	Anticipated		Actual		Anticipated		Actual						
	%	\$	Actual	Over/(Under)	%	\$	Actual	Over/(Under)					
REVENUES													
Taxes	0.0%	\$0	\$0	\$0	51.3%	\$3,836,961	\$3,928,039	\$91,078	\$7,483,812	\$7,661,455	\$177,643	\$7,661,455	
Administration	5.6%	\$25,200	\$8,808	(\$16,392)	50.2%	\$224,369	\$76,487	(\$147,882)	\$446,842	\$152,328	(\$294,514)	\$746,687	1
Parks & Facilities Maint.	7.0%	\$14,300	\$11,650	(\$2,650)	52.9%	\$107,602	\$144,607	\$37,005	\$203,400	\$273,350	\$69,950	\$273,350	
Recreation	8.9%	\$136,500	\$90,485	(\$46,015)	59.7%	\$917,764	\$668,273	(\$249,491)	\$1,537,811	\$1,119,763	(\$418,048)	\$1,119,763	
Total Revenues		\$176,000	\$110,943	(\$65,057)		\$5,086,696	\$4,817,406	(\$269,290)	\$9,671,865	\$9,206,896	(\$464,969)	\$9,801,255	
EXPENSES													
Administration	8.3%	\$193,300	\$93,029	(\$100,271)	62.0%	\$1,449,631	\$1,338,051	(\$111,580)	\$2,338,116	\$2,158,149	(\$179,967)	\$2,158,149	
Parks & Facilities Maint.	7.7%	\$294,400	\$319,855	\$25,455	57.0%	\$2,193,255	\$2,242,581	\$49,326	\$3,845,628	\$3,932,115	\$86,487	\$3,932,115	
Recreation Programs	8.0%	\$293,800	\$162,777	(\$131,023)	62.0%	\$2,266,745	\$1,764,081	(\$502,664)	\$3,656,695	\$2,845,802	(\$810,893)	\$2,845,802	
Total Expenses		\$781,500	\$575,661	(\$205,839)		\$5,909,631	\$5,344,713	(\$564,918)	\$9,840,439	\$8,936,066	(\$904,373)	\$8,936,066	
Change in Fund Balance									(\$168,574)	\$270,831	\$439,405	\$865,189	

Note 1: The percentage anticipated through February for Administration is 50.2%.
 In January, we received a one-time payment of \$594,359 in COVID-19 Fiscal Relief funding from the state.
 If this amount were to be included in the "Actual" revenue, the "Projected at Year End" would be calculated as "\$670,846 is 50.2 percent of what?"
 This would result in a projected amount of approx. \$1,336,000.
 Therefore, the amount of the relief funding has been removed from the actual YTD total.
 It has been replaced without a formula in the column labeled "Projected at Year End with anomaly."

Administration Revenue Cumulative through February

Actual	\$670,846
Anomaly	\$594,359 COVID-19 Fiscal Relief
Actual less Anomaly	\$76,487

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
66691	02/01/2022	O'Connor Lumber	\$124.74
66692	02/01/2022	ABC Napa Valley Sewer & Drain	\$320.00
66693	02/01/2022	ACK Engineering & Surveying	\$250.00
66694	02/01/2022	Campway's Truck Assessory World	\$6,329.54
66695	02/01/2022	Commercial Energy Of Montana	\$5,935.94
66696	02/01/2022	Complete Welders Supply	\$22.09
66697	02/01/2022	Julie Myers	\$38.00
66698	02/02/2022	Arturo Venegas	\$185.00
66699	02/04/2022	Bert Williams & Sons Inc	\$51.99
66700	02/04/2022	O'Connor Lumber	\$235.60
66701	02/04/2022	P G & E	\$7,762.08
66702	02/04/2022	Mary Brown	\$96.00
66703	02/04/2022	Commercial Pool Systems, Inc	\$993.77
66704	02/04/2022	Glen Cove Communtiy Association	\$40.00
66705	02/04/2022	Les Schwab Tires	\$2,941.75
66706	02/04/2022	Streamline	\$300.00
66707	02/08/2022	C.P.R.S.	\$555.00
66708	02/08/2022	O'Connor Lumber	\$321.52
66709	02/08/2022	All Star Rents	\$371.30
66710	02/08/2022	Ryan Allen	\$71.26
66711	02/08/2022	BrightView Landscape Services, Inc.	\$836.00
66712	02/08/2022	Cole Supply Co., Inc.	\$827.56
66713	02/08/2022	Philip Graham Jr	\$144.00
66714	02/08/2022	Antony Ryans	\$400.00
66715	02/08/2022	Sherwin-Williams	\$197.33
66716	02/08/2022	Treetop Products	\$16,421.36
66717	02/08/2022	Uline Shipping Supplies	\$95.28
66718	02/08/2022	Underground Vaults & Storage, Inc.	\$110.25
66719	02/08/2022	Veritiv Operating Company	\$1,338.81
66720	02/08/2022	US Bank Corporate Payment System	\$18,340.58
66725	02/10/2022	Morgan Alarm Co., Inc	\$5,995.24
66726	02/10/2022	O'Connor Lumber	\$35.19
66727	02/10/2022	R & S Erection Of Vallejo, Inc	\$3,985.76
66728	02/10/2022	B & G Tires Of Vallejo	\$138.21
66729	02/10/2022	Shawnee Blaylock	\$30.00
66730	02/10/2022	Break It Down Soul Line Dance	\$141.00
66731	02/10/2022	AT&T	\$20.58
66732	02/10/2022	Clifton Larson Allen LLP	\$2,772.00
66733	02/10/2022	Complete Welders Supply	\$102.98
66734	02/10/2022	Jaime Dovala	\$50.00
66735	02/10/2022	GreatAmerica Financial Services	\$1,595.55
66736	02/10/2022	Abigail Hernandez	\$404.25
66737	02/10/2022	Karen Houston	\$492.00
66738	02/10/2022	Derrick Leonard	\$112.00
66739	02/10/2022	Steven Logoteta	\$60.00
66740	02/10/2022	Virlynda Luciano	\$45.00
66741	02/10/2022	Lorna Mandap	\$290.50
66742	02/10/2022	Calvin McCullough Jr.	\$1,185.00
66743	02/10/2022	Juan Rios	\$50.00
66744	02/10/2022	Theodore Rocha	\$199.20
66745	02/10/2022	Turf Star, Inc.	\$13,145.95
66746	02/10/2022	Frankie Valentine-Flores	\$315.00
66747	02/10/2022	Ryan Vega	\$104.00
66748	02/10/2022	Wisconsin Lighting Lab	\$12,858.69
66721	02/11/2022	SEIU LOCAL #1021	\$334.24
66722	02/11/2022	Franchise Tax Board	\$100.00

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
66723	02/11/2022	Franchise Tax Board	\$437.67
66724	02/11/2022	Vehicle Registration Collections	\$175.66
66749	02/11/2022	Employment Development Departmer	\$8,123.87
66750	02/11/2022	Internal Revenue Service	\$921.67
66751	02/11/2022	United States Treasury	\$921.67
66752	02/15/2022	Foster Lumber Yards	\$166.76
66753	02/15/2022	Morgan Alarm Co., Inc	\$1,256.56
66754	02/15/2022	O'Connor Lumber	\$215.54
66755	02/15/2022	State Of California	\$64.00
66756	02/15/2022	Bay City Rollers Painting Co.	\$9,703.59
66757	02/15/2022	Continuant, Inc.	\$223.68
66758	02/15/2022	Delta Bluegrass Co	\$2,076.74
66759	02/15/2022	Ewing Irrigation Products, Inc.	\$105.99
66760	02/15/2022	EZ Tree, Inc.	\$4,930.00
66761	02/15/2022	Katie Franklin	\$2,293.00
66762	02/15/2022	Jack & Jill	\$230.50
66763	02/15/2022	M & M Sanitary LLC	\$947.65
66764	02/15/2022	NBS	\$2,834.82
66765	02/15/2022	Quench USA, Inc.	\$86.96
66766	02/15/2022	SiteOne Landscape Supply	\$1,916.81
66767	02/15/2022	Solano County	\$582.00
66768	02/15/2022	Kristen McBride	\$185.00
66769	02/15/2022	Ami Benavidez	\$30.00
66770	02/15/2022	Seth Bernardo	\$30.00
66771	02/15/2022	Katherine Elliott	\$30.00
66772	02/15/2022	Tristan Johnson	\$30.00
66773	02/15/2022	Arielle Keating	\$30.00
66774	02/15/2022	Adam Klemens	\$30.00
66775	02/15/2022	Audrey Matthews	\$30.00
66776	02/15/2022	Justin Palacios	\$30.00
66777	02/15/2022	Anthony Ray	\$60.00
66778	02/15/2022	Karisha Salazar	\$50.00
66779	02/15/2022	Lauren Shook	\$30.00
66780	02/15/2022	Lia St. Pierre	\$30.00
66781	02/15/2022	Stephanie Waters	\$50.00
66782	02/15/2022	Bryce Yee	\$30.00
66783	02/17/2022	Julie Beles	\$750.00
66784	02/17/2022	Angelito Or Loana Claudio	\$1,113.00
66785	02/17/2022	Kay Cady-Johnson	\$6,096.30
66786	02/17/2022	Demetria Robinson	\$400.00
66787	02/17/2022	Lauren Shook	\$28.82
66788	02/17/2022	Evyonne Simpkins	\$750.00
66789	02/17/2022	Roger Smith	\$85.00
66790	02/25/2022	Bert Williams & Sons Inc	\$15.15
66791	02/25/2022	Kelly-Moore Paint Co.-NorCal CPC	\$31.96
66792	02/25/2022	Morgan Alarm Co., Inc	\$750.75
66793	02/25/2022	O'Connor Lumber	\$299.49
66794	02/25/2022	P G & E	\$36.08
66795	02/25/2022	Tri-City Fence	\$3,677.00
66796	02/25/2022	B & G Tires Of Vallejo	\$10.00
66797	02/25/2022	BPX Printing & Graphics	\$4,815.75
66798	02/25/2022	AT&T	\$173.79
66799	02/25/2022	Comcast	\$344.65
66800	02/25/2022	Commercial Pool Systems, Inc	\$386.53
66801	02/25/2022	Crown Hill Materials	\$1,537.03
66802	02/25/2022	Crusader Fence	\$3,560.00

BR Bank Register Report

Greater Vallejo Recreation District (0GVRD)

Bank Code: GEN

Document Number	Date	Payee Name / Description	Amount
66803	02/25/2022	Favaro, Lavezzo, Gill, Caretti & Hepp	\$3,587.50
66804	02/25/2022	John Howland Architect	\$10,445.00
66805	02/25/2022	Moore Design Group	\$3,163.05
66806	02/25/2022	Municipal Resource Group, LLC	\$6,000.00
66807	02/25/2022	Pape Machinery, Inc	\$27.64
66808	02/25/2022	Patrick Pierson	\$128.94
66809	02/25/2022	RRM Design Group	\$5,356.25
66810	02/25/2022	Security Enforcement Alliance	\$21,000.00
66811	02/25/2022	The Office City	\$61.60
66812	02/28/2022	Gary Bowers	\$456.06
66813	02/28/2022	Eileen Brown	\$283.00
66814	02/28/2022	Deberah Carey	\$153.53
66815	02/28/2022	Kerry Carmody	\$153.53
66816	02/28/2022	Richard Conzelman	\$724.26
66817	02/28/2022	Jose Famalette	\$153.53
66818	02/28/2022	Patricia Gloyd	\$153.53
66819	02/28/2022	Cynthia Hewitt	\$214.63
66820	02/28/2022	Jerome Lohr	\$303.14
66821	02/28/2022	Prisco Manglona	\$153.53
66822	02/28/2022	Roger Maryatt	\$153.53
66823	02/28/2022	Jeremias Morgado	\$153.53
66824	02/28/2022	Sidney Nickolas	\$153.53
66825	02/28/2022	Randy Nicks	\$283.00
66826	02/28/2022	Nancy Ortiz	\$153.53
66827	02/28/2022	Steve Pressley	\$153.53
66828	02/28/2022	Francis Radziewicz	\$153.53
66829	02/28/2022	Joan Russell	\$153.53
66830	02/28/2022	Anita Sailas	\$215.10
66831	02/28/2022	Barbara Schmidt	\$283.00
66832	02/28/2022	Audrey Tucker	\$153.53
66833	02/28/2022	Adeline Varni	\$153.53
66834	02/28/2022	SEIU LOCAL #1021	\$334.24
66835	02/28/2022	Franchise Tax Board	\$175.66
66836	02/28/2022	Franchise Tax Board	\$100.00
66837	02/28/2022	Franchise Tax Board	\$437.67
Bank Totals			\$228,778.02

Report Selection Criteria

Bank Account:	Start GEN	End GEN
Date Range:	Custom	
Item Date:	02/01/2022	02/28/2022
Document Number:	Start	End
Payee:	Start	End

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



Agenda 7-C

BOARD COMMUNICATION

Date: March 24, 2022

TO: Board Chairperson and Directors

FROM: Penny Harman, Finance Director

SUBJECT: Approval to Re-finance the CalPERS Unfunded Accrued Liability (UAL)

BACKGROUND AND DISCUSSION

The District provides retirement benefits offered through California Public Employees' Retirement System (CalPERS). Both the District and the employees pay a share of contributions to the plan. Plan assets come from employee contributions, employer contributions and investment income. The total accrued liability is determined actuarially and is based on several factors, including mortality experience, retirement rates, disability incidences, salary growth, investment returns, and more. The Unfunded Accrued Liability (UAL) is equal to the total accrued liability less the market value of assets.

A presentation on refinancing the UAL was made to the Board at the 11/18/21 meeting, and to the Budget and Finance Committee at the 2/22/22 meeting. The Budget and Finance Committee recommended we move forward with refinancing.

Currently, GVRD's UAL is approx. \$6,000,000. For Fiscal Year 22-23, the District is responsible for paying approx. \$550,000 of that liability directly to CalPERS.

Re-financing the UAL would save the District approximately \$50,000 per year. This savings could be put towards programming. However, interest rates are currently rising and, as they do, the savings amount to the District will diminish.

The District issued a Request for Quote on 12/6/21. We received 2 responses:
NHA Advisors, LLC - \$25,000
UFI Financial Solutions - \$15,000 - \$20,000

RECOMMENDATION

It is recommended that the Board of Directors authorize the General Manager and the Finance Director to move forward with refinancing the District's CalPERS UAL.

ALTERNATIVES

Move forward with modifications.

Move forward with certain guidelines set forth by the Board of Directors

Do nothing and leave the repayment of the UAL as is.

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Agenda 8

BOARD COMMUNICATION

Date: 3/24/2022

TO: Board Chairperson and Directors

FROM: Antony Ryans, Recreation Superintendent

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

BACKGROUND AND DISCUSSION

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

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

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

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

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

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

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

RECOMMENDATION

Review proposal and propose to approve or deny waiving building fees for Leaven Kids. Start date to be determined once COVID testing has ended or both parties have mutually agreed to go into contract.

FISCAL IMPACT

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

Additionally, GVRD PT staff will be needed to unlock, monitor, and lock the building daily. Recommended staff hours: 1:30-5:30pm (this is a requirement before and after each rental). One monitor would work a total of 4 hours, per day x \$19, per hour which is \$76, per day, \$19,760, per year.

Grand total, per year for rental and staffing is approximately \$55,000 subsidy from the District.

In 2019 the requested space was rented 111 times by various user groups (HIA, Food Bank, Touro, and Election Polls).

ALTERNATIVES CONSIDERED

Approve proposal with zero cost to Leaven Kids.

Approve with recommendations-- Leaven pay either custodial and staffing cost or both.

Reject to proposal from Leaven Kids.

Reject with recommendations- Allow Leaven Kids to offer program for 1 year and reassess costs associated and success of program after 1 year.

Let the proposal stand with no action take.

ENVIRONMENTAL REVIEW

N/A

PROPOSED ACTION

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

Proposed action to approve or deny proposal.

DOCUMENTS AVAILABLE FOR REVIEW

- a. Proposal provided by Leaven Kids.
- b. Map of South Vallejo Community Center site.



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

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

LEAVEN KIDS BACKGROUND AND MISSION

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

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

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

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

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

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



THE PROGRAM

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

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

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

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

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

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

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



IMPROVING STUDENT BEHAVIOR AND CHARACTER

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

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

SUMMER SUCCESS PROGRAM

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

COMMUNITY ENGAGEMENT AND REDUCING NEIGHBORHOOD CRIME

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

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

CRIME DOWN 10 TO 20 PERCENT IN LEAVEN KIDS NEIGHBORHOODS

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

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

THE PROPOSAL

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

Leaven Kids proposes to provide:

I. AFTER-SCHOOL PROGRAMMING

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

A. Healthy Eating and Active Living (HEAL).

A short time of exercise followed by a snack.

B. Homework comprehension and completion.

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

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

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

Activities include:

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

II. SUMMER SUCCESS PROGRAMMING

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

A. Healthy Eating and Active Living (HEAL).

A short time of exercise followed by a snack.

B. Supervised enrichment activities.

Activities include:

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

III. ADDITIONAL ENHANCED PROGRAMMING

Outside assistance is sought on specialized topics including:

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

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

C. Healthy Eating Active Living (HEAL).

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

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



WHAT LEADERS ARE SAYING ABOUT LEAVEN KIDS

"My money is on Leaven Kids. What's accomplished is so dramatic."

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

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

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

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

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

PERSONNEL AND VOLUNTEERS

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

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

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

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

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



COMMITMENTS

Leaven Kids will:

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

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

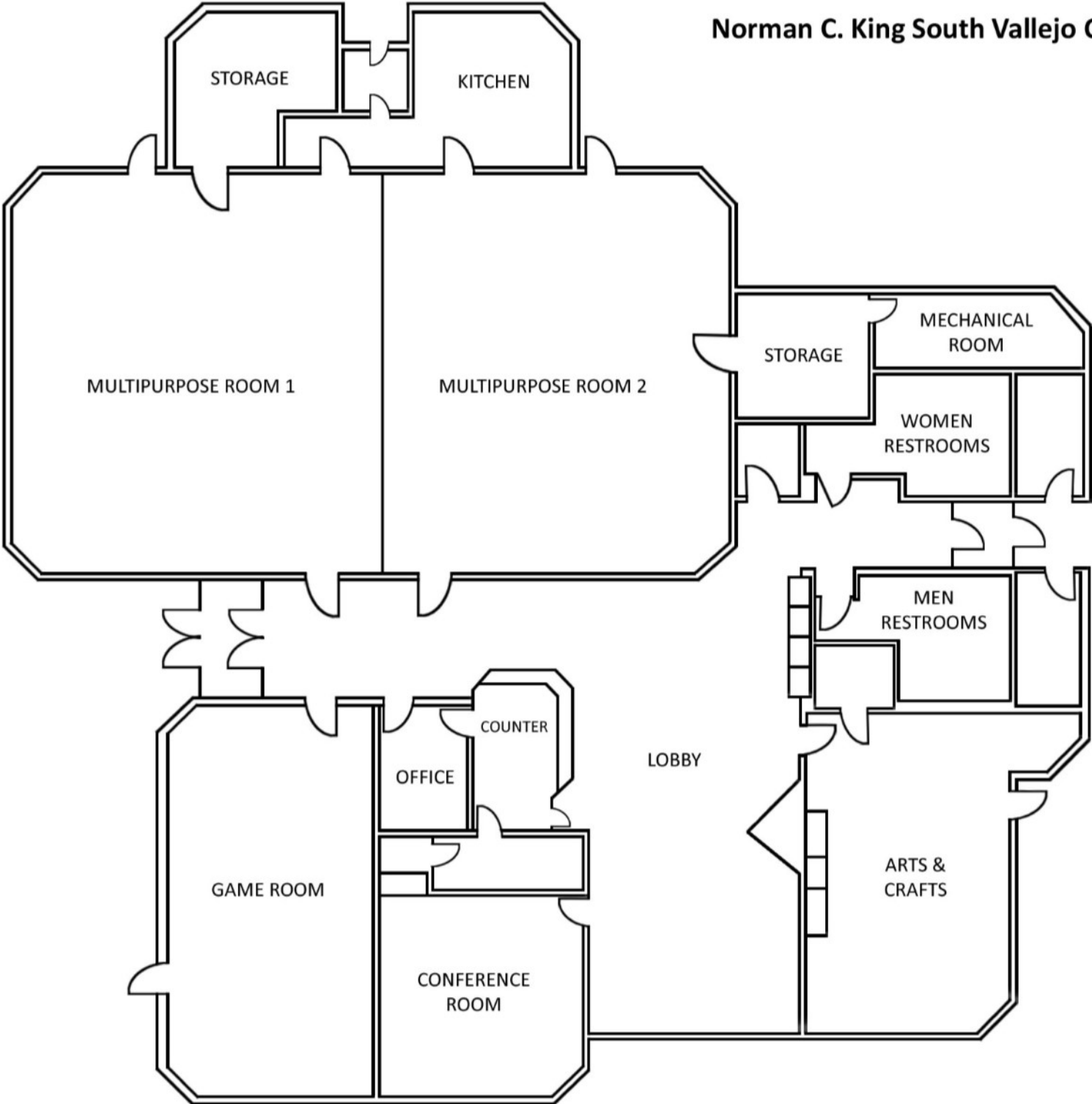
Sincerely,

Mark J. Lillis

Executive Director

Exhibit b

Norman C. King South Vallejo Community Center



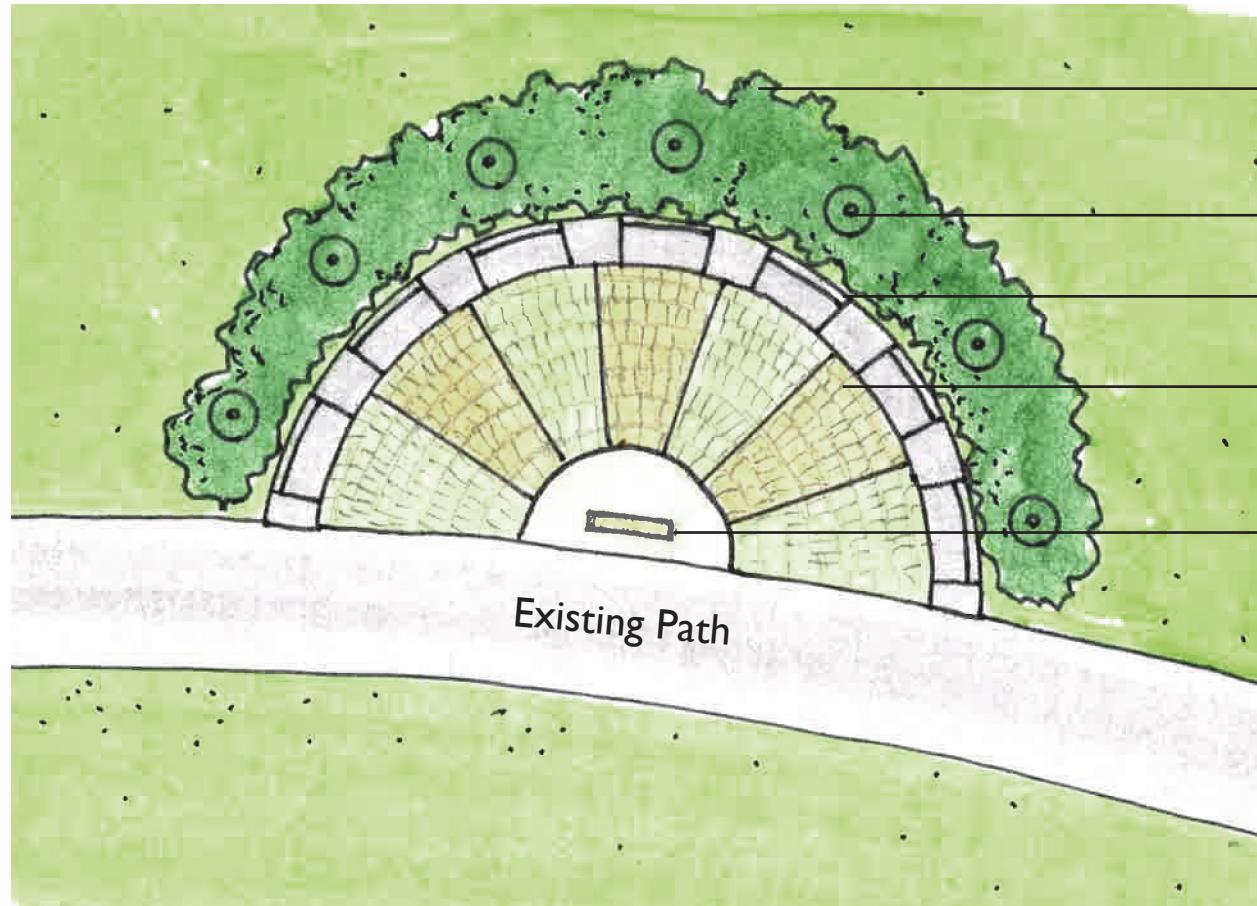


Maintenance Department Board Report

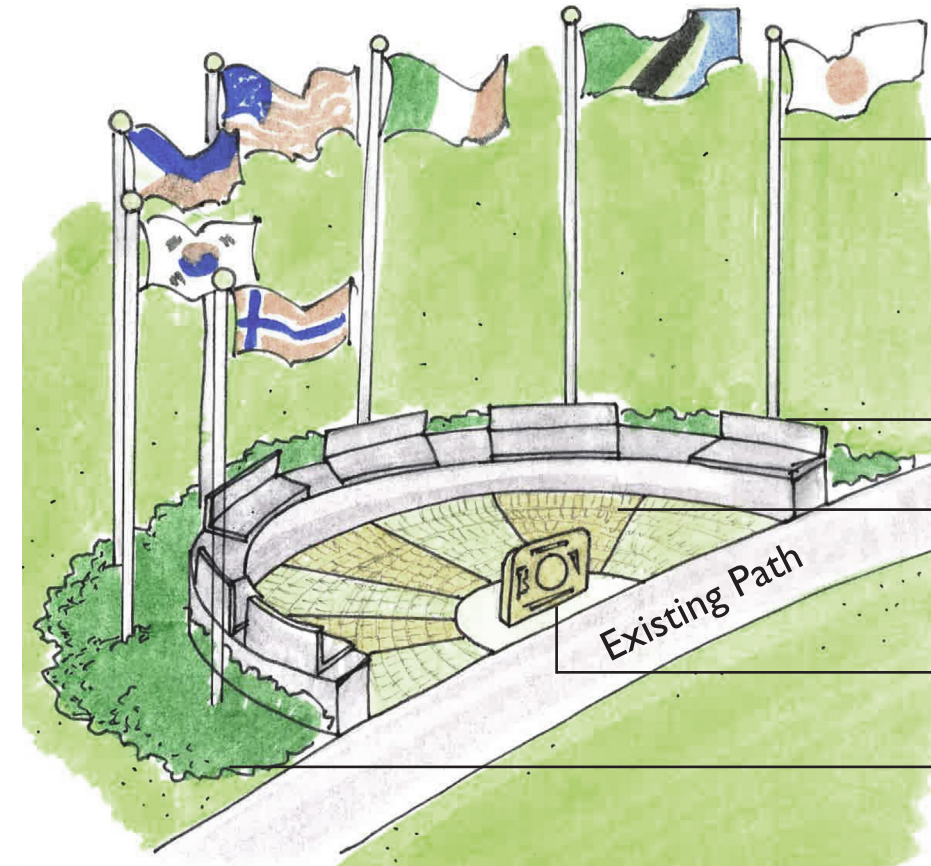
3/24/22

Parks and Facilities

- Sports Fields
 - Staff will be opening the grass fields soon.
- Children's Wonderland
 - Staff installed a new library bookcase.
- Dan Foley Park
 - VWA and the City tool trailer are scheduled to do a cleanup along the lake shoreline on Saturday March 19th.
 - Surveillance cameras at the entrance of the Park were vandalized.
- BRS Park
 - Staff worked on installing BBQ grills and garbage receptacles.
 - We will be having a meeting with Sister Cities representatives to discuss memorial concepts; I have included a picture of the options on my report.
- Weed Abatement
 - Staff began with the weed abatement in our Parks.
- Staff Recruitment
 - We offered the maintenance worker positions to top candidates; they will be doing the background check process.
 - The Irrigation Specialist position is posted; we will be checking the applications soon.
 - Staff will be having the Visitor Services orientation on March 30th.
- Irrigation
 - Staff is working on getting all the irrigation systems ready for the season.



- Groundcover
- Flagpoles
- Seating
- Decorative pavers or concrete
- Sister Cities sign



- Flagpoles
- Seating
- Decorative pavers or concrete
- Sister Cities sign
- Groundcover

PLAN

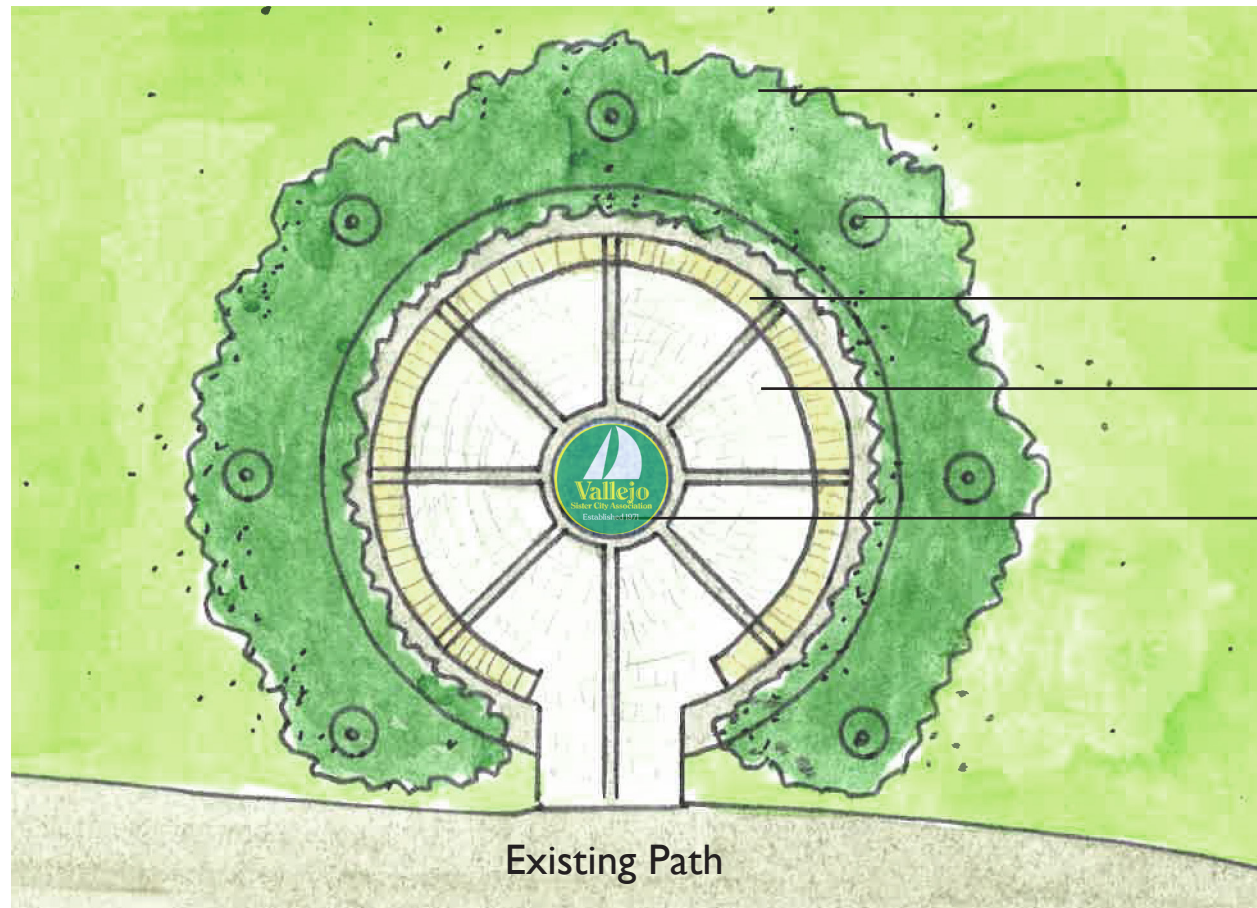
PERSPECTIVE

MATERIAL OPTIONS

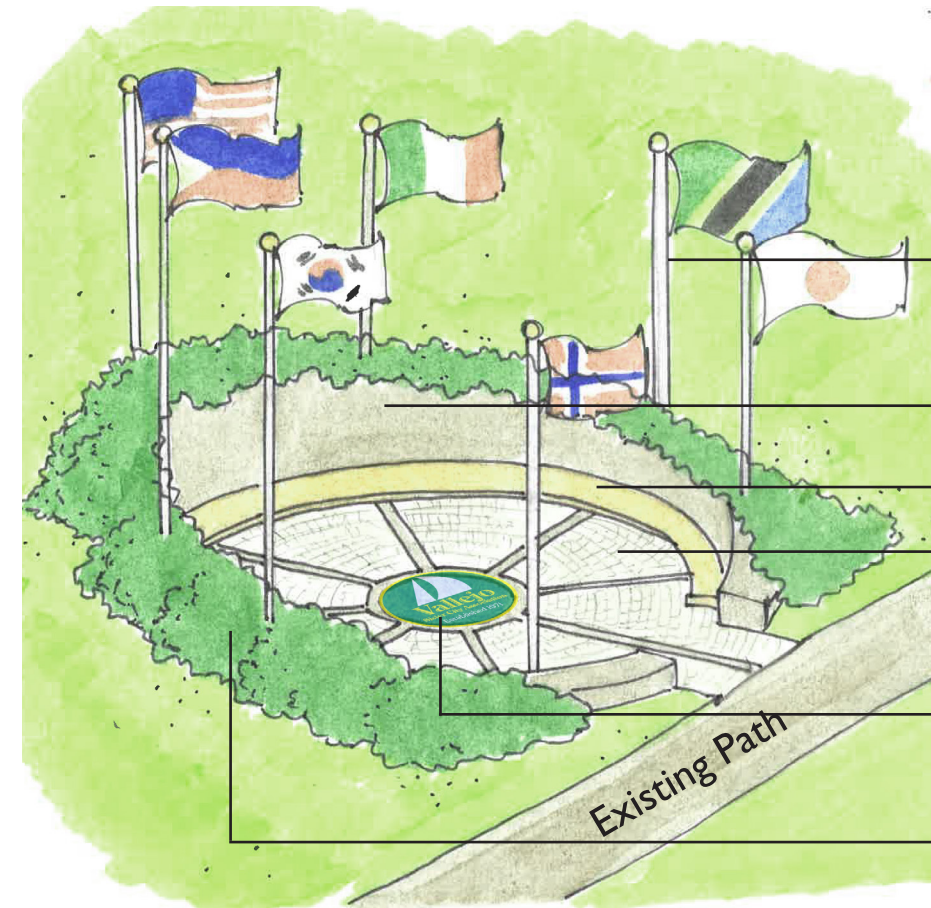


SITE LOCATION





- Groundcover
- Flagpoles
- Seating
- Decorative pavers or concrete
- Sister Cities tile emblem



- Flagpoles
- Retaining wall
- Seating
- Decorative pavers or concrete
- Sister Cities tile emblem
- Groundcover

PLAN

PERSPECTIVE

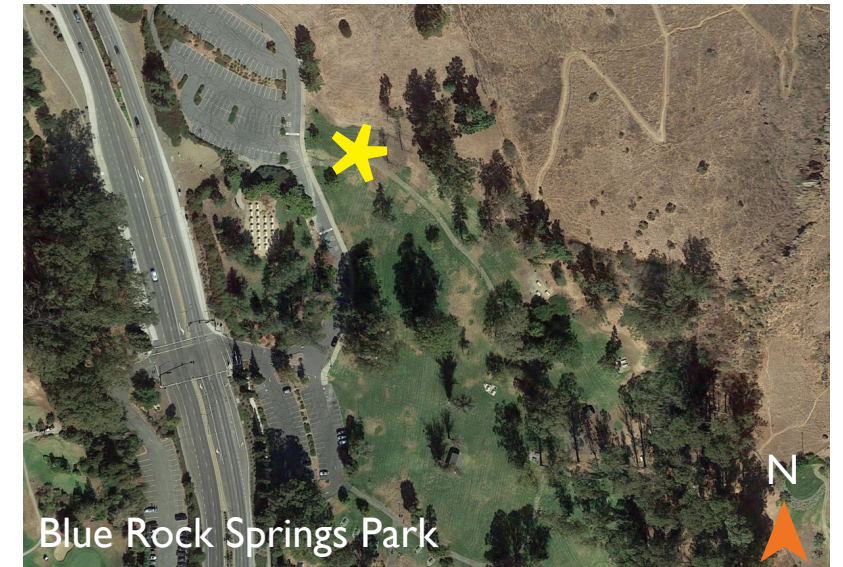
MATERIAL OPTIONS



tile emblem example



SITE LOCATION



Blue Rock Springs Park

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	12/23/2022	7/1/2022	30%	<input type="checkbox"/>	Contractor completed the plumbing and the electrical on the southside area of 401 building; waiting for City inspection.
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	1/7/2021	2/28/2022	100%	<input checked="" type="checkbox"/>	Bid selected; draft of the contract was sent to our legal counsel for his review.
Build	4/18/2022	9/1/2022	0%	<input type="checkbox"/>	
Dan Foley Cultural Center Upgrades					
Phase design	7/1/2021	10/1/2021	100%	<input checked="" type="checkbox"/>	
RFP	8/1/2021	10/1/2021	100%	<input checked="" type="checkbox"/>	
Build	8/1/2021	3/31/2022	80%	<input type="checkbox"/>	Waiting on the company making the acoustic tiles.
Richardson Electrical Upgrade					
Design Phase	3/1/2020	1/28/2022	100%	<input checked="" type="checkbox"/>	
Permit Issued	2/3/2022	2/11/2022	100%	<input checked="" type="checkbox"/>	City issued the permit.
RFP	2/14/2022	3/31/2022	20%	<input type="checkbox"/>	Staff is working on getting proposals from contractors.

Build	5/2/2022	7/1/2022		<input type="radio"/>	
Cunningham Pool ADA					
Design Phase	11/1/2020	1/28/2022	95%	<input type="radio"/>	City completed the plan check with comments; PDF designs will work on the revisions for the resubmittal.
Permit Issued	3/1/2022	3/31/2022		<input type="radio"/>	
RFP	4/1/2022	4/29/2022		<input type="radio"/>	
Build	5/2/2022	8/1/2022		<input type="radio"/>	
Grant Mahony Building Upgrades and Park Lighting					
Design/Assessment Phase	9/1/2021	2/28/2021	100%	<input checked="" type="radio"/>	We received the building assessment report of the building.
Permit Issued	2/1/2022	2/16/2022	100%	<input checked="" type="radio"/>	City issued the permit for the Park lighting.
RFP	2/17/2022	4/1/2022		<input type="radio"/>	
Build	5/2/2022	8/1/2022		<input type="radio"/>	
PB Projects					
Design Phase	1/1/2020	3/24/2020	100%	<input checked="" type="radio"/>	City postponed the projects on 2020 due to the pandemic.
RFP	5/2/2021	6/20/2021	100%	<input checked="" type="radio"/>	
Build	11/12/2021	2/28/2022	70%	<input type="radio"/>	Landscape contractor began the work for the smart greener garden at SVCC and Setterquist Park; they will be replacing sections of damaged concrete on the sidewalks.
Hanns Park Disc Golf					
Design Phase	3/1/2021	9/27/2021	100%	<input checked="" type="radio"/>	
Equipment	8/26/2021	9/1/2021	100%	<input checked="" type="radio"/>	
Build	10/6/2021	4/15/2022	90%	<input type="radio"/>	Staff installed benches and garbage receptacles.



Finance Department Board Report

3/24/2022

Budget FY 22-23

- The General Manager is currently meeting with department heads to go over completed budget worksheets. Those worksheets will then be forwarded to the Finance Department to be compiled into a preliminary budget document, which is scheduled to be presented to the Budget and Finance Committee on Monday, March 28th and to the full board at a Special Meeting on Monday, April 4th. Our goal is to have a final budget to the Board for adoption at the May 26th meeting.

Audit FY 20-21

- We have begun preparations for the FY 20-21 audit which is scheduled for April 5-7. The auditing firm will let us know prior to the begin date whether it will be in person or virtual. They are deciding on a case-by-case basis, however, we have requested an in-person audit.

Finance Department Cross Training and Skills Update

- Finance Department staff are continuing to cross train to ensure coverage in the event of absence. We are also updating skills using online training for programs such as CalPERS, EDD, and CalCard. We hope to have additional training on Cougar Mountain Fund Software later this year.

COVID related leave

- Finance and Human Resources have created a form for employees to use to request leave using the new SB-114 Supplemental Paid Sick Leave. This provides employees with up to 80 hours of COVID-19 related paid sick leave from January 1, 2022 through September 20, 2022.



Human Resources Board Report

3/24/2022

Personnel Update:

We are happy to share that our two open Recreation Coordinator positions have been filled by wonderful candidates that will be starting soon. Additionally, we are working on hiring 3 new Parks MWI employees!! I'll let Sal share the good news about one of his employees being promoted, too!

Open Positions

- Administrative Clerk – PT
- Maintenance Irrigation Specialist
- Visitor Services Coordinator – PT
- Visitor Services Monitor – PT
- Lifeguard Swim Instructor – PT
- EXLP/Kid's Club Rec Leader – PT
- Parks Maintenance Worker – PT

The hiring process often includes scheduling, assessments, multiple interviews, finger printing, and pre-employment medical exams. These multi-step processes have mostly been managed by our HR Clerk. Human Resources and Hiring Managers have found the new hiring process through BambooHR to be much easier to collaborate, navigate, and hire new employees.

Policy and Personnel Committee:

- Policy and Personnel Committee met on March 14 and discussed quite a few policy updates. Some of these will soon make their way to the Board of Directors for a first read.

Classification Study:

- HR continues to work toward finishing the Classification study with the help of the GM and collaborations with the Unions.

Thank you:

- Thank you to Kim and Jeffrey for helping train staff on PEAK room bookings

- Thank you to Sal and Marcos for continued collaborations this month.
- Thank you to Gabe for assistance and willingness to meet and help with challenges, often on the drop of a dime. And, thanks for covering for me tonight in my absence.

Last, and most importantly:

GO ZAGS!!





Recreation Department Board Report

3/24/2022

Activity Guide:

- 1st draft of the Activity Guide is under review.

Aquatics:

- The Lifeguard Instructor program offered its first session on Saturday, March 19th.
- The Aquatic Spring Break Camp begins on March 28th. The program will run 2, 1-week sessions. Each week is at maximum capacity, 25 registered.
- The Oakland Hills Hurricane Swim Team will host a swim meet at Cunningham on March 26th and 27th. They anticipate between 500-700 competitors at the event.

Community Centers:

- Community Centers will take reservations at full capacity beginning April 1st.

Community Events & Children's Wonderland:

- The Fishing in the City event will be held on Saturday, April 9th, 40 out of 50 participants are registered for the free event.
- The Department is working on a Community Events Calendar to distribute to the public with a total of 24 Community Events in 2022.
- The Department is expanding their task lists for all Community Events. These lists cover staff responsibilities, event timeline, event schedules, stations/materials needed, and packing lists.
- Children's Wonderland hours of operation changed, effective March 1, 2022. The Park is now open from 11am-7pm, Wednesday-Monday, from March-August, to accommodate the working parents who have requested

we be open later to allow them to visit the park after work with their children.

- Birthday Party reservations continue to come in. We are hosting about 8-12 birthday parties each weekend.
- Planning for Thumper's Eggs-travaganza community event has begun. The event will be held on Saturday, April 16th from 9:00am-4:00pm and registration for the event opens on March 14th. As of now, 130 youth are registered for this paid event.

Staffing:

- The Department has concluded the recruitment for 2 FT Recreation Coordinators. Both candidates accepted the position and have begun the onboarding process.
- The Department continues to experience challenges with recruiting and hiring PT/Seasonal employees. The Department continues to look for creative ways to recruit and retain employees.

Sports:

- Adult tennis class has 9 participants enrolled. High interest for the second session beginning May.
- Youth basketball program started March 19th with 56 participants registered.
- GVRD Sports Department is promoting and assisting with registration for Kicking Up a Storm youth soccer clinic for girls ages (4-14) beginning April 2nd.

Youth Services:

- Partnering with a Children's Librarian from Vallejo JFK Library to start a book club at Cave Kid's Club Afterschool program, 2 days a week.
- Spring Break – Lego University Camp coming up! March 28-April 1 and April 4-April 8 at the Vallejo Community Center.

**WE'RE
HIRING!**



CAMPS! **AQUATICS!**
PART-TIME & SUMMER
PROGRAMS! **JOB FAIR!**
PARKS!

FREE! Saturday, April 2nd **FREE!**
Resume & Interview Workshops: 9-10am
Fair: 10am-12pm
North Vallejo Community Center
for more info: (707) 648-5267 www.gvrd.org



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\$50 Apple Gift Card



General Manager Board Report

3/24/2022

- While I was away on vacation, I replied to inquiries regarding pickle ball and tennis usage. I did enjoy my vacation very much. Thanks for staff covering.
- I presented to the Vallejo City Council on March 8th. I plan to do this yearly. It was well received until cut off by the audience.
- I attended the California Parks and Recreation Society Conference in Sacramento. I have been a member since 1997, and this was the first time I actually attended the conference. Overall it was a good experience, and I attended sessions on having staff become Certified Park and Recreation Professional, Facilities, Moving into the Future, Connecting through Change, L.A. Homeless during COVID, Event Planning, Budgets, Creative Experiences, and Staff Planning.
- We are still working on having a meeting regarding Board goals with Amy Howarth.
- We will begin working with BHI for the Strategic Planning work. He will reach out to the board sometime in April to schedule individual meetings. I will provide a calendar of steps after I meet with him in the next two weeks.
- Staff is working on grant opportunities and updating information for the two Prop 68 grants.
- I was elected the President of the Solano County Special Districts Association. We held a meeting on the 15th with a guest speaker regarding Cyber Security.
- We held a Special Board Meeting regarding the budget process on March 21st.
- We have a special event at City Park with the food bank this Friday 1-4pm
- I continue to have a monthly meeting with the Interim City Manager.