



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
Rizal Aliga
Ron Bowen
Robert Briseño
Adjoa McDonald
Gary Salvadori

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

June 23, 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-June 9, 2022

B) Accept the Programs and Publicity Committee Minutes-June 6, 2022

7) New Business:

APPROVE RESOLUTION 2022-06 OF THE BOARD OF DIRECTORS OF THE GREATER VALLEJO RECREATION DISTRICT TO APPROVE THE EMPLOYMENT CONTRACT FOR GENERAL MANAGER GABRIEL LANUSSE FOR THE PERIOD JULY 1, 2022 THROUGH JUNE 30, 2026.

(Legal Counsel)

- 8) **Old Business:**
Approve Final Read of Policy #3012-Pricing Fee & Subsidy Policy
(Lanusse)
- 9) **Staff Reports-Informational Only**
A) General Manager
B) Recreation Superintendent
C) Human Resources Manager
D) Maintenance Superintendent
E) Finance Director
- 10) **Announcements and Comments from Board Members:**
- 11) **Meeting Adjourn:**

Next meeting: July 14, 2022 –Board Meeting



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Greater Vallejo Recreation District Board of Directors

MINUTES

June 9, 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., June 9, 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 McDonald; Directors; Gary Salvadori, Robert Briseño (left meeting at 9:20pm) and Rizal Aliga

Staff: Maintenance Superintendent, Salvador Nuño; Finance Director, Penny Harman; Recreation Superintendent, Antony Ryans; Human Resources Manager, Casey Halcro; Board Clerk, Kimberly Pierson

4) Approval of Agenda:

Director Briseño offered the motion, seconded by Director Aliga to approve the agenda. Motion passed.

Motion was later amended by Director Salvadori and seconded by Director Aliga to move 9-B-Discussion on McIntyre Ranch after 6-Presentations.

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.

No Speakers

6) Presentations:

GVRD Brand Direction by Verdin Marketing (via Zoom)

Marketing Representatives from Verdin Marketing went over options for District/Logo rebranding.

9-B) New Business:

Discussion on McIntyre Ranch Future Plans (Legal Counsel)

5 Speakers

After discussion Chairperson Bowen created an Ad-Hoc committee to determine potential next steps for McIntyre Ranch assigning Directors McDonald and Briseño.

7) Consent Calendar:

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

Approve Board Minutes-May 26, 2022

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

8) Financials:

A) Approve Financial Statement as of 5/31/2022 (Harman)

Director Salvadori offered the motion seconded by Director Briseño to approve the financial statement as of 5/31/2022. Motion passed.

B) Approve Payment of Bills 5/1/2022 through 5/31/2022 (Harman)

Director McDonald offered the motion seconded by Director Briseño to approve the payment of bills 5/1/2022 through 5/31/2022. Motion passed.

C) Approval to Remove all Current Check Signers on the Umpqua Bank Account and Add all Current Executive Staff Personnel. (Harman)

Director McDonald offered the motion seconded by Director Salvadori to approve removing all current check signers and adding the following positions: General Manager, Maintenance Superintendent, Human Resources Manager, Finance Director and Recreation Superintendent to the Umpqua Band Account. Motion passed.

9) New Business:

A) Discussion on Policy #4030-Remuneration and Reimbursement (Legal Counsel)

During discussion staff referenced a letter that was received from legal counsel the district utilizes for special concerns. Mr. Heppell stated he would need to review the letter. Item will also be discussed at the next Policies and Personnel Committee meeting.

10) Staff Reports-Informational Only:

A) Recreation Superintendent

- Announced the upcoming Bands and Brews event taking place Friday, June 10th at Blue Rock Springs

- Provided an update on recreation swim offering at Cunningham Pool

B) Human Resources Manager

- No updates

C) Finance Director

- Announced the refinance of the CalPERS unfunded accrued liability closed on June 9th.

D) Maintenance Superintendent-

- Announced an upcoming event at the Wardlaw Skate Park, hosted by the Philippine Cultural Committee.
- Provided updates on capital improvement projects.

11) Administrative Items:

Board of Director's Committee Selection Form for 2022-2023

Discussion only

12) Executive Session: At 9:36p.m. Chairperson Bowen convened to executive session. Items A and B were swapped. Human Resources Manager Halcro attended for item B.

A) 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.

B) CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Government Code section 54956.9 (d)(2) 1 Case

At 10:06pm Chairperson Bowen reconvened regular session and reported the following: Item A-Information shared. Item B-Information given to the board and direction was given.

13) Announcements and Comments from Board Members:

None

14) Meeting Adjourn:

Director Salvadori offered the motion, seconded by Director McDonald to adjourn the meeting at 10:09 p.m. Motion passed.

Rizal Aliga, Board Secretary

Date



Agenda 6-B

BOARD COMMUNICATION

Date: June 23, 2022

TO: Board Chairperson and Directors

FROM: Staff

SUBJECT: Accept the Minutes from the Programs and Publicity Committee meeting June 6, 2022

RECOMMENDATION

To accept the minutes from Programs and Publicity Committee from the June 6, 2022 meeting.

DOCUMENTS AVAILABLE FOR REVIEW

A) Programs and Publicity Committee Minutes from June 6, 2022



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Programs and Publicity Committee Minutes

Monday, June 6, 2022

9:00 a.m.

Administrative Office-Board Room

395 Amador Street

In attendance: Director Bowen, McDonald, Recreation Superintendent, Antony Ryans, Recreation Supervisors, Julie Myers & Sandy Tawaratsumida

Meeting began: 9:00 AM

- 1. Activity Guide Update-** N/A
- 2. Aquatic Programs-** The department held Kids Free Day on Saturday, May 28th from 12-3pm. It was pretty overcast and cloudy that day. However, 100 families showed to attend the free event. We look forward to next year and will debrief the event over the next few days.
- 3. Break Camps-** camps for the summer are filling up quickly. Our popular Davy Jones and Guardstart programs are at capacity for the entire summer.
- 4. Children's Wonderland-**The park continues to remain free to the general public. The park is booked all weekends this month for private rentals. We're currently recruiting to fill the position of Recreation Coordinator who will oversee the park as a part of their job assignment.
- 5. Community Centers Update-** The BOD would like staff to develop a policy/procedure for addressing non-profits and the use of the community centers for free.
- 6. Community Events-** Staff created a sponsorship program/brochure. Staff will work on creating a policy for sponsorships. First draft of sponsorship policy was sent for review. Bands and Brews will take place on 6/10 at Blue Rock Springs from 6:30-8pm. A big thank you to the Parks and Maintenance staff for their help. BOD would like staff to expand volunteer base and advertise this service more.
- 7. Leaven Kids-** Staff met with Leaven to discuss paying a nominal renting fee to utilize the space at SVCC. No official agreement has been reached as of yet.

8. **Sports Programs-** Offering a variety of contractual summer classes. Junior Giants will return this summer. So far, 200 participants are registered for the free program. COED soccer program offered in partnership with Council Member Diaz will take place on Wednesday, June 15th beginning at 9am. So far 120 participants are registered for the free 4-week camp.
9. **Youth Services-** Staffing is still a challenge for the department. Staff is planning summer programming/camps. We'll offer several camps this summer.

Adjourned at 9:55 AM



RESOLUTION NUMBER 2022-06

RESOLUTION OF THE BOARD OF DIRECTORS OF THE GREATER VALLEJO RECREATION DISTRICT TO APPROVE THE EMPLOYMENT CONTRACT FOR GENERAL MANAGER GABRIEL LANUSSE FOR THE PERIOD JULY 1, 2022 THROUGH JUNE 30, 2026

BE IT RESOLVED, by the Board of Directors of the Greater Vallejo Recreation District as follows:

WHEREAS, Gabriel Lanusse has served as the General Manager beginning July 1, 2017, and the current employment agreement or MOU expires June 30, 2022; and

WHEREAS, the Board of Directors and General Manager Gabriel Lanusse wish to continue the employment of Lanusse as General Manager for a period of four years, from July 1, 2022 through June 30, 2026; and

WHEREAS, the Board of Directors and Lanusse have negotiated the terms of a new employment contract or MOU, and the Board and Lanusse have agreed on such terms; and

WHEREAS, General Manager's base salary for the year July 1, 2022 through June 30, 2023 shall be \$191,100.00, and such salary shall be subject to cost-of-living increases and discretionary merit increases in the following three years; and

WHEREAS, General Manager shall receive certain non-salary benefits as set forth in the MOU;

IT IS, THEREFORE, RESOLVED by the Board of Directors of the Greater Vallejo Recreation District that the Board approves the employment contract or MOU for General Manager Gabriel Lanusse for a period of four years, from July 1, 2022 through June 30, 2026.

ADOPTED by the Board of Directors of the Greater Vallejo Recreation District on the 6th day of June, 2022 by the following vote:

Following Roll Call Vote: Ayes:
 Noes:
 Absent:
 Abstained:

Adopted: _____

Ron Bowen, Chairperson

Attest: _____
Board Clerk

EMPLOYMENT MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (hereinafter referred to as “MOU”) for at-will employment is made by and between the GREATER VALLEJO RECREATION DISTRICT, Vallejo, California, a recreation and parks district (herein referred to as “District”) formed under applicable provisions of the Public Resources Code of the State of California, and GABRIEL LANUSSE (herein referred to as “General Manager”, and together with District, “the Parties”).

The MOU is made with reference to the following particulars:

(a) District employs Gabriel Lanusse as General Manager to render the particular and special services of a professional nature in the administration and management of the affairs of District. Such services shall include, but not be limited to, those set forth in this MOU and in the District’s Policies and Procedures Manual.

(b) Section 5786.1(d) of the Public Resources Code of the State of California permits District, by and through its Board of Directors (hereinafter referred to as Board), to employ personnel by MOU for such purposes.

(c) This MOU replaces all previous Memoranda of Understanding between the Parties with regard to the employment of General Manager.

(d) This MOU is entered into by the Parties in the County of Solano, State of California.

IT IS THEREFORE AGREED:

1. TERM AND NATURE OF EMPLOYMENT:

(a) District employs Gabriel Lanusse as General Manager for District for a period of four (4) years commencing July 1, 2022 and ending June 30, 2026; said at-will employment is subject to the evaluation process set forth below, the general control of the General Manager by the Board, and termination of at-will employment as otherwise provided in this MOU.

(b) Should District determine that this MOU will not be renewed or extended at the end of the four-year term, or any extensions thereof, District shall provide General Manager with written notice of that decision no later than sixty (60) days prior to the expiration of the term or any extension thereof.

(c) Should General Manager determine that the MOU will not be renewed at the end of the four-year term, or any extensions thereof, General Manager shall provide District with written notice of that decision no later than sixty (60) days prior to the expiration of the term or any extension thereof.

2. GENERAL DUTIES:

General Manager is an at-will employee and serves at the discretion of the District’s Board, subject to the terms of section 7, below. General Manager shall render and perform all services, acts or duties which are necessary, prudent or advisable for the management of the affairs of

District, subject to, however, and in accordance with the statutes and laws of the State of California and of any other governmental authority to which District's employees and agents may be subject, and subject to the District's Policies and Procedures. General Manager shall also perform such duties and carry out such other acts and functions as the Board shall, from time to time, direct. General Manager shall exercise supervision over the whole of District and its affairs so that the statutory duties and responsibilities required of District as a recreation and parks district are satisfied; shall serve District diligently and according to the best of his abilities in all respects; and shall generally do all things in the best interests of District that are usually done by persons occupying similar positions as General Manager of a recreation and parks district.

3. FULL-TIME DEVOTION TO BUSINESS:

General Manager shall devote the whole of his professional time, attention and energies to the performance of his duties as General Manager. General Manager shall not directly or indirectly render any services of a business, commercial, or professional nature, to any other person or organization, whether for compensation or otherwise, without first obtaining the written consent of the Board. This Section 3 shall not prohibit General Manager from participating in reasonable community activities or spending a reasonable amount of time managing his rental properties, provided that the same do not conflict with his performance of his duties as General Manager.

4. RATE OF COMPENSATION:

(a) General Manager shall be compensated as follows:

During the four (4) year term of this MOU, namely, July 1, 2022 through June 30, 2026, and subject to cost of living adjustments and merit bonuses, District shall pay General Manager a base salary of One Hundred Ninety-one Thousand, One Hundred Dollars (\$191,100.00) annually ("Base Salary"). The Base Salary shall commence on July 1, 2022 and shall be paid in equal bi-weekly installments every other Friday throughout the term of the MOU.

(b) There shall be an annual Cost of Living Adjustment (COLA) in General Manager's Base Salary based on the change in the consumer price index for Urban Wage Earners and Clerical Workers for San Francisco-Oakland-San Jose (CPI). The annual COLA shall be effective July 1st of each year during the term of this MOU, commencing July 1, 2023, and shall be equal to the percentage change in the CPI from April of the prior year to April of the current year; provided, however, that if there should be a decrease in the CPI in any year then General Manager's Base Salary shall not be reduced.

(c) General Manager may, at the sole discretion of District's Board, receive merit increases in any of the four (4) years of the term, in an amount not to exceed four percent (4%) of his salary (as set forth in subsections 4(a) and 4(b)) for the preceding fiscal year.

(d) Salary adjustments herein shall not be governed by the District Policy and Procedure Manual, but rather by the terms of this MOU.

(f) In all other respects, the District Policy and Procedure Manual and/or District Personnel Rules and Regulations shall apply to the relationship between General Manager and

District except as may be modified by this MOU. In the event that there is a conflict between this MOU and the District Policy and Procedures, the terms of the MOU shall control.

(g) General Manager shall pay to PERS six percent (6%) of his salary in each year of the term of this MOU and any extensions or renewals thereof.

5. GENERAL MANAGER BENEFITS:

General Manager shall be entitled to all benefits, including but not limited to retirement benefits, vacation and sick pay, health, medical, vision, and dental plans, and executive leave, if applicable, which are now offered to employees of the District and in the same manner as are offered to said employees except as specifically modified by this MOU.

(a) District shall pay for medical insurance for General Manager and his immediate family in the amount of seventy-five percent (75%) of the then-current Kaiser Permanente rate or seventy-five percent (75%) of the then-current Blue Cross rate for employee and family medical coverage, at the option of General Manager, during the term of this MOU.

(b) District shall pay, on behalf of General Manager and his family, the current vision coverage provided through District's chosen vision insurance company and the dental plan provided through District's chosen dental insurance company. General Manager shall be responsible for any co-pays or costs not covered by said plans.

(c) District shall provide a District-owned automobile for the use of General Manager, during the term of this MOU and any renewals or extensions thereof unless otherwise modified by the Board. The automobile shall be a small or compact fully-electric vehicle (not a hybrid). The automobile shall display District logos and shall carry lights capable of flashing on top. General Manager may use the vehicle to conduct the business of the District and for commuting between his home and the District offices. General Manager shall not use the vehicle for other personal or family purposes such as shopping, vacations, miscellaneous trips, etc. General Manager shall be responsible, at his own expense, for charging the vehicle's batteries, except that District may in its discretion install a charging station at the District offices, in which case General Manager may use such charging station at no cost to General Manager. District shall provide automobile insurance and automobile maintenance. General Manager acknowledges that new automobiles are in short supply at the beginning of the term of this MOU and that purchasing or leasing the automobile may be delayed. Until District acquires the automobile General Manager shall continue to receive the monetary car allowance he received under the terms of the MOU expiring June 30, 2022; said car allowance shall be prorated and paid to General Manager only for the period of July 1, 2022, until District acquires the automobile. Other than as set forth in this subsection 5(c), no car allowance or mileage reimbursement shall be provided to General Manager. The automobile shall at all times remain the property of District, and upon termination of this MOU and any extensions thereof, General Manager shall return the vehicle to the District offices.

(d) General Manager shall be allowed to attend conferences organized by California Park and Recreation Society (CPRS), California Special Districts Association (CSDA); California Association of Parks and Recreation Districts (CAPRD) and National Recreation and Park

Association (NRPA), and other professional development programs after having first obtained the approval of the Board or its designee, provided that the expenses for said conference(s) do not exceed the annual budget therefor, which budget will be established by the District and General Manager on an annual basis. Any costs and/or expenses in excess of said budget shall be incurred at the sole expense of General Manager. District shall pay the reasonable costs and expenses within the budget upon formal request to District by General Manager with appropriate written documentation as required by the District Policy Manual.

(e) In addition to the conferences described in section 5(d), General Manager may wish to obtain additional professional education and/or training and be reimbursed for the expense thereof by District. In such cases General Manager shall request, in advance, the approval of the Board. The Board will consider any such requests on a case-by-case basis and will grant or deny the requests at its discretion.

(f) District shall provide General Manager with a cell phone and pay the reasonable cost thereof. The cell phone shall remain the property of the District.

(g) District shall provide General Manager with a laptop computer, tablet, e-mail, and internet access and shall pay the costs thereof which are included in District's plan for business use. The computer, tablet and any software and/or access shall remain the property of the District.

(h) District will reimburse General Manager for reasonable business expenses incurred on behalf of District. General Manager shall submit his request for reimbursement of the reasonable business expenses on a monthly basis.

(i) District shall reimburse General Manager for dues associated with community service and professional organizations. General Manager shall submit his request for reimbursement for said dues on an annual basis.

(j) General Manager shall be entitled to fourteen (14) days of executive leave to be taken within each fiscal year. Executive leave does not accumulate year to year. District shall pay General Manager upon his written request made during the fiscal year in which executive leave is earned for up to fourteen (14) days of unused executive leave at his then-current salary.

(k) General Manager may accumulate up to three hundred sixty (360) hours of annual leave. General Manager may sell back annual leave in accordance with this subsection 5(k).

(i) In order to be eligible to sell back any annual leave hours, General Manager must have at least two hundred forty (240) hours in his account at the time he requests to sell annual leave hours;

(ii) The maximum number of annual leave hours that General Manager may sell back in any calendar year is sixty (60);

(iii) General Manager may only sell back one (1) hour for each one (1) hour of annual leave he actually uses during the calendar year in which he requests to sell back annual leave hours. For example, if General Manager uses thirty-two (32) hours of annual leave during

any given calendar year, he may sell back no more than thirty-two (32) hours in that calendar year; and

(iv) General Manager may apply no more than once, and shall apply between October 1 and December 15 of any given calendar year, to sell back annual leave during that year.

(l) District shall provide, at its own expense, term life insurance which insures the life of General Manager in the amount of One Hundred Fifty Thousand Dollars (\$150,000).

(m) During the term of this MOU, District shall pay or provide General Manager with the sum of Two Hundred Sixty-seven Dollars Twenty-three Cents (\$267.23) per month for the PERS "buyback" purchased by General Manager. In providing the above payment District does not assume the obligation of General Manager to PERS for this "buyback."

6. EVALUATION OF GENERAL MANAGER:

(a) The Board and General Manager shall annually develop and agree upon performance goals and objectives that shall serve as the basis for the annual evaluation of General Manager. The goals and objectives shall be those as specified in the Strategic Action Plan, as well as additional objectives as specified and agreed to by the Parties hereto. The Board, or its designee, and General Manager may also meet as needed to make modifications to the goals and objectives.

(b) The Board and General Manager shall agree upon a written evaluation format which shall be used for reporting the results of the evaluation.

(c) If the majority of the Board concludes that the performance of General Manager is unsatisfactory in any particulars, the Board shall then identify in writing the specific areas of concern and provide written recommendations for improvement. The Board will then set a date within six (6) months of the date of the written recommendations for another evaluation of General Manager.

7. TERMINATION OF EMPLOYMENT:

(a) If General Manager willfully breaches or habitually neglects his duties as General Manager or commits acts of dishonesty, fraud, misrepresentation or acts of moral turpitude as would prevent the effective performance of his duties, District may, at its option, terminate his at-will employment.

(i) District may at its option terminate this MOU for the reasons stated in subsection 7(a) above by giving written notice of termination to General Manager without prejudice to any other remedy to which District may be entitled to under law, in equity, or under this MOU.

(ii) The notice of termination required by this subsection 7(a) shall be in writing and shall specify the grounds for the termination and shall be supported by a statement of all relevant facts. The termination shall be effective two calendar weeks after notice is given.

(iii) Termination under subsection 7(a) shall be considered "for cause" for the purposes of this MOU.

(iv) In the event General Manager's employment is terminated for cause, all obligations of District under this MOU to pay salary or other compensation to General Manager, or provide benefits to General Manager, shall cease on the effective date of the termination.

(b) This MOU and all rights and obligations pursuant thereto shall be terminated upon the death of General Manager.

(c) DISTRICT reserves the right to terminate General Manager's employment if General Manager suffers any mental or physical disability that renders General Manager unable to perform the essential functions of his position, even with reasonable accommodation, for four months in any twelve-month period and if there is no vacant position to which the General Manager could be transferred and for which he is qualified. Termination pursuant to this subsection 7(c) shall be accomplished by giving ten (10) calendar days written notice of termination to General Manager. Termination under this subsection 7(c) shall not be considered "for cause" for the purpose of this MOU. Termination pursuant to this subsection shall be supported by the written opinion of a qualified physician and/or psychiatrist/psychologist who regularly practices in the same field(s) of medical specialty as General Manager's disability.

(d) The Board may determine to terminate the employment of General Manager during the term of this MOU if a majority of the Board votes to do so and sixty (60) days' written notice is provided to General Manager. If the Board terminates this MOU pursuant to this subsection 7(d), General Manager shall receive his base salary and the health benefits specified in subsections 5(a) and (b) above (except as provided below) for a period not to exceed the number of months left on the unexpired initial term of the MOU, or, if the MOU has theretofore been extended pursuant to subsection 1(b), not to exceed the number of months left on the extended term of the MOU, but in any case not to exceed eighteen (18) months ("Severance Period"). In the event that General Manager accepts other employment with benefits during the Severance Period, the health benefits set forth herein shall cease. No noncash items except the health benefits specified in subsections 5(a) and (b) above shall be paid during the Severance Period. Any future cost of living increases and/or merit increases which had been scheduled but not yet provided to General Manager at the time of termination under this subsection 7(d) shall not be included in the calculation of Severance Period compensation. Termination under this subsection 7(d) shall not be considered "for cause" for the purpose of this MOU. In the event of General Manager's termination without cause, the severance pay and other benefits provided for in this subsection 7(d) shall be General Manager's sole remedy.

(e) General Manager may determine to terminate his employment with District during the term of the MOU by providing sixty (60) days' written notice to District. Upon the conclusion of the notice period, all obligations of District under this MOU to pay salary or other compensation to General Manager, or provide benefits to General Manager, shall cease.

8. MEDIATION:

Any controversy or claim arising out of or related to this MOU involving the construction or application of any terms or conditions of this MOU or the alleged breach thereof shall be first submitted to mediation. The costs of mediation shall be borne equally by the Parties. No Party

hereto shall commence arbitration under this MOU without first having participated in mediation. In the event either Party fails or refuses to mediate upon request of the other Party, and the other Party compels arbitration, the Party that failed or refused to mediate shall not be entitled to recover attorney's fees in the arbitration even if that Party would otherwise have been entitled to recover attorney's fees pursuant to Section 9.

9. ARBITRATION:

(a) Any controversy or claim which may arise between District and General Manager involving the construction or application of any of the terms or conditions of this MOU or the alleged breach thereof, not successfully mediated, shall, on the written request of either Party, served on the other, be submitted to binding arbitration. The arbitration shall comply with and be governed by the provisions of the California Arbitration Act, sections 1280, *et seq.*, of the California Code of Civil Procedure, as the same may be amended.

(b) District and General Manager shall each appoint one person to hear and determine the dispute, and the two arbitrators thus selected shall choose and appoint a third arbitrator. A majority decision of the panel shall be final and conclusive upon both Parties.

(c) The cost of arbitration shall be borne by the losing Party or in such proportions as the arbitrators may decide. The prevailing Party shall be entitled to an award of reasonable attorney's fees and costs in addition to any other relief to which that Party may be entitled.

10. ENTIRE AGREEMENT:

This MOU supersedes any and all other agreements, either oral or in writing, between the Parties with respect to the employment of General Manager by District and contains all of the covenants and agreements between the Parties with respect to that employment in any manner whatsoever. Each Party to this MOU acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any Party, or anyone acting on behalf of any Party, which are not embodied herein, and that no other agreement, statement, or promise not contained in this MOU shall be valid or binding on either Party.

11. MODIFICATIONS:

Any modification of this MOU will be effective only if it is in writing and signed by both Parties to this MOU.

12. EFFECT OF WAIVER:

The failure of either Party to insist on strict compliance with any of the terms, covenants, or conditions of this MOU by the other Party shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of that right or power for all or any other times.

13. PARTIAL INVALIDITY:

If any provision of this MOU is held by an arbitrator or court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

14. LAW GOVERNING MOU:

This MOU shall be governed by and construed in accordance with the laws of the State of California, and if there is any arbitration and/or litigation regarding the terms of this MOU, the appropriate venue is Solano County, California.

15. NOTICES:

Any notices to be given hereunder by either Party to the other shall be in writing and shall be transmitted by personal delivery or by first class mail, postage prepaid, to the addresses shown below. Such notices shall also be emailed to the addresses shown below.

If to District:

Clerk of the Board
Greater Vallejo Recreation District
395 Amador Street
Vallejo CA 94590, and
kpierson@gvrd.org
BoardofDirectors@gvrd.org

With copy to:

Gary Heppell
Favaro, Lavezzo, Gill Caretti & Heppell
300 Tuolumne Street,
Vallejo CA 94590, and
garyheppell@flgch.com

If to General Manager:

Gabriel Lanusse
Greater Vallejo Recreation District
395 Amador Street
Vallejo CA 94590, and
glanusse@gvrd.org

With copy to:

Gary Heppell
Favaro, Lavezzo, Gill Caretti & Heppell
300 Tuolumne Street,
Vallejo CA 94590, and
garyheppell@flgch.com

Notice shall be deemed to have been effective at the time of receipt if given by personal delivery or on the fifth calendar day after the date of mailing if given by mail.

16. EFFECTIVE DATES:

This MOU shall be effective from and after the first (1st) day of July, 2022, through June 30, 2026, unless terminated sooner as set forth above.

17. RIGHT TO ATTORNEY:

By his signature hereto, General Manager acknowledges that he has been informed that he has the right to representation by an attorney during the negotiations leading to this MOU and at all times prior to signing this MOU and has opted not to exercise that right. General Manager

further acknowledges that Gary K. Heppell has represented the Board and District in all negotiations resulting in the negotiation and preparation of this MOU.

Dated: June ____, 2020

GREATER VALLEJO RECREATION DISTRICT

By: _____
RON C. BOWEN
Chairperson, Board of Directors

Dated: June ____, 2020

By: _____
GABRIEL LANUSSE, General Manager

APPROVED AS TO FORM:

By: _____
GARY K. HEPPELL, Attorney for District



Agenda 8

BOARD COMMUNICATION

Date: June 23, 2022

TO: Board Chairperson and Directors

FROM: Gabe Lanusse

SUBJECT: Approve Final Read of Policy #3012- Pricing Fee & Subsidy Policy

BACKGROUND AND DISCUSSION

In review of fees and pricing for programs, rentals, events, and community centers, it was brought to the General Manager's attention from two consultants review our finances and organization structure, and consultant for the 10-year master plan outreach that there lacks direction regarding how fees are structured and how much of a subsidy GVRD provides. The concept was brought up at a board meeting. This was then brought to the Policy and Personnel committee on two different occasions, with two different sets of committee members. Comments were positive but included not having an escalator included to increase fees automatically. The last time this was brought to the board the direction given was to reduce the size of the document. The GM has edited this to have most definitions moved to the glossary of terms. This policy will assist staff in budgeting, researching pricing, and subsidies. It will also help collect data regarding scholarships.

RECOMMENDATION

Approve final read.

FISCAL IMPACT

This amount will vary depending on the percentage of subsidies. Currently the GVRD subsidizes heavily on special events. This will assist GVRD staff in quantifying amounts.

ALTERNATIVES CONSIDERED

Approve

Approve with recommendations

Reject

Reject the final read with recommendations

Reject the final read and send back to the Policy and Personnel committee for revisions.

Let the proposal sit with no action taken.

ENVIRONMENTAL REVIEW

N/A

PROPOSED ACTION

Approve final read.

DOCUMENTS AVAILABLE FOR REVIEW

Policy-#3012-Pricing Fee & Subsidy Policy

Greater Vallejo Recreation District

Rules and Regulations

POLICY NUMBER/TITLE: 3012

Fee, Subsidy, and Pricing Policy

PURPOSE:

Setting a pricing policy serves as a tool for evaluating services and establishing appropriate fees. Standardizing how we set prices ensures that the resulting price meets District goals and provides the framework to ensure consistency for all Vallejo residents for the value received. ***A pricing policy creates transparency and consistency in fees and charges for programs and services.***

Establishing a pricing policy yields lasting benefits including:

- Stretching taxpayer investment to realize the optimal return
- Allowing prices to reflect users' investment in themselves based on individual benefit
- Promoting program respect or ownership
- Developing deeper commitment to the program users help support
- The dollars customers invest in their parks and recreation experiences will come back to them in better quality services and facilities

The District is dedicated to fostering healthy lifestyles and helping the community thrive. Our Mission is building community and enhancing the quality of life through people, parks, and programs.

As the District continues to provide services and facilities age, the District must be prepared to maintain this high level of service and develop a financial system to continue this community investment.

The District offers a variety of programs, which benefit the residents and visitors of the Vallejo area. While the community benefits, different levels of community investment are appropriate based on level of benefit. The goal of this policy is to create a balance between user fees and taxpayer investment for our programs, services, and facilities, ensuring that all citizens have equal access and choice in participation.

POLICY:

The District strives to efficiently offer the most diversified services ensuring that all have equal access and ability to participate in a wide variety of programs and services. The Department prices programs, services and facilities in a manner that balances user fees and taxpayer investment. Pricing takes into consideration the public benefit, users' ability to pay, level of benefit and exclusivity the user receives above what a general taxpayer receives. Pricing ensures equity; those who benefit the most should pay the most. Pricing ensures that users pay appropriate fees and available taxpayer funds are used to achieve the optimal return on investment and ensure access to parks and programs.

OBJECTIVES:

This formal pricing policy establishes a comprehensive long-term strategy to address current and future needs of the Vallejo community. The objectives of effective pricing are:

- **Equity**
- **Value**
- **Revenue Production**
- **Efficiency**
- **Revenue Distribution**
- **Assistance**

STRATEGY:

To successfully determine price, the District proposes the following steps:

- Identify/classify programs/services/facilities
- Identify core services
- Identify direct and indirect costs
- Establish cost recovery goals/recovery range
- Identify pricing methods
- Determine price
- Determine market value/benchmarking

CORE SERVICES:

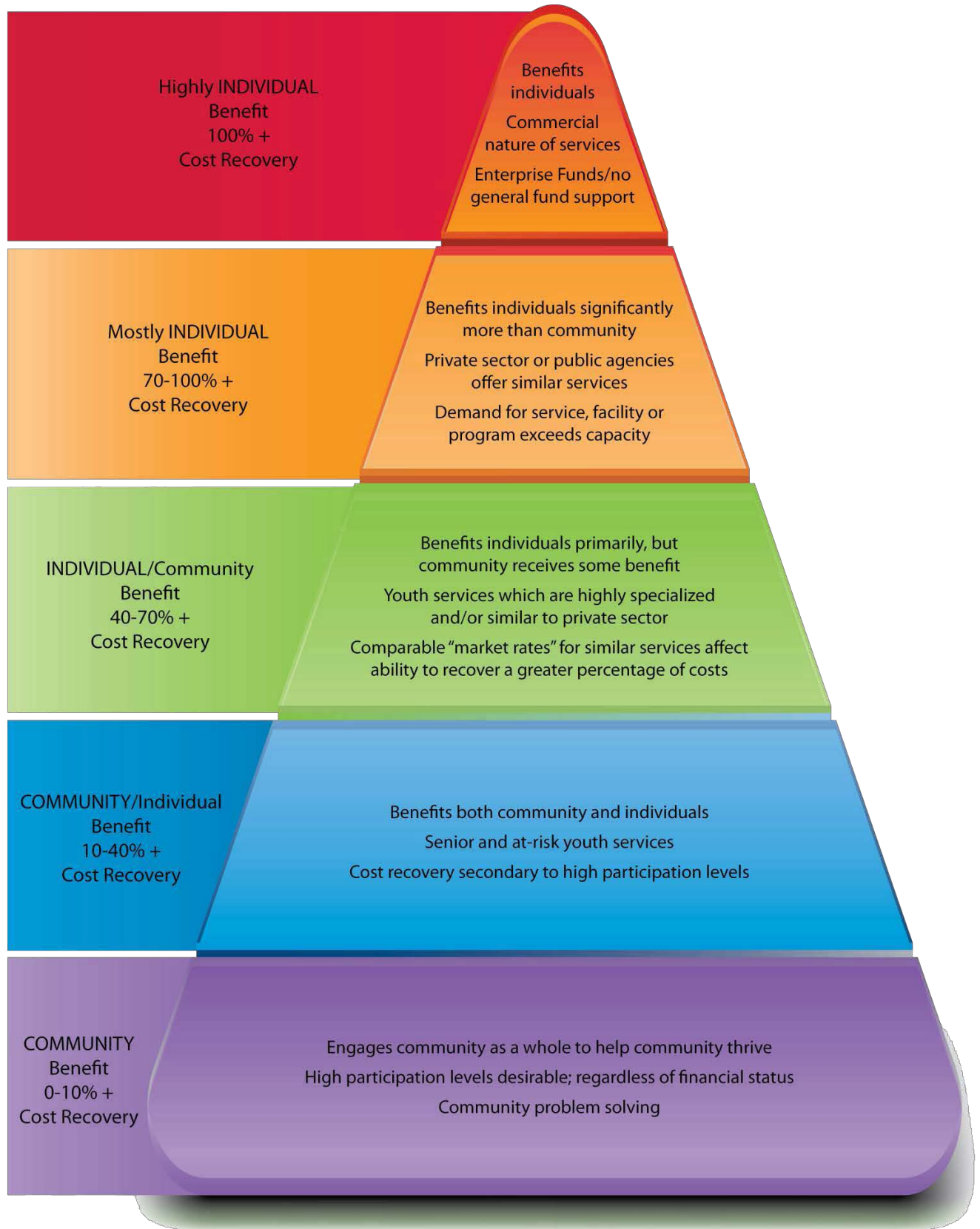
Core services are those which are central and vital to fulfilling our mission. The District has identified the following core services:

- Access to recreation and cultural experiences for all ages, abilities, and demographics
- Existing facilities open, programmed and maintained
- Existing parks maintained and available for community use
- Youth beginning skill development
- Community problem solving
- Community wellness and fitness
- Safe and healthy community
- Parks and facility development
- Preservation of natural resources/open space

The District concentrates on providing and growing core services and continually evaluates the need for non-core services.

TYPE OF USE:

District services are classified into five different categories. The type of service directly determines the cost recovery strategy or pricing methods to be used in the pricing of services and products. The five categories are listed in the pyramid figure that follows.



Conceptually, the base level of the pyramid represents the mainstay of public parks, recreation, and community -based programs. Programs appropriate to higher levels of the pyramid should only be offered when the preceding levels below are full enough to provide a foundation for the next level. This foundation and upward progression is intended to represent the parks and recreation core services, while also reflecting the growth and maturity of an organization as it enhances its program and facility offerings.

The District provides a broad supporting base of core service, enhanced with more specialized services as resources allow.

COMMUNITY Benefit

The foundational level of the pyramid is the largest and includes those programs, facilities and services that benefit the COMMUNITY as a whole. These programs, facilities and services may increase property values, provide safety, address social needs, and enhance quality of life for residents. The community generally expects the District to offer these services and supports paying for these services and facilities through property taxes. These services are offered to residents at a minimal fee or no fee and support the core services of the District. A large percentage of the tax support of the agency would fund this level of the pyramid.

COMMUNITY/Individual Benefit

The second and a smaller level of the pyramid represents programs, facilities and services which promote individual physical and mental well-being and provide recreation skill development. They may have a community benefit but to a smaller group of the community. They are generally the more traditional, expected services and beginner instructional levels. These programs, services and facilities are typically assigned fees based on a specific percentage of direct and indirect costs. Costs are partially offset by both a tax subsidy to account for the COMMUNITY benefit and participant fees to account for the INDIVIDUAL benefit.

INDIVIDUAL/Community Benefit

The third and even smaller level of the pyramid represents services with less of a community benefit which promote individual, physical and mental well-being and provide an intermediate level of recreational skill development. This level provides more INDIVIDUAL benefit and less COMMUNITY benefit and is priced to reflect this. The individual fee recovers more costs or has a higher cost recovery goal than programs and services that fall within the lower levels of the pyramid.

Mostly INDIVIDUAL Benefit

The fourth level of the pyramid represents specialized services generally for specific groups and may have a competitive focus. In this level, programs and services may be priced to recover full cost including all direct and department indirect costs.

Highly INDIVIDUAL Benefit

The top level of the pyramid represents activities that are highly individualized and may even fall outside our core services. In this level, programs and services should be priced to recover full cost including all direct and District -wide indirect costs.

COST RECOVERY:

The District sets revenue and expenditure goals annually using criteria set forth in this policy through the budget process approved by the Board of Directors. Programs and services are assigned a cost recovery percentage based on the characteristics outlined below. Programs are evaluated to ensure they fall within the appropriate cost recovery goals.

The District has identified five cost recovery ranges – Very Low, Low, Medium, High and High+ and each service provided by the District is assigned to one of these ranges based on type of use. It is important to note the cost recovery percentages assigned to each service represents what the District would expect to

recover under optimal conditions. However, the District's ability to realize these cost recovery percentages may be constrained by a variety of internal and external factors.

These include:

- Market rates and/or competition with other similar service providers
- Equity in opportunity and the ability to pay
- Community sentiment and expectations
- Political and social will
- Negotiations with external parties
- Program/service viability with decreased participation
- Time and demand of facilities and programs
- Sponsorships/partnerships

The difference between the cost and the revenue recovered represents the public investment in providing the service. For example, the *District hosts a Holiday special event that costs \$2,000 and collects \$1,000 in fees and sponsorships – the remaining balance of \$1,000 is a District subsidy.*

FACILITIES:

The District maintains a significant inventory of buildings, parks, fields and other facilities. **Basic services** such as the maintenance of safe, clean, attractive parks and buildings, the provision of recreation and parks for the general public, and the preservation and promotion of physical and mental well-being will continue to be supported by taxpayer resources. However, the Department shall prepare and maintain a schedule of fees and charges for **special use of facilities**, those where revenues are necessary to support continued use and individuals pay a fee for the privilege of using the facility to the exclusion of others and without interference.

The District has a variety of facilities available for rent including picnic areas, athletic fields, meeting rooms, pools and community centers. Differential pricing is established for these rentals based on the facility and type of use (i.e. resident, non-profit, non-resident, commercial).

CAPITAL EXPENDITURES:

Capital expenditures are those costs incurred in constructing a facility and in its later modification, renovation, or improvement. For example, a swimming pool may be built, resurfaced, or striped to delineate lanes. Investments in this type of capital have historically been recognized as a benefit to the community as a whole and are borne by the general tax base. In some cases, a portion of fees may be reinvested back into facilities.

DIRECT/INDIRECT COSTS:

Direct costs are those costs which are easily and clearly identifiable to the cost objective (program, service or facility). Indirect costs benefit more than one cost objective and must be allocated proportionally. For example, the instructor fee for a class is a direct cost but the electricity for the building benefits all classes and is an indirect cost. (e.g., it must be allocated among the classes proportionately)

Each District division records the total costs of operations including both direct and indirect costs. In general, these costs can be identified as follows:

Direct

Instructor salaries & benefits
 Part-time employees' salaries & benefits
 Service contracts
 Materials/supplies/equipment
 Field lighting

Indirect

Indirect staffing (administration/supervision)
 Maintenance/custodial
 Capital replacement
 Facility use
 Marketing – advertising & promotion Utilities

The specific direct costs and estimates of indirect costs are recorded on evaluation sheets for each program and service.

In addition to the District indirect costs listed above, Districtwide indirect costs (such as human resources, finance and IT) are recovered from general fund operations.

PRICING METHODS:

The District recognizes that not all cases are “one price fits all” and the pricing policy must be built to recognize the District’s priorities and provide the highest amount of flexibility. Use of comparative pricing accomplishes these goals by permitting the price to fluctuate based on predetermined factors such as optimal conditions or target user group. By incorporating differential pricing methods when appropriate, the policy also allows users to choose what level of service quality or quantity they want and pay accordingly. The District will implement differential pricing by utilizing the following pricing methods:

Primetime & Non-Primetime, Season & Off-Season, Location, Age Segment, Economic Gain, Exclusive Use, Incentives, Move Demand, Resident Status-Resident Discount and Non-Resident Rate

TYPES OF FEES:

Admission Fees, User Fees, Security Deposit, Rental Fees (facility, picnic or field rental, etc.), Permit Fees, Additional Service Fees, Advertising Fees & Sponsorships, Administration Fees, Registration Fees

Setting the Price

While not quite as simple as determining the costs and applying the recovery goal, this is the basic concept behind determining the price. The pricing pyramid assists us in establishing the base level of cost recovery and where the program fits. We then look at our revenue goals and other pricing factors to establish the price for the program. This can be done with the use of a multiplier for each program or through individual analysis. Just as the expenditures and recovery goals vary for each program/service/facility, so does the pricing methods and actual determination of the price. A pricing model is developed for each program/service/facility and assists staff in determining the price.

Pricing model development:

Step 1: Identify the program, service, or facility. Is this a core service? Do any special circumstances exist?

Step 2: Determine the actual cost and include direct and indirect costs.

Step 3: Review the cost recovery range and cost recovery goals to identify the percentage recovery.

Step 4: Multiply the recover percentage by the total cost to arrive at the recovery amount.

Step 5: Divide the recovery amount by the minimum number of people required to hold the class or activity.

Step 6: Adjust the price in accordance with the appropriate pricing methods to establish differential pricing.

Step 7: Review the price against industry standards, customer expectations and previous experiences.

Step 8: Set final price.

The pricing of services is a very conscious procedure that requires continual investigation and review by staff. Fees may be adjusted for market conditions and targeted customers as described in the policy. An annual review of fees, per policy is to be reviewed by the Finance Committee. An escalator is recommended to keep fees in line with inflation and rising costs that the district incurs. This should be proposed by the committee and adopted by the Board on a yearly or multiyear length of time. For example the board could adopt a 2% increase every year for four years, or a 2% increase for one year to be reviewed the next year.

Scholarships

The District wants every resident youth to have an opportunity to participate in parks and recreation programs. The District recognizes that not all customers possess the same ability to pay for our programs, services and facilities. The community benefits from the active participation of targeted demographic groups (youth & seniors) as we foster healthy lifestyles. The District offers a variety of fee and free programs and services to help meet this need through our scholarship assistance program.

Discounts

The District recognizes discounts encourage participation in fee-based programs and are a valuable marketing tool.

New discounts must be approved by the Board when developing the Fee Schedule.

Waiving of fees must be approved by the Board.

Partnerships

Partnerships bring together at least two entities to jointly develop, operate or maintain park and recreation programs, events and facilities and share risk, operational costs, responsibilities, and asset management based on the strengths and weaknesses of each partner. The District may partner with an organization, individual or business to provide a community benefit, create social interaction, raise awareness or raise money to support a core service. The Department evaluates each partnership opportunity in terms of potential benefits, challenges, and drawbacks. When new partnerships are developed, the functions and services of the partnering organizations are recognized and the Department's and the partner's vision, mission and activities are communicated. Additionally, the level of equity commitment required by each partner is identified and agreed to and measurable outcomes for both partners reduction of fees for partnerships is on a case-by-case basis and determined by the General Manager. In regards to Waiving of Fees please refer to Policy 1050-Financial Assistance, Policy 3070- Use of Parks and Facilities, and 3075-Use of Community Centers.

Summary

The District is dedicated to fostering healthy lifestyles and helping the community thrive. The District strives to maintain its reputation for providing safe and well-maintained parks, places, programs and services at a good value to our taxpayers and customers and for preserving and protecting our City's natural resources. The formalization of our pricing policy provides us with a comprehensive long-term strategy to address current and future needs of the Vallejo community and demands upon the District.



General Manager Board Report

6/23/2022

- I have set up a meeting with the City of Vallejo to discuss the Master Lease in July.
- We held an all staff meeting June 7th.
- Worked on various Human Resources concerns.
- I attended a Zoom CSDA training regarding Land.
- I reviewed my MOU with the GVRD.
- The Board of Director recruitment to fill the upcoming vacancy will occur June 23rd.
- I attended the General Manager summit for CSDA.
- I had a meeting with the City Of Vallejo regarding unsheltered in our parks.



Recreation Department Board Report

6/23/2022

Activity Guide:

- N/A

Aquatics:

- Summer began this week:
 - The Davey Jones Little Guards and Guardstart camps are completely full for the summer.
- Swim Lessons are continuing to see tons of interest, with registrations happening each day.
- The complex is promoting Recreation Swim heavily and are excited to offer this program as of June 20th.
- The employee lifeguard training week was June 13th-17th and each staff member will be recertified.
- The first Dive-In Movie Night will take place this weekend, June 25th, and we'll be showing Lilo & Stitch.

Community Centers:

- FCC got a new refrigerator in the Refreshment Center.
- RFQ - Sublease of SVCC draft submitted for review.

Children's Wonderland & Community Events:

- The new Children's Wonderland Assistant Coordinator, Brianna Todaro, is in the On Boarding process. If all goes well, she will start June 21. We are very excited to have her.

- Children's Wonderland will be celebrating Father's day on Sunday June 19th with a free "World's Greatest Dad" cup going to all the dad's that visit that day.
- Movie Under the Stars will happen this Saturday June 18th with the movie The Secret Life of Pets. Doors open at 7:45pm and the movie is at 8:15pm.
- The first Bands and Brews was a success! Roughly 70 people showed up and had a blast listening and dancing to the music.
- GVRD has been supporting Director McDonald with her Wonderland Market event (night market) tentatively scheduled for August 2nd at Children's Wonderland.

Staffing:

- Recreation Coordinator position closed on June 17th. Applications are being reviewed by departmental staff.

Sports:

- Junior Giants Summer Baseball program started June 13th with over 200 participants enrolled in the free program.
- GVRD Summer Coed Soccer League Ages 5-12 started June 15th with 115 enrolled.
- Summer Tennis Classes for Adults/Seniors have reached maximum enrollment of 10.
- All Sorts of Sports, Youth Basketball, and In the Net Soccer Classes began on 6/4.

Youth Services:

- Youth Recreation Coordinators, Marina & Stephanie, attended the CPRS Surf N Turf Summer Training on Sat, June 6th in Vacaville, CA.
- Youth Dept. completed the Summer Camp Training with PT Staff.
- FRESH Camp Assistant Coordinator has been selected.



Human Resources Board Report

06/23/2022

Personnel Update:

We are happy to share that our open Parks Maintenance Worker Positions have been filled!

Open Positions

- Recreation Coordinator – FT
- Lead Parks Worker – FT
- Assistant Coordinator – PT
- Maintenance Specialist – FT
- Senior Lifeguard – PT
- Pool Specialist – PT
- Sr. Recreation Leader – PT
- Visitor Services Monitor – PT
- Center Monitor – PT
- Lifeguard Swim Instructor – PT
- EXLP/Kid's Club/Camps Recreation Leader – PT
- Parks Maintenance Worker - FT

HR rolled out a newly documented Recruitment Process for all recruitments. We are starting to use this and are hopeful it'll help hiring managers create recruitment processes. The initial feedback has been positive.

Covid-19:

- We are seeing another increase in Covid numbers nationwide and that's impacted GVRD as well with employee absences. We continue to ask for any and all patience and understanding as we continue to navigate low staffing due to both covid and staffing shortages.

Employee Recognitions:

- Thank you to Julie Myers, Antony Ryans, Cassandra Pierson, and Roslynn Brown for working so hard to put on a great first Bands and Brews event!

- Thank you to Chris Andrade, Sal Nuno, and Javier Pena for working to help HR move offices. The Parks and Facilities staff worked very hard to make it as easy as a move can be.
- The following FT employees have anniversaries this month (May):
 - Michael Manalastas – 1 year!

Miscellaneous:

As we enter the end of June, Human Resources would like to acknowledge that June was both LGBTQ+ Pride Month and Juneteenth.

Juneteenth commemorates the events of June 19, 1865 when enslaved African Americans were told that the Civil War had ended and they were free. As we've come to learn, not all African Americans who were enslaved found out the news right away and many went on to continue in enslavement until they learned the news.

LGBTQ+ Pride month commemorates the celebration of LGBTQ+ joy and resilience. LGBTQ+ Pride month grew out of the memory of the 1969 Stonewall Riots. In the early hours of June 28, 1969, the Stonewall Inn (a gay club) in New York was raided by the NYPD. The raid sparked a riot among bar patrons and neighborhood residents. This led to nearly a week of protest and violent clashes between the LGBTQ+ community and NYPD. These riots served as a catalyst for the gay rights movement in both the US and globally.

While these are challenging realities of US history, it's important for us to remember our history so we can do better for our future.



Maintenance Department Board Report

6/23/22

Parks and Facilities

- BRS Park
 - Staff repaired a main line water leak.
- Dan Foley Park
 - Staff will be installing a surveillance camera at the entrance of the Park.
- Hanns Park
 - Contractor is scheduled to begin the repairs on the pathway on June 16th
- Weed Abatement
 - Staff continues completed a second mowing at Glen Cove Waterfront Park.
- Amador Little League Field
 - We have a contractor working on making repairs on the bleachers.
- Highlands Park
 - Contractor worked on applying a sealer on the existing poured in place surfacing in the Playground area.
- 401 Building
 - The installation of a new roof was done by a roof company.
- Offices
 - HR offices remodeling is completed, staff will be assisting HR staff to move back into their offices.
- Staff Recruitment
 - We will be recruiting for a maintenance worker position; back filling the position for an employee retiring in the Parks Department.

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	9/1/2022	45%	<input type="checkbox"/>	HR offices are completed; contractor continues working on the restrooms installing fixtures.
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	9/1/2022	40%	<input type="checkbox"/>	Contractor is installing the drywall; they are also working on the floors.
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	8/30/2022	80%	<input type="checkbox"/>	We received the acoustic waffles this month; staff is coordinating with Rec department and the contractor for the installation.
Richardson Electrical Upgrade					
Design Phase	3/1/2020	1/28/2022	100%	<input checked="" type="checkbox"/>	
Permit Issued	2/3/2022	2/11/2022	100%	<input checked="" type="checkbox"/>	

RFP	2/14/2022	3/31/2022	100%	✓	
Build	6/1/2022	8/1/2022		○	The trenching for the new conduit pipes will be starting in a week.
Cunningham Pool ADA					
Design Phase	11/1/2020	1/28/2022	95%	○	City staff informed us that they will be issuing the permit to do the building upgrades and they will work on finalizing the plans for the parking lot improvements.
Permit Issued	6/1/2022	6/30/2022		○	
RFP	8/1/2022	8/29/2022		○	
Build	9/1/2022	12/1/2022		○	
Grant Mahony Park Lighting					
Design/Assessment Phase	9/1/2021	2/28/2021	100%	✓	
Permit Issued	2/1/2022	2/16/2022	100%	✓	City issued the permit for the Park lighting.
RFP	4/1/2022	4/29/2022	100%	✓	
Build	6/20/2022	8/1/2022		○	Contractor is scheduled to start in two weeks.
PB Projects					
Design Phase	1/1/2020	3/24/2020	100%	✓	City postponed the projects on 2020 due to the pandemic.
RFP	5/2/2021	6/20/2021	100%	✓	
Build	11/12/2021	6/30/2022	90%	○	These projects should be completed very soon.
Hanns Park Disc Golf					
Design Phase	3/1/2021	9/27/2021	100%	✓	
Equipment	8/26/2021	9/1/2021	100%	✓	
Build	10/6/2021	6/30/2022	90%	○	Staff installed the posts for the signs; waiting on the design for the course signage.
Terrace Park Playground					
Prop 68 Per Capita Project Approval	12/1/2020	2/28/2022	100%	✓	

Design/RFP	12/1/2021	6/30/2022	100%	<input checked="" type="checkbox"/>	Received all the proposals and designs; staff will work on doing the community outreach for the selection of the design.
Build	8/1/2022	8/31/2022	0%	<input type="checkbox"/>	



Finance Department Board Report

06/23/22

Budget FY 22-23

- I am working with staff to get together all the narratives, photos, graphs, etc. that will make up our FY 22-23 budget book. Our goal is to have the book completed by the end of July 2022.

End of FY 21-22

- The end of the current fiscal year is upon us. We are making our lists and checking them twice to ensure all transactions for FY 21-22 are correct and in the system. We are working with staff to ensure all invoices and cash receipts are turned in and recorded in our system.

CalPERS Unfunded Accrued Liability (UAL) refinance

- The refinance of our CalPERS Unfunded Accrued Liability through Umpqua Bank closed on June 9th. Funds are to be distributed to CalPERS at the beginning of the new fiscal year.

New Fiscal Year – 2022-2023

- We are beginning to work on items needed to be ready for the new fiscal year: pay increases for FT staff, changes in budget allocations, some new budget numbers, etc.

Finance Department Team

- The finance department team is continuing to improve and update our skills. We have been implementing several suggestions from our auditors over this past fiscal year. We are also learning ways to provide cross training and internal controls wherever possible. Being a small department, we need to develop procedures to ensure that all internal control requirements are being met.