



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
Wendell Quigley

General Manager
Gabriel Lanusse

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

Greater Vallejo Recreation District Board of Directors

AGENDA-REGULAR MEETING

September 22, 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) **Committee Updates:**

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

7) **Consent Calendar**

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

A) Approve Board Minutes-September 8, 2022

B) Approve Special Board Meeting Minutes-September 12, 2022

C) Accept Programs and Publicity Committee Minutes – September 6, 2022

- 8) **Administrative Items:**
Discuss MRG Recommendation Matrix (Lanusse)
- 9) **Staff Updates-Information Only**
A) Human Resources Manager
B) Finance Director
C) Recreation Superintendent
D) Maintenance Superintendent
E) General Manager-Verbal Report
- 10) **Announcements and Comments from Board Members:**
- 11) **Executive Session:**
PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Government Code section 54957 Title: General Manager
- 12) **Meeting Adjourn:**

Next meeting: October 13, 2022 –Board Meeting



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Greater Vallejo Recreation District Board of Directors

MINUTES

September 8, 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., September 8, 2022, in the Board Room of the Greater Vallejo Recreation District Office, 395 Amador Street, Vallejo, California.

2) Pledge of Allegiance:

Chairperson Bowen led the pledge.

3) Roll Call:

Present: Chairperson Bowen; Vice-Chairperson McDonald; Secretary Rizal Aliga; Directors; Wendell Quigley, Robert Briseño

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

4) Approval of Agenda:

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

5) Public Comment:

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1 Speaker *for* public comment

3 Speakers for agenda item 9

6) Committee Updates:

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

The committee chairperson for each committee provided updates.

7) Consent Calendar:

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

A) Approve Board Minutes-August 25, 2022

B) Accept Programs and Publicity Committee Minutes – August 22, 2022

C) Accept Policies and Personnel Committee Minutes-August 22, 2022

D) Accept Facility and Development Committee Minutes – August 15, 2022

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

8) Financials:

A) Approve Financial Statement as of 8/31/2022 (Harman)

Director Quigley offered the motion, seconded by Director Briseño to approve the financial statement as of 8/31/2022. Motion passed.

B) Approve Payment of Bills 8/1/2022 through 8/31/2022 (Harman)

Director Briseño offered the motion, seconded by Director Quigley to approve the payment of bills 8/1/2022 through 8/31/2022. Director McDonald recused herself from the discussion and vote. Motion passed.

9) New Business:

Discussion on expired License Agreement dated May 1, 2006 between Greater Vallejo Recreation District and Alternatives Counseling and Coaching (Legal Counsel)

After discussion the following motion was made by Director Bowen and seconded by Director Briseño

1) Require occupants to immediately cease all public activities and classes.

Require occupants within 3 working days provide a plan to care for the animals including a list of volunteers that will access the property until a license agreement is in place.

2) Work to get adequate insurance that GVRD's insurance carrier agrees with

3) After adequate insurance is in place start negotiations for a short-term license agreement.

4) If adequate insurance or a license agreement are not achievable give occupants a 90-day request to surrender the premises.

5) Legal counsel for GVRD will create a liability waiver and indemnification agreement to be signed by all occupants and volunteers included in item one of this motion.

Motion Passed

10) Staff Updates-Informational Only

A) Recreation Superintendent

- Provided an update on the Fall Activity Guide.

B) Human Resources Manager

- Provided an update on current staff vacancies.

C) Finance Director

- No additional updates

D) Maintenance Superintendent

- Announced an upcoming presentation at the Beautification Committee.

E) General Manager

- Announced a recent meeting regarding Vallejo Net, internet provided by the City.
- Announced a recent contract approved by the City of Vallejo for use of the South Vallejo Community Center by the Leaven Kids organization.

11) Administrative Items:

Announcements:

**Board Strategic Planning Workshop – September 12th 5:30pm
395 Amador Street, Vallejo**

12) Announcements and Comments from Board Members:

Director Bowen announced that CAPRI is looking for board members.

13) Meeting Adjourn:

Director Briseño offered the motion, seconded by Director Aliga to adjourn the meeting at 9:37 p.m. Motion passed.

Rizal Aliga, Board Secretary

Date



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Greater Vallejo Recreation District Board of Directors
MINUTES – Special Meeting-Informational Workshop
September 12, 2022 – 395 Amador Street
5:30 p.m.

1) Call to Order:

Vice-Chairperson McDonald called the Special Meeting-informational workshop, of the Board of Directors of the Greater Vallejo Recreation District, to order at 5:30 p.m., September 12, 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: Vice-Chairperson McDonald; Secretary Rizal Aliga; Directors; Wendell Quigley, Robert Briseño

Staff: General Manager, Lanusse; Brent Ives

Excused: Chairperson Bowen

4) Approval of Agenda:

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

5) Public Comment:

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None

6) Informational Workshop:

Board of Directors discussed the District's 5-year Strategic Plan. The discussion encompassed the Mission, Vision, and Goals for the District.

Meeting was facilitated by consultant Brent Ives of BHI Management Consulting.

7) Meeting Adjourn:

Director Briseño offered the motion, seconded by Director Quigley to adjourn the meeting at 8:47 p.m. Motion passed.

Rizal Aliga, Board Secretary

Date



Agenda 7-C

BOARD COMMUNICATION

Date: September 22, 2022

TO: Board Chairperson and Directors

FROM: Staff

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

RECOMMENDATION

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

DOCUMENTS AVAILABLE FOR REVIEW

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



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General Manager
Gabe Lanusse

Programs and Publicity Committee Minutes

Tuesday, September 6, 2022

4:00 P.M.

Administrative Office-Board Room

395 Amador Street

In attendance: Director Aliga, Quigley, Recreation Superintendent, Antony Ryans, Recreation Supervisors, Julie Myers, Sandy Tawaratsumida, & General Manager, Gabriel Lanusse

Meeting began: 4:00 P.M.

- 1. Activity Guide Update-** The Activity Guide is out and will be delivered to homes beginning September 12th.
- 2. Aquatic Programs-** Dive in movie was held and had great participation. The final dive-in movie of the season will be Saturday, September 24th. Encanto is the movie being shown at the event.
- 3. Children's Wonderland-** The fees for the park will be waived another year beginning September 1st and going through August 2023. Shade structures will be added to Humpty and Galaxy. Construction will begin January 2023.
- 4. Community Centers Update-** The RFQ draft for subleasing the community center was sent to legal for review. The RFQ is available until the end of September. The Committee is concerned that there is no programming happening at the SVCC and NVCC's. Staff will do field research and visit other community centers in neighboring cities.
- 5. Community Events-** Staff will provide outreach at Waterfront weekend happening October 1st and 2nd. Staff will also have a kid's zone at the event and the Black Lives Matter Mural painting event on September 24th. Staff is preparing for the Nightmare on Glenn Street event, Floating Pumpkin Patch, and the Pup'kin Patch Dog Festival.
- 6. Community Outreach-** Staff is creating a master calendar of events in the community and will be doing more community outreach.
- 7. Marketing Update-** Verdin drafted two different logo designs for discussion and direction at the Programs committee meeting. Committee would like to

see some revisions made to the proposed vintage and retro logos. Verdin will have draft ready for review by the Oct meeting.

8. **Sports Programs-** Staff have begun the planning for the 18th Annual Sports Hall of Fame fundraiser. The Department plans to invite and meet with the committee beginning Oct 2022.
9. **Therapeutic Recreation-** Formally known as REACH. GVRD will begin to provide recreational activities for communities with special needs.
10. **Youth Services-** Staffing is still a challenge for the department. The school year has begun, and staff is focused on reopening all Kids Club sites and staffing programs for ExLP. We opened Vallejo Charter School on September 6th and have 15 kids enrolled in both before school and afterschool program.

Adjourned at 4:56 P.M.

General Manager Report

Fiscal Year 2021-2022

MRG Recommendation Matrix

REVIEWED BY GABRIEL LOPEZ LANUSSE AND PRIORITIZED 2022,
TO BE REVIEWED BY BOARD OF DIRECTORS TO ADJUST PRIORITIES.

ADMINISTRATION

Recommendation	Priority	Status	Responsibility
Ensure that the General Manager focuses on overall operations and develops a strong management team that supports future goals.	1	Revamping evaluation process to develop goals setting on a regular basis	GM/Board
Ensure that the General Manager delegates day-to-day operations to management team members.	2	On Going	GM
Ensure that the General Manager attends NRPA Director's School.	3	Summer2023 Will apply for scholarship	GM
Ensure that the General Manager and Management staff pursue the NRPA'S CPRP or CPRP Certification.	4	Plan for FY 23/24	GM

GVRD DISTRICT BOARD

Recommendation	Priority	Status	Responsibility
Coordinate an annual retreat in addition to regular meetings, to explore strategic initiatives and develop annual work plans.	1	Delayed due to COVID, back on track	GM
Develop clear goals and expectations annually for the General Manager to implement; include short-term, mid-term, and long-term goals and direction.	1	Part of enhanced GM annual evaluation	Board
Consider re-structuring Board meetings to ensure greater community access and involvement; approved and posted meeting dates and times should focus on regular business. Closed sessions should take place before the general meeting.	2	Closed sessions moved to end of meeting	Board
Develop a more cohesive working relationship with the City Council and County Supervisors to better meet the needs of residents and implement strategic initiatives efficiently and effectively.	1		Board
Utilize the Board to promote recreation, services and parks in alignment with District goals.	3	Need definitions	Board
Direct and support the District to develop a plan to complete the NRPA CAPRA Accreditation program.	13 4	Long range	Board/GM

PERSONNEL and STAFFING

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

STRATEGIC PLANNING

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

POLICIES and PROCEDURES

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

EVALUATION and ASSESSMENT

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

BEST PRACTICES and TRENDS

Recommendation	Priority	Status	Responsibility
District should make a commitment to engage in local, regional and national trends and implement new programs and services as resources are available.	1	Started	Board/GM/Admin
Designate District marketing staff as leaders and facilitators of trend tracking and best practices development.	1	Staff to work with Marketing consultant	GM/Admin
Participate in the NRPA METRICS benchmark and comparison program.	2	After GM trains w/NRPA in 2023	GM
Incorporate the NRPA Congress into staff training for National exposure to trends and CPRS Conference for State trends.	3	After review of NRPA 2023	GM/Admin
Continue active participation in the regional networks provided by the CPRS.	4	Currently ongoing	GM/HR/Admin

PROGRAMS and FACILITIES

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

PARK and FACILITY MAINTENANCE

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

CUSTOMER SERVICE

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

CLIMATE, CULTURE and STRUCTURE

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

COMMUNITY OUTREACH

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

MARKETING

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



Human Resources Brief Board Updates

09/22/2022

Personnel Update:

- We continue to work toward filling vacant positions (all open positions are listed on our website, tell your friends)
- We're looking forward to onboarding a few new employees in our Maintenance/Parks department soon.

Policy Update:

- Policy 2030 was updated, finalized, and sent out to all employees
- Something to look forward to; the following list of policies are the current list of policies to work on updating this FY:
 - Policy 2250, RR 2250, Policy 2315, Policy 2120, RR 2120, Policy 2020, RR 2020, Policy 4060, Policy 0005, Policy 2215, Policy 2155, Policy 2085, Policy 2190, Policy 2005, Policy 2150, Policy 2040, Policy 2035, Policy 2295, Policy 3076, Cash handling training/procedures, Keys, and many more!

Training

- HR is participating in training for their own department and updating best practices for GVRD
- HR is in conversation with several DEIB providers to find a best fit to work with GVRD staff on DEIB training
- HR is working with outside consultant to provide Trust Training to all GVRD FT Staff

Joint Labor Management

- HR Manager, GM and other department heads meet regularly with Unions to collaborate on various needs

HR is PROUD to work with so many wonderful departments doing really incredible work for GVRD and the citizens of Vallejo!!!!!!



Finance Department Board Updates

09/22/22

Vacation

- I will be on vacation from 9/19 through 9/30.

Move to new office suite in 401

- Because I will be on vacation when our offices are moved to our new offices in 401, I have had to get my office completely packed up by today (Friday, 9/16). We are all looking forward to setting up our new offices.

Audit FY 20-21 and FY 21-22

- I have reached out to our auditing firm, MUN CPAs, regarding the unfinished audit and scheduling for the following year. She sent me a short list of things they needed from us and said she is looking forward to wrapping up the audit and beginning on the new one. Staff and I are reviewing her requests.

Increase to Part Time Wages

- Continuing to work with the GM to review our part time pay scale in anticipation of the California raise to the minimum wage effective January 2023.

Staff Training

- We are looking into training for the Finance Department staff – including refresher for Cougar Mountain Software along with others we deem beneficial to our department.



Recreation Department Board Updates

9/28/2022

Activity Guide:

- Fall Activity Guide is available electronically and at our facilities!

Aquatics:

- After School at the Pool is at capacity for the month of October.
- The final Dive-In Movie Night of the season will be on September 24, 2022. Doors will open at 7:45pm for those registered. The movie being shown is, "Encanto."
- Registrations for Fall Swim Lessons Session 2 is almost full.
- The Department is currently looking for enthusiastic individuals to join the Aquatic team. Lifeguard positions are open amongst a number of other positions in the department.

Community Centers:

- Staff began research on new program ideas to bring to the community centers.

Children's Wonderland & Community Events:

- Our September Movie Under the Stars had a great turnout and we are looking forward to our October movie, and we will be playing The Addams Family 2. We have 22 families registered.
- Pup-kin patch dog festival has about 7-10 potential vendors as of now (two non-profits). Event on Oct 22nd 10am-3 pm. The event is sponsored by Fairfield Subaru. We have two non-profit organizations who are confirmed vendors: Humane Society and Vallejo Dog Training Club. The Vallejo police department K9 unit is confirmed for a dog demonstration as well.

- We have four schools requesting reservations for fieldtrips for Pumpkin Playdays running from Oct 19th to Oct. 27th at Children’s Wonderland. One school reservation has 80+ students with another having 130+ students.

Staffing:

- The department continues to interview weekly to fill PT vacancies in several program areas.

Sports/Therapeutic Recreation:

- Planning & organizing for the City of Vallejo Sports H.O.F. Ceremony/Banquet began.
- Therapeutic Recreation is here! Starting first week of November we will have Pizza & Paint, Movies in the Park, Legos & friends as well as Sports & Yoga at the NVCC.
- In the net soccer registration is really strong for the current & upcoming sessions!!

Youth Services:

Parks Make Life Better!
GVRD

SCHOOL BUS

FUN ON THE RUN CAMP

DON'T GET STUCK AT HOME DURING NON-SCHOOL DAYS. COME HAVE AN ADVENTURE WITH FRIENDS AT GVRD!

Session 1
MONDAY, OCT 10TH

Session 2
FRIDAY, NOV 11TH

Session 3
MONDAY, JAN 16TH

FEE:
\$80 day/R, \$96 day/NR

Activities:

- ✓ Outdoor Games
- ✓ Drawing & Painting
- ✓ Snack Time!

Day Camp Location:
Foley Cultural Center
1499 N Camino Alto

Registration Link
www.gvrd.org

More Information (707) 648-4483 recreation@gvrd.org



Maintenance Department Board Update

9/22/22

Parks and Facilities

- Richardson Corp Yard
 - Furniture order has been placed for the new building.
- Washington Park
 - Contractor installing bleachers on the ballfield area.
- Cunningham Pool
 - Contractor Installed one heater; waiting for the second heater to arrive.
- Crest Ranch Park
 - Staff repaired a 4" water main.
- BRS
 - Staff replaced two picnic tables in the grove picnic area.
 - Staff made repairs on the irrigation pump.
- North Vallejo Park
 - Staff will be working on adding drainage near the Center area.
- Coastal Cleanup
 - Coastal cleanup is scheduled for September 17th; Parks included in the cleanup are BRS, Dan Foley, Glen Cove Waterfront, Hanns, Lake Dalwigk, Delta Meadows, and River Park.
- Staff Recruitment
 - We offered three Maintenance Worker I positions to the top candidates; they should be starting soon.

BOARD PROJECTS UPDATE



Date 9/22/2022

TASK	START	END	% COMPLETE	DONE	NOTES
395/401 Renovations					
Design Phase	1/1/2018	6/1/2021	100%	<input checked="" type="checkbox"/>	
Permit Issued	6/1/2019	6/1/2020	100%	<input checked="" type="checkbox"/>	
RFP	8/1/2021	10/1/2021	100%	<input checked="" type="checkbox"/>	
Build	12/23/2021	12/1/2022	50%	<input type="checkbox"/>	Contractor should be done with the Finance offices by the end of this month; staff will be helping finance to move to their new offices.
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	10/28/2022	70%	<input type="checkbox"/>	Contractor continues working on the installation of the new appliances, and the ADA improvements on the outside.
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	12/30/2022	80%	<input type="checkbox"/>	Baffle install scheduled for first two weeks in December.

Dan Foley Cultural Center Roof				<input type="radio"/>	
Design/Assessment Phase	7/1/2022	8/28/2022	100%	<input checked="" type="radio"/>	
RFP	7/1/2022	8/28/2022	100%	<input checked="" type="radio"/>	We received proposals to make the repairs on the roof.
Permit Issued	10/1/2022	10/28/2022	0%	<input type="radio"/>	
Build	10/1/2022	10/28/2022	0%	<input type="radio"/>	
Dan Foley Artificial Field				<input type="radio"/>	
Assessment and Engineer's cost estimate	8/1/2022	11/1/2022	90%	<input type="radio"/>	Engineering consultant will be presenting the assessment to the Facilities committee soon.
Board Approval	12/1/2022	11/1/2022	0%	<input type="radio"/>	
Design Phase	1/1/2023	2/28/2023			
Permit Issued	3/1/2023	4/30/2023	0%	<input type="radio"/>	
RFP	5/1/2022	5/28/2023	0%	<input type="radio"/>	
Build	8/1/2023	8/31/2023	0%	<input type="radio"/>	
Richardson Electrical Upgrade					
Design Phase	3/1/2020	1/28/2022	100%	<input checked="" type="radio"/>	
Permit Issued	2/3/2022	2/11/2022	100%	<input checked="" type="radio"/>	
RFP	2/14/2022	3/31/2022	100%	<input checked="" type="radio"/>	
Build	6/1/2022	12/30/2022	60%	<input type="radio"/>	Trenching and conduit runs complete; waiting for new equipment and PG&E work.
Cunningham Pool ADA Upgrades					

Design Phase	11/1/2020	1/28/2022	100%	<input checked="" type="checkbox"/>	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	8/5/2022	95%	<input type="checkbox"/>	The City approved the plans; they will be issuing the permit.
RFP	10/1/2022	10/29/2022		<input type="checkbox"/>	Staff is working on the RFP.
Build	12/1/2022	1/1/2023		<input type="checkbox"/>	
Grant Mahony Park Lighting					
Design/Assessment Phase	9/1/2021	2/28/2021	100%	<input checked="" type="checkbox"/>	
Permit Issued	2/1/2022	2/16/2022	100%	<input checked="" type="checkbox"/>	City issued the permit for the Park lighting.
RFP	4/1/2022	4/29/2022	100%	<input checked="" type="checkbox"/>	
Build	6/20/2022	10/1/2022	95%	<input type="checkbox"/>	Contractor installed the lights.
PB Projects					
Design Phase	1/1/2020	3/24/2020	100%	<input checked="" type="checkbox"/>	City postponed the projects on 2020 due to the pandemic.
RFP	5/2/2021	6/20/2021	100%	<input checked="" type="checkbox"/>	
Build	11/12/2021	9/30/2022	95%	<input type="checkbox"/>	SVCC project is completed; contractor is making progress on completing Setterquist project soon.
Hanns Park Disc Golf					
Design Phase	3/1/2021	9/27/2021	100%	<input checked="" type="checkbox"/>	
Equipment	8/26/2021	9/1/2021	100%	<input checked="" type="checkbox"/>	
Build	10/6/2021	9/30/2022	95%	<input type="checkbox"/>	Staff installed the new signs; working on the welcome sign.
Terrace Park Playground					

Prop 68 Per Capita Project Approval	12/1/2020	2/28/2022	100%	<input checked="" type="checkbox"/>	
Design/RFP	12/1/2021	6/30/2022	100%	<input checked="" type="checkbox"/>	Received all the proposals and designs; staff will be working with the vendor on revisions of the designs.
Build	12/1/2022	1/31/2023	0%	<input type="checkbox"/>	
Children's Wonderland Shade Structures				<input type="checkbox"/>	
Design/Assessment Phase	1/1/2022	2/28/2022	100%	<input checked="" type="checkbox"/>	
RFP	4/1/2022	9/1/2022	100%	<input checked="" type="checkbox"/>	
Permit Issued	4/1/2022	9/1/2022	95%	<input type="checkbox"/>	City approved the plans; waiting to issue the permit.
Build	2/1/2022	3/1/2022	0%	<input type="checkbox"/>	
Hiddenbroke Bocce Ball Conversion				<input type="checkbox"/>	
Design/Assessment Phase	4/1/2022	5/28/2022	100%	<input checked="" type="checkbox"/>	We did a community outreach.
RFP	4/1/2022	6/29/2022	100%	<input checked="" type="checkbox"/>	
Build	8/22/2022	9/30/2022	60%	<input type="checkbox"/>	The Conversion should be completed soon.
Setterquist RIRE Funds Upgrades				0	
Design/Assessment Phase	1/1/2022	9/28/2021	90%	<input type="checkbox"/>	Working with the engineer on the design and plans.
Permit Issued	11/1/2022	11/30/2022	0%	<input type="checkbox"/>	
RFP	12/1/2022	12/31/2022	0%	<input type="checkbox"/>	
Build	2/1/2023	5/28/2023	0%	<input type="checkbox"/>	