



# Greater Vallejo Recreation District

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

## BOARD OF DIRECTORS

Rizal Aliga  
Robert Briseño  
Thomas Judt  
Stacey Kennington  
Tom Starnes

## GENERAL MANAGER

Gabe Lanusse

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

## Board of Directors Meeting Agenda

Thursday, January 25, 2024

Administrative Office-Board Room, 401 Amador Street, Vallejo, CA 94590  
6:30 p.m. – Regular Session

### Public Comment on Items on the Agenda

If you wish to speak on an item under discussion by the Board of Directors which appears on this Agenda, you may do so upon receiving recognition from the Chairperson of the Board. Please state your name and whether you are speaking as an individual, or are speaking for an organization, in which case, please state the name of the organization. Each individual speaker may speak for up to three minutes, and an individual representing an organization may speak up to five minutes.

1) Call to Order

2) Pledge of Allegiance

3) Roll Call

4) Approval of Agenda

5) Public Comment:

(Note: For matters not otherwise listed on this agenda. The Board of Directors welcomes your comments under this section but is prohibited by State Law from discussing items not listed on the agenda. Your item will be taken under consideration and may be referred to Board of Directors Committee(s) and/or Staff.) To provide an opportunity for all members of the public who wish to address the Board, a time allocation of 3 minutes for each individual speaker and 5 minutes for an individual representing an organization.

6) Presentations:

6.1 Introducing Emely Mendez, Recreation Coordinator (Ryans)

6.2 Introducing Michael Andrade, Maintenance Worker (Nuño)

6.3 Introducing Alex Martinez, Maintenance Worker (Nuño)

7) Committee Updates

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



**8) Consent Calendar**

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

Public Comment

Approve Board Minutes – January 11, 2024

**9) Financials:**

Public Comment

Discussion and Possible Approval of Resolution 2024-01 Adopting the Revised Annual Operating Budget for Fiscal Year 2023-2024 (Parkhurst)

**10) Action Items:**

Public Comment

**10.1** Discussion and Possible Action on the Current Committee Composition and Committee Appointments for 2024 under Policy 4060-Board Committees (Legal Counsel)

**10.2** Approve Changes to the Part Time Employee Pay Scale (Sorvari)

**10.3** Approve Changes to Policy 1010-Adoption/Amendment of Policies (Sorvari)

**10.4** Approve New Policy 3076-Child Abuse and Neglect Prevention and Reporting (Sorvari)

**10.5** Discussion and Possible Action regarding the Board’s Annual Work Plan, as set forth in the 10-Year Comprehensive Parks and Recreation Master Plan (Director Judt)

**11) Staff Updates**

Public Comment

**11.1** Recreation Services Director

**11.2** Parks and Facilities Director

**11.3** Human Resources Director

**11.4** Finance Director

**11.5** General Manager

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

**13) Meeting Adjourn**



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### Greater Vallejo Recreation District Board of Directors

#### MINUTES

January 11, 2024 – 401 Amador Street

6:30 p.m.

1) **Call to Order**

Chairperson Briseño called a regular meeting of the Board of Directors of the Greater Vallejo Recreation District to order at 6:31 p.m., January 11, 2024, in the Board Room of the Greater Vallejo Recreation District Office, 401 Amador Street, Vallejo, California.

2) **Pledge of Allegiance**

Chairperson Briseño led the pledge.

3) **Roll Call**

**Present:** Chairperson Robert Briseño; Secretary Rizal Aliga;  
Directors Stacey Kennington Thomas Judt, Tom Starnes

**Staff:** General Manager, Gabriel Lanusse; Legal Counsel, Andrew Shen;  
Recreation Services Director, Antony Ryans; Parks and Facilities Director,  
Salvador Nuño; Human Resources Director, Lisa Sorvari; Finance Director,  
Noel Parkhurst; Board Clerk, Kimberly Pierson

4) **Approval of Agenda**

Director Starnes offered the motion, seconded by Director Kennington to approve the agenda. Motion passed.

5) **Election of Board Officers:**

**Public Comment**

**A. Nomination and election of Chair**

Director Briseño offered the motion, seconded by Director Starnes to nominate Director Aliga for Chairperson. Motion passed.

**B. Nomination and election of Vice-Chair**

Director Briseño offered the motion, seconded by Director Judt to nominate Director Kennington for Vice-Chairperson. Motion passed.



**C. Nomination and election of Secretary**

Director Judt offered the motion, seconded by Director Briseño to nominate Director Starnes for Secretary. Motion passed.

**Director Aliga continued the meeting as chairperson.**

**6) Presentations**

Public Comment

**Recognition of Adjoa McDonald for Service to GVRD (Lanusse)**

General Manager Lanusse thanked Adjoa McDonald for her service on the GVRD Board of Directors.

**7) Public Comment:**

(Note: For matters not otherwise listed on this agenda. The Board of Directors welcomes your comments under this section but is prohibited by State Law from discussing items not listed on the agenda. Your item will be taken under consideration and may be referred to Board of Directors Committee(s) and/or Staff.)

To provide an opportunity for all members of the public who wish to address the Board, a time allocation of 3 minutes for each individual speaker and 5 minutes for an individual representing an organization.

None

**8) Committee Updates**

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

None

**9) Consent Calendar**

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

Public Comment-None

**9.1** Approve Board Minutes – December 14, 2023

**9.2** Accept Budget and Finance Committee Minutes – December 11, 2023

**9.3** Accept Fiscal Year 2022-2023 Measure K Final Levy Summary Report

Item 9.1 was removed from the consent calendar. Director Briseño offered the motion, seconded by Director Kennington to approve the consent calendar. Motion passed.

Item 9.1 Director Starnes offered the motion, seconded by Director Briseño to approve item 9.1 with one change-agenda should change to minutes on the header. Motion passed.



## 10) **Financials:**

Public Comment - None

### **10.1 Accept Finance Statement through 11/30/2023 (Parkhurst)**

Finance Director Parkhurst discussed with the Board that the new revised adjusted budget was reviewed and discussed at the 01/08 Budget & Finance Committee meeting. Final version of adjusted 23/24 budget will be submitted for approval at the 01/25 Board Meeting. He also provided, for the benefit of the public and new board members, a high-level history of the 23/24 budget process with explanations why adjustments were necessary and what budget items were adjusted. This was reiterated by Director Briseño with slightly more detail and background.

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

### **10.2 Accept Payment of Bills 12/1/2023 through 12/31/2023 (Parkhurst)**

Director Briseño offered the motion, seconded by Director Aliga to approve the payment of bills 12/1/2023 through 12/31/2023. Motion passed.

## 11) **Action Items:**

Public Comment-None

### **11.1 Approve changes to Policy 2050-Bereavement (Sorvari)**

Director Briseño offered the motion, seconded by Director Starnes to approve changes to Policy 2050-Bereavement. Motion passed.

### **11.2 Approval for Board Directors to attend a CSDA 2-day virtual workshop on Board Member Best Practices- Cost \$230 (Lanusse)**

Director Starnes offered the motion, seconded by Director Briseño to approve Directors Aliga and Starnes to attend a 2-day virtual workshop on January 24-24, 2024. Motion passed.

### **11.3 Discussion and Possible Action on General Manager Compensation (Sorvari)**

After discussion, Director Briseño offered the motion, seconded by Director Starnes- Have the HR Director in conjunction with the salary study, to help us learn how other similar districts arrive at the top end compensation number for their general manager so we can arrive at one for ours. Motion passed.

## 12) **Staff Updates**

Public Comment – 1 Speaker 12.1, 12.2, 12.3; 2 Speakers 12.5

### **12.1 Recreation Services Director**

- Announced a successful 2023 Holiday Season with support from community partners including Costco and Meyer Corporation, amongst several others.



- Announced 2024 department goals to strengthen partnerships.
- Spring Activity Guide it out and preparations for the Summer Guide has begun.
- Reminded the board of the upcoming Ribbon Cutting at the GVRD Gym.

### **12.2 Parks and Facilities Director**

- Gave an update on the Lake Dalwigk, Terrace Park and Franklin
- Gave details of a recent meeting with the City of Vallejo at the Foley turf field.

### **12.3 Human Resources Director**

- Gave updates on the employee performance assessment forms.
- Gave an update on the status of the Compensation Study RFP.
- Announced employees of the Month for December:
  - Armando Segura, Gilbert Marquez, Jesus Segura

### **12.4 Finance Director**

- Updated board on the continued improvement process of the Financial Reporting Package; Overall goal is to align with standard government reporting formats.
- Updated the board with the progress of the migration of the web hosting service from AppEaze to Denali Cloud Services. Entering Phase II which is live testing and reviewing.
- Mentioned that the creation of the FY24/25 Budget Calendar will start in January once committee meetings have been scheduled for the year.
- Updated the board with Finance ERP/ HRIS RFP process. RFP closes EOD Friday, 01/12. Three proposals received; Interviews will proceed in subsequent weeks.
- Discussed payroll and benefits changes as of January 1, 2024: new California minimum wage and Health Benefit costs increase, respectively.

### **12.5 General Manager**

- Gave an update on the Surpluse Land Act Process
- Announced a recent walk through at Franklin with VCUSD staff.
- Announced an upcoming City of Vallejo and VCUSD 2+2 meeting, happening January 18<sup>th</sup>.

**13) Executive Session** – At 8:17pm Chairperson Aliga convened to executive session

Public Comment-None

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION**, pursuant to Government Code section 54957

Title: General Manager



Meeting reconvened at 9:21pm. Chairperson Aliga reported: Feedback was given.

**14) Announcements and Comments from Board Members - None**

**15) Meeting Adjourn**

Director Briseño offered the motion, seconded by Director Starnes to adjourn the meeting at 9:22 p.m. Motion passed.

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**Tom Starnes, Board Secretary**



## Agenda 9

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### BOARD COMMUNICATION

Date: January 25, 2024

TO: Board Chairperson and Directors

FROM: Noel Parkhurst, Finance Director

SUBJECT: **Resolution of the Board of Directors of the Greater Vallejo Recreation District to Adopt the Final Adjusted Annual Operating Budget for Fiscal Year 2023-2024**

### BACKGROUND AND DISCUSSION

On May 25, 2023, The Greater Vallejo Recreation District Board of Directors approved the Annual Operating Budget for Fiscal Year 2023-2024. The Adjusted Annual Operating Budget presented today reflects three (3) adjustments to the FY 23/24 budget as well as formatting changes. One adjustment is to the salaries of employees who are represented by SEIU or IBEW. The second adjustment is to the revenue portion of the budget. The third adjustment is to reduce the amount of budgeted CIP spending for the remainder of FY 23-24 to reduce the use of reserves.

At the time that the budget was approved by the board, the M.O.U.'s from either union had not finalized the percentage increase in salaries and it was not yet available. The Adjusted Budget reflects the increase in wages based on the approved salary percentage increases for employees represented by SEIU and IBEW.

During the process of making the adjustments to the wages as previously described, the then interim Finance Director, Sue Casey identified the need to restate the amount of revenue that was budgeted and presented in the approved budget. Some of the revenue reported should have been shown as a use of reserves; instead, it was reported as additional revenue. The Interim Director Casey and the newly hired Finance Director Parkhurst reviewed the restated revenue and budgeted CIP spending with the appropriate GVRD staff. CIP projects were identified for deferment and removed from the budget. This reduction in CIP spending for the remainder of the fiscal year will help offset the impact of re-classing the revenue. All CIP projects that remain in the adjusted budget are addressing unavoidable maintenance and upgrades, compliance, and safety concerns.

The district is working towards transitioning all financial reports to be more in line with current government reporting standards and best practices. The formatting changes made to the adjusted budget reflect this effort.



A 3-Year review of upcoming major CIP projects will be provided at a future Board meeting.

**RECOMMENDATION**

Accept the Final Adjusted Budget for Fiscal Year 2023-2024.

**PROPOSED ACTION**

Adopt the Adjusted Annual Operating Budget for Fiscal Year 2023-2024.

**DOCUMENTS AVAILABLE FOR REVIEW**

- a. Proposed Final FY 23/24 Adjusted Budget.



RESOLUTION NUMBER 2024-01

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE GREATER VALLEJO RECREATION DISTRICT TO ADOPT THE ADJUSTED ANNUAL OPERATING BUDGET FOR FISCAL YEAR 2023-2024**

WHEREAS, on January 25, 2024, a public review of the Adjusted Budget for Fiscal Year 2023-2024 was held by the Board of Directors; and

WHEREAS, to keep the budget current and accurate, amendments become necessary when changes arise, or events occur that impact on the budget. Adjustments have been made to the Revenue, CIP expenses and certain Wages as outlined in Attachment A to the resolution.

NOW, THEREFORE, it be resolved by the Board of Directors that the Adjusted Annual Budget for the fiscal year beginning July 1, 2023, which has been submitted during this Board Meeting is hereby passed and adopted this 25th day of January 25, 2024.

ADOPTED by the Board of Directors of the Greater Vallejo Recreation District on the 25th day of January 2024 by the following vote:

Ayes:

Noes:

Absent:

Attest: \_\_\_\_\_  
Kimberly Pierson, Board Clerk

\_\_\_\_\_  
GVRD Board Chairperson, Rizal Aliga

**Greater Vallejo Recreation District  
Attachment A: Resolution no 2024-01**

<b>Fund #</b>	<b>Revenue/ Expense</b>	<b>Department Number &amp; Name</b>	<b>FY 23-24 Original Adopted Budget</b>	<b>FY 23-24 Budget Amendments</b>	<b>FY 23-24 Amended Budget</b>
01-General Fund	Revenue	001-General Support & Administration	6,401,659	(197,614)	6,204,045
		010-Recreation Administration	3,500	0	3,500
		301-Visitor Services	198,900	0	198,900
		415-Children's Wonderland	53,200	0	53,200
		430-Break Camp	69,740	0	69,740
		450-Vallejo Community Center	100,232	0	100,232
		451-Foley Cultural Center	199,552	0	199,552
		460-Sports	90,332	0	90,332
		465-Community Events	12,300	0	12,300
		480-ExLP	203,100	0	203,100
		481-After School Programs	339,300	0	339,300
		486-Teen Services	79,475	0	79,475
		487-Franklin Gym	0	52,000	52,000
		490-Adaptive Recreation	330	0	330
		720-North Vallejo Community Center	26,800	0	26,800
		721-South Vallejo Community Center	64,235	0	64,235
		730-Cunningham Pool	378,107	0	378,107
		906-CIP	4,150,000	(2,482,358)	1,667,642
	<b>Revenue Total</b>		<b>12,370,762</b>	<b>(2,627,972)</b>	<b>9,742,790</b>
	Expense	001-General Support & Administration	1,649,804	324,154	1,973,958
		007-Human Resources	395,039	20,808	415,847
		010-Recreation Administration	496,175	(103,823)	392,351
		100-Finance	449,791	29,898	479,689
		200-Park Maintenance & Development	190,495	22,016	212,511
		300-Facilities	600,505	596,959	1,197,464
		301-Visitor Services	232,952	(78,696)	154,256
		310-Landscaping & Grounds	1,368,114	35,365	1,403,479
		312-McIntyre Ranch	50,000	0	50,000
		415-Children's Wonderland	101,126	(16,354)	84,773
		430-Break Camp	184,435	11,639	196,074
		450-Vallejo Community Center	215,162	2,904	218,066
		451-Foley Cultural Center	312,035	2,153	314,188
		460-Sports	109,543	49,981	159,524
		465-Community Events	101,394	6,237	107,631
		480-ExLP	316,780	15,412	332,192
		481-After School Programs	534,131	17,668	551,799
		486-Teen Services	62,471	4,224	66,695
		487-Franklin Gym	0	212,912	212,912
		490-Adaptive Recreation	34,663	1,231	35,893
		720-North Vallejo Community Center	69,285	(3,492)	65,793

**Greater Vallejo Recreation District  
Attachment A: Resolution no 2024-01**

		721-South Vallejo Community Center	69,305	972	70,277
		730-Cunningham Pool	522,283	19,492	541,775
		906-CIP	3,637,000	(1,114,962)	2,522,038
	<b>Expense Total</b>		<b>11,702,488</b>	<b>56,697</b>	<b>11,759,185</b>
<b>01-General Fund Excess (Deficiency) of Revenue Over Expense</b>			<b>668,275</b>	<b>(2,684,670)</b>	<b>(2,016,395)</b>
<b>09-Measure K</b>	Revenue	001-General Support & Administration	2,380,000	(350,000)	2,030,000
	<b>Revenue Total</b>		<b>2,380,000</b>	<b>(350,000)</b>	<b>2,030,000</b>
	Expense	001-General Support & Administration	91,400	(15,000)	76,400
		010-Recreation Administration	30,000	0	30,000
		100-Finance	2,000	0	2,000
		300-Facilities	889,576	(547,323)	342,253
		310-Landscaping & Grounds	266,164	(2,244)	263,920
		415-Children's Wonderland	85,000	(1,326)	83,674
		450-Vallejo Community Center	17,500	0	17,500
		451-Foley Cultural Center	67,000	0	67,000
		460-Sports	62,900	1,642	64,542
		465-Community Events	8,960	(152)	8,808
		486-Teen Services	16,332	185	16,516
		490-Adaptive Recreation	2,790	(47)	2,743
		720-North Vallejo Community Center	12,800	0	12,800
		721-South Vallejo Community Center	18,800	0	18,800
		730-Cunningham Pool	487,001	(3,789)	483,212
		906-CIP	798,000	(257,573)	540,427
	<b>Expense Total</b>		<b>2,856,224</b>	<b>(825,626)</b>	<b>2,030,598</b>
<b>09-Measure K Total Excess (Deficiency) of Revenue Over Expense</b>			<b>(476,224)</b>	<b>475,626</b>	<b>(598)</b>
<b>Total General Fund &amp; Measure K Combined Excess (Deficiency) of Revenue Over Expense</b>			<b>192,050</b>	<b>(2,209,043)</b>	<b>(2,016,993)</b>

**Greater Vallejo Recreation District**  
**Fiscal Year 2023-24 Proposed Adjusted Budget**  
**Summary by Budget Category**

<b>Fund #</b>	<b>Revenue/ Expense</b>	<b>Revenue/Expense Category</b>	<b>Budget FY 22-23 Budget</b>	<b>Year-End Actual FY 22-23 06/30/23 (Unaudited)</b>	<b>FY 22-23 Budget Variance</b>	<b>FY 23-24 Original Adopted Budget</b>	<b>FY 23-24 Proposed Budget Amendments</b>	<b>FY 23-24 Amended Budget</b>
<b>01-General Fund</b>	Revenue	Property Taxes	5,670,599	5,651,648	(18,951)	6,256,773	(197,614)	6,059,159
		Intergovernmental Revenue	319,690	0	(319,690)	500,000	239,690	739,690
		Charges for Services	836,028	892,017	55,989	966,080	33,300	999,380
		Rents: Use of Facilities/Equipment	582,933	630,984	48,051	616,423	8,700	625,123
		Use of Money & Property (Rents, Leases, Interest Income)	105,148	153,345	48,197	142,796	0	142,796
		Grants	166,542	302,100	135,558	203,100	927,952	1,131,052
		Donations	5,500	491	(5,009)	5,500	0	5,500
		Other Revenue	3,032,638	98,413	(2,934,225)	3,680,090	(3,640,000)	40,090
	<b>Revenue Total</b>		<b>10,719,078</b>	<b>7,728,997</b>	<b>(2,990,081)</b>	<b>12,370,762</b>	<b>(2,627,972)</b>	<b>9,742,790</b>
	Expense	Full-Time Salaries	2,890,171	2,674,658	(215,513)	2,991,204	37,722	3,028,926
		Part-Time Salaries	874,098	1,270,675	396,577	1,198,911	59,928	1,258,839
		Non-Retirement Employee Benefits	914,862	851,207	(63,656)	943,264	82,109	1,025,373
		CalPERS	785,275	752,783	(32,492)	757,942	3,031	760,973
		Services & Supplies	1,175,735	1,385,367	209,632	1,574,158	65,500	1,639,658
		Professional Services	219,365	423,488	204,123	275,608	1,000	276,608
		Computer Services, Software & Equipment	109,975	99,881	(10,094)	109,401	500	109,901
		County Tax Collection Fee	80,000	65,367	(14,633)	80,000	0	80,000
		Other Post Employment Benefit (OPEB)	0	0	0	50,000	(50,000)	0
		Transfer to Debt Service (POB)	0	330,427	330,427	0	330,493	330,493
		Capital Outlay	135,000	14,500	(120,500)	85,000	641,376	726,376
	<b>Expense Total</b>		<b>7,184,482</b>	<b>7,868,354</b>	<b>683,871</b>	<b>8,065,488</b>	<b>1,171,659</b>	<b>9,237,147</b>
<b>01-General Fund Excess (Deficiency) of Revenue Over Expense Before CIP Expense</b>			<b>3,534,596</b>	<b>(139,356)</b>	<b>(3,673,952)</b>	<b>4,305,275</b>	<b>(3,799,631)</b>	<b>505,643</b>
		CIP	3,140,447	1,630,062	(1,510,385)	3,637,000	(1,114,962)	2,522,038
	<b>CIP Expense Total</b>		<b>3,140,447</b>	<b>1,630,062</b>	<b>(1,510,385)</b>	<b>3,637,000</b>	<b>(1,114,962)</b>	<b>2,522,038</b>
	<b>General Fund Expense Total</b>		<b>10,324,929</b>	<b>9,498,415</b>	<b>(826,514)</b>	<b>11,702,488</b>	<b>56,697</b>	<b>11,759,185</b>
<b>01-General Fund Excess (Deficiency) of Revenue Over Expense With CIP Expense</b>			<b>394,149</b>	<b>(1,769,418)</b>	<b>(2,163,566)</b>	<b>668,275</b>	<b>(2,684,669)</b>	<b>(2,016,395)</b>

**Greater Vallejo Recreation District**  
**Fiscal Year 2023-24 Proposed Adjusted Budget**  
**Summary by Budget Category**

<b>09-Measure K</b>	<b>Revenue</b>	Other Revenue	250,000	0	(250,000)	250,000	(250,000)	0
		Special Assessments - Measure K	2,000,000	2,022,802	22,802	2,130,000	(100,000)	2,030,000
	<b>Revenue Total</b>		<b>2,250,000</b>	<b>2,022,802</b>	<b>(227,198)</b>	<b>2,380,000</b>	<b>(350,000)</b>	<b>2,030,000</b>
	<b>Expense</b>	Part-Time Salaries	473,163	312,508	(160,655)	503,941	0	503,941
		Non-Retirement Employee Benefits	44,700	22,115	(22,585)	57,607	(6,677)	50,930
		Services & Supplies	774,150	880,214	106,064	903,300	0	903,300
		Professional Services	2,000	0	(2,000)	2,000	0	2,000
		Computer Services, Software & Equipment	10,000	48,346	38,346	30,000	0	30,000
		Capital Outlay	993,876	995,380	1,504	561,376	(561,376)	0
	<b>Expense Total</b>		<b>2,297,889</b>	<b>2,258,564</b>	<b>(39,325)</b>	<b>2,058,224</b>	<b>(568,053)</b>	<b>1,490,171</b>
<b>09-Measure K Total Excess (Deficiency) of Revenue Over Expense Before CIP Expense</b>			<b>(47,889)</b>	<b>(235,761)</b>	<b>(187,872)</b>	<b>321,776</b>	218,053	<b>539,829</b>
		CIP	385,000	330,577	(54,423)	798,000	(257,573)	540,427
	<b>CIP Expense Total</b>		<b>385,000</b>	<b>330,577</b>	<b>(54,423)</b>	<b>798,000</b>	<b>(257,573)</b>	<b>540,427</b>
	<b>Measure K Expense Total</b>		<b>2,682,889</b>	<b>2,589,140</b>	<b>(93,749)</b>	<b>2,856,224</b>	<b>(825,626)</b>	<b>2,030,598</b>
<b>09-Measure K Total Excess (Deficiency) of Revenue Over Expense With CIP Expense</b>			<b>(432,889)</b>	<b>(566,338)</b>	<b>(133,449)</b>	<b>(476,224)</b>	475,626	<b>(598)</b>
<b>Total General Fund &amp; Measure K Combined Excess (Deficiency) of Revenue Over Expense</b>			<b>(38,740)</b>	<b>(2,335,756)</b>	<b>(2,297,015)</b>	<b>192,050</b>	<b>(2,209,043)</b>	<b>(2,016,992)</b>

Projected Fund Balances		Year-End Actual FY 22-23 06/30/23 (Unaudited)	FY 23-24 Amended Budget
<b>Total Projected Combined Fund Balance Beginning of Fiscal Year (Unaudited)</b>		<b>8,609,608.37</b>	<b>6,273,852.77</b>
<b>15% Operating Reserve</b>		<b>(1,077,672.34)</b>	<b>(1,385,572.01)</b>
<b>Restricted Retiree Benefit</b>		<b>(1,298,281.87)</b>	<b>(1,298,281.87)</b>
<b>Unrestricted Fund Balance Beginning of Fiscal Year</b>		<b>6,233,654.16</b>	<b>3,589,998.89</b>
<b>Total Projected Combined Fund Balance End of Fiscal Year (Unaudited)</b>		<b>6,273,852.77</b>	<b>4,256,860.29</b>
<b>15% Operating Reserve</b>		<b>(1,077,672.34)</b>	<b>(1,385,572.01)</b>
<b>Restricted Retiree Benefit</b>		<b>(1,298,281.87)</b>	<b>(1,298,281.87)</b>
<b>Unrestricted Fund Balance End of Fiscal Year</b>		<b>3,897,898.56</b>	<b>1,573,006.41</b>

**Greater Vallejo Recreation District**  
**Fiscal Year 2023-24 Proposed Budget Adjustments**  
**Summary by Department**

<b>Fund #</b>	<b>Revenue/ Expense</b>	<b>Department Number &amp; Name</b>	<b>Budget FY 22-23 Budget</b>	<b>Year-End Actual FY 22-23 06/30/23 (Unaudited)</b>	<b>FY 22-23 Budget Variance</b>	<b>FY 23-24 Original Adopted Budget</b>	<b>FY 23-24 Budget Amendments</b>	<b>FY 23-24 Amended Budget</b>
01-General Fund	Revenue	001-General Support & Administration	5,777,837	5,847,468	69,631	6,401,659	(197,614)	6,204,045
		010-Recreation Administration	5,148	3,700	(1,448)	3,500	0	3,500
		301-Visitor Services	218,400	256,578	38,178	198,900	0	198,900
		415-Children's Wonderland	59,560	43,436	(16,124)	53,200	0	53,200
		430-Break Camp	49,305	72,022	22,717	69,740	0	69,740
		450-Vallejo Community Center	0	28,163	28,163	100,232	0	100,232
		451-Foley Cultural Center	200,000	270,044	70,044	199,552	0	199,552
		460-Sports	116,120	74,760	(41,360)	90,332	0	90,332
		465-Community Events	13,600	4,852	(8,748)	12,300	0	12,300
		480-ExLP	166,542	302,250	135,708	203,100	0	203,100
		481-After School Programs	280,000	407,085	127,085	339,300	0	339,300
		486-Teen Services	2,200	0	(2,200)	79,475	0	79,475
		487-Franklin Gym	0	0	0	0	52,000	52,000
		490-Adaptive Recreation	6,100	819	(5,281)	330	0	330
		720-North Vallejo Community Center	29,035	31,905	2,870	26,800	0	26,800
		721-South Vallejo Community Center	54,846	73,391	18,545	64,235	0	64,235
		730-Cunningham Pool	415,695	312,525	(103,170)	378,107	0	378,107
		906-CIP	3,324,690	0	(3,324,690)	4,150,000	(2,482,358)	1,667,642
	<b>Revenue Total</b>		<b>10,719,078</b>	<b>7,728,997</b>	<b>(2,990,081)</b>	<b>12,370,762</b>	<b>(2,627,972)</b>	<b>9,742,790</b>
	Expense	001-General Support & Administration	1,465,923	1,922,341	456,418	1,649,804	324,154	1,973,958
		007-Human Resources	410,049	381,863	(28,186)	395,039	20,808	415,847
		010-Recreation Administration	398,720	386,423	(12,297)	496,175	(103,823)	392,351
		100-Finance	443,972	462,317	18,345	449,791	29,898	479,689
		200-Park Maintenance & Development	188,741	204,270	15,529	190,495	22,016	212,511
		300-Facilities	572,280	612,943	40,663	600,505	596,959	1,197,464
		301-Visitor Services	155,433	141,980	(13,453)	232,952	(78,696)	154,256
		310-Landscaping & Grounds	1,475,360	1,313,138	(162,222)	1,368,114	35,365	1,403,479
		312-McIntyre Ranch	0	0	0	50,000	0	50,000

**Greater Vallejo Recreation District**  
**Fiscal Year 2023-24 Proposed Budget Adjustments**  
**Summary by Department**

Fund #	Revenue/ Expense	Department Number & Name	Budget FY 22-23 Budget	Year-End Actual FY 22-23 06/30/23 (Unaudited)	FY 22-23 Budget Variance	FY 23-24 Original Adopted Budget	FY 23-24 Budget Amendments	FY 23-24 Amended Budget
		415-Children's Wonderland	124,418	212,369	87,951	101,126	(16,354)	84,773
		430-Break Camp	190,272	150,618	(39,654)	184,435	11,639	196,074
		450-Vallejo Community Center	7,683	40,532	32,849	215,162	2,904	218,066
		451-Foley Cultural Center	291,972	335,219	43,247	312,035	2,153	314,188
		460-Sports	168,622	131,162	(37,460)	109,543	49,981	159,524
		465-Community Events	70,986	66,725	(4,261)	101,394	6,237	107,631
		480-ExLP	300,786	494,682	193,896	316,780	15,412	332,192
		481-After School Programs	369,336	445,588	76,252	534,131	17,668	551,799
		486-Teen Services	3,176	969	(2,207)	62,471	4,224	66,695
		487-Franklin Gym	0	0	0	0	212,912	212,912
		490-Adaptive Recreation	6,600	2,909	(3,691)	34,663	1,231	35,893
		720-North Vallejo Community Center	37,920	40,578	2,658	69,285	(3,492)	65,793
		721-South Vallejo Community Center	46,220	64,604	18,384	69,305	972	70,277
		730-Cunningham Pool	456,013	457,125	1,112	522,283	19,492	541,775
		906-CIP	3,140,447	1,630,062	(1,510,385)	3,637,000	(1,114,962)	2,522,038
	<b>Expense Total</b>		<b>10,324,929</b>	<b>9,498,415</b>	<b>(826,514)</b>	<b>11,702,488</b>	<b>56,697</b>	<b>11,759,185</b>
<b>01-General Fund Excess (Deficiency) of Revenue Over Expense</b>			<b>394,149</b>	<b>(1,769,418)</b>	<b>(2,163,567)</b>	<b>668,275</b>	<b>(2,684,670)</b>	<b>(2,016,395)</b>
<b>09-Measure K</b>	Revenue	001-General Support & Administration	2,250,000	2,022,802	(227,198)	2,380,000	(350,000)	2,030,000
	<b>Revenue Total</b>		<b>2,250,000</b>	<b>2,022,802</b>	<b>(227,198)</b>	<b>2,380,000</b>	<b>(350,000)</b>	<b>2,030,000</b>
	Expense	001-General Support & Administration	89,000	33,126	(55,874)	91,400	(15,000)	76,400
		010-Recreation Administration	10,000	48,346	38,346	30,000	0	30,000
		100-Finance	2,000	0	(2,000)	2,000	0	2,000
		300-Facilities	877,892	878,972	1,080	889,576	(547,323)	342,253
		310-Landscaping & Grounds	685,551	622,046	(63,505)	266,164	(2,244)	263,920
		415-Children's Wonderland	83,923	37,446	(46,477)	85,000	(1,326)	83,674
		450-Vallejo Community Center	9,879	25,759	15,880	17,500	0	17,500
		451-Foley Cultural Center	62,000	55,668	(6,332)	67,000	0	67,000



**Greater Vallejo Recreation District**  
**Fiscal Year 2023-24 Proposed Budget Adjustments**  
**Summary by Department**

<b>Fund #</b>	<b>Revenue/ Expense</b>	<b>Department Number &amp; Name</b>	<b>Budget FY 22-23 Budget</b>	<b>Year-End Actual FY 22-23 06/30/23 (Unaudited)</b>	<b>FY 22-23 Budget Variance</b>	<b>FY 23-24 Original Adopted Budget</b>	<b>FY 23-24 Budget Amendments</b>	<b>FY 23-24 Amended Budget</b>
		460-Sports	40,597	21,212	(19,385)	62,900	1,642	64,542
		465-Community Events	9,012	924	(8,088)	8,960	(152)	8,808
		486-Teen Services	4,707	199	(4,508)	16,332	185	16,516
		490-Adaptive Recreation	2,777	66	(2,711)	2,790	(47)	2,743
		720-North Vallejo Community Center	9,800	11,996	2,196	12,800	0	12,800
		721-South Vallejo Community Center	14,000	23,298	9,298	18,800	0	18,800
		730-Cunningham Pool	396,751	499,504	102,753	487,001	(3,789)	483,212
		906-CIP	385,000	330,577	(54,423)	798,000	(257,573)	540,427
	<b>Expense Total</b>		<b>2,682,889</b>	<b>2,589,140</b>	<b>(93,749)</b>	<b>2,856,224</b>	<b>(825,626)</b>	<b>2,030,598</b>
<b>09-Measure K Total Excess (Deficiency) of Revenue Over Expense</b>			<b>(432,889)</b>	<b>(566,338)</b>	<b>(133,449)</b>	<b>(476,224)</b>	<b>475,626</b>	<b>(598)</b>
<b>Total General Fund &amp; Measure K Combined Excess (Deficiency) of Revenue Over Expense</b>			<b>(38,740)</b>	<b>(2,335,756)</b>	<b>(2,297,016)</b>	<b>192,050</b>	<b>(2,209,043)</b>	<b>(2,016,993)</b>

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# Greater Vallejo Recreation District

## **POLICY MANUAL**

**POLICY TITLE:** Committees of the Board of Directors  
**POLICY NUMBER:** 4060

Standing committees advise the Board with respect to matters within their respective responsibilities, After the Board officers have been elected, at the following Board meeting, the Board Chairperson shall appoint and publicly announce the two members assigned to each of the standing committees, for the ensuing calendar year. In addition, the Board Chairperson shall appoint two members to represent the District on the City's Inter-Agency Committee.

The members of each committee shall agree upon a committee chair, and if there is no agreement, the more senior member of the committee will become the chair. If there is a tie regarding seniority, then the Board Chair will designate the committee's chair. The designation of committee Chairs shall strive to provide all Board members with opportunities to gain experience. If a Board member chairs multiple committees, it would benefit the District and Board for that Board member to reduce the number of committees they chair.

The following shall be standing committees of the Board:

- Budget and Finance Committee;
- Facility and Development Committee;
- Policies and Personnel Committee;
- Publicity, Program, and Community Relations Committee;
- McIntyre Ranch Committee; and
- Sports Center Committee.

The Board Chairperson shall appoint such ad hoc committees as deemed necessary or advisable by the Chair and/or the Board. To qualify as an ad hoc committee, the committee must be temporary (i.e., exist for less than a year), be advisory (i.e., no final decision-making authority), and have a discrete task or goal rather than a continuing jurisdiction over a range of policy issues. The Board Chairperson shall outline the duties of ad hoc committees at the time of formation or appointment, and the committee shall dissolve when it has made its final recommendations, or it has run out of time. Ad hoc committees may, but are not required to, post meeting notices and agendas and allow the public to attend.

The General Manager or the General Manager's designee shall be an ex-officio member of all committees. Each committee chair shall inform the Board as to the business transacted at each Board meeting.

The Board's standing committees will meet on an as needed basis as determined by the committee chair and the General Manager, and shall review District functions, activities, and/or operations pertaining to their designated concerns, as specified below. Any recommendations resulting from the committee's review should be submitted to the Board via a written or oral report.

All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board. As with Board meetings, a quorum of the committee must be present to hold a committee meeting; since each committee has only two members, both committee members must be present to convene. Should a third member of the Board wish to attend meetings of any standing committee, they may do so as an observer only and may not ask questions or make statements during the meeting, nor participate in any manner.

#### **The Board's standing Budget and Finance Committee**

This committee shall work with the General Manager and other staff of the District on the annual budget projection and other financial matters. This committee shall review the General Manager and Directors' expenses, annual audit and annual financial statement before publication. The committee will ensure that investment policies are followed and that funds are invested in a prudent manner with adequate protections to prevent misuse.

#### **The Board's standing Facility and Development Committee**

This committee shall study and recommend acquisitions of real property and the type of facilities that should be planned for new acquisitions, and all joint planning and developmental programs for district facilities, including any additional facility needs and development of present parks. This committee shall review and, make recommendations for facilities and/or developments. This committee shall review matters related to engineering and operation of facilities and short and long-range capital improvement plans.

#### **The Board's standing Policies and Personnel Committee**

This committee shall study and make recommendations for the compensation and welfare of District Staff. This committee shall also, as needed, meet with the General Manager regarding the terms and conditions of the General Manager's employment by the District. This committee shall review the functions of District staff and other policies not assigned to other committees.

#### **The Board's standing Publicity, Program and Community Relations Committee**

This committee shall study and make recommendations for all District recreational programs and policies regarding public affairs and community outreach, including co-sponsorship with other entities. This committee shall assure information regarding the affairs of the District is adequately communicated to its constituents and the public at large. This committee shall make presentations before groups and organizations upon request.

#### **The Board's standing McIntyre Ranch Committee**

This committee shall study and make recommendations for the District's uses of and plans for McIntyre Ranch. This committee shall also solicit feedback and participation from interested community members and groups.

#### **The Board's standing Sports Center Committee**

This committee shall engage in planning and make recommendations for a District Sports Center Complex.

**Greater Vallejo Recreation District**  
**Standing Committee Appointments 2024**

**Budget & Finance Committee**

Current Members: Directors Briseño and Kennington

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**Facility & Development Committee**

Current Members: Director Aliga and Vacant

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**Policies, and Personnel Committee**

Current Members: Directors Briseño and Kennington

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**Publicity/Program & Community Relations Committee**

Current Members: Directors Aliga and Vacant

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**McIntyre Ranch Committee**

Current Members: Directors Briseño and Vacant

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**Sports Center Committee**

Current Members: Directors Aliga and Vacant

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**Agenda 10.2**

**BOARD COMMUNICATION**

**Date: January 25, 2024**

**TO: Board Chairperson and Directors**

**FROM: Lisa Sorvari, Human Resources Director**

**SUBJECT: Approve Changes to Part-Time Employee Pay Range Table**

**BACKGROUND AND DISCUSSION**

Request to increase the salary range for Facilities Maintenance Workers to compete with the market and create internal equity. The facilities department is challenged with retaining maintenance workers because they accept job offers (part-time) from the Recreation Department making \$3.50/hour more. Part-Time Maintenance Worker positions are difficult to recruit due to lack of skilled workers in the workforce.

**RECOMMENDATION**

Approve increasing part-time Facilities Maintenance Worker pay range. This will increase the position's pay range to match the part-time Assistant Recreation Coordinator's pay range.

From: \$18.75 - \$20.00/hour  
To: \$22.25 - \$23.00/hour

**FISCAL IMPACT**

None. Facilities is not filling one of the two vacant PT Facilities Maintenance positions.

**ALTERNATIVES CONSIDERED**

- Approve as is.
- Approve with recommendations.
- Reject
- Reject with recommendations.
- Let the proposal sit with no action taken.

**ENVIRONMENTAL REVIEW**

N/A

**PROPOSED ACTION**

Approve

**DOCUMENTS AVAILABLE FOR REVIEW**

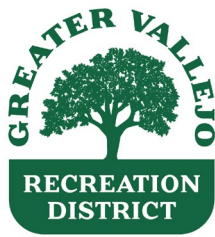
2023 and 2024 Part-Time Pay Range Tables

Greater Vallejo Recreation District  
Part-time Pay Range Table  
Effective 1/01/23

Job Titles	Step 1	Step 2	Step 3
Recreation Leader I	\$16.50	\$16.75	\$17.00
Recreation Leader II	\$17.00	\$17.75	\$18.25
Lifeguard, Swim Instructor	\$17.50	\$18.00	\$18.50
Senior Lifeguard	\$18.50	\$18.75	\$19.00
Custodian	\$18.25	\$18.75	\$19.00
Maintenance Worker			
Senior Recreation Leader			
Visitor Services Monitor			
Center Monitor	\$18.75	\$19.50	\$20.00
Customer Serv. Rep.			
Facility Maint. Worker			
Maintenance Eq. Operator			
Prog/Pool/Camp Specialist	\$19.00	\$19.75	\$20.25
Recreation Leader III			
Aquatic Programs Specialist	\$20.50	\$20.80	\$21.10
Visitor Services Coordinator			
Admin. Clk.	\$21.50	\$22.10	\$22.90
Assistant Coordinator	\$22.25	\$22.50	\$23.00

Greater Vallejo Recreation District  
Part-time Pay Range Table  
Effective 1/01/24

Job Titles	Step 1	Step 2	Step 3
Recreation Leader I	\$16.50	\$16.75	\$17.00
Recreation Leader II	\$17.00	\$17.75	\$18.25
Lifeguard, Swim Instructor	\$17.50	\$18.00	\$18.50
Senior Lifeguard	\$18.50	\$18.75	\$19.00
Custodian	\$18.25	\$18.75	\$19.00
Maintenance Worker			
Senior Recreation Leader			
Visitor Services Monitor			
Center Monitor	\$18.75	\$19.50	\$20.00
Customer Serv. Rep.			
Maintenance Eq. Operator			
Prog/Pool/Camp Specialist	\$19.00	\$19.75	\$20.25
Recreation Leader III			
Aquatic Programs Specialist	\$20.50	\$20.80	\$21.10
Visitor Services Coordinator			
Admin. Clk.	\$21.50	\$22.10	\$22.90
Assistant Coordinator	\$22.25	\$22.50	\$23.00
Facility Maint. Worker			



**Agenda 10.3**

**BOARD COMMUNICATION**

**Date: January 25, 2024**

**TO: Board Chairperson and Directors**

**FROM: Lisa Sorvari, Human Resources Director**

**SUBJECT: Approve Changes to Policy #1010 Adoption/Amendment of Policies**

**BACKGROUND AND DISCUSSION**

- Changed any “District Director or General Manager may initiate a proposed adoption or amendment of policies” to “Any member of the Board of Directors or the General Manager may initiate the adoption of a new policy or an amendment to an existing policy.
- Added a policy may be forwarded to the full Board of Directors if a Committee has reviewed during two Committee meetings.

This policy has been reviewed by the Policies & Procedures Committee and by legal.

**RECOMMENDATION**

Approve the amended Adoption/Amendment of Policies Policy upon first review.

**FISCAL IMPACT**

None.

**ALTERNATIVES CONSIDERED**

- Approve draft with no changes.
- Approve draft with recommendations.
- Approve as is.
- Approve with recommendations.
- Reject
- Reject with recommendations.
- Let the proposal sit with no action taken.

**ENVIRONMENTAL REVIEW**

N/A

**PROPOSED ACTION**

Approve

**DOCUMENTS AVAILABLE FOR REVIEW**

Policy #1010



# Greater Vallejo Recreation District

## POLICY MANUAL

POLICY TITLE: Adoption/Amendment of Policies (Amended)  
POLICY NUMBER: 1010

Any member of the Board of Directors or the General Manager may initiate the adoption of a new policy or an amendment to an existing policy. A Director may initiate the proposed Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any District Director or by the General Manager. The proposed adoption or amendment is initiated by submitting a written draft of the proposed adoption or amendment to the General Manager and requesting that the item be included for consideration on the agenda of the appropriate Committee.

~~\_\_\_\_\_ The Adoption of a new policy or amendment of an existing policy shall be accomplished must be considered at a regular meeting of the Board of Directors and shall require a recorded affirmative majority vote of the total membership of the Board of Directors. of Directors or without its Proposed policies that require consultation with any unions representing District employees may require a second read, after that consultation is complete.~~

Before the Board of Directors ~~considering the adoption or amendment of adopting or amending~~ any policy, the proposed adoption or amendment shall be reviewed by the appropriate Committee ~~in order to~~ make any recommendation to the full Board of Directors. Under no circumstances is a committee or any member of that committee to take any action or make any statements committing the Board ~~as a whole unless~~ given authority to do so by the Board. ~~#After the Committee has considered the adoption/ or amendment of policies any policy during two Committee meetings, the such policy is to~~ shall be forwarded to the full Board of Directors for consideration. Such a policy may be forwarded with the Committee's positive or negative recommendation, or with no recommendation. Copies of the proposed policy adoption or amendment, with the Committee's recommendation, if any, shall be included in the full Board of Directors' meeting agenda ~~information~~ packet. The meeting agenda ~~information~~ packets with said copies shall be made available to each Director for review at least three (3) days prior to any meeting at which the policy(ies) are to be considered.

The adoption of a new policy or amendment of an existing policy must be considered at a regular meeting of the Board of Directors and shall require a recorded affirmative majority vote of the total membership of the Board of Directors. The Board of Directors may, at its discretion, adopt a policy upon first read with or without changes as stated in its motion. Proposed policies that require consultation with any unions representing District employees may require a second read, after that consultation is complete.



**Agenda 10.4**

**BOARD COMMUNICATION**

**Date: January 25, 2024**

**TO: Board Chairperson and Directors**  
**FROM: Lisa Sorvari, Human Resources Director**  
**SUBJECT: Approve New Policy #3076, Child Abuse and Neglect Prevention Reporting**

**BACKGROUND AND DISCUSSION**

A Child Abuse and Neglect Prevention and Reporting Policy is required by the Vallejo School District for GVRD staff working at their sites.

This policy has been reviewed by the Policies & Procedures Committee and by legal.

**RECOMMENDATION**

Approve the new Policy upon first review.

**FISCAL IMPACT**

None.

**ALTERNATIVES CONSIDERED**

- Approve draft with no changes.
- Approve draft with recommendations.
- Approve as is.
- Approve with recommendations.
- Reject
- Reject with recommendations.
- Let the proposal sit with no action taken.

**ENVIRONMENTAL REVIEW**

N/A

**PROPOSED ACTION**

Approve

**DOCUMENTS AVAILABLE FOR REVIEW**

Policy #3076

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# Greater Vallejo Recreation District

## POLICY MANUAL

**POLICY TITLE:** Child Abuse and Neglect Prevention and Reporting  
**POLICY NUMBER:** 3076 (NEW)

The Greater Vallejo Recreation District (“District”) prohibits and does not tolerate child abuse, neglect, sexual abuse, trafficking, or exploitation in the workplace or during any District-related activity. This policy sets forth the District’s procedures for employees and volunteers to report such acts. Those violating this policy will be appropriately disciplined, up to and including termination of employment or volunteer status. No employee or volunteer, regardless of his or her title or position, has the authority to commit or knowingly allow child abuse or neglect.

### Definitions and Examples

Child abuse includes any physical injury intentionally inflicted upon a child. Child abuse also includes sexual abuse inflicted upon a child.

Child neglect includes the negligent treatment or the maltreatment of a child by a person responsible for the child’s welfare under circumstances indicating harm or threatened harm to the child’s health or welfare. Neglect includes placing a child in a situation that endangers the child’s health or safety. Neglect also includes failing to provide adequate food, clothing, shelter, medical care, or supervision where the child is at substantial risk of suffering serious physical harm or illness.

Sexual abuse includes, but is not limited to:

- Sexual assault or violence, such as rape, sexual battery, abuse, molestation, or any attempt to commit such acts.
- Intentional physical conduct that is sexual in nature, such as touching of the genitals or intimate parts of the body, for the purposes of sexual arousal or gratification.
- Sexual exploitation, such as persuasion or coercion of a minor to pose in a photograph or video depicting sexual conduct.
- Sex trafficking or payment to a minor for the performance of any sexual act.

### Reporting Procedure

Immediately report suspected sexual abuse to your supervisor and the Human Resources Director. Do not directly confront the person who is the source of the report, question, or complaint before notifying any of the individuals listed. The District will take

every reasonable measure to ensure that those named in the complaint of misconduct, or are too closely associated with those involved in the complaint, will not be part of the investigation. If you are considered a Mandated Reporter, you will be required to file a report with Child Protective Services or local police.

### **Anti-Retaliation and False Allegations**

The District prohibits retaliation made against any employee, volunteer, board member, or other person who lodges a good faith complaint of sexual abuse or who participates in any related investigation. Employees are prohibited from making false or malicious sexual abuse allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination of employment and criminal prosecution. Making knowingly false or malicious accusations of sexual abuse can have serious consequences for those who are wrongly accused.

### **Investigation and Follow-up**

The District will cooperate fully with any investigation conducted by law enforcement or other regulatory/protective services agencies. The District will make every reasonable effort to keep the matters involved in the allegation as confidential as possible while still allowing for a prompt and thorough investigation.

### **Reporting to Law Enforcement or Appropriate Child or Adult Protective Services**

The District follows state and federal legal requirements for reporting allegations or incidents of child abuse, neglect, sexual abuse, trafficking, or exploitation to appropriate law enforcement and child or adult protective services organizations. The District will not investigate or assess the validity or credibility of an allegation as a condition before reporting the allegation to proper law enforcement authorities or protective services organizations.

### **Employee and Volunteer Screening and Selection**

As part of its abuse and misconduct prevention program, the District maintains a diligent screening program for prospective and existing employees and volunteers who may interact with those employed by, associating with or serviced by the District. The District may utilize a variety of methods of screening and selection, including but not limited to applications, personal interviews, criminal background checks and personal and professional references.

### **Rules**

To further the policies above, District employees and volunteers are subject to the following rules:

- It is strictly prohibited for any employee to have any one-on-one interaction with a minor/child in a nonpublic area. To prevent this occurrence, always have two employees present with a minor in any nonpublic area.

- Activities with minors should always occur in well-lit and easily accessible areas. Intimate or secluded settings are to be avoided. Assistance in toileting is strictly prohibited.
- Touching minors in an inappropriate manner is forbidden, especially by initiating contact. For example, patting minors on the buttocks as a sign of congratulation or encouragement, as often found in athletics, is forbidden.
- Do not play games with minors in which minors or employees hide, have unaccounted for periods of time or present opportunities for intimacy in nonpublic areas.
- Misconduct includes violation of “boundaries” of proper behavior and minor management. Violation of such boundaries includes bringing minors alone into a employee’s home, kissing, requesting personal favors, and intimating that their successful treatment is dependent on personally pleasing or satisfying the employee.
- No after-hours or “special” relationships during or following the minor’s affiliation with the District is allowed. This includes adding a minor as a friend on any social media platform or knowingly allowing a minor to follow your social media account and not taking reasonable action to prevent it (in this case, reasonable action would be defined as, removing and blocking the minor from your social media account when you are made aware of their action to follow/view/like your profile or content).

Violation of any of the above-mentioned rules can lead to disciplinary action up to and including termination of employment and the violation(s) will be reported to the local authorities, as appropriate.

### **Required Training**

All employees and volunteers who supervise or have control of minors (under the age of 18 years old), are considered Mandated Reporters by law and will be required to take Mandated Child Abuse Reporter Training after being hired by the District, and annually thereafter.

## F. RECOMMENDATIONS AND ACTION PLAN SUMMARY TABLE

This 10-Year Comprehensive Parks and Recreation Master Plan will help direct the future of parks, recreation, trails, and open space. The District, through this process, identified actions to continue to strive to meet the community’s needs and desires related to parks, recreation, facilities, services, and programs. The table below summarizes the actions that can be taken in the coming years.

### Goal #1: Maintain Organizational Effectiveness, and Resilient, Sustainable Funding

- Objective 1.1:** Review and improve organizational structure to meet current and future staffing needs
- Objective 1.2:** Increase staffing levels between 6 and up to 8 Full-time equivalent positions (FTEs)
- Objective 1.3:** Increase and improve communication to District residents
- Objective 1.4:** Explore additional funding options
- Objective 1.5:** Develop and Improve relationships with key partners
- Objective 1.6:** Develop a resource allocation philosophy/pricing model

### Goal #2: Aspire to be a Connected and Walkable Community

- Objective 2.1:** Expand greenways, pathways, and trails connectivity based on development of a trails master plan

### Goal #3: Continue to Improve and Enhance Recreation Programs and Service Delivery

- Objective 3.1:** Increase program spaces, staffing, and resources to create new programming opportunities for District residents
- Objective 3.2:** Promote active lifestyles through recreation
- Objective 3.3:** Explore opportunities to increase the number of community events based on demand, trends, and culture
- Objective 3.4:** Develop additional recreational opportunities
- Objective 3.5:** Work with other service providers to develop programs and services to meet demand and trends
- Objective 3.6:** Develop a formal recreation program evaluation process

### Goal #4: Prioritize Access to Parks and Programs for all District Residents

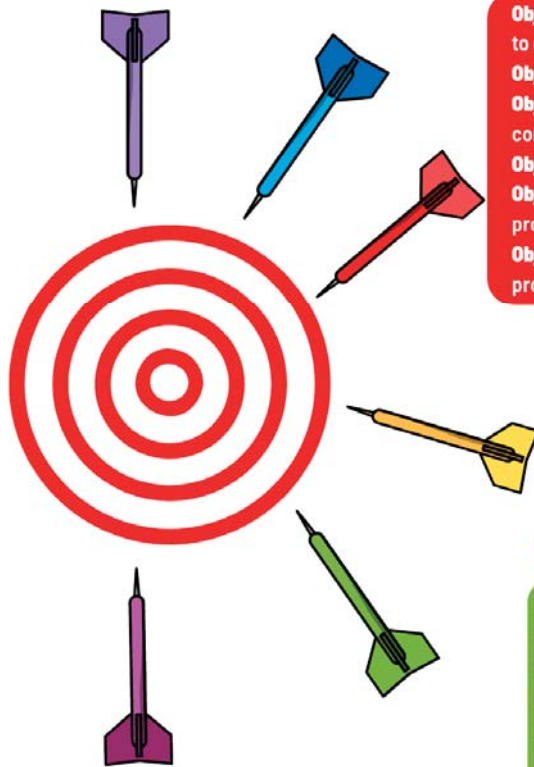
- Objective 4.1:** Focus on diversity, equity, inclusion and social justice

### Goal #5: Improve Quality Park Experiences

- Objective 5.1:** Continue to expand and improve existing facilities and amenities
- Objective 5.2:** Repair, upgrade, and/or replace the Low Scoring Amenities from the inventory assessment
- Objective 5.3:** Improve daily upkeep and user experiences in the parks
- Objective 5.4:** Prioritize and improve safety and security in parks and facilities
- Objective 5.5:** Develop new components at existing parks based on level of service analysis
- Objective 5.6:** Upgrade comfort and convenience amenities at existing facilities
- Objective 5.7:** Explore opportunities for new aquatics, recreation, and sports facilities

### Goal #6: Invest in Existing and New Facilities for System-Wide Improvement

- Objective 6.1:** Park-specific improvements to existing recreation facilities
- Objective 6.2:** System-wide recommendations
- Objective 6.3:** New areas of investment



## G. GVRD BOARD OF DIRECTORS ANNUAL WORK PLAN & PRIORITIES

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Annually, the District Board of Directors develops a work plan that guides the General Manager and staff. These priorities represent the needs and desires of community members and are used to set budget priorities. The 2019/20 work plan is organized with the following categories and is in **Appendix L**.

- Planning – current and future District enhancements
- Funding – sustainable use of resources
- Maintenance – ongoing and enhanced maintenance of parks and facilities
- Park development – Enhancement to parks, trails and open space
- Facilities - operations and maximum use of facilities
- Recreational programming – the efficient and effective delivery of recreation activities, events, and programs
- Operations – administration functions and efficiencies
- Communication - both internal and external communication



## Recreation Services Board Updates

01/25/2024

### **Activity Guide:**

- The production of the summer Activity Guide has begun.

### **Aquatics:**

- Aquatics staff held their monthly staff training and reviewed some new Red Cross guidelines and received a light training from the Fire Department on Narcan.
- Pool Managers are currently reviewing and revamping the way they teach swim lessons to prepare for the spring season.
- Lifeguard Recruitment for spring and summer programming will begin this month.

### **Community Centers:**

- The lease agreement for One People Tribe programming at Norman C. King Center is almost completed and GVRD hopes to have a signed agreement by the close of the month.
- Staff continue to work on reviewing new Course Proposals and reaching out to potential instructors to increase programming at the facilities.

### **Children's Wonderland & Community Events:**

- The team has been reaching out and scheduling food vendors for this season's Flavor Town Tuesdays (food trucks) beginning in late spring.
- Parents night out will be on February 9<sup>th</sup> from 4:30-8:30pm. Parents will be able to drop their kids off with GVRD staff and enjoy a night out with their partner. The kids will get to watch movies, have pizza, and play games while mom and dad get a much-needed date night out!
- On Saturday, February 24<sup>th</sup>, from 12-5pm at Children's Wonderland, GVRD will be hosting a Black History Month Celebration Event that celebrates the influence on cultures past, present and future. We will unite a diverse community by creating a space to express each of the unique contributions to the Black experience. This will be a rain or shine event, we will have performances, food trucks, vendors, an Art walk and more!



## **Sports Gym/Adaptive Recreation (AR):**

- The Ribbon Cutting Ceremony for the GVRD Sports Gym was held last Friday, January 19<sup>th</sup> and had a great turnout.



- The Junior Warriors Basketball season began on January 20<sup>th</sup> at GVRD's new Sports Gym. There are 140 participants registered for the 8-week program.



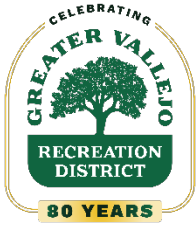
- Adult Pickleball classes for beginners and intermediate began on January 16<sup>th</sup> at the Sports Gym. There are 10 participants registered in each session.
- The gym had a full house last week during the Mare Island Tech vs. John Henry basketball game.

### **Staffing:**

- The new FT Recreation Coordinator started this week.
- The Department held a summer planning workshop to discuss new and innovative programs/events to expand our offerings this summer.
- Budget kick-off meeting for FY 24-25 will take place in early February with departmental staff.

### **Youth Services:**

- Youth Services partnered with VCUSD to offer Fun to Run Camp on January 16<sup>th</sup> at the Foley Cultural Center and had 20 participants in the program.
- Staff have begun planning for summer camp programs.



# Maintenance Department Board Update

1/24/24

## Parks and Facilities

- Glen Cove Waterfront Park
  - VWA and Solano RCD had a volunteer workday on January 20<sup>th</sup> to support new native plants and grasses with mulch.
- Wardlaw Skate/Dog Park
  - Staff worked on removing graffiti.
- Washinton Park
  - Received the notice from Child Start Inc that they will no longer be leasing the building; I am coordinating a walkthrough of the building with them.
- Lake Dalwigk Park
  - Staff worked on removing a fallen pine tree.
- Dan Foley Park
  - We have started attending the Fishing in the City planning meetings for the event scheduled for March 23.
- Sports Fields
  - Staff worked on re-sod areas at Dan Foley baseball field and Wardlaw soccer field.
- Facilities
  - Staff continues to do the annual building inspections.
  - 401 building- Contractor replaced the offices doors that were damaged from the Burglary.
  - Staff will be scheduling the annual fire alarms inspections.
- Visitor Services
  - Parks Department will start the recruitment for Visitor Services for this coming up season beginning in April.

# BOARD PROJECTS UPDATE



Date

TASK	START	END	% COMPLETE	DONE	NOTES
<b>395/401 Renovations</b>					
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	3/30/2024	75%	<input type="checkbox"/>	Contractor continues making progress on the drywall.
<b>VCC HVAC</b>					
Design Phase	6/1/2023	2/28/2023	90%	<input type="checkbox"/>	Staff is working with an engineer on the design.
Permit Issued	2/1/2023	5/1/2024	0%	<input type="checkbox"/>	
Proposed Board Approval	7/1/2024	7/31/2024	0%	<input type="checkbox"/>	
RFP	9/1/2024	10/28/2024	0%	<input type="checkbox"/>	
Build	11/1/2024	1/1/2025	0%	<input type="checkbox"/>	
<b>Cunningham Pool Shade Structures</b>					
Design/Assessment Phase	1/1/2023	11/30/2023	100%	<input checked="" type="checkbox"/>	
Permit Issued	12/1/2023	2/28/2024	0%	<input type="checkbox"/>	City is reviewing the application; waiting for any comments from them.
RFP	3/2/2024	4/15/2024	0%	<input type="checkbox"/>	
Build	6/1/2024	8/1/2024	0%	<input type="checkbox"/>	
<b>Dan Foley Artificial Field</b>					
Assessment and Engineer's cost estimate	8/1/2022	11/1/2022	100%	<input checked="" type="checkbox"/>	
Board Approval	12/1/2022	12/8/2023	100%	<input checked="" type="checkbox"/>	
Design Phase	1/1/2023	6/21/2023	100%	<input checked="" type="checkbox"/>	
RFP	8/1/2022	9/15/2023	100%	<input checked="" type="checkbox"/>	

# BOARD PROJECTS UPDATE



Date

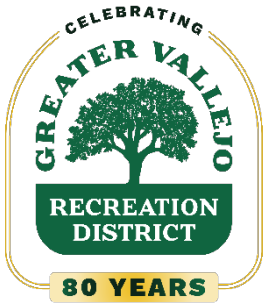
TASK	START	END	% COMPLETE	DONE	NOTES
Build	10/9/2023	2/15/2023	90%	<input type="radio"/>	Contractor is making progress; the installation on the new synthetic is close for completion; working with the contractor on resolving a drainage issue on a small area of the field.
<b>Cunningham Pool ADA Upgrades</b>					
Design Phase	11/1/2020	1/28/2022	100%	<input checked="" type="checkbox"/>	City will work on finalizing the plans and making the parking lot improvements.
Permit Issued	6/1/2022	8/5/2022	100%	<input checked="" type="checkbox"/>	City issued the permit.
RFP	6/21/2023	10/28/2023	100%	<input checked="" type="checkbox"/>	
Build	1/8/2024	6/1/2024	10%	<input type="radio"/>	Contractor begun the demo on the building where new restrooms will be added.
<b>Terrace Park Playground</b>					
Prop 68 Per Capita Project Approval	12/1/2020	2/28/2022	100%	<input checked="" type="checkbox"/>	
Design/RFP	12/1/2021	1/30/2022	100%	<input checked="" type="checkbox"/>	
Build	1/15/2023	2/28/2024	0%	<input type="radio"/>	Contractor is scheduled to start on January 22nd.
<b>Hanns Park Disc Golf</b>					
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	3/30/2024	98%	<input type="radio"/>	Waiting on the disc golf group on their proposal for the welcoming sign.
<b>Lake Dalwigk Park Improvements</b>					
Design Phase	5/1/2023	10/31/2023	100%	<input checked="" type="checkbox"/>	Interwest will be doing a presentation at the board meeting in November.
Permit Issued	1/15/2024	2/28/2024	0%	<input type="radio"/>	
RFP	1/15/2023	2/29/2024	0%	<input type="radio"/>	

# BOARD PROJECTS UPDATE



Date

TASK	START	END	% COMPLETE	DONE	NOTES
Build	4/1/2024	9/1/2024	0%	<input type="radio"/>	City will be requesting a six months extension to Caltrans.
<b>Children's Wonderland Electrical Upgrade</b>					
Design Phase	4/1/2023	6/1/2023	100%	<input checked="" type="checkbox"/>	
Permit Issued	6/1/2023	11/31/2023	100%	<input checked="" type="checkbox"/>	
RFP	4/1/2024	4/30/2024	0%	<input type="radio"/>	Staff ordered the panel.
Build	7/1/2024	9/1/2024	0%	<input type="radio"/>	
<b>North Vallejo Community Center Electrical Upgrade</b>					
Design Phase	4/1/2023	6/1/2023	100%	<input checked="" type="checkbox"/>	
Permit Issued	6/1/2023	11/30/2023	100%	<input checked="" type="checkbox"/>	City issue the permit; working to get the approval from PG&E
RFP	4/1/2024	4/30/2024	0%	<input type="radio"/>	
Build	7/1/2024	9/1/2024	0%	<input type="radio"/>	
<b>Dan Foley Cultural Center Electrical Upgrade</b>					
Design Phase	12/1/2023	3/1/2024	80%	<input type="radio"/>	
Permit Issued	4/1/2023	5/30/2024	0%	<input type="radio"/>	
RFP	8/1/2024	10/30/2024	0%	<input type="radio"/>	
Build	11/1/2024	12/31/2024	0%	<input type="radio"/>	
<b>Franklin Middle School</b>					
floors Renovations	4/1/2023	10/8/2023	100%	<input checked="" type="checkbox"/>	
Internet & Alarm	6/1/2023	12/29/2023	100%	<input checked="" type="checkbox"/>	
Tree Removals	11/1/2023	11/30/2023	100%	<input checked="" type="checkbox"/>	
GYM and Portable Buildings	1/1/2024	3/29/2024	100%	<input checked="" type="checkbox"/>	Staff continues working on the GYM.
				<input type="radio"/>	



## Human Resources Board Update

January 25, 2024

### Recruitment/Staffing Update:

- The full time Recreation Coordinator started.
- GVRD is now 100% staff.
- HR ramping up to onboard part-time Aquatics Center staff.

### Total Compensation Study:

- Received Four Proposals
- Finalist Interviews to be completed by January 19, 2024
- Selection to be completed by January 31, 2024
- Notice to proceed by February 2, 2024

### Projects:

- Total compensation study
- Research and implement finance/payroll/timekeeping/HR system
- Research possible employee health benefits broker change
- Records retention policy and procedures
- Part-time employee handbook updates
- Trainings – Active shooter, unconscious bias, supervisor



## Finance Director Board Update

January 25, 2024

### **FY24/25 Budget Process**

- FY24/25 Budget Calendar meeting on Friday, January 26th.
- The beginning phases of building out the budget roll up file will begin next week.

### **Implementation of new Web Hosting Service**

- Phase II – Completion of the live company migration to the cloud. Finance Team testing for issues. Discovered a few problems and worked through a few more.
- Found a few issues and worked through them with Cougar Mountain. Check printing; change in Payroll reports, etc. Payroll processing begins Tuesday.
- Other issues still working out include running and accessing reports, correct configuration of sign on (remote desktop vs app installed for direct connection to the cloud).

### **Financial Reports – December 2023**

- December 2023 Financial Reports are not available for this Board Meeting. Due to resources allocated to finalizing the Adjusted Budget and working through the implementation of the new Cloud Based Server Host for Cougar Mountain Software we did not have enough time to complete the December financial reports. They will be provided at the next Board meeting.

### **Updates and Efforts in the Finance Department**

- The Financial and HRIS Software Replacement RFP
  - RFP closed Friday, January 12<sup>th</sup> with three proposals.



- We are contacting the candidates this week to set up initial meetings.
- 1099 forms have been mailed out to vendors.
- W2 forms will be sent out on time. We had to wait for updates that were a by-product of the new web host implementation.
- FY 21-22 Audit Status - waiting for response from auditor and actuary.



## General Manager Board Update

1/25/2024

- Thanks to everyone who came out for the Ribbon Cutting at the GVRD Sports Gym on January 19<sup>th</sup> .
- Working on the budget, budget calendar, staffing, CIP and other items.
- Working with the City of Vallejo regarding impact fee distribution.
- Attended the 2+2 as a spectator on the 18<sup>th</sup>. Was called up to talk about Kids Club.
- We are reviewing responses to the RFP for Finance/HR and Compensation. The IT RFP should be going out later this week.
- Researching picnic sites and special events programs to streamline the process.
- We had another break-in at the 401 Amador office. We are in the process of beefing up security and having the alarm systems evaluated.
- Tuesday and Wednesday next week I will be attending training for Continuing Education Units (CEU's) for my pesticide license.