

# Greater Vallejo Recreation District

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

## BOARD OF DIRECTORS

Rizal Aliga  
Robert Briseño  
Stacey Kennington  
Wendell Quigley

## GENERAL MANAGER

Gabe Lanusse

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

## Board of Directors Meeting Agenda

Thursday, July 27, 2023

Administrative Office-Board Room, 401 Amador Street, Vallejo, CA 94590

6:30 p.m. – Regular Session

### Public Comment on Items on the Agenda

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

1) Call to Order

2) Pledge of Allegiance

3) Roll Call

4) Approval of Agenda

5) Public Comment:

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

6) Committee Updates

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

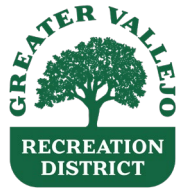
7) Consent Calendar

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

Public Comment

7.1 Approve Board Minutes – July 13, 2023

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



**8) Presentations:**

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

**8.2** Announcement of Employees of the Month by Department Heads

**9) Action Items:**

Public Comment

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

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

**10) Staff Updates**

Public Comment

**10.1** Recreation Superintendent

**10.2** Finance Director

**10.3** Maintenance Superintendent

**10.4** General Manager

**11) Executive Session:**

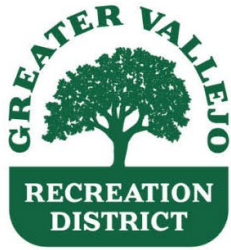
Public Comment

**11.1** PUBLIC EMPLOYEE PERFORMANCE EVALUATION, including potential salary adjustment; pursuant to Government Code section 54957

Title: General Manager

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

**13) Meeting Adjourn**



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## Greater Vallejo Recreation District Board of Directors

### MINUTES

July 13, 2023 – 401 Amador Street

6:30 p.m.

1) **Call to Order**

Vice-Chairperson Quigley called a regular meeting of the Board of Directors of the Greater Vallejo Recreation District to order at 6:30 p.m., July 13, 2023, in the Board Room of the Greater Vallejo Recreation District Office, 401 Amador Street, Vallejo, California.

2) **Pledge of Allegiance**

Vice-Chairperson Quigley led the pledge.

3) **Roll Call**

**Present:** Vice Chairperson Wendell Quigley, Secretary Rizal Aliga; Director Stacey Kennington

**Staff:** General Manager, Gabriel Lanusse; Legal Counsel, Andrew Shen; Recreation Superintendent, Antony Ryans; Maintenance Superintendent, Salvador Nuño; Finance Director, Penny Harman; Acting Board Clerk, Jeffrey Worrell

**Excused:** Chairperson Robert Briseño

4) **Approval of Agenda**

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

5) **Public Comment:**

**Members of the public may speak on any item not on the agenda but within the jurisdiction of the Board. Items on the agenda can be addressed at the time the matter is taken up. Each speaker is limited to 3 minutes and a spokesperson for an organization is limited to 5 minutes.**

One speaker.

6) **Committee Updates**

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

Director Quigley reported for the McIntyre Ad Hoc Committee that a letter was presented to the McIntyre Neighborhood Group, a response from them was received, and committee is awaiting an opportunity to meet with Neighborhood Group.

One public speaker.



Director Aliga reported for the Sports Complex Ad Hoc Committee that District is awaiting to receive keys from Vallejo Unified School District.

**7) Consent Calendar**

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

Public Comment

7.1 Approve Board Minutes-June 28, 2023-Special Meeting

7.2 Accept Facility and Development Committee Minutes-June 20, 2023

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

**8) Action Items:**

Public Comment

8.1 Authorize the General Manager to award the project and enter into a contract with DMR Builders Corporation in the amount of \$774,345 for the remodel at 395 Amador Street (Nuño)

Director Aliga offered the motion, seconded by Director Kennington to authorize GM to enter into said contract with DMR Builders. Motion passed.

8.2 Approve Changes to Policy 4060-Committees of the Board of Directors (Legal Counsel)

Counsel Shen presented info about standing committees vs ad hoc committees. No action taken.

8.3 Discussion on Possible Extension of Resolution 2022-07-Temporarily suspending collection of entrance fees at Children's Wonderland (Ryans)  
Directors discussed item, requested information from Superintendent Ryans.

8.4 Approve 3-Year Memorandum of Understanding between Greater Vallejo Recreation District and IBEW 1245 for 2023-2026 (Lanusse)

Director Aliga offered the motion, seconded by Director Kennington to approve the said MOU with IBEW 1245. Motion passed.

**9) Financials:**

Public Comment

9.1 Approve Financial Statement through 6/30/2023 (Harman)

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

9.2 Approve Payment of Bills 6/1/2023 through 6/30/2023 (Harman)

Director Aliga offered the motion, seconded by Director Kennington to approve the payment of bills. Motion passed.

**10) Staff Updates**

Public Comment



### 10.1 Recreation Superintendent

- Free Coed Youth Soccer League, sponsored by City of Vallejo has begun with 120 participants. Program runs four weeks at Dan Foley Park, kids receive a medal, soccer ball, and \$50 certificate to Big 5 Sporting Goods to buy cleats.
- Next Bands & Brews event is coming Friday 7/21, 6:30pm at Blue Rock Springs Park. Papa Joe & the New Deal is performing.
- Adaptive Rec held a BBQ on 6/28, it was well attended, 50+ participants and their care staff.
- Superintendent Ryans answered questions from Directors Kennington and Aliga.
- Director Kennington suggested investigating a partnership with local theater company Bay Area Stage for youth programming.

### 10.2 Finance Director

- New fiscal year has begun.
- Audit has begun, staff is assisting remotely, in person visits later this month.
- Director Harman answered a question from Director Kennington.

### 10.3 Maintenance Superintendent

- Staff did a great job prepping parks for, and cleaning up after, the July 4<sup>th</sup> holiday.
- Vallejo Watershed Alliance volunteers helped with cleanup at Dan Foley Park July 5<sup>th</sup>. This Saturday 7/15 VWA will have a cleanup event at Blue Rock Springs followed by a thank you lunch to recognize volunteers.
- City of Vallejo has begun work on improvements to North Vallejo Community Center parking lot. Should be completed within a week. Hoping that Cunningham Pool parking lot is next.
- Hanns Park ADA & Restroom upgrade should be completed before Shakespeare in the Park at the end of this month. Staff are also prepping the park for that event.
- Thanked Board for approving contact for work at 395 Amador St.
- The two Participatory Budgeting projects, gardens at Setterquist Park and South Vallejo Community Center, have been completed, working with City of Vallejo to get reimbursement.
- Also seeking reimbursement from the State for another project recently completed at Setterquist Park.
- Terrace Park playground project, funded by state grant money, is moving forward with purchasing, construction expected to begin September.
- Waiting on PG&E to complete work on electrical upgrade for Vallejo Community Center kitchen.



- PG&E completed work on electrical upgrade at Richardson Corp Yard, waiting on final inspections from the city.
- Superintendent Nuño answered questions from Directors Quigley and Kennington

#### **10.4 General Manager**

- Thanked Superintendent Ryans for his staff's work putting on the Adaptive Rec BBQ, glad that program is resuming post-shutdown.
- Thanked Superintendent Nuño for his staff's work around the 4<sup>th</sup> of July holiday.
- Thanked Director Harman for her work on the budget and kudos to staff for reigning in expenditures.
- Reached out to state re: Prop 68 grant funding for work on Franklin Complex, awaiting replies.
- Attended meeting in South Vallejo re: unhoused people living in Carquinez Park, city and district are working to address public concerns.

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

#### Public Comment

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

Title: General Manager

Meeting reopened at 9:14pm

Vice-Chairperson Quigley reported that item was discussed, no action was taken.

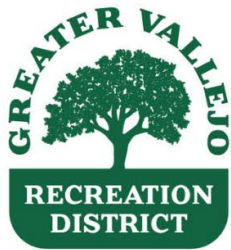
#### **11) Announcements and Comments from Board Members**

Directors Aliga and Quigley thanked Director Kennington for joining the board and welcomed her.

Director Kennington is happy to join the board, thanked them for welcoming her.

#### **12) Meeting Adjourn**

Director Aliga offered the motion, seconded by Director Kennington to adjourn the meeting at 9:16 p.m. Motion passed.



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## BOARD OF DIRECTORS

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Gabe Lanusse

## Programs and Publicity Committee Minutes

Tuesday, July 11, 2023

4:00 P.M.

Administrative Office-Board Room

401 Amador Street

**In attendance:** Directors Aliga & Quigley, Superintendent Antony Ryans,  
& General Manager Lanusse

Meeting began: 4:05 P.M.

1. **Public Comment** - We had public comment from Jorge Savala, Disaster Services Program Manager who talked about services offered through his organization. In addition, looking forward to partnering soon with GVRD.
2. **Activity Guide (fall)** - The fall activity guide is in full production. Staff have begun collecting program/event info for the guide. The public commented on if the guides still go to all the residents in Vallejo. The Directors would like to look into guides going to all the homes in Vallejo.
3. **Aquatics** - (Dive-in Movies) – The dive-in movie for this month was canceled due to low enrollment. The next film being offered is Encanto in August.
4. **Children's Wonderland** - The resolution for free entry to the park is coming to term and staff wanted to get a pulse on if the committee/board would like to extend waiver of entry fees for another year or if they'd like to slowly reintroduce fees to generate revenue. The committee is conflicted and would like to have a larger discussion with the Board.
5. **Community Events** - Staff is currently working on planning for events taking place during the summer. Bands and Brews summer concert series flyer was given to the committee as well. There are two more summer concerts left in the season with the big finale being Mitch Woods.
6. **July is "Parks Make Life Better" month!**- Staff worked with Verdin marketing and partnered with City Sports to engage the community and ask,

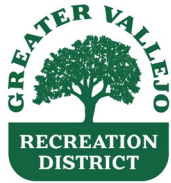


“why parks make life better in their community?” One lucky winner won a free 1-month membership to City Sports Gym in Vallejo.

7. **Recreation Retreat** - Staff discussed having a retreat for staff to review expectations, will offer team building, and lunch in August.
8. **Sports Programs/Complex** - The GM is working with the school district on the signed agreement to lease the gym at the former middle school on Starr Street. Prop 68 funds will help with the renovation. Staff suggested that the District recruit for FT staff and PT staff to program and operate the sports complex. The Board mentioned that they would discuss this possibility with the GM. Also, they wanted to know how many staff FT/PT are needed to operate the facility.
9. **Youth Services** - Camps are going strong with maximum attendance at all the Youth and Aquatic camps. Youth Services had to cancel the Teen camp due to low enrollment.

Adjourned: 4:57 P.M.





## Agenda 9.1

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### BOARD COMMUNICATION

Date: July 27, 2023

**TO: Board Chairperson and Directors**

**FROM: Gabe Lanusse**

**SUBJECT: Changes to Policy 4060 - Committees of the Board of Directors.**

#### **BACKGROUND AND DISCUSSION**

Staff and the Board of Directors have discussed this item to line up the appointment of committees with the designation of Board of Directors designations for Chair, Vice-Chair and Secretary.

Other aspects of this policy that have been discussed are the roles of committee members, selection of committee chair, quorum for committee meetings, when they can be cancelled, ad hoc meetings, and other items suggested for changes.

Note also that we have received further clarification regarding the timing of appointments to the Board of Directors. Under Public Resources Code Section 5784.3, Directors should take office on the first Friday in December following their appointment. We have been in communication with the Board's appointing authorities regarding this timeline. Given this clarification, we may also want to revisit Policy 4000 (regarding Board Selection) and Policy 4040 (regarding Board Officers).

The Board of Directors has considered this Policy 4060 at its meetings held on May 11, June 28, and July 13, 2023.

#### **RECOMMENDATION**

Approve, subject to further input from the Board of Directors.

#### **FISCAL IMPACT**

Minor impact on staff time if meetings need to be cancelled at the last minute and rescheduled. Committee meetings are part of the staff duties.

#### **ALTERNATIVES CONSIDERED**

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

#### **ENVIRONMENTAL REVIEW**

N/A

**PROPOSED ACTION**

Approve

**DOCUMENTS AVAILABLE FOR REVIEW**

Policy 4060

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# Greater Vallejo Recreation District

## POLICY MANUAL

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

Standing committees ~~may be established that are advisory to~~advise the Board with respect to matters within their respective ~~responsibility~~responsibilities. ~~At the first Board meeting in July, After the Board officers have been elected, at the following Board meeting, it will be determined which committees shall be activated and the Board Chairperson shall appoint and publicly announce the two members to be assigned to each of the standing committees, for the ensuing fiscal calendar year. In addition, the Board eChairperson shall appoint two members to represent the District on the City's Inter-Agency Committee.~~

~~The members of Chair of each committee shall be chosen by mutual agreement by the designated committee members agree upon a committee chair, and if there is no agreement can be reached, then by seniority 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 Ddesignation of committee Chairs should strive to give 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 to strive to have for that Director 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 ~~may be~~deemed necessary or advisable by ~~himself/herself themselves~~ 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 the ad hoc committees shall be outlined at the time of formation or appointment, and the committee shall be considered dissolved when its it has made its final report recommendations has been made 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. ~~The chairperson of e~~Each committee chair shall inform the ~~chairperson of~~ the Board as to the business transacted at each ~~committee b~~Board meeting.

The Board's standing committees will meet on an as needed basis ~~as determined by the committee chair of the committee and the General Manager,~~ and ~~may be assigned to~~shall review District functions, activities, and/or operations pertaining to their designated concerns, as specified below. ~~Said assignment may be made by the Board Chairperson, a majority vote of the Board, or on their own initiative.~~ Any recommendations resulting from ~~said 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 ~~of Directors.~~ 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 ~~with 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 final recommendations for facilities and/or developments. This committee shall review matters related to engineering and operation of facilities an short and long-range capital improvement plans.

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

This committee shall study and make recommend~~recommendations for~~ the compensation and welfare of District Staff. This committee shall also, as needed, include a meet and confer meet with the General Manager regarding the items 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, to include~~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 grouts 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.

~~The Chairperson shall appoint members to the City's Interagency Committee~~



## Agenda 9.2

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### BOARD COMMUNICATION

Date: July 27, 2023

**TO:** Board Chairperson and Directors

**FROM:** Antony Ryans

**SUBJECT:** Approve Reinstatement of Children's Wonderland Park Entry Fees at Full or Reduced Rate.

### **BACKGROUND AND DISCUSSION**

The COVID-19 pandemic limited the number of activities that were available for families. Children's Wonderland (CW) is a gated park operated by GVRD where families with young children can play safely. Entrance fees were held at \$2 for approximately 9 years, until a few years ago when the fees were increased to \$3. The park was closed for many months during COVID, and when regular parks reopened, it remained closed. This was due to the charge of entrance fees and fell into the amusement category. Staff researched the history of collecting entrance fees, the amount of the fee, and other related history. Staff then presented the idea to waive entrance fees during a staff report at a previous board meeting. The idea was also discussed with the programs and finance committees 2 plus years ago. In 2021 the Board passed a resolution to waive fees for a year and was renewed again in 2022. Now, the resolution is coming to term.

Staff curated several entry fee options for the Board's review and approval as CW Fee Waiver resolution ends August 31, 2023. In addition, data has been provided to support the reinstatement of some entry fees.

### **RECOMMENDATION(S)**

1. Option 1- Free Day on Mondays (Measure K Mondays!) or Fridays (Free Day Friday!).
2. Option 2- Kids Free, Adults Only (\$3 R, \$4NR)
3. Option 3- Kids 4 and under Free, (\$3 R, \$4NR)
4. Option 4- Reduced fee for Youth & Adults (\$2 R, \$1 SR/VETS, \$3 NR).
5. Option 5- Normal fee (\$3 R, \$4NR).

### **FISCAL IMPACT**

- Please see attached for financials.

**ALTERNATIVES CONSIDERED**

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

**ENVIRONMENTAL REVIEW**

- N/A

**PROPOSED ACTION**

- Approve 1 of 5 options proposed in recommendation.

**DOCUMENTS AVAILABLE FOR REVIEW**

- See Attached.



RESOLUTION NUMBER 2022-07

**RESOLUTION 2022-07 OF THE BOARD OF DIRECTORS OF THE GREATER VALLEJO RECREATION DISTRICT TO EXTEND RESOLUTION 2021-05 TEMPORARILY SUSPENDING COLLECTION OF ENTRANCE FEES AT CHILDREN'S WONDERLAND, FOR VALLEJO RESIDENTS FOR A PERIOD OF ONE YEAR**

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

WHEREAS, the COVID-19 pandemic limited the number of activities that were available for families. Children's Wonderland (CW) is a gated park operated by GVRD where families with young children can play safely. In August 2021, the Board of Directors passed Resolution 2021-05 waiving entrance fees to Children's Wonderland Park for a one-year time frame, which is set to end on August 31, 2022. The Board of Directors determined that it is in best interest of the community to extend the fee waiver for another on-year term.

WHEREAS, waiving entrance fees will give more access to the Vallejo community. Structuring appropriate staffing, creating outreach for more beneficial park hours, and increasing the number of concessions will improve use and create a larger draw to families looking for affordable activities for their families. Fees will continue to be charged for non-resident visitors, reserving birthday parties, some special events, reserving picnic areas, and to reserve the entire park for private events.

NOW THEREFORE, the Board of Directors hereby RESOLVES as follows: All Children's Wonderland entrance fees are waived from September 1, 2022 through August 31, 2023

ADOPTED by the Board of Directors of the Greater Vallejo Recreation District on the 25th day of August 2022 by the following vote:

Following Roll Call Vote: Ayes: Bowen, Briseño, Aliga, Quigley  
Noes: 0  
Absent: McDonald  
Abstained: 0

Adopted: [Signature]  
Ron Bowen, Chairperson

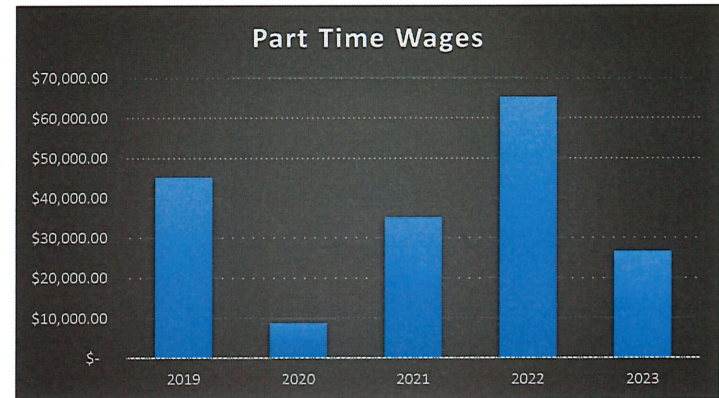
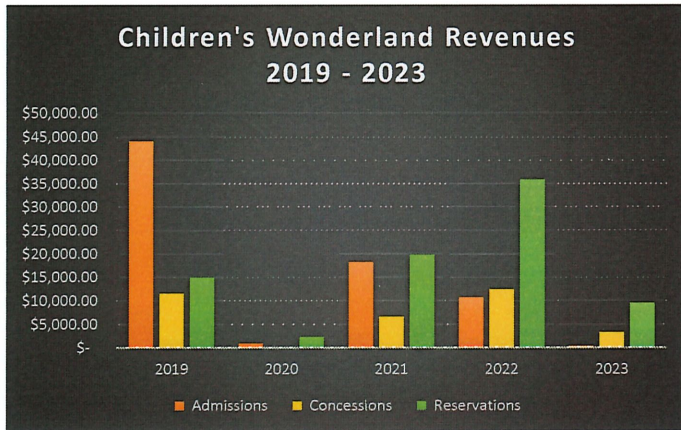
Attest: [Signature]  
Kimberly Pierson, Board Clerk



**Children's Wonderland Revenues 2019 - 2023**

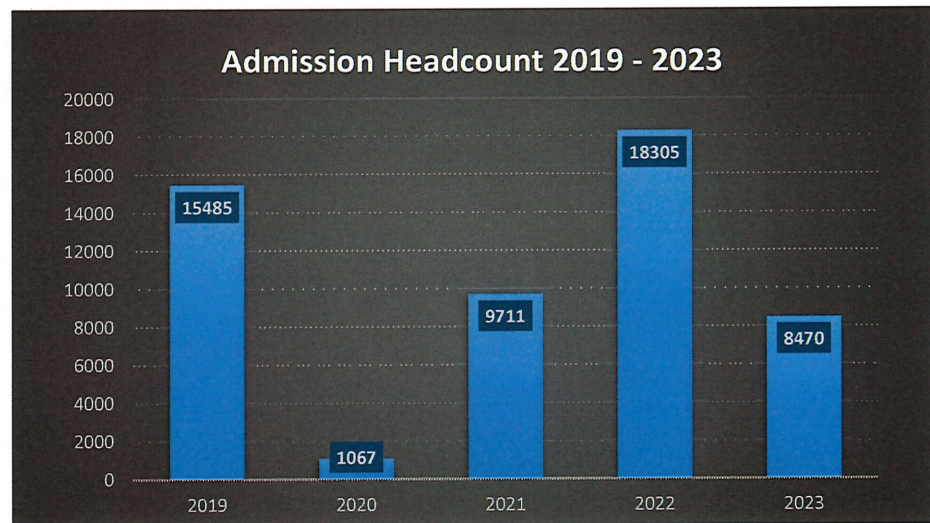
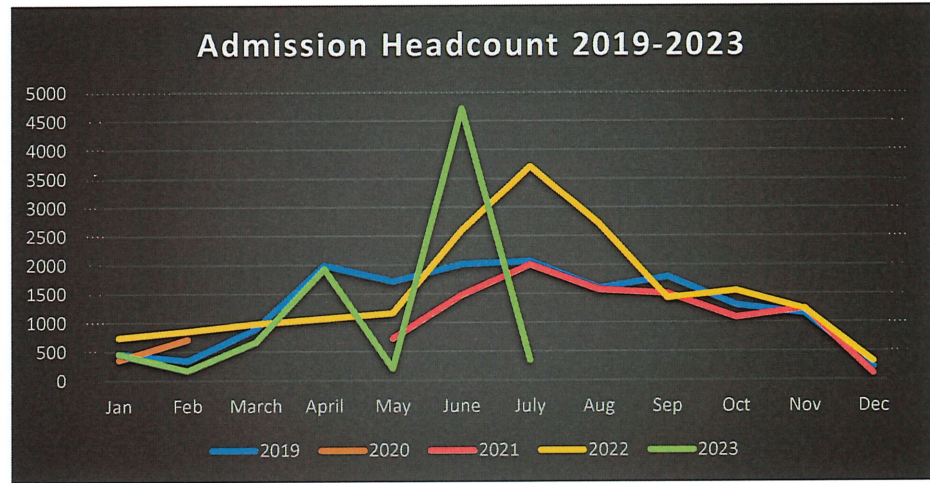
	Admissions	Concessions	Reservations	Total	Notes
2019	\$ 44,094.00	\$ 11,502.50	\$ 14,877.25	\$70,473.75	
2020	\$ 987.00	\$ 42.00	\$ 2,301.00	\$3,330.00	March - Dec GVRD shutdown due to COVID-19
2021	\$ 18,244.00	\$ 6,607.00	\$ 19,799.00	\$44,650.00	Jan - April GVRD shutdown due to COVID-19
2022	\$ 10,720.00	\$ 12,439.00	\$ 35,836.00	\$58,995.00	
2023	\$ 436.00	\$ 3,388.00	\$ 9,470.50	\$13,294.50	As of 7/16/2023

Part Time Wages	
Year	Total Spent \$
2019	\$ 45,099.54
2020	\$ 8,747.63
2021	\$ 35,176.36
2022	\$ 65,260.21
2023	\$ 26,655.63



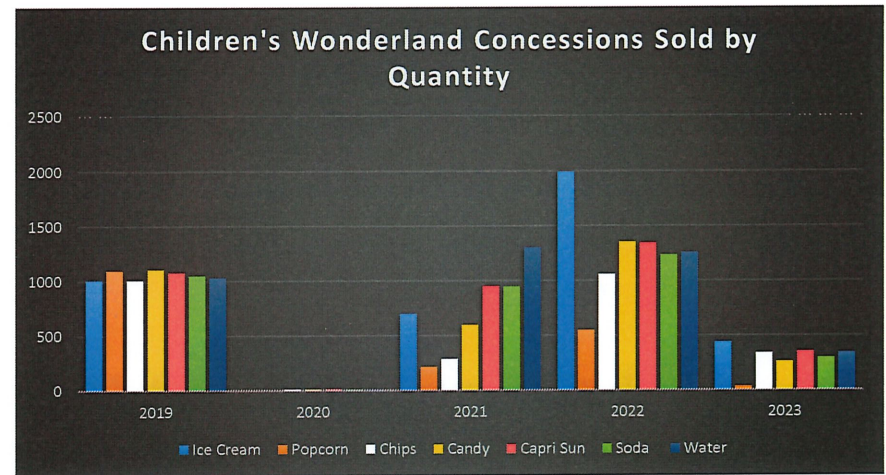
**Children's Wonderland Admission Head Count**

	2019	2020	2021	2022	2023
Jan	459	358		737	454
Feb	335	709		846	166
March	888			976	658
April	1985			1064	1928
May	1713		727	1159	204
June	2009		1476	2596	4715
July	2063		2005	3714	345
Aug	1590		1568	2716	
Sep	1789		1,505	1416	
Oct	1292		1082	1544	
Nov	1144		1238	1221	
Dec	218		110	316	
<b>Total</b>	<b>15485</b>	<b>1067</b>	<b>9711</b>	<b>18305</b>	<b>8470</b>



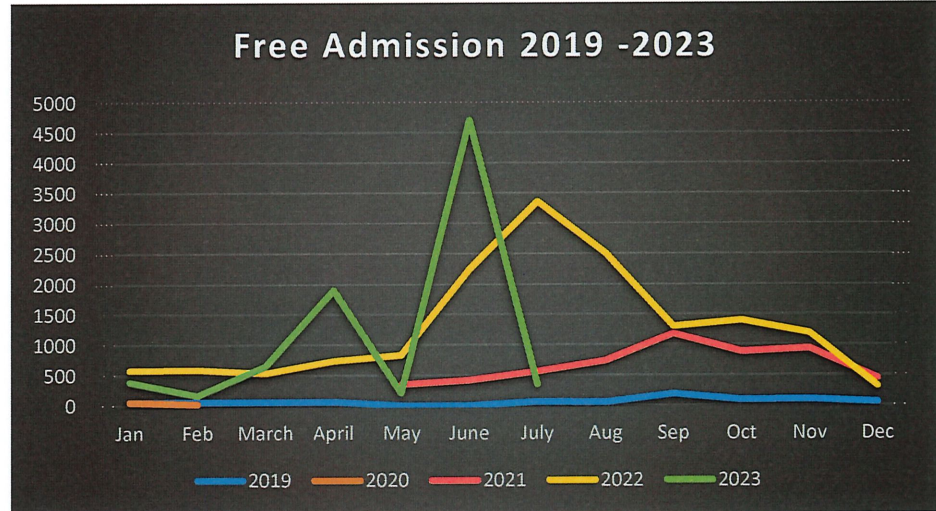
Children's Wonderland Concessions Sold by Quantity

	Ice Cream	Popcorn	Chips	Candy	Capri Sun	Soda	Water	Total
2019	1010	1100	1008	1109	1082	1049	1032	7390
2020	0	0	11	12	14	8	6	51
2021	701	216	290	600	952	947	1306	5012
2022	1997	551	1061	1359	1349	1236	1259	8812
2023	440	35	340	263	355	297	342	2072



**Children's Wonderland Free Admission Report from 2019 -2023**

	2019	2020	2021	2022	2023
Jan	66	56		586	386
Feb	57	24		592	164
March	62			536	648
April	61			737	1905
May	0		351	839	204
June	0		421	2249	4709
July	65		565	3359	345
Aug	50		742	2510	
Sep	187		1,185	1306	
Oct	90		890	1402	
Nov	97		941	1193	
Dec	52		447	316	
<b>Note:</b>	Free under age 2 or un	Free for Re	Free for re!	Free for residents	
<b>Total</b>	787	80	5542	15625	8361



Free for residents

Free for Residents/ CLOSED From Jan to April/ Park hours 11-4

age 2 or under free; CLOSE Due to COVID-19

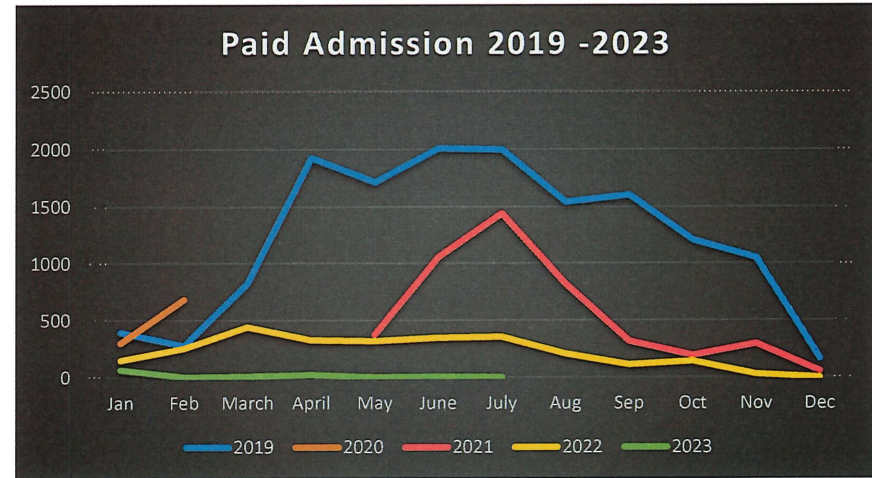
Free under 2 of age, park hours from 11-4

Children's Wonderland Paid Admission Report from 2019 -2023

	2019	2020	2021	2022	2023
Jan	393	302		151	68
Feb	278	685		254	2
March	826			440	10
April	1924			327	23
May	1713		376	320	0
June	2009		1055	347	6
July	1998		1440	355	0
Aug	1540		826	206	
Sep	1602		320	110	
Oct	1202		192	142	
Nov	1047		297	28	
Dec	166		55	0	

Note: \$3 each adult \$3 each adult From Jan-Apr \$4 each NR \$4 each NR

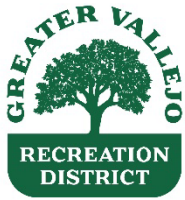
Total Attendees	14698	987	4561	2680	109
Total \$	\$44,094.00	\$3,948.00	\$18,244.00	\$10,720.00	\$436.00



2021 Closed due to Covid 19/ \$4 each non resident

adult resident and non-resident/ From March 2020 CLOSED DUE TO COVID 19

each adult resident and non-resident



## Recreation Department Board Updates

07/27/2023

### Activity Guide:

- Production for the fall Activity Guide has begun.

### Aquatics:

- Aquatic camps and all lessons (private & group) are full for week six, Each camp is at capacity with 30 campers, per camp. Group lessons have 10 swimmers, per session.

### Community Centers:

- Staff is responsible for looking for new leisure services contractors to provide programming at facilities.

### Children's Wonderland & Community Events:

- Flavor Town Tuesdays is a huge hit with the community. There were over 500 counted guests in attendance throughout the event. We're extending the event hours July-Sept 4-8pm.



- Mitch Woods is hitting the stage for the final Bands and Brews concert of the summer. Join us on Friday, August 4<sup>th</sup>, 6:30pm at Blue Rock Springs. Concessions and Beer will be sold for a nominal fee.



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

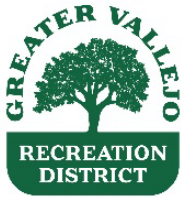
- Youth Soccer League started on 7/11 in partnership with the City of Vallejo and Vallejo Omega. 125 youth will continue with soccer lessons and games through 8/5. Each youth received a water bottle, cleats, shin guard, and soccer ball. Another great partnership and successful free program for your community!

### **Staffing:**

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

### **Youth Services:**

- PT Recruitment has begun for staffing of Before and After school programs.
- FRESH Camp had a great 2-week camp. Campers put on a production of the hit musical, "101 Dalmatians."
- Campers enjoyed field trips to Jelly Belly Factory, Loma Vista Farms, and Movie Theatre. More to come this summer!
- Youth Dept. partnered with contractors for enrichment activities such as Soaring Phoenix to focus on STEAM/robotics and Recology taught campers about recycling and composting.



## **Finance Department Board Update**

**07/27/23**

### **FY 23-24 Budget Process**

- Currently working on formatting the final budget in preparation for the book binding. I will be adding a budget for Franklin once that contract is finalized. Also, once the union contracts are completed, we will be presenting an amended budget to the Board for approval. I am working with staff to add clarifications to the justification worksheets to be presented with the amended budget. We are also editing account numbers to provide ease of reading.

### **Audit – FY 21-22**

- We have submitted reports requested by the auditors through their Suralink website. They have requested lots of documents for their initial sampling. We have been working all week to upload these requests. They will request additional documents once they are onsite the week of July 24-28.

### **Last Meeting**

- This is my last board meeting. As most of you know I am retiring as of July 28<sup>th</sup>. It's been an amazing 26 years with the District. I thank the board for the opportunities you have provided.





# Maintenance Department Board Update

7/27/23

## Parks and Facilities

- Hanns Park
  - Staff worked on getting the park ready for the Shakespeare in the Park event scheduled for July 29<sup>th</sup> and 30<sup>th</sup>.
- North Vallejo Park
  - City staff is working on the Community Center parking lot improvements.
- McIntyre Ranch
  - The tree contractor will be doing extra pruning on some of the trees.
- Dan Foley Park
  - We hired a contractor to install bollards by the Community Center.
- BRS Park
  - Staff assisted with the Bands and Brews event.
- Cunningham Pool
  - Adams Pool did some repairs on the pool ramps.
- Franklin
  - The School District contacted us to schedule a walkthrough and transfer of the sports fields and the facility.
- Weed Abatement
  - Parks department continues with the mowing and is currently working on the mowing at Hanns Park.
- Recruitment
  - We will be reviewing the applications soon for the MWI position.
- I will be out on vacation from 7/24-7/28.

# BOARD PROJECTS UPDATE

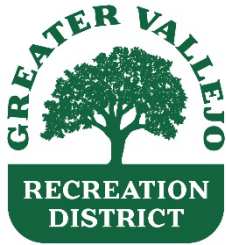


Date

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	12/31/2023	60%	<input type="checkbox"/>	Board approved the bid for the renovations of 395 building; staff is working with our legal counsel to generate the contract.
<b>VCC Kitchen</b>					
Design Phase	1/1/2015	8/1/2020	100%	<input checked="" type="checkbox"/>	
Permit Issued	8/1/2019	8/1/2021	100%	<input checked="" type="checkbox"/>	
Engineer's cost estimate	8/1/2021	10/1/2021	100%	<input checked="" type="checkbox"/>	
Proposed Board Approval	8/12/2022	11/18/2021	100%	<input checked="" type="checkbox"/>	
RFP	1/7/2022	2/28/2022	100%	<input checked="" type="checkbox"/>	
Build	4/18/2022	8/15/2023	95%	<input type="checkbox"/>	Had the inspection from PG&E of the new panel; waiting for a date from PG&E to do the connection of new electrical panel.
<b>Cunningham Pool Shade Structures</b>					
Design/Assessment Phase	1/1/2023	8/15/2023	60%	<input type="checkbox"/>	Staff is working on the design to present to the City for their approval.
Permit Issued	9/1/2023	10/1/2023	0%	<input type="checkbox"/>	
RFP	11/2/2023	12/15/2023	0%	<input type="checkbox"/>	
Build	1/1/2024	3/1/2024	0%	<input type="checkbox"/>	
<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"/>	

TASK	START	END	% COMPLETE	DONE	NOTES
Design Phase	1/1/2023	6/21/2023	100%	<input checked="" type="checkbox"/>	The consultant is getting close to complete the plans.
RFP	8/1/2022	9/1/2023	30%	<input type="checkbox"/>	We are waiting on the proposals from the companies; once we receive them it would go to our legal counsel for their review.
Build	11/1/2023	12/31/2023	0%	<input type="checkbox"/>	
<b>Richardson Electrical Upgrade</b>					
Design Phase	3/1/2020	1/28/2022	100%	<input checked="" type="checkbox"/>	
Permit Issued	2/3/2022	2/11/2022	100%	<input checked="" type="checkbox"/>	
RFP	2/14/2022	3/31/2022	100%	<input checked="" type="checkbox"/>	
Build	6/1/2022	7/30/2023	100%	<input checked="" type="checkbox"/>	PG&E completed the upgrade of the transformer; City will be doing the final inspection.
<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	8/10/2023	50%	<input type="checkbox"/>	We had the mandatory job walkthrough with the contractors on July 20th.
Build	10/1/2023	1/1/2024		<input type="checkbox"/>	
<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	9/1/2023	9/30/2023	0%	<input type="checkbox"/>	Playground vendor is waiting on the equipment.
<b>Children's Wonderland Shade Structures</b>					
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	5/1/2022	6/30/2023	80%	<input type="checkbox"/>	Submitted a design review application to the City; staff will be scheduling a meeting with City staff. This is on hold for now.

TASK	START	END	% COMPLETE	DONE	NOTES
Build	7/1/2023	8/1/2023	0%	<input type="radio"/>	
<b>Setterquist RIRE Funds Upgrades</b>				<input type="radio"/>	
Design/Assessment Phase	1/1/2022	2/28/2023	100%	<input checked="" type="checkbox"/>	
RFP	1/1/2023	3/1/2023	100%	<input checked="" type="checkbox"/>	
Build	4/11/2023	7/28/2023	100%	<input checked="" type="checkbox"/>	This project is completed; we will be submitting all the documents to the State for the reimbursement.
<b>Hanns Park Disc Golf</b>				<input type="radio"/>	
Design Phase	3/1/2021	9/27/2021	100%	<input checked="" type="checkbox"/>	
Equipment	8/26/2021	9/1/2021	100%	<input checked="" type="checkbox"/>	
Build	10/6/2021	8/1/2023	98%	<input type="radio"/>	Staff installed the new signs; working on the welcome sign.
<b>Hanns Park Restrooms ADA Upgrades</b>				<input type="radio"/>	
Design/Assessment Phase	6/1/2022	11/1/2022	100%	<input checked="" type="checkbox"/>	
Permit Issued	12/1/2022	2/14/2023	100%	<input checked="" type="checkbox"/>	
RFP	3/17/2023	4/14/2023	100%	<input checked="" type="checkbox"/>	
Build	6/1/2023	7/15/2023	90%	<input type="radio"/>	concrete was poured; waiting on a proposal from the contractor to build stairs for the disc golf.
<b>Lake Dalwigg Park Improvements</b>				<input type="radio"/>	



## General Manager Board Update

7/24/2023

- Working on incorporating and updating the MOUs for employees.
- Working with school District staff to get the keys this week, then preparing to open. Not sure on estimated opening. Once contractors do work, and staffing is figured out, we will have a ribbon cutting date set.
- We have contacted the State of California regarding Prop 68 and Franklin Fields. I hope to hear something soon.
- Began recruitment for Finance Director.
- Working with the COV regarding Participatory Budgeting. A couple projects related to parks may receive funding. Budget for projects may be too low, and COV may ask for partnering agencies to assist in covering the costs.
- Part Time manual is getting reviewed and updated.
- Staff is working on updating the budget, creating budget books, and the annual report.